



Texas State Organization Guidelines for State Personnel

2020

The **Texas State Organization Guidelines for State Personnel** is not a governing document but a guide for state personnel. It is the procedures manual for TSO officers, committee chairs, area coordinators and other state appointed personnel.

Table of Contents

You may click on an item to go directly to that page.

[Preface](#)

[History](#)

[Legal Information](#)

[Guidelines](#)

| | | | |
|------------|---|--------|---|
| 1.0 | General Responsibilities for State Personnel (Officers, Committee Chairs, Area Coordinators) | 3.1.9 | Leadership Orientation for State Personnel (LOSP) |
| 2.0 | Officers/Executive Committee | 3.1.10 | Membership |
| 2.1 | President | 3.1.11 | Necrology |
| 2.3 | Second Vice-President | 3.1.12 | Nominations |
| 2.4 | Recording Secretary | 3.1.13 | Personnel |
| 2.5 | Corresponding Secretary | 3.1.14 | Strategic Plan of Action |
| 2.6 | Parliamentarian | 3.1.15 | Technology |
| 2.7 | Immediate Past State President | 3.1.16 | Yearbook |
| 3.0 | Committees | 3.2 | Society Mission and Purposes |
| 3.1 | Society Business | 3.2.1 | Achievement Awards |
| 3.1.1 | Archives | 3.2.2 | Educational Excellence |
| 3.1.2 | Bylaws & Rules | 3.2.3 | Global Awareness |
| 3.1.3 | Ceremonies | 3.2.4 | Legislation |
| 3.1.4 | Communications & Publicity | 3.2.5 | Music |
| 3.1.5 | Expansion | 3.2.6 | Personal & Professional Enrichment |
| 3.1.6 | Finance | 3.2.7 | Programs & Service Projects |
| 3.1.7 | Headquarters | 3.2.8 | Research |
| 3.1.8 | Leadership Development for Chapter Presidents (LDCP) | 3.2.9 | Women in the Arts |

| | | | |
|--------|---|-----|---|
| 3.2.10 | Eula Lee Carter Memorial Fund | 6.0 | State Liaisons |
| 3.2.11 | Leadership Seminar | 6.1 | Liaison - Educ. Foundation |
| 3.2.12 | Scholarship | 6.2 | Liaison - UN Educational Foundation |
| 4.0 | Area Coordinators | 6.3 | Liaison - US Forum |
| 5.0 | Coordinating Councils | 7.0 | Presidents Advisory Council |

NOTE:

Policies and procedures for employed personnel (state executive secretary, state treasurer, Headquarters staff), and contracted personnel (editor/photographer, webmaster, and state convention program publisher) are found in the **TSO Operations Manual**.

Policies and procedures for ASTEFL Executive Committee members are in documents kept by ASTEF.

Preface

[Return to Table of Contents ↑](#)

Texas State Organization Guidelines for State Personnel has been completely revised using previous TSO documents and contributions from state personnel. The guidelines are for those leaders who are elected and appointed to serve Texas State Organization. These guidelines identify each position by including general information, citing governing documents, and designating duties and responsibilities, a timeline, meetings, forms and what files should include.

The *Constitution, Standing Rules, State Bylaws* and *State Rules* are the basis to the work of all elected and appointed state personnel. As changes to these official documents occur, the guidelines document should reflect these changes. State personnel may suggest and receive approval for changes to their guidelines when necessary.

June 24, 2014

April 30, 2017

October 24, 2017 (SPA Responsibilities added)

January, 2019

April 27, 2020

History of Policies and Procedures / Guidelines [Return to Table of Contents ↑](#)

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| 1960's | President's Book |
| 1969-1975 | Research for policies for each officer and each committee |
| 1975-1979 | One bound volume called Policies and Procedures Manual , later changed to Official Manual written |
| 1984-2013 | Official Manual used with additions and changes as they became necessary |
| 2013 | Revisions to TSO <i>Bylaws</i> and adoption of <i>State Rules</i> |
| 2014 | Texas State Organization Guidelines for State Personnel completed** |
| 2015 | Additions/corrections made by Executive Committee |
| 2016 | Additions/corrections made by Executive Committee |
| 2017 | Revisions made with input from officers, AC's, and Committee Chairs and approved by the Executive Committee |
| 2017 | SPA Responsibilities added |
| 2018 | Revisions made with input from officers, AC's, and Committee Chairs and approved by the Executive Committee |
| 2019 | Revisions made as approved by Executive Committee |
| 2020 | Revisions made as approved by Executive Committee |

The **Texas State Organization Guidelines for State Personnel is not a governing document but a guide for state personnel. It is the procedures manual for TSO officers, committee chairs, area coordinators and other state appointed personnel.

Legal Information

1. The legal name of the corporation is Texas State Organization of The Delta Kappa Gamma Society International.
2. The charter number is 080400-1.
3. The original 50-year charter, dated April 17, 1941, was amended on July 24, 1981, for perpetual existence, amending resolution adopted by Executive Board on June 12, 1981.
4. The official registered office of the corporation is the Headquarters of the Texas State Organization.
5. The registered agent is the State Executive Secretary.
6. The original charter, on file in the Office of Secretary of State, Texas, in Austin, Texas, was signed by Annie Webb Blanton, Cora M. Martin, and Clara M. Parker. The Certificate of Amendment is part of the file.

Guidelines

[Return to Table of Contents ↑](#)

1.0 General Responsibilities of State Personnel (Officers, Committee Chairs, and Area Coordinators) Updated 7/1/2015; 04/30/2017; 10/24/2018; 4/20

1.1 All Positions

- A. Attend state convention
- B. Attend LOSP training at the beginning of your biennium
- C. Attend international convention and an international conference if possible
- D. Prepare letter, including goals and using the template provided by the state president, to your chapter counterpart and chapter presidents for posting on website in President's Kit and on your committee/officer/area page as directed by state president and send to state president.
- E. Verify with state treasurer the budgeted amount for certain expenses for your position
- F. Submit expense reports as directed by state treasurer
 - (1) For all positions other than Area Coordinators, expenses for reimbursement must be received by the TSO state treasurer within 30 days of expenditure.
 - (2) Area Coordinator travel and expense for reimbursement are due in January and May annually.
 - (3) Any expense reports received after July 15 for the previous fiscal year cannot be reimbursed without approval of the state president due to audit deadlines.
- G. Submit information for budget preparation as requested by finance committee
- H. Obtain from predecessor the written records of previous biennia. Maintain files of materials, including minutes (copies are also sent to the state recording secretary), agendas of committee meetings, and notes on activities, from current and previous two biennia. Exceptions are noted in "Files" section of guideline page for that position. At end of biennium, put files in order and pass to incoming chair/officer/AC
- I. Update guidelines if necessary. Submit suggested changes by March 1 to state president for approval. State executive secretary has the responsibility for making changes to the guidelines document
- J. Submit letter for President's Kit to state president by July 1 or as directed
- K. Submit goals to state president by October 1 or as directed
- L. Submit 1st year report of activities to state president by March 1 or as directed
- M. Submit 2nd year letter for President's Kit to state president by July 1 or as directed
- N. Submit 2nd year report of activities to state president by March 1 or as directed
- O. Review and update information on the TSO website relative to your position. Submit updated documents (not just parts with changes to the state president who will have the information updated on the website.
- P. When an electronic submission is received, a brief confirmation reply should be sent in a timely manner i.e. yearbook, newsletter, Annie, ASTEF project, etc.
- Q. Maintain document files that include the following (documents may be electronic):
 - *International Constitution and Standing Rules*
 - *State ByLaws and Rules*
 - *Go-To Guide*

*Photo directory/calendar for current biennium [Return to Table of Contents ↑](#)

*LOSP training materials

*Texas Strategic Plan of Action

*Convention programs from previous two years

**Guidelines for State Personnel*

*Documents specific to position. Refer to specific guidelines for position

R. Accept other responsibilities as assigned by state president

S. Obtain electronic copy of the biennium letterhead for use during the biennium

1.2 Committee Chairs and Area Coordinators Only

A. Communicate with committee members/chapter presidents concerning plans for year early in your biennium. Maintain communication with committee/chapter presidents at least monthly throughout biennium

B. Ensure that your committee/area page of state website is kept current. When changes are needed, the entire updated document must be sent to the state president who will approve it, convert it to PDF, and send it to the webmaster.

C. Hold committee meetings face-to face (if funded for travel and/or lodging), electronically, or at state convention if schedule permits

D. Direct the work of your committee: develop the agenda, orient committee to its responsibilities, preside at any meetings, and keep committee members informed of committee progress

E. Appoint a committee member to take minutes of any meeting, face-to face or electronic. Minutes must be sent to state recording secretary for binding with official documents of the biennium, and a copy placed in the committee files.

2.0 Officers/Executive Committee

[Return to Table of Contents ↑](#)

2.1 President

[Return to Table of Contents ↑](#)

Updated 7/1/2015; 04/30/2017;10/24/2018; 10/4/2019

2.1.1 General Information

The state president is elected by members present and voting at state convention in odd-numbered years.

2.1.2 Information in Governing Documents

- A. *Constitution* - Article VI,A.2; VI,B.2; VI,C.1.a; VI,C.1.c-d; VI, D. 1.a-e; VI,D.2.a-c, VI,E.2; VII,A.2, VII,B,; IX,B; IX,C.2.b; X,B.6.b; XII,A.1.i; XIII,B.2.c
- B. *International Standing Rules* - 4.85.g(1); 5.22; 6.02; 7.22; 8.062; 8.063; 8.065; 8.110.b,c,f; 9.22
- C. *Bylaws* - president must have a working knowledge of every part of the *Bylaws*
- D. *State Rules* - president must have a working knowledge of every part of the *State Rules*

2.1.3 Duties and Responsibilities

2.1.3.1 General

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Serve as voting member of State Executive Committee and State Executive Board
- C. Preside at Executive Committee meetings
- D. Serve as member ex officio on all state committees except nominations
- E. Be familiar with scope of Delta Kappa Gamma business, programs, and services and provide leadership for implementing Society work within state organization
- F. Appoint the following at the beginning of the biennium:
 - 1) Parliamentarian
 - 2) Committee chairs (except expansion, nominations, and LOSP)
 - 3) Committee members (except finance and nominations)
 - 4) Area coordinators, and certain convention personnel
- G. Ensure that *Guidelines* are reviewed and updated by person holding the position or committee. The executive secretary has the responsibility of making the changes to the *Guidelines* document
- H. Send a digital copy of ALL reports, ballots/electronic voting, correspondence, minutes, President's Kit letters, President's Kit, and other documents from the biennium to TSO Headquarters.

2.1.3.2 Area Coordinators & Area Workshops

- A. Organize leadership training for area coordinators early in first year of biennium
- B. Prepare calendar for all area workshops (even-numbered years) and assign a state representative to each
- C. Provide state representative with information to be shared at workshops
- D. Work with area coordinators on theme, budget, and program for area workshops

2.1.3.3 Chapters

- A. Communicate monthly with chapter presidents
- B. Keep an updated directory of electronic addresses, physical addresses, and phone numbers of all chapter presidents; coordinate updated list with Headquarters staff.
- C. Visit as many chapters as possible during the biennium by observing the following practices:
 - 1) Attend meetings of multiple chapters
 - 2) Visit individual chapters needing assistance
 - 3) Visit chapters not included in state president's visitation for two preceding biennia
 - 4) Visiting a chapter to celebrate the chapter's birthday or for a strictly social function requires chapter to defray expenses of state president
- D. Work with expansion chair to charter new chapters and write a letter of greeting to be presented to the new chapter at the time of its installation
- E. Work with Executive Committee to support all chapters and work with chapters to develop an action plan when necessary
- F. Follow procedures for dissolution of a chapter as listed in *Life of a Chapter* document in President's Kit on the website. See additional information in *Go-To Guide*, Appendix H [*Constitution* Article XIX.3; *Bylaws* Article XVI.B; *State Rules* 16.2] and TSO list of items to be returned to TSO.
- G. In the event of a chapter's decision to dissolve or merge, coordinate with membership chair, and second vice president to guarantee that chapter members are individually notified of their membership options.

2.1.3.4 Communication

- A. President's Kit (or Chapter President's Kit) contains new and important state and international information for all state personnel and chapter presidents, prepared annually and available on TSO website
 - 1) President determines the outline/sections to be included in kit
 - 2) Suggested sections include:
 - a. President's letter
 - b. Table of contents
 - c. List of international administrative board and professional staff
 - d. List of TSO personnel including paid employees with all contact information
 - e. List of chapter presidents with contact information
 - f. Letters from state personnel
 - g. Calendar and deadlines
 - h. Area workshops calendar
 - i. Recommendations adopted at state convention
 - j. Additional communication as necessary
 - 3) This kit is available online. If some information is being posted on another part of website, all sections listed may not be necessary

[Return to Table of Contents](#) ↑

- 4) President works with TSO webmaster to ensure that there is space on website and that this material is made available to chapter presidents
 - 5) When information is ready, president notifies chapter presidents, TSO Executive Committee, committee chairs, area coordinators, past state presidents, and other state leadership personnel who may need this material. A concerted effort should be made to have the kit available by August 1.
- B. *Lone Star News* is the state organization newsletter for TSO
- 1) President and editor/photographer work together to determine news items, photos, and deadlines
 - 2) President writes a regular column for each *LSN* edition
 - 3) President critiques and reviews draft copy of *LSN* before it is sent to proofreaders
 - 4) President should provide editor with all state convention information to be published
 - 5) Actions and recommendations that require Executive Board and/or general membership action at state convention shall be provided to editor by state president prior to deadlines
 - 6) Send copy of TSO Executive Committee minutes to *LSN* editor/photographer
- C. TSO Website
- 1) All material is approved and sent to webmaster by state president
 - 2) President works with webmaster to monitor for time-sensitive information that may be in need of update or removal from website
 - 3) President must verify that state website has the Seal of Approval from international communications committee annually (posted on website).

2.1.3.5 Correspondence

- A. Provide an electronic letterhead to state personnel. Society designation on the official letterhead shall be “The Delta Kappa Gamma Society International, Texas State Organization”
- B. Work with Headquarters personnel and webmaster to keep contact information for state, international personnel and chapter presidents current
- C. Work with corresponding secretary to ensure selection of a Texas State Organization holiday greeting card. This may be an electronic card. Mailing list should include international administrative board, international headquarters professional office staff, past International presidents, state presidents and executive secretaries of the Southwest Region, TSO honorary members, regular state mailing list, and others as designated by the president

2.1.3.6 Coordinating Councils

- A. Direct the recording secretary to keep a current list of all coordinating council chairs and include coordinating council chairs in communications from TSO.
- B. Include coordinating council chairs in communications from TSO
- C. If possible, arrange time for coordinating council chairs to meet during state convention

- 2.1.3.7 Customs
- A. Encourage TSO members to wear Texas identification at international conferences and at international conventions
 - B. If given, gifts for international conference director and international president at the end of her biennium will be paid for with money from state president's budget.
- 2.1.3.8 Finances
- A. Be informed of all TSO financial accounts and funds
 - B. See that current state president's signature is on all financial accounts and old signatures are removed. At least three (3) signatures should be on file.
 - C. Work with state finance committee and state treasurer to prepare a budget and to adhere to it
 - D. Approve expense statements promptly and send to state treasurer for payment; state treasurer will approve president's expenses.
 - E. Co-sign checks and see that they are mailed to payees
 - F. See that an audit of all financial records is done annually
 - G. In the event of death of a current state officer or a past state president, state president shall instruct state treasurer to send a \$50.00 memorial gift to an appropriate state fund. Should a member of the above group lose a member of the immediate family (husband, child, parent), or in the event of death of a past International president, state president shall instruct state treasurer to send an appropriate memorial not to exceed \$25.00. This money is to come from state president's budget.
 - H. When International president is a member of TSO, state shall purchase International president's pin, which is ordered by International executive director
- 2.1.3.9 International Meetings
- A. International Convention
 - 1) During state convention, secure advice from convention body on major issues to come before International convention
 - 2) Cast TSO's vote in Executive Board meetings
 - 3) If a roll call vote is called for in general sessions, International executive director will specify number of votes to be cast by Texas on the ratio of one vote for each five active and reserve members in Texas as of June 30
 - 4) Cast TSO's vote for International nominees
 - 5) Participate in all activities as state president
 - 6) Make all state personnel aware of names and contact information for new International personnel as soon as possible after their election/appointment
 - 7) Coordinate and plan with corresponding secretary for an event for Texas member attendees and their guests.
 - a. Corresponding secretary hosts the Texas event.
 - b. Cost of the event is assumed by all who attend, except for International president who is invited as a guest of TSO

- c. Ensure that reservation forms for the Texas event are on the Texas website and in the *Lone Star News*. State treasurer collects reservations with payments.
 - d. With corresponding secretary, enlist Texas members to assist with decorations.
- B. International Conference
- 1) Participate in leadership development sessions for incoming state presidents
 - 2) Participate in presidents' procession accompanied by immediate past state president or as directed by an international conference Director
 - 3) Host a Texas event
 - a. Work with corresponding secretary to plan a Texas event
 - b. TSO budgets for the Texas event
 - c. Invitations appropriate for the occasion should be sent to International officers, International committee chairs in the region, International headquarters professional staff, past International presidents in the region, past southwest regional directors, and other special guests attending the conference. Texas members may be invited verbally.
 - d. With corresponding secretary, enlist Texas members to assist with refreshments and decorations.

2.1.3.10 Meetings

- A. Meet with as many chapters as possible during the biennium, especially those not visited by a state president for two preceding biennia
- B. Participate in as many state area workshops as possible, especially those not attended by a state president for two preceding biennia
- C. Represent TSO at an international conference and International convention
- D. Arrange time and place for annual meetings of Executive Committee, biennial meeting of the president's advisory council (PSP's), and other committee meetings as necessary
- E. Consult current state calendar for a listing of all required and necessary meetings. President is funded for attendance at all required meetings.
- F. Arrange for TSO representation at education meetings upon invitation
- G. Plan and preside at any Delta Kappa Gamma function in connection with a state professional meeting

2.1.3.11 Personnel

- A. State Executive Board shall be the elected officers, chapter presidents, and past state presidents. State executive secretary, state treasurer, state parliamentarian, state editor/photographer, state webmaster, ASTEF president, and state committee chairs shall be members ex officio without vote
- B. State Executive Committee voting members shall be the elected officers. Immediate past state president, state parliamentarian, state executive secretary, state treasurer and ASTEF president are members ex officio without vote. State president may invite any member to attend meetings

[Return to Table of Contents](#) ↑

- C. State personnel include Executive Committee, past state presidents, committee chairs, area coordinators, state executive secretary, state treasurer, editor/photographer, and webmaster
- D. Employed personnel may include state executive secretary, state treasurer, executive assistant, and administrative clerk. Contract personnel include editor/photographer, webmaster, and convention program publisher. Specific duties and responsibilities of employed personnel are in *Operations Manual*.
- E. State president participates in the annual performance reviews of state executive secretary, state treasurer, editor/photographer, and webmaster as coordinated by the personnel committee chair.
- F. Ensure that the Executive Committee conducts an annual performance review of the convention program publisher.

2.1.3.12 Other Duties

- A. Ensure that silver plate in gavel box has been properly engraved
- B. Provide for an annual inventory of state achievement awards, pins and other society jewelry kept at TSO Headquarters
- C. Ensure that there is a state president's pin available for new president's installation
- D. Provide report templates for all state chairs
- E. Update and revise as needed the application for appointed state positions and form through which chapters submit new officers
- F. At end of biennium, with recording secretary, compile all documents for binding, using reference list available from Headquarters.
- G. At end of biennium, prepare files and transfer them to new state president by July 1 or sooner if possible
- H. Write an autobiography not to exceed 10,000 words, within one year of leaving presidency, using outline provided in president's files. Submit electronic copy to Headquarters

2.1.3.13 State Convention

- A. Communication
 - 1) Recommendations for action at state convention must be published in summer issue of *Lone Star News*
 - 2) Share with state personnel the duties and honors connected with the state convention
 - 3) Write chapter presidents giving definite information about their state convention responsibilities, including attendance at convention sessions, name of alternate if president cannot attend, and appropriate dress for presentation of chapter presidents
 - 4) Write state personnel to advise each of their state convention responsibilities, which shall include detailed information for any special assignment and procedure for writing, presenting, and filing annual reports
 - 5) Invite to state convention: state honorary members, International honorary members from Texas, past southwest regional directors, state presidents, southwest regional director, and International headquarters professional staff

[Return to Table of Contents](#) ↑

- a. Invitation shall include: Texas State Organization of The Delta Kappa Gamma Society International invites you to attend the (number) annual convention, (date), (place), (city), Texas
- b. Provide registration and hotel reservation information so they will not expect to be guests

B. Finances

- 1) Work with convention chair and convention treasurer to prepare a convention budget; state treasurer may serve in an advisory capacity.
- 2) Set registration fee for next convention with approval of Executive Committee
- 3) Authorize transfer of convention bank account to next convention chair and treasurer as soon after September 1 as possible, but no later than November 1.
- 4) Assure that \$15000 remains in the convention account after current convention expenses have cleared. Any money exceeding that amount must be returned to the TSO Available account.
- 5) Aid in controlling convention costs by using creative talents of members

C. Planning

- 1) Plan two state conventions during biennium
 - a. Make appointments for state conventions one year in advance for even years and two years in advance of convention in odd years
 - b. Approve convention committee chair
 - c. Convention chair, with approval of state president, selects co-chair(s), treasurer, registrar, secretary, and other steering committee personnel
- 2) Distribute convention guidelines to convention chair with emphasis that all plans must be approved by state president
- 3) Visit state convention site as needed using funds in president's budget
- 4) Select program theme for each convention
- 5) Upon request from international president, send names of three choices from administrative board to be the representative to state convention. Additional speakers may be invited as state convention budget permits

D. Program and Convention Program

- 1) Select program speakers, presenters and facilitators for all parts of the program and secure confirmations from these leaders
- 2) In coordination with the convention steering committee and the convention program publisher, select a printer for program book and other convention materials
- 3) Ensure the preparation and printing of the program book for the state convention
 - a. Include a schedule of convention activities and reports
 - b. Include all recommendations to be approved
 - c. Include contact information for all members of State Executive Committee, past state presidents, state committee chairs, area coordinators and convention committee chairs
 - d. Include honors accorded to members and chapters that are announced before/during convention

- E. Recognition
 - 1) Schedule time to honor members and present awards
 - 2) Present a TSO gift to the international representative

- F. Responsibilities
 - 1) Write state president's annual report with recommendations to be presented to the Executive Board and/or members present at state convention. Include this in program book and/or on the website
 - 2) Prepare lists and charts showing seating arrangement for business meetings and meal functions. Send several copies of this information to the convention chair
 - 3) Send convention responsibilities to state personnel and include information for those who will have special assigned seats
 - 4) Preside during convention sessions or share this responsibility with other state officers
 - 5) Delegate responsibility to see that the gavel is at opening session, each business meeting, and at closing session
 - 6) Keep business sessions on time
 - 7) Appoint a timekeeper for business sessions.
 - 8) Appoint the following to serve on a committee to certify convention minutes: state executive secretary, parliamentarian, and corresponding secretary. Committee members must have been present at the event for which the minutes were written
 - 9) Review all information to be placed on the TSO website and forward the complete document (not just parts to change) to the webmaster.

- G. Schedule
 - 1) Plan an Executive Committee meeting the day before convention begins. Committee members may claim reimbursement for this meeting
 - 2) Allot time for all convention activities including ASTEF functions, breakout sessions, and general meetings
 - 3) Schedule trips, tours, shows, night-on-the-town, and/or other activities for pre- or post-convention time.
 - 4) Schedule a Celebration of Life service each year
 - 5) Provide leadership training for chapter presidents in even-numbered years; provide updated training in odd-numbered years.
 - 6) Honor chapter presidents in odd-numbered years
 - 7) Schedule installation of new officers in odd-numbered years
 - 8) Set a time limit for reports, addresses, musical presentations and introductions
 - 9) Provide a time for area coordinators to meet with chapter presidents
 - 10) Provide a time for state personnel to transfer files to their successors in odd-numbered years

- H. Sites
 - 1) Request invitations for convention sites, to be presented to State Executive Board, preferably two biennia in advance
 - 2) Make available selection guidelines to all interested parties

[Return to Table of Contents ↑](#)

- 3) Determine with state executive secretary the acceptability of available accommodations at sites proposed for conventions; negotiate and sign, with state executive secretary, the necessary contracts
- 4) Recommend potential convention chairs to state presidential nominee

I. Post Convention

- 1) Write or delegate someone to write post-convention correspondence
- 2) Edit first draft of convention minutes and of condensed minutes
- 3) See that each member of committee to certify convention minutes, after review and approval, initials the two copies for binding.
- 4) In odd-numbered years, work with chair of leadership orientation for state personnel (LOSP) committee to plan the workshop for incoming state officers, parliamentarian, editor, committee chairs and area coordinators. Workshop shall be within one month of state convention at a place convenient for travel and with costs within budget allowance. Format of workshop is to be planned by LOSP committee
- 5) Ensure that the financial report of the state convention shall be filed by convention treasurer at least by November 1. As soon as possible after convention, a meeting may be held with current convention steering committee and subsequent convention steering committee to exchange information

2.1.4 Timeline (Consult the current state calendar for odd/even – numbered year events)

Summer:

- Events include LOSP, leadership training at a designated international conference and Texas event (odd year), international convention and Texas event (even year).
- Provide template to state personnel for President's Kit letters
- Preparation of information kits for state personnel and chapter presidents (odd year), area workshops (even year).
- Planning includes preparing and updating the state calendar, writing an article for the *Lone Star News*, providing information for chapter yearbooks, and planning fall meetings

Fall:

- Events include president's advisory council meeting, committee meetings, and Executive Committee meeting
- Planning includes working on state convention arrangements and writing an article for *Lone Star News*
- (1st year) – Revise, as needed, and distribute the form for chapter presidents to submit new chapter officers
- (2nd year) – Revise, as needed, the appointed state position application, then send to the webmaster to be placed onto the website.

[Return to Table of Contents](#) ↑

Winter:

- Events include preparing for convention, participating in committee meetings, processing and sending reports, working with president nominee
- Planning includes convention responsibilities and Texas event at international convention (even year)/international conference (odd year).
- Write an article for *Lone Star News*

Spring:

- Events include participating in committee meetings, finalizing preparations for state convention, and making arrangements for international convention/ international conference.
- Planning includes preparing information kits for state personnel and chapter presidents and updating state calendar, writing an article for *Lone Star News*, planning Texas event at international conference.

2.1.5 Forms

TSO state president will approve all TSO required forms that are found on TSO website

2.1.6 Files should include both permanent files and current files:

A. Permanent Files

1. International Reports
2. Minutes from Executive Committee Meetings (7 yrs)
3. Any documents of historical significance to your office

B. Current files (Includes past three years)

1. *Constitution and Standing Rules* (current)
2. *State Bylaws and Rules* (current)
3. *Go-To Guide* (current)
4. *Operations Manual* (current)
5. *Guidelines for State Personnel*
6. Ceremonies Book
7. Photo directory/Calendar (3 years)
8. LOSP Training Materials (current)
9. Texas Strategic Plan of Action (current)
10. Goals of State President (3 years)
11. Scripts prepared for events at state convention (3 years)
12. Letters written for Chapter President's Kit (3 years)
13. Budget and record of expenditures, including convention (3 years)
14. Detailed files from past two conventions (may be electronic)

State President SPA Responsibilities

GOAL 1: Membership Development

- 1.B.1.d Assist members of dissolved chapter as they transfer their memberships before dissolution of chapter
- 1.B.2.a Provide each chapter president (and Chapter Executive Board) with a list of area members who serve on all state committees for sources of information and chapter programs
- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters (i.e. TSO Officers)

GOAL 2: Leadership Development

- 2.B.1.a Area Coordinator Training should focus on successful strategies when working with chapters during the biennium
- 2.C.3.a Devise varied ways to market the value of state convention attendance, including but not limited to use of social media
- 2.C.4.a Based upon most recent data, plans for LOSP sessions should be structured as needed.
- 2.D.3.a Advertise with use of social media and individual testimonials the value of attendance at international conferences and conventions

GOAL 3: Communications and Publicity

- 3.B.1.a Use social media outlets such as: Facebook, Twitter, Constant Contact to promote the Society and inform members
- 3.D.1.c Create networks/alliances with groups of similar purpose. For example: Texas Retired Teachers Association, *Girl Scouts*, Chambers of Commerce, AAUW

GOAL 4: Organizational Effectiveness

- 4.A.1.a Solicit one or more articles explaining the benefits of convention attendance on membership retention, leadership and chapter strengthening
- 4.A.1.c Evaluate convention as to effectiveness of convention offerings, fulfilling duties and responsibilities of chapter officers and meeting needs of members
- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted
- 4.A.2.b Adequate time must be scheduled for proper exchange of materials and ideas by outgoing and incoming state officers, committee chairs and area coordinators
- 4.A.4.a Continue to review TSO Bylaws and Rules to ensure compliance with international *Constitution* and consistency in the decision-making process
- 4.B.1.a Compile a list of coordinating councils in the state with contact information of chairmen and chapters included in the council. Have list accessible on the TSO website
- 4.B.1.b At the discretion of the TSO president a designated person will work more closely with the coordinating councils throughout the state to improve their functions and usefulness
- 4.B.1.c Encourage creation of councils in areas where chapters would benefit from a Coordinating Council
- 4.C.1.a Teams will be assigned by the president to work with chapters within the state.

2.2 First Vice-President

[Return to Table of Contents](#) ↑

Updated 7/1/2015; 04/30/2017; 10/24/2018

2.2.1 General Information

The first vice-president is an elected state officer. She is also chair of the [educational excellence committee](#).

2.2.2 Information in Governing Documents

- A. *Constitution* - Article VI, A.2; VI,C.2.a; VI,D.2.(a-c); VI,E.2; VII,B
- B. *Standing Rules* - 4.85.h.(1)
- C. *Bylaws* - Article VI,A.1; VI,A.3; VI,E.1; VIII,A.1; VIII,C.1; VIII,C.(4-7)
- D. *State Rules* - 4.64.b.3; 4.64.c.(2-3); 4.64.c.5; 4.64.c.9; 4.64.c.11; 6.1.a; 9.12.b

2.2.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Serve as voting member of State Executive Committee and State Executive Board
- C. Attend Executive Committee meetings
- D. Serve as a member of LDCP committee
- E. Serve as official state representative to area workshops as assigned by state president
- F. May submit articles to *Lone Star News*
- G. Attend state convention and carry out convention duties as assigned by state president
- H. Serve as presiding officer in the absence of state president
- I. In the event of resignation or death of president, succeed to presidency and serve until next regular election of officers
- J. Serve as liaison between TSO and chapter first vice-presidents to share information and answer questions
- K. Serve as chair of educational excellence committee (See [Section 3.2.2](#) and educational excellence committee page of TSO website)
- L. Perform any other duties as assigned by the state president

2.2.4 Timeline - Also consult educational excellence committee timeline on its pages

1st Year

- Summer - attend LOSP
- All year – support mentor areas as assigned by state president
- July 1– prepare letter (with goals) for Presidents Kit
- July - attend international conference, including EEC training
- Fall - attend Executive Committee retreat
 - - attend Executive Committee meeting
 - _attend LDCP committee meeting
 - – plan and lead EEC meeting
- March 1 or as directed by state president - submit annual report to state President
- March 1 or as directed by state president – submit new letter for new Presidents Kit to state president
- March 15– send suggested changes for Guidelines to state president
- Spring - work with area coordinator to determine logistics for attending the area workshops as assigned by the state president
- June - attend State Executive Committee meeting prior to state convention

- June - attend state convention and carry out duties as assigned by state president
 - June - assist with LDCP at state convention
- 2nd Year
- Continue mentoring area as assigned by state president
 - July 1- prepare letter (with goals) for Presidents Kit
 - August/September - attend assigned area workshops as state representative
 - Attend Executive Committee meeting
 - Spring – attend LDCP planning meeting
 - March 15 -send suggested Guidelines changes to state president
 - March 1 or as directed – submit annual report of activities to state president
 - June – prepare files for transition to the incoming officer
 - June – attend State Executive Committee meeting prior to state convention
 - June - attend state convention and carry out duties as assigned by state president
- 2.2.5 Meetings (all funded)
- A. LOSP
 - B. Executive Committee
 - C. LDCP
 - D. Educational Excellence Committee
- 2.2.6 Forms
- None
- 2.2.7 Files should include both permanent files and current files:
- A. Permanent Files
 1. International Reports
 2. Any documents of historical significance to your office
 3. Any additional reference documents pertinent to this office
 - B. Current files (Includes past three years)(Governing documents may be electronic)
 1. Letters written for Chapter President’s Kit
 2. Reports to State President
 3. Minutes from Executive Committee Meetings
 4. *Constitution and Standing Rules* (current)
 5. *State Bylaws and Rules* (current)
 6. *Go-To Guide* (current)
 7. *Operations Manual* (current-may be electronic)
 8. *Guidelines for State Personnel*
 9. Photo directory/Calendar (current)
 10. LOSP Training Materials (current)
 11. Texas Strategic Plan of Action (current)
 12. Goals of State President
 13. Scripts prepared for events at state convention
 14. Budget and record of expenditures

TSO Mentors SPA Responsibilities

GOAL 1: Membership Development

- 1.B.1.a Share Membership Data with TSO Mentor and AC to facilitate discussions with chapter president
- 1.B.1.b Mentoring team from state will provide support and encouragement
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate
- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium
- 2.B.1.b The TSO officer mentors should be a part of the AC training to help build a working relationship with their mentees

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted
- 4.D.2.a Mentors should maintain a relationship with area coordinators and chapter presidents of their respective areas
- 4.D.3.a At beginning of each biennium, the Executive Committee shall evaluate the effectiveness of AC training through TSO mentors feedback

TSO Officer SPA Responsibilities

GOAL 1: Membership Development

- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted

TSO Executive Committee SPA Responsibilities

GOAL 2: Membership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium

2.3 Second Vice-President

[Return to Table of Contents ↑](#)

Updated 7/1/2015; 04/30/2017; 10/24/2018;4/20

2.3.1 General Information

The second vice-president is an elected state officer.

2.3.2 Information in Governing Documents

- A. *Constitution* - Article VI,A.2; VI,C.2.b; VI,D.2.(a-c); VI,E.2; VII,B
- B. *Bylaws* - Article VI.A.1; VI.A.3; VI.E.1; VIII.A.1; VIII.C.1; VIII.C.(4-7)
- C. *State Rules* - 4.64.b.3; 4.64.c.2; 4.64.c.5; 4.64.c.9; 4.64.c.11; 6.1.b; 9.11.j

2.3.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Serve as voting member of State Executive Committee and State Executive Board
- C. Attend Executive Committee meetings
- D. Serve as a member of LDCP committee
- E. Serve as official state representative to area workshops as assigned by state president
- F. May submit article to *Lone Star News*
- G. Attend state convention and carry out convention duties as assigned by state president
- H. Research, analyze and provide membership data to the Executive Committee, Area Coordinators, and Membership Committee members at least twice a year.
- I. Serve as liaison between TSO and chapter second vice-presidents to share information and answer questions
- J. Serve as presiding officer in the absence of both the president and first vice-president
- K. In the event of resignation or death of either the president or first vice-president, succeed to the office of first vice-president and serve until the next regular election of officers
- L. Serve as a member ex officio and attend meeting of [membership committee](#) specifically to assist with chapter success
- M. Assist the membership committee in any membership initiative, i.e. Annie Calling
- N. With the support of membership committee and the area coordinators, organize support team visits to chapters requesting assistance
- O. When a chapter votes to dissolve/merge, coordinate with the state president and membership chair to ensure that each individual member is notified of her membership options.
- P. Serve as facilitator to assist chapters which have opted to dissolve
- Q. Perform any other duties as assigned by the state president

2.3.4 Timeline

1st Year

- Summer- attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President' Kit
- Attend International conference, esp membership training
- Begin mentoring areas as assigned by state president

[Return to Table of Contents](#) ↑

- Fall
 - Attend Executive Committee Retreat
 - Attend Executive Committee Meeting
 - Attend Membership Committee Meeting
 - Attend LDCP Committee Meeting
- Fall – (Oct/Nov) Provide data noted in Duties and Responsibilities 2.3.3
- Spring- (May/June) Provide data noted in Duties and Responsibilities 2.3.3
 - contact mentor AC's for information regarding Area Workshop
- March 1 or as directed – submit annual report to state president
- March 1 – submit letter (with goals) for NEW President's Kit to state president
- March 15 – submit proposed Guidelines changes to state president
- June – attend Executive Committee meeting prior to state convention
- June – attend state convention, carrying out duties assigned by state president
- June – work with state membership chair to facilitate breakout session

2nd Year

- July – attend International convention
- Continue mentoring areas as assigned by state president
- Fall - attend Area Workshops as state representative
 - attend Executive Committee meeting
 - provide updated membership data
 - attend LDCP meeting
- Spring - work with area coordinator to determine logistics for attending the area workshops as assigned by the state president
- March 1 or as directed by state president - submit annual report of activities to state president
- March 15 – send suggested changes for guidelines to state president
- June - attend State Executive Committee meeting prior to state convention
- June – attend state convention and carry out all duties as assigned by state president
- June - assist with LDCP at state convention
- August/September (2nd year) - attend assigned area workshops as state representative
- March 1 or as directed – send annual report to state president
- March 15 – submit proposed Guidelines changes to state president
- June - prepare files for transition to incoming 2nd VP
 - attend Executive Committee meeting prior to state convention
 - attend state convention, carrying out duties assigned by state president
 - work with state membership chair to facilitate breakout session

- 2.3.5 Meetings– (all funded)
 - A. LOSP
 - B. Executive Committee
 - C. LDCP
 - D. Membership committee
- 2.3.6 Forms - None
- 2.3.7 Files should include both permanent files and current files:
 - A. Permanent Files
 - 1. International Reports
 - 2. Any documents of historical significance to your office
 - 3. Any additional reference documents pertinent to this office
 - B. Current files (Includes past three years)
 - (Governing documents may be electronic)
 - 1. Membership data for TSO for each chapter (keep 7 yrs); after 7 yrs add to digital file to be kept ink perpetuity
 - 2. Letters written for President’s Kit
 - 3. Reports to State President
 - 4. Minutes from Executive Committee Meetings
 - 5. *Constitution and Standing Rules* (current)
 - 6. *State Bylaws and Rules* (current)
 - 7. *Go-To Guide* (current)
 - 8. *Operations Manual* (current-may be electronic)
 - 9. *Guidelines for State Personnel*
 - 10. Photo directory/Calendar (current)
 - 11. LOSP Training Materials (current)
 - 12. Texas Strategic Plan of Action (current)
 - 13. Goals of State President
 - 14. Scripts prepared for events at state convention
 - 15. Budget and record of expenditures

Second Vice-President SPA Responsibilities

GOAL 1: Membership Development

- 1.A.1.a Use of website dkgtxas.org/committees/membership to understand the plan
- 1.A.1.b Present plan at LDCP training
- 1.A.1.c Share examples of plan success
- 1.B.1.d Assist members of dissolved chapter as they transfer their memberships before dissolution of chapter
- 1.B.1.e Assist relocating members for transfer to another chapter

TSO Mentor SPA Responsibilities

GOAL 1: Membership Development

- 1.B.1.a Share Membership Data with TSO Mentor and AC to facilitate discussions with chapter president
- 1.B.1.b Mentoring team from state will provide support and encouragement
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium
- 2.B.1.b The TSO officer mentors should be a part of the AC training to help build a working relationship with their mentees

[Return to Table of Contents](#) ↑

GOAL 4: Organizational Effectiveness

- 4.D.1.b Share results of evaluation with TSO mentor
- 4.D.2.a Mentors should maintain a relationship with area coordinators and chapter presidents of their respective areas
- 4.D.3.a At beginning of each biennium, the Executive Committee shall evaluate the effectiveness of AC training through TSO mentors feedback

TSO Officer SPA Responsibilities

GOAL 1: Membership Development

- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted

TSO Executive Committee SPA Responsibilities

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium

2.4 Recording Secretary

[Return to Table of Contents ↑](#)

Updated 7/1/2015; 04/30/2017;10/24/2018

2.4.1 General Information

The recording secretary is an elected state officer.

2.4.2 Information in Governing Documents

- A. *Constitution* - Article VI,A.2; VI,C.7; VI,D.2.(a-c); VII,B
- B. *Bylaws* - Article V,,A.1; VI,A.3; VI,D; VIII,A.(1-3); VIII,C.1; VIII,C.4; VIII,C.6
- C. *State Rules* - 4.64.b.3; 4.64.c.(2-3); 4.64.c.5; 4.64.c.9

2.4.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Serve as voting member of State Executive Committee and State Executive Board
- C. Serve as a member of LDCP committee
- D. Record minutes of all Executive Board meetings, Executive Committee meetings, including electronic meetings as assigned by state president
- E. Record proceedings of all general and business sessions at state convention
- F. Take notes observing the following principles:
 - 1) Be accurate and factual, avoiding “secretarial license”
 - 2) Use the legal name of the state organization - Texas State Organization
 - 3) Be consistent in capitalization of officers’ titles and in correct form
 - 4) Identify person from International Administrative Board as “Official International Representative”
- G. Prepare a brief summary of state convention activities or include programs and agendas for the following:
 - 1) Leadership Development for Chapter Presidents
 - 2) Birthday Luncheon
 - 3) Presidents and Founders Banquet
 - 4) Celebration of Life
 - 5) Breakout sessions, if requested by state president
 - 6) Installation of Officers
- H. Convention Minutes
 - 1) All minutes for binding must be completed and submitted within six months of the conclusion of the biennium
 - 2) When mentioning any material to be bound at the end of the minutes, say “Appended to Minutes”
 - 3) Identify individuals by name and chapter only
 - 4) Prepare rough copies of minutes for state president and state executive secretary within six weeks following the meetings
 - 5) Have a rough draft checked by the committee to certify convention minutes during the fall following convention. Committee members must have been present at the event for which the minutes were written
 - 6) After approval by committee to certify convention minutes, prepare for permanent binding three signed copies of all convention minutes and three copies of all reports, programs, etc. Deliver documents to state executive secretary during the fall following convention
 - 7) Prepare condensed convention minutes for inclusion in convention program at the next convention following these guidelines: include only State Executive Board meetings and business session, unless instructed

[Return to Table of Contents](#) ↑

- 8) otherwise; do not include names of persons making or seconding motions; include names of achievement award recipients. Use format consistent with condensed minutes of previous conventions
- I. Have minutes approved by state president and follow her directions for distribution of minutes
- J. Maintain files of recorded official TSO minutes, including funded committee meetings, and results of electronic balloting
- K. Keep an electronic backup of all recorded minutes and documents
- L. Collect and maintain all documents required for the archives for the current biennium
- M. Prepare and deliver biennium documents for archives to TSO headquarters
- N. May present session at state convention and area workshops
- O. Serve as official state representative to area workshops as assigned by state president
- P. May submit articles to *Lone Star News*
- Q. Serve as contact person for coordinating councils and maintain current contact information for each council.
- R. Ensure that current/new coordinating council contact information is given to new recording secretary
- S. Perform any other duties as assigned by the state president

2.4.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – acquire list of documents from TSO Headquarters that will be collected and saved as archives of the state president during her biennium
- July – attend DKG International convention
- August/Sept – attend Executive Committee retreat, taking minutes
- August – Begin connecting with mentor area
- Fall (Oct) – attend Executive Committee meeting, record minutes, sending them to state president for approval as soon as possible after the meeting
- Fall – attend LDCP committee meeting
 - - collect minutes of all TSO funded meetings for binding
- February – Submit any budget needs to Finance Chair for amended budget
 - - Prepare convention breakout session if needed
 - - Prepare any other convention needs as directed
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) for NEW President’s Kit to state president
- March 15 – submit proposed Guidelines changes to state president
- March – consult with AC’s in mentor areas regarding Area Workshops’ needs
- April – prepare breakout session for state convention if needed
- May – ensure audio/visual recording of business available if needed
 - - acquire agenda and/or script of business meeting from state president -
- May 1 – submit any pages required for convention program

[Return to Table of Contents](#) ↑

- June – attend Executive Committee meeting prior to state convention, taking minutes
 - recruit someone onstage for TSO Business Meeting to assist in recording names, etc during meeting; could be corresponding secretary
- - record minutes at TSO Convention Business Meeting
 - participate in LDCP session
- June – immediately following convention – compile minutes, have them approved by Committee to Certify Convention Minutes and distribute as directed. See 1.4.3 Duties H. 1-7

2nd Year

- July – attend DKG International conference
- July – continue mentoring assigned area
- August/September – attend assigned Area Workshop, participating as directed
- October – attend Executive Committee meeting, taking minutes
 - attend LOSP meeting
- Continue collecting minutes from TSO funded committee meetings
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new personnel
- June – attend Executive Committee meeting, taking minutes
 - recruit someone onstage for TSO Business Meeting to assist in recording names etc during meeting; could be corresponding secretary
 - record minutes at TSO Convention Business Meeting
 - participate in LDCP session
- June – immediately following convention – compile minutes, have them approved by Committee to Certify Convention Minutes and distribute as directed. See 1.4.3 Duties H. 1-7
- Compile TSO funded committee meetings during the biennium to give to Executive Secretary for archives; may be digital

2.4.5 Meetings

- A. LOSP
- B. Executive Committee
- C. LDCP

2.4.6 Forms

None

2.4.7 Files should include both permanent files and current files:

- A. Permanent Files
 1. International Reports
 2. Any documents of historical significance to your office
 3. Any additional reference documents pertinent to this office

- B. Current files (Includes past three years)
(any governing docs may be electronic)
1. Letters written for Chapter President's Kit
 2. Reports to State President
 3. Minutes from Executive Committee Meetings
 4. *Constitution and Standing Rules* (current)
 5. *State Bylaws and Rules* (current)
 6. *Go-To Guide* (current)
 7. *Operations Manual* (current-may be electronic)
 8. *Guidelines for State Personnel*
 9. *Roberts' Rules of Order Newly Revised*
 10. Photo directory/Calendar (current)
 11. LOSP Training Materials (current)
 12. Texas Strategic Plan of Action (current)
 13. Goals of State President
 14. Scripts prepared for events at state convention
 15. Budget and record of expenditures
 16. Information on what to record in the minutes *i.e. record what is "done" or "action taken" maker of motion is named along with chapter name, second is noted but name nor recorded, record outcome of votes, etc. (most current)*
 17. Flash drive/disk with documents/notes from past two biennia
 18. Electronic sample of the most recent secretary's workshop presented
At
convention and area workshops

TSO Presidential Designee SPA Responsibilities

GOAL 4: Organizational Effectiveness

- 4.B.1.c Encourage creation of councils in areas where chapters would benefit from a Coordinating Council

TSO Mentors SPA Responsibilities

GOAL 1: Membership Development

- 1.B.1.a Share Membership Data with TSO Mentor and AC to facilitate discussions with chapter president
- 1.B.1.b Mentoring team from state will provide support and encouragement
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium
- 2.B.1.b The TSO officer mentors should be a part of the AC training to help build a working relationship with their mentees

GOAL 4: Organizational Effectiveness

[Return to Table of Contents](#) ↑

- 4.D.1.b Share results of evaluation with TSO mentor
- 4.D.2.a Mentors should maintain a relationship with area coordinators and chapter presidents of their respective areas
- 4.D.3.a At beginning of each biennium, the Executive Committee shall evaluate the effectiveness of AC training through TSO mentors feedback

TSO Officer SPA Responsibilities

GOAL 1: Membership Development

- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted

TSO Executive Committee SPA Responsibilities

GOAL 2: Leadership Development

- 2.B.1.a. Training should focus on successful strategies when working with chapters during the biennium

2.5 Corresponding Secretary

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017;10/24/2018;4/20

2.5.1 General Information

The corresponding secretary is an elected state officer. An applicant for state president may recommend a member with state officer qualifications to apply for state corresponding secretary.

2.5.2 Information in Governing Documents

- A. *Constitution* - Article VI, A.2; VI, C.7; VI, D.2.(a-c); VII, B
- B. *Bylaws* - Article VI, A.1; VI, A.3; VI, D; VIII, A.(1-3); VIII,C.1; VIII,C.4; VIII,C.6
- C. *State Rules* - 4.64.b.3; 4.64.c.(2-3); 4.64.c.3; 4.64.c.5; 4.64.c.9

2.5.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Serve as voting member of State Executive Committee and State Executive Board
- C. Attend Executive Committee meetings
- D. Serve as a member of the LDCP committee
- E. Attend state convention and carry out convention duties as assigned by state president
- F. Attend international convention and an international conference and carry out specific duties of corresponding secretary at each event
- G. Assist with plans for Texas reception at International Conference if requested by TSO state president (odd year).
- H. Plan and preside at the Texas Event at international convention (even year).
 - ^Begin planning early with state president. (January in even year)
 - ^If planning to use the convention hotel, contact the DKG International executive director who will know the person to contact
 - ^Venue must be agreed to by state president, including payment
 - ^State president signs contract
 - ^Determine ticket price with state president
 - ^Consult with venue regarding deadlines to update count and/or change food needs; set a deadline for reservations/member payment based on venue deadline
 - ^Determine refund deadline date
 - ^Best practice would be not to take reservations after deadline or collect at the door
 - ^Members inviting guests must pay ahead for those guests and provide a list
 - ^Advertise in *LSN* with a "reservation" form to be sent to TSO Headquarters; Headquarters staff will create a list of paid reservations, including guests
 - ^State President will assign someone to check in attendees
- I. Serve as official state representative to area workshops as assigned by state president
- J. Assist president with mailings, both postal and electronic
- K. Send electronic messages regarding news of members as directed by president

[Return to Table of Contents](#) ↑

- L. Send birthday cards to state personnel as directed by president (may be electronic). It is suggested that a greeting card service be set-up for sending of electronic birthday cards, which allows them up to be set-up in advance to reach state personnel on the exact date of their birthday
- M. Work with state president to select and send president's holiday greeting cards (may be electronic)
- N. May submit articles to *Lone Star News*
- O. Perform any other duties as assigned by the state president

2.5.4 Timeline

1st Year

- Note: this work begins before installation: prepare to host a reception at DKG International Conference, usually in July, if requested by TSO state president, including all planning with hotel personnel and DKG International Executive Director, sending of invitations, publicity of event, refreshments, and decorations
- June – attend LOSP
- Beginning July 1 and ongoing throughout biennium – send appropriate cards to state personnel as directed by TSO state president
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- Begin working with mentor areas as assigned by state president
- July – attend DKG International Conference, hosting event described above
- July – obtain digital addresses from previous corresponding secretary; add current officers/state personnel; determine from state president any additional members who need to be on the mailing list
- August/September – make arrangements for and attend Executive Committee Retreat
- Fall - attend Executive Committee meeting
 - - attend LDPC meeting
 - - consult with state president to determine holiday card for state personnel
- February – Submit any budget needs to Finance Chair for amended budget
- January – begin working with state president and state treasurer to plan event to be held in July and DKG International Convention, including reserving a place, working with *LSN* editor to include reservation form, planning decorations, etc.
- March – work with ACs of mentor areas regarding Area Workshops
- March 1 – submit annual report to state president
- March 1 - submit letter (with goals) for NEW President's Kit to state president
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend Executive Committee meeting prior to TSO state convention
- June – attend state convention; assisting with LDPC and any other duties assigned by state president

2nd Year

- July – attend DKG International conference; host TSO event
- Continue working with mentor areas
- August/September – attend Area Workshop as state representative
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new corresponding secretary
- June – attend Executive Committee meeting prior to state convention
 - - attend TSO state convention, assisting as directed
 - - assist with LDCP
- July – attend DKG International, hosting TSO event

2.5.5 Meetings

- A. LOSP
- B. Executive Committee meeting
- C. LDCP meeting

2.5.6 Forms

Letterhead template

2.5.7 Files should include both permanent files and current files:

- A. Permanent Files
 - 1. Planning documents referencing Texas events at international conference and at international convention
 - 2. Any documents of historical significance to your office
 - 3. Any additional reference documents pertinent to this office. i.e. samples of correspondence
- B. Current files (Includes past three years)(Governing documents may be electronic)
 - 1. Letters written for Chapter President's Kit
 - 2. Reports to State President
 - 3. Minutes from Executive Committee Meetings
 - 4. *Constitution and Standing Rules* (current)
 - 5. *State Bylaws and Rules* (current)
 - 6. *Go-To Guide* (current) – may be electronic
 - 7. *Operations Manual* (current-may be electronic)
 - 8. *Guidelines for State Personnel* – may be electronic
 - 9. Photo directory/Calendar (current)
 - 10. LOSP Training Materials (current)
 - 11. Texas Strategic Plan of Action (current)
 - 12. Goals of State President
 - 13. Scripts prepared for events at state convention
 - 14. Budget and record of expenditures
 - 15. Digital list/description of cards sent during the biennium

TSO Mentors SPA Responsibilities

GOAL 1: Membership Development

- 1.B.1.a Share Membership Data with TSO Mentor and AC to facilitate discussions with chapter president
- 1.B.1.b Mentoring team from state will provide support and encouragement
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium
- 2.B.1.b The TSO officer mentors should be a part of the AC training to help build a working relationship with their mentees

GOAL 4: Organizational Effectiveness

- 4.D.1.b Share results of evaluation with TSO mentor
- 4.D.2.a Mentors should maintain a relationship with area coordinators and chapter presidents of their respective areas
- 4.D.3.a At beginning of each biennium, the Executive Committee shall evaluate the effectiveness of AC training through TSO mentors feedback

TSO Officer SPA Responsibilities

GOAL 1: Membership Development

- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted

TSO Executive Committee SPA Responsibilities

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium

2.6 Parliamentarian

Updated 7/1/2015; 04/30/2017;10/24/2018

2.6.1 General Information

The parliamentarian is appointed by the state president.

2.6.2 Information in Governing Documents

- A. *Constitution* - Article VI, B.2; VI, C.1.a.3; VI,C.10.a; VII,B.1&3; VII,C.1; XIV,2
- B. *Standing Rules* - 3.34; 8.064
- C. *Bylaws* - Article VI, A.3; VI, B.2; VIII, A.1; VIII, C.3
- D. *State Rules* - 4.64.b.3; 4.64.c.(2-3); 4.64.c.5

2.6.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Serve as member ex officio without vote on State Executive Committee and State Executive Board
- C. Attend state conventions and any meetings of State Executive Committee
- D. Attend all TSO business meetings at state convention
- E. Serve as a member of the LDCP committee
- F. Act as an advisor to officers, committees, and members in matters pertaining to governing documents and parliamentary procedure
- G. Have International *Constitution, Standing Rules, State Bylaws, State Rules, Roberts Rules of Order Newly Revised (current edition)*, and other parliamentary aids available for quick reference at all meetings
- H. May serve as a member of the committee to certify convention minutes
- I. Serve as official state representative to area workshops as assigned by state president
- J. Coordinate with the state president to review and approve the Proposed Convention Rules prior to printing the convention program.
- K. Coordinate with TSO staff to establish a quorum for convention business meeting
- L. Coordinate with the state president or her designee to determine the seating arrangement for the Executive Board at state convention
- M. If there is a ballot vote or a “counted standing vote” at state convention, assist the state executive secretary in the facilitation of the election and report results to the presiding officer
- N. Reviews for the state president the script for the business meeting to ensure compliance with parliamentary procedure
- O. Read the convention rules and the credentials report at state convention
- P. Ensure that there is someone assigned to be the timekeeper for state convention business meetings (state president usually appoints). Ask members to serve as microphone monitors during business meetings.
- Q. Provide materials for timekeeper and microphone monitors and provide motion forms for business session at state convention
- R. Perform any other duties as assigned by the state president

2.6.4 Timeline

[Return to Table of Contents ↑](#)

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- July – begin ongoing work with mentor areas as assigned by state president
- August/Sept – attend Executive Committee Retreat
- Fall - October – attend Executive Committee Meeting
 - attend LDCP meeting
 - compile and communicate membership data to mentor areas
- January – develop voting plans and seating chart for TSO business meeting
- February – Submit any budget needs to Finance Chair for amended budget
- February – work with ACs of mentor areas regarding Area Workshop plans
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) for NEW President’s Kit to state president
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
 - consult with steering committee for Business meeting to ensure seating plan
- May 1 – submit any pages required for convention program, i.e. Convention Rules
- June – attend Executive Committee meeting prior to state convention
 - attend AC training at convention; assist with LDCP as directed
 - determine quorum for business meeting; attend TSO business meeting
 - collect voting items for transport to next convention

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshops as directed
- October – attend Executive Committee meeting
 - attend LDCP meeting
- January – develop voting plans and seating chart for TSO business meeting
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
 - ensure voting materials are ready for state convention
- May 1 – submit any pages required for convention program, i.e. Convention Rules
- June 1 – attend Executive Committee meeting prior to state convention
 - attend AC training at convention; assist with LDCP as directed
 - determine quorum for business meeting; attend TSO business meeting
 - collect voting items for transport to next convention
- June - prepare and transfer files for transition to new parliamentarian

2.6.5 Meetings (all funded)

- A. LOSP
- B. Executive Committee
- C. LDCP

- 2.6.6 Forms
 - A. Motion forms
 - B. Ballots for votes on motions from the floor

- 2.6.7 Files should include both permanent files and current files:
 - A. Permanent Files
 - 1. *Roberts Rules of Order Newly Revised* (current edition)
 - 2. Any documents of historical significance to your office
 - 3. Any additional reference documents pertinent to this office
 - B. Current files (Includes past three years
(Governing documents may be electronic))
 - 1. Letters written for Chapter President's Kit
 - 2. Reports to State President
 - 3. Minutes from Executive Committee Meetings
 - 4. *Constitution and Standing Rules* (current)
 - 5. *State Bylaws and Rules* (current)
 - 6. *Go-To Guide* (current)
 - 7. *Operations Manual* (current-may be electronic)
 - 8. *Guidelines for State Personnel*
 - 9. Photo directory/Calendar (current)
 - 10. LOSP Training Materials (current)
 - 11. Texas Strategic Plan of Action (current)
 - 12. Goals of State President
 - 13. Scripts prepared for events at state convention
 - 14. Materials for timekeepers and microphone monitors, ballots, and motion forms
 - 15. Other parliamentary aids
 - 16. Budget and record of expenditures

TSO Mentors SPA Responsibilities

GOAL 1: Membership Development

- 1.B.1.a Share Membership Data with TSO Mentor and AC to facilitate discussions with chapter president
- 1.B.1.b Mentoring team from state will provide support and encouragement
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium
- 2.B.1.b The TSO officer mentors should be a part of the AC training to help build a working relationship with their mentees

GOAL 4: Organizational Effectiveness

- 4.D.1.b Share results of evaluation with TSO mentor
- 4.D.2.a Mentors should maintain a relationship with area coordinators and chapter presidents of their respective areas
- 4.D.3.a At beginning of each biennium, the Executive Committee shall evaluate the effectiveness of AC training through TSO mentors feedback

TSO Officer SPA Responsibilities

GOAL 1: Membership Development

- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted

TSO Executive Committee SPA Responsibilities

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the bienium

TSO Parliamentarian SPA Responsibilities

GOAL 4: Organizational Effectiveness

- 4.A.4.a Continue to review TSO Bylaws and Rules to ensure compliance with International *Constitution* and consistency in the decision-making process

2.7 Immediate Past State President

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 10/24/2018

2.7.1 General Information

The immediate past state president is a non-voting member of the Executive Committee. She is also chair of the expansion committee.

2.7.2 Information in Governing Documents

- A. *Constitution* - Article VII,B.1
- B. *Standing Rules* - 6.02
- C. *Bylaws* - Article VIII,C.3
- D. *State Rules* - 4.64.b.3; 9.11.e

2.7.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel (Section 1.0)
- B. Serve as member ex officio without vote of Executive Committee and Executive Board
- C. Attend Executive Committee meetings
- D. Serve as chair of the expansion committee (See Section 3.1.5 and expansion committee page of the state website)
- E. Serve as member of LDCP committee
- F. Serve as a part of the annual individual performance review committee with the Personnel Chair and the State President
- G. Traditionally - purchase and present a state gift to outgoing state president using no more than \$300 from budgeted funds
- H. Attend an international conference and participate in procession of state presidents if assigned by Conference Director
- I. Serve as TSO representative to Latin American Forum at international convention. Assist the Eula Lee Carter Memorial Fund Committee in disseminating information about the fund
- J. Transfer your state president's files to newly elected president immediately after July 1 in odd-numbered years (or earlier, if possible, to insure a smooth transition)
- K. Ensure that the documents from your presidential biennium are collected and given to state executive secretary for TSO Archives
- L. Write an autobiography not to exceed 10,000 words within one year of leaving presidency, using outline provided in president's files. Submit electronic copy to headquarters
- M. Accept other responsibilities as assigned by state president

2.7.4 Timeline

- June – attend LOSP
- July 1 - transfer state president's files immediately to newly installed president
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- July - be prepared to assist in dissemination of information about Eula Lee Carter Memorial Fund at international conference
- July – Begin working with mentor areas as assigned
- July and ongoing throughout biennium – investigate expansion possibilities
- July – attend DKG International convention
- Aug/Sept – attend Executive Committee Retreat
- Oct – attend Executive Committee meeting
- Fall – attend LDCP committee meeting
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President's Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend Executive Committee meeting prior to state convention
 - attend state convention
 - assist with LDCP

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshops as directed
- Oct – attend Executive Committee meeting
 - attend LDCP meeting
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new personnel
- June – – attend Executive Committee meeting prior to state convention
 - attend state convention
 - assist with LDCP
- Comply with timeline for expansion committee chair found on the page for that committee

2.7.5 Meetings

- A. LOSP
- B. Executive Committee
- C. LDCP

2.7.6 Forms-None

- 2.7.7 Files should include both permanent files and current files:
- A. Permanent Files
 - 1. Correspondence with International related to chartering
 - 2. Any documents of historical significance to your office
 - 3. Programs from chartering of chapters
 - B. Current files (Includes past 3 years)(governing docs may be electronic)
 - 1. Letters written for Chapter President's Kit
 - 2. Reports to State President
 - 3. Minutes/Notes from Executive Committee Meetings
 - 4. *Constitution and Standing Rules* (current)
 - 5. *State Bylaws and Rules* (current)
 - 6. *Go-To Guide* (current)
 - 7. *Operations Manual* (current-may be electronic)
 - 8. *Guidelines for State Personnel*
 - 9. Photo directory/Calendar (current)
 - 10. LOSP Training Materials (current)
 - 11. Texas Strategic Plan of Action (current)
 - 12. Goals of State President
 - 13. Scripts prepared for events at state convention
 - 14. Scripts prepared for chapter chartering events
 - 15. Budget and record of expenditures
 - 16. Information about the Eula Lee Carter Memorial Fund obtained from that committee

TSO Mentor SPA Responsibilities

[Return to Table of Contents](#) ↑

GOAL 1: Membership Development

- 1.B.1.a Share Membership Data with TSO Mentor and AC to facilitate discussions with chapter president
- 1.B.1.b Mentoring team from state will provide support and encouragement
- 1.B.1.f Engage Area Coordinators in an analysis of chapter data in order to identify both strong and vulnerable chapters for follow-up and intervention as appropriate

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium
- 2.B.1.b The TSO officer mentors should be a part of the AC training to help build a working relationship with their mentees

GOAL 4: Organizational Effectiveness

- 4.D.1.b Share results of evaluation with TSO mentor
- 4.D.2.a Mentors should maintain a relationship with area coordinators and chapter presidents of their respective areas
- 4.D.3.a At beginning of each biennium, the Executive Committee shall evaluate the effectiveness of AC training through TSO mentors feedback

TSO Officer SPA Responsibilities

GOAL 1: Membership Development

- 1.B.2.b Strengthen chapters using established area leaders to visit other chapters

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted

TSO Executive Committee SPA Responsibilities

GOAL 2: Leadership Development

- 2.B.1.a Training should focus on successful strategies when working with chapters during the biennium

3.0 Committees

3.1 Society Business

3.1.1 Archives Committee

[Return to Table of Contents ↑](#)

Updated 7/1/2015; 04/30/2018

3.1.1.1 General Information

The archives committee approves the Society memorabilia that will be archived and determines its placement. TSO archives are primarily housed at Texas Woman's University in the Woman's Collection at the Blagg-Huey Library in Denton. Other archival items and records are displayed or stored at TSO Headquarters in Dallas. The committee also works with chapters to set up and maintain their chapter archives. There are six members and a chair. Committee members should have easy access to Denton and Dallas.

3.1.1.2 Information in Governing Documents

- A. *Constitution* – Article VIII, A.2.b; XIX,3.d
- B. *Bylaws* - Article IX.A.1.a; IX. C-D
- C. *State Rules* - 4.64.c.5; 4.64.d; 9.11.a

3.1.1.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Locate, organize and preserve memorabilia to ensure preservation of the history of TSO and each chapter
- E. Establish guidelines for what is considered appropriate for chapter archives (see Additional Information)
- F. Establish guidelines, with TWU Women's Collection personnel, for electronic storage of archival material
- G. Chair maintains inventories of items in the TSO archives and archival items at Headquarters, assisted by committee members
- H. Create displays of memorabilia at Headquarters when needed
- I. Assist chapters in setting up and/or maintaining their own archives by providing chapter checklist, programs, and archival information and making those resources available on the committee's page on the TSO website
- J. Encourage chapters to submit their chapter histories to the committee for placement in archives
- K. With the Headquarters committee, provide tours of TSO Headquarters when requested
- L. Assist Headquarters staff with organization and binding of *Convention Minutes and Reports* book from previous biennium
- M. Committee may continue the process of converting archival files at TWU to digital photos
- N. Maintain updated file of dissolved chapters
- O. Organize and transport archival items to state archives at TWU Denton
- P. Collect and prepare chapter yearbooks for TWU archives

3.1.1.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- Fall (1st year) - committee visit TWU Blagg-Huey Library to be knowledgeable about the organization of TSO records (archives) located there
- January/February - inventory chapter yearbooks, prepare yearbooks, exchange current yearbooks for yearbooks in Headquarters files, and prepare other materials for delivery to TSO archives at TWU
- January/February – chair or designated member deliver yearbooks and other materials to library at TWU
- January – plan for state convention breakout session(s); send proposal to P&PE chair
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention; present session(s)

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new committee chair
- June – attend state convention

3.1.1.5 Meetings (Not funded)

- A. New committee visits TWU at the beginning of biennium
- B. Committee meets at TSO Headquarters to prepare yearbooks and other materials for transfer to TSO archives, update inventories, practice scripts for tours
- C. Committee conducts tours of TSO Headquarters as necessary

[Return to Table of Contents](#) ↑

3.1.1.6 Forms

- A. Chapter checklist
- B. Dissolved chapter checklist of returned items

3.1.1.7 Files should include both permanent and current files

- A. Permanent files should include
 - 1. History of chapter charter/ dissolution dates
 - 2. Records of chapter yearbooks and chapter histories at TWU
- B. Current (3 years) files should include (Governing documents may be electronic)
 - 1. *Constitution and Standing Rules*
 - 2. Letters for President's Kit
 - 3. Reports to state president
 - 4. Minutes of committee meetings/summaries of work sessions (copies of minutes must be sent to state recording secretary)
 - 5. Inventories of all materials at Headquarters and TWU Archives
 - 6. Headquarters tour script (created by Headquarters committee)
[Return to Table of Contents](#) ↑
 - 7. Brochures and materials produced to guide chapters
 - 8. Agendas and handouts from committee sessions at state conventions and area workshops
 - 9. Budget and list of expenditures
 - 10. Other materials pertinent to this committee

Additional Information

- A. Chapter information eligible for TWU archives includes
 - Chapter histories
 - Chapter treasurer reports
 - Chapter yearbooks
 - Chapter minutes
- B. Chapter materials that may be included
 - Chapter scrapbooks (no larger than 8 x 10; anything larger must be digital)
 - Chapter newsletters (digital when possible)
 - Chapter inductee register when 2nd register needed

3.1.2 Bylaws & Rules Committee

[Return to Table of Contents](#) ↑

Updated 6-24-2014; 04/30/2017; 10/24/2018

3.1.2.1 General Information

The bylaws and rules committee keeps members informed of changes in the *International Constitution* and *Standing Rules*, keeps the *State Bylaws* and *State Rules* aligned with the International governing documents, and reviews chapter rules for alignment with International and state governing documents. There are no funded meetings.

3.1.2.2 Information in Governing Documents

- A. *Constitution* - Article IV,A.2; V.C.7; VI,B.2; VI,D.2.b; XV,2; XIX,2&3
- B. *Standing Rules* - 8.022
- C. *Bylaws* - Articles V,A.4; V,B.(1-2); IX,A.1.b; IX,(C-D); XII,A.2.a; XII,A.2.c; XII,A.6; XII,B.2.a; XII,B.2.c; XII,B.6; XII.C.2
- D. *State Rules* - 4.64.c 5; 4.64.d; 9.11.6

3.1.2.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Presents information at state convention and area workshops (May be a table for chapter rules review)
- C. Chair submits informational articles on the governing documents for publication in the *Lone Star News* at least once per biennium
- D. Initiate, accept and review proposed amendments to the *Bylaws* and *State Rules*. Edit for appropriate wording if necessary
- E. Chair submits proposed amendments to State Executive Committee
- F. Chair sends proposed amendments to *Lone Star News* editor so they are published at least 30 days prior to state convention
- G. Chair presents proposed changes to the *Bylaws and State Rules* at the TSO Convention
- H. Chair updates *Bylaws State Rules* as approved at TSO Convention, submitting updated documents to state president and state executive secretary for review then sent to the webmaster for posting online.
- I. Chair ensures that *Bylaws* and *State Rules* remain aligned with International governing documents
- J. Chair submits *Bylaws* and *State Rules* to International constitution chair after any amendment or revision as required
- K. Communicate-with chapters concerning
 - The review of their chapter rules to ensure they are aligned with governing documents (*International Constitution* and *Standing Rules*, and *State ByLaws and Rules*)
 - The submission of chapter rules to the committee for evaluation each biennium
 - The process of submitting proposals for amendments to either International or state governing documents
 - The proposed changes in International or state governing documents
 - The subsequent changes approved at International or state conventions

[Return to Table of Contents](#) ↑

- L. Encourage chapters to keep members informed about the provisions of the International *Constitution* and *Standing Rules* and aware of the chapters' obligations to abide by these documents
- M. Committee members receive updated chapter rules from chapters in their areas at least once per biennium, evaluate the rules for alignment, work with the chapters if corrections are necessary and send the rules to the chair for placement in state files
- N. Chair, with assistance from committee members, maintains and updates state files of chapter rules from each chapter, and sends an electronic list of chapters with updated chapter rules to TSO Headquarters
- O. Chair ensures that the committee page on the state website is current and contains information chapters need to keep their chapter rules in alignment with International and state governing documents
- P. Communicate with newly chartered chapter presidents regarding the steps for establishing chapter rules.
- Q. Chair will send a digital updated file of chapters' rules to TSO Headquarters at the end of her biennium.

3.1.2.4 Timeline 1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- July – attend DKG International convention

- December 1 - email area coordinators to let their chapter presidents know that proposed amendments to *Bylaws* or *State Rules* should be submitted to bylaws and rules chair by January 1
- January 1 - proposed amendments should be received by this date. Chair sends them to committee members for suggestions about proper wording, then sends them to the state president for the Executive Committee's support or non-support. Chair sends to any other committee chair whose support for the amendment might be appropriate.
- February 1 - deadline for sending any proposed amendments to the *Lone Star News* editor for publication in the spring edition. (Proposals must be published at least 30 days prior to state convention)

- February – Submit any budget needs to Finance Chair for amended budget
-plan breakout session for convention as directed; submit proposal
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President's Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program; ie any recommendations to be presented at convention
- June – attend state convention; present session as directed

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop, presenting session as requested
- January 1 - proposed amendments should be received by this date. Chair sends them to committee members for suggestions about proper wording, then sends them to the state president for the Executive Committee's support or non-support. Chair sends to any other committee chair whose support for the amendment might be appropriate.
- February 1 - deadline for sending any proposed amendments to the *Lone Star News* editor for publication in the spring edition. (Proposals must be published at least 30 days prior to state convention)
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new committee chair
- June – attend state convention; present session as needed

3.1.2.5 Meetings
No funded meetings

3.1.2.6 Forms

- A. Model Chapter Rules
- B. Chapter Rules Checklist
- C. Proposed Amendment to *Bylaws* or *State Rules* Form

3.1.2.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports submitted to the state president
- C. The latest copy of chapter rules from each chapter that has submitted them, organized by area, with a master list of the latest dates and status of each chapter's rules. File electronic copies (with backup) on a flash drive/disk. (Permanent File)
- D. Electronic response verifying receipt of Certificate of Alignment with Society Governing Documents (Permanent File)
- E. Current copies of *International Constitution, Standing Rules, State Bylaws and State Rules*
- F. Correspondence with committee
- G. Materials from sessions presented at state convention and area workshops
- H. Brochures or other informational materials
- I. Copies of articles submitted to *Lone Star News*
- J. Budget and list of expenditures
- K. Other committee materials pertinent to this committee such as information regarding establishing chapter rules.

[Return to Table of Contents](#) ↑

Bylaws and Rules Committee Chair SPA Responsibilities

GOAL 4: Organizational Effectiveness

- 4.A.4.a Continue to review TSO Bylaws and Rules to ensure compliance with International *Constitution* and consistency in the decision-making process

3.1.3 Ceremonies Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2018

3.1.3.1 General Information

The ceremonies committee promotes the customs and traditions of DKG in presenting ceremonies that reflect the Society's rich heritage.

3.1.3.2 Information in governing documents:

- A. *Constitution* - Article 12,D; VIII, A.2.b
- B. *Bylaws* - Article IX, A.1.c; IX,(C-D)
- C. *State Rules* - 4.64.c.5; 4.64.d; 9.11c; 9.4

3.1.3.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state conventions and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Plan and conduct ceremonies at state convention as requested by state president; i.e. a tribute to the Founders; Birthday Celebration
- E. Assist chapter chairs and chapter presidents by providing materials and helping plan ceremonies, rituals, special programs and special ceremonies
- F. Emphasize the importance of dignity and beauty, as well as the value of appropriate music, in all ceremonies
- G. Request scripts for ceremonies from chapters
- H. Chair keeps a file of scripts and ideas for special ceremonies and makes them available to chapters on the website or by other electronic means
- I. Chair coordinates arrangements with convention chair and state executive secretary for items from Headquarters if needed for state convention ceremonies

3.1.3.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- July – attend DKG International convention
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President's Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- May 1 – submit script for convention ceremonies for approval by state president
- June - present ceremonies at state convention as requested
 - - present session at state convention

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- May 1 – submit script for convention ceremonies for approval by state president
- June - present ceremonies at state convention as requested
- - present session at state convention
- June – Prepare committee files for transition to incoming committee chair

3.1.3.5 Meetings
No funded meetings

3.1.3.6 Forms- None

3.1.3.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)

- A. DKG *Constitution*, TSO *State Bylaws*, TSO *State Rules*
- B. Letters for President’s Kit
- C. Reports to state president
- D. Minutes of any committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- E. Scripts of ceremonies
- F. Current and past international ceremonies books
- G. Biographies of TSO presidents (2 books) - *The Presidents of Alpha State (Texas)* (Permanent)
- H. *Our Heritage* books (2) and DVD (Permanent)
- I. Agendas and handouts from committee sessions at state conventions and area workshops
- J. Budget and list of expenditures
- K. Other committee materials pertinent to this committee

3.1.4 Communications & Publicity Committee

Updated 6-24-2014; 04/30/2017; 10/24/2018

3.1.4.1 General Information

The communications and publicity committee promotes effective communication and encourages publicity of DKG work. They recognize chapter newsletters, members whose work has been published, and news media coverage of education by honoring them at state convention. The state editor/photographer and state webmaster are ex officio members of this committee with vote.

3.1.4.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.1.a. (1); VIII, B.1.a
- B. *Bylaws* - Article IX, A.1.d; IX, (C-D)
- C. *State Rules* - 4.64.c.5; 4.64.d; 9.11.d

3.1.4.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Presents sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Submits information to the *Lone Star News* and *DKG News* about members who have achieved in the profession as published in chapter newsletters
- E. Supports chapter efforts to communicate with their membership and to publicize the Society at the grassroots level by making available information that will assist them in improving the quality of their newsletter and in publicizing their chapter's work
- F. Publishes electronically *The Communique*, a quarterly bulletin for chapters that is a resource for enhancing the impact of communication activities within the chapter and between chapter and community
- G. Collaborates with technology committee to ensure that members are informed about digital options for publishing
- H. Receives chapter newsletters and evaluate for Five Star Newsletter Award
- I. Chair maintains records of chapter newsletters submitted, number submitted annually, and evaluation scores
- J. Chair, in collaboration with the research committee, maintains a list of members and their published work
- K. Presents communications awards at state convention to members in print and news media. Email chapter newsletter awards prior to convention
- L. Chair ensures that criteria for communications awards and recognitions is current on state website
- M. Chair provides materials to committee members for area workshop presentations

3.1.4.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- Late fall - communicate with each chapter president and/or newsletter editor to offer encouragement, feedback on their compliance with guidelines for honors, suggestions, and chapter status in the committee's records
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- Early spring (with enough turn-around time for chapters to respond) - communicate with chapters with a status report and more feedback on compliance with guidelines for honors newsletters.
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March -June - prepare lists and certificates for award winners: Five Star Newsletter, Member in Print, and Key Media Awards; send congratulatory messages to these entities and instructions for convention procedures for those individuals who will attend to receive their awards
- March 15 – submit proposed Guidelines changes to state president
- April-June - plan convention session materials and displays
- June - present session at state convention
- April-June - plan area workshop presentation and materials in consultation with committee. Prepare materials for distribution at state convention to committee and others who will present at area workshops
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop; present as requested
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- Early spring (with enough turn-around time for chapters to respond) - communicate with chapters with a status report and more feedback on compliance with guidelines for honors newsletters.
- March -June - prepare lists and certificates for award winners: Five Star Newsletter, Member in Print, and Key Media Awards; send congratulatory messages to these entities and instructions for convention procedures for those individuals who will attend to receive their awards
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to incoming committee chair
- June – attend state convention

- 3.1.4.5 Meetings
None
- 3.1.4.6 Forms
 - A. Rubric for – Evaluating Newsletters
 - B. Nomination form for Member in Print
 - C. Nomination form for Key Media Award
- 3.1.4.7 Files should include current files (3 years) unless otherwise indicated
(any governing docs may be electronic)
 - A. Letters for President’s Kit
 - B. Reports to state president
 - C. Minutes of any committee meetings (must also be sent to state recording secretary) and summaries of committee activities
 - D. Copies of previous form letters such as those sent to committee members at the beginning of the biennium and congratulatory letters sent to the various award winners
 - E. Current criteria for Five Star Newsletter Award, Members in Print Recognition, and Media Recognition
 - F. Tracking information for chapter newsletters from previous years
 - G. Agendas and handouts from committee sessions at state convention and area workshops
 - H. Budget and list of expenditures
 - I. Other materials pertinent to this committee

Communications and Publicity Committee Chair SPA Responsibilities

GOAL 3: Communications and Publicity

- 3.A.2.a Encourage Members in Print awards for both members and newspapers

3.1.5 Expansion Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2018

3.1.5.1 General Information

The expansion committee assists chapters and areas wishing to create new chapters within the state to meet the needs of women educators. When considering expansion, chapters or areas are encouraged to consider the short- and long-term possibilities with specific attention to chapters with more than 70 active members, multi-county chapters, growing communities, and new campuses. A chapter, coordinating council, or area seeking information about expansion may contact the state expansion committee chair. The chair directs the activities of the committee and works with the area coordinator and members to achieve optimal results. The State Executive Board grants permission for the establishment of a new chapter.

The committee consists of the immediate past state president (chair), state president, state executive secretary and the respective area coordinator from the proposed new chapter's area. The expansion committee may use current guidelines provided by the Society. The out-of-print *2004 International Handbook*, pages 36-38, has excellent explanations of the process for the expansion committee, the sponsoring chapter and the new chapter, though some references to forms or governing documents may be outdated.

3.1.5.2 Information in Governing Documents

- A. *Constitution* - Article V, B.(1-3); VIII, A.2.b
- B. *Bylaws* - Article I, B; V, C.2; IX, A.1.e
- C. *State Rules* - 4.64.D; 9.11.e

3.1.5.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Committee meets as necessary
- C. May present sessions at state convention and area workshops
- D. Chair and with state president identify potential locations for new chapters and/or respond to requests for new chapters
- E. Chair ensures that current procedures related to creation of a new chapter is on committee page of state website
- F. Chair establishes communication with a chapter wishing to expand
 - 1) Have the chapter conduct a survey about expansion and review the results
 - 2) See that the chapter has an expansion chair
 - 3) Accept the recommendation to expand as recorded in the chapter minutes
- G. Chair works with state president to obtain State Executive Board approval to form the new chapter
- H. State Executive Board approves formation of and name of the chapter
- I. Chair orders chapter charter from Society Headquarters (Form 21A, instructions on Form 21B). Allow six weeks or check current requirement. International will send new chapter supplies after processing the

application. Payment for Official Inductee Register (\$15) is to be included with Request for Charter

- J. State president presides at induction and installation of the chapter
- K. Chair coordinates all installation requirements and activities and may preside at induction and installation of the chapter along with state president (See Ceremony for Induction and Installation of a New Chapter below)
- L. Chair communicates with state president, sponsoring chapter, and proposed chapter members to set date, time and place for installation
- M. Area coordinator serves as liaison for chartering of new chapter and assists with local arrangements
- N. State executive secretary assists with information and prepares printed program for installation
- O. Expenses of expansion committee members and chair are paid from their respective budgets
- P. Expenses for induction of new members and installation ceremony of a new chapter may be paid from budgeted funds in TSO Available Fund budget if not paid by a sponsoring chapter
- Q. Chair receives from sponsoring chapter or coordinating council the names and addresses of charter members and inductees. A new chapter shall have no fewer than 12 members, but a minimum of 20 is desirable for the chapter to succeed. Charter members are those who become members of the new chapter at the time of installation, whether they are transfers or new inductees [*Constitution V.A.1.b.(2)*]. Transfers must be processed by Society Headquarters. *Recommendation for Membership* (Form 11) is needed for each new inductee
- R. Chair sends charter member and new chapter officer names, with contact information and member ID numbers for each, to Society Headquarters and to TSO state treasurer. Note: Send names of inductees to International only after they have been inducted.
- S. Chair sends each member, inductee, and transferring member a formal invitation including date, time and place for orientation and deadline for acceptance or rejection of invitation
- T. Chair prepares and submits articles to *Lone Star News* announcing the chartering and accompanying activities
- U. Chair is responsible for mentoring new chapter after chartering ceremony. Suggestions for what can be done are as follows:
 - 1) Remind area coordinator to provide continued orientation for members of new chapter and to see that sponsoring chapter helps new chapter to learn about DKG and responsibilities of officers and committees
 - 2) Ask state president if new chapter may present the Delta Kappa Gamma flag at next state convention
 - 3) Encourage all state personnel to help chapter with reports, ceremonies and other chapter responsibilities
 - 4) Advise the new chapter president to consult the state Bylaws and Rules Committee regarding the steps for establishing chapter rules.

3.1.5.4 Ceremony for Induction and Chartering of a New Chapter

Expansion chair is responsible for planning and conducting induction, chartering, and installation of officers. The following are suggested guidelines:

- A. Compile necessary information:
 - 1) Name of chapter to be chartered
 - 2) Date and place of installation
 - 3) Name of sponsoring chapter
 - 4) The program agenda may include the following:
 - a. Music
 - b. Processional
 - c. Lighting of candles
 - d. Invocation
 - e. Introductions
 - f. Induction ceremony
 - g. Chartering ceremony
 - h. Reading of the charter
 - i. Business meeting of new chapter
 - j. Election and installation of officers
 - k. Special presentations
 - l. Singing of "The Delta Kappa Gamma Song"
 - m. Reception
- B. Work with sponsoring chapter to host a reception
- C. Ask state officers to help and the state music chair to provide music
- D. Invite city and school officials to attend
- E. Invite state personnel and chapter presidents or members of nearby chapters
- F. Inventory Expansion paraphernalia housed at Headquarters. See that an orientation meeting is held for prospective inductees during which they fill out the inductee cards and pay their dues and fees. Ask area coordinator to help. Note: Send induction cards and fees only after individuals have been inducted.
- G. Ask president of the sponsoring chapter to appoint a nominating committee of members from new chapter. This committee will report at the time of the chartering of the new chapter, not at orientation meeting. Until a chapter has been chartered, it does not exist; therefore, it may not have committees.
- H. Send induction, chartering, and program information to the state executive secretary to prepare a printed program.

These items should be included:

 - 1) Names of transferring/reinstating members and inductees in alphabetical order
 - 2) Name of the organizer
 - 3) Name of the sponsoring chapter
 - 4) Names of the respective presidents
 - 5) Place and date of organization
 - 6) Name of new chapter with TSO chapter number and area number
 - 7) Names of state personnel assisting
 - 8) Hostesses for tea or reception
 - 9) Names of city and school officials attending
 - 10) Outline of events

[Return to Table of Contents ↑](#)

- I. Give copies of printed program to state president, state recording secretary, state editor/photographer, international executive coordinator, members of state expansion committee, archives committee chair, members of new chapter and of sponsoring chapter, and guests. Keep three copies in expansion files
- J. Prepare all materials: lightly line the charter for the members to sign; prepare Official Inductee Register by writing chapter name, area, date and place; prepare membership certificates for inductees
- K. Order 12 red roses to be paid for by TSO and arranged in an official brass bowl or other suitable container
- L. See that table is set according to International *Ceremonies*
- M. Prepare and mark script for all participants. State personnel conduct induction of new members and chartering of chapter. Local officers, state president, and state expansion chair may conduct installation of officers

3.1.5.5 Timeline

- Timeline for chartering a new chapter is prescribed by International in Supplement to Form 21. Consult DKG website for current instructions
- Communicate with DKG Membership Services as soon as possible concerning the formation of a new chapter

1st Year

- June – attend LOSP
- July 1 – Begin investigating possible expansion sites
- July 1 – Begin working with mentor areas as assigned
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August/Sept – attend Executive Committee Retreat
- October – attend Executive Committee meeting
- Fall – attend LDGP meeting
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend Executive Committee meeting prior to state convention
 - attend TSO state convention; assist with LDGP

2nd Year

- July – attend DKG International conference
- July – continue working with mentor areas as assigned
- July – continue investigating possible expansion sites
- August/September – attend Area Workshop in areas as assigned
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president

[Return to Table of Contents](#) ↑

- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new personnel
- June – attend state convention; assist with LDCP

3.1.5.6 Meetings
None

3.1.5.7 Forms

- A. Current form of a membership biography may be used to collect data on prospective members for a new chapter
- B. Current Letter of Invitation for new members may be used

3.1.5.8 Files should include current files (3 years) unless otherwise indicated (any governing docs may be electronic)

- A. Letters for President's Kit (if any are required)
- B. Reports to state president
- C. Minutes, notes and other correspondence related to possible expansion (copies of committee meeting minutes must also be sent to state recording secretary)
- D. Historical data such as lists of chapters with dates of chartering (Permanent)
- E. 2004 *International Handbook*, pgs. 36-38 (out of print) (Permanent)
- F. Copies of programs and other materials from recent expansions
- G. Materials from previous convention or area workshop sessions
- H. Budget and list of expenditures
- I. Other committee materials pertinent to this committee

3.1.6 Finance Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 10/24/2018

3.1.6.1 General Information

The finance committee prepares the budget, recommends expenditures, supervises investments, provides for an annual audit, and recommends policies concerning finances for Texas State Organization. The six members of this committee are elected to overlapping four-year terms, with three members elected per biennium. Chair is chosen by state president from the continuing committee members. Members of this committee should be experienced Society treasurers and/or have good general knowledge of standard bookkeeping, business, and financial practices.

3.1.6.2 Information in Governing Documents

- A. *Constitution* - Article IV, F.1; IV, F.3; IV, G.1; VIII, A.1.a.(1)&b.(1)
- B. *Bylaws* - Article IV, B; IV,D; IV.F; IX, A.1.f; IX,(B-E)
- C. *State Rules* - 4.41; 4.42; 4.6

3.1.6.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present a finance session at state convention and a session at each area workshop for training chapter treasurers and finance chairs
- C. Present other sessions-at state conventions as appropriate
- D. Chair submits an article for the *Lone Star News* at least once a year
- E. Consider amount of money available, previous expenditures and future needs of TSO to prepare a budget for the biennium, or to make adjustments in mid-biennium, and present it for adoption by TSO Executive Board at state convention
- F. Chair presents any finance committee recommendations for modification or approval of budget to Executive Board at state conventions
- G. Recommend expenditures from Permanent Fund for approval by TSO Executive Board
- H. Recommend any other policy pertaining to use of Available and Permanent Funds
- I. Ensure there are sufficient funds to meet employed personnel salaries as recommended by personnel committee
- J. Chair provides calculated mileage for state personnel to TSO Headquarters and to each convention site for each year of the biennium.
- K. Work with headquarters, personnel, and executive committees to address budget, funding, and operational expenses of TSO Headquarters
- L. Review investments of TSO funds not managed by ASTEF
- M. Ensure there is an annual audit of TSO financial records by a certified public accountant
- N. After consulting with auditor and state treasurer, recommend amount of bond for positions requiring a bond
- O. Chair assigns areas of the state to committee members in order to assist TSO state treasurer to ensure that all chapters file the IRS 990N e-postcard, Form 15, and chapter dues each year
- P. Communicate information from international/state to chapter treasurers

[Return to Table of Contents](#) ↑

- Q. Chair solicits budget requests from state personnel to determine whether budget has been sufficient in the past and whether there will be additional needs for the future
- R. Chair communicates information about previous expenditures and anticipated income for study prior to committee meeting via a GoToMeeting
- S. Chair meets each fall with TSO president, state treasurer, ASTEF president, ASTEF vice-president of finance and administration, and the auditor to review audits and investments of both organizations. The same group meets with the investment advisor (financial planner) for the same purpose. State treasurer schedules meetings. If chair cannot attend, she appoints a replacement from committee members
- T. Chair reviews financial reports on Available Fund, Permanent Fund and Eula Lee Carter Memorial Fund from state treasurer at least quarterly and forwards them to members of finance committee
- U. Chair, in coordination with state treasurer, prepares and submits budget to state convention program publisher
- V. Chair presents budget at convention business meeting

3.1.6.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- November or as needed – assist state treasurer with state dues collection
- November or as scheduled – attend audit/investment review meeting
- March 1-15 – chair contacts state personnel to determine any need to adjust budget for the next year/biennium
- March – conduct meeting with committee (may be Go-To-Mtg) for the purposes of planning/reviewing/adjusting the budget, planning convention breakout session, discuss/plan Area Workshop presentation
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- April-May – Chair, with state treasurer, prepares TSO budget presentation for convention
- May 1 – submit any pages required for convention program
- June – attend state convention
 - present budget at TSO business meeting
 - assist with treasurer’s breakout session at convention

2nd Year

Prior to the Spring finance committee meeting, ensure that mileage has been calculated for the incoming state personnel from home to TSO Headquarters and each convention site for the new biennium. Note: certain state personnel will be reimbursed for International Convention and Conference.

- July – attend DKG International conference
- August/September – attend Area Workshop, presenting treasurer’s session
- November or as requested – assist state treasurer with state dues collection
- November or as scheduled – attend audit/investment review meeting
- Prior to Spring finance committee meeting, ensure that mileage has been calculated for state personnel for the next biennium
- March 1 – submit annual report to state president
- April – March – chair contacts state personnel to determine needs for next year’s budget (this budget is for the biennium; the first year of a biennium is an adjustment year)
- March – Finance committee meeting (may be Go-To-Meeting) for the purpose of developing the new budget and planning the convention breakout session
- March 15– submit proposed Guidelines changes to state president
- April – chair, with state treasurer prepares convention budget presentation
- May 1 – deadline for submitting convention program pages
- June 1 – prepare files for transition to incoming chair, if chair will be new
- June – attend state convention
 - present budget at TSO business meeting
 - assist with treasurer’s breakout session

3.1.6.5. Meetings – may be electronic

- A. Spring (1st year) – two-days/one night funded committee meeting
- B. Spring (2nd year) – three-days/two-nights funded committee meeting
- C. Fall - chair meets in Dallas with auditor, investment advisor, and other financial decision makers

3.1.6.6 Forms - Form for budget requests

3.1.6.7 Files should include current files (3 years) unless on DKG Retention List (any governing docs may be electronic)

- A. Letters for President’s Kit
- B. Reports to state president
- C. Reports to international personnel (Form 39) (Permanent)
- D. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- E. Auditor’s report – keep for 7 (seven) years
- F. Summary of reports from chapter finance committee chairs

[Return to Table of Contents ↑](#)

- G. Financial reports from state treasurer
- H. Communications from international executive coordinator
- I. Communications from state president
- J. Budget request letters and responses
- K. Agendas and handouts from committee sessions at state conventions and area workshops
- L. Committee budgets and list of committee expenditures
- M. Convention programs
- N. Other materials pertinent to this committee

3.1.6.8 Guidelines for Budgeted Items

- A. Gifts and Honorariums
 1. \$300 for gift for outgoing state president
 2. \$50 for honorarium for outgoing International President
 3. \$50 for memorial upon the death of a current state officer or PSP
 4. \$25 for memorial upon the death of a family member (husband, child, parent) of current state officer or PSP
 5. \$10 per year of service for retirement gift for Executive Secretary and State Treasurer
 6. State President's Pin for incoming state president (unless one has been returned to Headquarters or left as a designated legacy)
 8. Gift for International Representative to state conventions should be purchased from the Convention Funds.
- B. Mileage to be paid
 1. \$.25 per mile (Use shortest distance from home address to location of the meeting as shown on Map-quest)
 2. If traveling by air, reimbursement is the lesser of plane ticket or mileage
- C. Chapter President reimbursement to convention for LDCP – to be determined by Finance Committee; may be registration, \$50, or another amount to be set after review of budget and registration cost.
- D. Refer to *State Rules* for reimbursements and expenses to be paid

Information Regarding Minimum Fund Balances (see *State Rules* 4.4; 4.5)

- A. Eula Lee Carter - \$35,000
- B. Leadership - \$75,000
- C. Weatherby - \$50,000
- D. Scholarship - \$25,000 per named scholarship
- E. Available Fund – at least 4 months operating expenses
- F. Permanent Fund – no less than that specified in the *Constitution* Art. IV, F.3

[Return to Table of Contents](#) ↑

Finance Committee Chair SPA Responsibilities

GOAL 4: Organizational Effectiveness

- 4.E.1 Develop sources for increase of non-dues revenue
- 4.E.2.a Review State dues structure each biennium and make recommendations regarding changes deemed necessary to meet fiscal obligations

3.1.7 Headquarters Committee

[Return to Table of Contents ↑](#)

Updated 6/24/2014; 7/1/2015; 04/30/2018; 10/2019

3.1.7.1 General Information

The headquarters committee oversees operation of the TSO Headquarters building and works closely with archives, finance, personnel and technology committees as needed/requested, and the Headquarters staff. The committee consists of five members plus the state president and state executive secretary. It is helpful if committee members live relatively close to TSO Headquarters.

3.1.7.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b
- B. *Bylaws* - Article VIII,C.7; IX,A.1.g; IX,(C-E)
- C. *State Rules* - 4.61.b; 4.64.c.5; 4.64.d; 9.11.g

3.1.7.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Chair may submit articles for *Lone Star News*
- C. With executive secretary, oversee maintenance of Headquarters building
- D. Consult with Headquarters staff regarding capital expenditures as needed
- E. Collaborate with Headquarters staff as requested to prepare a budget for building expenses for approval by finance committee
- F. Maintain a building use policy
- G. With executive secretary, establish guidelines for acceptance of gifts for building
- H. Conduct an annual inventory of building, technology, furniture, and consumables such as sales items.
- I. Update Headquarters information for state website as needed, ie committee description, building use policy, building use request form, brochure, PowerPoint tour, etc.
- J. Receive Executive Committee approval before making changes in building or accepting gifts
- K. Promote public relations related to Headquarters
- L. Conduct/arrange tours of Headquarters as needed, and update/rehearse script for tours as needed. Archives committee may assist with tours as necessary.
- M. Become very familiar with tour script and items displayed at Headquarters
- N. Chair prepares and presents an annual Headquarters operation report at state convention (if requested by the state president)
- O. Chair communicates regularly with state executive secretary and state treasurer regarding needs at Headquarters
- P. Chair coordinates volunteer program
 - (1) Compiles list of potential volunteers living in reasonable proximity to Headquarters and their email addresses
 - (2) With executive secretary, updates volunteer guidelines, sign-in sheet, and instructions for tasks
 - (3) Recruits volunteers as needed and notifies Headquarters personnel of scheduled volunteers

[Return to Table of Contents](#) ↑

- Q. Chair works with state president, state executive secretary and state treasurer, finance chair and archives chair on matters relating to Headquarters
- R. Chair or her designee may attend Preston Trails Office Park Owner's Association meetings with state executive secretary
- S. Chair or her designee arranges the transport of Annie's Attic sales items to state convention, operates the booth, and arranges return of unsold items to Headquarters.
- T. Chair or her designee coordinates with state treasurer regarding the pricing of items for Annie's Attic

3.1.7.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- July – attend DKG International convention
- Fall meeting – conduct annual inventory at TSO Headquarters
- February – Submit any budget needs to Finance Chair for amended budget
- February – chair secures vendor table (at no cost) for Annie's Attic at convention
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President's Kit
- March 15 – submit proposed Guidelines changes to state president
- March – April – committee finalizes fall inventory and decides on items to take to convention for Annie's Attic and work schedule
- June – committee transports Annie's Attic items to convention site
- June – attend state convention
 - work Annie's Attic; complete deposit form; turn in money to state treasurer or her designee
 - Arrange return of unsold items

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop
- Fall meeting – conduct annual inventory at TSO Headquarters
- February – Submit budget needs to Finance Chair for biennium budget
- February – chair secures vendor table (at no cost) for Annie's Attic at convention
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- March – April – committee finalizes fall inventory and decides on items to take to convention for Annie's Attic and work schedule
- June – committee transports Annie's Attic items to convention site
- June – attend state convention
 - work Annie's Attic; complete deposit form; turn in money to state treasurer or her designee
 - Arrange return of unsold items

- 3.1.7.5 Meetings
- A. Committee meets four times per biennium, in fall and spring of each year. One meeting per year is funded for transportation only
 - B. Committee members conduct tours of headquarters for special groups as requested
- 3.1.7.6 Forms
- Building Use Request Form
 - Gift Acceptance
- 3.1.7.7 Files should include current files (3 years) unless otherwise indicated (any governing docs may be electronic)
- A. Letters for President's Kit
 - B. Reports to state president
 - C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
 - D. Annual inventories (may be digital with hard copy at Headquarters)
 - E. Headquarters tour script and PowerPoint presentations
 - F. Copy of the most recent Headquarters brochure
 - G. Budgets and list of expenditures
 - H. Other committee materials pertinent to this committee

3.1.8 Leadership Development for Chapter Presidents Committee

Updated 6-24-2014; 04/30/2017; 10/24/20

3.1.8.1 General Information

The leadership development for chapter presidents (LDCP) committee plans and conducts training of incoming chapter presidents at state convention in even-numbered years, and an update session at convention in odd-numbered years. In coordination with the state president, they also plan the president's training for area workshops in even numbered years. A chair, members of the Executive Committee and other members appointed by the state president comprise the committee. If possible, a recent area coordinator, a recent chapter president, and a person who has been a chapter president twice should be part of the committee.

3.1.8.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.1.a.(1); VIII,A.2.b; VIII,B.6.b.(2),&c
- B. *Standing Rules* - 8.065
- C. *Bylaws* - Article IX, A.1.h
- D. *State Rules* - 4.64.c.5; 4.64.c.(10-11); 4.64.d; 9.11.h

3.1.8.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Chair submits leadership articles for the *Lone Star News*, including reminders to attend LDCP sessions at conventions and area workshops
- C. Plan and conduct LDCP training at conventions
- D. Topics covered in LDCP training session and/or training manual may include:
 - 1) Duties of chapter presidents
 - 2) Chapter finance
 - 3) Membership
 - 4) Parliamentary procedure
 - 5) Society projects
 - 6) Ceremonies and traditions
 - 7) Committee structure
 - 8) Materials available from Society Headquarters
 - 9) Inspirational/motivational activities
 - 10) Chapter President's calendar
 - 11) President's Kit on TSO website
 - 12) ASTEF
- E. Chair arranges for any printing of Chapter President's materials
 - 1) Enough copies should be printed for all incoming chapter presidents, current area coordinators and LDCP committee members; a calendar of important dates and deadlines may be substituted for an entire directory
 - 2) One copy remains in LDCP files and one copy goes to TSO Headquarters
- F. May conduct other sessions at state convention

3.1.8.4 Timeline

1st year

- Summer - chair attends LOSP
- July 1 or as directed – submit letter (with goals) for President’s Kit to state president
- July - chair reviews evaluation summary of LDCP training from previous biennium and shares results with committee
- July – attend International Convention
- September/October- committee meets to plan for next training session, including agenda, script , seating arrangements, etc.
- September – January - committee reviews and updates materials to be distributed to chapter presidents at LDCP, including two-year calendar, and chair arranges for printing and style of presentation, i.e. binder, folder, etc.
- Spring - arrange with convention steering committee for audio visual and other items needed for training at convention. Arrange for convention technologist to work with sound, lighting and audiovisuals during the session.
- March 1 or as directed by state president - chair submits annual report of activities to state president
- March 1 – submit letter (with goals) for NEW President’s Kit to state president
- March 15 - chair submits suggested changes in Guidelines to state president
- March (with reminders in May) - chair communicates with area coordinators, international representative, timekeeper, TSO music chair, any other participants, and committee members to specify their duties during LDCP training session
- April – chair may call a Go-To-Meeting to finalize training plans
- May- Contact incoming presidents, encouraging attendance at LDCP
- May- after registration deadline- chair coordinates with convention registrar and area coordinators to determine number of chapter presidents attending convention and arranges seating by area for training.
- May – determine floor plan for seating chapter presidents and presenters
- June - assemble materials for LDCP convention session
- June – committee conducts LDCP training session at state convention

2nd year

- July – attend International Conference
- March 1 or as directed - chair submits annual report of activities to state president
- March 15 - chair submits suggested changes in guidelines to state president
- March - chair communicates with chapter presidents to solicit their successful programs, projects, and fundraisers, as well as any questions or concerns they had during the first year of their presidency; may be electronic survey

- March (with reminders in May) - chair communicates with area coordinators and committee members to specify their duties during LDCP update session at state convention
- April - May - chair asks appropriate state and/or international personnel for answers to chapter president's questions.
- June – chair and/or committee leads the LDCP update session at convention.
- End of June, to be sent out July 1 - chair advises chapter presidents of officer changes. Chair emails LDCP materials, including calendar, (with updated pages) to new area coordinators so they will know the information that their chapter presidents were given last year
- June – at convention current chair gives copies of chapter president information distributed at previous LDCP to incoming chair for her committee members
- June – current chair prepares committee files for transition to succeeding chair

3.1.8.5 Meetings

One funded meeting at TSO Headquarters in September or October of first year of biennium held immediately following State Executive Committee meeting

3.1.8.6 Forms

Chapter President's Survey

3.1.8.7 Files should include current (4 years) unless otherwise indicated
(Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to state president
- C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Flash drive of all materials (helpful if set up in files for year one and year two)
- E. Articles for *Lone Star News*
- F. Scripts or outlines for training sessions
- G. Chapter President's handouts, agendas, and communications
- H. PowerPoint presentations
- I. Evaluation results from LDCP trainings
- J. Budget and list of expenditures
- K. Other materials pertinent to this committee

LDCP Committee Chair SPA Responsibilities

GOAL 2: Leadership Development

- 2.A.1.a Ensure that chapter leadership is trained and understands their responsibilities
- 2.C.1.a Training should meet the needs of both new presidents and returning presidents
- 2.C.1.b Based upon most recent data, plans for LDCP sessions should be structured as needed

GOAL 4: Organizational Effectiveness

- 4.A.3.a Determine the number of new presidents and returning presidents to plan for a training that better fits their needs
- 4.A.3.b LDCP participants will be surveyed immediately following LDCP training and again midyear to determine what was helpful and how to improve training, The survey information will be shared with the executive committee.

3.1.9 Leadership Orientation for State Personnel Committee

Updated 6-24-2014; 04/30/2017; 10/24/19; 4/20

3.1.9.1 General Information

The leadership orientation for state personnel (LOSP) committee provides a training session for incoming state personnel (state officers, committee chairs, and area coordinators) within one month after the state convention at the beginning of each biennium. The committee includes representatives from the president's advisory council, the current state president, and other members. The chair is the past state president who has been out of office one biennium. The executive secretary and state treasurer and the nominee for state president should be included in the planning of training session. This committee's work may extend into the next biennium, depending on the date of the training. State funding is provided for training session.

3.1.9.2 Information in Governing Documents

- A. *Constitution* - Articles VIII, A.1.a.(1); VIII, A.2.b; VIII,B.6.b.(2), &c
- B. *Standing Rules* - 8.065
- C. *Bylaws* - Articles IX, A.1.i; IX,(C-E)
- D. *State Rules* - 4.64.c.5; 4.64.c.(10-11); 4.64.D; 9.11.i

3.1.9.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel (Section 1.0)
- B. Chair may submit articles to *Lone Star News*
- C. Plan, prepare, and print materials
- D. Conduct LOSP training
- E. Chair invites new state personnel and collects biographical and contact information
- F. Chair arranges with State Executive Secretary the hotel accommodations, roommates, and meals for LOSP training session
- G. Conduct evaluation at end of LOSP training
- H. Chair coordinates AV needs
- I. Chair coordinates with local volunteers, i.e. hostesses, etc.
- J. Chair oversees all budgeted expenditures, in consultation with state president and state treasurer
- K. Chair reviews evaluations and sends a summary to committee members and the state president nominee. One copy is filed and one copy sent to TSO Headquarters

3.1.9.4 Timeline

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- July -- chair reviews evaluation summary of LOSP training from previous biennium and shares results with committee
- January - Prepare and initiate a survey at seven months into the new biennium to determine effectiveness of LOSP sessions and what should be continued, changed, or eliminated

[Return to Table of Contents](#) ↑

- February – Submit any budget needs to Finance Chair for amended budget
- February or before – confer with state president regarding training site, food, etc.
 - Include AP trainers in plans/contracts
- Note: Immediate PSP may have signed contracts for both LOSP and AP training
- March 1 or as directed by state president - chair submits annual report of activities to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 - chair submits suggested changes in guidelines to state president
- June – attend state convention

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop
- February – Submit budget needs to Finance Chair for biennium budget
- February/March – committee meets to plan training
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- May 1 – tentative deadline for all materials to chair
- June 1 – deadline for getting materials to printer
- June 1 – prepare files for transition to incoming chair
- June – attend state convention
- June or July – date/place determined in previous biennium – conduct training
- July – as soon as possible after training – summarize evaluations of training and share with outgoing committee members, state president, and new LOSP chair

3.1.9.5 Meetings
One funded meeting – 1 ½ days - to plan the training

3.1.9.6 Forms
Form with contact information
Form for roommate information for participants
Training session Evaluation

3.1.9.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)

- A. Reports to state president
- B. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- C. List of new state personnel with contact information
- D. LOSP training manual and any additional handouts
- E. Agendas for the state personnel training
- F. Summaries of evaluations of past trainings
- G. Budget and list of expenditures
- H. Other materials pertinent to this committee

LOSP Committee Chair SPA Responsibilities

GOAL 2: Leadership Development

2.C.4.a Based upon most recent data, plans for LOSP sessions should be structured as needed

GOAL 4: Organizational Effectiveness

4.A.2.c Prior to October Executive Committee meeting the immediate previous LOSP Chair will compile results of the survey of all State officers, committee chairs and AC's to determine effectiveness of LOSP training. Results of survey will be presented at the October Executive Committee meeting by the State President.

3.1.10 Membership Committee

[Return to Table of Contents ↑](#)

Updated 7/1/2015; 04/30/2017; 10/24/2018

3.1.10.1 General Information

The membership committee works with all areas of membership including recruitment, chapter growth, member recognition, chapter recognition, and recognition/induction. The second vice-president is a member ex officio with vote. The membership chair and the second vice president will communicate regularly to share information about the status of chapters across the state as well as to generate ideas to increase chapter growth.

3.1.10.2 Information in Governing Documents

- A. *Constitution* - Articles III; VIII, A.1.a.(1); VIII,B.7
- B. *Standing Rules* - 3.0; 5.22
- C. *Bylaws* - Articles III; IX.A.1.j; IX. (C-E)
- D. *State Rules* - 3.1; 4.64.c.2; .64.c.5; 4.64.c.10; 4.64.c.11; 4.64.d

3.1.10.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Plan and conduct sessions at state conventions and area workshops to train chapter membership chairs as well as share information and ideas with the general membership. Chair compiles and disseminates to chapters the ideas generated at international conventions, state conventions and area workshops using emails, newsletters, and other forms of communication.
- C. Chair submits articles for *Lone Star News* at least once a year
- D. Chair organizes the nomination of women of distinction for state honorary membership
 - 1) Contact chapters to nominate women for state honorary membership.
 - 2) Screen nominations for TSO honorary membership that are received by February 1 deadline in even-numbered years using the criteria outlined in the *Constitution*.
 - 3) Recommend candidates who meet the criteria to TSO Executive Board for their vote.
 - 4) Create a ballot for voting on the nominee(s). Submit to president for approval. President then sends to Executive Board for voting to take place before April 15 of even-numbered years
- E. Chair works with state president to organize orientation session for and induction ceremony of state honorary member(s).
 - 1) Work with, the chapter or individual making the nomination to secure the location of the induction of a state honorary member; a reception, fresh roses, the induction fee, and any other expenses. Chair is responsible for the ceremonial table, agenda, and program.
 - 2) Submit to state executive secretary biographical data on newly elected state honorary members
 - 3) In the event that a state honorary member has previously been inducted as a chapter or international honorary member, organize with the state president an occasion for recognition of the new state honorary member

- F. Propose women of distinction for international honorary membership
 - 1) Be alert to possible nominees for international honorary membership. Nominee need not be a state or chapter honorary member. Follow procedures set by the Society
 - 2) Chair ensures that deadline for international honorary nominations is published in *Lone Star News*
- G. Chair assists research committee in keeping an updated list of contact information for state honorary members and international honorary members from Texas
- H. May develop and/or update an AV presentation about the benefits of DKG
- I. Recognize 50 and 50+ year members at state convention, usually during the birthday luncheon, as well as providing a reception in their honor and certificates recognizing their years of membership.
- J. Chair works with convention registrar to obtain names and contact information of fifty-or-more-year members and mails reception invitations to them. Chair gathers information necessary for their introductions.
- K. Work with state executive secretary to acquire state and international membership statistics to make Rosebud and Tudor Rose Awards
 - 1) Rosebud Award is given to a chapter that maintains its membership for present year in comparison with last year
 - 2) Tudor Rose Award is given to a chapter that increases its membership for present year in comparison with past year
- L. Chair obtains membership information received by the state president from International
- M. Committee studies chapter membership and makes recommendations related to membership issues and challenges. After obtaining state president's approval, chair communicates these recommendations to Executive Committee, area coordinators and chapters
- N. Chair attends training for state membership chairs at designated international conference
- O. Encourage chapters to develop a membership action plan [*State Rules 3.23*]
- P. Chair communicates on a regular basis with the membership committee and encourages sharing of information and ideas.

3.1.10.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- July – attend DKG International convention; chair attends membership training
- July – chair requests assistance from area coordinators to obtain names and contact information of all chapter membership chairs
- Fall – committee meets for planning convention responsibilities, ie. 50/50+ year reception and recognition at Birthday Celebration; State Honorary induction/recognition (even years); breakout session, invitations, certificates, roses, etc
- January – begin gathering names of 50/50+ year members who will attend convention

[Return to Table of Contents](#) ↑

- February 1 – (even years) – nominations for State Honorary membership are due to state membership chair
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 1 – state membership snapshot for convention report taken by HQ staff
- March 15 – submit proposed Guidelines changes to state president
- April – finalize plans for convention responsibilities
- May 1 – submit any pages required for convention program
 - secure membership numbers for convention report
- June – chair prepares committee files for transition to incoming committee chair
- June – attend convention; conduct reception for and honoring of 50/50+ year members; even years – conduct recognition of State Honorary member; conduct breakout session

3.1.10.5 Meetings

- A. Fall (1st year) - funded committee meeting
- B. June (1st year) at state convention - committee meets to review area workshop planning
- C. June (2nd year) at state convention - review of session and finalize recommendations to next membership committee

3.1.10.6 Forms

Template for 50 and 50+ member certificate

3.1.10.7 Files should include current files (3 years) unless otherwise indicated (Governing documents may be electronic)

- A. Letters for President’s Kit
- B. Reports to state president
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Historical comparison of membership numbers by chapter
- E. Chapter membership chairs roster with contact information
- F. Information about honoring 50 and 50+ members
- G. Program and handouts for state convention and area workshop sessions
- H. Budgets and list of expenditures
- I. Other materials pertinent to this committee

Membership Committee Chair SPA Responsibilities

GOAL 1: Membership Development

- 1.A.1.a Use of website dkgtxas.org/committees/membership to understand the plan
- 1.A.1.c Share examples of plan success
- 1.C.1.a Annie Calling: explanation and Discussion Map dkgtxas.org/membership

3.1.11 Necrology Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017

3.1.11.1 General Information

The necrology committee plans and conducts a Celebration of Life at state convention for Texas deceased members. The chair maintains state necrology records using chapter necrology reports (informal lists sent from Chapters to TSO Necrology Chair) and the Report of Death of a Member (Form 6) submitted by chapters. Names of deceased members are reported in each edition of *Lone Star News* as submitted by the chair. There are no funded committee meetings.

3.1.11.2 Information in Governing Documents

- A. *Constitution* - Articles VIII, A.2.b; VIII,B.7.a
- B. *Bylaws* - Article IX, A.1.k
- C. *State Rules* - 4.64.c.5; 4.64.d; 9.11.k

3.1.11.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair submits list of names of deceased Texas members for each edition of *Lone Star News*
- D. Chair receives reports of deaths of members on Form 6 from chapters, adds names to a list in order by chapters, and keeps list in committee files
- E. Chair reviews and verifies spreadsheet from International of TSO Death(s) of member by International deadline. A copy of this spreadsheet is sent to state president and TSO treasurer and kept in state necrology committee files.
- F. Chair sees that names of deceased members are recorded in appropriate *Book of Memory*
- G. Write a letter of condolence on behalf of Texas State Organization to family or close friend of each deceased member
- H. Plan and conduct a Celebration of Life for deceased members at state convention
 - 1) Chair leads committee in planning and conducting service, including script, as well as attire for committee members
 - 2) Chair works with state president and convention chair to locate a place for service
 - 3) Chair contacts convention chair and state executive secretary concerning properties needed for service
 - 4) Ask, upon recommendation of state president, a past state president to present eulogy for a Past TSO President or Past ASTEF President.
 - 5) Coordinate with convention chair regarding reserve seats for the State Executive Committee, past state presidents, and other special guests at Celebration of Life service
 - 6) Chair consults with state president regarding format of service, contents of the printed program, and number of copies needed
 - 7) Chair prepares and has programs printed and ready for distribution at service. Ten copies are reserved for state executive secretary

[Return to Table of Contents](#) ↑

- 8) Chair appoints door monitors to distribute programs and close the doors at start of service. No one is admitted after service begins.
 - 9) Notify chapters via the convention program to obtain a copy of program to give to deceased's family. Programs are no longer mailed to families
 - 10) Necrology chair and music chair plan the music for service.
 - 11) Chair provides processional and recessional order to the person assigned by the convention chair to guide the personnel according to protocol and notifies participants of meeting time, place, and order.
- I. Chair has custody of Books of Memory, which are to be kept in a fireproof box
 - J. Chair notifies the state executive secretary early in the biennium when a new *Book of Memory* should be ordered.

3.1.11.4 Timeline

1st Year

- June – attend LOSP
- By August 15, November 1, February 1, and April 1 - send list of names of deceased members received since last list was published to *Lone Star News* editor
- As each Form 6 is received, record information about deceased members for master list and record names in the *Book of Memory*
- As each Form 6 is received, write a note of condolence from TSO to family or close friend of each deceased member

- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- February – Submit any budget needs to Finance Chair for amended budget
- Spring – finalize plans for Celebration of Life, including script, items needed for service, music, and design of printed program; consult with convention steering committee regarding printing of programs
 - consult with state president and music chair regarding rehearsal for Celebration of Life
 - determine deadline for submitting program for printing
- By March 1 – compile list of names of deceased Texas members sand submit to DKG International Membership Chair, mem@dkg.org, and state president. Retain a copy for committee files

- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- May 1 – send program to printer and arrange for delivery to convention site of programs, paraphernalia, etc for Celebration of Life

[Return to Table of Contents](#) ↑

- June 1 or at least two weeks prior to convention – compile final list of names of deceased for printed program and completed script for service. Send a completed script to each committee member to allow time for each committee member who will be participating in the Celebration of Life to become familiar with unique name pronunciations.
- June – between sending the program to the printer and the convention, prepare and have printed the list of names of those who passed after the program was sent to the printer
- June – attend state convention; conduct Celebration of Life; conduct breakout session if requested

2nd Year

- By August 15, November 1, February 1, and April 1 - send list of names of deceased members received since last list was published to *Lone Star News* editor
- As each Form 6 is received, record information about deceased members for master list and record names in the *Book of Memory*
- As each Form 6 is received, write a note of condolence from TSO to family or close friend of each deceased member

- July – attend DKG International conference
- August/September – attend Area Workshop
- February – Submit budget needs to Finance Chair for biennium budget

- Spring – finalize plans for Celebration of Life, including script, items needed for service, music, and design of printed program; consult with convention steering committee regarding printing of programs
 - consult with state president and music chair regarding rehearsal for Celebration of Life
 - determine deadline for submitting program for printing
- By March 1 – compile list of names of deceased Texas members and submit to DKG International Membership Chair, mem@dkg.org, and state president. Retain a copy for committee files

- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- May 1 – send program to printer and arrange for delivery to convention site of programs, paraphernalia, etc for Celebration of Life

[Return to Table of Contents](#) ↑

- June 1 or at least two weeks prior to convention – compile final list of names of deceased for printed program and completed script for service. Send a completed script to each committee member to allow time for each committee member who will be participating in the Celebration of Life to become familiar with unique name pronunciations.
- June – between sending the program to the printer and the convention, prepare and have printed the list of names of those who passed after the program was sent to the printer
- June – attend state convention; conduct Celebration of Life; conduct breakout session if requested
-
- June 1 – prepare files for transition to new personnel
- June – attend state convention

3.1.11.5 Meetings
No funded committee meetings.

3.1.11.6 Forms
A. Report of the Death of a Member (Form 6)
B. State Necrology Report (Form 3)

3.1.11.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)

- B. Letters for President's Kit
- C. Reports submitted to state president
- D. Reports submitted to international membership chair (Form 3)
- E. Books of Memories in a fireproof container – **(Permanent File)**
- F. Program and script of Celebration of Life services at conventions for the past three biennia
- G. Current list of deceased members
- H. Create and maintain an electronic history as a backup for the Books of Memories
- I. Agendas and handouts for sessions at state conventions and area Workshops
- J. Budgets and list of expenditures
- K. Other materials pertinent to this committee

3.1.12 [Nominations Committee](#)

[Return to Table of Contents](#) ↑

Updated 6-24-2014; 04/30/2017; 10/2019

3.1.12.1 General Information

The nominations committee seeks applicants for state office and members of the finance and nominations committees, and selects at least one nominee for each position. The committee also encourages chapters to identify leaders and develop future officers. The committee has eight elected members including the chair, who is a continuing member selected by the previous committee from its members. A continuing member cannot serve more than two consecutive terms. A committee member must complete her term of office before she may be considered for another elected position. There is one funded meeting, usually in January of odd-numbered years.

3.1.12.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.1.a.(1) & b.(1)
- B. *Standing Rules* - 8.081(a-c)
- C. *Bylaws* - Articles VI.C; IX,A1.1; IX,B.2; IX,(C-E)
- D. *State Rules* - 4.64.c.5; 4.64.c.(10-11); 4.64.d; 9.11.1

3.1.12.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Develop/update materials to assist chapters in identifying leaders and developing future officers to hold chapter positions
- C. May present sessions at state convention and area workshops
- D. Chair may submit articles to *Lone Star News*
- E. Seek applicants for state elected offices and for members of finance and nominations committees. After consultation with current state president, draft personnel if necessary
- F. Chair ensures that criteria/qualifications for positions, information about application process, and application form are posted on state website
- G. Select at least one nominee for each position:
 - 1) Elected officers - president, first vice-president, second vice-president, recording secretary and corresponding secretary
 - 2) Three positions on finance committee (at least three nominees) for a term of four years
 - 3) Seven positions on nominations committee (at least seven nominees). Eighth position is for a continuing member from current committee
 - a. Choose one member of current nominations committee to continue for the next biennium on the committee and serve as chair of that committee. Continuing member may serve no more than two consecutive terms
 - b. Nominations committee members should
 - i. Have a broad knowledge of members throughout the state who have served in leadership positions at state level
 - ii. Represent all geographic areas of Texas
 - iii. Have served as chapter president
 - iv. Have participated in or served as any one of the following: state committee chair, area coordinator, TSO officer, president or vice president of the ASTEF board

- v. Participation in State Leadership Seminar and/or Golden Gift Leadership Management Seminar desired, but not required.
 - vi. Have attended and been actively involved in society meetings at state level
- H. A member of the committee shall complete the term of office before being considered by the nominations committee for another elected position
 - I. Chair receives all application forms, acknowledges receipt, and shares them with committee
 - J. Chair reviews responsibilities and duties of elected officers and committees with committee
 - K. Chair does not vote except to break a tie
 - L. The actions of this committee are unified, and no member needs to explain any action of committee
 - M. Chair ensures that applicants are contacted by phone during and/or at conclusion of meeting to notify each if she received a nomination or not. Applicants are asked not to discuss the news for 24 hours, which gives committee time to contact each applicant
 - N. Chair notifies current state president of slate of elected positions by phone during and/or at the conclusion of the meeting and asks her not to discuss the news for 24 hours.
 - O. Chair sends a letter electronically to all applicants immediately following committee meeting
 - 1) Extend thanks for applying
 - 2) Request a written reply electronically of acceptance from selected applicants
 - 3) Request a written reply electronically indicating receipt of notice from those not selected
 - 4) Chair holds replies and applications until after installation of nominees at which time she shreds the letters, no earlier than July 1
 - P. Chair writes information about each nominee for TSO elected officer positions and sends it to the *Lone Star News* editor by February 1 in odd-numbered years. She also sends names, chapters, and areas of finance and nomination committee nominees so that members will be informed prior to election at state convention.
 - Q. Chair sends recommendation of nominations committee to the state president who will then send it to the convention program publisher
 - R. Chair presents slate of nominees for a vote at a general session of convention in odd-numbered years
 - S. Plan and conduct installation ceremony at state convention in odd-numbered years with state president approval

3.1.12.4 Information for Applicants for TSO Elected Positions

- A. An applicant shall evidence requirements for the office or committee
- B. Criteria for state elected officer positions
 - 1) Shall be familiar with the scope of Society's business and services as well as the role of state in the entire program of the Society
 - 2) Shall have served as chapter president and shall have completed two or more of the following leadership assignments at state level prior to receiving a nomination: TSO state office, committee chair/co-chair, area

[Return to Table of Contents](#) ↑

- 3) coordinator, chair/co-chair of a state convention, president or vice president of ASTEF board
 - 4) Recommended participation in State Leadership Seminar and/or Golden Gift Leadership Management Seminar
 - 5) Nominees for state president shall be persons qualified for the position without regard to geographic location. Strict adherence to geographical equitability could conceivably exclude the person best qualified
 - 6) Each applicant shall complete the Nomination Application Outline for TSO Elected Officers and see that it is received by the Nominations chair by the January 1 deadline in odd-numbered years. The application outline will be posted on the TSO website.
- C. Criteria for state elected nominations and finance committee positions
- 1) Nominees for the state elected nominations committee shall have broad knowledge of members who have served in leadership positions at state level and represent all areas of the state. They shall have served as chapter president and have participated in or served as any one of the following: state committee chair, area coordinator, TSO officer, president or vice president of ASTEF board. They shall have been actively involved in society meetings at state level
 - 2) Nominees for the state elected finance committee shall be experienced Society treasurers and/or have good knowledge of standard bookkeeping, business and financial practices (ex: EXCEL or Quickbooks)
 - 3) Participation in State Leadership Seminar and/or Golden Gift Leadership Management Seminar is desired, but not required
 - 4) Each applicant shall complete the Nomination Application Outline for TSO Elected Finance and Nominations Committee and see that it is postmarked by the January 1 deadline in odd-numbered years. The application outline shall be posted on the TSO website.
- D. Application form shall include this information:
- 1) Name of office or committee being sought, interest in serving in that position and willingness to serve in another position
 - 2) Those seeking nomination for president may recommend a name for Corresponding Secretary
 - 3) Name of nominee and complete contact information
 - 4) Name of present chapter, chapter president and area, date of induction and name of chapter into which inducted
 - 5) Academic background
 - 6) Professional education experience
 - 7) Present position in Delta Kappa Gamma. Include all Society levels
 - 8) DKG responsibilities at all levels including years
 - 9) Dates, locations and involvement in meetings at all Society levels
 - 10) DKG awards, honors and scholarships
 - 11) Professional affiliations and honors
 - 12) Community and organization service
 - 13) Personal data (optional)
 - 14) Signature of applicant and date signed
 - 15) Other information as needed
 - 16) Date application was received and noted by the Nominations chair

3.1.12.5 Timeline

[Return to Table of Contents](#) ↑

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- Committee members become familiar with the committee’s duties and duties of positions for which the committee will select nominees
- July – attend DKG International convention
- August – Check TSO website and ensure all information is current and correct, especially applications
- February 1 – Advise convention personnel if the committee will need meeting space at convention
- February – Submit any budget needs to Finance Chair for amended budget
- Spring – Decide how best to publicize nominations at all levels; develop handouts and presentations for sessions at state convention and area workshops, and determine the best ways to solicit applications for all elected positions, especially finance and nominations committees
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention; assist as directed

2nd Year

- July – attend DKG International conference
- August 15 – Submit article to fall edition of the LSN soliciting applications for officer and elected committee positions
- August/September – attend Area Workshop, presenting as needed
- Fall – chair contacts committee members to plan hotel room arrangements and notifies Executive Secretary no later than January 1 of hotel needs for January meeting
- October – chair submits article to the winter editions of the LSN soliciting applications
- December/ upon receipt of nomination applications- chair determines if all pertinent information is included and notifies the applicant that the application has been received. Applications sent to committee members for review in preparation for committee meeting
- January
 - Chair shares applicants' nomination forms with committee
 - Begin recruiting members for positions with no nominees
 - Committee meets to select slate of officers and elected committees
 - Plan installation ceremony at state convention
 - Committee selects the carryover to serve as the next chair
 - Chair contacts all nominees to advise them of their status
 - Chair advises state president of the slate

[Return to Table of Contents](#) ↑

- February – Submit budget needs to Finance Chair for biennium budget
- February 1– Send information on nominees for spring edition of *Lone Star News* to editor/photographer
- March – chair sends recommendations of nominations committee to state president
- March 1 – submit annual report of activities to state president
- March – arrange with state convention personnel and state president for the installation of incoming state officers and elected personnel
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June – chair finalizes plans for installation with committee and arranges for printing of any necessary materials
- June 1 – prepare files for transition to new personnel
- June – attend state convention
- June – after installation shred all letters from all applicants

3.1.12.6 Meetings

Funded committee meeting in January of odd-numbered years

3.1.12.7 Forms

Application form

Form letters to nominees and applicants not nominated

Acceptance letter to be returned to the chair

3.1.12.8 Files should include current files (3 years) unless otherwise indicated (Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to state president
- C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Application forms
- E. Installation programs and scripts from previous three biennia
- F. Handouts and agendas used at convention and area workshop sessions.
- G. Budgets and list of expenditures
- H. Other committee materials pertinent to this committee

63.1.13 Personnel Committee

[Return to Table of Contents](#) ↑

Updated 6-24-2014; 04/30/2017

3.1.13.1 General Information

The personnel committee oversees employment and support of TSO's salaried/contracted employees: state executive secretary, state treasurer, executive assistant, administrative clerk, editor/photographer, and webmaster. The committee interviews prospective employees, recommends their employment, obtains signed letters of intent (loosely equivalent to contracts) annually, evaluates their performance annually, recommends salary, and provides support in the areas of policy, training and employment issues. The committee updates the *Operations Manual* as necessary. There are five members and a chair.

3.1.13.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b
- B. *Bylaws* - Articles VI, A.2; VI,B.1; IX,A.1.m
- C. *State Rules* - 4.64.c.5; 4.64.c.(10-11); 4.64.d; 9.11.m; 9.4

3.1.13.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Chair may submit articles to *Lone Star News*
- C. Support needs of state employed personnel (see *Operations Manual*)
- D. Maintain confidentiality in all matters concerning personnel
- E. Chair conducts a State Services Survey of State Executive Committee, state committee chairs, area coordinators, past state presidents, chapter presidents and chapter treasurers during January/February of first year of biennium. This survey asks respondents about their interaction with employed state personnel
- F. Chair distributes self-appraisal forms to TSO employees to be completed and returned annually in February
- G. Meet as a committee to review results of survey
- H. Discuss recommendations including rehiring and salaries each year in March
- I. Personnel chair, state president, and immediate past state president conduct individual performance reviews annually in March for state executive secretary, state treasurer, editor/photographer, and webmaster at State Headquarters (could be done electronically.) The State Executive Committee will conduct an annual performance of the program publisher. Purpose of performance review is to review State Services Survey information, discuss self-evaluations and goals, and explain salary recommendations. State executive secretary with input from state president and state treasurer, conducts performance reviews with executive assistant and administrative clerk (Note: The state president with input from the convention steering committee chair and the state executive committee from each year of the program publication, will conduct a performance review of the program production manager by September 1 of the program year)

- J. Following performance reviews with employees, chair finalizes appraisal forms and sends to each employee for signatures annually. Keep in personnel files until end of biennium and then transferred to Headquarters
- K. Chair submits convention report annually according to state president's format to be presented during business meeting at state convention. Includes plan to rehire each employee and rationale
- L. Chair submits budget request to finance committee regarding salaries for all employees for upcoming biennium and budget for personnel committee
- M. Chair prepares letters of intent for each employee and obtains required signatures following business meeting at state convention. A copy of letter of intent is given to employee and a copy is retained at Headquarters
- N. Refer to *Operations Manual* for guidelines and job descriptions, etc. for TSO employees. Update *Operations Manual* as necessary with approval of Executive Committee
- O. Provide hard copies (or digital if requested) of *Operations Manual* to personnel committee chair, state president, executive secretary, state treasurer, executive assistant, administrative assistant, administrative clerk, and a copy for Headquarters building. (Printed/digital copies should be passed on to new person in each position at end of biennium.) Personnel committee members, others on Executive Committee, webmaster editor/photographer, and ASTEF president receive electronic copies of the manual.
- P. In case of a staff vacancy:
 - 1) Review the job description to ensure that it is current. Update the job description required by current employment conditions. May consult with current employee
 - 2) Chair confers with state president about posting the opening and job description on state website as well as publicizing it through area coordinators, and *Lone Star News* if time allows.
 - 3) Chair asks committee members to submit possible questions for interviews
 - 4) Chair consults with finance chair about salary information
 - 5) Review applications and determine finalists
 - 6) Conduct interviews of candidates selected as finalists. At least two candidates shall be interviewed, unless the candidate pool is extremely limited.
 - 7) Submit recommendation to state president who will seek executive board approval at the state convention or by a mail/electronic vote

3.1.13.4 Timeline

[Return to Table of Contents ↑](#)

1st Year

- June – attend LOSP
- July 1 – distribute Operations Manual to Executive Committee, personnel committee and TSO employees; may be digital; one hard copy should be housed at TSO Headquarters
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- January/February – review and distribute State Services Survey
- February – send Self-Appraisal form to TSO employees
- March – committee meets to discuss survey results and recommendations, including salaries
- February – Submit any budget needs to Finance Chair for amended budget
- February – confirm committee meeting arrangements with executive secretary
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March - conduct performance reviews with state executive secretary, state treasurer, executive assistant, editor/photographer, webmaster (program publisher review will be determined by state president). Personnel chair, state president, and immediate past state president should be present.
- March – chair sends finalized appraisal forms to employees for signatures; File signed forms and give each employee a copy of her signed form
- March – submit budget request to finance committee for salaries for upcoming biennium and personnel committee budget
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program, ie recommendations
- June – - prepare letter of intent for each employee, presents employment recommendation at convention business meeting, and obtains required signatures following the business meeting. Copies go to employee, personnel committee files, and Headquarters files of state executive secretary
- June – attend state convention
- June – present committee report/recommendations during annual business meeting

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop

- February - send Self-Appraisal forms to TSO employees
- Submit budget needs to Finance Chair for biennium budget
- Late February/early March - committee meeting to discuss recommendations including salaries
- March - conduct performance reviews with state executive secretary, state treasurer, executive assistant, editor/photographer, webmaster (program publisher review will be determined by state president). Personnel chair, state president, and immediate past state president should be present.
- March – chair sends finalized appraisal forms to employees for signatures; File signed forms and give each employee a copy of her signed form
- March – submit budget request to finance committee for salaries for upcoming biennium and personnel committee budget

- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program, ie recommendations

- June – - prepare letter of intent for each employee, presents employment recommendation at convention business meeting, and obtains required signatures following the business meeting. Copies go to employee, personnel committee files, and Headquarters files of state executive secretary
- June – attend state convention
- June – present committee report/recommendations during annual business meeting
- June 1 – prepare files for transition to new personnel

3.1.13.5 Meetings

- A. Usually one funded (travel only) meeting annually in late February or early March at TSO Headquarters
- B. Other funded meetings may be necessary if staff vacancy occurs and interviews need to be conducted
- C. Chair must be at performance review meeting with employees, usually in March

3.1.13.6 Forms

- A. State Services Survey (online)
- B. Letter of intent
- C. Employee Self-Appraisal (two versions)
- D. Contract form

[Return to Table of Contents](#) ↑

- 3.1.13.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)
- A. Letter for President's Kit
 - B. Reports to the state president

 - C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
 - D. Print and electronic copies of current *Operations Manual*
 - E. At least one copy each of previous versions of *Operations Manual*-
Permanent Files
 - F. Copies of employee evaluations and letters of intent for current biennium
 - G. Results of State Services Survey
 - H. Salary schedules
 - I. Budget requests
 - J. Budgets and list of expenditures
 - K. Other materials pertinent to this committee

3.1.14 Strategic Plan of Action Committee

[Return to Table of Contents](#) ↑

July 1, 2017; 10/24/2018; 10/4/2019; 11/5/19

3.1.14.1 General Information

The strategic plan of action committee will monitor the measurable plan of action determined for the state. The committee will consist of no fewer than four (4) members with the chair chosen from experienced committee members who are eligible to attend LOSP. Member(s) will be appointed for five (5) years, with one (1) member appointed at the beginning of one biennium and two (2) appointed at the beginning of the next biennium. An evaluation of progress will be held every five (5) years, beginning in 2022.

3.1.14.2 Information in Governing Documents

- A. *Constitution*
- B. *Standing Rules*
- C. *Bylaws- Articles IX.A.1.n; IS, (C-E)*
- D. *State Rules – 4.64.c.5; 4.64.d; 9.4*

3.1.14.3 Duties and Responsibilities

1. Duties

1st Year

- Chair attends LOSP.
- July or as directed, chair submits letter (with goals) for Presidents' Kit to state president.
- In early fall, chair assigns to committee members the state personnel they will contact to ensure that everyone is aware of the State's Strategic Plan of Action and the responsibilities for her individual position.
- In early fall, the members of SPA will send contact letters to assigned chairs, officers and AC's and inform each of their responsibilities listed in the SPA.
- January-all committee chairs AC's and state officers tasked with SPA responsibilities will be contacted by committee members.
- February 1 or as directed, committee members present a brief summary of accomplishments to SPA Chair.
- March 1 or as directed, chair submits annual report of activities to state president.

2nd Year

- July or as directed, chair submits letter (with goals) for Presidents' Kit to state president.
- January-all committee chairs, AC's and state officers tasked with SPA responsibilities will be contacted by committee members.

[Return to Table of Contents](#) ↑

- February 1 or as directed, committee members present a brief summary of accomplishments to SPA Chair.
- March 1 or as directed, chair submits annual report of activities to state president.

2. Responsibilities

- Support the State President's goals.
- Continue implementing SPA charge by monitoring the measurable plan of action as determined by the State Executive Committee and SPA Committee.
- Begin preparing for the first evaluation to be held in 2022.
- Evaluate SPA responsibilities as listed in TSO Guidelines for needed editorial changes.

3.1.14.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President's Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new personnel
- June – attend state convention

3.1.14.5 Meetings
No funded meetings

3.1.14.6 Forms
None

3.1.14.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)
A. Reports to state president
B. Letters for President's Kit
C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities

Strategic Plan of Action Committee SPA Responsibilities

GOAL 4: Organizational Effectiveness

- 4.A.5.a Ensure that all state personnel are aware of the Strategic Plan of Action plan and responsibilities for their individual positions
- 4.A.5.b Present a brief summary of accomplishments to SPA Chair by February 1 of each year. Each person responsible for a summary will be notified by the SPA committee

3.1.15 Technology Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 10/24/2018

3.1.15.1 General Information

The technology committee educates members about ways they can use technology, shares technology information resources, and provides advice to the state organization, chapters, and members. They assist headquarters staff in evaluating computer hardware and software as requested. The committee publishes a technology newsletter that is posted on state website. It is very important that members of this committee have good knowledge of use of computers and computer software.

3.1.15.2 Information in Governing Documents

- A. *Constitution* – Article VIII, A.2.b
- B. *Standing Rules* – 8.015; 12.52
- C. *Bylaws* - Articles IX, A.1.n; IX, (C-E)
- D. *State Rules* - 4.64.c.5; 4.64.d; 9.4

3.1.15.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Publish an electronic informational technology newsletter several times a year. The newsletter includes tips and information on software and web resources for members' personal and professional technology needs
- E. Work with webmaster to implement new ideas for state website
- F. Assist members, chapters, and state personnel with technology support, including answering questions and providing resources
- G. Chair collaborates with steering committee and convention technologist to coordinate technology needs and usage at state convention if requested
- H. Chair assists Headquarters staff with evaluation of computer equipment as requested; all hardware and software purchases should be compatible

3.1.15.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President's Kit
- July – attend DKG International convention
- July - Monthly or as committee decides - publish electronic newsletter
- August - Check TSO website and ensure all information is current and correct, especially applications
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President's Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program

- Prior to convention - chair collaborates with steering committee and convention technologist to coordinate technology needs and usage at state convention if requested
- June – attend state convention

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop, presenting as requested
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new personnel
- Prior to convention - chair collaborates with steering committee and convention technologist to coordinate technology needs and usage at state convention if requested
- June – attend state convention

3.1.15.5 Meetings
No funded meetings

3.1.15.6 Forms
None

3.1.15.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)

- A. Letters for President’s Kit
- B. Reports to the state president
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Copies of committee newsletters and other material
- E. Agendas and handouts for state convention and area workshop presentations
- F. Budgets and list of expenditures
- G. Other materials pertinent to this committee

Additional Information

Convention technologist is a contracted position. Her responsibilities include:

- Collecting all detailed scripts from state president, including any slides that will be used at each event
- Preparing a notebook with all scripts, slides, and videos for opening session, birthday luncheon, business session, and Founders and Presidents Banquet
- Meeting with the convention site videographer to review the notebook of all the above events prior to the opening session
- During scheduled events, sitting with videographer to ensure that all slides and videos are inserted at the appropriate times.
- Ensuring that the videographer records the business session, and other scheduled events as convention media budget permits

Technology Committee Chair SPA Responsibilities

GOAL 3: Communications and Publicity

- 3.B.1.b Encourage chapters to facilitate and educate members on the use of social media, ex. DKG membership profile
- 3.C.1.a Utilize technology to promote dkg.org., dkgtexas.org, and chapter websites
- 3.C.1.b International Membership Portal
- 3.C.1.c DKG app
- 3.C.1.d U.S. Forum website
- 3.C.1.e Media Presentations

3.1.16 Yearbook Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 4/30/2017

3.1.16.1 General Information

The yearbook committee encourages chapters to publish effective yearbooks for their members and for archival purposes. They maintain and update yearbook guidelines and forms, and they review yearbooks submitted for state awards and recognitions. There are nine members on the committee, usually from the same geographical area to facilitate evaluating yearbooks that are submitted.

3.1.16.2 Information in Governing Documents

- A. *Constitution*- Article VIII, A.2.b
- B. *Bylaws* - Articles IX.A.1.o; IX.(C-E)
- C. *State Rules* - 4.64.c.5; 4.64.d; 9.11.o; 9.4

3.1.16.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair submits an article for *Lone Star News* at least once a year
- D. Maintain updated guidelines for chapter yearbooks on committee page of state website
- E. Review submitted chapter yearbooks and give awards for Exemplary and Early Bird yearbooks
 1. Chair receives and acknowledges receipt of every yearbook, and notifies chapters if deadline for submission was not met
 2. Chair keeps a file of dates yearbooks are received, awards, and dates awards were emailed to chapters
 3. Committee members meet to review hard copies of yearbooks that were submitted
 4. Chair sends electronic versions of yearbooks by email to committee member(s) assigned to evaluate them
 5. Chair notifies via email chapters who have received awards and attaches their certificates
- F. Design/modify Exemplary and Early Bird Award certificates. These will be emailed to chapters who earn them
- G. Chair sends a report of Exemplary and Early Bird Award winners to designated publisher of convention program in program format as directed by the publisher for inclusion in convention program

3.1.16.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct especially applications
- August - December 1 - receive yearbooks from chapters and acknowledge receipt of each yearbook
- After December 1 – committee meets to evaluate hard copies of yearbooks received; after meeting committee members receive via email the electronic yearbooks each will evaluate; committee should be prepared after evaluations to determine any changes in awards for next biennium
- February – as soon as possible after evaluations are completed, chair advises chapters who earned Early Bird and/or Exemplary awards
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April 1. – send list of awardees to convention program publisher, following the format for the previous pages in the program
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention, presenting as directed

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop
- August - December 1 - receive yearbooks from chapters and acknowledge receipt of each yearbook
- After December 1 – committee meets to evaluate hard copies of yearbooks received; after meeting committee members receive via email the electronic yearbooks each will evaluate; committee should be prepared after evaluations to determine any changes in awards for next biennium
- February – as soon as possible after evaluations are completed, chair advises chapters who earned Early Bird and/or Exemplary awards
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed

[Return to Table of Contents](#) ↑

- April 1. – send list of awardees to convention program publisher, following the format for the previous pages in the program
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention, presenting as directed
- June 1 – prepare files for transition to new personnel

3.1.16.5 Meetings

January of each year if needed - non-funded meeting

3.1.16.6 Forms

Yearbook Guidelines for current year

Certificate templates for Exemplary and Early Bird Awards (electronic)

3.1.16.7 Files should include current files (3 years) unless otherwise indicated

(Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to the state president
- C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Certificates awarded for Exemplary and Early Bird awards
- E. Reports of yearbooks submitted and awards earned by chapters
- F. Agendas and handouts from committee sessions at conventions and area workshops
- G. Budgets and list of expenditures
- H. Other material pertinent to this committee

3.2 Society Mission and Purposes

3.2.1 Achievement Awards Committee

[Return to Table of Contents](#) ↑

Updated 6-24-14; 4-30-2107

3.2.1.1 General Information

The achievement awards committee selects and recognizes members who have rendered outstanding service to Texas State Organization. The Achievement Award, designed by Miss Phyllis Ellis, Texas State Organization Executive Secretary for many years, is a small Florentine gold guard in the shape of the state of Texas with a small diamond. The Golden Rose Award, designed by Tommye Sandlin in collaboration with Texas State Organization President Ruth Johnson, was instituted in 1993; it is a pin of French gold, circular in shape with a full-blown rose and a rosebud superimposed on the circle. Inscribed on the outer edge of the circle are the words "Alpha State Golden Rose Award."

3.2.1.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b
- B. *Bylaws* - Articles IX, A.2.a; IX,C&D
- C. *State Rules* - 4.64.c.5; 4.64.c.(10-11); 4.64.d; 9.12.a

3.2.1.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present session at state conventions and area workshops
- C. Chair provides information and photographs of award recipients to *Lone Star News* and sends information to state recording secretary and state executive secretary
- D. Chair may submit additional articles to *Lone Star News*
- E. Encourage chapters to give awards to chapter members
- F. Encourage chapters and members to submit nomination forms for State Achievement Award and State Golden Rose Award
- G. Prepare award nomination forms, and make forms and criteria available to members on state website
- H. Chair receives all nominations and sends copies to committee members, acknowledging receipt of each nomination
- I. Chair plans a committee meeting once a year to review nominations and select recipients. Recipients' names are kept secret until announced at state convention
- J. Chair checks with state executive secretary on number of awards needed, makes sure she has time to order any additional awards, and reminds her to take necessary number of awards to state convention
- K. Chair ensures that Finance Committee chair knows if money needed for pins
- L. Chair sends names of awardees to state executive secretary who prints certificates and takes them to convention
- M. Chair leads committee in presentation of certificates and pins at state convention. Chair sends awards to any recipients not present at convention

3.2.1.4 Timeline
1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- February 1 - chair receives nominations for State Achievement Award and State Golden Rose Award
- March 1 or as directed - chair submits annual report of activities to state president
- March 1 - chair sends suggested changes in committee guidelines to state president
- Spring – committee meets to decide on recipients of awards and plan presentation and session at state convention (may be electronic)
- Spring immediately after committee meets - chair contacts state executive secretary with names of awardees for certificates and pins
- Spring – Submit budget request to finance committee, including estimated cost of Achievement Award and Golden Rose pins for the next two years, if needed
- May-June - finalize award presentation and session for state convention
- June - present awards and conducts session at state convention
- June - chair sends names, information and photos of recipients to *Lone Star News* editor and names to recording secretary and executive secretary
- July or as directed - chair submits letter (with goals) for NEW President’s Kit

3.2.1.5 Meetings
Meeting in spring each year; may be electronic

3.2.1.6 Forms
A. State Achievement Award Nomination Form
B. Golden Rose Award Nomination Form

3.2.1.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)

- A. Reports to the state president
- B. Letters for President’s Kit
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Updated list of recipients of Texas State Organization Achievement Award and Golden Rose Award
- E. Inventory of award pins at State Headquarters
- F. Application forms for each award
- G. Scripts from awards presentations
- H. Agendas and handouts from presentations at state conventions and area workshops
- I. Budget and list of expenditures
- J. Other materials pertinent to this committee

3.2.1.8 Additional Information

- A. Guidelines for Selection of Recipient of State Achievement Award
1. Texas residency is preferred, but service to TSO is the major factor to be considered.
 2. A member of the State Achievement Awards Committee is ineligible for the award during the biennium she serves on the committee (1953)
 3. The nominee has served her chapter in a leadership capacity as one of the following: chapter president or vice president, or has made significant contribution to the work of her chapter.
 4. The nominee has done outstanding work at the State level in two or more of the following: state officer, state committee chair or co-chair, area coordinator, chair or co-chair of a state convention.
 5. The attendance record of the nominee satisfies the following:
 - regular attendance at her chapter meetings
 - Good attendance at area workshops
 - Good attendance at state conventions
 - Attendance desirable, but not required, at an international conference and international convention
 - One who has made other significant contributions to the work of the state
 6. The nominee shall be endorsed by her chapter executive board or by three state personnel (officers, past state presidents, committee chairs, or area coordinators) who know her and are familiar with her work.
 7. The contributions made by the nominee to The Delta Kappa Gamma International shall be given primary consideration over contributions made to other organizations
- B. Guidelines for selection of Golden Rose Award Recipients
1. The nominee should have given loyal service to the work of the Society at both chapter and state levels through visible support of the Society's purposes, through attendance at state, international conventions, and international conferences and through continued willing service
 2. The nominee should be a mentor for the members of the Society as well as for other members of the educational profession
 3. In most cases the nominee should have been a member of the Society for 25-30 years
 4. Recipients of the Texas State Organization, Texas, Achievement Award (or members who may yet conceivably earn the Texas State Organization Achievement Award) are not eligible for consideration.

[Return to Table of Contents](#) ↑

5. Although not eligible for nomination for the Texas State Organization, Texas, Achievement Award, the Texas State Organization, Texas, Golden Rose nominee should have served the state in leadership roles such as a state committee member, presenter at area and state workshops, script writer for area and state programs, and other specific state level responsibilities
6. The nominee's chapter's executive board and not more than three (3) Society members who are not members of her chapter shall endorse the nominee

3.2.2 Educational Excellence Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017

3.2.2.1 General Information

The educational excellence committee (EEC) coordinates the work of its component committees to fulfill the Society Mission and Purposes. The committee consists of the chairs of global awareness, legislation, music, personal and professional enrichment, programs and service projects, research committee, and women in the arts committees. The TSO first vice-president is the educational excellence chair.

3.2.2.2 Information in Governing Documents

- A. *Constitution* - Articles VIII, A.1.a.(2); VIII,A.2; VIII,C.1.(b-g)&(i); X,C.1.b
- B. *Standing Rules* - 4.85.h.(i); 8.003; 8.101; 8.102
- C. *Bylaws* - Article IX, A.2.b
- D. *State Rules* - 4.64.c.10; 9.12.b

3.2.2.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Committee may plan and present sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Chair plans and conducts one EEC funded meeting at beginning of biennium
- E. Chair attends training for state educational excellence chairs at designated international conference
- F. Chair sends to international educational excellence committee chair the name and contact information of state liaison to the United Nations that was appointed by state president. Chair disseminates information from liaison to appropriate committees under educational excellence
- G. Chair communicates with state EEC about specific chapter needs and how to help those chapters
- H. Chair disseminates information about specific activities, projects and events to EEC members
- I. Communicate with chapters throughout the year about programs, projects and resources
- J. Encourage chapters to support long-term and short-term programs and projects that focus on topics adopted by the Society (international and state projects)
- K. Encourage chapters to participate in programs that promote professional growth of women educators
- L. Support programs of action that promote personal well-being, intellectual growth and global awareness of women educators
- M. Encourage members to focus on the arts at state conventions and chapter meetings

3.2.2.4 Timelines

[Return to Table of Contents ↑](#)

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July - first vice-president attends training session for state EEC chairs at international convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- Fall - funded meeting of committee; may plan convention/area workshop presentation
- March 1 or as directed - chair submits annual report of activities to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention
- June - committee may present a session-state convention

2nd Year

- July – attend EEC session at DKG International conference
- August/September – attend Area Workshop; presenting as requested
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15- submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new personnel
- June – attend state convention; presenting as requested

3.2.2.5 Meetings

Fall (1st year) - committee meets (funded meeting)

3.2.2.6 Forms

None

3.2.2.7 Files should include current files (3 years) unless otherwise indicated

(Governing documents may be electronic)

- A. Letters for President’s Kit
- B. Reports to the state president
- C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Handouts and agendas from sessions at state convention and area workshops
- E. Budget and list of expenditures
- F. Other materials pertinent to this committee

3.2.3 Global Awareness Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017

3.2.3.1 General Information

The global awareness committee promotes Delta Kappa Gamma Mission and Purposes worldwide by encouraging support of international, state, and chapter global outreach activities. The work of this committee includes the international world fellowship committee, promotion of official international projects and the DKG/United Nations relationship, and exploring and learning about the member countries of our Society. Committee involvement includes events that develop leadership and multi-cultural connections through participation in CTAUN, women's leadership conferences, teacher exchange partnerships, mini-teaching assignments in other countries, e-pals, (if applicable), and maintenance of Global Awareness Community (www.dkg.org) as well as connections with international students attending universities in Texas. It is under the umbrella of the educational excellence committee.

3.2.3.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b; VIII,C.1.(c-g); VIII,C.7
- B. *Standing Rules* - 4.70; 13.7
- C. *Bylaws* - Article IX, A.2.b.1)
- D. *State Rules* - 4.64.c.10; 9.12.b.1

3.2.3.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Chair meets as a part of EEC at beginning of each biennium
- E. Chair communicates with committee members about specific chapter needs and how to help those chapters
- F. Chair works with the TSO Liaison to the United Nations on current issues
- G. Communicate with chapters throughout the year about global outreach programs, projects and resources
- H. Encourage chapters to support long-term and short-term programs and projects that focus upon topics adopted by the Society (international and state projects)
- I. Chair may coordinate ePals program, connecting Texas members with DKG members abroad.
- J. Inform members about activities of international world fellowship committee
- K. Promote voluntary contributions to World Fellowship Fund
- L. Encourage personal contact with World Fellowship Fund recipients, especially those studying in Texas colleges and universities
- M. Encourage chapters to present programs of action that promote personal well-being, intellectual growth and global awareness of women educators

3.2.3.4 Timeline

[Return to Table of Contents ↑](#)

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- Fall – chair meets with Educational Excellence Committee
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- Attend CTAUN if possible
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop; presenting as requested
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- June 1 – prepare files for transition to new personnel
- June – attend state convention

3.2.3.5 Meetings

Fall (1st year) - chair attends educational excellence committee meeting

3.2.3.6 Forms

Schools for Africa brochure/contribution forms - online

3.2.3.7 Files should include current files (3 years) unless otherwise indicated

(Governing documents may be electronic)

- A. Letters for President’s Kit
- B. Reports to state president
- C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. List of Texas chapters working with chapters from other countries and activities being done
- E. Handouts and agendas from sessions at state convention and area workshops
- F. Budget and list of expenditures
- G. Other materials pertinent to this committee

3.2.4 Legislation Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 10/24/2018

3.2.4.1 General Information

The legislation committee encourages members *to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators* (Purpose #4). The committee shall *inform the members of current economic, political, and educational issues so that they may participate effectively in a world society* (Purpose #7). It is under the umbrella of the educational excellence committee.

3.2.4.2 Information in Governing Documents

- A. *Constitution* - Article VIII, C.1.d&g
- B. *Standing Rules* - 8.100
- C. *Bylaws* - Article IX, A.2.b.3)
- D. *State Rules* - 4.64.c.10; 9.12.b.2

3.2.4.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Chair meets as a part of educational excellence committee at beginning of each biennium
- E. Chair works with TSO Liaison to United Nations and TSO Liaison to US Forum on legislative issues and policies as appropriate
- F. Encourage chapters to participate in programs that promote professional growth of women educators through legislation
- G. Encourage chapters to support programs and legislation that promote the personal well-being, intellectual growth and global awareness of women educators
- H. Committee shall adhere to *International Standing Rules* and adopted guidelines in all work because of possible effect on our legal designation as a non-profit organization
 - 1) Engaging in legislative activity is one means of implementing the Purposes of Delta Kappa Gamma
 - 2) For tax purposes, Delta Kappa Gamma is classified as a professional society within the meaning of Section 501 (c) (6) of Internal Revenue Code
 - a. Internal Revenue Service defines a professional society as an association of persons having some common professional interest
 - b. Any Delta Kappa Gamma legislative activity must be related to the Society's common professional interest—improving professional conditions, promoting higher professional standards, and promoting professional advancement of its members
 - c. The common professional interest of the Society is education
 - 3) All levels of Delta Kappa Gamma must function under provisions set forth in Section 501 (c) (6) of Internal Revenue Code
 - 4) The tax-exempt status of Delta Kappa Gamma can be jeopardized by legislative activity that is not germane to the purposes of the Society

[Return to Table of Contents ↑](#)

5) Legislative programs at each level must be developed within the framework of guidelines determined by the Society

- I. Serve as liaison between state and chapters in order to communicate information about legislative matters
- J. Provide, on website, contact information about state and US congressmen and encourage members to contact their senators and representatives with educational concerns
- K. Committee may conduct a Legislative Day in Austin when state legislature is in session

3.2.4.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- Fall – chair meets with Educational Excellence committee and shares information with committee members
- February – Submit any budget needs to Finance Chair for amended budget
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program
- June – attend state convention

2nd Year

- In odd-numbered years during state legislative session committee may organize a Legislative Day in Austin for members
- July – attend DKG International conference
- August/September – attend Area Workshop
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if requested
- June 1 – prepare files for transition to new personnel
- June – attend state convention

3.2.4.5 Meetings

- A. Fall (1st year) - chair attends funded meeting for educational excellence committee members
- B. No funded legislation committee meetings

3.2.4.6 Forms

None

- 3.2.4.7** **Files** should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)
- A. Letters for President's Kit
 - B. Reports to the state president
 - C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
 - D. Current list of state senators and representatives and US congressmen for members to access (should be available on state website)
 - E. Handouts and agendas from sessions at state convention and area workshops
 - F. Budget and list of expenditures
 - G. Other materials pertinent to this committee
- 3.2.4.8 Additional Information from *International Standing Rules* 8.102.d and f
- A. The Society cannot endorse a candidate or spend money for a candidate's campaign.
 - B. The Society cannot initiate, endorse, or support legislation unless it relates to the improvement of education or the status of educators.

Legislation Committee Chair SPA Responsibilities

GOAL 3: Communications and Publicity

- 3.D.1.a Establish contact with public officials and encourage local and state TSO entities to invite public officials to meetings
- 3.D.1.b Publish information in the *Lone Star News* concerning legislative and/ or educational issues
- 3.D.1.c Create networks/alliances with groups of similar purpose. For example: Texas Retired Teachers Association, *Girl Scouts*, Chambers of Commerce, AAUW
- 3.D.1.d Encourage attendance and support of a capitol rally in affiliation with TRTA legislative issues in odd numbered years

3.2.5 Music Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017

3.2.5.1 General Information

The music committee provides appropriate music for events at state convention and encourages chapters to have music as a part of their meetings. It is under the umbrella of the educational excellence committee.

3.2.5.2 Information in Governing Documents

- A. *Constitution* - Articles VIII, A.2.b; VIII, C,1.e
- B. *Bylaws* - Article IX, A, 2.b.3)
- C. *State Rules* - 9.12.b.3

3.2.5.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Chair meets as a member of educational excellence committee at beginning of biennium
- E. Chair participates in EEC workshops at state convention
- F. Chair must adhere to all copyright laws
- G. Chair consults with state president, chairs of state necrology and ceremonies committees, music companies, DKG composers, DKG musicians, convention chairs and state music committee members to coordinate music for convention activities. State president approves all music choices
- H. Send copies of copyright permissions to TSO Headquarters
- I. Chair arranges for purchase and disbursement of music to chorus members for state convention; funds for purchase of convention music may be taken from the committee's budget or from fees collected on convention registration form
- J. Chair directs Texas State Organization Chorus at state convention
- K. Chair selects convention accompanist with approval of state president. Accompanist receives reimbursement equal to, but not exceeding, a committee chair
- L. Encourage chapters to use DKG music publications and to compose original music and/or lyrics to support program themes
- M. Encourage chapters to make music a vital part of chapter programs and ceremonies

3.2.5.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August – chair may submit article to *LSN* promoting music participation
- August - Check TSO website and ensure all information is current and correct, especially applications
- September – committee returns to chair information such as interests musical talents and background, and vocal part for chorus
- Fall – chair attends Educational Excellence Committee meeting and shares information with committee
- January – March – chair selects convention music, orders convention music, and coordinates rehearsal schedule with state president
- February – Submit any budget needs to Finance Chair for amended budget
- March – submits information for chorus activities at state convention to *LSN*
- March 1 – submit annual report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 – submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program; ie lyrics w/copyright
- June – attend state convention, providing music as requested

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop, presenting as requested, and aiding committee members with presentations as needed
- January – March – chair selects convention music, orders convention music, and coordinates rehearsal schedule with state president
- February – Submit any budget needs to Finance Chair for amended budget
- March – submits information for chorus activities at state convention to *LSN*
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program; ie lyrics w/copyright
- June 1 – prepare files for transition to new personnel
- June – attend state convention

3.2.5.5 Meetings

- A. Fall (1st year) - funded meeting for educational excellence committee members
- B. No funded music committee meetings
- C. Prior to convention, meet with committee to discuss "breakout" music, sectional needs, set, etc., so committee is prepared to assist at chorus rehearsals

3.2.5.6 Forms

None

3.2.5.7 Files should include current files (3years) unless otherwise indicated
(Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to the state president
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Copies of convention programs, convention books and music for reference
- E. Copyright permissions for music used at any DKG event - **Permanent**
- F. Handouts and agendas from sessions at state convention and area workshops
- G. Budget and list of expenditures
- H. Other materials pertinent to this committee

3.2.6 **Personal & Professional Enrichment Committee** [Return to Table of Contents](#) ↑ Updated 6-24-2014; 04/30/2017; 10/24/2018

3.2.6.1 General Information

The personal and professional enrichment committee develops action programs designed to enrich the lives of members and provide opportunities for professional growth. The committee works to remain a Texas Education Agency certified provider for Continuing Professional Education (CPE). It is under the umbrella of the educational excellence committee.

3.2.6.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b; VIII, C.1.e&f
- B. *Standing Rules* - 8.102.c; 8.102.f
- C. *Bylaws* - Article IX, A.2.b.4)
- D. *State Rules* - 4.64.c.10; 9.12.b.4

3.2.6.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair submits articles to *Lone Star News*
- D. Chair meets as a member of educational excellence committee at beginning of biennium
- E. Chair works with Texas Education Agency to ensure that TSO offers certified Continuing Professional Education (CPE) credit to members
 - 1) Chair maintains CPE records for Texas Education Agency, which are kept at TSO Headquarters. Records include name of program/session, approval of request (can be email notification to applicant), clock hours, and record of attendees.
 - 2) Assess CPE needs and priorities of members
 - 3) Chair receives and approves applications for CPE programs/sessions
 - 4) Provide evaluation form for each CPE session
 - 5) Chair keeps records of sessions that meet criteria for CPE including name of session, approval of request, clock hours and record of attendees
 - 6) Chair ensures there is a line on state convention registration form for attendees to sign up for CPE credits and provides allows onsite registration for late convention registrants
 - 7) Chair provides CPE participants with documentation of attendance and clock hours
 - 8) Chair ensures that TSO receives verification of payment from convention registration
 - 9) Chair keeps Texas website information regarding the approval process up to date for chapters wanting to submit a program for approval
- F. Help with CPE sessions at state convention:
 - 1) Provide and monitor a CPE registration table throughout state convention
 - 2) Ensure that someone checks attendance at CPE sessions
 - 3) Certify eligibility for CPE certificates and distribute certificates
 - 4) Troubleshoot problems concerning CPE sessions
 - 5) Distribute and collect evaluation forms

[Return to Table of Contents](#) ↑

- G. Encourage chapters to participate in programs that promote professional growth of women educators
- H. Encourage chapter to support programs of action that promote personal well-being, intellectual growth and global awareness of women educators
- I. Solicit presenters for breakout sessions, including CPE sessions, at state
- J. Chair notifies session applicants of application receipt, selects sessions to be approved by state president, and sends them for approval. convention through *Lone Star News* and state website
- K. Chair consults with state president to organize schedule of session presentations, help assign rooms and facilitators for each session, and sends information to designated convention program publisher
- L. Collect evaluation forms for all state convention sessions
- M. Encourage chapters to keep records of number of grant recipients who entered teaching profession

3.2.6.4 1st Year

Timeline

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- Fall - chair attends educational excellence committee meeting and share information with committee
- Winter/spring - chair provides information and forms on state website and in *Lone Star News* for members to submit proposals for presenting sessions at state convention
- March 1 or as directed - chair submits annual report of activities to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 - chair sends suggested changes in committee guidelines to state president
- Spring – chair receives applications, acknowledges receipt, selects sessions to be sent to state president for approval, and forwards them to president
- Spring - chair consults with state president to organize schedule of session presentations and help assign rooms and facilitators for each session; may want to have scheduling meeting then notify presenters of times and places
- Spring – as soon as sessions are approved and schedules determined, that information should be sent to LSN.
- May 1 – deadline for submitting program information to program producer
- June - committee assists with convention responsibilities
- June - present a session at state convention
- June – as soon as possible after convention, send CPE evaluations to Executive Secretary for documentation

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop; committee presents as requested
- Winter/spring - chair provides information and forms on state website and in *Lone Star News* for members to submit proposals for presenting sessions at state convention
- March 1 or as directed - chair submits annual report of activities to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 - chair sends suggested changes in committee guidelines to state president
- Spring – chair receives applications, acknowledges receipt, selects sessions to be sent to state president for approval, and forwards them to president
- Spring - chair consults with state president to organize schedule of session presentations and help assign rooms and facilitators for each session; may want to have scheduling meeting then notify presenters of times and places
- Spring – as soon as sessions are approved and schedules determined, that information should be sent to LSN.
- May 1 – deadline for submitting program information to program producer
- June - committee assists with convention responsibilities
- June - present a session at state convention
- June – as soon as possible after convention, send CPE evaluations to Executive Secretary for documentation
- June 1 – prepare files for transition to new personnel

3.2.6.5 Meetings

- A. Chair attends educational excellence committee meeting
- B. No funded personal and professional enrichment committee meeting

3.2.6.6 Forms

- A. Application forms for being a session/program presenter
- B. Sign-in sheet for CPE sessions and responsible person to collect them
- C. CPE Credit form for CPE sessions attendance
- D. Certificates for completed CPE hours
- E. CPE evaluation form

3.2.6.7 Files should include current files (3 years) unless otherwise indicated (Governing documents may be electronic)

- A. Any legal documents/agreements, ie any information concerning CPE records for Texas Education Agency – Permanent File
- B. Letters for President’s Kit Reports to the state president
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Forms recording sessions/hours for CPE credit hours
- E. Application forms for session/program presenters for the website
- F. CPE certificate template
- G. State and International programs and projects on personal and professional enrichment
- H. Agendas and handouts from sessions at state convention and area workshops
- I. Budget and list of expenditures

[Return to Table of Contents](#) ↑

J. Other materials pertinent to this committee

3.2.6.8 Additional Information

- A. Fee for credit for CPE session at state convention is \$20 per person
- B. Fee for credit for CPE session at chapter meeting or area workshop is \$5 per person
- C. Minimum length of sessions is 45 minutes; additional time must be in 15 minute increments

Personal and Professional Enrichment Committee Chair SPA Responsibilities

GOAL 3: Communications and Publicity

- 3.D.1.e Publicize CPE opportunities for early career educators at area workshops, state conventions, chapter meetings, and special events

GOAL 4: Organizational Effectiveness

- 4.A.1.b Offer opportunities for professional and personal growth through CPE workshops

3.2.7 Programs & Service Projects Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017

3.2.7.1 General Information

The programs and service projects committee promotes involvement of members by assisting chapters in developing and implementing programs/ projects that serve the chapter and the community. It is under the umbrella of the Educational Excellence Committee.

3.2.7.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b; VIII, C.1.c&d
- B. *Standing Rules* – 8.006; 8.102.a,c,&f
- C. *Bylaws* - Article IX, A.2.5)
- D. *State Rules* - 4.64.c.10; 9.12.b.5

3.2.7.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions and at state convention and area workshops
- C. Submit articles to *Lone Star News*
- D. Meet as a member of Educational Excellence Committee at beginning of each biennium
- E. Encourage chapters to support long-term and short-term programs and projects that focus upon topics adopted by the Society (International and state projects), such as Supporting Early-career Educators (SEE), state unifying projects, and others
- F. Encourage chapters to participate in programs and projects that promote professional growth of women educators
- G. Support programs and projects of action that promote personal well-being, intellectual growth, and global awareness of women educators
- H. Develop Annie forms and templates for each year of a biennium as needed
 - 1) Present Annie recognition for submitted programs
 - 2) Post template and directions for Annie recognition on website
 - 3) Chair receives Annie entries by April 1st of each year and acknowledges receipt of each entry.
 - 4) Create a list of Annie participants by chapter in alphabetical order for publication in convention program manual. Send copy of list immediately to the convention program publisher.
 - 5) Place a list of chapter participants and their program/project titles on the website for chapters to access for ideas. Keep a list in committee files.
 - 6) Create recognition certificates for participating chapters and send via email prior to convention.
- I. Encourage chapters to have programs for their Chapter Birthday and Founders' Day Celebrations

3.2.7.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August - Check TSO website and ensure all information is current and correct, especially applications
- Fall - chair attends educational excellence committee meeting and share information with committee
- October - program recognition template and guidelines available on state website as needed
- March – with state president decide on method of recognizing programs
- March 1 or as directed by state president - chair submits report to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 - chair submits suggested changes in Guidelines to state president
- April 1 - chair receives chapter entries for program recognition and acknowledges receipt.
- Mid May - chair sends list of program recognition participants to convention program producer
- June - present session(s) at state convention
- June - committee assists with convention responsibilities

2nd Year

- July – attend DKG International conference
- August/September – attend Area Workshop; presenting as requested
- August - Check TSO website and ensure all information is current and correct, especially applications
- Fall - chair attends educational excellence committee meeting and share information with committee
- October - program recognition template and guidelines available on state website as needed
- February – Submit budget needs to Finance Chair for biennium budget
- March – with state president decide on method of recognizing programs
- March 1 – submit annual report to state president
- March 15– submit proposed Guidelines changes to state president
- April – chair receives chapter entries for program recognition and acknowledges receipt
- April – prepare breakout session for state convention if needed
- Mid May - chair sends list of program recognition participants to convention program producer
- June 1 – prepare files for transition to new personnel
- June – present session at state convention

[Return to Table of Contents](#) ↑

- July or as directed by state president - chair submits letter for President's Kit
- August/September (2nd year) – prepare committee to present sessions at area workshops
- March 1 or as directed – chair submits annual report of activities to state president
- June (2nd year) - chair prepares committee files for transition to succeeding chair

3.2.7.5 Meetings

- A. Chair attends educational excellence committee meeting
- B. No funded programs and service projects committee meeting

3.2.7.6 Forms

- A. Annie recognition template and guidelines
- B. Certificates for Annie recognition participants.

3.2.7.7 Files should include current files (3 years) unless otherwise indicated (Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to the state president
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. One copy of each year's list of Annie Award recipients-participants – Permanent
- E. Annie recognition forms for the website
- F. Annie recognition certificates of participation
- G. State and International programs and projects to share with chapters
- H. Agendas and handouts from sessions at state conventions and area workshops
- I. Budgets and list of expenditures
- J. Other materials pertinent to this committee

3.2.8 Research Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 10/24/2018; 4/20

3.2.8.1 General Information

The research committee aids the state organization and chapters by conducting educational research and research on Society-related topics. It is under the umbrella of the educational excellence committee.

3.2.8.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b
- B. *Standing Rules* - 8.102.c
- C. *State Bylaws* - Article IX, A.2.b.6)
- D. *State Rules* - 4.64.c.10; 9.12.b.6

3.2.8.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Working with TSO Headquarters staff, collect and analyze data requested by state president
- C. Each August update the following lists under Resources on the dkgtexas.org website:
 - 1. Facilities Named for Members and Honorary Members
 - 2. State honorary members (w/contact information)
 - 3. Leadership Seminar Participants
 - 4. Golden Gift/DKG Ignite Participants
 - 5. Achievement Award and Golden Rose Award Recipients
 - 6. State Executive Committees by Biennium
 - 7. TSO Authors (books only)
 - 8. State convention dates, locations, and themes
 - 9. Area Coordinators by Biennium
 - 10. Buildings, facilities, libraries, etc. named for members
 - 11. DKG/Texas History
 - 12. TSO Expansion History
- D. Ongoing research includes researching past state presidents' burial sites and death dates
- E. May present sessions at state convention and area workshops
- F. Chair may submit articles to *Lone Star News*
- G. Chair meets as a member of educational excellence committee
- H. Encourage chapters to research and support long-term and short-term programs and projects that focus on topics adopted by the Society (International and state projects)
- I. Encourage chapters to research and participate in programs and projects that promote professional growth of women educators
- J. Support research of programs and projects of action that promote personal well-being, intellectual growth and global awareness of women educators
- K. Collect and analyze data requested by state president
- L. Continue to update list of State Authors and Book Titles
- M. Continue to update list of Facilities Named for Members and Honorary Members

- N. Update website Historical material each August (entire documents must be sent for approval to state president who will then send updated document to webmaster)
- O. Maintain updated status report for state honorary members
- P. Keep a current list of contact information for state honorary members and International honorary members from Texas
- Q. Encourage chapters to keep records on their members such as biographical data and involvement in DKG activities
- R. Chair leads committee in researching topics for programs, special events, and ceremonies, including International and state projects
- S. Encourage chapters to be involved in research including:
 - 1) Researching of local program materials
 - 2) Keeping and preserving accurate chapter historical records
 - 3) Updating chapter scrapbook and/or archives
 - 4) Maintaining a list of facilities named for chapter members (to be shared with the state committee)
- T. Chair collects state convention evaluation forms, tallies responses, prepares a summary and sends report to state president and convention chair
- U. Prepare, email and tally results of surveys sent to chapter presidents on topics such as chapter participation in International projects (i.e. *Supporting Early-Career Educators* project)

3.2.8.4 Timeline

1st Year

- June – attend LOSP
- July 1 or as directed – submit letter (with goals) to state president for President’s Kit
- July – attend DKG International convention
- August – Update website (Historical information)
- February – Submit budget needs to Finance Chair for biennium budget
- March 1 or as directed - chair submits annual report of activities to state president
- March 1 – submit letter (with goals) to state president for NEW President’s Kit
- March 15 - chair sends suggested changes in Guidelines to state president
- June - present session at state convention

2nd Year

- attend International conference
- July or as directed by state president - chair submits letter for President’s Kit
- August – Update website (Historical information)
- August/September (2nd year) - present session at area workshops
- Ongoing – collect and analyze data requested by state president
- Spring – update and send state president for state website
 - List of State Authors and Book Titles

- Facilities Named for Members and Honorary Members
-
- Spring – update and send state president for state website
 - List of State Authors and Book Titles
 - Facilities Named for Members and Honorary Members
- March 1 or as directed – chair submits annual report of activities to state president
- April – prepare breakout session for state convention if needed
- May 1 – submit any pages required for convention program, ie evaluation
- June – attend state convention
-
- Ongoing - collect and analyze data requested by TSO state president whenever requested
- Ongoing - survey chapter presidents as necessary
- June (2nd year) - chair prepares committee files for transition to succeeding chair

3.2.8.5

Meetings

- A. Chair attends funded educational excellence committee meeting
- B. No funded research committee meeting

[Return to Table of Contents ↑](#)

3.2.8.6

Forms

- A. Submission form for Texas member authors
- B. Convention evaluation in convention program and online

3.2.8.7

Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to the state president
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. List of State authors - Permanent
- E. List of Facilities Names for Members/Honorary Members - Permanent
- F. Status and contact information for state honorary members and International honorary members living in Texas
- G. Summary report of any surveys with a copy of the survey
- H. Agendas and handouts from committee sessions at state convention and area workshops
- J. Budget and list of expenditures
- K. Other materials pertinent to this committee

Research Committee Chair SPA Responsibilities

GOAL 4: Organizational Effectiveness

4.A.1.c

Evaluate convention as to effectiveness of convention offerings, fulfilling duties and responsibilities of chapter officers and meeting needs of members

- 4.A.1.d Share results and solicit responses of convention survey with Executive Committee, convention chairs, state committee chairs and PSP's

3.2.9 Women in the Arts Committee

[Return to Table of Contents](#) ↑

07/01/2016; 04/30/2017

3.2.9.1 General Information

The Women in the Arts Committee provides opportunities for members to participate in a variety of artistic endeavors. It is under the umbrella of the Educational Excellence Committee. The chair of the Spectacular Arts Retreat (STAR) is a member of the WIA Committee and represents her area of residence. The committee includes a chair, the STAR chair, and sixteen other members.

3.2.9.2 Information in Governing Documents

- A. *Constitution*, Article VIII, Section C.1.e
- B. *Standing Rules*, 12.6.1-12.7
- C. *TSO Bylaws* – Article X.2.7
- D. *TSO State Rules* – 9.12.7

3.2.9.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel (Section 1.0)
- B. Present sessions at state convention and area workshops
- C. Chair may submit articles to the *Lone Star News*
- D. Chair meets as a member of the Educational Excellence Committee at the beginning of the biennium
- E. Creates forms and encourages participation of members in activities such as art galleries online and displays at conventions
- F. Encourages chapters to engage in activities in the arts as

- part of chapter programs
- G. Guides development of activities in the arts such as the following: fine arts, visual arts, and performing arts
- H. Maintains contact with STAR to provide encouragement and support
- I. Encourage members to participate in DKG Arts & Humanities Gallery

3.2.9.4 Timeline

- Summer (1st year) – chair attends LOSP
 - July 1 or as directed – chair submits letter, including goals, for President’s Kit to state President
 - Fall (1st year) – chair attends Educational Excellence Committee meeting
 - March 1 or as directed by state president – chair submits annual report of activities to state president
 - March 1 – chair sends suggested committee guidelines changes to state president
 - June – present session and assists with fine arts display at state convention as necessary
 - June – committee assists with convention responsibilities
 - July 1 or as directed– chair submits letter for President’s Kit
 - August/September (2nd year) – presents session at area workshops
- [Return to Table of Contents](#) ↑
- March 1 or as directed – chair submits annual report of activities to state president
 - June (2nd year) – chair prepares committee files for transition to succeeding chair

3.2.9.5 Meetings

- A. Chair attends funded Educational Excellence Committee meeting
- B. No funded WIA committee meeting

3.2.9.6 Forms

- A. Participation form for convention displays
- B. Forms for International Arts and Humanity Jury
- C. Registration form for Spectacular Texas Arts Retreat (STAR)
- D. Arts and Humanities Gallery Submission Form (dkg.org)
- E. Application for Arts and Humanities jury (dkg.org)

3.2.9.7 Files should include current (3 years) files unless otherwise indicated (Governing documents may be electronic)

- A. Letters for Presidents Kit
- B. Reports to state president
- C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. State and International programs and projects on activities in the arts
- E. Summary report of any surveys with a copy of the survey
- F. Agendas and handouts from committee sessions at state convention and area workshops

- G. Budget and list of expenditures
- H. Other materials pertinent to this committee

3.2.10 Eula Lee Carter Memorial Fund Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 10/4/2019

3.2.10.1 General Information

The Eula Lee Carter Memorial Fund was established after the death of Dr. Eula Lee Carter, a Texas state honorary founder, who completed the task of installing the first chapter in Mexico, Mexico, D.F., the capital city. The fund provides grants for educational advancement to Society members in Latin American countries in the Southwest Region. The grants may not exceed \$750 (U.S. currency) each. The committee includes a chair and two other members. The chair shall have previously served on the committee.

3.2.10.2 Information in Governing Documents

- A. *Constitution* - Article VIII, A.2.b
- B. *Bylaws* - Article IV, E.2; IX, A.2.c
- C. *State Rules* - 4.52; 4.64.c.10; 9.12.c

3.2.10.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. May present sessions at state convention and area workshops as directed by state president
- C. Chair may submit articles to *Lone Star News*
- D. Chair provides information about the fund to chapters in Latin American countries of Southwest Region and places applications on state website. All information about fund and applications shall be in English and Spanish

- E. Chair receives applications and shares information with committee members
- F. Review applications and select grant recipients
- G. Chair completes payment authorization form, sends it (with audit documentation) to state president who signs it and forwards it to state treasurer for payment.
- H. Committee representative and immediate past state president attend Latin American Forum at Southwest International Conference and at International convention to disseminate information about grant
- I. In coordination with state treasurer, ensures that the fund principal is never less than \$35,000.

3.2.10.4 Timeline

- Summer (1st year) - chair attends LOSP
- July (1st year) – chair communicates with the Immediate Past State President to ensure information about the ELCMF is presented at the Latin American Forum at the Southwest International Conference and International convention
- July 1 or as directed – chair submits letter (with goals) for President’s Kit to state president
- March 1 or as directed - chair submits annual report of activities to state president

[Return to Table of Contents](#) ↑

- March 1 - chair sends suggested changes in committee guidelines to state president
- June - present session at state convention as necessary
- Ongoing - receive applications and choose grant recipients
- July 1 or as directed – chair submits letter for President’s Kit to state president
- July - committee representative and immediate past state president attend Latin American Forum at International convention to disseminate information about grant
- March 1 or as directed – chair submits annual report of activities to state president
- June (2nd year) - chair prepares committee files for transition to succeeding chair

3.2.10.5 Meetings

Committee may meet every year as necessary. Meeting may be face to face (funded) or electronically

3.2.10.6 Forms

- A. Eula Lee Carter Memorial Fund Contribution Form
- B. Eula Lee Carter Memorial Fund Application
- C. Payment Authorization Form
- D. Audit Documentation

3.2.10.7 Files should include current files (3 years) unless otherwise indicated (Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to the state president
- C. Minutes of committee meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Application forms
- E. Brochure or information about the Eula Lee Carter Memorial Fund
- F. List of recipients of the award -Permanent
- G. Agendas and handouts from sessions at state convention and area workshops
- H. Budget and list of expenditures
- I. Other materials pertinent to this committee

3.2.10.8 Additional information

- A. In 1983, the Eula Lee Carter Memorial Fund was established
- B. The fund is to be used for Delta Kappa Gamma members in Latin American countries in the Southwest Region to improve their educational advancement
- C. The interest income from the Eula Lee Carter Memorial Fund be used for the above purpose, leaving the principal intact
- D. The amount of any grant may not exceed \$750 (US currency); the state treasurer may move additional funds to cover any bank charges to TSO for money transfers as needed.

[Return to Table of Contents ↑](#)

- E. It is recommended that the committee, with the consent of the state president, may between conventions award grants from the interest of the Fund, reporting such activity to the next convention.
- F. Applicants shall have been a member of Delta Kappa Gamma for at least two years
- G. Study shall be at an accredited college, university, or professional learning Resource
- H. Each applicant shall meet the entrance requirements of the college, university, or professional learning resource.
- I. A report shall be made to the Eula Lee Carter Memorial Fund Committee chair at the end of the term of study
- J. On the basis of a satisfactory grade point average an applicant may apply for an additional grant
- K. The grant shall be paid to each recipient by the TSO state treasurer upon receipt of authorization for payment
- L. Applicants must provide the necessary banking information to facilitate either a deposit of the grant in a United States banking institution or a wire transfer to the applicant's home bank account. This banking information must be completed on the application. If an applicant does not complete the required banking information, the application will not be considered
- M. The applicant's signature will certify that the information on the application is correct.
- N. The fund balance must remain at no less than \$35,000

3.2.11 Leadership Seminar Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 10/24/2018

3.2.11.1 General Information

The leadership Seminar Committee plans and conducts a biennial State Leadership Seminar for Texas members who have not attended a leadership/management seminar financed by the International Golden Gift Fund. The committee selects participants through a prescribed application process. The committee may provide other leadership development opportunities financed by the Leadership Seminar Fund, some of which may have a registration fee. The committee includes a chair and at least nine other members. The chair shall have previously served on the committee. Committee activities are funded by the Leadership Seminar Fund, which is managed by ASTEF.

3.2.11.2 Information in Governing Documents

A. *Constitution* - Article VIII, A.1.a.(1); VIII,A.2.b; VIII,B.6.b.(2); VIII,B.6.c

B. *Standing Rules* - 8.065

C. *Bylaws* - Article IV, E.3; IX, A.2.d

D. *State Rules* - 4.53; 4.64.c.10; 9.12.d

3.2.11.3 Duties and Responsibilities

A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))

B. Present sessions at state convention and area workshops

C. Chair may submit articles to *Lone Star News*

D. Chair presents a report at state convention honoring chapters based on contributions to the Leadership Seminar Fund.

1) Journeymen for Leadership Enlightenment: Chapters contribute \$1 per member during the year

2) Trailblazers for Leadership Enlightenment: Chapters contribute \$2 per member during the year

E. Chair submits a list of participants (with home city) to state president for the state website and to the state convention program publisher

F. Chair conducts two funded committee meetings, one each year, to plan seminar and sessions at state convention and area workshops

G. Chair submits a budget by April 1 to ASTEF vice-president of finance/administration that includes seminar costs (even-numbered years), committee meeting expenses, chair's expenses to state convention and other requests such as a speaker for convention

H. Plans, with state president and convention chair, an annual self-supporting gathering at state convention of past Leadership Seminar attendees

I. Chair, with committee input, prepares seminar application and makes sure it is posted on website in a timely manner

J. Evaluate applications and select seminar participants

K. Plan and present a state leadership seminar in odd-numbered years

L. Plan periodically for a session/speaker for convention attendees to enhance leadership skills

M. Serves as an ex-officio member of the ASTEF Board

N. In coordination with ASTEF vice-president of finance/administration, ensures that the fund principal is never less than \$75,000.

3.2.11.4 Timeline

[Return to Table of Contents ↑](#)

- Summer (1st year) - chair attends LOSP
- July 1 or as directed – chair submits letter, including goals, for President’s Kit to state president
- November (1st year) - committee meets to plan the leadership seminar breakout session at state convention, and area workshops
- Fall – Coordinate with state president and convention chair to determine viability of and planning for a reunion of past participants at the next state convention
- March 1 or as directed by state president - chair submits annual report of activities to state president
- March 1 - chair sends suggested changes in guidelines to state president
- April 1 each year– chair submits budget to ASTEF
- April – ensure that the list of chapters that are Journeyers and Trailblazers is compiled and provided to state president and convention program publisher
- June - present session at state convention
- July or as directed - chair submits letter for President’s Kit
- October 15 (2nd year) - applicants submit applications
- November (2nd year) - committee meets to select seminar participants
- Winter (2nd year) - committee conducts a biennial state leadership seminar
- March 1 or as directed – chair submits letter for President’s Kit to state president
- Summer (2nd year) - present session at area workshops
- June (2nd year) chair prepares committee files for transition to succeeding chair

3.2.11.5 Meetings

One funded meeting per year

3.2.11.6 Forms

Application for Leadership Seminar

3.2.11.7 Files should include current files (3 years) unless otherwise indicated (Governing documents may be electronic)

- A. Letters for President’s Kit
- B. Reports to the state president
- C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
- D. Application forms
- E. Brochure or information about Leadership Seminar
- F. Agendas and materials for leadership seminars from past 3 biennia
- G. List by year of Seminar participants with contact information – Permanent
- H. Agendas and handouts from committee sessions at state convention and area workshops
- I. Budget and list of expenditures
- J. Other materials pertinent to this committee

Leadership Seminar Committee Chair SPA Responsibilities

GOAL 2: Leadership Development

- 2.C.2.a Encourage members to apply to further develop their leadership skills. Form is available at dkgtexas.org for the biennial two day seminar
- 2.C.2.b Encourage participation in Leadership Seminars by placing all updated forms on TSO website at dkgtexas.org under Deadlines and Forms. Application deadline is October 15 of even-numbered years

3.2.12 Scholarship Committee

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017; 4/20

3.2.12.1 General Information

The scholarship committee encourages advanced studies and lifelong learning by awarding scholarships and mini-grants to TSO members. The committee makes recommendations for the naming of new scholarships. The committee includes a chair and six other members representing elementary/secondary educators, administrators, and instructors/professors at the college/university level. Committee members serve a term of four years, with three appointed at the beginning of one biennium and four appointed at the beginning of the next biennium. TSO scholarships may not be awarded to the same person for more than two successive fiscal years unless the specific scholarship application designates otherwise. Committee activities are funded by the Scholarship Fund, which is managed by ASTEF.

3.2.12.2 Information in Governing Documents

- A. *Constitution* - Articles IV, F.2; VIII, A.1.a.(2); VIII, A.1.c&d; VIII,A.2.; VIII,C.6
- B. *Standing Rules* - 8.120
- C. *State Bylaws* - Articles IV, D.3; IX, B.2.e
- D. *State Rules* - 4.43; 4.64.c.10; 9.12.e

3.2.12.3 Duties and Responsibilities

- A. Chair accepts general responsibilities of state personnel ([Section 1.0](#))
- B. Present sessions at state convention and area workshops
- C. Chair may submit articles to *Lone Star News*
- D. Chair prepares, receives, acknowledges and processes scholarship and mini-grant applications according to established practices of the committee (from committee files)
- E. Chair sends updated applications, instructions, and brochures to state president for approval and subsequent placement on the website as needed
- F. Committee assists the chair in updating scholarship materials to reflect current practices in the field of educator preparation and scholarship standards
- G. Chair notifies all applicants who were awarded scholarships and mini-grants; those who did not receive awards shall also be notified
- H. Chair submits a budget by April 1 to ASTEF vice-president of finance/administration with amount requested for scholarships, chair expenses for convention, and committee expenses
- I. Chair works with TSO Liaison to the DKG Educational Foundation to disseminate information about EF grants
- J. Chair communicates information about scholarships and mini-grants to members through *Lone Star News*, website, and letter in Presidents Kit
 - 1) Include types of scholarships and mini-grants, application process and deadlines
 - 2) Explain honors recognition program for individual chapters
 - 3) Remind chapters that February is designated as Scholarship Month at chapter level

- K. Chair sends list of recipients to TSO Headquarters and to the state convention program publisher (in program format, not separating names of scholarships)
- L. Chair recognizes chapters that contribute to state scholarship fund and recipients of scholarships and mini-grants at state convention
- M. Chair serves as an ex officio member of the ASTEF board
- N. Chair consults with ASTEF to determine the amount of money that was budgeted for scholarships prior to selection meeting; after deliberation, if needed is more than was budgeted, chair may request that ASTEF amend their budget or the number of recipients must be limited.
- O. Using a rubric, review all scholarship and mini-grant applications. Decide by vote, after considering merits of the applicants and rubric, who will receive awards. Evaluation/scoring may be completed before the annual committee meeting if so determined by the committee and chair.
- P. Chair notifies recipients by postal mail and includes the Letter of Acceptance to be returned to the state scholarship chair; nonrecipients shall be notified by postal mail or email
- Q. Chair reviews documentation received from TSO state treasurer to ensure that payments occur in the appropriate fiscal year
- R. Make recommendations to State Executive Board for formation of new scholarship foundations or for increases in existing foundations. Consult with ASTEF to verify available funds (\$25,000 per foundation)
- S. Suggest the name of a new foundation; any member of Texas State Organization may also make suggestions. TSO Executive Board must approve name of new foundation
 - 1) Current TSO scholarship foundations shall remain as named
 - 2) All TSO scholarship foundations shall be named for members of Texas State Organization, such as state presidents, state scholarship chairs, and other members who have rendered outstanding service at the state level
 - 3) Each scholarship foundation may be named for up to three members
 - 4) Special occasions in history of TSO, such as the Golden Anniversary celebrating the 50th anniversary, should be considered in naming foundations
- T. Review and make recommendations concerning each prospective endowment to determine whether any restrictions or conditions conflict with purposes and policies of Texas State Organization
- U. Recognize chapters in convention program with
 - 1) Honors status if one (1) dollar or more for each active, reserve, and honorary member is given to the state scholarship fund in addition to the regular scholarship fee provided in the *Constitution*. Double Honors status – two (2) dollars given per member
 - 2) Triple Honors status – three (3) dollars given per member
 - 3) Ten consecutive years of giving

3.2.12.4 Timeline

- Summer (1st year) - chair attends LOSP
- July 1 or as directed – chair submits letter (with goals) for President’s Kit to state president
- March 1 or as directed by state president - chair submits annual report of activities to state president
- March 1 - chair sends suggested changes in guidelines to state president
- November 1 - chair receives fall mini-grant applications and shares information with committee to determine awarding of grants
- Chair notifies fall mini-grant recipients no later than December 15
- March 1 - chair receives scholarship and spring mini-grant applications
- March - committee meets to determine awarding of scholarships and grants
- April 1 - Submit budget to ASTEF
- Chair notifies recipients no later than April 15
- Spring - chair sends a list of scholarship/grant recipients to the state president who will in turn send them to the webmaster for posting on state website and to convention program publisher
- June - present session at the state convention
- July 1 or as directed - chair submits letter for President’s Kit
- August/September (2nd year) - present session at area workshops
- March 1 or as directed – chair submits letter for President’s Kit to state president
- June (2nd year) - chair prepares committee files for transition to succeeding chair

3.2.12.5 Meetings

One funded meeting each year

3.2.12.6 Forms

- A. Mini-Grant Application Form
- B. State Scholarship Application Form
- C. Weatherby Scholarship Application Form
- D. Life-Long Learner Application Form
- E. Recipient Letter of Acceptance
Should include:
 - Payment is made after July 1 for spring selections; funds come from new budget
 - Payment for fall mini-grant may be made upon receipt of appropriate documentation
 - Payment will be made directly to the recipient – not to an educational institution or professional learning resource
 - Documentation must include course(s) and hours, not just money paid/owed
 - Recipient must submit a copy of registration for course(s) or copy an unofficial transcript indicating completion of course(s); Lifelong Learner should submit proof of registration or certificate of completion
- F. Notification Letter

- 3.2.12.7 Files should include current files (3 years) unless otherwise indicated
(Governing documents may be electronic)
- A. Letters for President's Kit
 - B. Reports to the state president
 - C. Minutes of meetings (copies must also be sent to state recording secretary) and summaries of committee activities
 - D. List of scholarship/grants and amount of each
 - E. Lists of current recipients with contact information
 - F. List of all recipients - Permanent
 - G. Application forms submitted for scholarships (keep for two years)
 - H. Scholarship/mini-grant application forms (state and International)
 - I. Information about DKG Educational Foundation grants
 - J. Brochure or information about the state scholarships/mini-grants
 - K. Agendas and handouts from committee sessions at state convention and area workshops
 - L. Budget and list of expenditures
 - M. Other materials pertinent to this committee
- 3.2.12.8 Additional Information
- A. Guidelines for scholarship payment from ASTEF
 - 1. Doctoral - \$7500
 - 2. Graduate
 - a. 3 hour - \$1000
 - b. 6 hour - \$1500
 - c. 9 hour - \$2000
 - 3. Fall Mini-Grant - \$750
 - 4. March Mini-Grant - \$750
 - 5. Weatherby - \$1500
 - 6. Life Long Learner - \$1000
 - B. Guidelines for scholarship payment from University of Texas Endowments
 - 1. Any scholarship applicant who attends a school in the University of Texas system shall be compensated from endowments at UT
 - 2. There are three endowments at the University of Texas
 - a. Annie Webb Blanton
 - b. Mamie Sue Bastian
 - c. Eula Lee Carter
 - 3. Payment is via notification by state treasurer of information required by UT regarding the recipient; UT then sends payment directly to recipient
 - C. Guidelines for eligibility
 - 1. Applications are available online at www.dkgtxas.org
 - 2. Applicant should document active participation in TSO through participation in activities such as the following: attendance at chapter meetings; service through committees; serving as an elected officer; service through chapter projects and activities; attendance at workshops, conferences, and conventions, etc.
 - 3. A recipient may not accept a State and International Delta Kappa Gamma Scholarship in the same scholarship year.

4. A recipient cannot receive a state scholarship or mini-grant for more than two years in succession. Applicants may apply for an additional scholarship after a lapse of one year. A recipient may receive only one scholarship per year.
5. Membership criteria
 - a. Life-Long Learner: minimum 10 years before June 1 of application year
 - b. Mini-grants: minimum 5 years before June 1 of application year
 - c. Doctoral: minimum of 3 years before June 1 of application year
 - d. 3-, 6-, and 9-hour graduate: minimum of 2 years before June 1 of application year
 - e. Texas State Organization members will be given credit for their collegiate membership years toward meeting scholarship eligibility.
6. Scholarship recipients are expected to remain active, contributing members of the Society
7. Letters of recommendation
 - a. Life-Long Learner: **one** must be from chapter president. The letter should address chapter participation in areas such as attendance, committees, projects, other chapter activities, and offices held (*If applicant is the current chapter president, please state that fact and secure a substitute letter from another officer*); a **second** letter must be from a person who knows the character of the applicant well.
 - b. Mini-grants: **one** must be from chapter president. The letter should address chapter participation in areas such as attendance, committees, projects, other chapter activities, and offices held (*If applicant is the current chapter president, please state that fact and secure a substitute letter from another officer*); a **second** letter **must be from the applicant's immediate supervisor.**
 - c. 3-, 6-, 9-hour: **one** must be from chapter president. The letter should address chapter participation in areas such as attendance, committees, projects, other chapter activities, and offices held (*If applicant is the current chapter president, please state that fact and secure a substitute letter from another officer*); a **second** letter must be from the applicant's immediate supervisor or principal; a **third** letter must be a character reference
 - d. Doctoral – **one** must be from chapter president. The letter should address chapter participation in areas such as attendance, committees, projects, other chapter activities, and offices held (*If applicant is the current chapter president, please state that fact and secure a substitute letter from another officer*); a **second** letter must be from the applicant's immediate supervisor or principal; a **third** letter must be a character reference.

8. Applicant is responsible for submitting all required data, including completed application and recommendation letters
9. The scholarships chair or committee can assume no responsibility for collection data for any application
10. Incomplete/unsigned applications will **not** be considered. An electronic signature will be accepted
11. Faxed applications will not be accepted
12. Applications should be typed
13. Application materials must be postmarked no later than **March 1** of the year in which application is made
14. Completed application and recommendation letters must be submitted in **one (1)** envelope

D. Information specific to each category

1. Life-Long Learner

- a. The goal of the Life-Long Learner scholarship is to provide funds for non-traditional learning activities with an **educational component** for TSO members who are currently employed or retired.
- b. applicant must include the specific goals and program outline or itinerary of the activity proposed.
- c. requests for funding for TSO/DKG/ASTEF activities are not eligible for consideration
- d. program must be primarily educational
- e. eligible programs may include Road Scholar, Osher Lifelong Learning Institute at UT Austin, OLLI, GoAhead Tours, McCombs Executive Education, etc.

2. Doctoral Scholarship

- a. The goal of the doctoral scholarship is to provide funding for 9 hours of graduate study or evidence of enrollment for the dissertation for the second semester
- b. The applicant must have completed a minimum of 18 hours toward the doctorate by the first summer term of the year of application
- c. The applicant is responsible for submitting all required data including completed application, **official transcripts** of all work completed to date and endorsement letters.
- d. Doctoral scholarships of \$7500 are paid in two (2) parts:
 - (1) The first part is paid after the recipient provides **proof of registration for nine (9) hours of doctoral work or evidence of enrollment for the dissertation, including submission of a copy of the proposal acceptance.** Note: If working on a dissertation, the hours may vary, but a copy of the PROPOSAL ACCEPTANCE must accompany the registration receipt.

- (2) The second half is paid after the recipient provides proof of registration for nine (9) hours or evidence of enrollment for dissertation for the second semester. The second part will be paid after acknowledgement of first payment is on file at the TSO headquarters, P.O. Box 797787, Dallas, TX, 75379-7787

3. Weatherby Educational Travel Scholarship

- a. **Applicants must be employed in the education profession at the time of application and remain employed in education during the academic year following the application.**
 - b. Travel must have an educational purpose.
 - c. In the Goals/Justification of Travel Experience, applicant must include a detailed description of the proposed event or activity, articulate the specific goals of the certificate pursued, and the professional enhancement expected to be experienced.
 - d. Applicant must have attended at least one TSO state convention.
 - e. The applicant may receive the Weatherby Travel Scholarship only one time.
 - f. Proceeds from the travel scholarship may not be used in combination with other TSO/ASTEFL or International scholarship activities.
 - g. Applicant will be responsible for at least 50% or more of the total expenses.
 - h. Applicant may apply for any amount up to the maximum of \$1500.
- E. For each category – no payment is made until after July 1 of the scholarship’s fiscal year (TSO fiscal year begins July 1 and ends June 30)
- F. Recipient must submit a scholarship report to the Scholarship Committee chair upon completion of activity or graduate study.

4.0 Area Coordinators

[Return to Table of Contents](#) ↑

Updated 6-24-2014; 04/30/2017; 4/20

4.1 General Information

Area coordinators (AC) are appointed by the state president to work within a defined area as liaison for the state president. The State Executive Board defines the boundaries of areas. The work of the area coordinator is to extend the reach of the state president, with only delegated jurisdiction and authority in the area assigned to her, and not to take precedence over state officers and state committee chairs. No area coordinator may serve more than two biennia. Primary responsibility for membership assessment is a priority. A second major responsibility is planning and implementing the area workshop.

4.2 Information in Governing Documents

- A. *Constitution* - Article VI, B.2
- B. *Bylaws* - Article V, D.3
- C. *State Rules* - 4.61.c; 4.64.b.5; 4.64.c.5; 9.11.e&i; 16.21

4.3 Duties and Responsibilities

- A. Accept general responsibilities of state personnel ([Section 1.0](#))
- B. Participate in a transition meeting with prior AC to obtain, review, and discuss records, data, budget, calendar, and all other pertinent information regarding the area.
- C. Attend informational meeting at convention with TSO staff, state president, and parliamentarian to receive instructions regarding duties and responsibilities at convention
- D. Attend LOSP and state training for all area coordinators
- E. Attend Leadership Development for Chapter Presidents (LDCP) at state conventions both years
- F. Work with TSO mentor and chapter presidents to carry out the work of the Society in their chapters and the area by:
 - Using provided membership data to assist “red flag” chapters to recruit, retain, and reinstate members
 - Serving as a key resource for chapter presidents in her area
- G. Assist with collection of Form 15’s, 990N Filings, and dues as requested by TSO state treasurer
- H. Communicate **monthly** or more often as necessary with area chapter presidents, state personnel in area, state president, TSO mentor, and other officers as directed.
- I. Visit each chapter at least once during biennium. Prioritize chapter visits based on data indicating “red flag” chapters, chapters with other concerns, and requests from state president.
- J. Collect current yearbooks from each chapter; if chapter does not produce a yearbook, make an effort to get at least a list of officers, programs, and roster of members.
- K. **Immediately** after a chapter visit send Chapter Visit Form to state president and TSO mentor.

- L. Be alert to chapters who may have problems or issues and report this information to state president – work with state president, TSO mentor, state second vice-president, membership committee Chair, and TSO state treasurer to assist these chapters.
- M. Serve as member of expansion committee if new chapter is proposed for area. See [expansion committee \(Section 3.1.5.1\)](#)
- N. Communicate names of potential state leaders in the area to state president nominee.
-
- O. Meet with coordinating councils in the area if possible
- P. Attend events such as luncheons, receptions, multi-chapter annual combined meetings, etc. in the area
- Q. Be timely with submissions of mileage and expense forms to state president who forwards them to state treasurer
- R. Plan and conduct an area workshop to be held during August/September (2nd year). Exact dates will be assigned by the TSO state president. Specific information about the workshop is given to AC during AC training (1st year), and/or Go To Meetings with State President and TSO Mentor. This information includes all necessary forms, a planning calendar, etc. **Prior AC files will be a big help in planning for this event**
- S. After workshop, submit all required forms within 10 days to state president, TSO mentor, and state treasurer; any funds beyond designated expenses must be sent to TSO Headquarters with required forms.
- T. If applicable for the area, work with convention steering committees for upcoming state conventions

4.4

Timeline

- Summer (1st year) - attend LOSP
- Summer (1st year) - work with predecessor to ensure that the previous biennium's files are complete
- July 1 or as directed – submit letter (with goals) for President's Kit to state President
- Summer/Fall (1st year) - attend area coordinator training and receive information for planning area workshop (AW)
- Fall-Winter (1st year) - begin AW planning, including a preliminary budget to be sent to TSO mentor by March 1, based on AC training materials and suggestions from predecessor's file
- March 1 or as directed by state president – chair submits report to state president
- March 1 - submit suggested changes in guidelines to state president
- June - assist with LDCP at state convention
- July 1 (2nd year) or as directed –submit letter for President's Kit to state president
- March 1 (2nd year) - or as directed by state president - submit report to state president
- March 1 (2nd year) - submit suggested changes in guidelines to state president

- July - attend Southwest International Conference (1st year) and International Convention (2nd year) if possible
- Monthly or more often - communicate with chapters
- July or as directed by state president - submit letter for President's Kit
- June (2nd year) - prepare files for transition to succeeding area coordinator

4.5 Meetings

Meetings within the area as scheduled

4.6 Forms

- A. Chapter Visit Forms
- B. All forms needed for Area Workshop, including Summary report.
- C. Chapter Wellness Check
- D. Mileage and expense forms

4.7 Files should include current files (3 years) unless otherwise indicated; files may be kept in digital format for ease and efficiency of transfer.

(Governing documents may be electronic)

- A. Letters for President's Kit
- B. Reports to state president
- C. *Ceremonies* booklet
- D. Contact information for each chapter president and other officers in the area
- E. Copies of correspondence with chapters/chapter presidents (newsletters and other)
- F. AC training manual
- G. Previous biennium yearbooks for each chapter in area
- H. Chapter Visit reports
- I. Forms and information related to area workshop planning, implementation, and follow-up
- J. Information pertaining to coordinating councils within your area –if applicable
- K. Budget and list of expenditures
- L. Other materials pertinent to this committee

4.8 Additional Information – History of Area Coordinators

- 1963 Four members who have had experience working at the state level shall be these four leaders shall be designated as Area Directors, their function and duties to be determined by the state president.
- 1969 The number of Area Directors shall be increased to a maximum of ten, with the most equitable division of geographic area and number of chapters assigned to each, giving special attention to new chapters.
- 1977 The name of Area Directors shall be changed to that of Area Coordinators.

- 1982 Area workshops shall be continued for even-numbered years for the purpose of training new chapter personnel. Area conferences shall be eliminated.
- 1983 Area X shall be divided into two areas, and the 16th Area Coordinator was voted in 1977 shall be appointed.
- 1991 Area XVII shall be formed, and the 17th Area Coordinator shall be appointed as the result of the convention vote.
- 1997 Area XVIII shall be formed, and the 18th Area Coordinator shall be appointed as the result of convention vote.
- 1998 When any Area of the state reaches thirty (30) chapters the area shall be divided and an additional Area Coordinator shall be appointed for the new area. The division shall be recommended by the area involved upon consultation with the Texas State Organization President and be presented for approval at the next annual state convention.

Area Coordinators SPA Responsibilities

GOAL 1: Membership Development

- 1.A.2.a Recognize chapters or members who successfully work with early career educators
- 1.B.1.a Share Membership Data with TSO Mentor to facilitate discussions with chapter presidents
- 1.B.3.a Where multiple chapters exist, establish contact with another chapter, linking chapter to each other to form a buddy system. Meetings and projects can be shared
- 1.C.1.c Utilize AC's for ideas to reach out to former members

GOAL 2: Leadership Development

- 2.A.1.b Ensure that chapter presidents attend LDCP
- 2.B.2.a Encourage greater attendance at area workshops
- 2.B.2.b Emphasis should be placed on attending Area Workshop as it is vital training for all chapter members in leadership positions
- 2.B.2.c Various methods such as save the date cards and periodic announcements can be used to encourage attendance

GOAL 4: Organizational Effectiveness

- 4.A.2.a Participate in training sessions for leaders and evaluate LOSP effectiveness as to being pertinent to responsibilities accepted
- 4.B.1.a Compile a list of Coordinating Councils in the state with contact information of chairmen and chapters included in the council. Have list accessible on the TSO website
- 4.D.1.a Evaluate workshops to determine if it met the needs of those attending
- 4.D.1.b Share results of evaluation with TSO mentor

5.0 Coordinating Councils

[Return to Table of Contents ↑](#)

Updated 7/1/2015; 04/30/2017;4/20

5.1 General Information

A coordinating council is composed of chapters within the same geographical area. They are allowed, but are not required, by the International *Constitution*. Not all Texas chapters are in a coordinating council. Most councils consist of several chapters from within a larger number of chapters in an Area. One includes the chapters in two Areas combined. Some are very active, with large semi-annual or annual gatherings, often with state personnel invited to speak. Others have a combined meeting of three or four chapters once a year to celebrate Founder's Day. A few offer scholarships or grants in aid. Because of this wide variety in form and function, it isn't possible to write a single set of guidelines. Instead, there is a listing of the things that all councils are obliged to do, and suggestions for others based on what some are doing.

5.2 Information in Governing Documents

- A. *Constitution* - Article V.B.4
- B. *Standing Rules* - 5.1
- C. *Bylaws* - Article V.E
- D. *State Rules* - 5.5

5.3 Purposes vary by councils but may include:

- A. To plan for joint meetings
- B. To plan other joint activities such as a vesper service, a professional workshop, an induction, luncheon or a reception
- C. To plan and implement cooperative projects and/or programs
- D. To award scholarships or grants in aid
- E. To provide a forum where chapter presidents and delegates may get to know other chapter presidents in their area
- F. To involve incoming chapter presidents in planning activities with outgoing presidents

5.4 Composition (International *Standing Rules* 5.0)

- A. Chapter president and at least one other chapter member serve as delegates to the council
- B. Chair and any other council officer shall be selected according to the written policy of the council

5.5 Duties and Responsibilities - Some councils have an elected chair, secretary/treasurer and transfer chair that serve two-year terms that begin in even-numbered years. Some have only a chair while others are led by a chapter president on a rotating one-year or two-year schedule. Some councils have a separate bank account with annual or biennial dues from each chapter. Others work on an "everyone-pay-your-own-way" basis and meet at a restaurant or other facility. All councils, however, **must do these things listed below:**

[Return to Table of Contents ↑](#)

- A. Communicate with the state president and recording secretary
- B. Submit a yearly report by July 15 to the state treasurer. TSO will update International by November 1
- C. Submit names and contact information of council chair and other officers to TSO recording secretary whenever there is a change of council leadership
- D. File IRS form 990N electronic postcard annually if council has a separate bank account. Follow instructions on state website and file a copy of IRS verification of acceptance in **Permanent** file
- E. Chair notifies council members of time and place of council meetings and presides at council sessions
- F. Chair attends any scheduled meetings for coordinating council chairs at state convention or appoints a representative
- G. Obtain approval by vote of council delegates for council activities
- H. May ask chapters for donations to cover expenses, however they cannot assess chapters without a vote of council delegates. Coordinating councils do not receive any state organization funding
- I. Individual councils may have additional duties for the chair or officers

5.6 Timeline

- By July 15 each year – submit annual report to TSO
- Before November 1 - File IRS Form 990N if council has a separate bank account
- At the end of the chair's term, prepare files for passing on to her successor
- Other activities vary by council

5.7 Meetings

Vary by council

5.8 Forms

- A. Coordinating Council Annual Report
- B. IRS Form 990N electronic postcard (if council has separate bank account)
Other forms may be required by individual councils, ie. Scholarship, etc

5.9 Files should include current files (3 years) unless otherwise indicated

- A. Any International and state reports
- B. Minutes of meetings and/or summaries of events held
- C. Financial accounting ledgers of current and past expenses (for at least the past 7 years)
- D. Bank records, checkbook and bank account passwords if there is a separate bank account (for at least the past 7 years)
- E. Form 990N information, logins, passwords, and confirmation emails – Permanent file
- F. Council policies and rules
- G. Materials pertaining to council events and/or meetings
- H. Historical documents as applicable – Permanent file

6.0 State Liaisons

6.1 TSO Liaison to DKG Educational Foundation [Return to Table of Contents ↑](#) Updated 6-24-2014; 04/30/2017

6.1.1 General Information

The liaison to the DKG Educational Foundation keeps TSO members informed of events and policy changes occurring within the Foundation, and projects funded by the Foundation. She collaborates with the scholarship committee to encourage members to apply for Foundation project grants. This position was created in 2013 and receives no TSO funding.

6.1.2 Information in Governing Documents *Constitution* – Article II.D.5

6.1.3 Duties and Responsibilities

- A. Share information from the quarterly *Foundation Liaison News*
- B. Make members aware of deadlines for filing applications for project grants
- C. May submit articles about Educational Foundation to *Lone Star News*
- D. Present session at state convention if applicable
- E. Encourage contributions to DKG Educational Foundation
- F. Collaborate with scholarship chair to publicize Educational Foundation grants
- G. Submit report of year's activities to state president by March 1 if requested
- H. Suggest changes in your guidelines in order to better carry out responsibilities. Changes must be submitted to state president for approval by March 1. State executive secretary has the responsibility of making the changes to the guidelines document
- I. Accept other responsibilities as assigned by state president

6.1.4 Timeline

- January 3 - deadline for educational project grant applications (new or renewal)
- February 1, May 1, September 1 - deadline for Cornetet Individual Awards for Professional Development applications
- March 1 - submit suggested changes in guidelines to state president
- March 1 or as directed by state president - submit report to state president if requested
- November 1 - deadline for seminar project funding

6.1.5 Meetings None

6.1.6 Forms

- A. Application forms for DKG-EF grants found at www.dkgef.org
- B. Contribution forms to DKG-EF found at www.dkgef.org

[Return to Table of Contents](#) ↑

- 6.1.7 Files should include current (3 years) files unless otherwise indicated
- A. Reports to state president if required
 - B. *Foundation Liaison News*
 - C. Articles submitted to *Lone Star News*
 - D. Other information about Educational Foundation grants
 - E. Educational Foundation Brochures

6.2 TSO Liaison to the United Nations

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017

6.2.1 General Information

DKG International has representatives to the United Nations Department of Public Information and the Economic and Social Council. The TSO-UN liaison receives and shares information with TSO members about related activities including the Committee for Teaching About the United Nations (CTAUN). CTAUN offers support for educators and promotes teaching about the United Nations. This position was created in 2013 and receives no TSO funding.

6.2.2 Information in Governing Documents

Constitution - Article II, D.6&7; XIV,C

6.2.3 Duties and Responsibilities

- A. Monitor and share information from *DKG at the UN*, a quarterly publication on DKG website
- B. Monitor ctaun.org website for information
- C. Collaborate with state global awareness committee to promote UN activities
- D. Serve on steering committee for statewide CTAUN conference if possible
- E. Attend statewide CTAUN conference
- F. Attend annual National CTAUN Conference in New York if possible
- G. Present session on the DKG/CTAUN connection at TSO state convention
- H. Submit report of year's activities to state president by March 1 if requested
- I. Suggest changes in guidelines in order to better carry out responsibilities. Changes must be submitted to state president for approval by March 1. State executive secretary has the responsibility of making the changes to guidelines document
- J. May submit articles to *Lone Star News*
- K. Accept other responsibilities as assigned by state president

6.2.4 Timeline

- January - attend National CTAUN Conference if possible
- March or as assigned by state president - submit report to state president if requested
- March 1 - submit suggested changes in guidelines to state president
- June - present session at TSO state convention
- Serve on steering committee for CTAUN state conference
- (Varies) - attend CTAUN state conference

6.2.5 Meetings - None are funded

- A. CTAUN state conference
- B. CTAUN national conference - January

6.2.6 Forms

None

[Return to Table of Contents](#) ↑

- 6.2.7 Files should include current (3 years) files unless otherwise indicated
- A. Reports to state president if required
 - B. CTAUN Brochure
 - C. Articles submitted to *Lone Star News*
 - D. Agendas and handouts from sessions/info fairs at the TSO convention
 - E. Information for state CTAUN conferences such as info fair contacts, schedules, etc.
 - F. Other materials as necessary

6.3 TSO Liaison to the US Forum

[Return to Table of Contents ↑](#)

Updated 6-24-2014; 04/30/2017

6.3.1 General Information

The liaison to the US Forum monitors the activities of the US Forum and disseminates information to Texas members. The liaison works closely with the legislative committee. This position was created in the fall of 2013 and receives no TSO funding.

6.3.2 Information in Governing Documents

Constitution – Article II, D.4,6,&7

6.3.3 Duties and Responsibilities

- A. May submit articles to *Lone Star News*
- B. Receive US Forum Connection emails and monitor US Forum website
- C. Disseminate information from US Forum concerning major issues affecting women, children and education upon which members may take action
- D. Attend US Forum-sponsored National Legislative Seminar if possible
- E. Attend US Forum sessions at an international conference and International convention if possible
- F. Work with legislative committee to coordinate dissemination of information
- G. Submit report of the year's activities to state president by March 1 if requested
- H. Suggest changes in guidelines in order to better carry out the responsibilities. Changes must be submitted to state president for approval by March 1. State executive secretary has responsibility of changes to the guidelines document
- I. Accept other responsibilities as assigned by state president

6.3.4 Timeline

- Spring of even-numbered years - attend National Legislative Seminar hosted by US Forum in Washington, D.C. if possible
- March 1 or as directed by state president - submit annual report to state president
- March 1 - submit suggested changes in guidelines to state president
- June - provide information at state convention concerning major issues and encourage members to promote Society Purposes #4 & #7
- July - attend US Forum sessions at an international conference and/or International convention if possible

6.3.5 Meetings - None are funded

- A. National Legislative Seminar in Washington, DC if possible
- B. TSO state convention
- C. US Forum sessions at an international conference and International convention if possible

6.3.6 Forms

None

[Return to Table of Contents](#) ↑

- 6.3.7 Files should include current (3 years) files unless otherwise indicated
- A. Reports to state president if required
 - B. Articles submitted to *Lone Star News*
 - C. Other materials pertinent to this committee

7.0 President's Advisory Council

04/30/2017

7.1 General Information

The president's advisory council is composed of the past TSO presidents. Members serve in an advisory capacity to the current TSO president who chairs the council.

7.2 Duties and Responsibilities

- A. Advise the current state president upon her request. The state president may request advice on any relevant Society issue
- B. Attend a meeting scheduled by state president, who sets the agenda, appoints a secretary to take minutes, and presides at the meeting
- C. Minutes of the meeting are sent to state recording secretary within one month after review by current TSO president

7.3 Timeline

As determined by the state president.

7.4 Meetings

One funded meeting at beginning of biennium, usually in September

7.5 Forms

None

7.6 Files

Minutes of meetings are filed with state recording secretary and state executive secretary