

**Guidelines
For Chapter
Presidents**



P.O. Box 1589
AUSTIN, TX 78767-1589

Revised 2016

Mission Statement

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Vision Statement

*Leading Women Educators
Impacting Education Worldwide*

International Projects

U.S. Fund for UNICEF's Schools for Africa
www.unicefusa.org/dkg

Support for Early-Career Educators

Purposes

1. To unite women educators of the world in a genuine spiritual fellowship
2. To honor women who have given or who evidence a potential for distinctive service in any field of education
3. To advance the professional interest and position of women in education
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society

Executive Department

The Delta Kappa Gamma Society International
P.O. Box 1589
Austin, TX 78767-1589
Physical address: 416 West Twelfth Street
Hours: 7:30 a.m.-6:30 p.m. Monday-Friday

Telephone: 512.478.5748
Toll-Free (Canada & U.S.): 888.762.4685

Fax: 512.478.3961
Email: societyexec@dkg.org

Website: www.dkg.org

Preface

Thank you for your commitment to serve the chapter, state organization and international Society in this significant, challenging and important role. The chapter president's leadership in inviting and responding to new ideas, building a leadership team and launching significant projects involving chapter members sets the pace for a successful biennium.

This guidebook has been compiled to aid each chapter president in her leadership position. Every effort has been made to provide information in a convenient form. It does not replace the *Constitution* or *International Standing Rules* but serves as a helpful tool. It brings together in one publication information pertaining to the chapter president's position.

You can look for support from your state organization president and other state organization personnel. Information also may be obtained by visiting the Society website **dkg.org** or by contacting the Executive Director and/or the international president at societyexec@dkg.org.

Table of Contents

Eight Chapter Constitutional Mandates	1
Duties of Chapter Presidents.....	2
Chapter Executive Board	4
Chapter Structure and Culture.....	5
Chapter Committees	6
Responsibilities.....	7
Reports	7
Chapter Meetings.....	8
Format suggestions	8
First meeting of the year	8
Getting to know one another	9
Revitalizing	9
Recruitment/Membership Plan	11
Orientation	13
Initiation.....	17
Procedures.....	17
Paraphernalia	17
Keypin	18
Maintaining a Strong Chapter	19
Green flags indicating a healthy chapter	19
Questions to guide a group discussion on chapter health ...	20
Supporting Early-career educators.....	20
Necrology	22
Planning to Strengthen Chapter Membership	23
Purpose of Planning	23
Steps to Successful Planning.....	23
Ongoing Membership Procedures	24
Losing members	24
Retaining members	25
Member profiles	26
Change of name/address.....	26
Finances	27
Budget.....	27
Fiscal year	27
Dues & Fees.....	27
Payment of dues and fees	27
Contributions	28
Reporting new members	29

Expansion	30
Succession Planning for Success	31
Additional Information	32
Supplies	32
International projects.....	32
The Delta Kappa Gamma Educational Foundation	32
Travel.....	32
Tax exempt status.....	32
Employer Identification Number	33
Form 990.....	33
Emergency Fund	33
Crest (Coat of Arms).....	34
Elections	34
About DKG	35
History	35
Name	36
Organizational structure	36
Meetings.....	36
Governing documents	37
Boards.....	37
Publications.....	37
Digital communication	38
Official Society social media accounts	38
Calendar	38
Appendix	39
A. Policy for Digital Communication.....	39
B. Hold Harmless Form.....	43
C. International Guidelines for Sale of Items	45
D. Guidelines for Using DKG Logos	47
Society Graphics.....	47
DKG Logos.....	48
Guidelines for using DKG Logos.....	49
Caution! Use of Images from the DKG Website!	53
E. Copyright Primer	54
F. The Transaction of Business	59
Sample Order of Business	59
Sample Minutes.....	61
G. Sample Prospect Card.....	62
H. Sample Prospect Letter.....	63
I. Chapter Member Application	64
J. Sample Initiation Letter	65

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)

Duties of Chapter Presidents

The following is compiled from the *Constitution* and *International Standing Rules*:

- ✦ Act as presiding officer at regular and called meetings and direct the activities of her chapter
- ✦ Act as chair of the chapter executive board
- ✦ Appoint a parliamentarian
- ✦ Appoint standing and special committees
- ✦ Approve for payment all expense claims
- ✦ Approve publications
- ✦ Fill by appointment all vacancies in office
- ✦ Represent the Society at meetings, conferences, and other events
- ✦ Take action, with the advice and approval of the executive board, on matters which cannot be deferred until the next meeting
- ✦ Check the file received from her predecessor, which should contain up-to-date materials

Documents and publications for president's file

Current *Constitution and International Standing Rules*

Current *Go-To Guide for Chapter Members: Handbook of The Delta Kappa Gamma Society International* (download latest version from www.dkg.org)

State organization bylaws

State organization standing rules

Chapter rules

Chapter charter (or kept in chapter archives)

Official Initiate Register (share with Membership chair)

State organization directory (if available)

Our Heritage, Volumes I & II (Society history)

H3, *Our Heritage*, Volume III (1970-2008) available on DVD

Membership supplies

Society marketing and membership brochure (*A Journey for Life*)

Membership certificates

Ceremonies

Chapter yearbooks (or in chapter archives)

Pride in the Big Picture (orientation)

Sustaining Pride in the Big Picture (reorientation)

New Member Kit

Forms

(All forms are available as interactive pages on the website www.dkg.org.)

Order form for official Society jewelry

Price list of available Society initiation paraphernalia

Membership recruitment materials

Application for Transfer (Form TR-A)

Report of Death of a Member (Form 6)

Reports

A file of reports for the past biennium, including

- ✓ Chapter Report
- ✓ Necrology
- ✓ Chapter Treasurer

Note: There was a change in chapter reporting in 2015. Chapter reports except for Necrology and the Treasurer's Report were combined into one report document.

- Become familiar with president's duties, the procedures and work of the Society, and the business that the chapter has transacted previously by studying materials and by attending conferences, conventions, and workshops, including leadership development.
- Appoint and work through committees if committees are designated by chapter rules (see section on committee work).
- Order supplies for membership: the membership certificates and keypin order forms, at least six weeks before an initiation. Consider ordering the New Member Info Kit for each initiate.
- Assure that recognition is given to any chapter member who is serving as a state organization or international officer, committee chair, or committee member.
- Attend meetings and workshops of the state organization and, whenever possible, the regional conference and the international convention.
Note: It is suggested that the chapter pay all or part of the president's expenses to state organization meetings and, when possible, to regional and international meetings because the president is the official representative of her chapter.
- Participate (with the Finance Committee) in the processes of budget preparation and supervision of chapter finances.
- Work with the chapter to plan the activities for the year and serve as an ex-officio member of committees with vote if this is a part of the chapter rules.
- Notify the state organization of changes of officers during the biennium.
- Serve as a member of the state organization executive board and participate in all of its meetings.
- Complete the Chapter President's Annual Report form and mail the report to the person designated on the form.
- Work with the membership chair and the treasurer to contact each member who has not paid dues before she is dropped for non-payment of dues.

Chapter Executive Board

The members of the chapter executive board are the elected officers of the chapter, the immediate past president and such other voting members as determined by the chapter. The parliamentarian is an ex-officio member without vote as is treasurer without vote if under remunerative contract for her services.

At least two meetings of the chapter executive board are held each year (four during the biennium). The board may meet at other times upon the call of the president. A quorum shall be a majority of the voting members of the board.

According to the *Constitution*, the duties of the chapter executive board include the following:

- Select the treasurer for the biennium;
- Act in matters requiring immediate action and decision;
- Recommend policies and procedures for consideration by members;
- Establish rules for budget development and approval; and
- Establish rules for the supervision of chapter finances.

Chapter Structure and Culture

For a number of years, a dropped member survey has been sent from and analyzed at Society Headquarters. It has become clear that there are two important ways to describe chapter life. One is the structure the chapter has developed; the other is the culture of the chapter.

Structure includes how the chapter is organized. Examples of organization include meeting times and days, number of business meetings held, number of social events held, how dues are collected and when, and what standing committees are designated. Most of these are decisions the members of the chapter decide for themselves and set down in chapter rules. For example, as long as the chapter has a minimum of four business sessions a year, any other business meetings are up to the members. A question a chapter needs to ask about its structure includes how flexible the chapter organization is. If all meetings are held at the same time on the same day of the month, some members with conflicting obligations (school board meetings, classes taught or taken) are permanently disenfranchised. If a small chapter decides to designate a number of standing committees, it is always going to be difficult to populate those committees. If a chapter does not encourage succession planning, it is likely that securing members to be officers will be problematic.

Culture of the chapter has to do with how members relate to each other. Is there “top-down” or collegial decision-making? Are cliques tolerated? Is there a warm professional or “sorority” atmosphere? If there is diversity in the chapter, are those members labelled as “other” treated with equality? Is there a mix of programming aimed at different interests and needs of members? Working educators who are dedicated to excellence want information to help them become better teachers. Retired teachers may need programming that will inform them about current economic, social or technological issues. All members seem to be interested in projects that truly “make a difference.” Is there kindness and tolerance demonstrated in the chapter? Is the chapter truly a safe environment to practice leadership skills?

Research indicates that members walk away from DKG when these issues of structure and culture are not considered by the chapter and its leadership.

Chapter Committees

Work of the chapter may be carried out by committees—either standing committees or special committees. A standing committee is a committee that has a continuing existence established by name in the *Constitution*, bylaws or chapter rules. A special committee is a committee appointed as the need arises to carry out a specific task. A special committee automatically ceases to exist upon completion of the specific task.

The president is an ex officio member of all committees except the Nominations Committee if this statement appears in chapter rules. As an ex officio member, she has a vote. By September the chapter president should have committee appointments made and have met at least with the chairs. The chapter president should check the state organization bylaws for any committees required by the state organization.



The chapter president is responsible for sending the name and address of the chapter member(s) responsible for the work of each committee to the state organization.

At the chapter level it is not always necessary to establish a working group for each committee listed in the international or state organization structure.

Society Business

Communications and Publicity*

Constitution

Constitution Interpretation

Expansion

Finance*

Leadership Development

Membership*

Nominations*

Non-dues Revenue

(Program, Personal Growth and Services, Professional Affairs and Research unified into Educational Excellence Committee in 2010.)

* The committees marked with an asterisk are those for which chapters have constitutional responsibility. **Chapters shall establish the structure and/or designate the person(s) responsible for the accomplishment of these required duties. Chapters may combine the functions of related committees.**

Society Mission and Purpose

Educational Excellence*

Educators Award

Eunah Temple Holden

Leadership Fund

Golden Gift Fund

International Speakers Fund

Scholarship*

World Fellowship*

Chapter standing committees may be established by chapter written rules. If chapter standing committees are not established, an alternate plan for carrying out the responsibilities and functions must be developed.

Responsibilities

Some examples of responsibility are as follows:

- Yearbooks and music may be the responsibility of the Educational Excellence Committee or all of the former Program of Work Committees (Program, Personal Growth and Services, Professional Affairs, Research). The president should ensure that these committees have a correct list of international officers and personnel, state organization officers and chairs, and chapter officers and chair.
- One member of a standing committee may be given a special responsibility—e.g., a member of the Membership Committee may be asked to compile the history of the chapter. Educational law and policy/legislation and recruitment may be the responsibility of the Educational Excellence Committee under the special heading of professional affairs, or chapter rules may establish a standing educational law and policy committee. Annual necrology reports should be included in the responsibilities of the Membership Committee. **The chapter president is responsible for promptly reporting deaths of members.**
- The organization should consider submitting names for consideration to the state organization Nominations Committee. Time may be devoted in a chapter meeting to determine how the chapter can participate in planning for the future and in submitting qualified members for officers and committee members to serve at the state organization level.
- The chapter president and the chapter treasurer serve *ex officio* in the process of budget development and the supervision of chapter finances (mandated). The Finance Committee is selected in accordance with written chapter rules.

Reports

Reports in designated areas of work are made by chapters to the state organization. The biennial report form may be downloaded from www.dkg.org by December 1 in odd numbered years. *See note on page 3, under Reports*

The chapter president may call a meeting of her committee chairs and complete the report. After the report is completed, the president should send the report to the state organization president by February 1.

Chapter Meetings

Chapters provide a foundation for the Society. All active members are involved in chapter work in order to develop and use their leadership abilities and potential. Active, vital and effective chapter meetings regularly provide opportunities to achieve many goals. A quorum for conducting chapter business shall be determined by each chapter.

The Society has no official format for all chapter meetings, however the *Constitution* requires as parliamentary authority, *Roberts Rules of Order*. The chapter president, along with her executive board and members, determine the best format for their meetings. **Four (4) regular meetings at which business is conducted are required each year.**



Format suggestions

This suggested order of business for a Delta Kappa Gamma chapter meeting may assist the chapter president to plan effectively—the program may precede or follow the business meeting:

- Call to order by the president
- Invocation, meditation, challenge and/or collect—as appropriate for members of the particular chapter
- A record of attendance may be kept but is not required by international guidelines. Attention could focus on members who are ill or in need of chapter support
- Approval of minutes: distributed to members in writing (may be electronic) and approved.
- Treasurer’s report: to be read by the treasurer, a copy given to the recording secretary, and an announcement made by the president that the report will be filed
- Correspondence: to be read by the corresponding secretary and action required on any matter arising from correspondence to be taken up under new business
- Report of chapter executive board meeting by the president: action on any matter arising from the board meeting to be taken after conclusion of the report
- Reports: action required on any item in the report to be taken after conclusion of the report, not every committee is required to report
- General orders: any business which regularly comes up at this meeting—e.g., election of officers, voting on members, collection of contributions for special funds
- Unfinished business
- New business
- Adjournment of the business meeting: declared by the president or on motion to adjourn by members.

Note: Special committee meetings may be scheduled before or after a chapter meeting when needed. See also Appendix F. The Transaction of Business and Sample Order of Business.

First meeting of the year

The chapter president can set the tone for the year by displaying enthusiasm for the Society. Some suggestions include the following:

- Appoint a “calling tree” committee or send a newsletter to inform the members of the first meeting and all the meetings for the year. Use electronic communication when possible.

- Tell the members their talents will be missed if they are not in attendance at the meetings, then show them you mean it by inviting them.
- Offer transportation to those members who may be in need.
- Help the members to feel welcome with a get-acquainted session.
- Make sure member contact information is ready to give or send electronically to each one along with interesting and exciting programs planned for the year.
- Provide information and deadlines for applications for scholarships and projects at all levels of the Society and encourage eligible members to apply.

The president with her well-planned agenda should begin the meeting at the appointed time and not make the meeting too lengthy. If members have attended a regional conference or international convention, a report should be shared with the chapter members. The meeting and program may be concluded with Society music.

The tone is set for the year. Now put your “challenge into action!”

Getting to know one another

Start with a survey to identify the different professional positions the chapter members represent. Know the make-up of your chapter. Then, at each meeting you may want to try some of the following:

- Seat “like” positions together.
- Ask who remembers three members from the previous meeting whom they did not know before. You may want to have a small reward for the effort of each.
- At the beginning of each meeting, introduce two members and have each one tell something for which she would like to be remembered.
- Before a meeting begins, ask members to sit beside people they do not know or whose names they cannot recall.
- Use one meeting to discuss the kinds of programs members would like by having a different “area of interest to women educators” posted in each corner of the room. After each member has found her niche, ask the group to come up with topics under the area and prioritize the list.
- Brainstorm with a committee on ways to know your chapter members. You must plan to form friendships and make your chapter members feel comfortable in the group.
- Assign mentors to new or transferring members.

Revitalizing

Focus on the positive. From your core of faithful members, look toward a future of growth within the chapter. Start with blue sky thinking or brainstorming with a few of your members. Discuss ideas such as

- Providing support and fellowship to members: develop car pools, recognize members at each meeting
- Presenting interesting, informative, comprehensive orientation and reorientation sessions
- Making programs so interesting that no one will want to miss them

- ✦ Developing diverse programs to engage all members
- ✦ Using get-acquainted activities at each meeting
- ✦ Involving members in programs
- ✦ Limiting the time of business meetings by encouraging well organized meetings: providing agendas, having committee reports, involving the members
- ✦ Improving communications. Is your newsletter effective? When a member misses a meeting, do you contact her?
- ✦ Nurturing your members and caring about them.

Q
A

What characteristics describe a healthy chapter?

A healthy chapter has members who are enthusiastic and committed to the Purposes of the Society. Is your chapter healthy? Look for these indications:

- ✦ Optimally, the chapter has 20 or more involved and participating members.
- ✦ Not more than 10 percent of the chapter members are reserve members.
- ✦ New members are initiated each year.
- ✦ Orientation programs are held for prospective members.
- ✦ Reorientations are presented each biennium for all members.
- ✦ There is good attendance at all chapter meetings.
- ✦ Programs have professional substance and are related to the Delta Kappa Gamma Purposes and Mission.
- ✦ All members participate in a variety of ways.
- ✦ Executive Board meetings are held regularly (a minimum of 4 each biennium.)
- ✦ Members attend council, area, state organization, regional and international functions.
- ✦ Funds are budgeted to assist the president's attendance at council, area, state organization, regional and international functions.
- ✦ Members are enthusiastic about Delta Kappa Gamma.
- ✦ Members are willing to serve as officers and committee chairs.
- ✦ Written, electronic and telephone communications are excellent.
- ✦ Reports are submitted on time.
- ✦ Chapter newsletters and yearbooks are forwarded as requested.

Recruitment/Membership Plan

Chapters throughout the Society are searching for new ways to increase membership. The Society 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. This 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 G, *DKG Prospect Card*) at one or two meetings. They should then compile a list and validate it for presentation 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 H, *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 I *Chapter Member Application*) 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. This “buddy” can also serve as a mentor throughout the year.

Step 6: Invite the prospective members to the initiation ceremony with the Initiation Letter (See Appendix J, *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!”

Documents related to The Recruitment/Membership plan are available at www.dkg.org on the Membership Committee page.

Orientation (*Pride in the Big Picture*)

Orientation

The Orientation is the most important duty of the Membership Committee in preparing prospective new members to the Society. When used within the Membership/Recruitment Plan, the Orientation will provide the invitee with

1. An understanding of the Society
 - Honor of invitation;
 - A picture of DKG beyond the chapter;
 - Ability to articulate Society membership's return on investment in a personal way;
 - Understanding of the Vision and Mission of the Society;
 - Knowledge of the Purposes;
 - Knowledge of the intrinsic value of membership;
 - Bonding /Life-long friendships;
 - Mentor/mentee relationships;
 - Making a difference in the community, state or province, country, world by impacting education; and
 - Support of one another's passions, personal triumphs and sufferings, professional accolades, struggles and difficult decisions.

2. An understanding of what the invitee can offer the Society
 - Invitee will be expected to participate in chapter activities;
 - Invitee will be expected to be present as often as possible at chapter meetings/events;
 - Invitee has a vote and a voice and should use both;
 - Invitee will share her talents and professional expertise;
 - Invitee will seek out opportunities to grow personally and professionally and to support others in their growth and to accept leadership opportunities in a safe environment; and
 - Invitee has a financial obligation to pay dues and fees in a timely way.

The *Pride in the Big Picture Orientation* PowerPoint presentation can be ordered or downloaded from the DKG website.

The Orientation should be presented as part of the Membership/Recruitment Plan and should lead to thoughtful reflection on the part of the invitee. Acceptance then means an informed commitment to the organization. Orientation on the day of initiation (or immediately preceding initiation) makes the invitee feel "trapped."

Establish a welcoming, comfortable environment for the presentation. Provide name tags for prospects as well as members who attend. Arrange the room to prevent issues with visibility and sound. If necessary, provide signs at the entrance of the building to assist guests with finding the appropriate room. Include all chapter members in the Orientation event to ensure that every prospective member has an assigned mentor/buddy.

The order of steps through which chapters gain new members should give prospective members a clear understanding of the organization to which they've been invited before they respond positively or negatively to the invitation to membership. This process will also establish a structure and framework for supporting new members throughout the transition period.

The suggested process includes the following steps:

1. Each member submits a prospect card at a chapter meeting. The membership committee verifies the eligibility of each prospect and compiles a list of prospective members;
2. The list is presented to the chapter for voting;
3. A letter inviting those prospects to an orientation, including the date of the orientation, is sent to each;
4. An Orientation should be held where members can meet the prospective members, the Orientation presentation can be held and members can work with each prospect to complete the recommendation form;
5. The prospective member should commit to membership at some designated time following the orientation, allowing time for discussion and reflection;
6. An initiation card should be completed for each initiate and sent to the state organization treasurer;
7. The new members are initiated at an initiation ceremony;
8. For areas that orient and initiate several chapters at the same time, the orientation team should meet and process together the orientation presentation and initiation ceremony; and
9. The chapter leadership team should quickly assign a chapter responsibility to each new member, and
10. Provide each with a list of upcoming dates/activities of the chapter and state organization.

A professional yet welcoming atmosphere for orientation is recommended, where the value, commitment, and responsibilities of membership can be discussed in a personal and open environment. If possible, plan the event in an interesting venue that is attractive to prospective members. Honor their time by having the Orientation last only one hour.

Opportunities for Members

If a member is looking for:	Consider these opportunities:
Financial support for study beyond the bachelor's degree	<ul style="list-style-type: none"> – International scholarships – 30 scholarships available each year: \$10,000 for doctoral study, \$6,000 for other graduate study, – State organization and chapter scholarships*
Financial support for one-time professional development	<ul style="list-style-type: none"> – DKG Educational Foundation Cornetet Awards – one-time individual awards of up to \$2,000 – State Organization Professional Development Awards* – Chapter grants*
Financial assistance for National Board or other certification	<ul style="list-style-type: none"> – DKG Educational Foundation Cornetet Awards – one-time awards of up to \$2,000 – State Organization Professional Development Awards*

Financial support for classroom/school/community project	<ul style="list-style-type: none"> – DKG Educational Foundation Project Awards – State Organization Foundation grants* – Chapter mini-grants*
Leadership training for professional growth	<ul style="list-style-type: none"> – International Leadership/Management Seminar – graduate training valued at more than \$7,000; if selected to attend, recipients pay a registration fee – International conventions/conferences – State organization conventions/conferences* – State organization leadership seminars* – Society sponsored parliamentary training
Speaker or presenter opportunities	<ul style="list-style-type: none"> – International Speakers Fund speaker on topics of personal/professional expertise – Chapter programs – Area, state organization, regional, international workshops – Keynote speakers at Society meetings
Emergency assistance Member has a major loss from floods, tornados, earth quakes, or other catastrophic event of nature.	<ul style="list-style-type: none"> – International Emergency Fund, \$500 per event, per member
Recognition for an earned doctorate	<ul style="list-style-type: none"> – Listing in program and recognition at international convention
Leadership opportunities in a nurturing environment	<ul style="list-style-type: none"> – Chapter officer/committee chair/member positions – State organization committee member/chair – State organization officer positions – International committee member/chair – International administrative board member/officer
Service to community/state/the world	<ul style="list-style-type: none"> – International <i>Schools for Africa</i> project support – Support for local early-career educators – State organization service project support* – Chapter service project participation*
Professional Networking	<ul style="list-style-type: none"> – DKG Communities – International/State organization conventions/conferences – Chapter meetings – Service at state/international levels
An audience for professional writing	<ul style="list-style-type: none"> – <i>The DKG Bulletin</i> – juried, professional journal – <i>The Collegial Exchange</i> magazine – Educators Book Award – State newsletters/websites – DKG blogs
An audience for visual and performing arts and crafts	<ul style="list-style-type: none"> – Arts & Humanities Galleries

Enrichment/Travel Events	<ul style="list-style-type: none"> – International conventions/regional conferences – State organization conventions/conferences – International Speakers Fund speaker – 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.*

Membership Dues

The initiation fee, scholarship fee, and dues are paid by the initiate at the time of initiation if the initiation occurs on or after July 1 and before April 1. If the initiation occurs on or after April 1 and before July 1, only the initiation fee is paid. 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).

An initiate card should be completed with contact information. This card should be sent to the state organization treasurer who will forward it immediately to Society Headquarters. Membership cards are issued at the time of initiation.

The president, treasurer and membership chair can work together to encourage members to renew membership each year. When the treasurer identifies members who have not yet paid dues, the president and membership chair should contact them to remind them they are valued members of the chapter. A dues reminder card (Form 123) is available at www.dkg.org for both mail and email.

The membership chair is encouraged to work with the chapter treasurer and president to develop strategies that assist members who encounter financial challenges in regard to dues payment. Installment plans, for example, would enable members on restricted incomes to pay dues overtime until the final due date in October. For more information, see the *Guidelines for Chapter Treasurers*.

Initiation

Procedures

The DKG *Ceremonies* book provides instructions for an impressive and meaningful initiation. The 2012 *Ceremonies* book provides two sample ceremonies that can be adapted to meet chapter needs. When a prospective member lives in an area where no chapter exists, she may be initiated and connected to a chapter through technology such as Skype.

Suggested procedures using the Membership Recruitment Plan:

Month One:

1. Distribute and collect Prospect Cards* at a chapter meeting.
2. Verify eligibility of prospects and compile a list.

Month Two:

1. Present list of eligible candidates to chapter members for approval by appropriate voting method.
2. Plan an Orientation event and send Invitation Letters* to prospects.
3. Plan the initiation ceremony for Month Four. Check inventory of membership supplies (Ceremonies Book, paraphernalia, membership certificates, keypins, new member kits, etc.) and order supplies, if necessary.

Month Three:

1. Include chapter members (equal number to prospects) in the Orientation event. Assign a member mentor/buddy to each prospect. Accept additional Prospect cards if necessary.
2. Present the Pride in the Big Picture Orientation and invite prospects to membership.
3. Complete Recommendation for Membership forms (Form 11) with each prospect.
4. Send Initiation Letters* to prospective members.

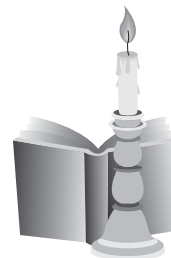
Month Four:

1. Conduct an appropriate initiation ceremony before, during, or after the chapter meeting.
2. Encourage assigned mentors to maintain contact with and provide support to new members as they transition into the chapter.

*all documents are available under Resources at www.dkg.org and samples are included in this publication's appendix.

Paraphernalia

The official initiation paraphernalia of the Society includes the scarf and brass candlesticks, both large and small. Award Concepts, Inc. is the authorized supplier for official paraphernalia of the Society. Order forms for initiation paraphernalia and accessories may be obtained from Society website. (www.dkg.org)



Keypin



Members may purchase the keypin at the time of initiation. The member or chapter treasurer may send the order form with remittance to Award Concepts, Inc. The keypin may be ordered online at www.dkg.org. The international, state organization, and chapter president's pin shall be presented by the respective organization at the time of installation.

At the discretion of the chapter executive board, any returned keypins may be given or sold to initiates or to members who have lost their keypins. 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. The official jewelry may be worn on a ribbon or other manner if desired by the member.

Maintaining a Strong Chapter

Green Flags Indicating a Healthy Chapter

- ♦ **Strong Leadership** – President and officers mentor chapter members to support leadership roles at the chapter, state and international levels
- ♦ **Positive Leadership** – President is enthusiastic and promotes member involvement. Encourages others to contact another member about meetings. Bring a friend to a meeting. Communication is strong within the chapter
- ♦ **Delegates** – President promotes team planning and ownership of activities and programs. Does not do all the work herself. Capitalizes on member strengths
- ♦ **Attendance at chapter meetings is good** – Meeting days/times vary throughout the year. Members are reminded via electronic communication to attend a meeting. Members who are unable to drive are offered a ride to the meeting
- ♦ **Member count is greater than 20**
- ♦ **Majority of the members are actively working.** Retired members are active in chapter programs and projects
- ♦ **State Reports are completed in a timely manner** – Chapter President's Report, chapter committee reports and other state-organization designed forms are completed and submitted within the designated deadline.
- ♦ **Completes Form 990 with the IRS in a timely manner**
- ♦ **Knowledgeable of the Society** – New members participate in an orientation process; chapter members attend state, regional and international conferences
- ♦ **Society Membership Information is current** – Information shared with members and prospective members is up to date. Chapter yearbook contains accurate information about geographical guidelines, requirements of membership, qualifications for potential members, and information about state and international leadership. Bylaws and standing rules are current and revised when appropriate
- ♦ **Newsletter is informative** – Newsletter is completed monthly and contains Society and chapter information. Member information is always shared be it recognition of an accomplishment, personal news (birthday, promotion, family news). Pictures are included
- ♦ **Yearbook is accurate** – Yearbook contains vital information from the chapter to international levels. Data regarding current officers at each level is evident. Programs are scheduled and explained
- ♦ **Programs reflect interests of members** – Programs are planned to include member interests and areas of expertise
- ♦ **Inspiration and Motivation** – President is enthusiastic at each meeting. Inspirational and motivational ideas are shared between members. These same thoughts are shared in the newsletter.
- ♦ **Communication with state organization is evident** – President and members of the chapter respond to state leaders. State leaders are invited to attend chapter meetings or coordinating council events

Questions to Guide a Group Discussion on Chapter Health

1. Does your chapter view itself a social club? A sorority? A professional organization? How would visitors view it?
2. How has your chapter been successful in collecting dues and communicating with members during this crucial time?
3. How has your chapter been successful in building leadership capacity of members?
4. How has your chapter been successful in meeting needs of members to feel a part of the group?
5. How has your chapter met the various programming needs of the chapter?
6. How has your chapter determined chapter projects?
7. How has your chapter been successful in streamlining business meetings?
8. There are structural and cultural aspects for chapter success. How do you feel your chapter has made progress in these areas? How has the culture of your chapter become more inclusive? How do you insure that all members are involved in structural decision-making?

Supporting Early-Career Educators

Why is DKG's support needed?

Education is a challenging career, and retaining quality teachers is an issue worldwide. Currently the U.S. rate of teachers leaving the profession in the first year is 10%; 50% leave by Year 3 and 70% by Year 5. In New York City Public Schools alone, the first-year loss rate is 18%. In 1987-'88 the typical teacher had 15 years of experience, but by 2008 the typical teacher had just 1 to 2 years' experience. Most Society member countries report a similar problem.

Chapters rely on members who are active in the profession to identify outstanding educators who have given or have the potential to give distinctive service to education. However, as chapter members retire, opportunities to meet and identify prospective members decrease. Support for early-career educators gives the chapter new opportunities and venues for meeting and identifying prospective members.

Now that chapters can invite any employed educator, regardless of years of experience, this focus on early-career educators give chapters new ways to mentor; to provide financial assistance through mini-grants, gift cards, etc.; to volunteer in classrooms; and to work with student teachers who will become employed in the near future.

Examples

- Provide refreshments for new teachers in the system/district at a general meeting and give them the Membership and Marketing brochure with contact information.
- Host a professional learning day and share chapter members' expertise in areas such as classroom management, lesson planning, and teaching strategies.
- Assign members an early-career educator to "adopt" by offering support through phone calls, mentoring, and advice.
- Grants-in-Aid funds can be used for early-career educator classroom grants or supplies.

- Encourage educators in your community to apply for funding (Project Grants and Lucile Cornetet Professional Development Awards) from the DKG Educational Foundation.

For more information on how your chapter can implement this program, go to www.dkg.org and find resources under Projects.

Necrology

It is the Membership Committee's responsibility to pay respect to deceased members for their devotion and dedication to the field of education and the Society. The *Ceremonies* book provides several suggested ceremonies that chapters may use to honor a deceased member.

Reporting Deceased Members

The death of a member is the only termination that requires a separate form be completed. Form 6 (Report of the Death of a Member) should be submitted by the chapter president to the state organization and Society Headquarters immediately upon learning of the death of a member.

Chapter Necrology Report

If there is no chapter necrology committee, work with the Chapter President in submitting the Annual Necrology Report (Form 2) due February 1 to the state organization membership or necrology chair. It is vital that the form be submitted so all deceased members are remembered at the state organization and international levels.

Honoring Deceased Members

There are several ways to honor those chapter members who have died during the course of the year or biennium:

1. A memorial ceremony (see the DKG *Ceremonies* book);
2. A tribute in a meeting by a member who knew the deceased well;
3. A DKG plaque on her grave marker (order at www.dkg.org);
4. A donation to a state organization or international tax-deductible fund in her memory, e.g. Eunah Temple Holden Leadership, World Fellowship, Golden Gift, Scholarship;
5. Attendance at the state organization memorial ceremony;
6. Invitation to family members to attend a memorial ceremony; and
7. Provision of ceremony's printed program to family members.

However a chapter chooses to memorialize departed members, the method should be consistent for all deceased members and be defined in the chapter's rules.

Planning to Strengthen Chapter Membership

Purpose of Planning

The purpose of membership action planning at the chapter level is to determine its needs and plan for the following four actions:

1. Recruiting members
2. Maintaining members
3. Reinstating members

Action planning takes on many forms and can be as formal or informal as desired. Action planning may look very different in various chapters. It is simply a process to help the chapter focus on its ideas and determine what actions are needed to achieve goals set for the biennium. Goal(s) state what the chapter wants to achieve over a given period of time. Actions/activities help the chapter reach its goals. The chapter no longer has to wonder what the future may be; it has planned its future and set forth concrete action to achieve that future.

Steps to Successful Planning

1. Gather Data
 - Form 18 – Annual Report of Members (3-year longitudinal look)
 - Work with the chapter treasurer to get data from this form
 - Form 18A – Report of Dropped Members by Reason (3-year longitudinal look)
 - Work with the chapter treasurer to get data from this form
 - Member surveys
 - Any other survey information the state organization/chapter has
2. Analyze the Data
 - Assimilate the data into chart/graph format for easy reading
 - Green Flags Discussion
 - What does the data tell you?
3. Set Goals based on the Analyzed Data
 - After determining what the data reveals about the state organization/chapter, determine a goal or goals with a timeline to address area(s) of need
 - Develop actions/activities that will achieve the goal(s).
4. Evaluate the Action Plan as needed or at least annually
 - Implement the actions stated in the plan
 - Evaluate the actions to determine if they are having an impact on meeting the goal
5. Continue the process as needed to strengthen the chapter
 - As chapter members evaluate the actions, determine what is working and will continue and what is not working and needs to be either tweaked or deleted.
 - Repeat this process every three or so years since membership will change.
 - As goals and activities are accomplished or are “institutionalized,” they could be dated and placed in an appendix so that future chapter members can have an historical record of what has been accomplished and why certain practices are in place and ongoing.
 - Always remember to look at what is good about your chapter, what needs to continue. Do not dwell only on negatives.

Note: All website resources listed in this guide may be accessed and downloaded by going to www.dkg.org unless otherwise noted.

Ongoing Membership Procedures

Losing Members

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 Form 18-A, Report of Members Dropped. Officially, Society membership is terminated for non-payment of dues and fees, resignation, or death. The reasons for termination indicated on Form 18-A are broken down into more detailed categories to help chapters, state organizations and the Society identify causes for losing members. The treasurer is asked to place a number in the "Reason" column to the right of each name. Use the last column for listing deceased members. This form is sent to the state organization treasurer who forwards one copy to Society Headquarters.

The eight reasons for termination include

1. Meeting times/places incompatible with schedule
2. Other responsibilities (family, work)
3. Chapter not meeting needs of member
4. Health
5. Economic
6. Transportation
7. Moved out of area
8. Death

Death of a Member: The death of a member is the only termination that requires a separate form. Form 6 must be completed by the chapter president for each deceased member as soon as possible. This allows the state organization and the Society to include her in Celebration of Life at the next convention, send sympathy cards and stop mailing publications.

Delinquent Dues and Fees: Annual dues and fees are paid between July 1 and October 31. On November 1, if dues and fees remain unpaid, the member is dropped from the chapter roll. Ideally, the president, membership committee and treasurer work together to make sure that members are personally contacted before they are added to a dropped list. The chapter minutes should carry a statement of the termination of membership and should be reported by the chapter treasurer to the state organization treasurer.

The member should be notified of her termination by the chapter in writing. The chapter does not vote on the termination. Long-term members are precious to the Society. The chapter should discuss the situation of each long-term member who has not paid dues and seek a solution for retention. (Article IV, C)

Resignation: A resignation from membership should be presented in writing to the president. The chapter should contact the member to explore alternatives to resignation. The identification of reasons on Form 18-A is an effort to collect data pertinent to loss of members and to use the data to maintain members.

Q **Is it possible for a former member to be reinstated after she has retired?**

A Yes. Article III Section F of the *Constitution* states that a former member may be restored to membership by the chapter receiving the request. The member will pay the current year's dues and fees.

Retaining Members

Suggestions for retaining a strong chapter membership include the following:

- Honor key women educators by inviting them to membership. Have a practice that as one member retires, she mentors and prepares an active, younger educator for initiation.
- Give new members effective orientation to Society's Purposes and reorient all members continually through traditional ceremonies and other appropriate activities.
- Recognize distinctive service with an annual achievement award.
- Congratulate a member with a note from the chapter president or membership chairman, reinforced by a note from the state organization president if the contribution or achievement is outstanding.
- Use international program suggestions (available online) for activities about educational issues at various levels and career strategies. Choose a project that engages all members, and then work together.
- Share leadership with all:
 - ✓ Use team approach to plan.
 - ✓ Encourage everyone to be an active part of a committee.
 - ✓ Use expertise of members to present programs.
 - ✓ Get new initiates involved in projects immediately.
- Circulate a newsletter to help members stay in touch with illnesses, births, promotions, awards. Celebrate special occasions in members' lives. Be sure to survey each member for permission to publish personal news.
- Involve members in meetings as greeters, part of the program, hostesses, presenters of inspirational thoughts, etc.
- Highlight a reserve member's past achievements at a meeting or in a newsletter ("Did you know that _____ chaired the committee that compiled the twenty-fifth anniversary history of our chapter?")
- Review achievements of an honorary member at the chapter birthday celebration.
- Plan a component in each meeting to enhance camaraderie.
- Consider expansion if your chapter has lost the "personal touch." Subdivide the chapter even if your members represent one geographic area.
- Invite state organization executives and/or committee members to meetings so local members



Can honorary members transfer their membership?

Yes, members at the 1998 International Convention voted to allow honorary members to transfer their membership.



How can a chapter provide positive experiences for new members?

The chapter has the responsibility to provide information to new members during orientation. Chapter members need to continue to be mentors to the new initiates. Sponsors should be responsible for their new members for two or three years, helping them become acquainted with other members of the Society and assisting them in attending local, area, district and state organization meetings. New members need to become involved in the work of the chapter by serving on committees and helping with the programs or projects. This mentoring system provides the nurturing that new members need to become committed members.

get “hooked” on the larger Society’s Purposes and its valuable network.

- ✦ Encourage members to appreciate the value of their attendance at state organization, regional and international meetings and of their participation in workshops related to Society business as well as those for personal growth.
- ✦ Seek support from your state organization’s Membership Committee if your membership starts to decline.

Member Profiles

Member profiles are forms containing pertinent data about each member that they care to share, completed by each member and updated each biennium: name; address; work address; email address; home phone; work phone; cell phone; DKG ID number; education; past/present professional positions; community service; honors; name/address of nearest kin or friend; Delta Kappa Gamma service—chapter, state organization, international; additional information deemed appropriate by the Membership Committee.

These profiles are used by...

- ✦ members who write publicity articles for the local press, state papers or *DKG NEWS*
- ✦ members who prepare a history of the chapter
- ✦ those who highlight or honor a chapter
- ✦ the chapter president when she must fill out the Report of the Death of a Member—Form 6
- ✦ the chapter president when she completes nomination forms for chapter members seeking state organization or international positions, awards and/or honors

Change of name and/or address (including email)

The president should stress to members the importance of notifying Society Headquarters immediately about any change of name and/or address. This is very important — not only at the international level, but also at the state organization level for mailing publications. An informed member is one who receives and reads the publications of the Society. The Change of Name/Address Card is available from Society Headquarters or on the website to assist this process. Changes may also be communicated by telephone, email, text and letter.

Finances

Budget

The chapter executive board shall establish rules for budget development and approval and for the supervision of chapter finances. The chapter president and the chapter treasurer shall serve ex officio in the procedure that is established. Chapters should assign responsibilities and establish rules for activities such as the following:

- Voting on the amount of chapter dues and assessments
- Preparing the chapter budget
- Reviewing, modifying and adopting the budget by the chapter executive board and/or chapter membership
- Supervising expenditures
- Supervising investments
- Providing for an annual review of the accounts of the chapter
- Reviewing most recent information in *Guidelines for Chapter Treasurers*.

Fiscal year

The fiscal year of the Society begins July 1 and ends June 30.

Dues and fees

Initiation fee, scholarship fee, and dues are paid by the initiate at the time of initiation if the initiation occurs on or after July 1 and before April 1. Initiation fee only is paid if the initiation occurs on or after April 1 and before July 1. 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 in the Society.

Payment of dues and fees

Dues and fees are payable by October 31 each year. State organization and chapter dues are set by individual chapters and states. Members initiated on or after July 1 and before April 1 pay initiation fees, dues, and scholarship fees at the time of initiation. Immediately thereafter the state organization and international portions of the dues and fees must be sent to the state organization treasurer. Members initiated on or after April 1 and before July 1 should pay only initiation fee at the time of initiation. Immediately thereafter the state and international portions of the fees must be sent to the state organization treasurer. Dues and scholarship fees for the ensuing year must be paid no later than October 31 and reported by the chapter treasurer on Form 18. This procedure is explained in detail in the *Guidelines for Chapter Treasurers*.

DKG has no reinstatement fee: Members reinstated on or after July 1 and before April 1 must pay dues and scholarship fee at the time of reinstatement. Members reinstated on or after April 1 and before July 1 pay dues and fees at the same time as other chapter members.



What do we do when a member is unable to pay dues because of a physical and/or mental disability?

The chapter may vote to pay the dues for members who are impaired so that membership may continue. Or individual members may wish to become sponsors.

Active member dues: Active members pay annual international dues as adopted in *Standing Rule 4.11* plus a \$1 U.S. annual scholarship fee.

Reserve member dues: Reserve members pay annual international dues as adopted in *Standing Rule 4.11* plus a \$1 U.S. annual scholarship fee.

Honorary member initiation fee: A one-time lifetime fee of \$50 U.S. for international publications is paid at the time of initiation of each honorary member. The chapter/state organization pays this fee once for the honorary member and no additional payment is required.

Initiation fee: Each initiate pays an initiation fee of \$10 U.S. Of this amount, \$5 U.S. is the chapter fee, \$2.50 U.S. is the state organization fee, and \$2.50 U.S. is the international fee. (See *Constitution IV, B, 1* and *Standing Rule 4.21.*)

Scholarship fee: Each active and reserve member pays an annual scholarship fee of \$1 U.S. except for members who have paid dues for life or honorary membership. A chapter which has established and maintains a local scholarship fund retains 60 cents of the scholarship fee. The remaining 40 cents is sent to the state organization treasurer—20 cents for the state scholarship fund and 20 cents for the International Scholarship Fund. A chapter that does not maintain a local scholarship fund sends the entire fee of \$1 U.S. per member to the state organization treasurer. The state organization keeps 80 cents and sends 20 cents to Society Headquarters for the International Scholarship Fund. (See *Constitution IV, F, 2* and *Standing Rule 4.22.*)

Assessments: An assessment is an amount of money in addition to dues that may be levied by membership vote. A chapter may vote an assessment on its own members. The international Society and the state organizations cannot levy an assessment. Chapters that have voted assessments should review those assessments and vote again each year when the chapter budget is considered. A reserve member is exempted from paying chapter assessments.

Contributions and U.S. tax exemption

Contributions are voluntary gifts. International Society programs and projects that are dependent upon voluntary contributions are the Educators Award, Emergency Fund, Eunah Temple Holden Leadership Fund, Golden Gift Fund, International Speakers Fund, Loretta Halek Fund and World Fellowship Fund. To assist in sending contributions, Form 43, Contribution Form, may be requested from Society Headquarters, accessed on the Society website or downloaded from the website. Alternatively, contributions may be mailed with letters specifying a fund. Acknowledgment cards will be mailed according to the directions of the contributors in honor of or in memory of designated persons. Donations to these funds and the Scholarship Fund are tax deductible through the Society's DKG Supporting Corporation 501(c)(3) designation by the U.S. Internal Revenue System.

DKG Legacy of Leadership Program

A new planned giving program for DKG is being unveiled in 2016. The Society desires to develop and advance the financial legacy of DKG through the commitment of planned gifts by its members. The purpose of the program is twofold: to educate our membership about the benefits of planned giving and to cultivate and engage a growing community of DKG members who have included DKG in their estate or differed giving plans. For more information contact Sandra Smith Bull, Executive Director at sandrab@dkg.org.

Reporting new members

The chapter treasurer has the responsibility for mailing the Initiate Cards. Treasurers have received instructions regarding the handling of these cards, **but the president must stress to the treasurer the importance of sending an Initiate Card for each new member immediately after initiation.** Names of new members are listed immediately when they are received at Society Headquarters, so that members will begin to receive Society publications at once.

Expansion

Expansion of the Society and installation of new chapters within a state, province, territory, or comparable political division where the Society is organized shall be in accordance with state organization bylaws. The body having responsibility and authority for decisions regarding changes in chapter area should be designated in those bylaws. The state organization executive board may arrange, not assign, territories.

Expansion within the state organization may be an outgrowth of state organization study or may result from a chapter's interest. Whenever the state organization decides that expansion is desirable, the chapter(s) affected should be involved. Cooperative relationships among chapters and the state organization are important and should be preserved. Expansion may occur through sponsoring a new chapter, expanding into two chapters or dividing. New members should be drawn from the new chapter area or territory assigned to it by the state organization.

Chapters may merge. The process is explained in the *Go-To Guide* on page 7.



How can we start a new chapter?

The essential steps are sequenced in correct order of implementation:

1. Secure permission for organization of a new chapter or chapter division from the state organization executive board.
2. Secure a list of qualified prospective members.
3. Determine the name of the chapter (as assigned by the Executive Board).
4. Issue invitations.
5. Orient prospective members.
6. Secure the charter requested by the state organization president and chapter materials from Society Headquarters.
7. Develop and carry out plans for initiation and installation.
8. Send a list of charter members and chapter officers to Society Headquarters.
9. Assist with orientation during the first year. Ongoing orientation is vital to all chapters and members. The organizer, organizing chapter, or council should continue to nurture the chapter in its early years of establishment.

Succession Planning for Success

How do we get members to take leadership roles? What challenges do chapters face during succession planning?

Given the ever-evolving state of education and organizations, it is quite possible that we may need much different leadership tomorrow than we enjoy today. Who will be the leaders who will face the significant challenges facing the Society and educational issues?

Because the quality of the chapter's leadership is reflected directly in results, it will be possible to continuously assess whether or not chapters have the right leaders in place. Are members staying? How many members have been developed into leadership roles? Are the structure and climate of the chapter flexible and inclusive?

When it comes to effective leadership the old adage applies: *the only constant is change*. There is no one set of qualities that will best serve the chapter in the years ahead. Rather, we must develop people with the expertise to lead and the courage and vision to shed the old and embrace the new as conditions require.

Generally, leadership development requires three sets of activities:
Mentoring - opportunities for members to learn from other members,
Knowledge of the Organization - natural exposure to the full range of Society activities, and
Formal training programs - development of effective leadership behaviors.

The best formal training programs involved are those that develop effective leadership behaviors by focusing on how to challenge the process, inspire a shared vision, build leadership capacity in others, encourage the heart, and model the way. (See *The Truth About Leadership*, Kouzes and Posner, 2010)

The leadership development process is never finished. The need for the right leader at the right time remains constant throughout the Society. Chapters who undertake this process as an objective will find that they will have a corps of women ready to serve rather than seek positions of power.

When it comes to identifying the next generation of leaders from within the chapters and state organizations, ask the following question: *Who models potential through her actions, skills, and expressed interests? Who shows an ability to lead even if not in a position of power?*

These are the future leaders of our chapters and state organizations who will guide us through the next generation and evolution of Delta Kappa Gamma. Nurture these women and they will become the effective leaders of tomorrow.

Additional Information

Supplies

Chapters may purchase Society supplies from Society Headquarters. Orders are placed on the Society website, www.dkg.org, from the Society Supply Store.

All officers and committee chairs should have the most recent edition of the *Constitution and International Standing Rules*, *Go-To Guide (Handbook)* and *Ceremonies*. It is a good idea to present the *Constitution and International Standing Rules* and *Go-To Guide* to each initiate.

All Society jewelry and initiation paraphernalia are available from Award Concepts, Inc., the official jeweler. Order blanks and price lists are available from Society Headquarters or on the Society website. Orders may be placed directly with the company at www.awardconcepts.net or by calling 1.800.659.7801.

International projects

Supporting Early-career educators (SEE) 2012 – current
Schools for Africa/UNICEF project (adopted July 2010) – current
The international organization has participated in several projects through the years. These include:
UNICEF PROMAYA Project (completed)
UNICEF Afghan Teachers Project (completed)
Advocacy for Women and Children
Personal and Professional Growth Opportunities

The Delta Kappa Gamma Educational Foundation

Established in 1964, The Delta Kappa Gamma Educational Foundation is managed by a 10-member board, all of whom are Society members. The Foundation has granted more than \$1 million for significant educational projects during its 50-year history. The Foundation also grants professional development stipends for members and non-members. Consult the Foundation website at www.dkgef.org.



Travel

The chapter is encouraged to assist its president with expenses completely or partially, whenever possible, to state organization executive board meetings, workshops, regional conferences, and international conventions. She is the chapter's representative. The chapter may budget for travel by automobile and urge the president to take other members with her to the state organization convention. Chapter rules should define specifics.

Tax exempt status (U.S. and other participating countries)

The Delta Kappa Gamma Society International is tax exempt in the United States under Section 501(c)(6) of the Internal Revenue Code. Exemption is from paying federal income taxes on gross income that is not more than \$50,000. All U.S. chapters and state organizations must file a Form 990 or Form 990n annually. This does not allow for exemption from state sales taxes charged on items purchased by a chapter.

The Delta Kappa Gamma Educational Foundation is a 501(c)(3) federal income tax-exempt corporation. Contributions to the Foundation are income-tax deductible to U.S. donors. Chapters may support the Foundation in honor of and/or in memory of, persons and donate to the Foundation's many projects.

The DKG Supporting Corporation also carries 501(c)(3) status that allows tax deductible donations to the following funds:

- Educators Award
- Emergency Fund
- Eunah Temple Holden Leadership Fund
- Golden Gift Fund
- International Speakers Fund
- Loretta Halek Fund
- Scholarship
- World Fellowship

Employer Identification Number (EIN) (U.S. and other participating countries)

The United States Internal Revenue Service requires each state organization and chapter of the Society to have an Employer Identification Number. This number is assigned by the Internal Revenue Service. Dues paid to the Society are not deductible on personal income tax.

When a new U.S. chapter is organized, application is sent from Society Headquarters for the chapter's EIN. When the chapter treasurer receives the notice from IRS giving her the chapter's EIN the chapter president signs an Exemption Authorization Statement supplied by Society Headquarters and returns the form immediately.

Each chapter's EIN is kept on file at Society Headquarters. This number also appears on the printed Form 18 mailed to each chapter yearly.

Each chapter should have only one EIN, and it is the treasurer's responsibility to keep this number in her records.

Form 990 (U.S. and other participating countries)

Each year U.S. chapters must file a Form 990 with the IRS. Failure to do so will result in revocation of your EIN and loss of chapter status.

Emergency Fund

This international fund offers assistance (currently \$500) to members who sustain major losses from floods, tornadoes, hurricanes, and other natural disasters. The fund is maintained by voluntary contributions. When a member sustains a major loss, the chapter president notifies the state organization president, who recommends that the member receive the Emergency Fund gift. The recommendation is sent as soon as possible to the executive director at Society Headquarters in Austin, Texas.

Crest (Coat of Arms)

The significance of the Crest (or Coat of Arms) is described in the *Ceremonies* book and Article I, C.4 of the *Constitution*. The meaning of the symbols is also presented in reorientation materials.



Elections

Chapter and international officers are elected in even years. State organization officers are elected in odd years. This ensures stability and provides experience in the organization.

About DKG

The chapter president and members should be knowledgeable about the Society and able to answer questions about the history of the organization as well as its goals for the future. Each chapter should have in its possession Volumes I, II and III of *Our Heritage*, a history of the Society. For current events, the international publication, *DKG NEWS*, as well as the state organization newsletter or website, are good sources of information. A thorough review of the *Constitution* and *International Standing Rules* will help in understanding the Society and its programs. Downloading the governing documents to your computer so you can do word searches will help you find information on dues, reimbursements, conventions, officers and numerous other items.

History

The Delta Kappa Gamma Society International was founded May 11, 1929, at the Faculty Women's Club at the University of Texas, Austin, Texas. Alpha Chapter of Alpha State Organization placed a plaque where the Women's Club once stood on campus. Dr. Annie Webb Blanton, member of the faculty of the University of Texas and a former state superintendent of public instruction in Texas, conceived the idea of an organization for women educators. Eleven women educators from Texas, representing various professional positions in education, were initiated by Dr. Blanton. Alpha Chapter was installed on June 3, 1929.

These 12 Founders were Dr. Annie Webb Blanton, Austin, Texas; Miss Mamie Sue Bastian, Houston, Texas; Miss Ruby Cole, San Antonio, Texas; Miss Mabel Grizzard, Waxahachie, Texas; Dr. Anna Hiss, Austin, Texas; Miss Ray King, Fort Worth, Texas; Miss Sue King, Fort Worth, Texas; Dr. Helen Koch, Austin, Texas; Mrs. Ruby Terrill Lomax, Austin, Texas; Dr. Cora M. Martin, Austin, Texas; Mrs. Lalla M. Odom, Austin, Texas; and Miss Lela Lee Williams, Dallas, Texas. (All are deceased.)

The Founders believed that there was need for an organization in which women educators—rural and urban teachers; preschool, elementary, high school, college, and university teachers; librarians; school administrators; supervisors—might be united for efforts toward better professional preparation, recognition of women's work in the teaching profession, and scholarships for those needing aid in improving their professional preparation.



Faculty Women's Club at the University of Texas in Austin

Name

The name is a combination of the initial letters of three Greek words: Διδασκαοι—Didaskotikai meaning teachers; Κλειδουχοι—Kleidouchai meaning key; and Γυναικεζ— Gynaikes meaning women. Today we use DKG. “Society” designates the international organization. Society Headquarters is located at 416 West 12th Street, Austin, Texas 78701. The mailing address is P.O. Box 1589, Austin, Texas 78767-1589.



Organizational structure

The Society is structured in three levels—local, state organization and international—all closely integrated. The local unit is called a chapter. The term “state organization” designates states, territories, provinces and comparable political divisions in countries where Delta Kappa Gamma is organized. The terms “international” and/or “Society” refer to the overall organization with the total membership. The business of the Society is conducted by the organizations on these three levels and through the relationships among them.

State organizations are grouped by regions as designated by the International Executive Board. The five regions include the following:

Europe—Estonia, Finland, Germany, Great Britain, Iceland, The Netherlands, Norway, Sweden

Northeast—Connecticut, Delaware, District of Columbia, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, New Brunswick, New Hampshire, New Jersey, New York, Ohio, Ontario, Pennsylvania, Puerto Rico, Quebec, Rhode Island, Vermont, West Virginia

Northwest—Alaska, Alberta, British Columbia, Idaho, Iowa, Manitoba, Minnesota, Montana, Nebraska, North Dakota, Oregon, Saskatchewan, South Dakota, Washington, Wisconsin, Wyoming

Southeast—Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia

Southwest—Arizona, Baja California, California, Colorado, Costa Rica, El Salvador, Guatemala, Hawaii, Jalisco, Japan, Kansas, Mexico D. F., Missouri, Nevada, New Mexico, Nuevo Leon, Oklahoma, Panama, Puebla, San Luis Potosi, Texas, Utah.

Meetings

International meetings are held each year. Members meet in convention in even-numbered years and a regional conference in odd-numbered years in each region. Most state organizations hold conventions annually and offer workshops for members and officers.

Governing documents

The basic governing document of The Delta Kappa Gamma Society International is the *Constitution*. The international organization is governed by the *Constitution* and by the *International Standing Rules*, which provide details for carrying out the mandates of the *Constitution*. State organizations and chapters are governed by the *Constitution* and the *International Standing Rules*. State organization bylaws and standing rules, which must be consistent with the *Constitution*, provide additional guidance within each state organization. Each chapter is governed by the *Constitution* and the *International Standing Rules*, state organization bylaws and standing rules, and chapter rules.

Boards

The Delta Kappa Gamma Society International members govern themselves through the international *Constitution* and *International Standing Rules*, state organization bylaws and standing rules and chapter rules. These documents are adopted by members in attendance at international conventions, state organization conventions and chapter meetings. Elected, employed and appointed officials meet as boards to act for and represent the membership and to see that the adopted rules are followed.

Publications

The international organization publishes the *DKG NEWS* six times a year. At the 2014 International Convention in Indianapolis, the Delta Kappa Gamma magazine was created. Later named the *Bulletin: Collegial Exchange*, the magazine is published twice a year and includes classroom practices and initiatives, articles on DKG chapter practices and initiatives and viewpoints on current issues. All members are encouraged to contribute articles. The *Bulletin: Journal* remains a research based publication and issues are published electronically three times per year. For more information about both formats of the *Bulletin*, see the Editorial Board page of the Society website.

In addition, the Society also publishes other documents that are vital to the organization, including the *Presidents' Page*, which is sent to chapter and state organization presidents six times a year.

The *Go-To Guide for Chapter Members* (Society Handbook) was published/updated in 2015.

State organizations may publish websites, papers, newsletters, bulletins, and studies for the purpose of informing their members about the activities of the state organization and membership.

Chapters may publish and circulate bulletins and studies of local interest. Chapter newsletters may improve chapter communications and attendance at meetings. Sending copies of chapter publications to state organization officers, to the state organization editor, webmaster and executive secretary, as well as to chapters in the same area and/or coordinating council, may improve communications within a state organization.

Digital communication

DKG maintains a presence on the World Wide Web with a website, a social network and other forms of digital communications. The Administrative Board annually reviews the *Policy for Digital Communications* and submits proposals for changes to the International Executive Board for approval. State organizations and chapters are encouraged to follow the *Policy for Digital Communications*.



Individual chapters may maintain their own websites. Space on a server is also available for rent from the international organization, as explained on the Society website. Forms for obtaining this space can be found on the website (www.dkg.org).

Official Society Social Media accounts

Facebook: www.facebook.com/dkgorg

Twitter: @DKG_SI

Instagram: @DKGSI

LinkedIn: www.linkedin.com/company/delta-kappa-gamma-society-international

Pinterest: www.pinterest.com/DKGSI/

YouTube: www.youtube.com/user/DKGAustin



Calendar

A Digital Calendar for Chapter Leaders can be found on the Society website under Resources.

Appendix A. Policy for Digital Communication

I. Introduction

The Delta Kappa Gamma Society International encourages the use of digital communication and digital communication resources. Digital communication resources, as defined by the Society, include but are not limited to the Internet, World Wide Web, digital mail, facsimile, landline and cell phones, databases, audio and visual recordings, graphics, photographs, CD, DVD, digitized information and social media.

Any use of Society digital communication resources is limited by restrictions that apply to all Society property and by constraints necessary for the reliable operation of digital communication systems and services. The Society reserves the right to deny use of its digital communication services and resources when necessary to satisfy these restrictions and constraints.

II. General Provisions

A. Purpose

The purposes of this Policy are to

1. Provide assistance and guidance in the design, implementation, evaluation and management of digital communications affecting The Delta Kappa Gamma Society International, its members and other constituents
2. Encourage quality standards for digital communications and the use of digital communication resources by and for the Society
3. Establish policy on privacy, confidentiality, and security in digital communications
4. Ensure that the Society digital communication resources are used in a manner which is consistent with the mission and purposes of the Society
5. Ensure that digital communication resources are used in compliance with applicable law and Society policies
6. Prevent disruptions to and misuse of Society digital communication resources, services and activities.

B. Scope

The Policy applies to

1. All digital communication resources owned or managed by the Society
2. All users and uses of Society digital communication resources
3. All digital communication resources provided by the Society through contracts and other agreements with the Society
4. All Society digital communication records in the possession of the Society, its employees or of other users of digital communication resources provided by the Society
5. The contents of all official Society related digital communications, attachments and transactional information associated with such communications. The Society cannot and does not wish to be the arbiter of the contents of all digital communications to, between and among its members. Neither can the Society protect users from receiving unsolicited digital messages from sources other than the Society itself.

C. Access Restriction

Eligibility to access or use Society digital communication services or resources, when provided, is a privilege accorded at the discretion of the Society. This privilege is subject to the normal

conditions of use, including procedures for initiation and termination of service eligibility, established by the Administrator of the individual digital communication resource or the Society's Executive Director.

The Society reserves the right to suspend or terminate use of Society digital communication systems and services by any user who repeatedly violates policy, procedure, guidelines, copyrights and/or any such other laws.

D. User Responsibility

Software, software related licenses, databases and custom applications purchased by the Society are the exclusive property of the Society and shall be used only as authorized by the Society. Any individual using the Society's computer communication systems/resources is responsible for the material she/he sends or displays via the digital communication resources.

E. Privacy Protection/Security

Users must respect the privacy of other users but should be aware that no digital communication, once sent, can be guaranteed to be private.

Users must respect the intellectual property of others. Ownership of intellectual property is governed by the policies of the Society as well as by applicable law.

Users must respect the Society's operational procedures for computing and network services and may not use the services to harass, threaten, stalk, defame, or otherwise interfere with the legal rights of others.

Providers of digital communication services ensure the integrity and reliability of systems under their control through the use of various techniques that include routine monitoring of digital communications.

Digital communication service providers shall maintain currency with authentication, audit and authorization technologies and implement them commensurate with applicable security requirements.

Providers of Society digital communication services shall implement recovery practices adequate to ensure rapid recovery from security intrusions and service interruptions.

F. Retention and Disposition

Digital communication records are subject to Society records management policies that provide guidance for administering the retention and disposition of all records, regardless of the medium on which they are stored.

G. Website Fees

Hosting of a website is available on the Society's web server for a rental fee. Websites can be hosted on any web hosting service. Many services charge fees for hosting while some are available at no charge. Fees for renting website space on the Society's server are assessed annually. Chapters or state organizations have the option to pay fees for two years. Only websites using the Society's website server will be required to pay fees to Society Headquarters. All website accounts are charged a one-time only set-up fee when established.

When a site has been established on any website hosting server and has been published, the chapter or state organization must complete and submit the *Society Website Compliance Assurance* to the Communications and Publicity Committee chair to request that the site be linked to the Society's website.

III. Website Certification

A. Certification

An official certification request form, *Society Website Certification Request (Form 72)*, must be submitted before a state organization or chapter website will be certified. The Standards for *Society Website Certification (Form 72A)* are available on the Society website. The standards will be reviewed and updated as required. The Communications and Publicity Committee reviews and certifies chapter or state organization websites.

B. Society Website Certification/ Recertification Request Form

The *Society Website Certification Request (Form 72)* is accessible on the Society website. The chapter or state organization applying for certification must complete and submit the form to the International Communications and Publicity Committee chair. The committee will review the site, determine if it meets certification standards and inform the committee chair. When certifications are approved, the committee chair will notify the information services administrator and the information technology assistant.

C. Certified Seal of Approval

After the Communications and Publicity Committee approves a site, an official biennium seal of certification will be sent to the webmaster for posting on the home page of the newly certified site. The site will be linked from the Society website. Only those sites that are linked and carry the Society certification seal express the opinions or policies of the Society. Websites must be recertified each biennium.

IV. Website Recertification

The chapter or state organization must submit the *Society Website Certification/ Recertification Request* to the International Communications and Publicity Committee chair at the beginning of each international biennium and no later than October 31st of the first year of the biennium. The committee will recertify a site based on the current Standards for *Society Website Certification (Form 72A)*.

V. Unlinking of Sites on the International Website

A site will be unlinked if a recertification request form is not received by the Communications and Publicity Committee chair before November 1 of the international biennium.

****Effective July 2016, Article III will take effect as follows:**

III. Website Compliance

A. Compliance

An official compliance assurance form, *Society Website Compliance Assurance (Form 72)*, must be submitted before a state organization or chapter website will be linked to the Society website. The *Standards for Society Website Linkage (Form 72A)* are available on the Society website. The standards will be reviewed and updated as required by the International Communications and Publicity Committee. Each chapter or state organization must complete and submit the assurance form indicating that its website is in compliance with the standards. The Communications and Publicity Committee reviews and certifies chapter or state organization websites.

B. Role of the International Communications and Publicity Committee

The Society Website Compliance Assurance (Form 72) is available on the Society website. The chapter or state organization applying for linkage must complete and submit the form to the International Communications and Publicity Committee chair and to Society Headquarters. The committee will do a courtesy review of any site requesting a link to the Society website for the first time, providing feedback to the webmaster regarding compliance with the standards on the date of the review. Upon request of a state or chapter webmaster, C&P members will do a courtesy review of any site and provide feedback to the webmaster regarding compliance with the standards on the date of review. When assurance forms are received, the committee chair will notify the committee liaison and the information technology assistant, who will facilitate the linkage.

C. Seal of Compliance

After the Communications and Publicity Committee receives compliance forms for a site, an official biennium seal of compliance will be sent to the webmaster for posting on the home page of the site. The site will be linked from the Society website. The seal will indicate that the website has affirmed compliance with Society standards.

IV. Ongoing Website Linkage

A. Ongoing Website Linkage

The chapter or state organization must submit the *Society Website Compliance Assurance* (Form 72) to the International Communications and Publicity Committee chair at the beginning of each international biennium and no later than October 31st of the first year of the biennium. The chapter or state organization must reassert compliance of a site based on the current *Standards for Society Website Linkage* (Form 72A).

V. Unlinking of Sites on the International Website

A site will be unlinked if a *Society Website Compliance Assurance* (Form 72) is not received by the Communications and Publicity Committee chair before November 1 of the international biennium.

Appendix B. Hold Harmless Form

The Society Hold Harmless Agreement builds awareness on the part of all levels of the Society about the seriousness of copyright laws and the liabilities and penalties that may occur as a result of breaking them. As a result of signing the agreement, members are developing a richer understanding of copyright infringement as it applies to chapter activities.

The agreement specifies by the word indemnify that each state organization and chapter agrees to answer for and to assume potential liability to third parties. Because each state organization also falls under its own provincial, state or country jurisdiction, the international tier of the Society will not always be held harmless, even if the state organization/chapter has signed the indemnity clause. However, as the “parent” of the organization, it must take on the ultimate financial responsibility as well as the responsibility of making the entire organization aware of not only the liability that we all have in this area, but also the responsibility that we have to be within the laws on intellectual property.

Visit the International Communications & Publicity Committee page on the Society website to find information clarifying the issues on copyright and creative commons works.



*For Use by the International Society

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS

WHEREAS, in return for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned Chapter of the The Delta Kappa Gamma Society International (hereafter, known as Chapter) agrees to the following:

Chapter agrees to indemnify, hold harmless and defend The Delta Kappa Gamma Society International (hereafter known as International), and The State Organization (hereafter known as State), and any of its Executive Board, Officers or Members, from any and all fault, liabilities, costs, expenses claims, demands or lawsuits arising out of, related to or connected with: actual or alleged claims, demands, causes of action liability loss, infringement on intellectual property, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of the individual chapters of The Delta Kappa Gamma Society International's actions; and any and all acts or omissions of the Chapter. And should any such claim, demand or lawsuit arise or be asserted in any way whatsoever related thereto, whether arising under the laws of the United States or of the Chapter's Government, or under any theory of law or equity, Chapter will indemnify, hold harmless and defend International and State, from any and all costs, expenses or liability including, but not limited to, the cost of any settlement or judgment made or rendered against International and State, whether individually, jointly or in solido with Chapter, together with all costs of court and other costs or expenses incurred in connection with any such claim, demand or lawsuit including attorney's fees, penalties, fines, judgments, awards, decrees, and related costs or expenses.

This agreement binds and obligates the Chapter and successors in office of the Chapter until it is otherwise terminated by the agreement of all parties.

Signed this date: ____/____/____

_____ Chapter of the _____ State Organization

Chapter President

Attested to: _____
Chapter Recording Secretary

Signed this date: ____/____/____

International President

Attested to: _____
Executive Director

Appendix C. International Guidelines for Sale of Items

The following guidelines are in compliance with articles of the Constitution and International Standing Rules dealing with the sale of items and the use of Society symbols. The Delta Kappa Gamma Society is a not-for-profit organization classified under Section 501 (c) (6) of the U.S. Internal Revenue Code. The Society is not exempt from payment of sales tax. State organizations should investigate the sales tax requirements in their respective states, provinces and countries and adhere to them. Failure to comply with sales tax requirements will put the Society in jeopardy of losing its not-for-profit, 501 (c) (6) status.

Many state organizations have developed sale items to support activities congruent with the purposes and projects of The Delta Kappa Gamma Society International. These items provide visibility for the Society and should reflect a professional image.

Guidelines:

1. Sale of items by vendors should be scheduled at times other than Society general sessions or business meetings.
2. Items should be of high quality, reflecting the professional image of the Society.
3. The Society key should not be used on items designed for sale by members, chapters, state organizations, and any other vendors.
4. Items may be advertised in state organization or chapter newsletters or brochures, consistent with postal regulations.
5. Society websites will include no direct advertising except for international non-dues-revenue partnerships or fundraising by members that benefit state organizations and/or chapters. (International non dues-revenue partnerships include the Society jeweler, insurance partners, and approved international affiliates. Fundraising by individual members does not include third-party business agreements.)
6. All vendors are responsible for obtaining all required governmental (state, province, county, city, country) sales tax numbers in the location where the event is held. All vendors are responsible for paying all applicable sales taxes to the governmental unit.
7. Written permission must be obtained for any materials protected by copyright.

The Delta Kappa Gamma Society International has adopted the following governing rules pertaining to the sale of items:

Constitution, Article X, Section A

3. On-Site Sales
 - a. Favors and decorations or items officially approved by the Administrative Board or the Executive Board may be sold at international conventions or regional conferences. State organizations desiring to sell their Society items shall follow the International Guidelines for Sale of Items.
 - b. A fee in the amount determined by the Administrative Board shall be charged to any state organization, chapter, or other vendors who receive permission from the board to sell items at regional conferences or international conventions. A list of all approved vendors shall be forwarded to the convention/conference steering committee.
 - c. International committee members selling official Society documents shall not be charged a fee.

International Standing Rule

1.04 The key of the Society may be used on official Society materials such as stationery, yearbooks, websites, and programs.

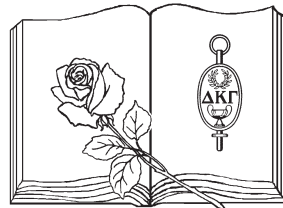
Adopted by Administrative Board – November 17, 2010

Approved by the International Non-Dues Revenue Committee – October 22, 2013

Approved by the International Administrative Board – November 8, 2013

Appendix D. Guidelines for Using DKG logos

Society graphics



DKG logos and other images are copyrighted. The Official Logos are branded trademarks of *The Delta Kappa Gamma Society International* and cannot be altered. Altering an official trademark on state organization or chapter websites constitutes grounds for unlinking sites prior to expiration of a certified seal.

DKG logos

DKG has four versions of its logo with color and black and white variations. The logos are

Long logo



Short logo



Rose



DKG

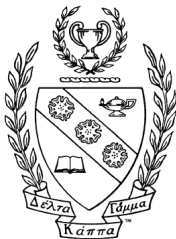


Other images available on the Society website are symbols, graphics, emblems and jewelry images, such as

Key pin



Coat of Arms



(See *Constitution* Article I, Section C. *Guidelines for Sale of Items and International Standing Rules* 1.01-1.05)

Guidelines for using DKG logos

DKG has a number of graphic items representative of the organization. *Guidelines for Using DKG Logos* will explain how logos may be used and how logos *may not* be used.

Logos may not be modified or altered or used in a misleading way, including suggesting sponsorship or endorsement by DKG, or in a way that confuses DKG with another organization.

Do not change the logo colors.

The correct red is 193, green is 349, using Pantone colors.

Red

Pantone-193

R-198, G-9, B-59

C-15.67, M-100, Y-77.03, K-4.8

Web safe-c5093b

Green

Pantone-349

R-2, G-105, B-55

C-90, M-33.27, Y-99.65, K-25.56

Web safe-016836

Black and white is also available.

Logos are not to be any larger than the measurements found in both pixels and inches below

Example

Web logo: 136x144 pixels

Print logo: 1.667x1.767 inches

Do not rotate logos.

Example



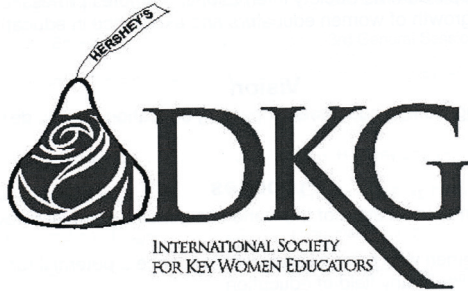
Do not augment the shape of the logo.

Example



Do not insert the rose into another shape or image

Example



Do not alter the text on the long or short logos.

Example



Do not duplicate logo to create a new logo.

Example

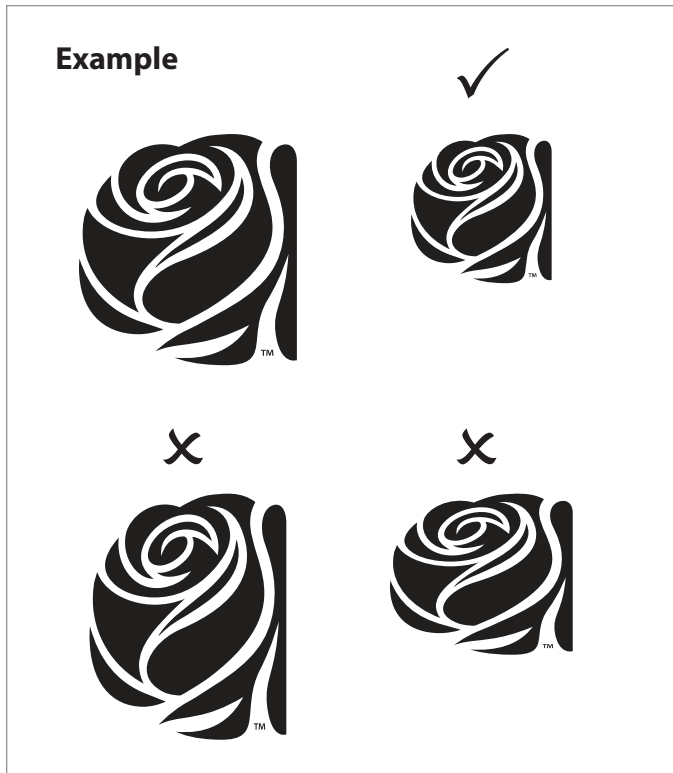


Do not animate a logo.

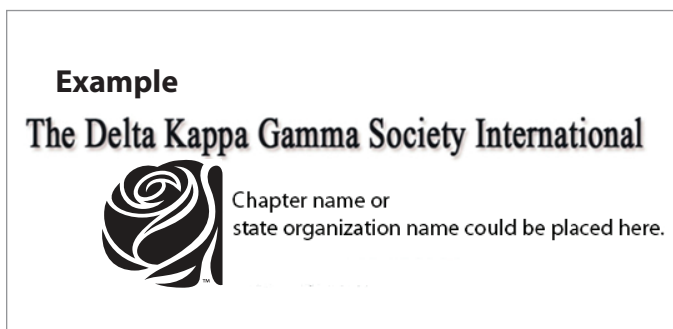
Do not use DKG logos as your personal profile picture. DKG logos are reserved for official accounts.

Remember to capitalize the letters “D” “K” and “G” whenever typing or printing.

Always resize the logo proportionally.



It is acceptable to utilize some of the logos to create your own look and feel for your site. Please find an example below:



Displayed above is a sample header for a chapter website utilizing the rose logo in combination with text and adequate spacing. Be as creative as possible without stepping outside the appropriate use guidelines.

The letter logo below allows for additional creativity as long as the letters (font), spacing and formatting are not altered in any way.

DKG™

Do use the logos on websites and in print.

Use combinations of logos to build what a chapter or state organization needs.

Here are some examples of things you can do:



If you have any questions about custom logos, please call (512-478-5748). The information services department will be glad to help.

Caution! Use of images from the DKG website!

Members sometimes want to use images from the DKG website (www.dkg.org) for their newsletters or websites. Be aware that the **ONLY** images available for use from the DKG website are those in the Logo Library.

Other images that appear on the DKG international website are copyrighted and used by permission or purchase. That permission or purchase does **NOT** extend to state organizations or chapters. If you want to use images other than those in the Logo Library and avoid copyright infringement, you must make your own arrangements with the copyright holder of the images.

Appendix E. Copyright Primer

What is covered by copyright

Copyright protects “original works of authorship” that are fixed in a tangible form of expression. The fixation need not be directly perceptible so long as it may be communicated with the aid of a machine or device. Copyrightable works include the following categories:

- ✦ literary works
- ✦ musical works, including any accompanying words
- ✦ dramatic works, including any accompanying music
- ✦ pantomimes and choreographic works
- ✦ pictorial, graphic, and sculptural works
- ✦ motion pictures and other audiovisual works
- ✦ sound recordings
- ✦ architectural works

What is not covered by copyright

- ✦ titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents
- ✦ ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration
- ✦ works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources)

Copyright Myths

- ✦ Anything you find on the Internet is copyright free. – FALSE
- ✦ If there isn't a copyright symbol © on the published work, it is permissible to use without permission. – FALSE
- ✦ It is acceptable to use a copyrighted work as long as you cite your source. – FALSE
- ✦ I copied it from a book I owned so I can copy/post it. – FALSE
- ✦ We are a not-for-profit organization so it is acceptable to use this since we will not profit from the use of the copyrighted material. – FALSE
- ✦ If I get caught using something that is copyrighted, I will just claim ignorance and nothing will happen. – **IGNORANCE IS NO EXCUSE, YOU WILL STILL BE SUED FOR MONETARY DAMAGES AND THEY DO NOT COME CHEAPLY!**

More information on copyright in the United States can be located through the United States Copyright Office. Members from other countries should consult their countries' copyright offices.

Definitions

Attribution – the ascribing of a work (as of literature or art) to a particular author or artist.

Berne Convention – is an international copyright agreement that mandates equal treatment of copyrighted works by Berne signatories, known as the Berne Union. It requires signatory member

countries to recognize copyrighted literary or artistic works in the same way that its national copyrights are recognized. For example, U.S. Copyright law applies to anything published in the United States, regardless of the work's origin. All DKG countries belong to the Berne Union.

Bot – is a simple computer program used to perform highly repetitive operations, e.g. trawling websites to collect email addresses. Some copyright holders use these to find instances of copyright infringement.

Copyright – the legal rights to be the only one to reproduce, publish, and sell a book, musical recording, etc., for a certain period of time.

Copyright infringement – occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Creative Commons – is a nonprofit organization that enables the sharing and use of creativity and knowledge through free legal tools.

Derivative Work – a new, original product that includes aspects of a preexisting already copyrighted work.

Intellectual Property – a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.

Public Domain – A work of authorship is in the “public domain” if it is no longer under copyright protection or if it failed to meet the requirements for copyright protection. Works in the public domain may be used freely without the permission of the former copyright owner.

Trademark – includes any word, name, symbol, device, or any combination, used or intended to be used to identify and distinguish the goods/services of one seller or provider from those of others, and to indicate the source of the goods/services. It gives notice to the public of the registrant's claim of ownership of the mark, legal presumption of ownership nationwide, and exclusive right to use the mark on or in connection with the goods/services listed in the registration.

Videos

Below are some videos that will give you more in-depth information:

Copyright Basics – <http://www.copyright.com/learn/media-download/copyright-basics/>

Copyright Across Borders – <http://www.copyright.com/learn/media-download/copyright-across-borders-english/>

Creative Commons Kiwi – <https://creativecommons.org/videos/creative-commons-kiwi/>

Google

There is a misperception that any image found on Google is copyright free, which is not true. To narrow your search to only images that are permissible to use in your newsletter or website use the search tools in Google. The following video will explain the process: Quicker Google Images Search by Usage Rights License – <https://youtu.be/3U26P6WnNTw>.

If an image is submitted to you for publication that you suspect might be copyrighted, the first thing you should do is contact the person who submitted it to find out where they got it and if they have written permission to use it. In the meantime, you can copy and paste an electronic picture into Google to find where it came from on the internet. To learn how to do this, watch this video Google Search by Image – <https://youtu.be/t99BfDnBZcI>.

Creative Commons

Works licensed with a Creative Commons license are copyrighted works that their creator and/or copyright holder have released certain permissions for reuse without having to contact them. Creative Commons offers six core licenses, each of which grants a different set of permissions. Before you use Creative Commons-licensed material, you should review the terms of the particular license to be sure your anticipated use is permitted. If you wish to use the work in a manner that is not permitted by the license, you should contact the rights holder (often the creator) to get permission first, or look for an alternative work that is licensed in a way that permits your anticipated use. Creative Commons licenses are recognized worldwide. The main website can be found at <http://creativecommons.org/>. Members from outside the United States should consult the CC Affiliate Network where they will find a hyperlink to a website in their language. Below you will find the six license symbols and what they give you permission to do with the work.

CC License Symbol Terms of the Creative Commons License



This license lets you distribute, remix, tweak, and build upon the creator's work, even commercially, as long as you credit the creator for the original creation.



This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to the creator.



This license lets you remix, tweak, and build upon the creator's work non-commercially, as long as you credit the creator and license your new creations under the identical terms.



This license lets you remix, tweak, and build upon the creator's work even for commercial purposes, as long as you credit the creator and license your new creations under the identical terms.



This license lets you remix, tweak, and build upon the creator's work non-commercially, and although your new works must also acknowledge the creator and be non-commercial, you don't have to license your derivative works on the same terms.



This license is the most restrictive of the six main licenses, only allowing you to download the creator's works and share them with others as long as you credit the creator, but you can't change them in any way or use them commercially.

Where can I find information on a copyrighted work?

When you need permission from a copyright holder to use an article, book, etc., there are a couple of places you can go to determine the copyright holder.

The United States Copyright Office provides an online search site of works registered and documents recorded by the U.S. Copyright Office since January 1, 1978.

Another source is the Copyright Clearance Center to find out contact information for the copyright holder and in some cases find out immediately how much a license will cost to use that article in your newsletter or website.

Anytime you use copyrighted information in a DKG newsletter or website you **MUST** have written permission of the copyright holder to use it and have paid any license fee the copyright holder has requested before you use it.

A sample letter to a copyright holder asking for permission to use their work should contain:

- ✦ Information about yourself and why you are requesting permission to use the material;
- ✦ Identification of the title of the work and the full name of the author/artist/photographer that you want to use;
- ✦ Identification of what rights you are requesting and how you will use the work;
- ✦ A request that they confirm in writing that they are the copyright holder of the work and that they agree to give you the permissions requested and under what terms it is granted.

Written permission either received in a physical letter format or by email should be kept on file by the DKG newsletter editor or webmaster.

Places to Find Images You Can Use

Read the directions carefully for these sites and follow their directions on how you may use the items found on their site. Some of these sites have photos for sale at the top of the page to pay for the website avoid those unless you are willing to pay the license to use them.

Compflight.com – search for images; make sure that you click the filter to search for Creative Commons works

Creative Commons CC Search – <http://search.creativecommons.org/> – find content you can share, use and remix through the Creative Commons website.

EveryStockPhoto.com – is a search engine for creative commons photos.

Flickr Creative Commons – <https://www.flickr.com/creativecommons> – please note that only those pictures on Flickr under the Commons are copyright free.

Foter.com – hosts over 190 million free Creative Commons images from many online sources.

FreeDigitalPhotos.net – ALL the images on their website are available free of charge, for business, personal, charitable or educational use. These free images are small sized, but perfect for websites or draft printed work. If you need a larger sized version, they are all available to buy.

Image *After – <http://www.imageafter.com/index.php> – a large online free photo collection. You can download and use any image or texture from this site and use it in your own work, either personal or commercial.

MorgueFile.com – contains free, high-resolution digital stock photographs and reference images for either corporate or public use. The purpose of this site is to provide free image reference material for illustrators, comic book artist, designers, teachers, and all creative pursuits.

Pixabay.com – is a repository for stunning public domain pictures. You can freely use any image from this website in digital and printed format, for personal and commercial use, without attribution requirement to the original author. There are currently 157,752 images available: 113,769 photos and 43,983 pieces of clipart.

Veezzle.com – is a search engine that will find free stock photos.

Wikimedia Commons – https://commons.wikimedia.org/wiki/Main_Page – a database of 20,145,366 freely usable media files.

Copyright Infringement/Hold Harmless Policy

The Administrative Board adopted in November 2013 this policy for use by the International Society the text of which states:

WHEREAS, in return for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned Chapter and State Organization of the The Delta Kappa Gamma Society International (hereafter, known as Chapter and State Organization) agrees to the following:

Chapter and State Organization agree to indemnify, hold harmless and defend The Delta Kappa Gamma Society International (hereafter known as International), and any of its Executive Board, Officers or Members, from any and all fault, liabilities, costs, expenses claims, demands or lawsuits arising out of, related to or connected with: actual or alleged claims, demands, causes of action liability loss, infringement on intellectual property, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of the individual chapters of The Delta Kappa Gamma Society International's actions; and any and all acts or omissions of the Chapter and State organization. And should any such claim, demand or lawsuit arise or be asserted in any way whatsoever related thereto, whether arising under the laws of the United States or of the State Organization's Government, or under any theory of law or equity, Chapter and State organization will indemnify, hold harmless and defend International, from any and all costs, expenses or liability including, but not limited to, the cost of any settlement or judgment made or rendered against International, whether individually, jointly or in solido with Chapter and State organization, together with all costs of court and other costs or expenses incurred in connection with any such claim, demand or lawsuit including attorney's fees, penalties, fines, judgments, awards, decrees, and related costs or expenses.

This agreement binds and obligates the Chapter and State organization and successors in office of the Chapter and State organization until it is otherwise terminated by the agreement of all parties.

Copyright Infringement/Hold Harmless Policy – model for states

International is advising state organizations to adopt a version of this policy for the state organization level which can be found at Copyright Infringement/Hold Harmless Policy - state organization model.

Please note that the information above on copyright and Creative Commons is for informational purposes only and in no way is a legal opinion.

**Information from What Every Discerning DKG Editor and Webmaster Needs to Know*

Appendix F. The Transaction of Business

An effective leader approaches every meeting with a definite agenda. To expedite business this agenda must be followed. The agenda approved by the National Association of Parliamentarians given below may be useful.

After adoption of the agenda, the Order of Business may be changed by a motion to suspend the rules. Such a motion requires a second and a two-thirds vote.

Sample Order of Business

- 1. Call to Order:** The chair calls the meeting to order with a firm rap of the gavel with the statement, "The meetin will come to order."
- 2. Opening Ceremonies:** i.e., meditation, singing, etc
- 3. Rules of Order:** The chair asks the parliamentarian to present the rules of order for the day. The rules should be adotped by general consent or by a motion which is seconded and which receives a majority vote of approval.
- 4. Introduction of Guests:** Guests may be introduced here or later.
- 5. Roll Call:** If a roll call is required, it is taken by the secretary.
- 6. Minutes:** If the minutes have been distributed previously, the secretary does not read them. Neither are they read if they have been approved by a committee assigned to do so. The chair declares the minutes approved. If there are corrections, these are acted upon by general consent, or by motion. Such a motion must be seconded and requires a majority vote for approval. When approved the chair declares the minutes approved as corrected.
- 7. Correspondence:** Correspondence is read by the secretary. If action is required, it may be taken at once or delayed for new business.
- 8. Report of the Treasurer:** The treasurer makes the report and the chair asks if there are any questions. if not, the chair states that the report will be filed for audit. An audit report must be adopted by the assembly.
- 9. Reports of Officers:** If the executive committee reports as a group, the secretary reads a summary of actions. She does not read the minutes of the group. If recommendations are made, the secretary moves their adoption or they may be deferred to new business.
- 10. Standing Committees:** Committee chairmen make their reports in the order in which they are listed in the Bylaws. The report may be made by a substitute approved by the president.
- 11. Special Committees:** The same rules apply as for standing committees.
- 12. Special Orders:** This includes any postponed item which was made a special order for this meeting.

13. **Unfinished Business:** Business postponed or unfinished from a previous meeting. It is not called "old" business.
14. **New Business:** All business items must be introduced by a main motion and require a second. the motion is open for debate, amendment, postponement, etc. After action, the chair takes the vote, announces the result, and states what action will be taken.
15. **Announcements:** Made by the chair or her designee(s). The chair may call for other announcements from the floor.
16. **Program:** A program may be scheduled in the agenda as desired, preferably before or following the business session. The meeting is not turned over to the program chairman. The chair is in command at all times and calls upon the program chairman to present the program. If circumstances make it desirable to move the placement of the program, it may be done by suspending the rules.
17. **Adjournment:** The chair asks if there is further business. If not, she may declare the meeting adjourned. If there is no objection, the chair must entertain a motion and second. The chair states the motion and puts it to vote. It requires a majority. if the motion carries, the chair announces the vote and says. "The meeting is adjourned."

Reference: *Robert's Rules of Order Newly Revised*. 10th Edition. Perseus Publishing, Cambridge, Massachusetts 2000

Sample Minutes

Meeting of: _____

Date: _____ Location: _____

Hostess(es): _____

Called to order at: _____

Opening ceremonies: _____ by: _____

Roll call: _____

Guests: _____

Minutes: _____

Correspondence: _____

Reports _____

Treasurer: _____

Officers (executive committee): _____

Committees (standing): _____

Committees (special): _____

Unfinished business: _____

New business: _____

Announcements: _____

Program: _____

Adjournment at: _____ Submitted by: _____

Appendix G. Sample Prospect Card

DKG Prospect Card	
Name	<u>Jane Doe</u>
Address	<u>123 Learn Street</u>
E-mail	<u>jane_doe@comcast.net</u>
Employer	<u>Sample School District</u>
Position	<u>1st Grade Teacher</u>
Phone	<u>717-123-4567</u>
Sponsor	<u>Dr. Lyn Schmid</u>

DKG Prospect Card	
Name	_____
Address	_____
E-mail	_____
Employer	_____
Position	_____
Phone	_____
Sponsor	_____

Appendix H. 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 I. Chapter Member Application



Chapter Member Application

Instructions:

Please complete and submit to the chapter membership chair. 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 (prospect):

Name

Address

Phone Number

E-mail

Current position title:

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 J. 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

