



## Texas State Organization

## Research Committee

2019 - 2021

### Contact Us:

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### Our Website Page

[DKGTexas.org/research-committee](http://DKGTexas.org/research-committee)

### Forms on our website page:

State Author submission  
Facility Named for a DKG Member

## What does the State Committee Do?

One of our biggest jobs is to **update historical information** on the state website:

- **Facilities named for members and honorary members** – we rely on chapters to send us updates
- **State honorary member** contact information/status
- **International honorary members** from Texas contact information/status
- **Leadership Seminar Participants** list
- **Golden Gift/DKG Ignite Participants** from Texas
- **State Achievement Award and Golden Rose Award** names
- **State Executive Committees** by Biennium
- **Area Coordinators** by Biennium
- **TSO Authors** (Books Only)
- **State Convention** dates, locations, and themes
- **DKG/Texas History**
- **TSO Expansion** History

Maintain information on the status of **Past TSO State Presidents**

Support **research for programs and projects of action** that promote

- professional growth
- personal well-being
- intellectual growth
- global awareness of women educators

**Encourage chapters to research and support long-term and short-term programs and projects** that focus on topics adopted by the Society (international and state projects)

**Encourage chapters to be involved in local research** including:

- Researching of local program materials
- Keeping and preserving accurate chapter historical records
- Updating chapter scrapbook and/or archives

**Assist chapters** to prepare surveys to use in planning meetings, programs and chapter projects

**Collect and analyze data** requested by the state president, including preparing the convention evaluation and compiling the results.



With your Archives Committee, keep and preserve **accurate historical records** and **update chapter Scrapbook and/or archives**

#### **Suggestions:**

Help your chapter president write a simple **History of Her Biennium** each year or at the end of the biennium. See that a copy is sent to TSO Headquarters for inclusion in the TSO Archives. Also keep a copy in the chapter records. This makes future research much easier.

Work with the Archives Committee to update the last complete **Chapter History**.

Use the **TSO Archives** in the TWU Library at Denton to research your chapter's history. Each chapter has a box there with chapter histories, chapter yearbooks, and other items that have been sent in.

## **What are your Chapter's Responsibilities?**

**Chapter Honorary Members** – make sure your chapter keeps a list (perhaps in your yearbook) of those given honorary membership

Assist the TSO Research Committee in **maintaining the status and current contact information for any State or International Honorary Member** who resides in or near your chapter area.

Keep **biographical data and records of DKG involvement for each chapter member**.

This is very helpful if members are seeking a DKG scholarship, applying to attend a leadership function, or being nominated for an award, etc. Also is helpful to president in filling out Form 6 Death of a Member.

Maintain a list of each year/biennium's **chapter officers and committee leaders**

Maintain a list of **member involvement in State and International offices, committees, directorships, or leadership events**. Also list any **State or International recognitions of achievement or scholarship awards**.

**Facilities named for members and honorary members** (May include schools, libraries, gyms, stadiums, parks, highways, streets, etc.)

- **Maintain a list in your chapter**, perhaps in the yearbook
- Use the form on Research Committee page of TSO website to **notify the TSO Research Chair** of any new facilities named and changes to existing names

#### **A note about records:**

Keeping a **paper copy** for quick reference is desirable, but also keep an **electronic copy** for safety long term. Remember that **electronic record storage devices and programs that created the electronic record become outdated** (floppy disks, anyone?), so **must be updated** as necessary.

Use **good archival practices** when storing your chapter's records