

2009-2011
Leadership Development for
Chapter Presidents

Every Question Deserves
An Answer!



Texas State Organization

The Delta Kappa Gamma Society International

A Professional Honor Society of Women Educators

CONSTITUTION/BYLAWS/CHAPTER RULES

1. How do we go about changing chapter rules?

First, the *Constitution* states that *each chapter shall have chapter rules which are consistent with the Constitution and its state organization bylaws*. Chapter rules are changed according to the respective chapter's rules! Generally, a chapter rules committee is charged with updating chapter rules to be consistent with international and state. The committee then brings its recommendations to the membership for action. If no chapter rules exist, then *Robert's Rules of Order Newly Revised* may be used for parliamentary advice.

FORMS AND APPLICATIONS

1. Who do I talk to when I'm having a problem filling out forms?

Speak with the person to whom the form will be sent: for example, Form 15, Betty Vines, Executive Secretary/Treasurer; Annie Award, chairman of Program of Work; PACE, current state president; scholarships, state scholarships chairman; etc. Contact information for each of the state personnel may be found online at www.alphastatetexas.org

2. How are the points for the PACE award figured?

When all requirements are met, points for the PACE award are totaled by category. Points vary by year and must be spread across all categories. Most points are self-reported; some are verified by the respective state personnel. For example, the Program Committee Chair documents which chapters have submitted an Annie Award application. Chapters achieving 308-313 points are awarded the PACE. Chapters that do not meet all requirements but achieve 270 points are given honorable mention. Chapters may report activities not considered in the application to the state president for a maximum of 10 points.

3. Why is the PACE award important to a chapter?

A chapter may use the PACE guidelines to measure its progress and to note opportunities for growth. Successful chapter practices are included for recognition such as *fellowship at each meeting to focus on members' social needs*. This activity has been found to be an indicator of a successful chapter and helps fulfill Society Purpose #1. The document recognizes the three levels of the organization and emphasizes current goals in addition to the basic mission and seven purposes of the organization. PACE is also a reminder to chapters to help expedite the official business of the organization and to integrate the operations at the three levels. Each is dependent upon the other for maximizing effectiveness.

Chapters vary in their need for external motivation and competitiveness. Most appreciate the encouragement of peer recognition for a job well done. For others, the award itself is of little consequence as the members find high levels of intrinsic satisfaction fulfilling.

4. Why does PACE revolve so much around money? With our financial situation, this affects our ability to apply for PACE.

Financial support of the mission and purposes of the organization is a real need. However, less than 10% of the points for PACE are given for direct financial contributions. Of the 39 points enumerated, 15 may be achieved for chapter activities and 10 of those are for grant-in-aid and scholarship awards given by the chapter to persons within the local community. These activities directly support the mission and purposes of the Society (Purposes #2, 5).

5. When forms are updated on the DKG site, would it possible to send out notifications to chapters?

This suggestion is a good one and can be actualized through the state email tree. State forms are updated on the Alpha State, Texas, Web site as the Chapter President's Kit is prepared in late summer each year. Each member is responsible for updating and checking her email regularly.

6. How do you fill out all of the forms? I have found this to be very confusing.

Most forms are posted in interactive format on the Alpha State, Texas, Web site. They may also be available in regular type. Generally, either is acceptable. Members tend to prefer the interactive format; however, legible hand printing is acceptable where computer capability is not available. When a member needs assistance in interpreting an item requested on a form or needs clarification, she should contact the respective leader to whom the form is addressed. The preparation of any form should be considered a professional activity and one that reflects the traits that the preparer wishes to highlight.

DUES

1. Is there anything that can be done to lower the cost of dues?

Chapters access chapter dues. State dues are voted on by members at state convention. International dues are voted on by members at international convention. The TSO leadership team has worked diligently to arrive at reasonable costs for services to the Texas members and to do so with as little increase in dues as possible.

2. Why is a dues increase necessary?

The increase in dues reflects the increase in the cost of living, services delivered, and membership decline. The Texas State Organization increased dues a total of \$5 over the last 28 years while membership decreased by 58%. The reserves of the available fund were used to balance the prior budget to spare members from a state increase in dues on top of the significant dues increase from international. The remaining reserves, if used to balance the current budget, would fall below the amount recommended by the organization's accountant.

PROGRAMS

1. How can I assist my program chairman in finding programs that appeal to a very diverse chapter in age and interest?

Check online at both the international and state Web sites for articles on multi-generational issues and for program topics. The LDCP Committee has compiled ideas from chapters across Texas in a document, *These Ideas Really Worked!* Consult these for ideas. There is a workshop at the McAllen Convention--- Membership Diversity, How Does Your Garden Grow? If you are unable to attend the workshop, contact the presenters and/or check the state Web site after convention. Materials from workshops will be posted online at the state Web site as quickly as possible.

LEADERSHIP SEMINAR

1. Could the state keep a list of nominated people not asked to attend and then make sure some of these people are asked in future years?

We do not keep a list of applicants who were not selected. All applications are destroyed following the committee's selection meeting. Frequently, life situations change and only the individual knows whether or not she would be able or interested in participating in the seminar two years later. Thus the initial responsibility is upon the individual to reapply. When a person applies and is not accepted, she receives a letter telling her of the Leadership Committee's decision and at that time, she is encouraged to reapply for future seminars. State officers, Leadership Seminar committee members, ACs, chapter presidents and individual Alpha State members are constantly on the lookout for potential LS attendees and do a great deal of encouraging members to apply. Encouragement of our peers is a significant factor in our willingness to take risks, such as applying for and attending Leadership Seminar.

2. Could the process for Leadership Seminar nominations be mainly on the part of the president, with a verbal agreement to be submitted on the part of the applicant?

Let's review the application process. The application is accessible to all members online at www.alphastatetexas.org. An applicant fills out a form telling of her educational background, her DKG involvement, and reasons why she would like to attend the seminar. The chapter president prepares a brief evaluation form regarding the applicant's qualifications. The applicant sends the completed application and chapter president's support letter to the address given on the application form.

A chapter president should encourage all interested chapter members to apply for Leadership Seminar. Members whom the chapter president deems to be qualified applicants may receive additional words of encouragement from her. However, the

interested applicant assumes the responsibility of completing and submitting her application.

Since the state organization invests significantly in each person who attends a Leadership Seminar, peer review is used to reflect the thinking of the state. A selection committee of ten members named by the state president and including her in the deliberations selects the candidates through a blind review.

3. Could selection of Leadership Seminar candidates be proportionate to the given number of chapters in the Area?

There is no quota for an area. One aspect of the committee's deliberation is to consider participants from across the state, being diligent in the selection process and thinking of the needs of the organization as a whole, the potential of individuals, and both the benefit to the Society and the individuals. Each committee has the awesome task of making wise and prudent decisions using the information provided in the applications and an understanding of leadership principles. State members rely on the integrity and trust the judgment of the committee to determine the thirty best qualified attendees for each seminar.

MEMBERSHIP

1. What are the different classifications of membership?

There are three classes of membership:

- Active
- Reserve
- Honorary

2. Explain the difference in being retired and reserve membership.

Retired means that the member is not teaching any more, not retired from Delta Kappa Gamma. Many of our members find that they have more time to dedicate to DKG after retirement and are some of our most active members. The only types of membership in DKG are active and reserve. To go on reserve, the only 2 qualifications are a physical disability or geographical distance.

3. You mentioned reinstatement - does this include those members who were dropped? I understand if a member wrote a letter of resignation, she can be reinstated? True?

Yes, it does include those members who were dropped. Many are accidentally dropped and within months are reinstated. Members that have been dropped or have resigned can and should be reinstated.

Our chapter has a charter member who is 102 years old. Is there a record or a way to find out if she could be honored as the "most senior" or oldest member.....? She is in an assisted living facility due to difficulty getting around, but her mind is sharp. We take meetings to her at times and would like to see about some honors -- thanks!

Right now there is nothing in place at the State level for awards for members that are a certain age. There are membership awards for fifty plus members, but chapters are encouraged to honor members in their chapter for special reasons. This could be done with a special chapter achievement award or any award that would give special recognition to her. The area workshop might want to recognize her, but you would need to check with your area coordinator about this. In addition, contact the Texas State Membership Chairman with her name. Maybe the Membership Committee can help with this.

- 4. Is our chapter now required to initiate first year teachers? This is very confusing. My understanding was that it was left to the local chapters to decide whether or not they wanted to initiate first year teachers. An article in the *Lone Star News* stated that we are now required to let new teachers be initiated. Wisdom is needed.**

Regarding membership, the *Constitution* does not specify years for active teachers nor for retired teachers. Chapters now have the autonomy to vote in members they feel are super candidates for membership. Chapters are no longer held to "years of service" requirements as in the past. Although the chapter should NOT specify the number of years in their chapter rules (it violates the *Constitution*), they can vote on new members as they feel they qualify.

- 5. How do you go about successfully delegating responsibility to more members?**

Delegation of responsibilities is very important. Think of it in terms of developing talent within your chapter. It will also simplify your job, build morale, and reduce costs. Some tips on successfully delegating responsibilities include:

- Diagnose what needs to be done.
- Assign tasks and responsibilities with consideration of peoples' interests and skills.
- In the beginning, provide guidance.
- Ensure there are adequate resources.
- Be willing to guide and assist if needed.
- Use sincere compliments when the job is well done.

6. How do we attract new members and create a desire to be a member of Delta Kappa Gamma?

- Have open-meetings and activities that welcome non-members.
- Invite prospective members to chapter meeting, and social events.
- Openly discuss DKG. Talk about the benefits of DKG like scholarships, grants, the interaction between a diverse group of educators, friendship/camaraderie, and service to the community.
- Discuss the programs and projects your chapter is involved in.
- Publicize the Society through projects and activities that receive newspaper coverage.
- Present interesting, meaningful, high-quality programs and speakers.
- Showcase community service initiatives.
- Exhibit enthusiasm for the Society.

7. How do we keep members interested and involved so that attendance is good?

- Involve every member in chapter committees and activities.
- Contact members frequently and in multiple ways via phone, email, cards, newsletters, etc.
- Present interesting, meaningful, high-quality programs and speakers.
- Plan fellowship time as part of every meeting; Focus on meeting the social needs of all members.
- Be open-minded to younger members' suggestions as to meeting times, programs and service projects.
- Meet at varied times, days, and places that are convenient for working members.
- Meetings work best at 1 – 1½ hours in length, excluding meals.
- Recognize members for years of service, achievements in Society, career and community.
- Allow members to share their good news.
- Mentor members.

8. What are ways to keep members involved in the chapter yearly project?

- Choose projects carefully and make sure projects are aligned with member interest.
- Support a variety of on-going or one-time only projects.
- Support projects in the area of:
 - ❖ mentoring, especially early-career educators;
 - ❖ community initiatives, especially for women and children;
 - ❖ literacy and tutoring;
 - ❖ include international projects;
 - ❖ the school setting.

COMMUNICATIONS QUESTIONS

- 1. Can we copy and paste information from state and international websites into our chapter newsletters?**

Yes, as long as the source is identified.

- 2. Please list the state representatives who should receive a copy of chapter newsletters.**

Copies of the newsletter are to be sent to state president, state communications chairman, state editor, and the respective area coordinator.

- 3. What is the best way to get copies of other chapter's newsletters? I would like to determine if there is an easier way to do the newsletter. Is there any way to develop a "Newsletter Bank" on the state website that everyone can access?**

It is doubtful that more than 284 newsletters could be posted on the Texas State Web Site. What about an area newsletter exchange? If the presidents would add emails for all chapters in their area to their mass or group email list, it would accomplish that exchange. In addition, this would be another way for area chapters to become better acquainted. Check the Communications Committee page on the Alpha State Texas Web Site for helpful ideas.

- 4. Why is the *Lone Star News* 16 pages in length when 12 would be sufficient?**

"Actually, it is almost as inexpensive to do 16 as to do 12---this allows for more chapter news, pictures, convention news, etc. I never have enough room for all that I have submitted. I have stories I would like to run, but don't have room. I personally think we need the 16 pages to cover the state happenings adequately."

Joanne Davis,
Texas State Editor/Photographer

COMMITTEES

- 1. Does the death of a member report go to the State Membership Committee Chairman or the State Necrology Committee Chairman?**

Send to the State Necrology Committee Chairman as directed at the top of the Death of a Member Report, Form 6.

2. Is there a description of each committees' purpose at the CHAPTER level?

Yes, look at pages 28-29 of your LDCP manual. Committees at the chapter level are described and purposes given.

3. Is there a place where job descriptions for chapter committee chairmen can be found or is that up to each chapter?

Job descriptions for chapter committee chairmen should be decided at the chapter level.

4. How do I help make the transition from previous committee chairman to new committee chairman smoother so a breakdown in communication does not happen?

This can easily be done by having a meeting prior to first regular meeting of the year that is for the purpose of transitioning from previous chairman to new. This is the time to trade materials and provide time for discussion. Having the out-going chairman discuss the job and its expectations with the incoming chairman will facilitate the transition. Additionally, chairmen who attend area workshops and state conventions may participate in helpful sessions regarding their committee responsibilities. The Society Info Fair at state convention in odd years also provides an opportunity to visit with state leaders who can guide new committee chairmen. Encourage attendance at these events.

CPE CREDIT

1. Please explain CPE credit for a few of our members.

Members who earned their standard teaching certificate after 1 September 1999 are required to complete at least 150 hours of Continuing Professional Education (CPE) credit during each five-year renewal period, or an average of 30 hours per year.

The Texas State Organization of Delta Kappa Gamma Society International is now a registered provider for Continuing Professional Education (CPE) credit with the State Board for Educator Certification (SBEC).

2. Where are we in establishing standards so that chapters may offer CPE credit? When/Where will those standards be available?

The standards for offering CPE credit have been established. To access these standards go to the Texas State Web site at <http://www.alphastatetexas.org>. Click on Committees and choose Professional Affairs. The Texas State CPE Guidelines are listed.

TREASURERS AND FINANCE

1. Can the Treasurer's Report be made in the newsletter rather than in meetings?

Yes, the Treasurer's Report can be made in the chapter newsletter.

2. What is the best way to set up the chapter bank account?

- Chapter checking accounts are best set up at a financial institution that will not charge a service charge for a high minimum balance.
- Two signatures should be on each check, and it is wise to have at least three members who can sign checks.
- When opening a new account or changing signatures, the bank usually requires a copy of the chapter minutes to show election of officers; the chapter EIN number; and identification for all signers.

3. Is Delta Kappa Gamma a 501 (c)(3) organization? – No...see below.

4. Why doesn't Delta Kappa Gamma have a tax exempt ID number?

- TSO and International are both 501-C-6 organizations which exempt them from Federal Income Tax; not state sales tax and contributions are not tax deductible.
- International has a foundation that is a 501-C-3; TSO is diligently working on establishing a foundation that will be a 501-C-3.

5. What funds should we be contributing to? We just continue to make the same contributions we have made for years.

Currently, TSO has 4 funds to which chapters, groups, and individuals may contribute. ---Scholarship, Leadership, Eula Lee Carter Memorial Fund, and Headquarters.

Pending decisions at the convention in McAllen, it is being recommended that the Headquarters Fund be discontinued and the Foundation Fund (Alpha State Texas Education Foundation –ASTEF) be created.

History shows that DKG members establish a needed fund and concentrate on building it. TSO members have built healthy Scholarship, Leadership, and Eula Lee Carter funds. A Headquarters Fund was established and that was the focus for the last 5 years. The future fund will be the foundation.

Chapters may certainly support the funds for which they feel strongly. It is a chapter decision, but it is nice for members to be aware of the needs of the Society. The *Lone Star News* is a wonderful source for learning about the needs of the Society. A good chapter program might be about the different state funds and what their purposes are. There is also some excellent information about the funds on the website.

6. How do I provide more information for our treasurer? We would like to know how much and what to send in to fulfill our PACE requirements.

- The first year of a treasurer's biennium, or in even years, International includes in the "Dues Packet" a green booklet entitled *Guidelines for Chapter Treasurers*. Every chapter treasurer receives this.
- Check the Texas State Web site. Information can be found there.
- The *Lone Star News* is a good source of information for the treasurer.
- Training will be offered at the Area Workshops in even # years.
- Regarding contributions and the PACE, read carefully the PACE application which is posted online at www.alphastatetexas.org. There may be slight variations each year depending on the emphasis of need for the organization. Generally, chapters demonstrate their awareness of Society purposes through their contributions to all three levels of the Society. Members may also learn about scholarships honors and recognitions for contributions to the Leadership Seminar Fund on the state Web site. Visit the Scholarships Committee, Leadership Seminar Committee and the Eula Lee Carter Memorial Fund Committee tables at the Society Info Fair at state convention in odd years or attend their workshops in even years. Contact the respective committee chairman or the state president for information.

LEGISLATION

1. Do we have lobbyists in Austin on our behalf?

No, Texas State Organization does not employ a lobbyist in Austin.

2. Is it our chapter's job to take a stand on particular issues or just present the facts and let members make decisions based on information heard?

Each chapter operates under one Mission Statement and the Seven Society Purposes. The Mission (job or task) of each chapter is *to promote professional and personal growth of women educators and excellence in education*. The reasons chapters do this job are found in the purposes. Purposes #5 and 7 specifically address this question. One reason is Purpose #4: *to initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators*. Another reason is stated as Purpose #7: *to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society*. So the answer is affirmative: a chapter's job is to take a stand on the issues that promote professional and personal growth of women educators and excellence in education and to also inform its members of the current economic, social, political, and educational issues. Chapters provide members with information on which the individual can make decisions and participate effectively in a world society.

3. Does DKG international take a stand on national issues?

Yes. The Educational Excellence Committee at the International level is charged with studying and recommending action on professional issues and urging *state organizations to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators*. Guidelines for initiating, endorsing, and supporting legislation are found in ISR 8.102 and include:

- All levels of the Society may cooperate with other organizations when their legislative activities help to promote the Purposes of the Society.
- An individual may represent the organization on legislative issues only after receiving authorization from the president, executive board or membership of the particular level of the Society which she is representing.
- Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
- Legislative activity shall be concerned with educational issues, not with candidates or political parties. The Society shall not endorse a candidate nor spend money for a candidate's campaign.
- Expenditures for legislative activities shall not exceed a nominal portion of the Society's income at any level.
- The Society may initiate, endorse, or support legislation relating to the improvement of education or the status of educators.

MISCELLANEOUS QUESTIONS

1. Where is the best place to look when materials are needed? For example, where do we find needed forms, new member certificates, etc.?

The best place to look for needed forms is at the Texas State Website (<http://www.alphastatetexas.org/deadlines.html>) under Deadlines and Forms. In addition, you will want to look at the Delta Kappa Gamma International Website (www.dkg.org) under Library and then Forms.

2. How much of the form information can be submitted online?

Please follow the instructions on each form and consider the perspective of the recipient. For example, if sending a form to your Area Coordinator, she might receive a maximum of 27 copies from a request of her 27 chapters; however, the state president might receive 284 copies! If you are in a time crunch, please contact the recipient for advice.

3. What is your opinion or stance on digitizing chapter files?

Most of the documents created recently are probably already in a digital format on a computer somewhere and should be stored on a DVD or CD for the future. The DVD should be passed to future officers just as hard-copy documents are passed on. Legal

requirements for document retention times should be followed, which means, save them forever. That is probably easier to do in a hardcopy format; although, it will take more space.

It is important to store historical/legal documents in a form that can be accessed in the future. Having said that, it is important to remember that some formats may not be readily available in the future. For example, I remember a number of files stored on ZIP drives about 5 years ago. No one uses a ZIP drive anymore. I don't even have one that I can be attached to my station. There is no way that I can get to those files today. The format has changed drastically in just a few years.

In my opinion, there needs to be at least one hardcopy of every legal document to ensure that the history of the chapter is available in the future.

In addition, remember this quote, "When you are storing information in a digital format, if you don't have it in two formats in two places, you don't really have it."

Shirley Owens
Texas State Technology Committee Chairman

4. What do I do with past President's workshop manuals - save them, discard them, other?

Discard them so that the latest revisions will be used. Always check for a current year notation so that out-of-date materials are not used. Many of the materials found in older manuals were removed from the 2010 manual, but some of the more valuable items will be placed on the Texas State Web Site.

5. What is "Our Heritage I, II, and III?"

Through the years Delta Kappa Gamma members have made a significant impact on education. The history of the Society is contained in three volumes: *Our Heritage in The Delta Kappa Gamma Society*, Volumes I, II, and III. Volumes I and II are bound volumes. Volume III is available in DVD only. All can be ordered from Delta Kappa Gamma Society International, Austin. www.dkg.org.

6. How much responsibility does the new chapter president have from the time of installation in May to the official July 1 start of the biennium? Is there a specific procedure to follow and where is it found?

The outgoing chapter president is responsible for all chapter business through the last day of June. The incoming president takes over on July 1.

7. Can a chapter achievement award be given to the same person more than one time?

The decision to award a chapter achievement award is entirely up to the chapter.

8. How do I get more information about the “Schools for Africa” Project?

The best source for information about the “Schools for Africa” project is the Delta Kappa Gamma International Web site at www.dkg.org. At the homepage, you will find a link to the “Schools for Africa” information.

9. Is a head table really necessary at informal gatherings?

No, a head table is not required at informal gatherings.

10. Does the local Coordinating Council have any control over what each chapter does?

Each coordinating council operates under its own written policies to plan joint meetings and activities, to avoid duplication of invitations to membership and to avoid inviting disinterested women. The *Constitution* (V-A-4) gives permission for coordinating councils to be *organized in areas in which several chapters exist*; however, the International Standing Rules 5.0 that govern coordinating council organization are optional. The current TSO Bylaws (V-D 1) follow the *Constitution* and give permission for coordinating councils to be *organized in counties and/or cities where several chapters share the territory*. Texas Bylaws further state in #2 that the *coordinating council shall plan, schedule and implement activities of mutual concern*. The purposes, general practices and suggestions for coordinating councils are given in the Official Manual. Each coordinating council operates according to its own written policy. The state and international documents are found online at www.alphastatetexas.org

11. Does Delta Kappa Gamma offer any training on setting up an Educational Foundation?

Not yet; however, several Texas chapters have set up a chapter educational foundation and the Alpha State Texas Education Foundation (ASTEF) Special Committee has planned and investigated one for the state that will be acted on at the business meeting in McAllen. Though chapters might wish to engage an attorney or professional advisor, this would be a good topic for a future convention.

12. Due to the unprecedented budget cuts in Texas school districts, we need ideas for supporting our members so that more members are not lost.

Members tend to remain active when chapter programs and projects offer relevancy and members are considerate of the professional and personal needs of others. Building joy into each meeting can soothe the sorrow of tragedy. Give members opportunities to de-stress and sound-off! Encourage each member to exercise her voice and her vote with constructive ideas to resolve issues! Members tend to prosper with the emotional, psychological and spiritual support of others: Purpose #1.

13. What are ways that we can affirm quality work in our chapters without such a strong emphasis on winning awards?

An emphasis on *sharing* tends to counteract a strong emphasis on *winning*. When we, professional educators, realize that we are all working toward achieving one mission with seven purposes, and that we are all better off for doing a good job regardless of who is credited, we will have arrived. Of what value is winning if all others must lose? It's a matter of personal perspective and group ideal. During the past couple of years, the leadership has made decisions to lessen the emphasis on *awards* using time at convention for more learning activities. These actions were predicated on suggestions from members. Some members, however, enjoy *winning*.

14. What incentives do chapters have in place to encourage members to attend state conventions and area workshops?

This is a good question for chapters to ask each other.

Plan early for attending each event by notifying your members through your chapter newsletter. Update your members regularly as additional information about each event is determined. Have a time at your chapter meetings for each member to write the dates on her calendar electronically or in pencil! Plan a fun quiz either in your newsletter or at chapter events about the upcoming events!

From accounts in newsletters, chapters also offer registration at state convention to members with perfect attendance at chapter meetings. Members enjoy the fellowship on a road trip to state convention and plan extra excursions on-site as well as on the way to the meeting. Some chapters pay the registration fee for each member who attends the area workshop. Getting to the workshop is often a fun event for members who enjoy the camaraderie of the group. Members encourage each other to participate in state and area events where they develop friendships beyond their chapter and are then eager to get to convention and workshop to spend some time with their friends across the state. Members enjoy sharing at these events: singing in the chorus, displaying their arts, learning, engaging and leading because they believe in the effectiveness of the group as a whole. Members who do not attend either event are eager to learn about the activities at state and area. Chapter programs highlight what the attending members experienced.

15. Is it possible to agree on a “shortened” version of the Delta Kappa Gamma Song?

Chapters decide when to sing, how to sing and what to sing including the Delta Kappa Gamma Song! Knowing the events related to education in Texas today, chapters might consider listening for the meaning of words in the song. If members are not comfortable singing The Song, they may consider reading The Song aloud as a group in unison, by line or refrain! Singing The Song is a tradition, not a requirement, regardless of the long or short of it! Use it to serve the mission and purposes of the Society!

16. How can a president know if she is meeting the needs of chapter members as well as meeting the goals of Delta Kappa Gamma?

Presidents need to get to know the members. This can be done in several ways

- Have members complete an information sheet sometimes called a member bio or member profile.
- Have members list items they are interested in learning more about; then have the program chairman look for sources for these programs. Members will more likely attend meetings when chapter programs and projects are relevant to their personal and professional growth and interests.
- Allow members opportunities to express themselves at the meetings and share their knowledge and talents with others at meetings and in their newsletters.
- Include ice breakers or social activities at meetings.
- Involve members in the meetings in different ways.
- Ask members if their needs are being met and follow up on their suggestions where possible.

To meet the goals of Delta Kappa Gamma:

- Plan programs that address the mission and purposes of DKG. For variety, include as many purposes as you can throughout the year; for focus, limit the variety. A program can address several purposes.
- Inform members about DKG history, projects and opportunities such as scholarships and leadership seminars. Having committees report in creative ways at the meetings help other members learn more about DKG and your chapter.
- Talk with the members and set goals for your chapter that will support the purposes of DKG.

17. How do you get older members to be more open to change?

- Creating an environment for change begins with genuine concern and respect, traits that are fundamental to Delta Kappa Gamma. An understanding of the individual and appreciation for her needs regardless of age promote a secure feeling that is needed for change to be effective. An old adage goes something like this: do not expect to change another, rather expect to change yourself, for it is all you can control. There are wonderful suggestions provided by Texas chapter presidents in the document titled *These Ideas Really Worked!* Here is one example from Alvina Smith, Beta Rho, who explains: *“Phone a Beta Rho Friend”--At our first meeting of the year, I had each member sign up to call (email or text) one Beta Rho sister before each monthly meeting or event for the year. This not only helped everyone remember our meetings, but it also kept us updated on our members and any personal issues that might keep them from attending. Our meeting attendance has considerably improved this year.*

18. What are chapters doing to rejuvenate older chapters?

- Ideas to rejuvenate chapters are found in the document titled *These Ideas Really Worked*. Check it out!

For example, Donna Christopher, Sigma, writes:

As our community outreach, Sigma selected a learning center (school) that is working with autistic children. We began this outreach by having our October meeting at the school in order to learn about their programs. This was followed by donating requested supplies at subsequent meetings, earmarking chapter fundraising proceeds for a student scholarship, and supplying one early career teacher with a Delta Kappa Gamma Scholarship application. This entire project has helped rejuvenate our chapter.

19. How do other chapters get committee members involved with planning for and conducting meetings?

- Chapter presidents have provided ideas in the document compiled by the LDCP committee. Please reference *These Ideas Really Worked!* in addition to articles posted online and in the *Lone Star News*.

One idea in *These Ideas Really Worked!* is written by Sarah Ammons, Beta Omega:

“All members were invited to a salad luncheon in July and (we) planned all programs for the year.”

20. Is there a way to share what chapters are doing before we get to convention? Could we use DKG.net to share ideas more?

Absolutely, members can use DKG.net to share ideas. DKG.net is expanding! In fact, Diane Moose reports that a group for Texas members has already been created. In addition, it has been determined that a group for incoming chapter presidents already exists. This is a tool that will definitely need to be used in the future. Thanks for a great idea!

In the meantime, other avenues to consider:

- Area workshops offer opportunities for chapters to share.
- Chapters are encouraged to invite other chapters to share through joint chapter meetings and exchange of resources and ideas.
- Each committee page on the Alpha State Web Site shares materials and ideas with chapters.
- Visit the Alpha State Web Site often and/or assign a member as a web watcher to report regularly at chapter meetings.

From *These Ideas Really Worked!* Two suggestions are:

Marsha Quade, Beta Chi, recommends setting up a webpage to facilitate sharing. *“I set up a webpage for Beta Chi this year using Weebly.com as recommended by Dianne Moose. I found it very user friendly and it really looks professional. Everyone should do this if they do not have a website.”*

Pat Villeneuve, Theta Kappa, writes about sharing between neighboring chapters:
“We shared a wonderful luncheon with two neighboring chapters. The luncheon was followed by Amanda Gore’s video and then desserts made by our chapter members.”