

CHAPTER OFFICERS

The future of The Delta Kappa Gamma Society International depends on the quality of its leaders. The careful selection of officers at all levels of the Society is vitally important. All officers at each level must be members of the Society. Duties of officers call for specialized abilities and extensive background in the work of the Society.

Chapter officers, all of whom must be members of the Society, are a president, a vice-president, a secretary and a treasurer. In addition, chapters may choose to have a second vice-president and a corresponding secretary. Chapter officers should be designated in written chapter rules.

ELECTION OF OFFICERS

Chapter officers, except the treasurer, are elected in even-numbered years. Electing chapter officers prior to the state organization convention is suggested so the newly-elected president may become oriented to the responsibilities she will assume and attend the state organization executive board meeting and state organization convention.

- Officers are elected by a majority vote of the chapter members present and voting. A quorum is required at the meeting during which officer elections are held.
- The treasurer is selected by the chapter executive board each biennium. A chapter treasurer not under remunerative contract for her services is a voting member of the chapter executive board.
- The term of office of all elected officers shall be two years or until a successor is named. No chapter officer may serve in the same office longer than two terms in succession with the exception of the treasurer, whose term is designated in chapter rules.
- Chapter officers take office on July 1 following their selection.
- Chapter related personnel are a parliamentarian appointed by the president and other personnel as designated in the chapter standing rules. The parliamentarian is not an officer but serves as an ex-officio member without vote on the chapter executive board.

QUALIFICATIONS FOR OFFICERS

Suggested qualifications for the chapter president, officers, and committee chairman are as follows:

- The chapter president
 - Should be aware of chapter needs
 - Should show a willingness to work
 - Should have time for the Society
 - Should be committed to attend state organization workshops and conventions
 - Should have committee experience

- Chapter officers and committee chairmen should have personal qualifications and leadership abilities appropriate for the positions for which they are recommended.

NOMINATION OF OFFICERS

Suggestions for the chapter's nomination process are:

- That any chapter member may submit a name for any elective position.
- That permission of the person must be secured before her name may be placed in nomination either by a committee or from the floor.
- That nominations should be coordinated through the person or group responsible for nominations.
- That the office for which the person is being nominated should be stated.
- That the nominee should be qualified for the position for which she is being nominated
- That the first and second vice-presidents do not automatically advance to the presidency

DUTIES OF OFFICERS

President

- Presides at regular and called meetings
- Directs activities of the organization
- Acts as chairman of the executive board
- Appoints a member as parliamentarian
- Appoints standing/special committee
- Approves for payment all expense claims
- Approves publications
- Fills any vacancy in an office
- Acts on matters that cannot be deferred to the next meeting
- Serves, ex officio, in budget development process and supervision of finances
- Encourages chapter activities that develop leadership potential of its members
- Makes assignments, as appropriate, to officers and members

First Vice-President

- Acts in place of the president when the need arises
- Performs those duties assigned to her by the president and/or executive board
- Is in charge of the area of Program
 - Is the chairman in charge of planning the year's meetings, making sure that they are in compliance with International and State guidelines
 - Works with the Hospitality Chairman to determine the location of each meeting, meal or refreshments involved, and the assignment of hostesses for each event
 - Confirms the plan for each meeting before placing information in the chapter on-line web site

- Is responsible for collecting all receipts tied in to a meeting and completing a project funding sheet for each.

Second Vice-President

- Acts in place of the president or first vice-president should the occasion arise.
- Develops activities that:
 - Encourage more member participation
 - Develop leadership skills among members
 - Reorient members to the values and principles of Delta Kappa Gamma
- Is in charge of maintaining and protecting the membership records of the chapter.
 - Keeps a list of names and addresses of women to whom invitations for membership are sent, with the dates of invitation, of replies, and of initiation.
 - Keeps a list of chapter charter members with biographical data and information of the chapter founding.
 - Maintains updated information sheets on all members
- Announces and prepares nomination papers for new members, collects papers, and presents the nominations at the March chapter meeting, prepares the ballots for the election
- Works with the Membership Tea Chairman to plan and coordinate the summer tea for new initiates.
- Works with the Ceremonials Chairman to plan and coordinate initiation and installation.

Recording Secretary

- Responsible for preparing the initial agenda for the president for each meeting
- Responsible for recording the minutes showing the matters discussed and actions taken at each meeting
- Responsible for keeping a roll sheet of members showing attendance at all chapter meetings

Corresponding Secretary

- Is responsible for reading correspondence received by the chapter
- Is responsible for writing the correspondence of the chapter as delegated by the President, including special invitations and thank you notes.
- Acts in place of the Recording Secretary when she is not available.

Treasurer

- Receives and pays out all monies belonging to the organization
- Keeps an accurate account of receipts and expenditures
- Keeps a file of receipts, bills, cancelled checks and bank statements
- Presents a report at each regular meeting
- Files required tax reports
- Submits for annual financial review the accounts of the organization
- Serves as an ex-officio member on the executive board

- Must study carefully the instructions contained in the *Guidelines for Chapter Treasurers* and other material sent by International and the State.
- Collects dues and fees of all members. Reports on Form 18 the payment of every member and send to the State Treasurer
- Makes sure that the name of every member of the chapter is listed correctly on the preprinted Form 18.
- Collects the proper payment for Initiates and report the payment promptly.
- Sends immediately to the state organization treasurer Form 18-A listing the names of members whose memberships are terminated
- Pays by check the bills approved by the chapter president'
- Makes a financial report to the chapter at each meeting and an annual report on Form 15 to the state organization treasurer and the state organization president.
- Prepares annually, before November 15, a Form 990 for the Internal Revenue Service.
- Surrenders financial records for financial review at the close of each fiscal year.
- Serves ex-officio in the processes of chapter budget development and supervision of chapter finances.

Parliamentarian

- Serves as adviser to the officers and members in matters pertaining to interpretation of the *Constitution* and to parliamentary procedure.
- Gives advice of explanation only when requested to do so.
- Is not an officer and is a non-voting member of the executive board.