



BUILDING OUR BIENNIUM

Missy Collins, GSO President



"Building on the Purposes"

Construction Team

Marie Boatright
GSO First Vice-President

Alice Bass
GSO Second Vice-President

Betty Richardson
GSO Corresponding Secretary

Gail Springstead
GSO Executive Secretary

Dr. Lynn Skinner
GSO Treasurer

Shannon Robertson
GSO Membership Committee Chair

District Directors

Syd Morrison
District I

Tammy Whitworth
District II

Cheryl Goff
District III

Dr. Pam Stratton
District IV

Denise Golden
District V

Leslie Giraldo
District VI

Construction Sites

Windham by Wingate
Macon
April 23, 2022

Johns Creek UMC
Johns Creek
May 14, 2022

Bacon County HS
Alma
June 14, 2022



Table of Contents

Learning to Lead

Eight Chapter Constitutional Mandates.....	1
GSO Executive Board Duties and Responsibilities.....	2
Chapter President’s Checklist.....	3
Chapter Planning and Filling Committees.....	4
Chapter Executive Board.....	7
Chapter Rules.....	8
Chapter Yearbook.....	9
Writing for Publication.....	10
Agenda.....	11
The Five-Minute Business Meeting in Five Steps.....	13
Proposing and Voting on a Motion.....	14
Electronic Meetings.....	15

Purposeful Programs & Projects

Programs, Projects, and Activities.....	17
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Taking Care of Business

Chapter Finance Committee.....	18
Chapter Treasurers.....	19
Emergency Fund.....	20

Making & Maintaining Connections

Chapter Communications.....	21
Chapter Newsletters.....	22
Chapter Website.....	23
GSO Guidelines for Digital Communications.....	24

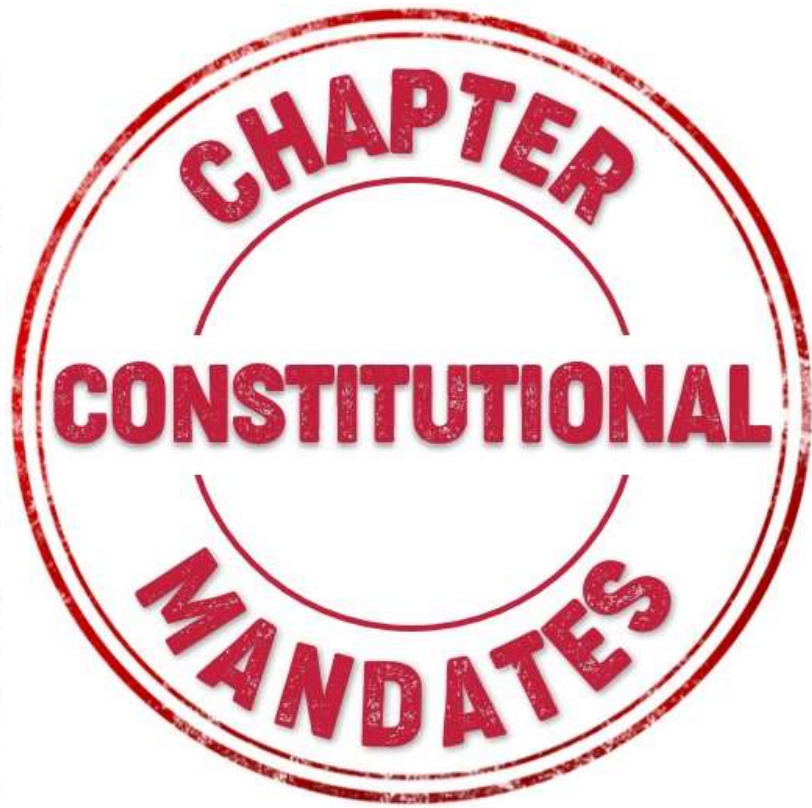
Keeping Members First

Membership: Each One Bring One.....	25
Membership Chair and Committee.....	26
Necrology.....	28

Appendix

Activity Log.....	30
Building on the Purposes.....	31
Chapter Awards and Recognitions.....	32
Chapter Secretary.....	33
Chapter Treasurer’s Calendar 2022-2023.....	34
Opportunities through DKG.....	35
Opportunities through GSO.....	36
Signing in to the DKG.org Site.....	37
You Are a Key Person.....	38

RIGHTS



- 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)



Georgia State Organization

GSO Executive Board Duties and Responsibilities

Business, yes, but fellowship, fun, and food, too

The Georgia State Organization Executive Board is where the DKG state level business takes place. In order for votes to be taken, a quorum – a majority of the voting members – must be present. Chapter presidents serve on the state Executive Board as voting members, making their attendance and participation at these meetings vital to the function of our organization.

State Executive Board shall meet twice a year, in the fall and spring in person or electronically. The odd year spring Executive Board meeting is held at the GSO Convention.

It is the duty of the chapter president to represent their chapter and the Society at meetings, conferences, and other events. A chapter president who is unable to attend a GSO Executive Board meeting should appoint a member of her chapter as an official representative who shall have full privileges of participation which include participating in debate and voting.

The Executive Board meeting is much more than just business, however. The event provides an opportunity

for members from across the state to have fellowship and fun together. Close friendships develop and networking occurs. And a delicious meal is always served. A perfect balance of business and pleasure ...

What chapter presidents can expect at State Executive Board meetings

- To vote to amend or adopt the Available Fund
- To select an executive secretary, the treasurer, and such other personnel as may be needed
- To determine dates and sites of state organization meetings
- To act in the interim between conventions upon matters requiring immediate decision
- To make motions and participate in debate
- To elect incoming District Directors at each district meeting at the state convention

So, you are the chapter president ...

NOW WHAT ????

Chapter President's Checklist

Here are some resources to get you started. Please know that you are not alone in this transition – State Leadership and District Directors are here to help.

It is not the chapter president's responsibility to do all these, so be sure to utilize all of your chapter members to complete these tasks. You will be **GREAT!!!**

- ◆ **Complete Form 110** found at <https://www.dkg.org/DKGMember/Forms/Reports%20Forms.aspx>.
- ◆ **Check on** Form 15 – Chapter Treasurers Report due July 15, resources found at DKG.org > MyDKG > Chapter Connect.
- ◆ **Get** banking signatures changed if necessary
- ◆ **Assign/Fill** chapter committees with chair and members.
- ◆ **Hold** Chapter Executive Committee meeting.
- ◆ **Set** meeting Dates for chapter meetings.
- ◆ **Reserve** meeting locations for chapter meetings.
- ◆ **Determine** meeting programs/projects with help from chapter members.
- ◆ **Update** chapter website/yearbook.
- ◆ **Get** members to provide inspirations, decorations, door prizes.
- ◆ **Produce** first newsletter of the biennium.
- ◆ **Write** President's Message.
- ◆ **Develop** chapter budget with finance committee/treasurer.
- ◆ **Update** chapter action plan.

THE 5 THINGS TO DO AS { PRESIDENT

- Schedule a meeting with the outgoing chapter president to get any resources you will need.
- Check to be sure Form 110 has been sent to the State President and Society Headquarters.
- Schedule "summer planning meeting" to plan dates, programs, and speakers for chapter meetings.
- Make sure your chapter has Form 15 completed by July 15.
- Make any changes to banking accounts, if necessary.



FOR MORE INFO, CONTACT:

Missy Collins
GSO President

dkg.gso.president2123@gmail.com
(478) 609-2714

Chapter Planning and Filling Committees

Chapter Planning

There are many parts to a chapter meeting, and each chapter has its own way of meeting. Here are some things to consider when planning for the upcoming year's meeting:



- **Dates:** Prepare a tentative list of dates, check holidays and school calendars. Get input and suggestions from members.
- **Location:** Contact the locations that your meetings will take place. You might be able to use your local Board of Education or County Recreation facilities for free. Consider a “field trip” to a local food bank or art gallery for a change of scenery.
- **Caterer:** Make arrangements for your meals, if your chapter has “eating meetings”. You might want to see if a local culinary or tech school has meal options from their classes, or meet in a local church fellowship hall, utilizing the “food ladies” at the church.
- **Meeting agenda/programs:** Plan future meetings with all those chapter members who are interested in helping. Remember, DKG only requires four (4) meetings that include a business meeting, so be creative with your extra meetings and use them as opportunities for engaging the interests of your members.

Filling Committees

Filling chapter committees is one of the most challenging tasks of the chapter president. The first step in this task is recognizing the strengths and interests of your chapter members.



- Prepare committee development with gathering information about your chapter members. Have each member complete a “Directory Update” and use that information to help find where their interests are.
- Have a conversation with each member about the area in which they would like to work in the upcoming biennium. Some will have a clear idea of what they would like to do; and some will need your help in finding the best fit.
- Take the time to listen to what the members tell you about their time constraints and take it to heart. We all have times in our lives that we are busier than others, and there are “jobs” in DKG that will fit within everyone's comfort zone.
- Not every chapter needs every committee/officer, but there are a few that are crucial: President, Vice President, Treasurer, and Recording Secretary. All the others can be combined or restructured to meet your needs.



2022 Information Sheet

Member Name: _____

Has any of your contact information changed (address, phone, email)? Yes No

If so, please provide your updated information.

Do you think calling members prior to meetings should continue? Yes No

If so, would you be willing to serve on the calling team? Yes No

Would you be willing to give a devotional at a meeting? Yes No

Would you be willing to supply door prizes for a meeting? Yes No

What are some program ideas you have for future meetings?

On what committee would you be willing to serve?

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Programs | <input type="checkbox"/> Membership | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Chapter Projects | <input type="checkbox"/> Necrology | <input type="checkbox"/> Sunshine |
| <input type="checkbox"/> Christmas Auction | <input type="checkbox"/> Finance | <input type="checkbox"/> Scholarship |

(Sample provided for use by Delta Chapter, District IV)



Chapter Information Sheet

2022-2023

Member Name: _____

Has any of your contact information changed (address, phone, email)? Yes No
If so, please provide your updated information.

Would you like to see member pictures in our yearbook directory? Yes No

With what other organizations/volunteer activities are you involved?

Would you be willing to give an inspirational at a meeting? Yes No

Would you be willing to supply door prizes for a meeting? Yes No

Our chapter has the following committees listed in our chapter rules. On which committee(s) would you be willing to serve?

- | | | |
|--|--|---|
| <input type="checkbox"/> EEC/Program | <input type="checkbox"/> Initiation | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Music | <input type="checkbox"/> Necrology | <input type="checkbox"/> Sunshine |
| <input type="checkbox"/> Chapter Project | <input type="checkbox"/> Finance | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Christmas Auction | <input type="checkbox"/> Nominations | <input type="checkbox"/> Scrapbook |
| <input type="checkbox"/> Membership | <input type="checkbox"/> History | <input type="checkbox"/> Name Tags |
| <input type="checkbox"/> Orientation | <input type="checkbox"/> Chapter Rules | <input type="checkbox"/> Scholarship |

Have you visited our chapter website this year? Yes No

Do you think calling members prior to meetings should continue? Yes No

If so, would you be willing to serve on the calling team? Yes No

What are some program ideas you have for future meetings?

(Sample provided for use by Delta Chapter, District IV)



GSO Bylaws Article IX

Section E. Chapter Executive Board

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The treasurer and the parliamentarian shall be ex-officio members, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services.
2. Duties of the Chapter Executive Board
The chapter executive board shall:
 - a. select the treasurer for the biennium.
 - b. act in matters requiring immediate action and decision.
 - c. recommend policies and procedures for consideration by members.
 - d. establish rules for budget development and approval and for the supervision of the chapter finances.
3. Meetings of the Chapter Executive Board
 - a. Meetings of the chapter executive board shall be held at least twice annually. The board may meet at other times upon the call of the president.
 - b. A quorum shall be a majority of the voting members of the board.

Other things to know:

- The Chapter Executive Board or the Chapter Executive Committee is referring to the same group! Look to see how your chapter rules refer to it.
- Chapter Executive Board/Committee should be your right hand, your go-to for advice and counsel. Utilize them! By doing so you are building leadership expertise and capacity as well as sharing the load.
- Meetings can be face-to-face or virtual. Remember all must be able to participate (speak and hear) simultaneously.
- The composition of your Executive Board is determined by your chapter rules. Usually, it is the chapter officers (president, vice-presidents, secretaries, treasurer, parliamentarian, and the immediate past-president).
- The primary duty of the Executive Board is to advise the president and work together to accomplish the work of the chapter.
- The Executive Board can make decisions for the chapter membership if a decision must be made prior to a chapter meeting.
- Chapter Executive Board meetings should have minutes taken by the recording secretary or designee.
- If the Executive Board votes electronically, the recording secretary should record the vote and that vote included in the next Executive Board minutes.
- Actions of the Executive Board should be reported to the membership at the next meet and recorded in the meeting minutes

The Skinny on Chapter Rules

1

Every chapter must have them, and every chapter member provided a copy or access to a copy.



Georgia
State Organization

2

What happens in your chapter is mandated by your chapter rules.

3

Your chapter should have a chapter rules committee to handle revisions and updates.

4

Chapter Rules must be in full compliance with the DKG Constitution and International Standing Rules and the GSO Bylaws and Standing Rules.

5

Chapter Rules are submitted for review each biennium to the GSO Bylaws and Standing Rules Committee. Your chapter rules should have been submitted September 2019 and your chapter should have received feedback.

6

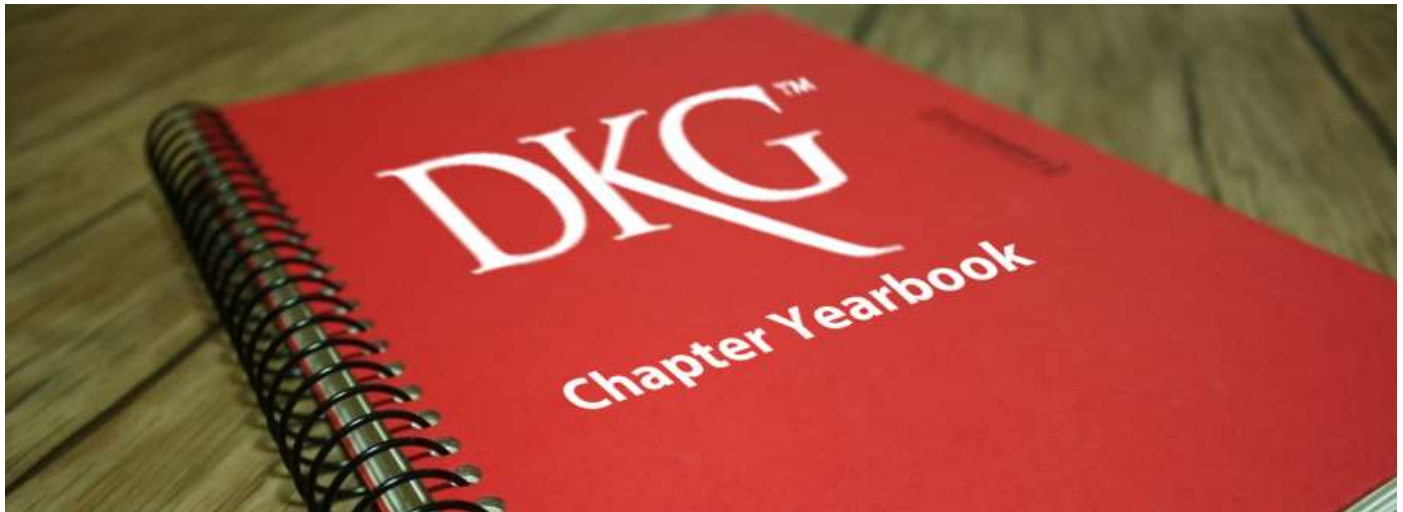
It is not too late to do this. Look at the GSO website (Resources → Chapter Presidents → Chapter Rules) for a letter with directions and a checklist for submission.

7

Contact Judy Scarboro (jjscarboro@gmail.com), GSO Bylaws Chair, or Gail Springstead (gfspringstead1517@gmail.com), GSO Executive Secretary, for assistance!

Essential Items for Chapter Rules

- ✓ Electronic meetings, voting procedures and minutes
- ✓ Authority for Chapter Rules Committee to revise your rules when International or GSO make changes that affect your rules without members voting.



Chapter Yearbook (or Handbook or Manual)

What is it?

Each chapter is responsible for providing its members with pertinent information that allows them to participate fully in the Society. The chapter yearbook/handbook/manual provides current information primarily about the chapter but may include DKG and GSO information if desired.

The Rules

(according to the *GSO Bylaws*)

1. Each chapter must have one and each member must get a copy each biennium.
2. The chapter rules must be included.
3. Your district director should get a copy.

Format and Content

- Can be digital or print or a combination.
- Is produced at the beginning of a new chapter biennium with additional information (like programs) added at the start of year 2 of the biennium.
- Content is up to you (and wishes of your members) but here are some **suggestions**:
 1. List of current chapter officers
 2. List of current chapter committees and their members
 3. List of meeting dates, programs along with names of individuals assisting in the meetings with food, devotionals, door prizes, hostesses, etc.
 4. Information on chapter projects
 5. Chapter Rules
 6. Roster of chapter members with contact information
 7. Links to DKG and GSO and location of information that might be helpful to chapter members such as officers, resources, etc.)
 8. Links to a chapter website or social media page if chapter has one
 9. List of Chapter Founders and Past Chapter Presidents
- Be creative and meet the information needs of your members!

Please Note: International asks that you not publish the contact information of international officers. GSO also makes this request for its leadership team. DKG officer information is available to members on the DKG website after members sign in, and GSO leadership team contacts are on the GSO website in the Members section. This will help prevent internet trolls from sending fake messages.

Writing for Publication

Press Release

1. Always send a press release to local media outlets following leadership development training, state organization board meetings and state organization conventions. Provide a sample press release for those in attendance to take home to their community media outlets. See the sample press release that follows in this section of the notebook.
2. Send press releases about any member you honor or any member who receives a community honor. Note her membership in the Society.
3. Type the press release using Times Roman font, double spaced, without tabs.
4. Email the press release to local newspapers, radio and television news stations, trade publications, and education media outlets in your community. Send the press release in the body of the email. Do not send as an attachment (Most journalists never take the time to open attachments).
5. Include a photo if possible.

President's Column

1. Your president's column for the state organization newsletter should be on page 2 of the newsletter. The front page is reserved for news.
2. Your column should be focused on coming events and actions. Remember you may be writing this column a month or more before it is published.
3. Share your vision for the state organization in your column. Build upon your theme for the biennium.
4. Write from a personal perspective. Share your own experiences and ideas.
5. One way to start your article is by asking a question.
6. If you cannot think of a topic for that issue, brainstorm ideas with colleagues or officers. At the beginning of the biennium make a list of several ideas that could be used for columns.
7. Start writing early enough for each issue so that you can let the column sit for a couple of days and then return to edit it. Have a writing team to read over your column to see if it says what you intend it to say. Select a few good writers that you trust to be on this team. They will be flattered that you asked them to assist you in this manner.

Words That Work

The Ten Rules of Successful Communication

- **Simplicity:** Use small words
- **Brevity:** Use short sentences
- **Credibility:** Is as important as philosophy
- **Consistency:** Matters
- **Novelty:** Offer something new
- **Sound:** Voice and texture matter
- **Speak *aspirationally*:** Who will the NEW you be
- **Visualizer:** Paint a word picture
- **Question:** Ask or imply to make readers think
- **Contexts:** Provide placement and explain relevance

Preventing Message Mistakes

1. Don't assume knowledge or awareness
2. Get the order right
3. The battle of the sexes
4. It's about the children
5. How you define determines how you are received

AGENDA



The meeting agenda is one of the most important documents for your chapter. Not only does it keep the meeting organized and running smoothly, but it can become an important historical document for your chapter.

- Use the same format for all of your meetings and just change the meeting information each time. The consistency helps members be prepared for their portion of the meeting, which in turn keeps the meeting moving.
- From your agenda, create a script, with detailed information and dates/times so that you can easily move from one portion of the meeting to another. Share your script with the executive committee or anyone who might have a part in your meeting, so that they will be aware of the flow of the meeting.

Share your scripted agenda with your recording secretary, or whoever will be taking notes, so she will have all the details she will need to effectively create the official minutes for the meeting.

Here is a simple way to remember the order of the agenda:

MRS SUN

Minutes (Reading and approval of)

Reports of officers, standing committees, boards

Special committee reports

Special Orders

Unfinished Business (there is no such thing as old business)

New Business

The agenda should be approved by the membership before it is used. The president may ask for a member to make a motion for such approval with or without addition.



Some Things to Consider ...

- Post the information on your chapter's website to save on printing costs
- E-mail the information prior to the meetings so members can copy for themselves
- Use technology available in the meeting space to display the information during the meeting

SAMPLE AGENDA

- I. Opening Ceremonies
 - A. Invocation
 - B. Pledge of Allegiance
- II. Adoption of Agenda
- III. Reading and Approval of Minutes
- IV. Reports of officers, standing committees
 - A. President (other officers in order Vice-Presidents, Secretaries, Treasurer)
 - B. EEC Committee (any other committee that has information to bring to membership)
- V. Special committee reports (these are generally ad hoc committees)
 - A. Digital Meeting Committee (for example)
- VI. Break for refreshments
- VII. Reconvene
- VIII. Program: Georgia State Organization President
- IX. Unfinished Business (anything that remains from a previous meeting that needs to be completed)
 - A. Awarding of scholarship
- X. New Business (anything that needs to come before membership that has not been presented before)
 - A. Change of venue for induction of incoming members
 - B. Other – Ask if there is anything else that needs to come before the membership.
- XI. Adjourn

The 5-Minute BUSINESS MEETING In 5 Steps



The Delta Kappa Gamma Society encourages each local chapter to hold at least four meetings a year. There are times when decisions for the chapter should be made; however, that does not mean that whole meeting needs to be filled by a business meeting. What we are suggesting is that you use our “5 Step” process to streamline the business portion of your chapter meetings, which will leave more time for food, fun, fellowship, and some great programs!

Now that you have all this extra time at your chapter meetings, fill them with some new programs!

[Browse program ideas from the DKG EEC.](#)

Some Things to Consider

- Post the information on your chapter’s website to save on printing costs
- E-mail the information prior to the meetings so members can copy for themselves
- Use technology available in the meeting space to display the information during the meeting

How to Hold a 5-Minute Business Meeting



Step 1: Before the meeting date, gather all of your necessary paperwork, such as minutes from the previous meeting, treasurer’s report, and committee information.



Step 2: The day of your meeting, make copies of the compiled information so that it can be ready to pass out at the meeting.



Step 3: As your meeting begins say, “Please notice the minutes from the last meeting, the treasurer’s report, and committee reports (and any other materials) at your table and take a moment read through them during dinner.”



Step 4: At the beginning of the business meeting say, “You will find the minutes from the ____ meeting. I hope you have taken a minute to read them. *(Pause.)* Are there any questions or corrections? *(Pause.)* If not, can we have a motion to accept the minutes as presented?” *(Pause, then ask for a second, and take a vote.)* The minutes from the ____ meeting have been accepted.”



Step 5: Repeat this step with the treasurer’s report and any other business needs.

Remember, this may not work in all situations, but streamlining your business meetings a couple times a biennium will allow more time for high-energy and engaging!

PROPOSING AND VOTING ON A MOTION



Although we tend not to be formal in our approach to running meetings in our chapters, there are some things we need to do for the business part of our meetings to run smoothly and for the recording secretary to do her job efficiently. Remember that the minutes of your meetings are legal documents. The information recorded should be accurate and succinct.

When recording motions, the secretary will include in the minutes the name of the person who proposed the motion (but not the person who seconded it) and the motion in its final form just before the vote is taken. She may have to start with one statement and end with something quite different. If so, she may need to include the names of those who propose changes if the changes remain in the motion to be put to a vote.

Proposing and Voting on a Motion (The Simple Way)

1. When there is no other person speaking, stand up, address the chair (“Madam President”)
2. The chair recognizes you.
3. You say, “I move that...” and then clearly, precisely state your proposal.
4. You sit down.
5. Someone else seconds your motion. (This person does not have to be recognized by the chair)
6. The chair states the question, “It has been moved and seconded that...”
7. The chair allows “debate” (discussion). (Normally the debate is alternated between those for and against the motion with the person who proposes the motion given the option to speak first.)
8. When no one else wishes to speak, the chair may ask, “Are you ready for the question?” or “Is there any further debate?”
9. When debate is completed, the chair puts the question to a vote by saying, “The question is on the adoption of the motion that...” and then repeats the exact wording of the motion to be voted on.
10. The chair says, “Those in favor of the motion, say aye.” Unless the vote is unanimous, the chair then says, “Those opposed, say no.” (In smaller groups, voting by voice is most common although voting by raising hand may be necessary. There are situations in which a ballot vote or a standing vote is desirable.)
11. The chair announces the result of the vote: reporting which side “has it”; declaring that the motion is adopted or lost; and indicating the effect of the vote, if needed or appropriate.



Robert's Rules of Order Newly Revised [RONR (11th ed.), pp. 97-99]

EXTENSION OF PARLIAMENTARY LAW TO ELECTRONIC MEETINGS

Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called meeting—that is a single official gathering in one room or area-of the assembly of its members at which a quorum is present.

Among some organizations, there is an increasing preference, especially in the case of a relatively small board or other assembly, to transact business at electronic meetings—that is, at meetings at which, rather than all participating members being physically present in one room or area as in traditional (or "face-to-face") meetings, some or all of them communicate with the others through electronic means such as the Internet or

by telephone. A group that holds such alternative meetings does not lose its character as a deliberative assembly so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area. Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present.

If electronic meetings are to be authorized, it is advisable to adopt additional rules pertaining to their conduct

TYPES OF ELECTRONIC MEETINGS

Various provisions for electronic meetings are possible, so that more than the minimum standard of an audioconference may be required. Thus, if the bylaws provide for meeting by video conference (but not merely by "teleconference" or "audioconference"), the meeting must be conducted by a technology that allows all participating members to see each other, as well as to hear each other, at the same time. Provision may also be made for the use of additional collaborative technology to aid in the conduct of a meeting.

It is important to understand that, regardless of the technology used, the opportunity for simultaneous aural communication is essential to the deliberative character of the meeting. Therefore, a group that attempts to conduct the deliberative process in writing (such as by postal mail, e-mail, "chat rooms," or fax)—which is not recommended—does not constitute a deliberative assembly. Any such effort may achieve a consultative character, but it is foreign to the deliberative process as understood under parliamentary law.

ELECTRONIC MEETINGS IN COMMITTEES

As in the case of a board or any assembly, committees that are expressly established by the bylaws can hold a valid electronic meeting only if authorized in the bylaws to do so. A committee that is not expressly established

by the bylaws, however, may instead be authorized by a standing rule of the parent body or organization, or by the motion establishing the particular committee, to hold electronic meetings.

ADDITIONAL RULES FOR THE CONDUCT OF ELECTRONIC MEETINGS

If an organization authorizes its assembly, boards, or committees to hold electronic meetings, such a provision should indicate whether members who are not present in person have the right to participate by electronic means, or whether the body may choose to allow or disallow such participation; and, conversely, whether there is required to be a central location for members who wish to attend meetings in person. The notice of an electronic meeting must include an adequate description of how to participate in it (for example, the telephone number to call for a teleconference must be provided). Various additional rules (in the bylaws, special rules of order, standing rules, or instructions to a committee, as appropriate) may also be necessary or advisable

regarding the conduct of electronic meetings, such as rules relating to: the type of equipment or computer software required for participation in meetings, whether the organization must provide such equipment or software, and contingencies for technical difficulties or malfunctions; methods for determining the presence of a quorum; the conditions under which a member may raise a point of order doubting the presence of a quorum, and the conditions under which the continued presence of a quorum is presumed if no such point of order is raised; methods for seeking recognition and obtaining the floor; means by which motions may be submitted in writing during a meeting; and methods for taking and verifying votes.



In light of the fact that many organizations are needing to conduct business using electronic meetings, due to the COVID-19 pandemic restrictions, the Robert's Rules Association and its publisher Hachette Book Group have made available [Sample Rules for Electronic Meetings](#), which will be included as an appendix in the forthcoming 12th edition of *Robert's Rules of Order Newly Revised*.



Does your chapter need ideas for programs, projects and activities?

Your Georgia State Organization Program of Work Committees are here to help you!

The DKG International website (dkg.org) is an excellent resource for ideas on programs, chapter projects, supporting International Projects and activities your members can get excited about. Access the website and click on **Programs/Projects** at the top of the home page.

Here's what you'll find:



SCHOOLS FOR AFRICA

There is a video and two PowerPoints that can easily be shown at a chapter meeting. There are many resources and printable handouts along with ideas for sharing information about supporting this International Project.

SEE: Supporting Early Educators

This is an International program that encourages chapters to reach out and support Early Educators. The support can be through donations of money or items or by volunteering. Teachers now more than ever need our encouragement and support.



BOOKS FOR AFRICA: GSO SUPPORTED PROJECT

Books for Africa is a GSO supported project. Chapters can donate gently used textbooks and novels for sending to Africa. Bring books to state meetings or arrange pick up with the committee.

PROGRAM IDEAS FOR CHAPTERS

[Click on this link](#) and you will find 30 pages of ideas for chapter programs, projects, and activities! Browse through these pages to find ideas that will ignite your chapter member's interest and they will look forward to attending every meeting!



**CONTACT YOUR GSO PROGRAM OF WORK COMMITTEE.
WE'RE HERE TO SUPPORT YOUR CHAPTER IN ANY WAY!**

Alice Bass, Program of Work Committee Chair
dkg.gso.2vp2123@gmail.com

Responsibilities of the Chapter Finance Committee

- Recommend the amount of annual chapter dues.
- Prepare the [budget](#) (see Chapter Budget Information below) and present it for review, modification, and adoption by the Chapter Executive Board and/or the chapter membership.
- Review chapter assessments when considering budget. *(Note: Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project. Reserve members are exempt from paying chapter financial assessments [International Standing Rules, 2018, ISR-3].)*
- Review Chapter Rules for budget-related items that may require changes.
- Supervise all expenditures and investments of chapter funds.
- Provide for an [annual financial review](#). A [sample document](#) can guide this work.
- Check with the chapter treasurer to confirm that the IRS Form 990N is filed each year. The filing period opens July 1 and closes November 15.
- Complete committee report forms and return to designated person.
- Perform other duties determined by the Chapter Executive Board.
- Refer to the [Finance Committee Guidelines](#), [Guidelines for Chapter Leaders](#), and [GSO governing documents](#) for additional information.

Chapter Budget Information

The chapter budget is your chapter's financial plan. When you create your budget, you may set it up for a biennium or a year. If you plan for a biennium, be sure to conduct a yearly update. The fiscal year for the Society is July 1 through June 30.

Estimate your income for the year based on number of members and any other fund-raising activities you may conduct.

Dues: Chapters will “plug in” international dues and GSO dues.

Fees: Note that the induction fee of \$10 is split among the chapter and GSO. A total of \$7.50 remains with the chapter; \$2.50 is sent to GSO. Scholarship fees are explained in the box at the right.

Scholarship Fees

All members pay fee of \$1 for scholarships with their dues. The GSO portion is either \$0.20 (if the chapter has a scholarship) or \$1 (if the chapter does not have a scholarship).

Chapter Scholarships – awards granted to members.

Grants-in-Aid – provide financial aid to outstanding high school graduates entering teacher preparation programs, worthy college students completing professional preparation to become educators and/or early-career educator support. Funds from the \$1 scholarship fee shall not be used for a grant-in-aid.

Chapter Treasurer's Responsibilities and Resources

Greetings, Chapter Treasurers!

- If you are a **new chapter treasurer**, welcome to the group! Be sure that you collaborate with your predecessor for files and mentoring.
- If you are a **returning chapter treasurer**, thank you for the amazing work you have done and for being willing to do it again!

The following checklist will help guide your work. Links to resources are provided where possible.

- Review the [calendar](#) of monthly duties.
- Become familiar with the [Chapter Treasurers Resources](#) page on the GSO website.
- Make sure you and the chapter president are signers on all financial accounts.
- Serve on chapter executive board.
- Serve as a consultant in the process of [chapter budget development](#).
- Watch the [video training module](#) for DKG online dues reporting.
- Make sure you can access portal, referred to as Chapter Connect, through MyDKG on the DKG website at www.dkg.org. Contact GSO treasurer* or Trish Woodley (trishw@dkg.org) if you cannot access the portal.
- Collect [membership dues and fees](#).
- Maintain an accurate membership roster on Chapter Connect.
- Receive and pay out all monies belonging to the organization.
- Keep an accurate account of receipts and expenditures.
- Send chapter contributions to [DKG International](#) and [GSO](#) when collected.
- Present a report at each regular chapter meeting.
- File annually between July 1 and November 15, a Form 990N report for the IRS. Refer to instructions for [filing through the IRS portal](#).
- Send a confirmation of the 990N filing to the GSO treasurer*. Refer to instructions for [retrieving confirmation from IRS site](#).
- Submit chapter accounts for annual audit/financial review. See information about the [Chapter Financial Review Committee](#) from page 31 of [Guidelines for Chapter Leaders](#) (2019).
- Maintain permanent files. See the [suggested retention schedule](#).
- Make an annual report on [Form 15](#) to the GSO treasurer*. (*Note: This Form 15 is provided as an example; it should be completed by the treasurer in the last biennium. An updated form will be available next May for your report.*)
- Close your eyes. Breathe in deeply. Exhale slowly. You can do this! Know that you can contact the GSO treasurer* for assistance when needed.

* GSO Treasurer: Lynn Skinner, 60 Temple Ave, Newnan, GA 30263, dkg.gso.treasurer@gmail.com, (678) 633-2608



EMERGENCY FUND

The Emergency Fund provides immediate financial assistance to members who have suffered major losses from floods, tornadoes, hurricanes, fires, or other large-scale disasters.

The Emergency Fund is maintained through voluntary

contributions by members and chapters at the Convention or at any time throughout the biennium.

Money from this fund can be dispersed by the state president and the state treasurer upon the recommendation of the

president of the local chapter, where the disaster occurred.

A gift of money from the Emergency Fund can be made to a stricken member as a token of sympathy and compassion felt by the other members.

How to apply for DKG Emergency Fund:

- Chapter president informs state organization president at dkg.gso.president2123@gmail.com of member(s) affected by natural disaster.
- State organization president contacts Executive Director with name of member, member's chapter, exact nature of disaster sustained and current mailing address.
- Executive Director approves the request and mails or wires a check from Society Headquarters. It is possible that the Executive Director will ask for additional information to determine whether the loss was due to natural causes.

How to apply for GSO Emergency Fund:

- Complete application at <https://bit.ly/GSOemergency>
- Submit application to GSO State President at dkg.gso.president2123@gmail.com.
- Check will be sent after approved.



Chapter Communications

Communication, internal and external, is vital in the life of our society and chapters. GSO recognizes and awards a certificate biennially to those chapters who have documented a commitment of sharing the news of their chapter with their membership and community.

WIN A STATE COMMUNICATION AWARD CERTIFICATE!

Requirements for award:

1. Publish 7 or 8 chapter newsletters per biennium and forward a copy of each newsletter to the state communication chair (bettyjrichardson@comcast.net).
2. Submit 2 different chapter media releases yearly – for a total of 4 for the biennium – to either local media or social media and send copies of these media releases to the state communication chair (bettyjrichardson@comcast.net).
3. Maintain a website that is currently certified and linked to the DKG International website.

Deadline for contest submissions: March 31 in odd years
Certificates will be awarded at the state convention.



**Georgia
State Organization**

SUGGESTIONS FOR WAYS TO COMMUNICATE

- Yearbooks
- Newsletters
- Media Releases
- Websites
- Social Media and Virtual Spaces

YEARBOOKS

- Share society and chapter history
- Directory of chapter membership

NEWSLETTERS, MEDIA RELEASES, AND WEBSITES

- Meeting dates, times, and places
- Chapter projects
- Birthdays and awards


SOCIAL MEDIA & VIRTUAL SPACES

- Facebook, Google Meet, Instagram, TikTok, Twitter, Tumblr, YouTube, Vimeo, Zoom, and more ...
- Choose what works for your members.

newsletters

Ideas for Design

Things to Do

- 
- Use a banner that shows who you are, your mission and state organization.
 - Use the Society name.
 - Include the date, issue, number and volume.
 - Use the same number of columns on each page.
 - Use a font that is easy to read.
 - Use graphics and photographs that are clear and cleanly reproduced.
 - Keep the same format for each issue.
 - Use one of the official DKG logos on the front page.
 - Place repeating items in the same location. For example, the president's message is always on page two.
 - Use white space and white paper.
 - Use a table of contents on the front cover, if the publication is longer than four pages.
 - Use bullets for items or lists.
 - Begin with the end in mind.
 - Use photographs that are large enough to see faces.
 - Use at least size 10 font.
 - Be aware of copyright rules and regulations.

Ideas for Appropriate Content

Things to Include

A chapter newsletter may include some or all of the following items.

Meeting information:

- Location of meeting with directions
- Date, day and hour
- Program
- Special events
- Hostesses
- Birthdays
- President's message
- Legislative update
- State organization happenings
- Photos that tell a story

Other important features:

- Chapter president's name
- Honors and awards to members
- Summary of last meeting
- Important dates and deadlines
- Membership changes
- Articles about Society programs and projects, e.g. scholarships, conventions, initiatives



Chapter Websites

A chapter website is a resource for communications and marketing. It provides an avenue for chapter information and increases the public's awareness and knowledge of DKG.

For a member relocating to a new geographical location, a website may make the difference in the member's decision to transfer to a new chapter.

DKG International publishes guidelines for assistance in producing websites, acquiring links, and maintaining an official website as well as providing information about copyright.

Producing a Website

Although any platform can be used to create your chapter website, [Weebly](#) is free and is widely used for chapter websites. DKG International has even created a series of short ["how to" videos](#) to help you produce a site using Weebly.

Acquiring Links and Being Official

Use the [standards for website compliance](#) for posting content on your site, and double check using the [checklist](#). To be linked to DKG and receive a compliance seal, [Form 72](#) must be completed every new biennium between August 1 and October 31.

Keeping it Legal

DKG International has provided a [copyright primer](#) and other short [videos](#) to help avoid copyright issues. To comply with the DKG's policy in regards to privacy and copyright issues, have members read and sign a [website release form](#) (or a sample [digital version](#)).

Please Note: International asks that you not publish the contact information of international officers. GSO also makes this request for its leadership team. DKG officer information is available to members on the DKG website after members sign in, and GSO leadership team contacts are on the GSO website in the Members section. This will help prevent internet trolls from sending fake messages



Graphic adapted from image by William Iven from [Pixabay](#)

These guidelines are to be used in all forms of communication (i.e., presentations, newsletters, social media posts, websites, programs, graphics, etc.).

1. All copyrighted materials must have written permission from the owner.
2. All graphics, excluding personal photographs, need to be cited.
3. Presenters of any workshop or program will sign a "Hold Harmless Agreement" that ensures that they are in compliance with copyright law. A signed agreement must be submitted to the GSO Executive Secretary prior to the presentation.
4. An individual's email address is personal information. For this reason, use of BCC (blind carbon copy; normally found under the CC address line) is recommended for mailings to groups. This will protect email addresses of those in the group from being shared unnecessarily or improperly. (DKG GAPP Policy for Digital Communications)
5. GSO Bylaws Article IX Section B6 mandates:
Each state publication should be submitted to the state president for her approval prior to the publication.
6. GSO Standing Rules 6.1.1d mandates:
All official correspondence must be approved prior to distribution by the GSO Corresponding Secretary.





Tips from the Membership Committee

- Encourage your chapter to look through your membership records and reach out to those who are no longer members. Maybe the situation causing them to drop membership has changed. Let them know that they can be reinstated by simply paying the current dues.
- We have several areas/counties across the state with no chapters. Many have counties or cities listed in their bylaws that were original territories at the time of charter, but this does not restrict chapters from recruiting or reinstating members of neighboring counties that do not have an organized chapter. Please, reach out to these areas and invite them to be a part of your chapter!
- Who can you invite to membership? We are a group of EDUCATORS! Professional educators are salaried women. Educators are found not only in the classroom. They may be corporate, in the health field, or work from home.

We can build our membership!



Contact Shannon Robertson, Membership Chair, for questions or visits
shanrobertson@gmail.com / 912-237-2231



Congratulations!

You have agreed to one of the hardest, most rewarding jobs in the chapter. The best part is that you are not alone in doing it.

You do have to become the experts. That is done, in part, by becoming familiar with all the information and “paper” available on the dkg.org website. Go to the Resources heading. Visit Ceremonies, Brochures, Videos, etc., and Chapter Tools. After you are familiar with what is there, go to Forms. Become familiar with all forms related to Membership.

Every member is responsible for the elements that keep our chapters vital by recruiting, retaining, and reclaiming members.

I. Recruitment

- Go to schools in which you have taught/ in which you have members. Talk first to the principal or superintendent. Reassure her that you only want to visit with teachers, not students. Arrange to bring some snack before school, to a faculty meeting, or at a time convenient. Take the Journey for Life brochure (with your chapter info on the back) with you to share while you talk to potential recruits. You may be more comfortable going with a friend and it is certainly easier if there is already a member in the school. Highlight the great things your chapter is doing for teachers and for students, the opportunities available through the local, state, and international organization, and the ways DKG is making a difference worldwide. Remember that diversity makes for a stronger, more appealing chapter.
- Ask the principal/superintendent to share the names of the Teachers of the Year/Outstanding Teachers in the area your



chapter serves. This information may be available in the local newspaper. Send these women a message of congratulations and a Journey for Life brochure. Shortly thereafter, make personal contact to encourage involvement in your chapter.

- Continue to use the methods that have worked in the past but if you are not recruiting new members...
- Spend part of a chapter meeting in roundtable discussion thinking of ways outside the “we’ve always done it this way” ones to find members. (retired educators’ groups, new and experienced teachers and administrators, nontraditional educators, AARP or seniors groups)
- Remember we now have Collegiate Membership! There may be educator groups on the college campus. The Education Department can lead you.
- Make your chapter seen. Attend local events. Wear your DKG badge or ID. Be prepared to explain what DKG is and why it matters.

II. Retention

- DKG is an honor society. Not only is it an honor to be asked to join, it is an honor to have an invited member join. Honor each new member by mentoring her for a year. Assuming she knows everyone is unfair to her and to the other members who would like to get to know her.
- Get member feedback. Ask your members (1) what they want to get out of the meetings and activities of the chapter, (2) what they want to do/contribute to the chapter, (3) how they want to have meetings, (4) what days they want to meet, ... then do what you can of what best serves your membership. If you do not meet the needs of your members, they will certainly find other things to do and you will lose the members
- Spotlight a member at each meeting. If there are accomplishments, share them with the State newsletter so they can be published for all to see.
- Be diverse enough in presentation not to be boring while still meeting the requirements of the society (at least 4 regular meetings each year).
- Remember that DKG is competing with everything else a member has to do. Value your members. Most want to contribute as well as be supported.
- When a member does not attend a meeting, call her to let her know that she was missed and what she missed.



III. Reclamation



- Identify the inactive members through discussion with members or through past minutes. Unless there is an understood reason, do not assume someone does not wish to be approached about reestablishing membership.
- Call/visit just to chat and estimate level of interest.
- If the former member expresses interest, invite her to attend the next meeting. Offer to provide transportation if necessary.
- The former member may feel like a new member if she has been away from the chapter for some time. Encourage her to return. When she does rejoin, remember to mentor her to the extent necessary and stay in touch with her between meetings.

Additional Information

- You will probably be responsible for induction of new members. The Ceremonies book is not the law. It is suggestions. Your chapter may write anything that fits for your chapter.
- Whenever you distribute the Journey for Life Brochure, make sure you have put your chapter's contact information on the back of the brochure.
- Forms from International change. Please stay current with what is on www.dkg.org
- The materials available from International are very helpful and reasonably priced.
- If you are responsible for Necrology, please send forms to the requested persons in a timely manner. The information is used to honor members at the International and State level.
- If you have questions, please contact Shannon Robertson, GSO Membership Chair, shanrobertson@gmail.com.





Necrology

You may think necrology is a position that is important only in the chapter. The information acquired and shared by /through necrology is used not only by the State but also by DKG International to recognize and celebrate the contributions of individual members. For that reason, the information shared by the chapter must be accurate and presented in a timely manner.

Duties of Necrology

1. Keep accurate records of the deaths of chapter members. This can be accomplished by filing Form 6 immediately after the member's death. All information should be included as it is used in the State Remembrance Ceremony. (Note that copies of this form are sent by you to International Membership Services, State Treasurer, and State Membership Chair.)
 2. Acquire a picture of the member from your chapter collection or from the family to be used in the State Remembrance Ceremony. Send the picture to the State Membership Chair.
 3. Assist with the chapter's memorial service for the departed member. Make sure the State President and District Director are invited to the service.
 4. Inform the State Communications Chair of the death of the member so it will be recognized in the State newsletter.
 5. Annually complete Form 2 which lists all members who have died in the preceding year. This form is sent to the State Membership Chair (Shannon Robertson, shanrobertson@gmail.com) and your chapter president, and filed with your chapter.
-



Appendix



Chapter President's **ACTIVITY LOG**

At the end of a chapter president's biennium, it is not easy to pull together all of the activity from the past two years, but in submitting your chapter's history or an application for a chapter award such as the ACE Award, you will be asked to do so. Keeping a log of your chapter's activity throughout the biennium will help in the end. Some reports or award information asks for how membership numbers have changed during your biennium. Having the information from the beginning of your biennium will help with this.

Your chapter's "heartbeat"

- District
- Date of organization
- Geographical area
- Membership numbers:
 - Active
 - Reserve
 - Collegiate
 - Honorary
- How many members were inducted, reinstated, or deceased?
- How many times did your chapter meet?

Officers for the biennium

- President
- First Vice-President
- Second Vice-President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Parliamentarian

Chapter meetings

Summary of each meeting, including

- Programs
- Projects
- Activities

Awards and recognitions

- Received by the chapter
- Received by chapter members

Reports and rules

Annually:

- Treasurer's report (Form 15, due July 15)
- Membership dues/fees
- Necrology report (Form 2, due February 1)
- E990 (before November 15)

End of biennium:

- Chapter officers (Form 110)
- Change of treasurer, if needed (Form 87)

Participation beyond the chapter level

- Chapter members who served at district, state, and/or international level
- Chapter members who attended district, state, and/or international events, listed by event

Chapter publications

Keep records of

- Chapter newsletters
- Chapter website compliance
- Chapter articles submitted
- Chapter yearbook
- Members published by DKG

Chapter contributions

- Chapter projects
- GSO projects/funds
- DKG International projects/funds
- Scholarships
- Grants-in-aid

Building on the Purposes



To unite women educators of the world in a genuine spiritual fellowship

- Conferences
- Conventions
- Workshops
- Meetings
- Travel & study opportunities



To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society

- Programs
- Seminars
- Publications
- Travel & study experiences



To honor women who have given or who evidence a potential for distinctive service in any field of education

- DKG Educators Award of \$2,500 presented annually
- Doctoral recipient recognitions
- Continuing education credits
- Achievement Award
- Legacy Award
- Rosebud Award
- Honorary memberships



To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action

- DKG Ignite!
- Leadership growth opportunities through the Holden Fund
- GSO Leadership Seminars I, II, and III
- Delta Hostel



To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators

- Forums: Canada, Europe, Latin America, U.S.
- UNICEF projects
- World Fellowship grants
- NGO status at the UN
- DKG Day at the Capitol
- Boylston Foundation grants
- Educational Excellence
- Literacy projects
- *DKG Under the Gold Dome* newsletter



To advance the professional interest and position of women in education

- DKG scholarships
- GSO scholarships
- Chapter scholarships
- Chapter grant-in-aid awards
- Networking opportunities



To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries

- World Fellowship Fund
- DKG Scholarship Fund
- GSO Scholarship Fund
- Chapter scholarship funds



Outstanding Chapter Program

- Awarded each biennium
- Multiple winners
- Application required
- Program criteria:
 - Program emphasis
 - Involvement of members

ACE Award



(Award for Chapter Excellence)

- Given to 1 chapter per biennium
- Completed ACE application required
- Chapter areas covered:
 - Chapter Leadership
 - Chapter Programs
 - Projects and Activities
 - Chapter Dynamics
 - Membership Participation
 - Chapter Planning
 - Chapter Communication
 - Chapter Financial Support

Contacts

Chapter Program

Alice Bass

dkg.gso.2vp2123@gmail.com

ACE Award

Marie Boatright

dkg.gso.1vp@gmail.com

Communications

Betty Richardson

bettyrichardson@comcast.net

GSO Communication Awards

(How to rack up points and win an award)

- Current, certified, linked website – 20pts
- Chapter newsletter at least 4 annually – 5 points each
- 4 newspaper articles, news releases, chapter or GSO Facebook, Twitter – 5 points each (maximum 20 points)

Here's what you will win!

Exemplary Chapter = 75-80 points

Merit Chapter = 50-70 points

Honorable Distinction = 35-45 point

All awards announced at GSO State Convention



Chapter Secretary

Responsibilities include:

Maintain written records for the chapter files.

Record the minutes of each chapter and executive board meeting.



Make the minutes of the previous meeting available to members.

File the official minutes indicating the date the minutes were approved.

Handle correspondence for the chapter, unless a corresponding secretary has been elected.

CHAPTER TREASURER'S CALENDAR

April 2022

(2020-2022 Treasurer)

- Beginning of month:** Begin collecting dues and fees for 2022-2023.
- Mid-month:** Chapter Connect in DKG portal opens.
- Create orders for dues in portal.
- Send dues to International with order number and copy of order.
- Send dues and fees to GSO with copy of order.
- Balance financial accounts and reconcile bank statement.

May 2022

(2020-2022 Treasurer)

- Beginning of month:** Form 15 available
- Mid-month:** Contact state treasurer if Form 15 has not been received.
- Continue collecting and reporting dues and fees.
- Collaborate with Finance Committee to prepare budget
- Balance financial accounts and reconcile bank statement.

June 2022

(2020-2022 Treasurer)

Fiscal year ends June 30

- Continue collecting and reporting dues and fees; contact unpaid members.
- June 30:** Deadline for members to pay dues; pay all bills before June 30
- Send contributions to International by June 15.
- Begin work on Form 15.
- Prepare to submit records for audit.
- Balance financial accounts and reconcile bank statement.

July 2022

(2020-2022 & 2022-2024 Treasurers)

- Notify non-paid members.
- Continue collecting and reporting dues and fees.
- Ensure audit occurs July 1 or later.
- July 15:** Form 15 is due.
- E-file 990 to IRS July 1 or later.
- Balance financial accounts and reconcile bank statement.

August 2022

(2022-2024 Treasurer forward)

- Notify non-paid members.
- Continue collecting and reporting dues and fees.
- E-file 990 to IRS, if not done yet.
- Balance financial accounts and reconcile bank statement.

September 2022

- Notify non-paid members.
- Continue collecting and reporting dues and fees.
- Mid-month:** Be sure Form 18A is sent to International to drop members.
- E-file 990 to IRS, if not done yet.
- Balance financial accounts and reconcile bank statement.

October 2022

- October 1:** Delinquent members dropped by DKG International.
- E-file 990 to IRS, if not done yet.
- Balance financial accounts and reconcile bank statement.

November 2022

- Process dues and fees for reinstating and/or new members.
- E-file 990 to IRS – **by Nov. 15.**
- Balance financial accounts and reconcile bank statement.

December 2022

- Process dues and fees for reinstating and/or new members.
- Balance financial accounts and reconcile bank statement.

January 2023

- Reinstated members **on or after January 1** pay full membership dues and fees; new members pay half dues and all fees.
- Balance financial accounts and reconcile bank statement.

February 2023

- Process dues and fees for reinstating and/or new members.
- Balance financial accounts and reconcile bank statement.
- Process any outstanding orders.

March 2023

- Beginning of month:** Chapter Connect in portal closes.
- Balance financial accounts and reconcile bank statement.

April 2023

- Beginning of month:** Begin collecting dues and fees for 2023-2024.
- Mid-month:** Chapter Connect in DKG portal opens; collect dues.
- Perform duties listed for April 2022.
- Balance financial accounts and reconcile bank statement.

May 2023

- Beginning of month:** Form 15 available
- Mid-month:** Contact state treasurer if Form 15 has not been received.
- Perform duties listed for May 2022.
- Balance financial accounts and reconcile bank statement.

June 2023

- Perform duties listed for June 2022.
- Balance financial accounts and reconcile bank statement.

Opportunities through DKG

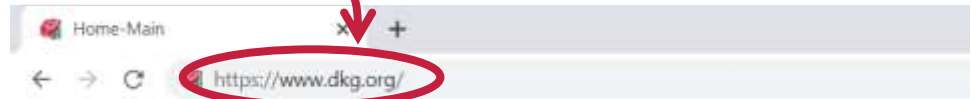


Opportunities through Georgia State Organization

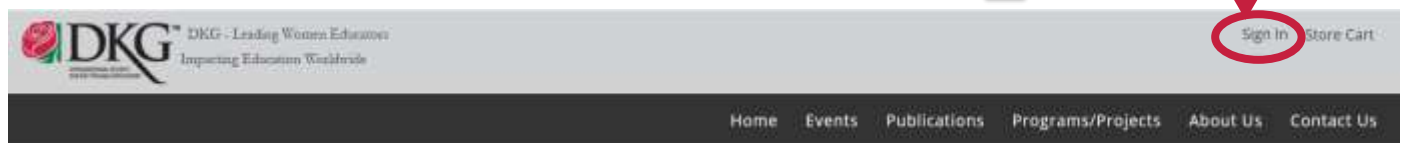


Signing in to the DKG.org site

1 Type **dkg.org** in a new tab. Press **Enter**.



2 Click here.

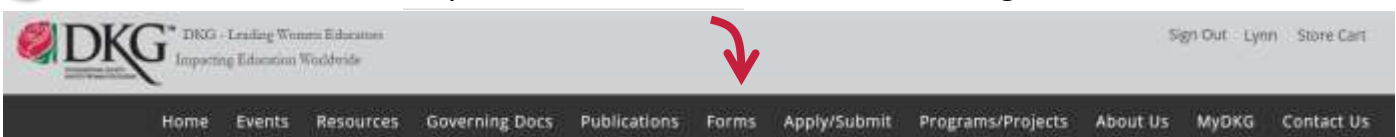


3 Your 6-digit member ID* is your username. Type it in the space provided.

A screenshot of the DKG.org sign-in form. The form is titled "SIGN IN" and has two input fields: "Username" and "Password". The "Username" field contains the number "291207" and is circled in red. The "Password" field contains six asterisks and is also circled in red. Below the fields is a "Sign In" button, which is also circled in red. A red arrow points from the text "Your 6-digit member ID* is your username. Type it in the space provided." to the "Username" field. Below the "Sign In" button is a link that says "Forgot password?".

- 4**
- If you have not changed your password, the default password is **dkg2014society**.
 - If you have reset your password, type that instead (or click on the **Forgot password?** link if you cannot remember your password in order to reset it).
 - Click the **Sign In** button.

5 Notice how much more you now can access in the black navigation bar!



*Please check with your chapter treasurer if you need your 6-digit member ID number.

REMEMBER

YOU ARE A KEY PERSON

Even though my typewriter is an old model, it works quite well except for one of the keys. I wished many times that it worked perfectly. It is true that there are forty-one keys that function well enough, but just one key not working makes the difference.

Sometimes it seems that our organization is somewhat like my typewriter - not all the people are working properly.

You may say to yourself, "Well, I am only one person. I don't make or break a program." But it does make a difference because any program, to be effective, needs the active participation of every member.

So the next time you think you are only one person and that your efforts are not needed, remember my typewriter, and say to yourself, "I am a key person in our organization, and I am needed very much."

Pi State, New York