

Presidents' Page

The Delta Kappa Gamma Society International Newsletter for Chapter Presidents



Greetings Chapter Presidents,

Spring is quickly turning to summer, the second year of your term as chapter president has begun, and perhaps your state organization's convention has come and gone and your new state organization officers are ready to take the helm! Be sure to report to your chapter about the events and decisions that took place at the convention.

If your state organization has not yet held its convention, encourage your chapter members to attend. Also, encourage and invite chapter members to attend an international conference. Draw attention to the information in the May/June [DKG NEWS](#), in the [events section](#) of the DKG website, and on the 5 event sides of the DKG App.

With new officers moving into leadership roles, consider a few housekeeping and maintenance tasks to keep everything running smoothly:

- Are any of your members planning to move this summer? Explain to members how they can transfer to a new chapter. If it's a local move, ask them to update their address on their [MyDKG account](#). While you're at it, have members update their email addresses on their MyDKG account also. Remind them that this affects their receipt of special notices and information.
- Remind your treasurer of the IRS Filing between July 1 and November 15.
- Summarize the past year's activities for your chapter history. Clear your files of all unnecessary letters,

duplicates, and outdated materials. Remind the treasurer and membership chair to discard obsolete forms. Meet with your executive board concerning plans for the next year.

- Order supplies from the DKG Store for upcoming inductions and special programs. Remember that unless you select priority shipping at checkout, there is a 10 business day processing timeframe for orders to be prepared and mailed out.
- Make sure you have the current *Society Constitution* and *International Standing Rules*. The most current copy is on the website and can be ordered through the DKG Store.
- Meet with officers, chairs, and committees to determine your chapter goals and activities (also called Strategic Plan). Remember the chapter president is an ex officio member of all committees per your chapter rules.
- Plan at least two executive board meetings for the year, so you can carry on the business of the chapter and recommend items for members to consider at meetings.

After all that is said and done, make some time to take care of yourself. During this break in activities, it is a great time to do whatever you like to do to relax. Whether it be traveling, reading, or just spending time with family, carve out some time for yourself. You deserve it!

Society Headquarters Staff

MEMBERSHIP MOMENT

Do you know of a member who should be put in the spotlight? Send a brief summary of why they stand out to you along with a picture of the member to Trish Woodley, membership director, at trishw@dkg.org. The International Membership Committee will review the information and you may just see a member of your chapter on the DKG website home page in the Member Spotlight!

WORKSHOPS, WORKSHOPS EVERYWHERE!

A listing of the variety of workshops offered at each international conference including workshop titles, content, and presenter is available on the Society website (www.dkg.org) and provides working educators with complete information needed to apply for professional credits in districts that allow acquisition of professional hours from outside sources. With something for everyone, the lineup includes explorations of arts and music in both the classroom and personal realm, travel, history, technology, leadership, research practices, and global awareness. Plan to attend one or more of the international conferences and take advantage of outstanding professional development offerings.

Things to remember:

July

- ♦ July 1: Beginning of new fiscal year. U.S. chapters: file IRS 990 by November 15.
- ♦ July 1: All dues should be paid and chapter treasurers are inputting payment into new dues portal and sending checks with copies of invoices (orders) to both international and state organizations.
- ♦ July 15: Chapter Treasurer's Annual Report

August

- ♦ August 1: Submissions to *Bulletin: Collegial Exchange* due (Submit at bulletin@dkg.org)

Which Forms go Where?

The following forms are no longer required to be sent to HQ:

- New Member Form (Form 81)
- Reinstated Member Form
- Transfer Member Form
- Change of Address Form

Please continue to send these forms to HQ:

- Form 6 - Report on the Death of a Member
- Form 18A - Report of Members Dropped
- Form 110 - Report of Chapter Officers

President to President

by Cathy P. Daugherty, RP, international president 2018-2020

My birthday falls on the "cusp" between the Zodiac signs, Libra and Scorpio, making it hard to predict my actions. "Being on the cusp" aptly denotes the challenge DKG state organizations face during this critical period of transition. What will form the continuum between the two? How will momentum be generated or maintained? What do presidents, incoming and outgoing, need to consider during the last and first months of state organization biennia?

In an earlier column current state organization presidents were asked to list what they wished they had known before taking office. Pull out that list. Add actions taken during your recent convention. Note issues faced over the last few months. With list in hand meet with the incoming president, preferably face-to-face, to cover items on your list and general information. Also, now is the time to discuss how you both envision **your role as the immediate past president**. Most importantly, reassure her by making yourself available when she wants to talk or seeks advice.

As a new or continuing state organization president you need to ask questions AND you need to attend training this summer at an international conference. For a new president the transition meeting outlined above begins the process. For a returning state organization president you need a transition meeting, too. Consult key officers during the past biennium, including the immediate past president (she remains in this position until you leave office). Begin outlining a leadership succession plan for the 2021-2023 biennium. Include potential leaders on committees. Invite them to make presentations at state events. Urge them to attend state organization leadership development workshop(s).

For DKG state organizations, "being on the cusp" offers an opportunity to lay a solid groundwork from one biennium to the next, mixing established traits of one with new ideas going forward.

Oh, and by the way, Scorpio wins out as my horoscope sign!

TREASURERS' TIPS

With the new dues portal open, here are a few tips to help make the transition from paper to electronic record keeping a little easier:

- ♦ We are aware that there may be deceased members showing up in your portal. We have alerted the designers of the program and they are working on getting those removed.
- ♦ Please enter as much information as you know when searching for a member. That being said, please also encourage your members to enter as much information on their [MyDKG account](#) as possible. This includes the full birthdate. This step can really be helpful for HQ staff and your treasurer in locating a member who shares the same name as another member, and birth years will not be available to the public or other members.
- ♦ The join date should be the date the member paid the dues to you. Remember that an induction ceremony is not required for a member to officially become a member. They only need to pay their dues to become a member.
- ♦ Adding new members, transfers, and reinstatements are done at the chapter level and no forms are to be sent to Headquarters. Check with your state organization treasurer to see if they require you to send any forms to them.
- ♦ Remember that you cannot enter members' payments and save them for a later date to process. This system is not set up that way.
- ♦ If you come across anything that isn't making sense to you, feel free to contact any membership specialist. You can chat or call during normal business hours or you can email your issue or question to mem@dkg.org and it will be answered within 24 hours.

2019 EDUCATORS BOOK AWARD SELECTED

GHOSTS IN THE SCHOOLYARD

by Eve L. Ewing

Contact Society Headquarters

Address
416 W. 12th St., Austin, TX 78701-1817

FAX
512.478.3961

Telephone
512.478.5748

Presidents' Page
trishw@dkg.org

Executive Contact
societyexec@dkg.org

Business Contact
societyoper@dkg.org

Membership Contact
mem@dkg.org