# Go-To Guide for Chapter Members

## Handbook of The Delta Kappa Gamma Society International 2015

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# References

The numbers referenced in this text refer to the following sources:

1. *Basic Parliamentary Information [printed with NAP permission]*
2. *Ceremonies (2012)*
3. *Constitution and International Standing Rules 2014 (Governing Documents)*
4. *Guidelines for Chapter Membership Committee Chairs*
5. *Guidelines for Chapter Presidents*
6. *Guidelines for Chapter Treasurers*
7. *Guidelines for State Organization and Chapter Communications Committee Chairs*
8. *Leadership in the Spotlight 2003: The National Association of Parliamentarians, 213 South Main Street, Independence MO 64050-3850; 1-888-627-2929; hp@nap2.org;*
9. *http://parliamentarians.org [printed with NAP permission]*
10. *Pride in the Big Picture: An Orientation Guide for Chapter Membership Teams (PowerPoint CD)*
11. *Robert's Rules of Order Newly Revised (11th Edition)*
12. *Sustaining Pride in the Big Picture: A Reorientation Guide for Chapters (PowerPoint CD)*

References 1, 8-9 are available from The National Association of Parliamentarians (NAP), 213 South Main Street, Independence MO 64050-3850; 1-888-627-2929; hp@nap2.org; http://parliamentarians.org

References 2-7, 10 and 12 are available from The Delta Kappa Gamma Society International, PO Box 1589, Austin TX 78767-1589; 1-888-762-4685; http://www.dkg.org

# Introduction

Nine years after women won the right to vote in the United States of America, DKG was founded to fill the needs of women in the educational profession. At that time, women teachers were offered few leadership positions, promoted rarely, fired easily, and paid less than male colleagues. Dr. Annie Webb Blanton, a university professor and a former Texas Superintendent of Education, dreamed of and planned for an organization in which women teachers could support one another and recognize themselves as leaders in their chosen profession. She and 11 other women educators, representing different disciplines and under assumed names for fear of losing their jobs, founded the Society on May 11, 1929.

From its beginning with 12 Texas women educators, DKG has grown into an international organization with 2,600 chapters in 79 state organizations in 17 countries at the time this publication went to press. Chapters are the heart of the Society, and it is at the chapter level (local level) of the Society where a woman educator begins her membership journey. In order to retain members, a chapter must meet the needs of its members. To assist chapter members in understanding their Society better, this publication was created.

This *Go-to Guide* is, just as the title implies, a reference to go to when in need of information about the Society. It is an official document of DKG, meaning it has gone through an approval process validating its accuracy. This publication provides a supplement to, not a substitute for, the *Constitution* and *International Standing Rules*. The topics are alphabetized to assist the reader in finding a subject of interest. The topics and sub-topics often have numbers listed within brackets to denote specific references. The reference list contains the governing documents, other official publications of the Society, and sources outside the Society which were used during compilation of the data. The *Go-to Guide* (a handbook) is not intended to be all inclusive; if there is a need for more detail and specificity, the references provided should prove helpful. The Appendices provide documents or examples of documents which might be useful in doing the business of the chapter.

The hope is that this *Go-To Guide* will assist members in understanding the role of the chapter within the Society and encourage chapter members, individually and collectively, to do as the Founders did in 1929 – recognize the unique needs of women educators and work to provide for those needs with pride in the educational profession.

DICTIONARY

# Dictionary of Society Terms

**Administrative Board –** a board of officers and related personnel that reports to the international Executive Board and carries out the plans and policies adopted by the international convention; meetings, typically, are held twice a year.

**Assessment –** an amount of money in addition to dues that may be levied upon chapter members by a vote of the chapter membership. Only chapters may assess members.

**Charter –** a document issued by the Society when a new chapter is installed.

**Charter Member –** a woman who becomes a member or transfers her membership at the time of the installation of a new chapter.

**Collegial Exchange –** an informal magazine that promotes the professional and personal growth of members through publication of their writings.

**Committee –** one or more persons, elected or appointed, to consider, investigate, and/or take action on certain matters.

A *standing committee* has a continuing function as established by name in chapter rules. If chapter standing committees are not established, the constitutional work is assigned to person(s), e.g., executive board, officer, or member. Those responsible for the work of each area are identified in the chapter rules.

A *special committee*, also called an ad hoc committee or a task force, is appointed as the need arises to carry out a specific task not assigned in chapter rules to a standing committee. A special committee automatically ceases to exist upon completion of its task. Chapter rules designate who authorizes the appointment of special committees.

**Cornetet Awards** (Lucile Cornetet Awards for Professional Development) – individual and seminar awards are offered by The Delta Kappa Gamma Educational Foundation to educators to enhance professional development; awards are funded by a bequest from Lucile Cornetet, an Ohio member.

*Individual awards* – financially assist employed educators, members and non-members, in their participation in professional development opportunities (e.g., seminars, lecture series, national certification, on-line courses, workshops, and non-degree programs) through approved providers such as colleges, universities, and professional organizations other than the Society. Award applications are reviewed February 1, May 1, and September 1 each year.

*Seminar awards* – enable sponsorship of professional development seminars. Regions, areas, and state organizations of DKG may apply for seminar awards to financially support professional development opportunities for member and non-member educators in their locales.

***The Delta Kappa Gamma Bulletin –*** a juried, peer-reviewed journal published four times a year, is referred to as *The Bulletin*; articles are selected for publication following review by the Editorial Board. All issues are archived and available online.

***DKG NEWS* –** the international newsletter, published six times a year, is frequently referred to as the *NEWS*. All issues are archived and available online.

**DKG Supporting Corporation –** a U. S. 501 (c) (3) organization authorized by the international convention in 2010 and incorporated in 2011; as a result donations to the following funds are tax deductible in the U. S. and may also be deductible in other countries: Educators Award, Emergency, Eunah Temple Holden Leadership Development, Golden Gift, Loretta Halek, International Speakers, Scholarship, and World Fellowship.

**Dissolution –** a procedure followed when a chapter or a state organization ceases to exist. An alternative to dissolution is the merging or consolidating of chapters.

**Dropped –** term used when membership is terminated.

**Editorial Board –** appointed by the international president upon recommendation of the assigned administrator an the editor. Members may submit an application for appointment. The board works with the editor to select manuscripts, develop editorial policy, select style guidelines, and in collaboration with the Communications and Publicity Committee establishes themes for *The Delta Kappa Gamma Bulletin*.

**Emergency Fund –** provides assistance to a member who sustains major loss from earthquakes, floods, tornadoes, hurricanes, or other catastrophic disasters of nature. Gifts are currently Five Hundred U.S. Dollars ($500). A chapter president notifies her state organization president of a member's eligibility for the gift.

**Executive Board –** group of elected and appointed officials who meet to consider the work of the Society; the board acts for and represents the membership. Executive boards function at the chapter, state organization, and international levels of the Society.

**Forums –** representative groups, funded by the Society, established for Canada, Europe, Latin America, and United States to take action on educational activities of concern to their members.

**Founders –** an upper case *F* is used when referring to the 12 original members (Founders) of the Society; a lower case *f* is used when referring to the original members (founders) of a state organization. Members of a chapter at the time of its installation are called charter members.

**Grant-in-Aid –** a monetary award granted by a state organization or chapter that is supported by funds other than the U.S. One Dollar ($1.00) scholarship fee. The award is for a member or non-member. The specific title of a grant-in-aid award is the choice of the presenter.

**International Convention –** the meeting of the Society held in even-numbered years for conducting business. Delta Kappa Gamma has no convention delegates or proxy voting; a member attending an international convention may make motions, enter discussions, and vote except in cases where a roll call vote is taken.

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**International Executive Board –** the chief governing board of the Society; voting without vote are members are state organization presidents, international officers, members-at-large, area representatives, and past national and international presidents; ex-officio members without vote are the international parliamentarian, state organization executive secretaries, and Society Headquarters professional staff. Meetings are held biennially, at least one day in advance of the international convention and following the last business meeting.

**International Scholarship –** a scholarship offered annually to a member pursuing an advanced degree. An annual scholarship fee of U.S. One Dollar ($1.00) is paid by each Society member. At the time this publication went to press, there were thirty (30) international scholarships awarded each year in the amount of U. S. Six Thousand Dollars ($6,000) each.

**Leadership Development Conference –** is a two-day training session preceding each of the five regional conferences; it is conducted by the international Leadership Development Committee for incoming state organization presidents and new state organization executive secretaries. One-day sessions are held for state organization Membership and Educational Excellence Committee chairs; shorter sessions are held for state organization editors, webmasters, and treasurers.

**Leadership Management Seminar –** a two-week seminar, currently held at the University of Texas in Austin. The seminar, financed by the Golden Gift Fund, provides opportunities for members to develop leadership, communication, and management skills.

**Orientation/Reorientation –** the process of sharing with prospective members or members the details and/or an overview of Society projects, programs, and activities. The International Membership Committee has prepared *Pride in the Big Picture* and *Sustaining Pride in the Big Picture* to help chapters with this.

**Paraphernalia –** the items used in ceremonies of the Society. The official paraphernalia includes a scarf, candlesticks, and a bowl or vase.

**Protocol –** the observance of accepted practical guidelines in an organization to give recognition to the offices and to show respect for guests and program participants.

**Quorum –** the number of voting members who must be present for business to be conducted legally at a meeting. A quorum for chapter business is determined by the chapter.

**Regional Conference –** one of five international regional meetings (Europe, Northeast, Northwest, Southeast, and Southwest) held in odd-numbered years. Conferences are held to disseminate information regarding Society activities and to provide educational workshops and leadership training. Society business is not conducted at a regional conference.

**Reinstatement –** a process by which a former member is restored to membership.

**Resignation –** a member's requesting, typically in writing, that her membership be terminated.

**Roll-call Vote –** taken when requested by a majority vote of those present or when requested by five (5) state organization presidents at an international convention or five (5) chapter presidents at a state organization convention. The state organization president or chapter president shall cast the vote for the state organization or the chapter, one (1) vote for each five (5) active or reserve members or major fraction thereof within the state organization or the chapter. The vote may be divided.

**State Organization Convention –** is the decision-making body of the state organization. State organization conventions are mandated in odd-numbered years and are optional in even-numbered years.

**The Delta Kappa Gamma Educational Foundation –** the non-profit corporation, a U.S. 501 (c) (3) entity, was established by the Society in 1964 to further the Society's educational purposes; it is governed by a 10-member board of trustees (four Society officers and six members elected by the International Executive Board); frequently referred to as the Foundation. Contributions to the Foundation are deductible on U.S. federal income tax and may also be deductible in other countries.

**The Delta Kappa Gamma Society International –** is the corporation's legal name. Note the capital *T* in the first word.

**Termination of Membership –** a member's affiliation with the Society is terminated for non-payment of dues and fees, resignation, or death.

**World Fellowship –** a grant provided for graduate study to a woman who is not a Society member. The grant is for graduate study at a university approved through the International World Fellowship Committee.

DICTIONARY

STRUCTURE

# Chapter Structure

## [see references on Page v-3, 4, 5, 6, and 10]

Each active and reserve member belongs to the three levels of the Society: chapter, state organization, and international. The term *state organization* designates states, territories, provinces, countries, or comparable political divisions of countries where the Society is organized. State organization boundaries coincide in some instances with national boundaries. The terms *International* and/or *Society* refer to the overall organization.

A chapter is governed by the *Constitution* and *International Standing Rules*, the state organization bylaws/standing rules, the chapter rules, and the designated parliamentary manual. A chapter adopts and recognizes in its chapter rules the parliamentary manual adopted by the state organization. No chapter rule or practice shall be in conflict with international or state organization governing documents. A state organization, as a political entity, may be required to have a Corporate Charter. If a Corporate Charter exists, it takes precedence over all other Society governing documents. Each voting member of an assembly is entitled to one (1) vote. Proxy voting is not an acceptable practice.
A chapter has full authority for

1. administration of membership;
2. management of chapter funds;
3. decisions related to assessments and the amount of chapter dues;
4. the addition of a second vice-president and/or corresponding secretary to its elected officers;
5. choice of standing committees or an alternate structure to carry out constitutional responsibilities;
6. choice of number of chapter meetings above the four required business meetings; and
7. the determination of the number necessary for a quorum.

### Committees [3, 4, 5, and 7, Pg. v]

A chapter president assumes responsibility for encouraging chapter activities that develop the leadership potential of each chapter member. Each chapter and state organization is responsible for the *work* of some international committees: Communications and Publicity, Educational Excellence, Finance, Membership, Scholarship, and World Fellowship. Committee names and number of committees at the state organization and chapter level **may or may not** be the same as international or state organization committees; but required work, as applicable, is to be carried out as indicated in the *Constitution, Article VIII, Section B, C*. Chapters decide what committees they wish to have, the names, and the work of those committees. Reports of the work of chapters are prepared on forms supplied by the Society and submitted to the persons designated on the forms.

### Coordinating Councils (optional) [3, Pg. v]

1. Coordinating councils may be organized in areas in which several chapters exist.
2. The purpose of a coordinating council is to coordinate the planning, scheduling, and implementation of activities, projects, and procedures of joint concern to chapters.

3. If an area/city or several chapters decide to have a coordinating council and a chapter desires to participate, the president and one other member serve on the council.
4. Coordinating councils organized in the United States and establishing a bank account with a separate employer identification number (EIN) should report that number to Society Headquarters and file a Form 990 yearly.

## Executive Board [3, Pg. v]

1. The members of the executive board are the elected officers of the chapter, immediate past-president, and such other voting members as determined by the chapter. The treasurer and parliamentarian are ex-officio members; the parliamentarian without vote and the treasurer without vote if she is paid for her services.
2. A chapter executive board shall meet at least twice each year.
3. The executive board
   a. selects the treasurer for the biennium;
   b. acts in matters requiring immediate action and decision;
   c. recommends policies and procedures for consideration by members; and
   d. establishes rules for budget development and approval and for the supervision of chapter finances.

## Meetings [3, Pg. v]

1. A chapter must hold at least four (4) regular business meetings each year. Additional meetings may be held if desired.
2. Committees and boards may hold electronic meetings if all the members may simultaneously hear one another and participate during the meeting.
3. Chapter meetings are open to guests unless closed for a specific reason.

## Merger/Consolidation and Dissolution [3, 10, Pg. v and Appendix H]

1. If a chapter considers possible dissolution, contact the state organization president before taking any action.
2. The process for chapter dissolution is delineated in the state organization bylaws.
3. The process for merging or consolidating chapters should follow *Roberts Rules Newly Revised* (current edition) or other recognized manual of parliamentary procedure adopted by the state organization and its chapters.
4. Funds of dissolved chapters are sent to the state organization treasurer and deposited in the state organization's available fund.
5. Funds of merged or consolidated chapters remain with the chapter.
6. The state organization decides whether to reuse the name of a dissolved chapter.

## Officers [3, Pg. v]

1. An officer must be an active member of the Society.
2. A chapter should have at least four officers: a president, a vice-president, a secretary, and a treasurer.
3. A chapter may choose to have a second vice-president and/or a corresponding secretary.
4. Chapter co-presidents are not advised. Only one name may be submitted to Society Headquarters for communication purposes.

OFFICERS

5. Officers, except the treasurer, are elected in even-numbered years.
6. The chapter treasurer is selected by the chapter executive board each biennium.
7. The term of each elected officer shall be two (2) years or until a successor is named.
8. No officer, except the treasurer, may serve in the same office longer than two (2) terms in succession.
9. The term for chapter officers begins July 1 following their election or selection.
10. The chapter parliamentarian is appointed by the president and may serve more than two (2) consecutive terms.
11. It is desired that the parliamentarian be a member of the chapter.

## Officers and Related Personnel Duties [3, 5, 6, and 10, Pg. v]

### The chapter president

The chapter president receives the *Guidelines for Chapter Presidents* from Society Headquarters in even-numbered years. Her duties include, but are not limited to,

1. presiding at regular and called meetings;
2. serving as chair of the chapter executive board and as a member of the state organization executive board;
3. appointing standing and special committees and a parliamentarian for her biennium;
4. approving publications and expenditures;
5. filling, by appointment, vacancies in office;
6. representing the chapter at state organization executive board meetings, workshops, regional meetings, and conventions;
7. submitting annual chapter president reports to the state organization;
8. supervising submission of biennial chapter reports;
9. representing the chapter on a coordinating council if there is one;
10. acting with advice and approval of the executive board, on matters that cannot be deferred to the next chapter meeting;
11. executing all legal documents;
12. serving, ex officio, in the supervision of finances and budget development;
13. encouraging chapter activities that develop leadership potential of its members; and
14. delegating tasks, as appropriate, to officers and members.

### The vice-president

1. performs those duties assigned to her by the president and/or the executive board and acts in place of the president when the need arises;
2. may serve on committees, either as a member or as a committee chair; and
3. becomes the president in the event of the death or resignation of the president and serves until the next regular election of officers.

### The secretary

1. maintains written records for chapter files;
2. records the minutes of each chapter and executive board meeting, including any membership terminations with reasons for termination, and other official actions taken;
3. makes available to members the minutes of the previous meeting;

4. files official minutes in a permanent chapter file after indicating the date that minutes are approved with her signature/initials; and
5. handles correspondence of the organization as delegated by the president unless the chapter has a corresponding secretary.

### The treasurer

The treasurer receives the Guidelines for Chapter Treasurers from Society Headquarters in even-numbered years. Her responsibilities include, but are not limited to,

1. receiving money and paying expenses approved by the chapter president;
2. keeping an account of income and expenditures, including bank statements;
3. presenting a financial report at each regular meeting;
4. filing each year, between July 1 and November 15, Form 990-N for the Internal Revenue Service (U.S. chapters only). The confirmation of filing from the IRS is sent to the state treasurer and a copy kept for the chapter records. Directions for completing this filing may be found on the Society website under forms/ treasurer/IRS electronic filing;
5. completing Form 15 (available on the Society website) by July 15 of each year and sending the completed form to the persons designated on the form;
6. collecting dues and fees of active and reserve members between July 1 and October 31;
7. reporting on preprinted Form 18, provided by Society Headquarters, the names of members who have paid dues and fees and sending the report to the state organization treasurer by November 10;
8. collecting and immediately sending initiation fees with the initiation cards to the state organization treasurer;
9. submitting chapter accounts for annual financial review;
10. serving on executive board as member ex officio, without vote, if paid for her services; and
11. serving as a consultant in the process of budget development and supervision of finances.

### The parliamentarian

1. advises the officers and members in matters pertaining to interpretation of the Constitution and International Standing Rules, state organization bylaws, chapter rules, and parliamentary procedure;
2. gives advice or explanation only when requested to do so;
3. is not an officer, but is a non-voting member of the executive board; and
4. is not required to be a member of the Society.

## Records [3, 4, 5, 6, and 10, Pg. v]

1. The date of the approval of minutes by the chapter and the signature of the secretary verify the minutes as an official record of chapter business. Minutes are never destroyed.
2. Financial reviews/audits are permanent records and are never destroyed.
3. Government record requirements, usually related to finances, must be maintained for the period designated by the chapter's country. For example, if a chapter

exists in the United States, the confirmation of a chapter's filing Form 990-N is a permanent record.

4. Care should be taken when purging membership files to keep a record of members dropped, including the reason and date of termination. Other records of historical importance are the names of chapter charter members with biographical data; a brief review of the chapter's beginning; name of deceased members and dates of death; and the official initiate register with dates of initiation.
5. Chapter rules should specify who is responsible for maintaining membership records.
6. For long term storage, it is recommended that hard copies be kept in addition to electronic records.

### Suggested Retention Schedule

| Type of Record | Legal Period |
|---|---|
| Bank Deposit Slips/Copies of Cancelled Checks | 7 years |
| Bank Statements/Reconciliations | 7 years |
| Accounts Receivable/Accounts Payable | 7 years |
| General Ledger/Journal | Permanent |
| Cash disbursements/Cash Receipts Journals | Permanent |
| Authorization & Appropriation for Expenditures | 7 years |
| Petty Cash Vouchers | 7 years |
| Invoices | 7 years |
| Financial Statements | Permanent |
| Auditor Reports/Financial Reviews | Permanent |
| Budget Reports | 4 years |
| Revenue and Expenditure – Fiscal Year July 1 – June 30 | 4 years |
| Membership Form 18 Printout | 7 years |
| Membership List | 4 years (at least) |
| Inventories of materials and supplies | 4 years |
| Tax Returns – Federal 990 (US Only) | Permanent |
| Employee Payroll Records, timesheets, W-2 and W-4 records | 7 years |
| Employee Expense Reports | 7 years |
| Employee Applications | 3 years |
| Employee Files | 7 years after employment ends |
| State Organization Convention Financial Records | 7 Years |
| Contracts | 10 years from termination |
| Insurance Policies | Permanent |
| Leases | 10 years from termination |
| Real Estate Purchases | 20 years after sale |
| Annual Reports | Permanent |
| Articles of Incorporation | Permanent |
| Constitution/ Bylaws/Rules | Permanent |
| Minutes | Permanent |

*Keep chapter financial records of historical or archival value permanently. For long term storage DKG recommends that hard copies be kept in addition to electronic data.

# Constitutional Work: Society Business and Society Mission & Purposes

[see references on Page v-3, 4, 5, 6, 7, 9, and 11]

The category of work identified as Society Business maintains the organization. The category of work identified as Society Mission and Purposes fulfills the organization's mission and seven Purposes. Written reports of the constitutional work required at the chapter level are prepared on forms supplied by Society Headquarters; reports are submitted to persons designated on the forms. Forms are sent to chapter presidents in November of odd-numbered years and are due on February 1 of the following even-numbered year.

## Communications and Publicity [7, 9, and 11, Pg. v]

1. Effective communication at the chapter level is one of the keys to a member's satisfaction and a non-member's knowledge of and attraction to Delta Kappa Gamma.
2. What is the *right* medium for the message? That is the question each chapter must answer for itself.
3. Different methods of communication exist, but each chapter must decide what works best based on resources and expertise available within the membership. Electronic communications, e.g., email, website, DKG Communities work well for some chapters and not so effectively for others.

### Elevator Speeches

An elevator speech is a short explanation of a topic that can be provided in the time it takes to ride an elevator from one floor to another (15-30 seconds). For example, the following is a response to "What is Delta Kappa Gamma?" a question often asked in elevator encounters:

> *"We are an international honor society that recognizes and supports outstanding women in education. We have more than 75,000 members in 17 countries, including nearly [#] here in [name of your state]. Our members can apply for scholarships and grants, attend professional workshops and conferences, and enjoy the opportunity to network with women who share their commitment to excellence in their profession."*

### Newsletters [7, Pg. v]

1. A chapter typically sends its newsletter to chapter members and others with an interest in the content, e.g. state organization, school system, or community leaders.
2. Newsletter distribution methods vary based on a chapter's desires, budget, and availability of options, e.g., postal service, email, and/or school mail.
3. If a chapter has a website, issues of its newsletter may be posted online.

### Resources and Marketing Tips [7, Pg. v]

1. Use Guidelines for State Organization and Chapter Communications Committee Chairs and Society Graphics/Symbols available at Society

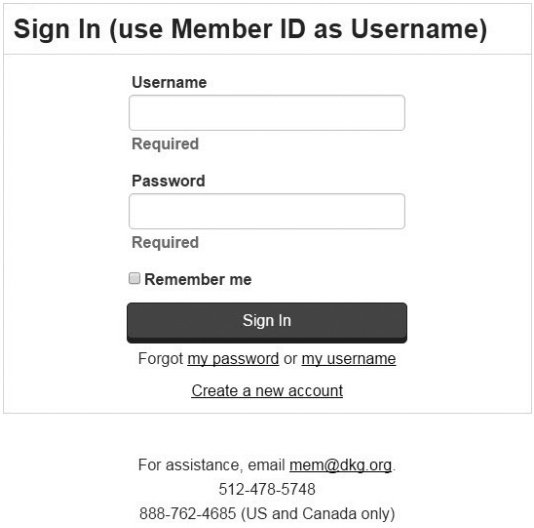
Headquarters: www.dkg.org ; telephone number 1-888-762-4685 (toll free); use these and other Society resources, e.g. the Presidents' Page.

2. Emails to Society Headquarters personnel are formatted: firstnamelastnameinitial@dkg.org
3. Be creative in publicizing special events and highlighting members, e.g., consider school district publications when sending press releases to local media; incorporate international and state organization news into chapter programs.
4. Look for opportunities to create goodwill among and between members and non-members, e.g., place Society marketing materials in appropriate locations and use publications as a source of details about scholarships, grants, events, deadlines, or …, e.g., encourage members to submit manuscripts for publication in the *Collegial Exchange*, the *Bulletin*, or apply for a scholarship or grant.
5. Encourage members to participate in social media with the following log-ins:

### DKG Member Portal/Communities

#### Create a Profile:

1. Go to www.dkg.org
2. Click on "Sign In" at the upper right portion of the home page.
3. Your username is your member ID number.
4. Use dkg2014society as the default password –no spaces.
5. After successfully logging in with this password, you may change your password.
7. Write down your new password and keep it for future reference. Be aware that Society Headquarters does not have access to your new password.




If you have difficulty signing in, you may click on "Forgot my password" or call 512.478.5748 for individual assistance.

### Websites [7, Pg. v]

1. A chapter website provides a medium for chapter information and increases the public's awareness and knowledge of Delta Kappa Gamma.
2. For a member relocating to a new geographical location, a website may make the difference in the member's decision to transfer to a new chapter.
3. The Society publishes guidelines for assistance in producing websites, renting space on the Society server, acquiring links, and maintaining an official website.

### Yearbooks [7, Pg. v]

1. A chapter yearbook provides a ready reference of important facts concerning Society business, a calendar of events, and the contact information of each member and may include state officers, committee chairmen and International officers.

2. A yearbook provides members information about meetings, activities, deadlines, and may include state organization and international personnel contact information.
3. A chapter may publish a yearbook in its entirety each year; others publish a yearbook at the beginning of the president's biennium and a supplement in alternate years.
4. A chapter may place this information on its website, such as "Schools for Africa and "Support for Early Career Educators".
5. State organizations may publish all of its chapters' yearbooks in one document.
6. State organizations may have guidelines for items to be included in chapter yearbooks.
7. A chapter may include its chapter rules in the yearbook.
8. Chapter rules published in the yearbook keep members informed, encourage regular up-dating of chapter rules, and make easy the sending of rules to designated state organization personnel for review.

## Educational Excellence [3, 4, 5, 7, 9, and 11, Pg. v]

Educational excellence includes, but is not limited to

1. recruiting and involving key women educators capable of impacting education;
2. striving for coordinated, unified programs/activities/projects which ensure the personal and professional development of members;
3. impacting education locally by
   a. promoting activities that help beginning early-career educators,
   b. training members to become voices of influence in educational matters, including educational law and policy, and
   c. affirming the best practices in education including promoting the fine arts;
   d. Supporting Early-career Educators (international project, SEE)
4. impacting education worldwide and increasing members' global awareness by
   a. promoting international projects such as Schools for Africa (UNICEF),
   b. contributing to the World Fellowship Fund (fellowship awards for non- members), and
   c. supporting Society efforts to expand into additional countries; and
5. sharing DKG success stories with others.

## Elections [3 and 10, Pg. v]

1. Follow procedures outlined in chapter rules to provide for the appointment or reappointment of the treasurer and the election of other chapter officers in even-numbered years.
2. Solicit nominees, ascertain that they will serve if elected, and present names for each elective office to the membership.
3. Send names and contact information of new officers to state organization president and Society Headquarters no later than May 15 in even-numbered years.

## Finance [3 and 6, Pg. v]

### Assessments

Only chapters may assess members; reserve members do not pay chapter assessments.

FINANCE

## Contributions

1. Many projects and programs of the Society are supported by contributions of members.
2. The Society has eight funds that support specific projects/programs: Educators Award Fund, Emergency Fund, Eunah Temple Holden Leadership Fund, Golden Gift Fund, International Speakers Fund, Loretta Halek Memorial Fund, Scholarship Fund, and World Fellowship Fund. Donations to these funds are tax deductible in the U. S. and in many other countries
3. The DKG Educational Foundation accepts contributions to support its awards to members and non-members; donations to the Foundation are tax deductible in the U. S. and in many other countries.
4. Contribution Form 43 is available online or from Society Headquarters.

## Dues and Fees

1. Dues are a specific amount of money owed to the organization annually as a condition of membership.
2. Members attending international and state organization conventions decide the amount of their respective dues.
3. Members attending a chapter business meeting decide the amount of chapter dues.
4. Dues and fees are paid between July 1 and October 31 to the chapter treasurer who disperses the funds according to chapter, state organization, and international allocations.
5. A member whose dues and fees are not paid by October 31 is dropped from membership on November 1. The chapter reinstates the member upon her request. If reinstated on or after July 1 and before April 1, dues and the scholarship fee shall be paid at the time of reinstatement. If reinstated on or after April 1 and before July 1, no dues or scholarship fee is required.
6. Fees are an amount of money charged for a specific purpose such as scholarships or initiation.
7. A chapter has the authority to waive chapter dues of selected members. If a member is no longer able to handle her affairs and does not pay her dues and fees by October 31, a chapter may waive her chapter dues. A chapter that votes to waive the chapter portion of the dues may pay state organization and international dues and fees for a member. This procedure should be established in the chapter rules. The state organization may choose to do the same. Only the international convention can define international dues.
8. A member initiated on or after July 1 and before April 1 pays dues and fees at the time of initiation. A member initiated on or after April 1 and before July 1 pays only the initiation fee at the time of initiation.
9. An honorary member whose status is changed to active pays dues and fees as specified. The member is not initiated again.

## Annual Dues, Fees, and Assessments

| Society Level | Membership Classification | Annual Dues | Annual Fees | Assessment |
|---|---|---|---|---|
| International amount decided by international convention | Active<br>Reserve<br>Honorary | U.S. $_____<br>U.S. $_____<br>Not Applicable | U.S. $1 scholarship<br>U.S. $1 scholarship<br>Not Applicable | Not Applicable<br>Not Applicable<br>Not Applicable |
| State organization amount decided by state organization | Active<br>Reserve<br>Honorary | $ _____<br>$ _____<br>Not Applicable | $ _____<br>$ _____<br>Not Applicable | Not Applicable<br>Not Applicable<br>Not Applicable |
| Chapter amount decided by chapter | Active<br>Reserve<br>Honorary | $ _____<br>$ _____<br>Not Applicable | $ _____<br>$ _____<br>Not Applicable | $ _____<br>Not Applicable<br>Not Applicable |

| Type | Who Pays | Amount | Procedure |
|---|---|---|---|
| Initiation Fee one-time payment at initiation | New active members<br><br><br><br>New honorary members | U.S. $10.00<br>Chapter = $5.00<br>State = $2.50<br>International = $2.50<br><br>U.S. $49.50 | Chapter treasurer immediately sends state and international portion to state organization treasurer with the initiation card.<br><br>Initiating unit pays |
| Scholarship Fee | Active and Reserve members | U.S. $1 annually<br>If chapter maintains local scholarship for members (not a Grant-in-Aid)<br>Chapter U.S. $.60<br>State U.S. $.20<br>International U.S. $.20<br><br>If chapter does NOT maintain local scholarship for members,<br>Chapter U.S. $.00<br>State U.S. $.80<br>International U.S. $.20 | A chapter maintaining a local scholarship fund for members retains U.S. $.60 and sends U.S. $.40 to the state organization treasurer.<br><br>A chapter that does NOT maintain a chapter scholarship fund sends entire fee to the state organization treasurer. |
| Assessment | Active members only Reserve members are exempt | Determined by a chapter vote. Total amount of assessment is retained by the chapter. Only chapters may assess members. | |
| Contribution | Voluntary | Decided by individual member | For international gifts, use Contribution Form 43 |

LEADERSHIP

### Financial Records

Audits and financial reviews are permanent records and are never destroyed.

**Fiscal Year** – begins July 1 and ends June 30.

**Grant-in-Aid** –the general category of awards granted by state organizations and chapters that are supported by funds other than the U.S. One Dollar ($1) scholarship fee. An award is for a member or a non-member. The specific title of a grant-in-aid award is the choice of the presenter.

**Income** – The work of the Society is supported primarily by membership dues and fees. Additional income may be derived from contributions, bequests, sale of items, royalties, and vendor fees. A chapter also may vote to levy an assessment on its members.

**State active member** – a member who resides in a sparsely settled area that does not offer a chapter affiliation. A state member sends international and state organization dues plus the scholarship fee to the state organization treasurer.

**Taxes** – Form 990 is the Internal Revenue Service form which must be filed (by U.S. chapters only) between July 1 and November 15 each year. More information is available on the Society website. A chapter that does not file for three consecutive years will lose its charter.

## Leadership [3, 5, and 8, Pg. v]

The chapter, the *heart* of the Society, needs members who are ready, able, and willing to assume leadership roles. Supporting and training members in leadership roles at the chapter level is vital to the overall success of the chapter and, ultimately, the Society. State organizations look to chapter leaders to accept service at the state organization level. An expectation of membership is active participation and demonstrated leadership. Part of the function of the chapter is to encourage members to seek positions of leadership and opportunities for leadership training or scholarships/grants for personal or professional development.

The chapter president is responsible for encouraging chapter activities that develop the leadership potential of each member. Opportunities for leadership training within the Society may include, but are not limited to

1. leadership in a nurturing environment as a committee chair or officer;
2. state organization training for chapter leaders;
3. international convention workshops and regional conference leadership training and workshops;
4. training in parliamentary procedure as a Society sponsored event; and a
5. two-week an international leadership management seminar for selected participants

## Member Selection, Retention, and Opportunities [ 2, 3, 4, 5, 6, 7, 9, 10, and 11, Pg. v; Appendices A, N, and O]

Membership in the Society is by invitation. Educators who meet membership qualifications may be invited to chapter functions so others may meet them and so they may learn more about the organization.

Diversity in academic discipline, level of instruction, ethnicity, and instructional environment in membership expands individual perceptions. A Chapter Member Biographical Data Sheet (Form 82) is provided in this guide (Appendix A). When individual member data sheets are kept up-to-date, the information may be compiled for a chapter data profile. Such data can also indicate categories of diversity, e.g., teachers (active, retired or second career), administrators, counselors, trainers (hospital or corporate), level of instruction (preschool-12, adult or higher education), age, discipline, and ethnicity. This data can be useful when making decisions about invitations to membership. Surveys for generational diversity can be found on the DKG website.

Members submit on the *Recommendation for Membership Form* (Form 11) the names of candidates for invitation to membership. This form is available from chapter presidents, chapter membership committee chairs, Society Headquarters and the Society website. Society members may submit recommendations to chapters in other geographic areas.

An individual becomes a member when she is initiated. The initiation must occur within one year from the time of her election. She is initiated only once. Initiation may occur as needed and may be through electronic communication as long as all the participants may simultaneously hear one another and speak during the meeting. Chapters may hold more than one initiation a year.

Research indicates that a successful chapter

1. uses its chapter survey information when making membership decisions;
2. invites prospective members to attend meetings;
3. conducts orientation of prospective members and reorientation of members;
4. keeps in touch with members who miss meetings;
5. maintains an up-to-date file of chapter members' biographical data;
6. reports the death of each member (Form 6); and
7. conducts tributes and memorials for deceased members.

### Membership Classifications and Eligibility [3, 4, and 5, Pg. v]

Membership classifications in the Society are active, reserve, or honorary.

**Active –** An active member is a woman, who at the time of her election, is employed as a professional educator or has retired from an educational position.

1. In the selection of a member, the definition of professional educator is interpreted to include one-to-one instruction as well as group instruction.
2. The chapter decides if the prospective member is classified as a professional educator.

3. A woman who is not presently employed as a professional educator or who left the profession before retirement is not eligible for invitation to active membership.
4. The word *employed* is defined as currently hired by an employer and/or paid a salary or fee for specific educational services.
5. The word *retired* is defined as someone who has enough years as a professional educator to draw a pension/annuity.
6. Certification or licensure is not required.
7. A professional educator may be invited to membership regardless of where she lives or is employed unless a restriction is included in state organization bylaws.
8. An active member participates, as she is able, in chapter programs and projects, contributes to committee work, votes, shares in financing chapter activities and may hold office.
9. A member retired from educational work retains the rights and privileges of active membership.
10. An active member is not eligible to become an honorary member.

**Reserve –** Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.

1. Reserve members have all the privileges of membership except that of holding office and have no obligations except payment of dues and the scholarship fee.
2. Retirement is not a reason for granting reserve membership.
3. Being too busy to attend meetings is not a reason for granting reserve membership.
4. Reserve status is granted by a majority vote of the chapter.
5. A reserve member, so requesting, shall be restored to active membership.

**Honorary –** An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service. Honorary membership can be granted at the chapter, state organization, or international level.

1. Honorary members may participate in all activities except that of holding office.
2. Chapter honorary members are elected in accordance with chapter rules. The Recommendation for Membership (Form 11) is used.
3. Each chapter honorary member is presented with an honorary membership certificate. She may be given a keypin.
4. A retired educator is eligible for active, not honorary, membership.
5. An honorary member may not be initiated in absentia.
6. An honorary member may serve as parliamentarian.
7. The initiating unit of the Society pays to international a lifetime fee at the time of initiation. No annual dues or fees are paid to the chapter, state organization, or the international level.
8. An honorary member who becomes a professional educator and thus eligible for active membership accepts the obligations, responsibilities, and honor of membership at all three levels, including appropriate dues and fees.

### Reinstatement [3 and 4, Pg. v]

A former member shall be reinstated to membership by the chapter receiving the request. There are no restrictions, chapter or geographical, on reinstatement. The chapter does not vote on the reinstatement. There is no reinstatement fee.

### Termination [3, 4, and 5, Pg. v]

Membership is terminated for non-payment of dues and fees, resignation, or death. The chapter treasurer completes the *Report of Members Dropped* (Form 18A). The chapter is encouraged to contact the member terminating her membership by resigning or non-payment of dues to discuss alternatives and determine the reasons for dropping membership. When a member dies, the chapter president sends Form 6 to Society Headquarters at the time of the member's death and the president or her designee completes an annual necrology report (Form 2) by February 1.

### Transfer Process [3, 4, and 5, Pg. v]

A member in good standing may transfer from one chapter to another upon notifying Society Headquarters.

1. A *Transfer Request* form is available on the Society Website: www.dkg.org.
2. Society Headquarters sends an Official Notice of Transfer to the transferring member, to the presidents and treasurers of the sending and the receiving chapters, and to the state organization treasurers.
3. The receiving chapter does not vote on the transfer.
4. A member who moves to another area and who wishes to be active in the local chapter but retain membership in her original chapter (not transferring to the local chapter) may attend meetings of the local chapter, state organization, and region; at present, there is no circumstance where a member may have membership in more than one chapter simultaneously.

## Opportunities for Members [3, 9, and 11, Pg. v]

| If a member is looking for: | Consider these opportunities: |
|---|---|
| Financial support for study beyond the bachelor's degree | – International scholarships – 30 scholarships available each year: $10,000 for doctoral study, $6,000 for other graduate study,<br>– State organization and chapter scholarships* |
| Financial support for one-time professional development | – DKG Educational Foundation Cornetet Awards – one-time individual awards of up to $2,000<br>– State Organization Professional Development Awards*<br>– Chapter grants* |
| Financial assistance for National Board Certification | – DKG Educational Foundation Cornetet Awards – one-time awards of up to $2,000<br>– State Organization Professional Development Awards* |
| Financial support for classroom/ school/community project | – DKG Educational Foundation Project Awards<br>– State Organization Foundation grants*<br>– Chapter mini-grants* |
| Leadership training for professional growth | – International Leadership/Management Seminar – graduate training valued at more than $7,000; if selected to attend, recipients pay a registration fee<br>– International conventions/conferences<br>– State organization conventions/conferences*<br>– State organization leadership seminars*<br>– Society sponsored parliamentary training |
| Speaker or presenter opportunities | – International Speakers Fund speaker on topics of personal/professional expertise<br>– Chapter programs<br>– Area, state organization, regional, international workshops<br>– Keynote speakers at Society meetings |
| Emergency assistance<br>Member has a major loss from floods, tornados, earth quakes, or other catastrophic event of nature. | – International Emergency Fund, $500 per event |
| Recognition for an earned doctorate | – Listing in program and recognition at international convention |
| Leadership opportunities in a nurturing environment | – Chapter officer/committee chair/member positions<br>– State organization committee member/chair<br>– State organization officer positions<br>– International committee member/chair<br>– International administrative board member/officer |
| Service to community/state/the world | – International *Schools for Africa* project support<br>– Support for local early-career educators<br>– State organization service project support*<br>– Chapter service project participation* |

| | |
|---|---|
| Professional Networking | – DKG Communities<br>– International/State organization conventions/ conferences<br>– Chapter meetings<br>– Service at state/international levels |
| An audience for professional writing | – *The DKG Bulletin* – juried, professional journal<br>– The *Collegial Exchange* magazine<br>– Educators Book Award<br>– State newsletters/websites<br>– DKG blogs |
| An audience for visual and performing arts and crafts | – Arts & Humanities Galleries |
| Enrichment/Travel Events | – DKG Educational Foundation's Seminar in Purposeful Living<br>– International conventions/regional conferences<br>– State organization conventions/conferences<br>– International Speakers Fund speaker<br>– GoAhead Tours |
| Insurance Discounts (USA only) | – Health, liability, auto, mortgage, pet, long-term care, ID theft |

**Indicates that not all state organizations and chapters have these opportunities.*

## Rules [3, Pg. v]

Chapter rules are to be consistent with the *Constitution* and *International Standing Rules*, state organization bylaws and parliamentary authority. Chapter rules are to be submitted to the state organization for review.

## Scholarships, Grants, and Awards [3, 5, 6, 9, and 11, Pg. v]

Each member of the Society pays an annual U.S. One Dollar ($1.00) scholarship fee. A chapter may retain part of the scholarship fee paid by each member if it has a chapter scholarship fund, separate from the chapter available fund, designated for scholarships for members. A chapter may give a grant (grant-in-aid) to a member or non-member. Grant-in-aid awards are supported by funds other than the U.S. One Dollar ($1.00) scholarship fee. The name of a grant-in-aid is the choice of the chapter.

A chapter plays a key role in member development by informing its members about scholarships, grants, and awards. A chapter has the responsibility to

1. establish criteria and select recipients for chapter grant-in-aid awards and/or chapter scholarships;
2. ensure funds from the chapter portion of the One Dollar ($1) scholarship fee are used only for scholarships for members;
3. promote chapter or state organization grant-in-aid awards for members and non-members;
4. publicize chapter, state organization, and international scholarship and grant deadlines;
5. encourage members to apply for scholarships, grants, and monetary awards;
6. inform members about and encourage contributions to Society funds that provide scholarships/grants and other opportunities. If contributions are collected, send those with Form 43 to the state organization treasurer or Society Headquarters.

PROTOCOL

# Protocol [see references on Page v-3, 5, 8, and 10]

1. Protocol is the observance of accepted practical guidelines to give recognition to offices and to show respect for guests and program participants.
2. Although chapter meetings are usually informal, there may be occasions when a more formal protocol is desired. If so, the following guidelines may be useful.

## Decorum for the Presiding Officer [8 and 10, Pg. v]

### A presiding officer

1. remains impersonal in attitude and remarks and is courteous and diplomatic;
2. presides impartially, speaking slowly and clearly so all may understand;
3. refers to herself as the chair or as your president, avoiding the use of the first person pronoun;
4. uses the third person in calling for reports or motions, e.g., "The next item of business is reports of committees. The chair recognizes the chair of the_____ committee";
5. refers to a member as the member – using a member's name only when absolutely necessary, except in small, informal meetings;
6. leaves the chair to debate;
7. never turns the meeting over to another person, e.g., to the program committee chair for presentation of a program;
8. asks the vice-president to preside when a motion is made in which the president has a conflict of interest;
9. may ask, "What is the members' pleasure?" or "Is there a motion to ...?" when members fail to respond to a situation;
10. courteously suggests a proper motion when a member makes a technical mistake;
11. assists with proper wording of a motion when a member has difficulty with phrasing;
12. suggests circumstances under which a motion may be in order after a member has made a motion at an improper time;
13. rules an improper motion out of order or not in order at this time. The member should never be ruled out of order for having made the motion;
14. is kind but firm in making rulings;
15. is professional in handling points of order;
16. does not call for a negative vote on courtesy resolutions unless the assembly insists;
17. consults quietly and unobtrusively with the parliamentarian when advice is needed or requested;
18. asks the parliamentarian to explain or interpret, for the sake of clarity when necessary, a point to the assembly; and
19. ensures flag of the country is displayed properly in speaker's area or on the podium.

## Decorum of the Member [8 and 10, Pg. v]

**A member**

1. gives full attention to the chair at the rap of the gavel;
2. addresses the chair to gain recognition;
3. obtains the floor before addressing the assembly – except in dire emergency;
4. willingly observes rules of debate;
5. confines remarks to the merits of the pending question;
6. refrains from attacking the motives of others;
7. addresses all remarks through the chair (no cross-talk);
8. avoids the use of a member's name in debate;
9. refrains from speaking about action or matters not actually before the assembly;
10. does not read from a book or make lengthy quotation without permission of the assembly;
11. never speaks against her own motion;
12. addresses the chair as Madam President or other proper title;
13. speaks of the presiding officer as the chair;
14. addresses the vice-president when in the chair (and the president is not in the room) as Madam President; addresses others in the chair as Ms. Chair;
15. refrains from calling out a motion to adjourn or " Question!" when another has the floor;
16. obeys all legitimate orders of the presiding officer;
17. avoids walking between the presiding officer and the assembly;
18. refrains from disturbing the assembly and the presiding officer through whispering and restless behavior;
19. is seated when the floor is assigned to another;
20. accepts appointments and carries out assignments graciously or formally requests permission to be excused from the duty;
21. makes no effort to explain her vote during voting; and
22. abstains from voting on a question of direct personal interest.

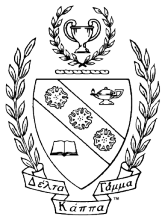
## Emblems and Symbols [3, Pg. v]

The Society has adopted particular names and symbols to represent its Mission and Purposes:

1. **Key –** the official symbol of membership – may be used at all levels on official Society materials such as stationery, yearbooks, program and websites.
2. **Seal –** the official seal of the Society is used only by Society Headquarters staff.
3. **Coat of Arms –** the coat of arms is included on the Society flag.
4. **Name –** The Delta Kappa Gamma Society International may also be known as the Society, Delta Kappa Gamma, ΔΚΓ, or DKG. The name of the Society in any form shall **not** be used on printed materials for commercial purposes without the permission of the international president and the corporate secretary of the Society.
5. **Jewelry –** the official jewelry of the Society includes the keypin; international, state organization, and chapter president's pin; Founder's pin; and International Achievement Award medallion.
   a. The international, state, and chapter president's pin is presented by the respective organization at the time of installation.

Key

Seal



Coat of Arms

International president's pin

State organization president's pin

Chapter president's pin

Founder's pin

b. Society jewelry may be worn on a ribbon or other manner as desired by the member.
c. All members are encouraged to purchase and wear their keypin; however, it is not a constitutional mandate to do so.
d. The chapter executive board, at its discretion, may give or sell returned keypins to initiates or to members who have lost their keypins.
e. Presidents' pins returned to international, state organizations, or chapters may be given or sold by the respective organization to presidents in office or to past presidents.
f. Jewelry may be purchased from an authorized supplier; if interested, make inquiry of chapter president/treasurer for information.

6. **Tombstone Memorials –** may be purchased to honor a deceased member; if interested, contact Society Headquarters or chapter president/treasurer for information.

## Flag Etiquette [8, Pg. v]

Flag protocol varies from country to country. Check the protocol for the country in which the meeting is being held to ensure proper respect for its flags.

1. Flags representing the Society and its member countries may be displayed during meetings of the Society.
2. Flag processionals may open and close a Society event.
3. Each country's flag should be handled with care and displayed appropriately.
4. The flag of the country in which the meeting is held, when carried in a procession with another flag or flags, should be either on the marching right – that is, the flag's own right – or if there is a line of other flags, in front of the center of that line.
5. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. International usage requires this in times of peace.
6. When displayed on a speaker's platform, the home country's flag should be flown to the speaker's right. At meetings in the United States of America when the United States Flag is displayed from a staff on the speaker's platform, it is placed to the speaker's right as she faces the audience, and to the observers' left. If the United States flag is used in the body of an auditorium, on the same level as the audience, the flag should be flown to the right of the audience.

## Introductions [8, Pg. v]

1. The presiding officer introduces or presents those seated at the head table and guests present.
2. Persons who are not members or who are unknown to the group are *introduced*.
3. Persons who are known to the group are *presented*.

## Opening Exercises [8, Pg. v]

Check the protocol of the country in which a meeting is being held and the state organization's parliamentary authority to determine proper order of activities that formally open a large meeting of an assembly. In the United States of America, the order of presentation would typically be an invocation, the national anthem, and the Pledge of

Allegiance to the Flag of the United States of America. An inspiration, if desired, would follow.

### Activities That May Have Religious Connotations

The Society has no religious affiliation and invites members of all faiths and denominations. Members are reminded that inspirations, invocations, etc. should not include any identifiable religious reference.

**Collect –** a short prayer comprising an invocation, petition, and conclusion.

1. A chapter may use or not use a collect. The Society does not have an official collect.
2. Chapters are encouraged to evaluate contemporary usage of a collect to ensure that it is non-sectarian and respects the faiths of all persons present.

**Grace –** thanks offered or a blessing asked before a meal. Grace should be non-sectarian.

**Inspiration –** a spiritual or ethical thought or message. An inspiration usually consists of an appropriate poem or quotation from a famous person or former leader of the Society.

**Invocation –** a prayer for divine assistance.

1. The invocation should be brief and non-sectarian.
2. The use of a generic form of universal spirit

**Memorial –** a commemoration, usually spiritual in nature.

1. A memorial is given for those who have served the Society.
2. A memorial varies from a moment of silence to a formal ceremony.

## Precedence [8, Pg. v]

1. Honor is accorded the office, not the individual.
2. The sequence of honor for Society positions and offices is international, state organization, and chapter.
3. Non-member guests and government officials take precedence over guests representing any level of DKG.
4. When very important persons (VIP) are equal in rank, the VIP with the greater length of service takes precedence. In the case of past presidents of the same level, the one with the most recent date of service takes precedence.

## Standing [8, Pg. v]

1. If the persons move in procession to take their places at the head table, it is a gesture of courtesy for members to stand.
2. It is a gesture of courtesy for members to stand while singing the Society anthem.

## Seating [ 8, Pg. v ]

1. At all meetings the number of persons to be seated at the head table is determined by the purpose of the meeting, size of the room, anticipated audience, and number of persons to be honored.
2. Head table seating for a business meeting should be functional.
3. If a head table is not desired for a *business* meeting, the presiding officer, the parliamentarian, and the recording secretary should be seated in close proximity to each other.
4. If space allows and it is a large assembly, the head table seating for a *business* meeting accommodates those serving in office, e.g. presiding officer, parliamentarian (seated to the left of the president), recording secretary (seated to the right of the president), treasurer, and vice-president(s).

### Suggested Seating Charts for Meetings

Regular Business Meeting

| 1 | 2 | 3 | 4 | L | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|

Audience

1. Treasurer
2. Vice-President
3. Secretary
4. President

L Lectern

5. Parliamentarian
6. Vice-President
7. Pledge of Allegiance
8. Inspiration

Head table seating for a business meeting should be functional. Those having a part in the meeting should be seated there.

Banquet

| 1 | 2 | 3 | 4 | L | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|

Audience

1. Music
2. Vice-President
3. Secretary
4. Presiding Officer

L Lectern

5. Guest Speaker
6. Person introducing Guest Speaker
7. Other program participant
8. Other program participant

Head table seating for a banquet should be functional. Those having a part in the meeting should be seated there.

# Appendix A. Chapter Member Biographical Data Sheet (Form 82)

## Chapter Member Biographical Data Sheet

**(Return to chapter president or membership chair)**

Name: _____

Chapter:_____ State/Province: _____

Address:_____

Phone: (Home):_____(Work):_____(Mobile): _____

E-mail: _____

**Someone who can always reach you:**

Name:_____Relationship: _____

Address: _____

Phone: (Home):_____(Work):_____(Mobile): _____

**Education:**

_____

_____

_____

_____

**Professional History:**

_____

_____

_____

_____

**Community Service or Interests:**

_____

_____

_____

_____

**Accomplishments:**

_____

_____

_____

_____

**Publications:**

_____

_____

_____

_____

APPENDIX A

APPENDIX A

**DKG Engagement:**

**Chapter**

**State Organization**

**International**

**Please return this form to your chapter president or chapter membership committee chair.**

# Appendix B. Chapter Rules Checklist

It is understood that all chapter practices are consistent with the *Constitution/International Standing Rules*, the state organization's designated parliamentary authority, and its bylaws.

**Name** (*Constitution*, Article I. B)

- ❑ Chapter name is assigned by the state organization.

**Mission and Purposes** (*Constitution*, Article II)

- ❑ Chapter mission and purposes include promotion of the Society Mission and Purposes.

**Membership** (*Constitution*, Article III; *International Standing Rules* 3.0)

- ❑ Membership is classified as active, reserve, and honorary; procedure for electing members is stated.
- ❑ Chapter has authority to act in matters of membership; records are kept by chapter.

**Finances** (*Constitution,* Article IV; *International Standing Rules* 4.3 and 4.4)

- ❑ Chapter dues and method of determining the dues are listed; members may vote to assess themselves.
- ❑ Financial controls include the president's approval of expenses, a budget, and a financial review.
- ❑ Special funds and/or awards may be created by the executive board and approved by the membership.

**Organization** (*Constitution,* Article V; *International Standing Rules* 5.12)

- ❑ Chapters may participate in a coordinating council; the president and a chapter member serve on such a council if it exists.
- ❑ Chapter president is a representative on the state organization executive board.

**Officers and Related Personnel** (*Constitution*, VI; *International Standing Rules* 6.0)

- ❑ Elected chapter officers include a president, a vice-president, and a secretary. A treasurer is selected by the executive board. Chapters may have an elected second vice-president and corresponding secretary.
- ❑ Elections are held in even-numbered years; the procedures for elections are delineated.
- ❑ The two-year term of office "or until a successor is named" is delineated for each office, except that of treasurer.
- ❑ Although not an officer, a parliamentarian is appointed.

**Executive Board** (*Constitution*, Article VII)

- ❑ Members include the elected officers, the immediate past president, and such other members as designated.
- ❑ The parliamentarian serves without vote. If the treasurer is paid for her services, she serves without vote.
- ❑ The executive board meets at least twice each year, but it may meet more often.
- ❑ A quorum is the majority of the voting members.

**Committees** (*Constitution*, Article VIII)

- ❑ A committee structure or an alternate structure for doing the work of specified international committees is indicated.
- ❑ A method of appointing/electing special committees is identified; a nominations committee may be elected or appointed; committees are appointed by the president unless exceptions are listed.
- ❑ The chapter president serves as member ex officio on committees except Nominations.
- ❑ Provisions are made for accomplishing tasks requiring immediate attention.

**Meetings** (*Constitution,* Article IX; *International Standing Rules* 9.0)

- ❑ At least four business meetings are held each year; other meetings/excursions may be scheduled.
- ❑ A quorum for regular meetings is designated.

**Communications/Publications** (*Constitution, Article XII; International Standing Rules* 12.0)

- ❑ President approves publications; the name and number of issues are specified.
- ❑ Chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

**Parliamentary Authority** (*Constitution*, Article XV)

- ❑ A statement is included that indicates the parliamentary authority designated for the governance of the chapter in instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

**Amendments** (*Constitution,* Article XVI)

- ❑ A procedure for amending chapter rules includes when they may be amended, by what body, the proportion of vote necessary to amend, and the procedure for notifying the membership.

**Dissolution** (*Constitution,* Article XIX)

- ❑ Obtaining the state organization's approval prior to taking any action is noted.
- ❑ Procedure for the transfer of members follows international transfer procedures.
- ❑ Funds remaining in chapter accounts are to be sent to the state organization treasurer; the chapter charter, paraphernalia and records are delivered to the state organization.

_____ date of last amendment _____ date of last revision

APPENDIX B

APPENDIX C

# Appendix C. Cross Reference Between *Constitution* and *International Standing Rules*

**Legend:** C = *Constitution*
ISR= *International Standing Rules*

| | | |
|---|---|---|
| Affiliates (C,p.38; ISR, p.26) | C Article XIV | ISR 14 |
| Amendments (C,pp.39-40) | C Article XVI | — |
| Awards (C,pp.35-47; ISR, pp.23-25) | C Article XIII | ISR 13 |
| Boards (C, pp. 15-17; ISR, p. 12) | C Article VII | ISR 7 |
| Committees (C,pp.18-25; ISR, pp. 13-18) | C Article VIII | ISR 8 |
| Conflict of Interest (C, pp.40-41) | C Article XVIII | — |
| Dissolution (C, pp.41-42) | C Article XIX | — |
| Finance (C, pp. 3-7; ISR, pp. 2-8) | C Article IV | ISR 4 |
| Indemnification (C, p.40) | C Article XVII | — |
| International Convention/Regional Conferences (C, pp.28-30; ISR, pp.18-19) | C Article X | ISR 10 |
| Meetings (C, pp.25-27; ISR, p.18) | C Article IX | ISR 9 |
| Membership (C, pp.2-3; ISR, pp.1-2) | C Article III | ISR 3 |
| Mission and Purposes (C, pp.1-2) | C Article II | — |
| Name and Emblems (C, p.1; ISR, p.1) | C Article I | ISR 1 |
| Officers (C, pp.9-15; ISR, pp.11-12) | C Article VI | ISR 6 |
| Organization (C, pp.7-9; ISR, pp.8-11) | C Article V | ISR 5 |
| Parliamentary Authority (C, pp.38-39) | C Article XV | — |
| Publications (C, pp.32-35; ISR, pp.20-23) | C Article XII | ISR 12 |
| Society Headquarters (C, pp.31-32; ISR, pp.19-20) | C Article XI | ISR 11 |
| The Delta Kappa Gamma Society Educational Foundation (C, p.42) | C Article XX | — |

# Appendix D. Educators Award Recipients

| Year | Author | Title | Publisher |
|---|---|---|---|
| 2015 | danah boyd*<br>*Authors preferred spelling | *It's Complicated: the social lives of networked teens* | Yale University Press |
| 2014 | Rachel Adams | *Raising Henry, A Memoir of Motherhood, Disability and Discovery* | Yale University Press |
| 2013 | Sara Lawrence-Lightfoot | *EXIT: The Endings That Set Us Free* | Sarah Crichton Books |
| 2012 | Donna Hicks | *Dignity: Its Essential Role in Resolving Conflict* | Yale University Press |
| 2011 | Ann L. Mullen | *Degrees of Inequality: Culture, Class, and Gender in American Higher Education* | The Johns Hopkins University Press |
| 2010 | Susan D. Blum | *My Word! Plagiarism and College Culture* | Cornell University Press |
| 2009 | Lois Brown Easton | *Engaging the Disengaged: How Schools can help Struggling Students Succeed* | St. Martin's Press Harper Collins |
| 2008 | Linda Lear<br><br>Nina Burleigh | *Beatrix Potter: A Life in Nature*<br><br>*Mirage: Napoleon's Scientists and the Unveiling of Egypt* | St. Martin's Press HarperCollins |
| 2007 | Stephanie Pace Marshall | *The Power to Transform: Leadership That Brings Learning and Schooling to Life* | Jossey-Bass |
| 2006 | Roseanne Liesveld and Jo Ann Miller | *Teach With Your Strengths: How Great Teachers Inspire Their Students* | Gallup Press |
| 2005 | Bettina Fabos | *Wrong Turn on the Information Superhighway* | Teacher Press, Columbia University |
| 2004 | Sandra Cusack and Wendy Thompson Rita Smilkstein | *Mental Fitness for Life: Seven Steps to Healthy Aging We're Born to Learn: Using the Brain's Natural Learning Process to Create Today's Curriculum* | Key Porter Books Corwin Press |
| 2003 | Eileen Gale Kugler | *Debunking the Middle-Class Myth: Why Diverse Schools Are Good for All Kids* | Scarecrow Press |
| 2002 | Katherine G. Simon | *Moral Questions in the Classroom: How to Get Kids to Think Deeply About Real Life and Their Schoolwork* | Yale University Press |
| 2001 | Carol Maxym and Leslie B. York | *Teens in Turmoil: A Path to Change for Parents, Adolescents, and Their Families* | Viking |

APPENDIX D

# APPENDIX D

| | | | |
|---|---|---|---|
| 2000 | Margaret D. Lowman | *Life in the Treetops: Adventures of a Woman in Field Biology* | Yale University Press |
| 1999 | Cristina Rathbone | *On the Outside Looking In: A Year in an Inner-City High School* | Grove/Atlantic, Inc. |
| 1998 | Terri Apter | *The Confident Child: Emotional Coaching for the Crucial Decade - Ages Five to Fifteen* | W. W. Norton & Co. |
| 1997 | Ruthellen Josselson | *Revising Herself: The Story of Women's Identity From College to Midlife* | Oxford University Press |
| 1996 | Maureen Barbieri | *Sounds from the Heart: Learning to Listen to Girls* | Heinemann |
| 1995 | Stacey Bess | *Nobody Don't Love Nobody: Lessons on Love from the School With No Name* | Gold Leaf Press |
| 1994 | Janet Wilde Astington | *The Child's Discovery of the Mind* | Harvard University Press |
| 1993 | Ruth Mitchell | *Testing for Learning: How New Approaches To Evaluation Can Improve American Schools* | The Free Press |
| 1992 | Patricia St. John | *The Secret Language of Dolphins* | Summit Books |
| 1991 | Jane M. Healy | *Endangered Minds: Why Our Children Don't Think* | Simon & Schuster |
| 1990 | Nancy Schlossberg | *Overwhelmed: Coping with Life's Ups and Downs* | Lexington Books |
| 1989 | June Sochen | *Cafeteria America: New Identities in Contemporary Life* | Iowa State University Press |
| 1988 | Jane M. Healy | *Your Child's Growing Mind* | Doubleday & Co. |
| 1987 | Svea J. Gold | *When Children Invite Child Abuse: A Search for Answers When Love is Not Enough* | Fern Ridge Press |
| 1986 | Helene Hanff Vera John-Steiner | *Q's Legacy Notebooks of the Mind: Explorations in Thinking* | Little, Brown and Company University of New Mexico Press |
| 1985 | Avis Brenner | *Helping Children Cope With Stress* | Lexington Books, Div. of D.C. Heath & Co. |
| 1984 | Diane Ravitch | *The Troubled Crusade: American Education 1945-1980* | Basic Books |
| 1983 | Carol Gilligan | *In a Different Voice* | Harvard University Press |
| 1982 | Mary MacCracken | *City Kid* | Little, Brown and Company |

| | | | |
|---|---|---|---|
| 1981 | Helen Featherstone | *A Difference in the Family* | Basic Books |
| 1980 | Sylvia Ashton-Warner | *I Passed This Way* | Alfred A. Knopf |
| 1979 | Evelyne Accad Helen Gouldner | *Veil of Shame Teachers' Pets, Troublemakers, and Nobodies* | Editions Naaman Greenwood Press |
| 1978 | Kate Long | *Johnny's Such a Bright Boy, What a Shame He's Retarded* | Houghton Mifflin |
| 1977 | Ellen Moers | *Literary Women* | Doubleday |
| 1976 | Carole Klein | *The Myth of the Happy Child* | Harper & Row |
| 1975 | Diane Ravitch | *The Great School Wars: New York City, 1805-1973* | Basic Books |
| 1974 | Maxine Greene | *Teacher as Stranger: Educational Philosophy for the Modern Age* | Wadsworth |
| 1973 | Rosalind Loring and Theodora Wells | *Breakthrough: Women into Management* | Van Nostrand Reinhold |
| 1972 | Elizabeth Janeway | *Man's World, Woman's Place* | Morrow |
| 1971 | Muriel Beadle | *A Child's Mind* | Doubleday |
| 1970 | Lisa Richette | *Throwaway Children* | Lippincott |
| 1969 | Helaine Dawson | *Outskirts of Hope* | McGraw |
| 1968 | Maya Pines | *Revolution in Learning* | Harper |
| 1966 | Jessie Bernard | *Academic Women* | Pennsylvania State University Press |
| 1964 | Roma Gans | *Common Sense in Teaching Reading: A Practical Guide* | Bobbs |
| 1962 | Marianne Besser | *Growing Up With Science* | McGraw |
| 1960 | Blanche Jefferson | *Teaching Art to Children: The Value of Creative Expression* | Allyn & Bacon |
| 1958 | Dorothy Rogers | *Mental Hygiene in Elementary Education* | Houghton |
| 1956 | Kate Hevner Mueller | *Educating Women for a Changing World* | University of Minnesota Press |
| 1954 | Agnes Meyer | *Out of these Roots* | Atlantic-Little |
| 1952 | Catherine Drinker Bowen | *John Adams and the American Revolution* | Atlantic-Little |
| 1950 | Louise Hall Tharp | *The Peabody Sisters of Salem* | Little |
| 1948 | Kate Wofford Modern | *Education in the Small Rural School* | Macmillan |
| 1946 | Dorothy Canfield Fisher | *Our Young Folks* | Harcourt |

# APPENDIX D

APPENDIX E

# Appendix E. Founders of the Society

| | | |
|---|---|---|
| Dr. Annie Webb Blanton | Austin, Texas | August 19, 1870-October 2, 1945 |
| Miss Mamie Sue Bastian | Houston, Texas | November 27, 1875-February 20, 1946 |
| Miss Ruby Cole | San Antonio, Texas | December 2, 1885-November 21, 1940 |
| Miss Mabel Grizzard | Waxahachie, Texas | March 22, 1888-July 12, 1968 |
| Dr. Anna Hiss | Austin, Texas | May 11, 1892-January 29, 1972 |
| Miss Ray King | Fort Worth, Texas | July 13, 1888-January 24, 1979 |
| Miss Sue King | Fort Worth, Texas | January 8, 1886-May 4, 1930 |
| Dr. Helen L. Koch | Austin, Texas | August 26, 1895-July 14, 1977 |
| Mrs. Ruby Terrill Lomax | Austin, Texas | February 7, 1886-December 28, 1961 |
| Dr. Cora M. Martin | Austin, Texas | November 27, 1884-April23, 1965 |
| Mrs. Lalla M. Odom | Austin, Texas | April 8. 1874-April 13, 1964 |
| Miss Lela Lee Williams | Dallas, Texas | July 20, 1883-February 18, 1971 |

*The best feature of Delta Kappa Gamma is the new friendships which it brings. I value yours.*

Annie Webb Blanton

# Appendix F. International Achievement Award Recipients

APPENDIX F

1933 Dr. Annie Webb Blanton, Texas*
1934 Agnes Ellen Harris, Alabama*
1935 Mamie Sue Bastian, Texas*
1936 Norma Smith Bristow Salter, Alabama*
1937 Eula Lee Carter, Texas*
1938 Berneta Minkwitz, Texas*
1939 Birdie F. Adams, New Mexico*
1940 Dr. Madilene Veverka, California*
1941 Dr. Maycie K. Southall, Tennessee*
1942 Margaret White, Ohio*
1943 Dr. Emma Reinhardt, Illinois*
1944 Dr. Clara M. Parker, Texas*
1945 Dr. May A. Allen, Louisiana*
1946 Dr. M. Margaret Stroh, District of Columbia*
1947 Birdella Ross, Minnesota*
1948 Katharine Obye, Illinois*
1949 Dorothea Meager, Oklahoma*
1950 Dr. Ella Hanawalt, Wisconsin*
1951 Dr. Vera Butler, Connecticut*
1952 J. Maria Pierce, California*
1953 Eunah Temple Holden, Florida*
1954 Edna McGuire Boyd, Indiana*
1955 A. Margaret Boyd, Ohio*
1956 Zora Ellis, Alabama*
1957 Dr. Mildred E. English, Georgia*
1958 Lalla M. Odom, Texas*
1959 Sara Rives, Kentucky*
1960 Dr. Dora McFarland, Oklahoma*
1961 Ola B. Hiller, Michigan*
1962 Mary Thornton, Louisiana*
1963 Dr. Carolyn Guss, Indiana*
1964 Yvette Rosenthal, Texas*
1965 Dr. Catherine Nutterville, Montana*
1966 Alida W. Parker, California*
1967 Lela Lee Williams, Texas*
1968 Eva Gardner, Georgia*
1969 Nell B. McMains, Texas*
1970 Elsie Lindgren, Idaho*
1971 Ray King, Texas*
1972 Dr. Dorothy L. Johnson, District of Columbia (North Carolina)
1973 Dr. Helen L. Koch, Illinois*
1974 Dr. Mary Frances White, Kansas*
1975 Phebe H. Emmons, North Carolina*
1976 Kathryn E. Young, Arizona*
1977 Catherine M. Rathman, Texas*
1978 Esther H. Strickland, Ohio*
1979 Nadine M. Ewing, Illinois* (Nevada)
1980 Beatrice O'Brien, California*
1981 Bernice Conoly, Oregon*
1982 Dr. Inez Jeffery, Texas*
1983 Dr. Alice M.E. Cheatley, Manitoba
1984 Sarah Tobolowsky, Texas*
1985 Dr. Gloria Little, Arizona*
1986 Janice I. Nerem, Montana
1987 Jessie Sim, Texas*
1988 Dr. Margaret Sherer, Tennessee*
1989 Dr. Barbara Baker, Virginia (Arizona)
1990 Nancy Martin, California
1991 Marjorie J. Allen, Florida*
1992 Joyce Cozzo, California*
1993 Dr. Janet Shelver, South Dakota
1994 Laginia Hale, Texas*
1995 Dr. Ruby A. Matthews, South Carolina*
1996 Ardith V. Inman, Illinois
1997 Dr. Irene Murphy, Pennsylvania*
1998 Carol Mueller, Nevada
1999 Dr. Paula A. Dent, Michigan*
2000 Margot Salinas de Resendez, Nuevo Leon
2001 Jean Gray, Maryland
2002 Dr. Theresa Fechek, Texas (Ohio)
2003 Jacklynn R. Cuppy, Alberta
2004 Dr. Isabel C. Wheeler, Tennessee*
2005 Evelyn Barron, Mississippi (Texas)
2006 Sandy Whitney, Texas
2007 Berneil Drake, Arizona*
2008 Sandra Smith Bull, Texas
2009 Dr. Barbara Day, North Carolina
2010 Dr. Beverly Helms, Florida
2011 Dr. Carolyn J. Rants, Iowa
2012 Alice Carrier, Vermont
2013 Dr. Sigrún Klara Hannesdóttir, Iceland
2014 Dr. Jensi Souders, Tennessee

( ) State where presently residing
* Deceased

APPENDIX G

# Appendix G. International Honorary Members

## 1929 - 2014

Major General LaRita Aragon, Oklahoma
Laura Bush, Texas
Secretary of State Hillary Rodham Clinton, New York
Dr. Bonnie J. Dunbar, Washington
Shirley M. Hufstedler, California
Senator Kay Bailey Hutchison, Texas
Her Excellency the Right Honorable Michaëlle Jean, Governor General of Canada
Dr. Darla D. Moore, South Carolina
Lieutenant General Carol A. Mutter, Colorado & Indiana
Cora Weiss, New York
Mary Ellen Withrow, Maryland

## Deceased

Judge Florence E. Allen, Ohio
Dr. Ethel J. Alpenfels, Connecticut
Edna P. Amidon, Virginia
Dr. Maude Mary Babcock, Utah
Dr. Edna Dean Baker, Illinois
Margaret Culking Banning, Minnesota
Dr. Mary Ritter Beard, Connecticut
Dr. Jean Betzner, New York
Dr. Leonora Neuffer Bilger, Hawaii
Dr. Katherine Devereaux Blake, New York
Ethel Brown, California
Pearl S. Buck, Pennsylvania
Senator Hattie Wyatt Caraway, Arkansas
Dr. Mary Ashby Cheek, Illinois
Elizabeth Collins, Hawaii
Grace Noll Crowell, Texas
Lola Mae Daniel, Texas
Sadie Orr Dunbar, Oregon
Dr. Welthy Honsinger Fisher, New York
Dr. Zelma Watson George, Ohio
Dr. Lillian Moller Gilbreth
Dr. Meta Glass, Virginia
Edith Starrett Green, Oregon
Dr. Martha Wright Griffiths, Michigan
Lorena B. Hahn, Nebraska
Dr. Alta S. Hall, California
Dr. Patty Smith Hill, New York
May Hill, Texas
Admiral Grace Murray Hopper, Virginia
Dr. Frances Horwich, Illinois & Arizona
Judge Sarah T. Hughes, Texas
Virginia Merges Kletzer, Oregon
Minnie Lindsay, Texas
Dr. Kathryn McHale, Washington D.C.
Dr. Margaret Mead, New York
Charlie Mary Noble, Texas
Dr. May Owen, Texas
Ella Caruthers Porter, Texas
Dr. Aurelia Henry Reinardt, California
Pauline Frederick Robbins, Pennsylvania
Lexie Dean Robertson, Texas
Ruth Bryan Owen Rhode, New York
Eleanor Roosevelt, New York
Dr. Florence Sabin, Colorado
Dr. Agnes Samuelson, Washington D.C.
Narcissa T. Shawnhan, Alabama
Judge Caroline K. Simon, New York
Dr. Dora V. Smith, Minnesota
Senator Margaret Chase Smith, Maine
Mabel T. Studebaker, Pennsylvania
Lila Bell Acheson Wallace, New York
Pearl Wanamaker, Washington
Dr. Helen C. White, Wisconsin
Dr. Mary Wooley, Massachusetts

# Appendix H. Merger and Consolidation

## Combining of Societies

***Robert's Rules of Order Newly Revised* 11th Edition, (Pages 361-364)**

In cases where two existing societies wish to combine, there are two possible procedures, which are legally distinct.

1a. **A** is absorbed into **B**. (**B** Bylaws govern)

1b. **B** is absorbed into **A**. (**A** Bylaws govern)

2. **A** and **B** both discontinue their separate existence in order to come together in a new organization. Bylaws to govern C must be developed and adopted. [Called Consolidation]

| | Merger | Consolidation |
|---|---|---|
| Definition | One of the two organizations continues, while the other loses its independent identity and *ceases to exist, since it is merged – that is, absorbed – into the former. | Two or more organizations each discontinue their independent existence, and a new entity is formed that includes the memberships of the consolidating organizations, continues their work, and assumes their assets and liabilities. |
| Name | The resulting organization may be given a new name. | The resulting organization may be given a new name. |
| Incorporated | Consult an attorney to draw up the proper papers and advise as to all steps necessary to fulfill the legal arrangement. | Consult an attorney to draw up the proper papers and advise as to all steps necessary to fulfill the legal arrangement. |
| Unincorporated | The organization that is giving up its independent identity should adopt a resolution substantially as follows:<br>• "*Resolved*, That the __A__ Society be, and hereby is, merged into the __B__ Society as of [date] or when such merger shall be accepted by the __B__ Society."<br>• For its adoption, such a resolution requires the same notice and vote as for amending the bylaws.<br>• This resolution should be joined with, or its adoption should be followed by the adoption of, resolutions transferring all of the assets and liabilities to the chapter into which it is merging, and providing for whatever other administrative details will be required in the mechanics of transition. | The two or more consolidating organizations adopt resolutions authorizing the consolidation, similar to the resolutions described in the item relating to merger.<br>• Often – but not necessarily – these meetings are held simultaneously in the same building.<br>• The resolutions containing details relating to the mechanics of transition are usually drafted by a joint committee.<br>• After the consolidating organizations have each adopted resolutions which are substantially identical and which provide for consolidation as of a stated date, a joint meeting of the members of the consolidating groups is held for the purpose of organizing the new society that is to emerge. |

APPENDIX H

APPENDIX H

| | | |
|---|---|---|
| | • The society into which the first organization is being merged should adopt a resolution accepting the merger, and this motion similarly requires the same notice and vote as to amend the accepting organization's bylaws, because it so greatly alters the per-capita interest of each member.<br><br>• Often, resolutions authorizing and approving mergers contain stipulations and qualifications, sometimes even to the extent of naming the officers who will serve during the first year after the merger.<br><br>Usually these resolutions are the work of a joint committee of the two organizations and form a part of its recommendations. | • A new set of bylaws must be drawn up and adopted. The procedure is similar to that for the original establishment of a society except that the necessary resolutions and motions normally are worded so that the date on which the new organization is established, its bylaws take effect, and its officers assume office coincides with the date on which the consolidating groups discontinue separate existence. |

*"Ceases to exist" (an outcome) is not synonymous with "Dissolution" (a process)
January 2009

# Appendix I. Parliamentary Procedures

## Ranking Motions

Motions are listed in the order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions, except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

| | Interrupt | Second | Debate | Amend | Vote | Reconsider |
|---|---|---|---|---|---|---|
| **Privileged Motions** | | | | | | |
| # Fix the time to Which to Adjourn | | S | | A | M | R |
| * Adjourn | | S | | | M | |
| # Recess | | S | | A | M | |
| Raise a Question of Privilege | I | | | | + | |
| Call for the Orders of the day | I | | | | + | |
| **Subsidiary Motions** | | | | | | |
| Lay on the Table | | S | | | M | R* |
| Previous Question (close debate) | | S | | | ²/₃ | R* |
| # Limit of Extend Limits of Debate | | S | | A | ²/₃ | R* |
| # Postpone to a Certain Time (or Definitely) | | S | D | A | M | R* |
| # Commit or Refer | | S | D | A | M | R* |
| # Amend | | S | D | A* | M | R |
| # Postpone Indefinitely | | S | D | | M | R* |
| **Main Motion** | | S | D | A | M | R |

## Meaning of Symbols

A – Can be amended.
D – Is debatable.
I – Is in order when another has the floor.
M – Requires a majority vote (i.e., more than half the votes cast).
R – The vote on this motion may be reconsidered.
S – Requires a second.
²/₃ – Requires ²/₃ vote (i.e., at least twice as many in the affirmative as in the negative.)
\+ – Usually no vote is taken. The chair decides.
\# – A main motion when no other motion is pending
— – No vote is taken. The chair responds.
* – See *Robert's Rules of Order Newly Revised*, current edition, for specific rule. Consult index and tinted pages for further information and page references.

## Procedure for Handling a Main Motion

I. Obtaining and assigning the floor
   A. Members rises and addresses the chair.
   B. Chair recognizes member.

II. How the motion is brought before the assembly
   A. Member makes motion.
   B. Another member seconds motion.
   C. Chair states motion.

III. Consideration of the motion
   A. Members debate motion.
   B. Chair puts question and members to vote.
   C. Chair announces result of vote.

See next page for sample dialogue of proper procedures.

## Process of Amending

1. To **insert** or to **add** (a word, consecutive words or paragraph)
2. To **strike out** (a word, consecutive words or a paragraph)
3. To **strike out and insert** (which applies to words) or to **substitute** (which is not applied to anything less than a complete paragraph of one or more sentences)

APPENDIX I

APPENDIX I

## Procedure for Handling a Main Motion

I. Obtaining and assigning the floor
- A. A member rises when no one else has the floor and addresses the chair. "Mr./Madam President," "Mr./Madam Chairman," or by other proper title.
  1. In a large assembly, the member give his name and identification.
  2. The member remains standing and awaits recognition by the chair.
- B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.

II. How the motion is brought before the assembly
- A. The member makes the motion: "I move that (or "to")..." and resumes his seat.
- B. Another member, without rising, seconds the motion: " I second the motion" or "I second it" or, even, "Second."
- C. The chair states the question on the motion: "It is moved and seconded that (or "to")... Are you ready for the question?"

III. Consideration of the motion
- A. Members can debate the motion.
  1. Before speaking in debate, members obtain the floor as in I above.
  2. The maker of the motion has first right to the floor if he claims it promptly.
  3. All remarks must be addressed to the chair.
  4. Debate must be confined to the merits of the motion.
  5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
- B. The chair puts the question (puts it to vote).
  1. The chair asks: "Are you ready for the question?" If no one then rises to claim the floor, the chair proceeds to put the question.
  2. The chair says: "The question is on the adoption of the motion that (or "to")...Those in favor of the motion, say **Aye**. (Pause for response) Those opposed, say **No**." (Pause for response)
- C. The chair announces the result of the vote.
  1. "The **ayes** have it; the motion is adopted, and...(indicating the effect of the vote or ordering its execution)." (or)
  2. "The ***noes*** have it and the motion is lost."

## The Chair and a Sample Order of Business

**Call to Order**

The presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says, "The meeting will come to order."

**Opening Ceremonies** (religious, patriotic, ritualistic, etc. — optional)
"Please rise and remain standing for the invocation, which will be given by..., and the Pledge of Allegiance to the Flag of the United States of America*, which will be led by..." (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order.)

**Roll Call** (if customary)
"The Secretary will call the roll of officers (or "will call the roll")."

**Reading and Approval of Minutes**
"The Secretary will read the minutes." (The presiding officer sits down.)
Except in the smallest of meetings, the secretary stands to read the minutes.
"Are there any corrections to the minutes?" (Pause)

*or if appropriate to the flag of one of the 17 DKG member countries.

"If there are no corrections, the minutes stand (or "are") approved as read."
With corrections: "If there is no objection, the Secretary will make the correction(s)....
If there are no further corrections, the minutes stand (or "are") approved as corrected."

**Reports of Officers, Boards, and Standing Committees**
"The next item of business is hearing reports of the officers, boards, and standing committees."
Officers and standing committees are called on in the order they are listed in the bylaws.
The chair usually calls on only those who have reports to make.

In calling on the secretary: "Is there any correspondence?"

In calling on the treasurer: "May we have the Treasurer's report."

A treasurer's report is never adopted. An auditor's report, usually made annually, is adopted.

"The question is on the adoption of the Auditor's report. Those in favor of the motion, say ***Aye***. Those opposed say ***No***. The ***ayes*** have it and the Auditor's report is adopted."

An officer should not move the implementation of a recommendation in his report; another member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting member of a committee, "by direction of" (or "on the behalf of") the board (or "the committee")," moves the adoption of the necessary motion to implement any recommendations the board or committee makes.

A motion arising out of an officer's, board's, or committee's report is taken up immediately.

**Reports of Special Committees** (announced only if there are such committees prepared or instructed to report)
"The next item of business is hearing reports of special committees. The committee appointed to... will now report."

Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "by direction of" (or "on behalf of") the committee," moves the adoption of motions or resolutions in the report.

**Special Orders** (announced only if there are such items)
Unfinished special orders from the previous meeting and items made special orders for this meeting and not set for specific hours are taken up under this heading. Matters set by the bylaws for a particular meeting may be taken up.

"The next item of business is the consideration of special orders. At the previous meeting, the motion relating to...was postponed to this meeting and made a special order. The question is on the motion that...Are you ready for the question?"

"The Secretary will read from the bylaws Article _____ Section _____ concerning the election of a Nominating Committee."

**Unfinished Business and General Orders** (announced only if there are such items)
Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.

"Under *Unfinished Business and General Orders*, the first item of business is the motion relating to... that was pending when the previous meeting adjourned. The question is on the adoption of the motion that...Are you ready for the question?"

"The next item of business is the motion relating to...that was postponed to this meeting. The question is on the adoption of the motion that...Are you ready for the question?"

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**New Business**
"Is there any new business?"
"Is there any further new business?"

**Announcements**
"The chair has the following announcements...Are there other announcements?"

**Program**
The chair does not "turn the meeting over" but announces "The Program Committee will now present the program" or "...will introduce our speaker."

**Adjournment**
"Is there any further business? (Pause) Since there is no further business, the meeting is adjourned." (or)

"A motion to adjourn is in order."
In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it and the meeting is adjourned." (A single rap of the gavel may be used.)

| Non-Ranking Motions | Interrupt | Second | Debate | Amend | Vote | Reconsider |
|---|---|---|---|---|---|---|
| **Incidental Motions** | | | | | | |
| Appeal | I | S | D* | | M* | R |
| Close Nominations or Close the Polls | | S | | A | 2/3 | |
| Consideration by Paragraph or Seriatim | | S | | A | M | |
| Create a Blank | | S | | | M | |
| Division of a Question | | S* | | A | M* | |
| Division of the Assembly | I | | | | * | |
| Objection to the Consideration of a Question | * | | | | 2/3 | R* |
| Parliamentary Inquiry | I | | | | — | |
| Point of Information | I | | | | — | |
| Point of Order | I | | * | | + | |
| Reopen Nominations or the Polls | | S | | A | M | R* |
| Request for Permission to Withdraw a Motion | * | * | | | M | R* |
| Suspend the Rules | | S | | | 2/3* | |
| **Motions that Bring a Question Again Before the Assembly** | | | | | | |
| Take from the Table | | S | | | M | |
| **Rescind or Amend Something Previously Adopted | | S | D | A | * | R* |
| **Discharge a Committee | | S | D | A | * | R* |
| Reconsider | * | S | D* | | M | |

**—An incidental main motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority of entire membership.

Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by unanimous consent or a majority vote of the assembly.

Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and can be made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which a business meeting is held.

### Pertinent Facts

A **main motion** brings business before the assembly.

A **subsidiary motion** assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A **privileged motion** deals with special matters of immediate importance. It does not relate to the pending business.

An **incidental motion** is related to the parliamentary situation in such a way that it must be decided before business can proceed.

### Forms of Voting

A **voice vote** is the most commonly used form of voting.

A **rising vote** is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A **count** can be ordered by the chair or by a majority vote of the assembly.

**Unanimous consent** is a vote of silent agreement without a single objection.

A **ballot** or **roll call** vote can be ordered by a majority.

Rulings of the chair can be appealed.

## Basic Parliamentary Information

Prepared by the Education Committee
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# APPENDIX I

APPENDIX J

# Appendix J. Past National and International Presidents

## National Presidents

| | |
|---|---|
| 1929–1933 | Dr. Annie Webb Blanton, Texas* |
| 1933–1936 | Norma Smith Bristow Salter, Alabama* |
| 1936–1938 | Mamie Sue Bastian, Texas* |
| 1938–1940 | Dr. Maycie K. Southall, Tennessee* |
| 1940–1942 | Dr. Emma Reinhardt, Illinois* |
| 1942–1945 | Dr. M. Margaret Stroh, District of Columbia* |
| 1945–1948 | Dr. Catherine Nutterville, Montana* |
| 1948–1950 | Birdella M. Ross, Minnesota* |

## International Presidents

| | |
|---|---|
| 1950–1952 | Eunah Temple Holden, Florida* |
| 1952–1954 | J. Maria Pierce, California* |
| 1954–1956 | Edna McGuire Boyd, Indiana* |
| 1956–1958 | A. Margaret Boyd, Ohio* |
| 1958–1960 | Ola B. Hiller, Michigan* |
| 1960–1962 | Zora Ellis, Alabama* |
| 1962–1964 | Alida W. Parker, California* |
| 1964–1966 | Dr. Carolyn Guss, Indiana* |
| 1966–1968 | Nell B. McMains, Texas* |
| 1968–1970 | Dr. Dorothy L. Johnson, District of Columbia* |
| 1970–1972 | Dr. Mary Frances White, Kansas* |
| 1972–1974 | Phebe H. Emmons, North Carolina* |
| 1974–1976 | Esther H. Strickland, Ohio* |
| 1976–1978 | Nadine M. Ewing, Illinois* |
| 1978–1980 | Bernice Conoly, Oregon* |
| 1980–1982 | Sarah Tobolowsky, Texas* |
| 1982–1984 | Dr. Gloria R. Little, Arizona* |
| 1984–1986 | Jessie Sim, Texas* |
| 1986–1988 | Dr. Barbara Baker, Virginia |
| 1988–1990 | Marjorie J. Allen, California* |
| 1990–1992 | Dr. Janet Shelver, South Dakota |
| 1992–1994 | Dr. Ruby A. Matthews, South Carolina* |
| 1994–1996 | Dr. Irene Murphy, Pennsylvania* |
| 1996–1998 | Dr. Paula A. Dent, Michigan* |
| 1998–2000 | Evelyn Barron, Mississippi |
| 2000–2002 | Carol Mueller, Nevada |
| 2002–2004 | Jean Gray, Maryland |
| 2004–2006 | Jacklynn Cuppy, Alberta |
| 2006–2008 | Dr. Barbara Day, North Carolina |
| 2008-2010 | Dr. Carolyn J. Rants, Iowa |
| 2010-2012 | Dr. Jensi Souders, Tennessee |
| 2012-2014 | Dr. Beverly Helms, Florida |

*Deceased

# Appendix K. Regional (international) Structure

**Europe**

1. Estonia
2. Finland
3. Germany
4. Great Britain
5. Iceland
6. The Netherlands
7. Norway
8. Sweden

**Northeast**

1. Connecticut
2. Delaware
3. District of Columbia
4. Illinois
5. Indiana
6. Maine
7. Maryland
8. Massachusetts
9. Michigan
10. New Brunswick
11. New Hampshire
12. New Jersey
13. New York
14. Ohio
15. Ontario
16. Pennsylvania
17. Puerto Rico
18. Quebec
19. Rhode Island
20. Vermont
21. West Virginia

**Northwest**

1. Alaska
2. Alberta
3. British Columbia
4. Idaho
5. Iowa
6. Manitoba
7. Minnesota
8. Montana
9. Nebraska
10. North Dakota
11. Oregon
12. Saskatchewan
13. South Dakota
14. Washington
15. Wisconsin
16. Wyoming

**Southeast**

1. Alabama
2. Arkansas
3. Florida
4. Georgia
5. Kentucky
6. Louisiana
7. Mississippi
8. North Carolina
9. South Carolina
10. Tennessee
11. Virginia

**Southwest**

1. Arizona
2. Baja California
3. California
4. Colorado
5. Costa Rica
6. El Salvador
7. Guatemala
8. Hawaii
9. Jalisco
10. Japan
11. Kansas
12. Mexico D.F.
13. Missouri
14. Nevada
15. New Mexico
16. Nuevo Leon
17. Oklahoma
18. Panama
19. Puebla
20. San Luis Potosi
21. Texas
22. Utah

APPENDIX K

# Sample Budget Worksheet

_____ Chapter

20 _____ - 20 ____

## Revenue

| | | | |
|---|---|---|---|
| Balance brought forward July 1, ____ | | | $ _____ |
| Estimated Receipts | | | |
| Dues | | | |
| | International | ____ @ $40 (Active) | $ _____ |
| | | ____ @ $20 (Reserve) | _____ |
| | State | ____ @ ____ (A) | _____ |
| | | ____ @ ____ (R) | _____ |
| | Chapter | ____ @ ____ (A) | _____ |
| | | ____ @ ____ (R) | _____ |
| Scholarship Fee | | ____ @ $1.00 | _____ |
| Initiation Fee | | ____ @ $10.00 | _____ |
| Chapter Assessments | | ____ @ ____ | _____ |
| Interest Income | | | _____ |
| Other _____ | | | _____ |
| Total Estimated Receipts | | | $ _____ |
| Total Amount Available for Budget (Balance Brought Forward + Receipts) | | | $ _____ |

## Expenditures

| | | | |
|---|---|---|---|
| Estimated Expenses | | | |
| Dues | | | |
| | International | ____ @ $40 (Active) | $ _____ |
| | | ____ @ $20 (Reserve) | _____ |
| | State | ____ @ ____ (A) | _____ |
| | | ____ @ ____ (R) | _____ |
| Scholarship Fee | | | _____ |
| Initiation Fee | | | |
| | International | ____ @ $2.50 | _____ |
| | State | ____ @ $2.50 | _____ |
| | Total Dues and Fees | | $ _____ |
| President's expenses | | | |
| | Conventions, workshops | | _____ |
| | Miscellaneous | | _____ |
| Meeting expenses | | | _____ |
| Initiation expenses | | | _____ |
| Stationery and supplies | | | _____ |
| Chapter yearbook | | | _____ |
| Postage | | | _____ |
| Contributions | | | |
| | International Funds | | _____ |
| | State Funds | | _____ |
| Special Projects | | | _____ |
| Gifts and flowers | | | _____ |
| Micellaneous | | | _____ |
| Other _____ | | | _____ |
| Total Chapter Operating Expenses | | | $ _____ |
| Total Estimated Expenses | | | $ _____ |
| Estimated Balance June 30, 20___ | | | $ _____ |

# Appendix M. Sample Chapter Business Meeting Agenda

The sequence and headings listed below are the customary or *standard* order of business for a chapter's regular business meetings.

A parliamentarian should be in attendance and ready to advise the presider in making procedural decisions.

Welcome
If a collect is used, it is given before the first order of business.

1. Roll call-optional: Attendance check sheet or other method of determining attendance may be used. An official attendance record is not mandatory. The number of members and guests present may be announced.
2. Quorum: Announce that a quorum is present or is not present for conducting official business.
3. Approval of Minutes
   If minutes are sent to all members in advance of the meeting, they do not need to be read at the meeting; just opened to corrections and then approved.
   If minutes are approved before the meeting by an appointed committee, then only the committee report is given at this time. Minutes and corrections to minutes are usually handled by unanimous consent, formal motions are not necessary.
4. Report of the Treasurer: The treasurers report will be filed for financial review at the end of the year/biennium
5. Reports of other Officers, Executive Board, and Standing Committees
   Reports may be written or given orally.
   Reports may be distributed electronically before the meeting.
   A reporter may state, "No report."
   Reports are not approved.
   New business that arises from a report may be considered at the time the report is given.
6. Report of Special (select or Ad Hoc) Committees
   Reports are not approved.
   New business that arises from a report may be considered at the time the report is given.
7. Special Order (a particular item of business to be transacted at this particular time/date)
8. Unfinished Business
9. New Business
10. Announcements of social or personal interest may be entertained before adjournment
11. Adjournment may be by presidential declaration if there is no objection.

The program usually follows the business meeting, but may precede it if the president so chooses. Ceremonies, such as initiation, also take place before or after the business meeting.

APPENDIX M

APPENDIX N

# Appendix N. Sample Initiation Ceremony

## A Contemporary Initiation of New Members

*Because many current members will not attend the orientation for new initiates, it is important that some of the information shared with the initiates be included in the initiation ceremony in order that all members can hear it and also benefit in "Pride in the Big Picture."*

*Required appointments: Initiates' register book, certificates of membership*

*Optional and appropriate appointments: table arrangements with roses, tablecloth, DKG runner, candles, prelude music, selection from song book*

*As ceremony begins, Chair of Initiation Committee/Membership Chair enters room and introduces initiation candidates:*

**Membership Chair:** Madam President, I present to you these key women candidates for membership in The Delta Kappa Gamma Society International. They are: (*Chair or Sponsor of each initiate reads names of each and may choose to tell a brief fact about each initiate. This may be the first time many members have seen the new initiates.*)

**Presider:** We are honored to receive you as members of (*Name)* Chapter of (*Name)* State Organization of The Delta Kappa Gamma Society International. You are here today because a member of this chapter recommended you for membership, believing that you are outstanding – a respected member in the education field. Your chosen profession in life – education - has focused on others, helping them to develop their talents and reach their highest potential.

**First Speaker:** You have received an orientation to The Delta Kappa Gamma Society International and gained an overview of "the big picture," including the organizational structure of the Society and the responsibilities and benefits of membership.

You, too, can take pride in a Society with approximately 90,000 members worldwide. You can take pride in the many benefits you will share with them: scholarship and grant opportunities, leadership training, community programs, worldwide projects, conferences, networking contacts, technological opportunities, face-to-face learning, and support from your fellow members.

**Second Speaker:** You have an appreciation of the honor of membership. Someone

- noticed your work;
- noted your standards;
- believed in your potential;
- sought your association;
- held you in high esteem;
- honored you by sponsoring you for membership.

**First Speaker:** Members of *(Name)* Chapter are honored and pleased that you have made the decision to join us. We value you and the talents and skills you bring to our chapter and Society. We know that you will find our Society to be outstanding, too, and that you will take pride in our organization.

(Optional)

**Speaker:** **In 1929 when Dr. Annie Webb Blanton and her colleagues established the first chapter, they had a distinct vision in mind. At that time, women educators faced many hardships including unequal pay and the lack of freedoms we enjoy and take for granted today as women educators.**

**Just as a new school community selects a mascot and a slogan, in order to build community spirit and a sense of belonging, Dr. Blanton and her colleagues selected colors to symbolize their courage and loyalty in the face of opposition, symbols, a key pin, a motto, a song, and Purposes to bind them together with a common focus.**

**Much has changed in our world since 1929: our mode of dress, modern conveniences, technological advances, and more. Much has changed in Delta Kappa Gamma as well. Our Society is well established, with approximately 90,000 members and 2600 chapters in 17 countries. We focus less on the colors and symbols and more on the values they represent: courage, loyalty, learning, perseverance. However, we are still bound together by a common vision: bringing together qualified and diverse women educators serving in a broad spectrum of educational fields, strengthening them, and pursuing worthwhile projects that make a difference in communities around the world.**

**Speaker:** The original purposes are just as appropriate today as they were when Delta Kappa Gamma was established. You, our initiates, are encouraged to commit to the Society's program of work, mission and vision, and to the fulfillment of these seven Purposes:

*(In place of a single speaker, seven members in the audience may each stand to say a purpose.)*

- To unite women educators of the world in a genuine spiritual fellowship;
- To honor women who have given or who evidence a potential for distinctive service in any field of education;
- To advance the professional interest and position of women in education;
- To initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators;
- To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;

APPENDIX N

- To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action;
- To inform the members of current economic social, political and educational issues so that they may participate effectively in a world society.

**President:** By your being here, you have signified your willingness to assume responsibilities in The Delta Kappa Gamma Society International. You will contribute to the Society by participating; sharing your interests, talents, and professional expertise; and seeking opportunities to grow personally and professionally. If this is your desire, please signify by saying, "I will support this organization."

(***Initiates state,* "I will support this organization."**)

*Speaker turns to audience and says: (If desired, Area Coordinator or guest dignitary can administer this oath of support.)*

Members, will you offer your cooperation, encouragement, and friendship to our new members and promise to help them in carrying out the purposes and programs of work of the Society? If so, please respond with "I Will."

***(Members state, "I Will.)***

**Membership Chair:** It is our hope that you will take pride in the big picture of our Society: that you will realize the intrinsic value of membership, including making life-long friends; that you will enjoy the support our members show for one another's passions, personal triumphs and sufferings, professional accolades, and difficult decisions; that you will benefit from the personal opportunities for scholarships, grants and leadership training; that you will experience DKG's educational impact, in the community, state, province, country and world.

*(Optional: If desired, candles may be used in the ceremony as indicated in other initiation ceremonies. As each person signs the initiates' book, she may be presented with a rose.)*

**President:** As your name is called, we ask that you step forward to sign our initiates' register and accept your membership certificate. Your signature will join those of the Founders who initiated this practice in 1929.

*(Names are called; initiates sign book and receive certificates.)*

Many challenges lie ahead for educators. You are the pioneers for that future, and your signature confirms your commitment to support the Purposes of this Society.

Welcome to *(Name)* Chapter of *(Name)* State Organization of The Delta Kappa Gamma Society International. Enter our company; share our friendships, our hopes and goals.

We offer you hearty congratulations and warm wishes as you begin exciting and fulfilling experiences as a result of your membership in The Delta Kappa Gamma Society International.

*(Options for closing:*

- *Sing The Delta Kappa Gamma Song*
- *Meet members informally*
- *Have a receiving line.)*

The International Membership Committee
September 2011

# APPENDIX N

APPENDIX O

# Appendix O. DKG Recruitment/Membership Plan

Chapters throughout the Society are searching for new ways to increase membership. International President Lyn Schmid encourages the use of this new plan that has been used successfully to revitalize struggling chapters, to energize healthy chapters, and to develop new chapters in several state organizations. Schmid's easy to use recruitment plan, now available on the DKG website Membership Committee page, includes complete instructions and all the resources your chapter needs to begin building membership.

During a chapter meeting, members receive prospect cards on which they record the name and contact information of an educator they would like to nominate. Chapter members might nominate an enthusiastic teacher they noticed at a district training session or a talented music teacher they noted directing her school's student musical. A retired teacher could nominate a beloved teacher she learned about from a grandchild or a teacher she noticed while volunteering in a school. A member could record the name of an educator whose outstanding teaching ability she witnessed while receiving instruction at a photography or painting class, a master gardener session, or technology training.

Once the cards are collected and a vote is taken on the prospects, the chapter mails an enthusiastic letter to the prospective members inviting them to an orientation session. Research shows that holding the orientation on a weeknight from 7-8 p.m. is optimal for attendance. During the orientation, the prospects are introduced to the Society via the *Pride in the Big Picture* presentation, featuring specific chapter program and project highlights, benefits of membership, and shared stories of the power of DKG to transform lives. After initiation, the new members may also receive prospect cards to honor someone they know with membership in the Society.

*Chapters that are having difficulty adding new members can use this plan to help turn the tide. The newest chapter in Premont, Texas, used the plan to develop a list of new members and other chapters in Texas are growing as a result of its use, as well. Joanne Davis, past Texas State Organization President who is working on chapter development, states," All chapters should use this approach if they want a professional, new way of offering membership."*

**Step 1:** This plan emphasizes the honor of membership in DKG. The chapter membership committee should request members to submit a name via a prospect card (See Appendix P, *DKG Prospect Card*) at one or two meetings. They should then compile a list to present to the membership for a vote. These active public and private school teachers and retirees do not have to be contacted before recommendation. (Key to making up this list is to choose those women whom you really want in your chapter—assume nothing would prevent them from saying yes. Don't eliminate them because you "assume" they would say no. Let them decide for themselves!)

**Step 2:** Each should be informed in a special, personal letter that she has been chosen for membership in our prestigious society. (See Appendix Q, *Prospect Letter*) Key elements of the letter are that the prospect was recommended by a member (named) based on her stellar qualities as a teacher and approved by the entire chapter. Brief info on DKG and the chapter is included, as well as the invitation to an orientation meeting. The letter emphasizes the honor of membership and asks them to RSVP for the meeting.

**Step 3:** Some may decline; some may call with questions; and some may agree to come immediately. For each of those who plan to attend, invite an equal number of current members to serve as "buddies" at the orientation.

**Step 4:** At the orientation, provide social time for current and prospective members and then present the *Pride in the Big Picture* slide show (available for download at www.dkg.org) . Current members can meet with the prospects in small groups to answer any questions. At the conclusion of the meeting (which lasts only one hour), ask them to make a decision to accept or decline the invitation to become members. (Remember, no one has approached these women about joining prior to the letter.)

**Step 5:** The current member "buddy" can use the Chapter Member Application (See Appendix R, *Recommendation for Membership*) to obtain information about the prospective member. This application serves as the Recommendation for Membership or Form 11 used by many chapters to obtain member information. It can also serve as a commitment from the prospective member.

**Step 6:** Invite the prospective members to the initiation ceremony with the Initiation Letter (See Appendix S, *Initiation Letter*). Remember to plan ahead and order all necessary supplies in preparation for the ceremony.

*Sherri Wagemann, Washington State Organization and member of the International Membership Committee, commented: "Providing an orientation for prospective new members prior to their initiation is vital. It helps them understand the value of membership and what our organization has to offer. This recruitment plan also offers a natural transition for mentoring. The 'Rose Buddy' mentoring system helps to forge that all important 'friendship connection' and encourages active engagement in the new members' area of interest. Many of my state's chapters have been successful using this model. It really works!"*

APPENDIX O

APPENDIX O

## Keeping Nancy Newmember

Once the prospect is a newly initiated member, how do we keep her? Whether the new member is extremely shy or very outgoing, our most important responsibility is to make sure she feels welcomed at every meeting.

Our brand new members need to start the process of building lifelong friendships from their very first meeting. We need to help them build connections with all the members so they experience the joy of friendship right away. Consider the following tips as you make plans for the initiation and *engagement* of these new members:

1. **Orientation.** During refreshments, the sponsor/ buddy/ big sister interviews the prospect to complete the two questions on the recommendation form. Help her determine what small job or committee she would like to do, answer any questions she may have, and get to know each other by sharing common interests, such as job, family, pets, hobbies, and favorite books.

2. **Initiation ceremony.** The sponsor will introduce the new member to the chapter by sharing a few interesting or unusual facts about her, as well as her teaching assignment, hobbies, and interests.

3. **First meeting.** The sponsor calls the new member and says, "I'll pick you up at 8:30 for our meeting on Saturday." On the ride together, they will continue to get to know each other through conversation about such things as music, funny school stories, food, or trips. The sponsor should not drag the new member all around the room introducing her to every single person. Instead, the sponsor should introduce her to just one or two new people. The new member should never have to walk into the room alone, wondering where to sit or searching for a familiar face. Be there to greet her or walk in with her.

4. **During the meeting.** All the members are involved at least 3 different ways so the new member is actively engaged and starting to recognize more names and faces. By participating she is also beginning to develop leadership confidence. Meetings need to be fun, not just sit and listen. Three easy ways to involve members at every meeting include singing a simple familiar song, an icebreaker, and having a shared discussion related to the program topic.

   SONG: Search online for traditional children's songs. If you don't have a music teacher in your chapter, consider inviting one to membership.

   ICEBREAKER: Search online for ice breakers, team builders, and energizers for ideas. Make sure that members move away briefly from their usual seats to talk with someone new.

   DISCUSSION TOPIC: Members share ideas related to the program topic.

   Other ways to involve members at a meeting include games, skits, etc. These three activities should be short, no more than 5 to 10 minutes, so you will have ample time to have a speaker and conduct business.

5. **Between meetings,** please keep in touch with each new member. The sponsor and the two members who have spent time with the new member can email or text greetings, have a phone conversation, meet for lunch, or offer to help with classroom needs. The sponsor could even send an e-card or send a little treat through campus mail, just to let her know that we care and are thinking about her.

6. **Subsequent meetings throughout the year.** The sponsor will continue to bring the new member to meetings and introduce her to one or two more members at each meeting. If the sponsor is not able to attend a meeting, she should call for a back-up sponsor, so the new member never feels lonely or unwelcomed. No matter how awesome the chapter programs are, a new member may not come back if she does not feel wanted. If the new member can't attend a meeting, the sponsor needs to call her afterward and tell her how much she was missed, plus give a brief recap of the meeting and information about the next meeting.

7. **Small jobs or committee assignment.** The new member chooses which small job or committee job she would like to do. Assign her to a partner doing the same job so they can work together, learning the job and getting to know each other. Small jobs work well for members who are not able to attend meetings, but can still feel a valuable part of the Society. She could send in a quote for the newsletter each month or work from home on the digital scrapbook.

8. **Helping with classroom.** If the new member is still teaching, offer to help with such things as setting up her classroom before school starts or helping her write a grant for classroom supplies or for professional development. Let her know you are available to help with lesson plans, observations, locating resources, etc.

9. **Summer.** Don't forget to stay in touch during the summer: email, call, take a class together, etc. Invite her to be your roommate at the convention.

APPENDIX O

APPENDIX P

# Appendix P. Sample Prospect Card

## DKG Prospect Card

Name Jane Doe

Address 123 Learn Street

E-mail jane_doe@comcast.net

Employer Sample School District

Position 1st Grade Teacher

Phone 717-123-4567

Sponsor Dr. Lyn Schmid

## DKG Prospect Card

Name _____

Address _____

E-mail _____

Employer _____

Position _____

Phone _____

Sponsor _____

# Appendix Q. Sample Prospect Letter

The (Name) State Organization, (Name) Chapter

Date of Prospect Letter

Name of Prospect
Mailing Address
City, State, Zip

Dear First Name:

A member of (Name) Chapter of The Delta Kappa Gamma Society International, (sponsor's name), has enthusiastically recommended you for membership in (Name) Chapter of The Delta Kappa Gamma Society International. All of us would personally like to see you become a member of our Chapter.

The Delta Kappa Gamma Society International is a professional honorary Society of women educators. The Society promotes professional and personal growth of its members and excellence in education. Some of the benefits of membership include scholarships, grants, a professional journal, and state and international conferences where networking and relationships flourish.

Established in 1929, Delta Kappa Gamma has attained major objectives in improving opportunities for qualified women employed at every level of education, as well as in advancing the status of women educators.

Our current local project is the support of (Name of Project) in (Location of Project). We also join globally with our 17 member countries in the International Project, Schools for Africa, a joint campaign founded by UNICEF, the Nelson Mandela Foundation and the Hamburg Society to promote education for children in Africa. The campaign will increase access to quality basic education for children with a special focus on girls, orphans and vulnerable children.

We meet (number) times during the year for a business meeting, a meal, and a very informative program. Our meetings are held in one of the private dining rooms of (Location), (City), (State/Province/Country).

We want you to give favorable consideration to becoming a member, joining us in the projects and committees that interest you, and participating in our activities. You are invited to be our guest at an upcoming orientation meeting on (Day, Date, Location, and Time of Prospect Meeting). You will meet (Name) Chapter members and learn more about membership in Delta Kappa Gamma. To RSVP, please contact me at (YourEmail), or (Your phone number) by (Date).

Sincerely,

(Your Name), Membership Chairman
Chapter Name, State Organization

APPENDIX Q

APPENDIX R

# Appendix R. Recommendation for Membership (Form 11)

Form 11

## Recommendation for Membership

*Instructions:*
Please complete and return this form. For information about qualifications for membership in The Delta Kappa Gamma Society International, refer to sections on membership in the *Constitution* and the *International Standing Rules*.

Type of membership: __ Chapter Active __ Chapter Honorary

Name of person recommended:

Name Name of Prospect

Address Mailing Address

City, State, Zip

Phone Number Prospect's Telephone

E-mail _____

Current position title: Prospect's Occupation

Employer: Prospect's Employer Total years as a professional educator:_____

Highest educational degree granted: _____ Year: _____ Field: _____

Professional accomplishments: Include items such as professional development presentations, campus or departmental leadership roles, published materials, offices in other organizations, honors, and/or awards.

_____

_____

_____

_____

_____

Community activities:

_____

_____

_____

_____

_____

Endorsed by one or more members:

| Name | Chapter/State | Dates |
|---|---|---|
| Required Sponsor | | |
| Interviewer _____ | Chapter/State Org | Date of Prospect Meeting |
| Recommender _____ | Chapter/State Org | Date of Prospect Letter |
| Signature of Initiate _____ | | Date of Initiation |

# Appendix S. Sample Initiation Letter

The (Name) State Organization, (Name) Chapter

Date of Initiation Letter

Name of Prospect
Mailing Address
City, State, Zip

Dear First Name (+:)

Congratulations on being elected to membership in (Name) Chapter of The Delta Kappa Gamma Society International. Membership is by invitation only and considered a prestigious honor. Members are empowered with new knowledge and professional development targeted towards reaching their full potential.

Upon initiation, you will become part of more than 75,000 DKG members impacting education worldwide. We have planned the initiation ceremony rehearsal for you to be held on _____ at _____.

Your initiation will be held as part of our (Month/Date) meeting in (Location), (City, State/Province/Country) on (Day), (Date), (Time). We look forward to your participation in our chapter activities, projects, and fellowship.

Please contact me regarding your attendance at both the rehearsal and the initiation ceremony as soon as possible, but no later than (Date) at (your email address) or (phone number).

Welcome to (Name) Chapter!

Sincerely,

(Chair Name), Membership Chairman

Chapter Name, State Organization

APPENDIX T

# Appendix T. Society Forms and Deadline Dates

Most of these forms are available and interactive on the Society website www.dkg.org.

| | Form |
|---|---|
| All Forms are Always Available from Society Headquarters Upon Request | Change of Address/Name Form (Form 27)<br>Change of Treasurer and/or Treasurer's Address (Form 87) (mailed in August in Form 18 packet to chapter treasurers)<br>Contribution Form (Form 43)<br>Death of a Member Report (Form 6) (mailed in August in Form 18 packet to chapter treasurers)<br>Delta Kappa Gamma Official Jewelry Order Form<br>Delta Kappa Gamma Paraphernalia Order Form<br>Form for Reporting Charter Members (Form 114)<br>Form for Reporting Elected and Appointed Chapter Personnel of Newly Organized Chapter (Form 115)<br>Form for Reporting Transferred Members (of Newly Organized Chapter) (Form 116)<br>Initiate Card and Instructions (Form 81)<br>Letter of Introduction for Transferring Members (TR-19)<br>Lucile Cornetet Award for Professional Development Application (Form EF-2) (Due Feb. 1, May 1 and Sep. 1)<br>Lucile Cornetet Professional Development Seminar Award Application (Form EF-3) (Due Nov. 1)<br>Member Biographical Data for Chapter (Form 82)<br>Recommendation for Membership (Form 11)<br>Reinstated Member Form (Form 83)<br>Report of Dues and Fees (Form 18) (mailed in August in Form 18 packet to chapter treasurers)<br>Report of Members Dropped (Form 18A) (mailed in August in Form 18 packet to chapter treasurers)<br>Request for Charter (Form 21)<br>State President's Emergency Fund Request Form (Form 84)<br>Transfer Request (TR-A) (mailed in August in Form 18 packet to chapter treasurers)<br>Use of Society Headquarters Building Form (Form 51) |

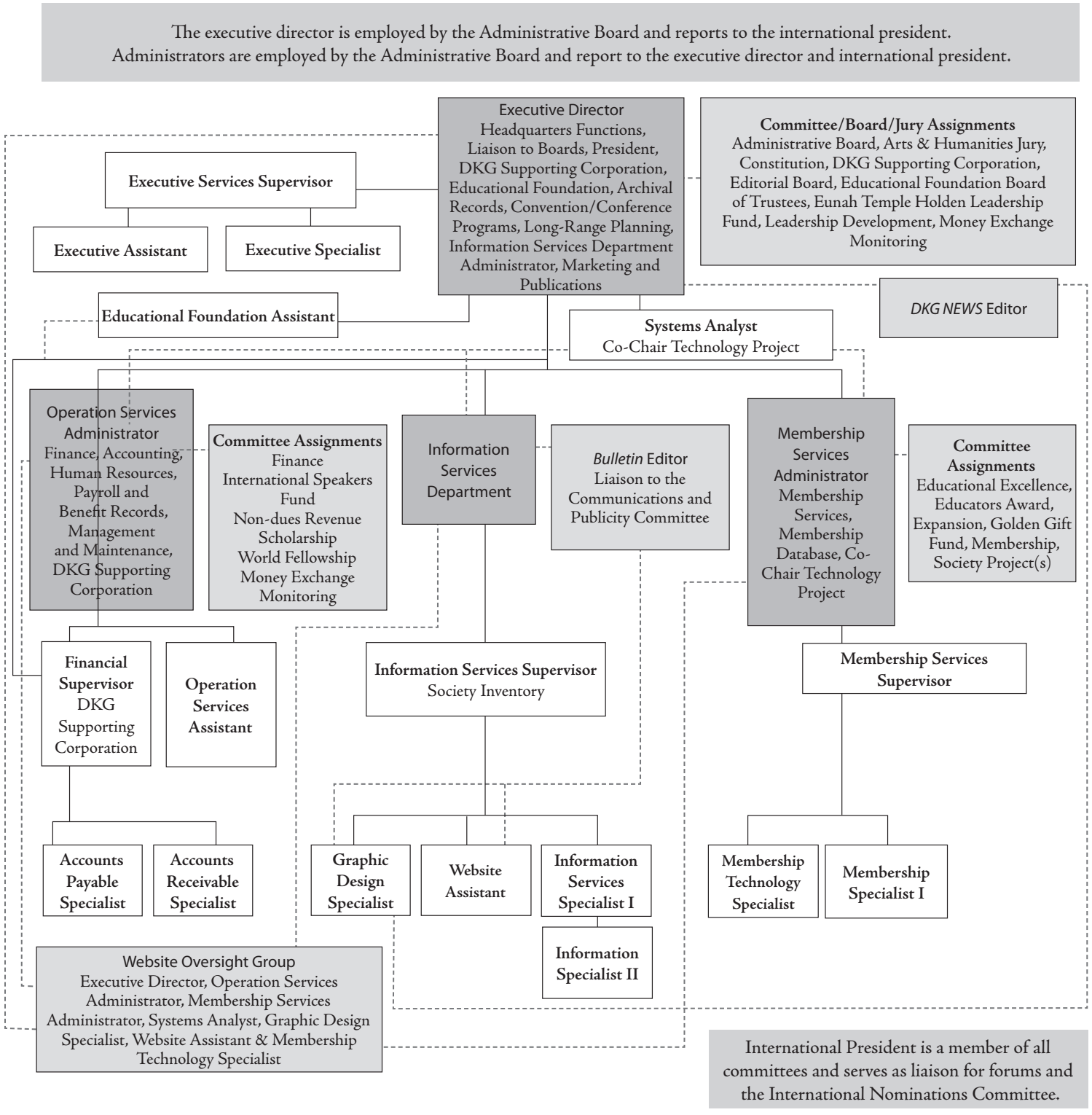
| Month Available | Form | Due |
|---|---|---|
| July | Amendments to *Constitution* and *International Standing Rules* (Form 44)(every other odd year) | October 1 (odd years) |
| | Amendments to *International Standing Rules* (Form 45) | October 1 (odd years) |
| | Educational Foundation Project Application (EF5) | January 3 |
| | Golden Gift Leadership/Management Seminar Application (Form A90) (available odd years) | December 1 (odd years) |
| | Scholarship Application (Form A12) | February 1 |
| August | International Achievement Award Recommendation Form (Form 9) (emailed to Executive Board each October) | March 1 |
| | Society Representative to State Convention/Workshop Request (Form 104) (emailed to state organization presidents) | October 15 |
| | Request for International Speaker (Form 78) (emailed to state organization presidents each September) | May 10 and Nov 10 |
| | International Speakers Fund Speaker Application (A79) | September 15 |
| November odd years | Chapter Biennial Report Forms (mailed to Chapter Presidents) | February 1 (even) |
| | Communications and Publicity Committee (Form 38) | |
| | Educational Excellence Committee (Form 26) | |
| | Finance Committee (Form 40) | |
| | Membership Committee (Form 36) | |
| | Scholarship Committee (Form 34) | |
| | World Fellowship Committee (Form 42) | |
| | State Organization Biennial Report Forms (emailed to State Organization Presidents) | March 1 (even) |
| | Communications and Publicity Committee (Form 37) | |
| | Educational Excellence (Form 25) | |
| | Finance Committee (Form 39) | |
| | Membership Committee (Form 35) | |
| | Scholarship Committee (Form 33) | |
| | World Fellowship Committee (Form 41) | |
| each year | Chapter President – Annual Report (Form 8) | February 1 |
| | Chapter President – Necrology Annual Report (Form 2) | February 1 |
| | State Organization President – Annual Report (Form 7) | March 1 |
| | State Organization President – Necrology Annual Report (Form 3) | March 1 |

# APPENDIX T

# APPENDIX T

| Month Available | Form | Due |
|---|---|---|
| January<br>even years | Recommendation for Appointment to International Committees Form (Form 10) | June 1 |
| | Editorial Board Application for Appointment Form (Form 106) (both forms emailed to Executive Board in December) | June 1 |
| March<br>even years | Reporting Chapter Officers Form – To International and State Organization (Form 110) (mailed with Mar/Apr *President's Page*) | May 15 |
| odd years | Elected, Appointed, Employed State Personnel (Form 112) | as soon as information is available (no later than May 1) |
| | State Committee Chairs (Form 113) (both forms emailed to state organization presidents) | |
| April | State Organization Editor's Label Order Form (Form 109) (emailed to editors) | June |
| | Chapter Treasurer – Annual Report (Form 15) | July 15 |
| | State Organization Treasurer-Annual Report (Form 16) | September 1 |
| | Recommendation Forms For: | |
| | Nomination Recommendation (Form 93) | October 15 (odd yrs) |
| | Endorsement Form (Form 97) | |

# Appendix U. Society Headquarters Organization Chart




All staff e-mail addresses: first name and last name initial @dkg.org
Telephone: 512-478-5748
Toll Free: 888-762-4685

APPENDIX V

# Appendix V. Society History

Three volumes contain the history of The Delta Kappa Gamma Society International.

| | |
|---|---|
| *Our Heritage Volume I*—1929-1960 | by Eunah Temple Holden |
| *Our Heritage Volume II*—1960-1970 | by Eunah Temple Holden |
| *Our Heritage Volume III*—1970-2008 | by Dr. Constance Hoag and Miss Odelia Schrunk |

*Our Heritage Volume III (H3)* is in a DVD format for use in either PC or Mac format. Because technology is an important part of the Society and the world, this document is presented in electronic format. It is user friendly, easy to navigate, and contains multiple search options.

Covering the history of the Society from 1970 to 2008 in detail, H3 provides information about Society structure, accomplishments, committees and names of individuals associated with the International Society for the 38 years covered. A virtual tour of Society Headquarters offers a walk through the Austin, Texas offices. Sections or pages may be printed and the entire document can be read as an audio book.

*H3* was designed to be a readily accessible resource for chapters to use for programs, orientations, and initiations. Individual items can be easily retrieved for the topics needed. The DVD may be purchased from the Society store.

*Our Heritage Volumes I* and *II* may also be purchased from the Society store.

# Appendix W. State Organizations in Order of Date of Installation

| | | |
|---|---|---|
| Alpha | Texas | May 11, 1929 |
| Beta | Alabama | December 19, 1931 |
| Gamma | Oklahoma | April 16, 1932 |
| Delta | Missouri | May 27, 1933 |
| Epsilon | Louisiana | March 17, 1934 |
| Zeta | Mississippi | April 21, 1934 |
| Eta | North Carolina | October 27, 1934 |
| Theta | New Mexico | November 2, 1934 |
| Iota | Virginia | November 29, 1934 |
| Kappa | Arkansas | March 8, 1935 |
| Lambda | Illinois | March 16, 1935 |
| Mu | Florida | May 18, 1935 |
| Nu | District of Columbia | November 27, 1935 |
| Xi | Tennessee | November 30, 1935 |
| Omicron | Arizona | January 25, 1936 |
| Pi | New York | April 18, 1936 |
| Rho | Nebraska | April 25, 1936 |
| Sigma | Wisconsin | May 14, 1936 |
| Tau | Minnesota | May 15, 1936 |
| Upsilon | Iowa | May 16, 1936 |
| Phi | Kansas | October 17, 1936 |
| Chi | California | November 26, 1936 |
| Omega | Colorado | November 28, 1936 |
| Psi | Georgia | November 28, 1936 |
| Alpha Alpha | Pennsylvania | January 23, 1937 |
| Alpha Beta | Maryland | January 30, 1937 |
| Alpha Gamma | Kentucky | March 24, 1937 |
| Alpha Delta | Ohio | January 22, 1938 |
| Alpha Epsilon | Indiana | January 29, 1938 |
| Alpha Zeta | New Jersey | February 26, 1938 |
| Alpha Eta | South Carolina | March 5, 1938 |
| Alpha Theta | Utah | May 21, 1938 |
| Alpha Iota | Michigan | May 28, 1938 |
| Alpha Kappa | Connecticut | May 12, 1939 |
| Alpha Lambda | Vermont | May 13, 1939 |
| Alpha Mu | Montana | April 13, 1940 |
| Alpha Nu | Idaho | April 18, 1940 |
| Alpha Xi | Wyoming | June 1, 1940 |
| Alpha Omicron | North Dakota | November 22, 1940 |
| Alpha Pi | South Dakota | November 25, 1940 |
| Alpha Rho | Oregon | May 23, 1941 |
| Alpha Sigma | Washington | May 24, 1941 |
| Alpha Tau | Delaware | May 31, 1941 |

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| | | |
|---|---|---|
| Alpha Upsilon | Massachusetts | June 30, 1941 |
| Alpha Phi | West Virginia | November 1, 1941 |
| Alpha Chi | Nevada | November 28, 1941 |
| Alpha Psi | Maine | June 19, 1943 |
| Alpha Omega | Rhode Island | September 15, 1943 |
| Beta Alpha | New Hampshire | September 18, 1943 |
| Beta Beta | Hawaii | January 21, 1949 |
| Alpha | British Columbia, Canada | June 7, 1952 |
| Beta | Ontario, Canada | June 20, 1953 |
| Beta Gamma | Alaska | October 15, 1955 |
| Gamma | Quebec, Canada | June 18, 1956 |
| Delta | New Brunswick, Canada | October 20, 1956 |
| Epsilon | Manitoba, Canada | June 25, 1958 |
| Zeta | Alberta, Canada | May 3, 1960 |
| | Norway | April 3, 1970 |
| | Sweden | April 25, 1972 |
| Alpha | Mexico, D.F. | February 9, 1974 |
| | Finland | March 29, 1974 |
| | Guatemala | August 12, 1975 |
| | Iceland | November 7, 1975 |
| | The Netherlands | March 31, 1976 |
| Eta | Saskatchewan, Canada | June 5, 1976 |
| | Puerto Rico | December 11, 1976 |
| | Great Britain | November 19, 1977 |
| Beta | Jalisco, Mexico | February 12, 1978 |
| | El Salvador | May 5, 1978 |
| Gamma | Nuevo Leon, Mexico | June 2, 1979 |
| | Costa Rica | June 20, 1980 |
| Theta* | Nova Scotia, Canada* | November 19, 1983 |
| Iota | Prince Edward Island, Canada*** | May 23, 1984 |
| Kappa** | Newfoundland, Canada** | September 28, 1985 |
| | Germany | March 21, 1992 |
| Delta | Baja California, Mexico | October 18, 1997 |
| Epsilon | Puebla, Mexico | October 23, 2000 |
| Zeta | San Luis Potosi, Mexico | June 25, 2005 |
| | Denmark*** | March 23, 2007 |
| | Estonia | March 8, 2008 |
| | Panama | November 27, 2009 |
| | Japan | October 14, 2012 |

* Dissolved July 27, 2004 by action of the International Executive Board

** Dissolved July 22, 2008 by action of the International Executive Board

*** Dissolved June 6, 2014 by action of the International Executive Board

# Appendix X. Successful Chapters Model

## Successful Chapter Practices Model

The Successful Chapter Practices model is based on a 2008 International Chapter Survey in which more than 1,200 chapters took part. Survey results identified practices common in successful chapters. For more survey information, go to the Membership page under "committees" at www.dkg.org.

While we have no "cookie cutter" rules for creating a vibrant, enthusiastic and growing chapter, successful chapters repeat certain practices again and again.

- Holds 4-6 well-planned, relatively informal but still structured, quick-moving business meetings per year
- Meets at varied times, days, and places that are convenient for working members
- Meets for approximately 1½ hours in length, excluding meals
- Plans fellowship time as part of each meeting
- Has more refreshment-only meetings than meetings with meals
- Focuses on meeting members' social needs (fellowship/camaraderie)
- Has open meetings and activities that welcome non-members
- Has a wide variety of high-quality, interesting programs and speakers, including programs that highlight community initiatives and those that use members' talents/expertise
- Supports a variety of one-time and ongoing projects that actively engage its members
- Supports projects in the areas of mentoring/Support for Early-Career Educators; fund-raising and volunteer efforts; scholarships and grants-in-aid; community initiatives, especially for women and children; literacy; the legislative process; and others, including international projects
- Communicates with members in multiple ways: newsletter (print, website or email 4+ times a year), phone, email, snail mail, website
- Publicizes the Society through projects and activities that receive newspaper coverage as well as school and community recognition
- Has specific strategies in place for attracting new members, retaining members, engaging retired and employed members, and developing/nurturing new chapter leaders

APPENDIX X

APPENDIX X

- Implements formal and traditional initiation and installation ceremonies
- Emphasizes the Society's mission, purposes, and history
- Offers benefits and services that members cannot get elsewhere, including chapter scholarships, grants, interaction among a diverse group of educators, friendship/camaraderie, and service to community.

# Appendix Y. Eight Chapter Constitutional Mandates

1. Members are elected to membership based on particular qualifications. (III.B.1)
2. Members complete financial responsibilities. (IV.C.1)
3. Chapters must have Rules that are consistent with the *Constitution* and its state organization bylaws. (V.B.3)
4. Chapters must elect and appoint particular officers who must be members. Chapter officers are elected in even-numbered years. (VI.A.3 and D.3)
5. Chapters must have an Executive Board, with defined duties, that meets at least twice a year. (VII.C and IX A.2)
6. Chapters adhere to the Purposes and Mission Statement. They are responsible for Society duties and may create committees to complete that work. (VIII.A.2b)
7. Chapters must submit annual and biennial reports. (VIII.A.2c)
8. Chapters must have at least four (4) regular meetings per year. (IX.A.1)

APPENDIX Y

APPENDIX Z

# Appendix Z. Effective Business Meeting Management

Presiding is more of an art than a science. Qualities of an effective presider include, but are not limited to, impartiality, courtesy, common sense, and humor. One of the purposes of parliamentary procedure is effective meeting management.

## As presider, how do you prepare?

1. Review your organization's bylaws, operating policies, and other rules;
2. Consider different methods of voting, voice vote, show of hands, voting cards, rising vote, rising and counted vote, ballot, and *unanimous consent*.
3. Ensure past minutes and governing documents are convenient;
4. Draft an agenda (order of business) with the secretary;
5. Prepare a script for the meeting; practice script; avoid use of the personal pronoun "I."
6. Review basic knowledge of parliamentary procedure for large boards vs small boards and committees vs deliberative assemblies, i.e., boards and general membership assemblies;
7. Ensure that a competent parliamentarian will be seated next to you;
8. Remember the chair/presider makes ruling, not the parliamentarian;
9. Be prepared to appoint potential committees, have members in mind for … ;
10. Know potential and definite motions to be considered by the assembly;
11. Gather materials to have with you; if election time, consider nominations from the floor;
12. Know room set-up to the degree possible; and
13. Arrive earlier than members to the meeting.

## What is necessary for an assembly to conduct business?

**A Quorum:** The minimum number of members who must be present to legally conduct business.

**Certain officers for Deliberative Assemblies:** President/presider (or a substitute) and secretary (or a secretary pro tem)

**Agenda:** The items of business in the order according to *Robert's Rules of Order Newly Revised* (11th ed.):

**M**inutes –acknowledge approval, either by the assembly or by a Minutes Approval Committee)

**R**eports –of officers, boards, and standing committees

**S**pecial Committee—reports

**S**pecial Orders

Unfinished Business and General Orders

New Business
- Program (may be moved to accommodate needs of members/guests)
- Announcements
- Adjournment

## What are some tips for success and time-savers during the meeting?

1. Call meeting to order on time, with one rap of the gavel; welcome /introduce members;
2. Indicate the type of meeting and the presence of a quorum;
3. Approve the agenda by unanimous consent;
4. Follow the agenda and script; discussion should be germane to the question under consideration;
5. Remember to ask for both the AYEs and the NOs when voting on a question;
6. Use unanimous consent when the item of business is non-controversial, e.g., approval of the minutes, adopting a committee recommendation, or adjourning the meeting.
7. Take care not to use *approve, adopt, receive, accept* wording when acknowledging reports. An audit report is "adopted" but a treasurer's report is never adopted. A treasurer's report is filed.
8. Remember standing committees typically report to the general membership assembly, unless an action is required by the executive board. Special committees report as directed, typically to the appointing assembly.

## What is a *Consent Agenda* or *Consent Calendar* or *Unanimous Consent Agenda*?

A typical practice is to place the consent calendar near the beginning of the meeting and include all noncontroversial items, such as the adoption of the minutes or a standing committee recommendation or an administrative detail for a policy manual that needs approval by a board. Any member may request that an item be removed and placed on the regular agenda of a meeting for consideration and vote. The remaining consent-calendar items are then unanimously approved as a unit without discussion.

(Rev. 06/16/2015 GS) Prepared by Gwen Simmons, PRP; for 2015 DKG Regional Conferences

APPENDIX Z