

OUR PURPOSE AND DUTIES

The Ceremonies Committee is a vital part of our Society. It maintains our traditions and conducts ceremonies that keep our chapters active and moving forward. Ceremonies that are meaningful and beautiful help members appreciate our heritage.

The *Ceremonies* book, 1994, is the most recent Society publication. Responsibilities of an Alpha State Chapter Ceremonies Committee include the following ceremonies:

- INITIATION OF NEW MEMBERS (Order current certificates from International Headquarters).
- INSTALLATION OF NEW CHAPTER OFFICERS (Spring of Even Year).
- CHAPTER BIRTHDAY CELEBRATION (Each Year).
- TRIBUTE TO FOUNDERS (May of Each Year).
- CEREMONY OF REMEMBRANCE (Coordinate with Necrology committee)
- RECOMMITMENT/REORIENTATION (Optional)
- RECOGNITION OF 25&50-YEAR MEMBERS (Optional)



INSTRUCTIONS FOR INITIATION

- I. Order membership certificates with the current international president's signature.
- II. Order or arrange for red roses (real or silk).
- III. Assemble the following materials:
 - Delta Kappa Gamma table scarf
 - Three tall red candles with holders
 - Small or large candle and holder for each initiate
 - Matches
 - Official chapter register with dated page ready for new signatures
 - Pen
 - Arrangement of red roses
 - Delta Kappa Gamma emblem or banner
 - Current membership certificates
 - Song cards with "The Delta Kappa Gamma Song"
 - Copies of initiation script for all officers
 - Song sheets for members if other songs are to be sung
 - Bible
 - White table cloth

IMPORTANT PRIOR TO CEREMONY

- Hold an orientation for initiates
- Hold a practice session
- Arrange for payment of dues and purchase of keypin
- Assemble escort and initiate in room other than place of initiation

CHECKLIST FOR INSTALLATION

1. Choose an appropriate facility with a large and pleasant area.
2. Notify chapter members of time, date, and place of installation.
3. Make sure the President's pin has been ordered by Treasurer.
4. Arrange for supplies (ex. candles, certificates, roses, etc.).
5. Arrange a rehearsal time for new and retiring officers.
6. Make copies of spoken parts for the installer and retiring officers (found in *Ceremonies book* red 1994, pp 13-17).
7. If you have state personnel visiting your chapter at time of installation, it is proper, though not mandatory, to include them in the ceremony.

SUGGESTIONS:

- Ask hostess to provide an opportunity for the new officers to be greeted by chapter members.
- Present an appreciation gift to the retiring president.

MATERIALS REQUIRED OF THE CEREMONIES CHAIRMAN

Ceremonies Book—red, revised 1994

- Chapter Ceremonies Materials
- Handbook of the Delta Kappa Gamma Society International (2004)-blue
- Constitution & International Standing Rules (2006)
- Song Book VI
- Program Resource Guide
- ***Our Heritage***, Volumes I and II and III
- Chapter Rules
- International Pamphlets ***Who Are We?*** And ***The Honor of Membership***

NOTE: You will have the responsibility for all or a part of the **Ceremony**.

EFFECTIVE REMINDERS

- Check materials needed for the year and order during the summer.
- Coordinate ceremonies with other committees in your chapter, such as Music, to make your ceremonies more impressive and beautiful.
- The name of the Society is THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL, Δ Didaskotikai (Dēē-das-kō-tee-kī)= teacher, K Kleidouchai (klī-doo-kī)= key, Γ Gynaikes (Geenī-kays)=women. Members may use Δ Κ Γ or DKG. We are a society, not a sorority or club.
- Electronic communication devices should not be left on during a meeting. Return telephone messages. Acknowledge e-mails and other correspondence.
- In naming the Founders, it is a matter of courtesy and respect to name first Dr. Annie Webb Blanton.
- Remember that the initiation is a new member's introduction to Delta Kappa Gamma. Make this meeting beautiful and impressive!
- Having a member act as hostess to a guest speaker is a nice gesture.
- When a state officer or an area coordinator is invited to chapter meetings, it is a matter of courtesy and protocol to invite a local state officer, state chairman, and all local & area presidents to attend the meeting. If cost of reservation is involved, word the invitation so that it will be understood that those attending are expected to bear the cost of their own reservation.
- Meetings start on time.
- Audience rises when a procession of head table guests enters the room.
- No pictures are taken during ceremonies.
- A note of appreciation should be written to guest speakers.
- Learn *The Delta Kappa Gamma Song*.
- International Headquarters: Austin, TX, www.dkg.org
- Alpha State: P.O. Box 797787, Dallas, TX 75379-7787, 1-800-305-3525, FAX: 972-447-0471, E-mail: alphastx@sbcglobal.net, www.alphastatetexas.org

OUR SYMBOLS

- The **roses** and the color gold stand for friendship, loyalty and helpfulness.
- The **wreath** of laurel leaves represents achievement.
- The **crimson** stands for courage to achieve success and attain leadership in our profession.
- The **cup** represents knowledge.
- The **lamp** and **open book** represent wisdom and scholarship.
- The **golden ellipse** represents the work of each member for the good of all.

For additional information check the following:

- Our Heritage Volumes I and II and III
- *Ceremonies* Book red, revised 1994
- Handbook of The Delta Kappa Gamma Society International

OFFICIAL JEWELRY

1. Official jewelry consists of the keypin, International, state and chapter president's pin, founder's pin and the International Achievement Award medallion.
2. Traditionally the keypin is worn in a vertical position over the heart.
3. The keypin and other official DKG pins may be worn on a ribbon.
4. Members are encouraged to wear the keypin to school and to any public meeting on the first Monday of each month.
5. On the death of a member, it is suggested that the keypin and chapter president's barpin be returned to the chapter.
6. A member who resigns or is dropped from membership may return the keypin and chapter president's barpin to the chapter.



**Advance the Society:
Believe, Engage, Learn, Lead**

**Texas State Organization
Ceremonies Committee
Waco, Texas
June 2010
Revised from 2005-2007**

The following information may be found at www.dkg.org
About DKG
Library/Publications/Ceremonies
And
Ceremonies Book-Red, revised 1994

- Founders
 - Our History
- Initiation
 - Materials
 - Arrangements
 - Procedures
 - Initiation of New Members
- Installation
 - Chapter Officers
- Recommitment
- Memorial Service
 - Ceremony of Remembrance
 - Internment Ceremony
 - Necrology Readings
 - Necrology Quotations

Additional information may be found at www.alphastatetexas.org/ceremonies

Initiation Table Slideshow
Initiation Table Instructions