

Chapter Officers

Adapted from *The Constitution of the Delta Kappa Gamma Society International* and *The Handbook of the DKG Society International*.

Chapter officers, all of whom must be members of the Society, shall be a president, a vice-president, a secretary (all elected), a treasurer (selected by the executive board), plus the option of a second vice-president and/or a corresponding secretary (both elected).

The chapter officers, except the treasurer, shall be elected in even-numbered years. The treasurer shall be selected by the executive board each biennium.

The term of each elected officer shall be two (2) years or **until** a successor is named. No officer except the treasurer may serve in the same office longer than two (2) terms in succession. Officers shall take office on July 1 following their election.

Responsibilities

(Duties and responsibilities include the following, but are not limited to those listed.)

President

The chapter president shall:

- Become familiar with the duties, procedures, and business of the chapter
- Attend leadership training
- Act as presiding officer at regular and called meetings and direct the activities of the chapter;
- Act as chair of the chapter's executive board;
- Appoint a parliamentarian;
- Appoint standing and special committees (e.g., ad hoc, task force);
- Serve as a member ex officio, with no vote, on all committees except Nominations;
- Approve for payment all expense claims;
- Approve publications;
- Fill, by appointment, all vacancies in offices;
- Delegate tasks, as appropriate, to officers and members
- Represent the Society at meetings, conferences, and other events;
- Take action, with the advice and approval of the chapter's executive board, on matters that cannot be deferred until the next convention or meeting;
- Serve ex officio, with no vote, in the process of budget development and supervision;
- Submit forms and reports as requested
- Encourage chapter activities that develop leadership skills of members;
- Represent the chapter on a coordinating council, if there is one;
- Ensure the chapter has a plan for strategic growth and development
- Ensure the chapter rules are up to date and in alignment with the state bylaws and International Constitution

- Execute, with the treasurer, legal documents pertaining to the chapter (a legal document may be executed only when it has been authorized by the chapter executive board);
- Serve as a member of the state organization executive board
- Ensure that recognition is given to any chapter member who is serving as a state org or international officer, or committee chair or member.
- Notify the state org and local banks off changes in officers during the biennium
- Work with the membership chair and treasurer to contact members who have not paid dues before the member is dropped for non-payment of dues.

Vice-president(s)

The first vice-president shall:

- Serve as presiding officer in the absence of the president. In the event of the resignation or death of the president, she shall succeed to the presidency and serve until the next regular election of officers.
- Perform such other duties as the president or the executive board shall assign to her;
- May serve on committees, either as a member or a committee chair.
- May serve as the Membership Chair

The second vice-president shall (if the chapter has that position)

- Serve as presiding officer in the absence of both the president and the first vice-president. In the event of the resignation or death of either the president or the first vice-president, she shall succeed to the office of first vice-president and serve until the next regular election of officers.
- Perform such other duties as the president or the executive board shall assign to her;
- May serve on committees, either as a member or a committee chair, including the Membership Chair, if it is not a duty of the first vice-president

Secretary(ies)

The secretary shall:

- Maintain written records for chapter files and make minutes available to members
- Keep minutes of each meeting of the chapter and furnish the president with a copy of such minutes; this includes membership terminations with the reason for dropping
- File official minutes after approval and mark with signature or initials
- Serve as secretary to the Executive Board;
- Handle correspondence as may be delegated to her by the president. (If the chapter has a Corresponding Secretary, she may handle correspondence, communications, and other tasks as delegated by the president.)

Treasurer

The chapter treasurer shall:

- Receive and pay out all monies belonging to the chapter, as directed by the chapter president and the budget; never deposit chapter money into a personal account
- Keep an accurate account of receipts and expenditures;
- maintain a record of bills, and bank statements;
- Present a report at each regular meeting; include expenses and income
- File, each year, between July 1 and November 15, Form 990-N with the IRS and send a confirmation of the filing to the state treasurer
- Collect dues and fees of members and send dues, fees and Form 18 to the state organization's treasurer;
- Send, to the state treasurer, New Member and Reinstated Member forms, dues and fees as needed
- Submit, yearly, by the due date, Form 15 to the state organization's treasurer;
- Submit for annual audit/financial review the accounts of the organization;
- Serve as a member ex officio, without vote if under remunerative contract for her services, on the chapter's executive board;
- Serve as a consultant in the process of budget development/supervision of finances;
- Follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter finance committee.
- Maintain an accurate and current membership roster on Chapter Connect

Parliamentarian (not an officer; appointed, not elected)

The parliamentarian shall:

- Act as advisor to the officers and the members of her chapter in matters of the interpretation of the chapter rules and parliamentary usage;
- Gives advice or explanation only when requested to do so
- Serve as a member ex officio, without vote, on the chapter's executive board;
- May be a Society member but DKG membership is not required for the position.

Characteristics of Officers

The President is able to:

- Delegate
- Bring others along
- Have a vision
- Organize
- Share a passion for DKG
- Conduct meetings
- Use a computer for communicating

The vice-president (s) is/are able to:

- Handle tasks that the president delegates
- Communicate and network
- Secure chapter programs and speakers
- Take over for the president when necessary
- Use a computer for communicating

The secretary is able to:

- Take good notes
- Proofread
- See and attend to details
- Produce the minutes in a timely manner
- Use a word processing program
- Use a computer to communicate

The treasurer is able to:

- Handle and manage money
- Produce reports in a timely manner
- Use a computer and spreadsheet

Recruiting Officers and Committee Chairs

Create an environment of openness by:

- Considering each member as a leader and officer when she joins the chapter;
- Recognizing abilities and talents of members; they can be assigned to a committee that best fits
- Explaining what the officers do;
- Explaining what the various committees do and utilizing committees
- Articulating to new members what is expected of them;
- Communicating; informed members are active, connected members
- Asking members to work with officers in planning, carrying out tasks, running meetings;
- Encouraging mentoring;
- Encouraging a passion for DKG;
- Developing relationships among members;
- Discouraging an “inner circle” culture;
- Giving each and every chapter member a task to do or a position to fill;
- Spreading enthusiasm and a positive environment;
- Involving everyone in discussions;
- Creating an environment of “listening” and involvement
- Rotating leadership roles among all members.

Nominating Committee Strategies

The purpose of a nominating committee is to find the best person for each office. This is a screening committee for the organization and needs to be provided with a list of all the eligible members and what the specific needs of the chapter are at the time. The goal is to select candidates to fit the needs of the organization.

- Set an early deadline for selecting a slate for the chapter's officers. It takes time!
- Remind all chapter members that, to ensure a strong, well-run chapter, their help is needed in supporting and assisting the officers.
- Conduct an informal survey of members. Do this early in the process!

Questions to ask might include:

1. Would you like to grow into DKG and strengthen the chapter by holding an office?
2. Which office would you be most suited for?
3. Why? What is your background or interest?
4. Are you willing to work with the current office holder to learn her job?
5. Are you willing to develop your abilities? Skills?

- Meet, as a committee, to determine the offices that your chapter needs to run smoothly. Discuss the requirements of those offices and women who could best fill the positions.
- Contact nominees by phone or in person to ask if they will accept the nomination.
- In that conversation, be sure to emphasize their skills and strengths for the office.
- Remind the person that there will be help and assistance available from previous officers and from chapter members.

After the Election

- It is important that the previous officers meet with the incoming officers to pass along documents and discuss procedures.
- Training for chapter presidents will be offered by state organization leaders, but also include training at the chapter level. Women who have previously held chapter offices are excellent trainers.
- Make sure the new officers have all the materials (manuals, web addresses, contact information for state and international officers and staff, etc.) they need.
- Acquaint the new officers with the materials available on the state and international websites. There are many forms, documents and publications, newsletters and guides.
- *The Handbook of the DKG Society* is an excellent resource. It can be downloaded at www.dkg.org.
- Educate the incoming president in parliamentary procedure, how to conduct a meeting, prepare an agenda, and other necessary information needed to fulfill her duties.
- Communicate to the treasurer regarding the financial records of the organization. If records are kept electronically, then she should be made familiar with the program.
- Educate the secretary in how to take the minutes, what to include and correctly format.
- Be certain that each officer, new or returning, knows the expectations and duties of their position.