**COMMITTEES ON SOCIETY BUSINESS AND DUTIES**

FINANCE COMMITTEE

The chapter Executive Board shall establish rules for budget development and approval for the supervision of chapter finances. (Constitution, Article VII) The chapter president and chapter treasurer shall serve ex officio on the Finance Committee.(Constitution, Article VI) Duties include:

1. Planning updates on the amount of chapter dues and assessments.
2. Preparing the annual chapter budget and presenting it to the membership for approval at the September meeting.

NOMINATION COMMITTEE

1. Chapter officers, except the treasurer, are elected in even numbered years by a majority vote of chapter members present at the April meeting. The chapter treasurer is selected by the chapter Executive Board each biennium. 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 recording secretary and the treasurer, whose term is designated in chapter rules. Chapter officers take office on July 1 following their selection. A parliamentarian is appointed by the chapter president from the membership of the chapter to serve for a term of two years. The parliamentarian is not an officer.
2. Suggested criteria for the submission of nominations are such that:

a) Any member of the chapter may submit a name for any elective position.

b) Permission of the person must be secured before her name may be placed in nomination either by a committee or from the floor.

c) Nominations should be coordinated through the person or group responsible for nominations.

d) The office for which the person is being nominated should be stated.

e) The nominee should be qualified for the position for which she is being nominated.

f) The first and second vice presidents do not automatically advance to the presidency.

g) The nominations for elective offices will be presented to the chapter in even-numbered years.

h) The ballot may be presented to the chapter orally and the officers are elected by a majority vote. Installation takes place after the elections or at a later meeting. Officers assume their positions on July 1.

i) The names and addresses of new officers are to be sent immediately to the state

president and the NC DKG Executive Secretary.

j) A report of the election is to be filed with the chapter for later reference.

MEMBERSHIP COMMITTEE

**Orienting Prospective Members**

1. Orientation is the process of acquainting prospective members and reacquainting current members with the society and its purposes, programs and activities. An orientation for an individual or for a group of prospective members is important prior to acceptance of the invitation and/orientation. Orientation should include such topics as:

a) The purposes of the Society

b) Responsibilities of membership including payment of dues and fees, attendance at meetings, active participation in Society activities, and purchase of the key pin.

c) Activities, projects and programs of study, and publications

2. The committee chair informs the president of the date, time, and place of the orientation.

3. The orientation program is planned using the Society’s *Guide to Orientation*, the *Ceremonies* book, and the Chapter Rules.

**Induction of Members**

1. Induction is the process of bestowing a prospective member with membership in the Society by means of the induction ceremony in the official Ceremonies book.
2. Arrangements for induction should be completed well in advance. Plans for the day the ceremony is held include: a) Checking arrangements by contacting the program chair, communication chair, treasurer,

and hostesses

b) Checking readiness of induction paraphernalia

c) Checking the availability of the Chapter Bible

d) Reminding the treasurer to collect and record dues and/or fees

e) Rehearsing with Executive Board one half hour before the announced meeting time

f) Conducting induction

3. Induction will be held annually at the September meeting.

The membership committee will be responsible for:

1. Updating the Members’ Directory and the Biennial Directory as needed
2. Maintaining a record of member attendance at meetings
3. Having name tags available at each meeting.

**PROGRAM OF WORK COMMITTEES**

PROGRAMS/PERSONAL GROWTH COMMITTEE

The First Vice President(s) serves as Program Chairman. Chapters would assign responsibilities and establish rules for such activities as:

1. Develop a chapter Program of Work.
2. Plan the Program of Work so that it includes projects, activities, and programs related to personal growth, service to others, professional affairs, legislation, research, music and communication. A minimum or eight meetings, four per year, are required to be set for the biennium.
3. Plan the year’s program for the chapter by using the international theme from the *Program Manual.*
4. Adjust the focus to meet local needs and interests.
5. Use a variety of programming techniques for presenting ideas.
6. Encourage maximum member participation in programs by having as many different members as possible take part in programs.
7. Find dates, hostesses, speakers, locations for programs, and members who will present the invocation. Submit this information to the Directory Chair to be included in the Biennial Directory.
8. At the meeting, introduce the speaker, and then present him/her a gift of $100 from the chapter treasurer at the conclusion of the presentation.
9. Bring an “ice breaker” activity to each meeting.
10. Consider arranging field trips for members.

SCRAPBOOK COMMITTEE

1. Take photographs at each meeting.
2. After each meeting, submit a photograph and an explanatory paragraph to the local newspaper, if applicable. Topics may include induction of new members, installation of officers, attendance at state meetings and conventions, speakers at chapter programs, and special projects.
3. Maintain the chapter’s scrapbooks by scanning their pages and preserving the contents digitally. Add future photographs, news items, and information from chapter meetings to the digital file.
4. Share photographs with the corresponding secretary for use in the chapter newsletter.

HOLIDAY BAZAAR COMMITTEE

1. Promote the donation of crafts and baked goods for the December meeting.
2. Organize workshops to prepare craft items for sale. (optional)
3. Communicate with Delta Rho regarding the bazaar.
4. Reserve a location for the bazaar and determine the menu.
5. Bring to the bazaar a change till, raffle tickets, and boxes/bowls/baskets for the collection of raffle tickets. (Having raffle tickets prepared in bunches of ten facilitates sales.)
6. Arrange items on tables as items come in.
7. Assist with the drawing of raffle tickets.
8. Assist with the auction of leftover raffle items at the end of the meal.
9. Assist with counting proceeds and reporting the results to the group.

PERSONAL SERVICE COMMITTEE

The committee is responsible for the following services:

1. Contact members who fail to attend meetings.
2. Deliver a single rose in a bud vase to a member experiencing a serious extended illness.
3. In the event of death in the immediate family of a member, deliver a single red rose in a bud vase to the member. (Immediate family members include husband, father, mother, brother, sister, son, and daughter.)
4. In the event of the death of a member, rather than delivering flowers, apply $50.00 to the Perpetual Scholarship Fund as a memorial. A perpetual scholarship fund could help finance our grants-in-aid. Memorials to the fund could be made in the deceased member’s name. The time to conduct memorial services for deceased members is determined at the discretion of the Executive Board.
5. Make reports of deceased members including appropriate biographical data for the newsletter.
6. Plan and conduct memorial services for deceased members and inform the program chair of such plans.
7. With the help of the president, complete Form 6 about the death of a member. This form can be downloaded from [www.ncdkg.org](http://www.ncdkg.org).

**EDUCATIONAL SERVICES COMMITTEES**

DIRECTORY COMMITTEE \*\*\***TO BE UPDATED**

**The Members**’ **Directory** is **a red binder which many of us received when we were inducted.** It contains individual member pages and can also store the Chapter Rules, committees and their duties, minutes from meetings, and whatever else members would like to save in an easy-to-find reference. Of course, if members prefer, they may save all of these things electronically.

The **Biennial Directory** is our second reference item and **is a small, easy to carry booklet that** lists members of the Executive Board; chapter members’ contact information; dates, times, and locations for our eight meetings during the biennium; as well as current contact information for International Headquarters, NC DKG president, Region VI Director, and Delta Rho’s president. Also included are important dates to remember.

Responsibilities of the Directory Committee will be to:

1. Obtain a current list of phone numbers, and email addresses of current active, reserve and honorary status members for the directory.
2. Include international, state, local officers, committee chairs and members.
3. Consult with the program chair for meeting dates and program information.
4. Include convention dates if known.
5. Type updated information for both directories’ pages.
6. Include contact information for the president of Delta Rho.
7. Email or mail a copy of the Chapter Rules to each member to store in their Members’ Directory.
8. Arrange for photography and information sheets at the orientation session for new members and picture updates for other members as needed.
9. Proofread all material to be submitted.
10. Deliver final draft to printing company.
11. Email the invoice for printing costs to the treasurer.
12. Distribute directory and updated pages to members in person or through mail or email.

RECRUITMENT GRANT-IN-AID COMMITTEE

1. Choose a grant recipient from among area high school seniors on a rotating basis from North Moore, Pinecrest, and Union Pines High Schools. Award a yearly grant of not less than $1,000 to a deserving senior who plans to major in education.
2. Contact the scholarship coordinator of the school so that students may be made aware of the availability of the grant-in-aid.
3. Set a deadline for submission of applications.
4. Select a winner from submitted applications using the following criteria:

a) Academic standing

b) Personal accomplishment

c) Extracurricular activities

d) Aspirations

e) Need

6. Present a certificate from the chapter to the recipient on the high school awards day.

7. Inform the chapter treasurer to pay the money directly to the college or university of the

recipient’s choice. Include the name of the official and the correct address to which she

will mail the check.

8. Money generated from the December bazaar shall be used for this grant.

WORLD FELLOWSHIP COMMITTEE

The World Fellowship fund endows scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries. It is maintained by voluntary contributions from members, chapters, state organizations, other interested persons and interest earned. Rules governing fellowships are recommended by the International World Fellowships Committee. The committee chooses recipients from dossiers supplied by the Institute of International Education (the screening agency for Fulbright recipients planning to study in the U.S.) and from Canadian universities that are official World Fellowship sites.

The chapter will promote this initiative by:

1. Passing the World Fellowship basket at each meeting: free will offering
2. Finding out how these funds work
3. Reporting on Fellowships
4. Inviting women from other countries to speak at meetings after obtaining approval from the program chair(s).

EDUCATIONAL LAW AND POLICY/EDUCATIONAL INITIATIVE COMMITTEE

The Educational Law and Policy Committee is to:

1. Study and recommend action on professional issues.
2. Urge the state organization and chapters to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and women educators.
3. Educate members in strategies to impact educational policy.
4. Promote activities that garner support for education at the local and state levels.

The Society has specific guidelines for the state organization and chapters to follow when initiating, endorsing, and supporting legislation:

1. The state organization and the chapters may cooperate with other organizations when their legislative activities promote the Purposes of the Society.
2. An individual may only represent the state organization on legislative issues after receiving authorization from the state organization president.
3. Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
4. Legislative activity shall be concerned with educational issues, not with candidates nor political parties.
5. Neither the state organization nor a chapter shall endorse a political candidate.
6. Neither the state organization nor a chapter shall financially support a political candidate’s campaign.
7. Expenditures for legislative activities by the state organization or chapter shall be no more than a nominal portion of its income.
8. Our educational initiative will welcome teachers who are new to Moore County Schools by

providing them with helpful items to begin the school year.

PUBLICITY/COMMUNICATIONS COMMITTEE

1. Contact committee chairs and officers for news items to be included in the newsletter prior to each meeting. Include a deadline for these submissions. Our corresponding secretary does this.
2. Email photos and information to the local newspaper.