

# ABC's of Chapter Know-how

## A

### Affinity Card

Credit card "branded" with the ΔΚΓ logo. Major credit cards are available from the Shopping link at [deltakappagamma.net](http://deltakappagamma.net). A percentage of purchases made with the credit card is contributed to Delta Kappa Gamma as non-dues revenue, and use of the card increases the "visibility" of the Society. (I)

### Afghanistan Project (I)

The current project for which Delta Kappa Gamma has partnered with UNICEF is funding for teacher training in Afghanistan. Afghanistan's education system is in a state of virtual collapse. Aside from the war damage to the country, the Taliban regime barred girls from the classroom and prevented the majority of teachers, who are women, from working. As an international women's organization dedicated to excellence in education, an opportunity exists for Delta Kappa Gamma to become a key partner in improving the education of hundreds of thousands of Afghan children. (I)—source: [deltakappagamma.net](http://deltakappagamma.net)

### Agatha Prator Scholarship

A Kappa State grant endowed by deceased member Agatha Prator and her husband. The fund is administered by the Arkansas Community Foundation, and recipients are determined based on applications submitted to the Kappa State Professional Affairs Committee. The gift funds the intern semester for a female student: room, board, books. (S)

### Alpha Family

State organizations and chapters are named in order according to the Greek alphabet. The Alpha Family names are Alpha Alpha through Alpha Omega. (I, S, C)

### Annie Webb Blanton

Founder and organizer of Delta Kappa Gamma Society (later The Delta Kappa Gamma Society International). Blanton invited the other original Founders and established the organization May 11, 1929, in Austin, Texas.

### Applications

International forms are available at [deltakappagamma.net](http://deltakappagamma.net), and Kappa State forms are available at <http://www.deltakappagamma.org/AR/>. Forms include applications for scholarships, Golden Gift Leadership Management Seminar, Golden Gift Stipend, Education Foundation projects, etc. (I, S)

### Achievement Awards

#### Kappa State Achievement Award

Presented at the Kappa State Convention to two active members (one for each year of the biennium) who have made the most outstanding contribution to education and the progress of the ideas of Delta Kappa Gamma. The chairman of the committee is a previous recipient of the award. (S) Source: Kappa State Standing Rule X.C.1.

### Order of the Rose

Created in 2008, first to be presented at 2009 Kappa State Convention, to recognize chapter leaders who impact chapter success but have not served in an elected position at the state level or received the Kappa State Achievement Award. The nomination form is accessible at [deltakappgamma.org/AR/](http://deltakappgamma.org/AR/). (S)

### International Achievement Award



Given annually to a member in recognition of distinguished service to the Society at the international level. The International Executive Board votes from a list of nominees submitted by members. (I)

### Areas

Kappa State is organized into seven areas. Each area elects an Area Leader and the area representative to the Kappa State Nominations Committee. The members from each area meet in a caucus at the Kappa State meetings to conduct area business. The Kappa State chapters in each area are cited in the Kappa State Directory. (S)



Area I chapters: Iota, Alpha Theta, Alpha Kappa, Alpha Pi, Alpha Rho, Beta Pi, Beta Sigma, Beta Tau, Gamma Iota & Gamma Kappa.

Area II chapters: Theta, Nu, Chi, Alpha Iota, Alpha Sigma, Beta Nu, Gamma Delta & Gamma Eta.

Area III chapters: Kappa, Xi, Sigma, Beta Beta, Beta Xi, Beta Rho & Beta Upsilon.

Area IV chapters: Zeta, Pi, Tau, Omega, Alpha Alpha, Alpha Tau, Alpha Upsilon, Alpha Chi, Beta Delta, Beta Omicron & Gamma Theta.

Area V chapters: Gamma, Delta, Mu, Phi, Alpha Eta, Alpha Mu, Beta Theta, Beta Lambda, Beta Mu, Beta Phi, Beta Psi, Gamma Gamma & Gamma Epsilon.

Area VI chapters: Alpha, Beta, Lambda, Upsilon, Psi, Alpha Beta, Alpha Delta, Alpha Phi, Alpha Psi, Gamma Zeta, Gamma Lambda & Gamma Mu.

Area VII chapters: Epsilon, Alpha Gamma, Beta Epsilon, Beta Zeta, Beta Omega & Gamma Beta.

### Area Representatives

A representative from Latin America and one from Canada hold a seat on the International Administrative Board. Names are submitted via the nominations process and selected by the International Nominations Committee for voting at the International Convention. (I)

### Audit

Kappa State financial records shall be audited annually by a certified public accountant. **See** Kappa State Standing Rule X.3.g.

Chapter financial records may be audited or reviewed according to a chapter's rules. **See** Kappa State Standing Rule X.3.f.

## B

### Beta Family

State organizations and chapters are named in order according to the Greek alphabet. The Beta Family names are Beta Alpha through Beta Omega. (I, S, C)

## Bylaws & Standing Rules

Kappa State's governing documents are *Kappa State Bylaws and Standing Rules*. These must comply with *The Delta Kappa Gamma Society International Constitution and Standing Rules*. Each document specifies the methods of amending them.

# C

## Calendar

Chapter officers—indeed, all members-- are encouraged to mark a calendar with chapter, state, regional, and international meetings and deadline dates. Dates for these are posted in *Kappa State News*, the *ΔΚΓ NEWS*, the Kappa State website, and the International website. Being informed is important to insure communicating significant and useful information to members.

## Caucus

Kappa State Area Leaders and representatives for the Kappa State Nominations Committee are selected by caucus of members from each Area at an allotted time during the Kappa State Workshop in even-numbered years. (S)

## Ceremonies

Chapter initiation and installation ceremonies are provided in the two publications, *Ceremonies* and *Rituals*. A Burial Ritual may be found in *Rituals*. (I)

## Chapter Rules

Each chapter has rules for chapter maintenance and governance. Chapter rules must comply with *Kappa State Bylaws and Standing Rules* as well as *The Delta Kappa Gamma Society International Constitution & Standing Rules*.

## Chapter Files

### Guidelines for Chapter Records Management

#### President's File

Maintaining chapter records is a responsibility of every chapter president. To understand the present and move toward the future, chapters need to understand their past. Therefore, careful thought should be given to collecting, organizing, preserving, and using chapter records.

Listed below are items necessary to include in your chapter collection. You may, of course, add others of interest and importance.

Historical books and other documents recording your history at the state and international levels are included.

Chapters are part of the whole, and because they help make history at the state and international levels, history at these levels impact a chapter's history.

#### INTERNATIONAL

*Constitution/International Standing Rules* (current edition)

*Our Heritage* (Vols. I & II in print, Vol. III to be published 2010 on CD)

Song card

*Ceremonies* (1994 edition)

Program Resource Guide (available in notebook and on CD)

Guide for Chapter Presidents

Official Initiate Register

Membership Forms: (also available from the International website)

1. Invitation to Membership
2. Membership Announcement Card
3. Membership Certificate (current signatures)
4. Recommendation Forms for Prospective members (Form #11)
5. Death of a Member Report (Form #6)
6. Transfer Application (From TR-A)
7. Chapter President Letter for Transfer to New Area (Form TR-19)

<ul style="list-style-type: none"> <li>8. Membership Cards</li> <li>9. Initiate Cards (yellow)</li> <li>10. Change of Address Cards (blue)</li> <li>11. Reinstatement Cards (green)</li> </ul> <p>Society Order Form (current expiration date) Jewelry Order Form (Awards Concepts) Society Brochures (current editions) Insurance Handbook</p>	<p>Copies of reports for the previous biennium Communications from international and state for the previous biennium Significant correspondence of a permanent nature (e.g., membership acceptance) Items required by state documents and Chapter Rules A recognized manual of parliamentary procedures (Robert's Rules of Order Newly Revised, current edition, is the authority used by International and many state organizations)</p>
<p>STATE</p> <ul style="list-style-type: none"> <li>Kappa State Bylaws and Standing Rules (current edition)</li> <li>State history (if available)</li> <li>State Directory (current edition) –beginning 2008 on CD</li> </ul>	<p>DISCARD</p> <ul style="list-style-type: none"> <li>Copies of reports from the previous biennium except for those of the president and treasurer and Form 6 (Death of a Member) and Transfer records</li> <li>Copies of outdated materials such as manuals, forms, and brochures (unless of historical interest)</li> <li>Correspondence of no permanent value</li> <li>Chapter newsletters and materials prior to the proceeding biennium (unless of historical interest)—copied from Iota State</li> </ul>
<p>CHAPTER</p> <ul style="list-style-type: none"> <li>File of Chapter Minutes</li> <li>Chapter Rules (current edition)</li> <li>Chapter Yearbook</li> <li>Chapter Inventory (current)</li> <li>Chapter History</li> <li>Copies of all previous President's Reports</li> <li>Copies of all previous Treasurer's Reports (IRS requires 7 years)</li> </ul>	

## Charter

Document issued by International Headquarters designating name and date a chapter (or state) is established. Many chapters display the charter during installation and initiation ceremonies.

## Clip Art

Society clip art for use in Society publications (e.g., state and chapter newsletters, programs, etc.) may be downloaded from [deltakappagamma.net](http://deltakappagamma.net).

## Committees

International committees and their duties are cited in the *International Standing Rules*. International committee chairmen and members are appointed by the International president. Kappa State committees and their duties are cited in the *Kappa State Bylaws and Standing Rules*. Chairmen and their duties are appointed by the state president. Chapter committees and their duties are determined by the chapter, and chairmen and members are designated according to chapter custom and rules.

### Kappa State Committees (S)

Society Business: Expansion/Rejuvenating, Past Presidents Advisory Council, Finance\*, Membership\*, Nominations, Rules, Personnel

Program of Work: Program\*, Personal Growth & Services\*, Professional Affairs\*, "Research", Music

Educational Services: Awards, Communications\*, Scholarship\*, World Fellowship\*, Leadership Seminar

Other Committees: Women in Art, Coordinating Councils, State Convention, State Workshop

Special Committees: Appointed by the president as needed

\*report to International Committees

### International Standing Committee Structure

The Society's standing committees are divided into three groups according to the function of the duties assigned to them (*Constitution, VIII.A.*) The 2008 International Convention authorized appointment of an *ad hoc* committee to review committee structure. (Kappa State Committees are similar. See *Kappa State Bylaws, Article IX.*) (I)

<b>Society Business Committees</b>	
<i>Governing Rules</i> Constitution & Constitution Interpretation	Preparation of Members for Society Leadership Leadership Development
Society Growth Expansion	Selection, Retention, Recognition of Members Membership
Supervision of Finances Finance	Election of Leaders Nominations
Insurance Program Insurance	Employed Personnel Personnel

### Program of Work Committees

Overall Program Plan Program	Realization of Purposes III, IV Professional Affairs
Realization of Purposes I, VI, VII Personal Growth & Services	Research Program Research

### Educational Services Committees

Communication Communications	Management of Golden Gift fund Golden Gift Fund	Scholarships for Graduate Study Scholarships
Book Award Educator's Award	Management of International Speakers Fund International Speakers Fund	Educational Awards to Non- members World Fellowships
Leadership Opportunities for Present, Future Leaders Eunah Temple Holden Leadership Fund		

### Committee to Assess Paid Personnel

Kappa State committee that annually reviews job performance with our paid Kappa State employees (treasurer & editor). Initiated by the Kappa State Past Presidents Advisory Committee, the three committee members are a representative of the Kappa State Personnel Committee and two members of the Past Presidents Advisory Committee. (S)

## Communication

International and Kappa State committee charged with maintaining the tools and methods of communication among members about organization actions and concerns. (I, S) Most chapters have a Communication Committee to facilitate distribution of Society information to members. (I, S, C)

## Contact information

### Officers & Administrative Board

International officers may be contacted via links at [deltakappagamma.net](http://deltakappagamma.net). (I)

Kappa State officers' contact information is provided in the Kappa State Directory provided at the August Workshop to each Executive Board member (includes chapter presidents) and Kappa State committee chairmen. (S)

## Constitution

The governing document for The Delta Kappa Gamma Society International. Proposals for amendments are considered every four years by the International Convention and voted upon by every member present. Regulations for amending the constitution are laid out in the constitution.

## Contributions

### Voluntary gifts

#### Kappa State

Kappa State programs and projects dependent upon contributions are the Education Foundation and Leadership Seminar. (S) Forms and information for these contributions are accessible on the Kappa State website.

#### International

International Society programs and projects dependent upon contributions are the Educator's Award Fund, Emergency Fund, Eunah Temple Holden Leadership Fund, Golden Gift Fund, International Speakers Fund, Scholarship Fund, Educational Foundation, and World Fellowship Fund. To contribute to any of these funds, use Form 43. (I)

## Convention

The Delta Kappa Gamma Society International convenes in even-numbered years in a location that is hosted by a specific state organization. States that invite the convention seek the approval of the Administrative Board and the vote of the convention body. International and Kappa State websites cite the dates and locations of the conventions. (I)

The Kappa State Convention is in the spring of odd-numbered years. The convention considers proposed amendments to the bylaws and standing rules, elects and installs officers for the approaching biennium, conducts business and offers workshops about the Society and for professional and personal growth. (S)

## Coordinating Council

A Kappa State committee that serves in an advisory capacity when chapters in the same locale recognize that coordination is needed.

## Cornetet Fund

A \$1 million endowment made to The Delta Kappa Gamma Society International. The awards are based on applications to individuals, groups, or states that provide professional development for members and non-members. The Cornetet Fund is supervised by the Board of Trustees of the International Educational Foundation. Additional information and applications are accessible on the Society website: [deltakappagamma.net](http://deltakappagamma.net). (I)

## Countries

Member countries are United States (1929), Canada (1952), Norway (1970), Sweden (1972), Mexico D.F. (1974), Finland, (1974), Guatemala (1974), Iceland (1975), The Netherlands (1976), Puerto Rico (1976), Great Britain (1977), El Salvador (1978), Costa Rica (1980), Germany (1992), Denmark (2007), and Estonia (2008). (I)

## Crest



Our coat of arms consists of a red shield with a band of gold. Three Tudor roses on the band symbolize the Society's ideals of friendship, loyalty and helpfulness.

The flaming lamp and the open book on the shield signify scholarship and knowledge. The laurel sprays are the traditional symbols of achievement. (I)

## CTAUN

Committee on Teaching About the United Nations hosts a conference for interested educators at all levels and disciplines as well as all concerned citizens and provides curriculum and school activity resources. The work of the committee is to promote an understanding of interdependence in environmental and cultural issues. The Delta Kappa Gamma Society International has a direct representation on the committee who is key to planning and presenting the Conference on Teaching About the United Nations. See the **CTAUN** website [www.teachun.org](http://www.teachun.org) for "Teaching Strategies and Plans" and other information. (I)

## Curator of Flags

A Kappa State member appointed by the president to store and prepare the flags and banners belonging to Kappa State for use at Kappa State events, usually August Workshop and Kappa State Convention. (S)

# D

## Dates and Sites

Kappa State committee, appointed by the president, to secure information regarding possible sites and available dates for Kappa State events, i.e., August Workshop and Kappa State Convention. (S)

## Deadlines

Cut off dates for submission of information, forms, and applications. Specific dates for specific documents are indicated on the forms, in *Kappa State News* and other Society documents, and on the Society and Kappa State websites. Meeting deadlines is crucial to the smooth flow of the work of the Society.

## Death of a Member

The death of a member is the only termination which requires that a separate form be completed. Four copies of Report of the Death of a Member (Form 6) are required for each deceased member. Submitting the completed forms to the proper recipients is the responsibility of the chapter president.

## Dues

A specific amount of money owed to the organization annually as a condition of membership and are determined by membership vote. Annual international dues for active members are U.S. \$40, Kappa State dues \$10, and chapter dues are determined by each chapter. Kappa State membership sets the amount of state dues. Each active and reserve member pays dues. Reserve membership dues are \$20 for international, \$5 for state, and chapter dues determined by the chapter membership. Honorary members do not pay dues. Chapter treasurers collect the dues and submit the portion for state and international to the state treasurer who submits the proper portion to the international organization. *The figures provided here may be amended in the future. (I, S, C)*

## Dissolution

The Delta Kappa Gamma Society International Constitution and Standing Rules provide for the dissolution of the Society. (I)

Each state organization provides in its bylaws for its own possible dissolution. (S)

Each chapter provides in its chapter rules for its own possible dissolution. A chapter's dissolution requires approval of the state organization Executive Board. The chapter submits a written request for approval to dissolve. (S, C)

## Documents

International documents:

*Delta Kappa Gamma Society International Constitution*  
*Delta Kappa Gamma Society International Standing Rules Handbook*  
Various brochures about committees and projects  
Forms  
Applications

Kappa State documents:

*Kappa State Bylaws and Standing Rules*  
Various forms and applications

Chapter documents:

Chapter Rules

# E

## Editor

*Kappa State News* editor holds the responsibility of assembling news, taking photographs, designing, printing, and mailing or posting the state newsletter four times a year. She receives an honorarium for each edition. (S)



## Editorial Board

*The Delta Kappa Gamma Bulletin* editorial board has five members, appointed on a rotating basis by the Society president, evaluates manuscripts submitted for publication in *The Delta Kappa Gamma Bulletin*. (I)

## Editorial Policy

The Kappa State editorial policy may be read in *Kappa State Standing Rules XIV.A.2*.

## Education Foundation

Modeled on the International Educational Foundation, the Kappa State Education Foundation, Inc. supports projects and provides opportunities for excellence in education. (S)

## Educational Foundation



The purpose of Delta Kappa Gamma Educational Foundation is to encourage standards of excellence in education; to provide grants for women scholars to carry out study and research; to assist and cooperate with schools, colleges, universities and other persons, organizations, trust funds or foundations in the support, encouragement and improvement of education. (I)

## Educator Edge

Information below is accessible at [deltakappagamma.net](http://deltakappagamma.net):

**Educator Edge** will help the Professional Educator, find the workshops, courses, online courses, seminars, and conferences needed to enhance skills, develop talents and help become a better educator. You will find many opportunities for professional development here!

Search here for educational professional development providers in a specific geographical location and in specific subject areas. As our database grows, there will be additional listings every day. If you don't find what you need there now, please visit again.

**Educator Edge** offers professional development Awards (scholarships) to professional educators who meet the qualifications. These awards are competitive and are available to all educators. Visit the Documents page for application forms and more information on the Cornet Individual Awards. Additional information is available from The Delta Kappa Gamma Educational Foundation..

Professional Development Providers (individuals, colleges, universities, organizations, companies), are invited to register on this website and list professional development opportunities for educators.

*Adapted from international website August 24, 2008*

## Educator's Award

The Educator's Award of US \$1500 is given annually for a book written by one or two women who are citizens of the country in which the Society is organized. The Educator's Award Committee, appointed by the international president, reviews books submitted by publishing companies. (I)



## Elected officers

Kappa State elected officers are president, first vice president, second vice president, recording secretary, and corresponding secretary. [Treasurer, editor, and parliamentarian are not elected.] (S)

International elected officers are president, first vice president, second vice president, one regional director from each region. The corporate secretary, not elected, is also an officer. (I)

### Electronic Communication

The Society maintains a presence on the World Wide Web. The Administrative Board reviews the Policy for Use of Electronic Communications and submits proposals for changes to the International Executive Board for approval. The Society website is [deltakappagamma.net](http://deltakappagamma.net). (I) Specific Society publications are disseminated electronically.

The Kappa State website is [deltakappagamma.org/AR](http://deltakappagamma.org/AR). Specific issues of *Kappa State News* are disseminated electronically. (S) Kappa State has a website "supervisor" who communicates to the webmaster what should/should not be posted. The state president can direct members to that person.

Chapters may maintain websites.

### Emergency Fund Award

Members who have sustained major losses from floods, tornadoes, hurricanes and other natural disasters may be recommended by their chapter and state organization presidents to receive a US \$500 Emergency Fund Award. The fund is derived from voluntary contributions. State presidents notify the Executive Coordinator when members experience disasters.

### Executive Board

Kappa State Executive Board members are members of the Executive Committee, past state presidents, chapter presidents, and area leaders. See *Kappa State Standing Rules V.A.* (S)

The International Executive Board consists of the president, first vice president, second vice president, the regional directors, all past international presidents, the members-at-large, area representatives, and the state organization presidents. Members of the International Headquarters professional staff, the parliamentarian, and the state organization executive secretaries are ex-officio members, without vote. (I)

### Executive Committee

The Kappa State Executive Committee includes the officers elected by Kappa State members at the state convention in odd-numbered years. Those officers are president, first vice president, second vice president, recording secretary, and corresponding secretary. In addition, the committee has four ex-officio without vote members: immediate past president, treasurer, editor, and parliamentary advisor. The duties of the Executive Committee and of the individuals of that committee are delineated in *Kappa State Bylaws and Standing Rules*.

### Expansion/Rejuvenation Committee

The Kappa State Expansion/Rejuvenating Committee duties are set forth in *Kappa State Standing Rules X.A.* The charge to this Kappa State Committee is to assist chapters whose membership is too large or too small and to assist in establishing new chapters. (S)

The International Expansion Committee (IEC) recommends policy and areas of expansion to the Administrative Board for approval. Upon approval, the IEC is responsible for proceeding with establishing a new state organization. (I)

## Expense forms

Kappa State expense reimbursement forms are available from the president and/or the treasurer. Kappa State Bylaws and Standing Rules detail the reimbursement process and allowable expenses. The completed form is submitted to the state president who will approve/disapprove payment and forward the request to the state treasurer. Because they are carbon copies, they are not available from the Kappa State website. (S)

# F

## Finances

### Annual Dues

Society members pay annual dues to International (active and \$20 fr reserve membership), Kappa State (active and reserve), and chapter (amount determined by chapter). International and Kappa State dues are payable by October 31 to the chapter treasurer. Chapters may set their own dues deadlines.

### Initiation Fee

Each initiate who becomes an active member pays an initiation fee of US \$10. Of this amount, \$5 is the chapter share; \$2.50 is the state share; \$2.50 is the international share.

### Assessments

An assessment is an amount of money in addition to dues which may be levied by membership vote of a specific body. A chapter may vote an assessment on its own members. The International Society and the state organizations are forbidden to do so. Chapters which have voted assessments should review those assessments and vote again each year when the chapter budget is considered. A reserve member is exempt from paying chapter assessments.

### Contributions

Contributions are voluntary gifts.

Kappa State programs and projects dependent (at least in part) upon contributions are the Kappa State Leadership Seminar Fund and the Education Foundation. (S)

International Society programs and projects which are dependent upon contributions are the Educator's Award Fund, Emergency Fund, Eunah Temple Holden Leadership Fund, Golden Gift Fund, International Speakers Fund, Scholarship Fund, and World Fellowship Fund. Treasurers should use Contribution Forms (Form 43) from International Headquarters to assist in sending contributions. (I)

### Non-dues Revenue

Society income derived from sources other than dues. These sources may be vendor sales, One Cause and affinity card percentages, fundraisers, etc.

## Finance Committee

The Kappa State Finance Committee and chairman are appointed by the state president. This committee prepares the budget for review by the State Executive Board at its annual meeting. The committee supervises the expenditures from the Permanent Fund and the investments of the state funds and provides for an annual audit/financial review as well as additional duties as required. *Kappa State Bylaws, IX, C.c.* (S)

The International Finance Committee members are elected by the convention. The members are president and five members, two of whom are elected in one International election for a four-year term and three of whom are elected in the subsequent International election for a four-year term. The Finance Committee establishes guidelines for the Corporate Secretary (also referred to as Executive Secretary) with respect to investment of all funds, prepares the Available Fund budget for adoption by the International Executive Board, and provides for an annual audit. *Delta Kappa Gamma Constitution, VIII, B. 4 (I)*

### Fiscal Year

July 1-June 30 inclusive

### Forms

#### Kappa State

Available from the state president or the Kappa State website: [deltakappagamma.org/AR](http://deltakappagamma.org/AR)

#### International

Available from Headquarters by postal mail or the Society website: [deltakappagamma.net](http://deltakappagamma.net)

### Founders & founders

Capitalize this word to designate the 12 original Founders of the Society: Annie Webb Blanton, Mamie Sue Bastian, Ruby Cole, Mabel Grizzard, Anna Hiss, Ray King, Sue King, Helen Koch, Ruby Lomax, Cora Martin, Lalla Odom, Lela Lee Williams

Use the lowercase to designate others who assisted in establishing state and chapter organizations.

## G

### Gamma Family

State organizations and chapters are named in order according to the Greek alphabet. The Gamma Family names are Gamma Alpha through Gamma Omega. (I, S, C)

### Golden Gift Awards



Available to members for Leadership Management Seminar, special study stipends, and attendance at significant international conferences pertinent to education and/or the status, recognition and achievement of women. Applications (with deadlines) are required. Forms are available from Headquarters and/or the Society website.

### Governing Documents

*The Delta Kappa Gamma Society International Constitution and Standing Rules*, current edition (I)

## Greek Alphabet

Symbol	Letter	Pronunciation	Symbol	Letter	Pronunciation
Α	Alpha	al'fə	Ν	Nu	nũ
Β	Beta	bā'tə	Ξ	Xi	zī
Γ	Gamma	gam'ə	Ο	Omicron	om'i-kron
Δ	Delta	del'ta	Π	Pi	pī
Ε	Epsilon	ep'si-lon	Ρ	Rho	rō
Ζ	Zeta	zā'tə	Σ	Sigma	sig'mə
Η	Eta	ā'tə	Τ	Tau	tũ
Θ	Theta	thā'tə	Υ	Upsilon	ũp'si-lon
Ι	Iota	ī-ō'tə	Φ	Phi	fī
Κ	Kappa	kap'ə	Χ	Chi	kī
Λ	Lambda	lam'də	Ψ	Psi	sī
Μ	Mu	myũ, mũ	Ω	Omega	ō-me' gə

### Grants-in-Aid

Financial assistance by international, state or chapters for a specific purpose (i.e., education, study, etc.). Usually given to a non-member. [*Scholarships usually* designates an award to a member.]

## H

### Handbook

A 146-page document that is an ancillary to the *Delta Kappa Gamma Society International Constitution and Standing Rules*. This is not the governing document, but it is a resource that explains procedures and practices of the Society.

### Headquarters

The corporate headquarters for the Delta Kappa Gamma Society International in Austin, Texas. Toll free telephone: 1.888.762.4685. FAX: 512.478.3961. Mailing address: P.O. Box 1589, Austin, TX 78767-1589; Street address: 416 West 12<sup>th</sup> St., Austin, TX 78701.

### Honorary members

Women who are not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of their

service. They may participate in all activities except that of holding office. They do not pay dues. International, states, and chapters may elect honorary members.

Kappa State honorary members now living (August 2008) are Mrs. Hillary Clinton, Senator Blanche Lincoln, and Mrs. Betty Bumpers. (S)

### How chapters are named

State organizations and chapters are named in order according to the Greek alphabet.

## I

### International Organization chart

Fuller information accessible at [deltakappagamma.net](http://deltakappagamma.net)

#### **The Delta Kappa Gamma Society International**

*A Bird's Eye View*



Three levels - A multitude of subgroups, activities and services - One mission...

### International Representative

State organizations have the option of inviting an international organization representative to attend a specific state event. State presidents make the requests and the international

president assigns the International representative (not guest) to attend. The representative is usually an Administrative Board member who may present a speech and/or workshops and will bring greetings and news from International. (I)

### International Speakers Fund (ISF)



The ISF facilitates the exchange of Society speakers among member countries at ΔΚΓ functions. Members apply to the ISF Committee to be put on the list of speakers. State organizations apply to receive speakers. ISF was established in 1982 in recognition of the 30th anniversary of the 1953 internationalization of the Society. Only interest income is used for travel expenses of speakers designated by the ISF Committee. (I)

### Initiation

Chapters may have initiations as frequently as they wish. It is hoped that each chapter will have initiation at least once a year. Initiation into the Society is by means of a ceremony printed in *Ceremonies or Rituals* (books available from Headquarters), which contains instructions, list of materials needed, arrangements and directions. The *Handbook* provides information about a timeline, pre-initiation preparation, etc.

### Initiation Fee

The fee only is paid if the initiation occurs during April, May or June. The member then pays her dues and scholarship fee for the ensuing year at the time all members pay dues and fees (July 1-October 31). Membership cards are issued at the time of initiation. Initiation in person is required for membership.

## J

### Jewelry

The official jewelry of The Delta Kappa Gamma Society International consists of the keypin; chapter, state organization, and international presidents' pins; founder's barpin; and International Achievement Award. Additional information including descriptions may be found in the *Handbook*.

	<p>Member Keypin</p>	<p>The emblem of membership. Members are expected to purchase the keypin immediately after initiation. The chapter treasurer sends an order form with remittance to the Society's official jeweler. See <i>Handbook</i> for instruction for wearing the keypin and for disposition of the keypin upon the death or resignation of a member.</p>
	<p>Chapter President's Pin</p>	<p>Presented by chapter at the time of installation to the elected president. The pin is ordered from the Society's official jeweler.</p>
	<p>State President's Pin</p>	<p>Presented by the state organization at the time of her installation as the elected president of the state organization. The pin is ordered from the Society's official jeweler.</p>

Award Concepts is the official Society jeweler. Information and contact are accessible at [deltakappagamma.net](http://deltakappagamma.net).

## July 1

Beginning date of The Delta Kappa Gamma fiscal year. The date on which elected officers take office.

# K

## Kappa State

### **Funds** *Kappa State Standing Rules VII*

**Available Fund:** derived from membership dues and initiation fees, interest from any invested available funds or the principal of such investments, and other sources as determined by the Executive Board. The budget specifies that operating expenses be paid from the Available Fund. Source: Kappa State Standing Rules VII.A.

**Permanent Fund:** an invested fund that must be maintained at a minimum of 30% of the Available Fund annual income from dues and initiation fees. Interest from this fund is transferred annually to the Available Fund. Expenditures from the principal of the Permanent Fund may be made to purchase articles of a permanent nature and must be approved by the Finance Committee and the Executive Board. If these expenditures reduce the balance below the minimum stipulated for this fund, the fund must be restored within 4 years. Source: Kappa State Standing Rules VII.B.

**Scholarship Fund:** a savings account for which funds are derived from fees and contributions from members and chapters. Monies are transferred to the Available Fund as needed to defray the cost of state scholarships. Source: Kappa State Standing Rules VII.C.

**Leadership Seminar Fund:** a savings account for which funds are derived from individuals and chapter contributions toward the cost of the biennial Kappa State Leadership Seminar. Source: Kappa State Standing Rules VII.D.

### **Meetings**

Kappa State meetings are the annual August Workshop and the biennial Kappa State Convention. Dates and sites are approved by the Executive Board. (S)

(In addition to committees and boards, international meetings are conventions in even-numbers years and regional conferences in odd-numbered years. (I))

### **News**

*Kappa State News* is provided seasonally (four times a year) in print and electronically to members. The Kappa State editor is responsible for the compilation and distribution of the newsletter. (S)

### **State Officers**

President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary are elected. Parliamentarian, non-voting ex-officio, is appointed by the president. Treasurer and editor receive remuneration for their services and are non-voting ex-officio. The immediate past president is a state officer. (S)

### **Website**

Kappa State website: [deltakappagamma.org/AR](http://deltakappagamma.org/AR)



Provides forms, officers, contacts, news, Society information

## Keypin



Our key is a golden ellipse. Across its center are the Greek letters. Above them a wreath of laurel leaves symbolizes the distinction which those who wear this key have achieved. Below the letters is a cup which represents knowledge.

## L

### Leadership Seminar

The Kappa State Leadership Seminar is offered to Kappa State members for an abbreviation of the International Golden Gift Leadership Management Seminar. Members of the Kappa State Leadership Seminar have attended the Golden Gift Leadership Management Seminar. (S)

### Leadership Management Seminar

Intensive two-week leadership training for 30 members selected by the Golden Gift Fund Committee. Information and applications are accessible on the Society website. (I)

### Lucille Cornetet Professional Development

Lucile Cornetet Individual Awards assist educators in their participation in professional development opportunities. Grants are awarded to employed educators, both Delta Kappa Gamma members and non members. Grants are available for early-career educators and second-educational-career educators. Go to [www.educatoredge.org](http://www.educatoredge.org) for information. This website lists a variety of professional development opportunities and is frequently updated.

The Foundation funds Individual Professional Development Awards and Professional Development Seminars each year. Application to host a seminar must be postmarked by November 1. Application deadlines for Individual Awards are February 1, May 1 and September 1 depending on date of activity. See Society website for additional information.

## M

### Make-a-Miracle Campaign

In 2003 the International Educational Foundation initiated a five-year pledge campaign called the Make-a-Miracle Campaign. Members who pledge \$500 given in one lump sum or \$100 per year for five years are given an Educational Foundation pin in recognition and appreciation for their support.

### Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. Members initiated into the Society become members of chapters, state organizations, and the International Society. *The Delta Kappa Gamma Society International Constitution, III. A (I)*

#### Classifications

##### Active

Active members shall be women who are employed in educational work at the time of their election and have had three or more years of experience as professional educators or have been retired from an educational position no more than two years.

They shall participate in the activities of the Society. *The Delta Kappa Gamma Society International Constitution*, III. B.1. (I)

### Reserve

Reserve membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, may be restored to active membership by a majority vote of the chapter. *The Delta Kappa Gamma Society International Constitution*, III. B.2. (I)

### Honorary

Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office. *The Delta Kappa Gamma Society International Constitution*, III. B.3. (I)

### Eligibility

Women employed in educational work who deal with instructional or educative process and who have had three or more years of experience as professional educators may be invited to active membership. Eligible prospective members may be teachers, administrators, supervisors, librarians, psychologists, and directors or counselors in public and private schools, in specialized institutions, in universities and colleges, in schools of nursing, in hospitals and in corporations. Since classifications are increasing from year to year, it is impossible to list all the categories of professional educators eligible for membership. The chapter decides whether the prospective members come under the classification of professional educators. --*Handbook*

### Selection

Every chapter should plan for the selection of its new members by surveying the characteristics of current chapter membership and completing a chapter profile. The levels of education and the fields of educational interest represented in chapter membership should be varied. Encourage members to submit Recommendation for Membership forms (Form 11) based upon their personal knowledge of the professional qualifications and personal qualities of the potential member. Personal friendship alone does not warrant a recommendation. --*Handbook*

### Voting

Prospective members are voted upon in chapter meetings as specified in chapter rules. The Society does not recognize voting for prospective members by proxy or by mail. The method of voting on active membership is as specified in the chapter rules.

Members need to know qualifications of the prospective members before voting. Names and information about the prospective members should be presented to the members. The opportunity for discussion should be provided. Names may be presented and voted upon in the same meeting, or they may be presented at one meeting and voted upon at a later one.

### Invitation

An official invitation to membership signed by the chapter president, together with a copy of the Society information brochure, is mailed or delivered by chapter members to a prospective member. An invitation to an orientation meeting may be included in the invitation. The name and address of the person to whom the reply is to be made and the date the reply is expected should be a part of the invitation. A record of responses is kept in the chapter files.

## Orientation

Orientation sessions prior to initiation should be scheduled so that members may inform prospective initiates about the Society, its programs, and history. The prospective member is informed of her obligations to the Society including financial obligations at each level as well as commitment of participation. The *Handbook* (2004) cites suggested topics for the orientation program.

## Transfer

A member in good standing may be transferred from one unit to another upon application to the International Headquarters. *The Delta Kappa Gamma Society International Constitution*, III. D. (I)

## Termination

Membership shall be terminated only for the following reasons: 1) Non-payment of dues and fees; 2) Resignation; 3) Death. A report of members terminated for non-payment of dues should be included in the minutes of a chapter executive board meeting and/or a chapter meeting. This action should be reported by the chapter treasurer to the state treasurer. The member should be notified in writing of the termination by the chapter. The chapter does not vote on termination. A resignation should be presented in writing to the president and should carry an explanation for withdrawal. The chapter should contact the member to explore alternatives to resignation.

The chapter treasurer is responsible for making the official report of terminations by listing the names of members who have been dropped by the chapter on the Report of Members Dropped (Form 18-A). Report of Members Dropped is sent to the state treasurer who forwards one copy to Headquarters. The death of a member is the only termination which requires that a separate form be completed. Four copies of Report of the Death of a Member (Form 6) are required for each deceased member; this is the responsibility of the chapter president. (I)

## Reinstatement

A former member may be restored to membership upon a majority vote of the chapter receiving the request. The former chapter and/or International Headquarters can provide requested information. Members reinstated on or after July 1 and before April 1 pay dues and fees. When members are reinstated on or after April 1 and before July 1 no dues or fees are collected. Dues and fees for the ensuing year must be paid by October 31. A Reinstated Member card is completed at the time of reinstatement by the chapter treasurer. The card is sent immediately to the state organization treasurer who forwards it to International Headquarters. (I)

## Meetings

A chapter may schedule more meetings each year than the required four. A quorum for chapter business is determined by each chapter and stated in its rules.

## Members-at-large

Elected officers who serve as members of the Administrative Board and the International Executive Board, members-at-large provide liaison between these boards and the members and perform other duties delegated to them by the president or the International Executive Board. (I)

## Mission Statement

To promote the professional and personal growth of women educators and excellence in education.

## Music

*Song Book VI* was published in 1990. The song book is unique in that all composers and lyricists are Society members.

# N

## Non-dues revenue

Income generated by means other than membership dues, such as renting vendor space at conventions and conferences, percentages earned by use of the Society affinity card and purchases via *One Cause*, and voluntary contributions.

## Nominations Committee

The Kappa State Nominations Committee consists of a representative from each Area and is elected by the members of the Area in which she is a member. The chairmanship rotates by Area. The president is NOT an ex-officio member of this committee. (S)

## Nominations procedures

### International

A member's name may be submitted to the International Nominations Committee by a state organization, a chapter, an individual, or self. The Nominations Committee reviews the submitted forms and prepares a proposed slate of officers for convention vote. Names for positions may be submitted from the convention floor. (I)

### Kappa State

A member's name may be submitted to the Kappa State Nominations Committee by a chapter, an individual, or self. Forms, accessible on the Kappa State website or chapter president, must be submitted by the announced deadline. The process is similar to that used by the international committee. (S)

### Area Leaders

Kappa State Area Leaders are elected by a caucus of the members in each area. The caucus meets during the August Workshop. Responsibilities of Area Leaders are described in *Kappa State Bylaws and Standing Rules*.

### Chapter

Chapter Rules should provide the process by which chapter officers are elected.

# O

## One Cause

Online shopping affiliate with participating vendors that contributes a percentage of purchases to a cause, such as Delta Kappa Gamma. Enrollment is required to designate a cause to support. Accessible through the shopping link at [deltakappagamma.net](http://deltakappagamma.net).

## Our Heritage

Three-volume history of The Delta Kappa Gamma Society International. Volume I covers the period from its establishment in 1929 to 1959; Volume II is the history 1960-1970.

Publication of Vol. III is pending. ( Vols. I & II in print, Vol. III to be published 2010 on CD)  
(I)

## P

### Paraphernalia

The official paraphernalia of the Society consists of the scarf, candlesticks, bowl or vase, and Bible (optional). Chapters use the paraphernalia in each initiation in the manner described in *Ceremonies* and *Rituals*. A new chapter that has not acquired these items may borrow them from its state organization and then should acquire the paraphernalia as funds allow.

There is an authorized supplier for official paraphernalia of the Society. Chapters may order articles of initiation paraphernalia without special permission. In addition, red satin Delta Kappa Gamma banners and gavels for the presiding officer may be purchased. The price list and supplier information are available from Headquarters or the Society website. --  
*Handbook*

### Parliamentary Authority

The current edition of *Robert's Rules of Order*.

### Past Presidents Advisory Council

Kappa State committee comprised of all Past State Presidents. Duties of the PPAC are designated in *Kappa State Bylaws*, IX. C.b.

### Personal Growth & Services

International committee charged to "develop and implement a program designed to enrich the personal lives of members and ... make recommendations to state organizations. See *Constitution* VIII.C.1.2. (I)

Kappa State committee dedicated to helping members enrich their lives, develop confidence, and prepare for leadership opportunities.

### Personnel Committee

#### Kappa State

Elected committee of three whose task is to recommend to the Executive Board meeting at the convention a nominee for treasurer and a nominee for editor when those positions are to be filled. See *Kappa State Bylaws*, IX. C.1. g (S)

#### International

Committee composed of president and four elected members to study matters related to employed personnel of the Society and to make recommendations concerning personnel policies to the Administrative Board. The committee screens applicants and recommends candidates to the Administrative Board whenever a vacancy occurs in any position on the professional staff of International Headquarters. See *Constitution* VIII.B.9.

### President's Page

A one-page newsletter from International published bi-monthly and devoted to news chapter presidents can use and disseminate to members. Available on the Society website. (I)

### President's chapter visit

When the state president visits a chapter at the invitation of the chapter, Kappa State pays her mileage. The chapter pays mileage for other officers invited to visit a chapter. If the president requests another officer to substitute for an invited visit, Kappa State pays the mileage.

## Professional Affairs

### **International**

Committee charged to "develop an action program designed to encourage mutual respect and cooperation within the profession and to promote women in education. The committee shall study and recommend action on professional issues and shall urge the state organizations to initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators. *See Constitution VIII.C.1.3. (I)*

### **Kappa State**

Committee that fosters "chapter interest and participation in activities designed to improve the professional status of women and to recommend legislation pertaining to education." The committee promotes an interest in education for the future through grants-in-aid for prospective educators. *See Kappa State Bylaws, IX. C.2. b. (S)*

## Program Resource Guide

A notebook guide available in print or on CD-Rom that assists chapters in planning and presenting programs on various topics. The Guide may be ordered from headquarters. (I)

## Program of Work

### **International**

The Program of Work Committee is comprised of a chairman, the chairmen of the Professional Affairs and Research committees, and a music representative. This committee formulates a long-term program plan, identifies the program focus, and develops a manual interpreting the program topics. (I)

### **Kappa State**

The first vice president is chairman of the Program Committee and has the responsibility of coordinating program planning in the state. The committee is composed of the chairmen of The Personal Growth and Services, Research, Professional Affairs, and Music committees. (S)

## Programs

Opportunities for chapters to enrich the personal and professional lives of members. Some chapters plan their programs for a year in advance in a special planning meeting while some chapters leave the responsibility of program planning to a specific chapter program committee. Chapter practice and resources determine how, what topic and kind, and when programs are presented. Program ideas may be found on the Society website.

## Projects

Chapters may develop a unified effort to support a particular community's need(s). *See the Society website for a description of Society projects and funding sources for individual projects.*

## Protocol

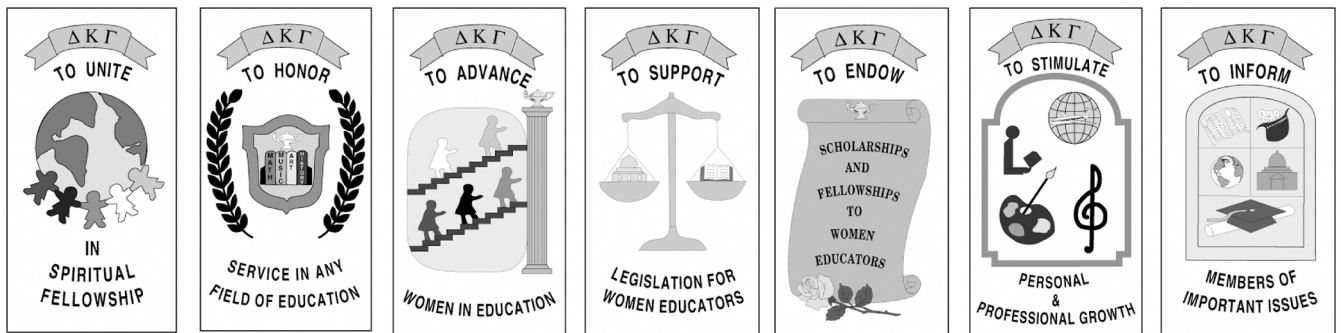
The *Handbook* discusses the protocol for head table seating, line ups, flags, introductions, etc. as they pertain to chapter, state, regional and international meetings.

## Publications

*ΔΚΓ News* (5 mailed and July/August issue on line)  
*The Bulletin* (published four times annually, 2 mailed and 2 online)  
*President's Page*  
*Our Heritage*  
[Deltakappagamma.net](http://Deltakappagamma.net)  
*Kappa State News*  
[Deltakappagamma.org/AR/](http://Deltakappagamma.org/AR/)

## Purposes

Each chapter should review the Purposes of the Society and be mindful of activities and endeavors that will fulfill the Purposes.



## Q

### Quorum

#### **Kappa State**

A quorum for state conventions shall be a majority of the members who have registered at the convention as being in attendance. *Kappa State Standing Rules VI. C.*

#### **International**

A quorum is a majority of the members who have registered at the convention. There is no proxy voting. Every member who attends a convention is a delegate and as such may express

views; introduce, second and speak to motions; and vote in meetings of the general session. Additional explanation may be found in the *Handbook*.

## R

### Recognition of members earning doctorates

Members who have earned their doctoral degrees and submitted documentation are recognized by the International Convention.

### Regions

The International Society is divided into five regions: Southeast (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia), Southwest, Northeast, Northwest, and Europe. The states in each region are cited in the *International Standing Rules* 5.4.

### Regional Conferences

Regional conferences are international events in odd-numbered years in each region. Regional conferences disseminate information about Society activities and provide educational workshops and leadership training. Time for fellowship and inspiration are components of regional conference programs.

### Regional Director

Elected by members in each region, the regional directors serve as International officers and are members of the Administrative and International Executive Boards. The directors plan and conduct the programs as well as approve arrangements and publicity for their respective regional conferences. They serve as liaisons between the International boards and the state organizations of their regions and perform other duties the president or the Executive Board assigns to them.

### Reinstatement

See MEMBERSHIP above

### Reports

Official requests for or dissemination of information regarding Society activities. Observing deadlines for reporting is important because the chapter report feeds the state report which feeds the international report.

### Research

International and state committees charged with keeping members abreast of educational trends and issues as well as Society trends and issues.

### Rules Committee

The Kappa State committee charged with reviewing Chapter Rules to determine compliance with Kappa State Bylaws and Standing Rules and the committee that reviews Kappa State Bylaws and Standing Rules to comply with the Society Constitution. This committee also reviews proposed amendments to the Kappa State governing documents and prepares them for vote at the Kappa State convention and Workshop. (S)



# S

## Scholarships

### Chapter

Each active and reserve member pays a scholarship fee of one dollar. Funds from the one dollar scholarship fee must not be used for a grant-in-aid. Chapters may award scholarships according to their Chapter Rules. These may be funded by a means approved by the chapter.

### Kappa State

Kappa State offers seven \$500 scholarships annually to members pursuing graduate study. (A member may not receive both an International and a Kappa State scholarship in the same year.) The Kappa State Scholarship Committee is comprised of one member per area selected by the state president. Chairmanship rotates by area. Forms and additional information are available from chapter presidents, the Scholarship Committee, and the Kappa State website.

### International

The Society offers to members thirty \$2500 scholarships annually to enhance fulfillment of the fifth purpose: To endow scholarships to aid outstanding women educators in pursuing graduate study. Forms and additional information are available from International Headquarters or the Society website. (Annual scholarship fees of \$1 per member fund scholarships for members at local, state and international levels.) The International Scholarship Committee chairman and members are appointed by the president. (I)

## Seminar for Purposeful Living

Prior to each international convention, a special seminar is held in an area near the convention city. Educational topics, as well as life issues, are featured at each seminar and are presented by well-known speakers. Short tours of historical areas are included.

## International Society Funds

The Funds of The Delta Kappa Gamma Society International are the Available Fund, the Educator's Award Fund, the Emergency Fund, the Eunah Temple Holden Leadership Fund, the Golden Gift Fund, the International Speakers Fund, the Loretta Halek Memorial Fund for Program Resources, the Permanent Fund, the Scholarship Fund and World Fellowship Fund. Information about these funds is provided in the *Constitution, Handbook, and Society website*. (I)

## Strategic Action Plan

This is a document-in-progress that is based on a review of Society needs and actions. A copy is available on the Society website. (I)

## Stationery

The key of the Society is printed only on official Society materials such as stationery, yearbooks and programs.

The official name of the organization is The Delta Kappa Gamma Society International. State organizations and chapters may use the name only for stationery or other printing. The name of the Society in any form may be used on printed materials for commercial purposes only with the written permission of the international president and/or the executive coordinator. - see *International Standing Rules, 12.01*.

## Sunshine Committee (optional)

Some chapters have a special committee or telephone tree that calls members to remind them of meetings or to disseminate information pertinent to the membership. (C)

## Symbols

The official insignia of the Society is a key, a vertical ellipse with the Greek letters ΔΚΤ across its center. The letters signify key women educators. Above the letters a wreath of laurel leaves signifies honor, and below the letters a cup signifies knowledge. -see *Constitution*, I. C.

The significance of the coat of arms or crest is described in *Ceremonies and in Rituals*. During initiation, the meaning of the symbols is presented. (I)

## T

### Training for officers

Kappa State officers, in turn, provide training for chapter officers during the August Workshop and convention. (S)

The Kappa State Leadership Seminar is another training opportunity for all Kappa State members.

The International Leadership Development Committee trains state presidents and executive secretaries early in the week of regional conferences. Program and Membership chairmen, treasurers, editors, and recording secretaries also are trained by International committees or personnel. (I)

### Treasurer

#### Chapter

The booklet *Guideline for Chapter Treasurers* is available from International Headquarters. The Kappa State treasurer offers training and resource material for all chapter treasurers. See *Handbook* for a list of duties as well as the *Kappa State Bylaws* and *Constitution*, VI.C. (C)

#### Kappa State

Duties are designated in the *Constitution*. *Guidelines for State Treasurers* describes and explains the state treasurer's duties.

## U

### U.S. Forum



The Society has forums as designated in the International Standing Rules. The plan for each forum is determined by its participants. These forum units serve the interest of members insofar as they reflect the Purposes of the Society. The forms are funded in the annual budget. The funds are used to communicate with state organizations and members in the forum unit and to allow each forum unit to have meetings of representative groups for planning purposes. The forum chairmen are members other than elected Society officers and are selected by the members of each forum by the method they determine. At regional conferences and international conventions, a definite time for separate forums is included for members to discuss problems and concerns related to their areas. (I)

## W

### Website

International: [deltakappagamma.net](http://deltakappagamma.net)

Kappa State: [deltakappagamma.org/AR](http://deltakappagamma.org/AR)

### World Fellowship



World Fellowship stipends are offered to eligible women from countries where the Society is not organized to pursue graduate work at approved institutions in member countries. Voluntary contributions are accepted to maintain this fund. The selection process is administered by the Institute of International Education in the United States and by World Fellowships Committees in Alberta, Ontario and Manitoba. (I)

### Workshop

The August Workshop, prescribed by *Kappa State Bylaws and Standing Rules*, is held annually for the purpose of disseminating information to chapters, to provide training for chapter officers and state and chapter committees, and workshops of interest to all members. Kappa State has three meetings in a biennium: two August workshops and one state convention.

### Women in Art

This is an event to highlight the talents of members. An exhibit of entries is a part of the Kappa State Convention offerings, and winners of the various areas of competition are announced near the end of the convention.

## Y

### Yellow card

The information card each initiate completes and the chapter treasurer submits to the state treasurer. Submitting the completed card for each initiate is essential to update the mailings and records from International Headquarters.