



To: Delta Kappa Gamma Members
From: Alpha Kappa State Nominating Committee
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Petrucci-Carbone, Karen Stoudt, and Marilyn Arvoy, Chair
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The Nominating Committee of Alpha Kappa State will be preparing a slate of officers for the 2011 – 2013 biennium and for finance and nominating committee members for 2011- 2015. We are looking for members of DKG who would like to serve on the state level.

A nominating form needs to be filled out for each candidate. The Nominating Committee needs this information to present the slate with candidate qualifications to be published in the Keynote prior to the state convention in 2011.

Candidates for office:

In January 2011, the nominating committee will present to the Executive Board the name of one candidate for each of the following offices.

President

- According to the by-laws and standing rules, "The first vice-president shall automatically succeed to the presidency..."

The Nominating Committee is looking for candidates for:

First Vice-President
Second Vice-President
Recording Secretary

Candidates for Finance and Nominating Committees

In January, 2011 the Nominating Committee will present the names of three candidates for each committee.

The Nominating Committee is looking for one member from each of the three regions to serve on the Finance Committee and one member from each of the three regions to serve on the Nominating Committee.

Nominating forms need to be submitted to the chair of the Nominating Committee by December 1, 2010.

Permission of the person must be secured before her name is recommended for nomination.

Marilyn Arvoy, Nominations Chair
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This information and the Nominations Form can be found on our website <http://deltakappagamma.org/CT/>

Duties

Duties of Officers

According to the by-laws, "The term of each elected officer shall be two years. No officer except the treasurer may serve in the same office longer than two terms in succession."

First Vice-President

- Shall automatically succeed to the presidency at the completion of the president's term, death or resignation
- Preside at regular and called meetings in the absence of the president
- Serve as Chairman of the Program of Work Committee
- Make arrangements and act as on-site manager at state meetings, conferences and conventions
- Attend the State Leadership Development Workshop, Northeast Regional Conference and the International Convention
- Serve at the discretion of the president as presiding officer of ad hoc committees
- Perform other duties as directed by the president

Second Vice-President

- Shall not automatically succeed to the office of First Vice-President
- Oversee the work of the Educational Services Committees
- Arrange and act as on-site manager and accept reservations and payments for Executive Board Meetings
- Arrange for the preparation and distribution of the state directory in even-numbered years

- Encourage and coordinate state regional chapter meetings
- Perform such other duties as directed by the president
- Serve as chairman of the Alpha Kappa State Achievement Award Committee in odd numbered years

Recording Secretary

- Record and sign minutes of each business meeting, Executive Board, Executive Committee, and Annual Meetings
- Record all motions verbatim with names of maker and seconder, discussion and resolution
- Include summary of treasurer's reports, committee reports and significant information
- Mail draft of minutes to members of the review committee and the president
- Mail reviewed minutes to all members of the appropriate board / committee prior to the next meeting
- File approved minutes, signed by the president, with the attendance and all official reports attached
- Send two copies of all state minutes to the historian

Duties of Finance and Nominating Committee Members

According to the by-laws, both the Finance Committee and the Nominating Committee "shall be composed of two elected members of the three designated state regions. Each biennium one member from each region shall be elected for a term of four years."

Finance Committee

- Submit a proposed budget annually to the Executive Board

- Arrange for an annual audit
- Recommend the distribution of monies raised by the Spring Conference Raffle

Nominating Committee

- Submit the name of one nominee for each elective position in odd-numbered years. Consent of the nominee must be obtained. After the report of the committee has been made to the convention additional nominations may be made from the floor with the consent of the nominee.
- Present the slate with candidate qualifications to be published in the Keynote prior to the state convention
- Prepare the ballot and conduct the election. Elections shall be by written ballot unless there is but one nominee for an office.