



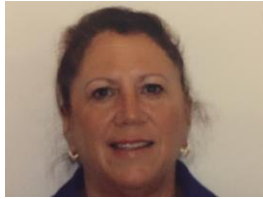
INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
**DELTA KAPPA GAMMA™**

## Membership and Expansion Committee NYSO

### NYSO Membership Committee 2019-2021



Deborah Bedard  
*Alpha Epsilon-C*



Diane Cappellino  
*Beta Delta-EC*



Annmarie Santorelly  
*Zeta-E*



Mary Bassard  
*Psi-N*



Karen Crumley, *Tau-E*

### Contents

#### Recruiting.....2

Levels of Membership  
Benefits of Membership  
Opportunities in DKG  
Membership Plan  
New Member Resources  
Induction  
Member Key Pin

#### Retaining.....12

Engaging Members  
Chapter Strengthening  
Tools for Chapters  
Chapter Meeting Ideas  
Retain and Create Active  
Members  
DKG App

#### Reinstating and Transferring...18

Reinstatement  
Form 83  
Transferring  
TRA-Transfer Form  
Chapter President's Letter  
Invitation to Dropped  
Members

#### Membership Reports, Forms, Resources.....22

Form 6  
Annual Necrology Report  
Form 27, 82  
Website Release  
Photo Permission

### *President's Message* *Sue Kenoyer*



I hope your Chapter and Area Council meetings provide a chance for serious conversations about inviting college students studying in areas of education to become collegiate members and to induct active teachers and other eligible women to be active members. Make sure your Membership Committee is aware of all the materials on both the International and the NYSO websites. Pay special attention to International's plan for inducting new members. Chapters that have used the International model have had excellent recruiting results. You will hear about this at our Executive Board meeting in April in Syracuse. Past President Deb Bedard is the new State Membership Committee Chair, and she (with the aid of her great Committee) stands ready to help your Chapter in any way she can to recruit, retain and reinstate new members. Let's keep up the **D**ialogue about membership issues and spread **K**nowledge about DKG to other worthy women so that as a Society our members experience personal and professional **G**rowth.

## *Following the Web Links*

To better access the links on International's website, first open up the site/webpage and sign in. To sign in to International's site click on the sign in button at the top right. Follow the screen prompts to sign in. Please feel free to contact the NYSO Membership and Expansion Chair if you experience difficulty opening International's website. Our NYSO website links will provide direct access, no sign in is necessary. If you find a link with a problem, notify: [dmbedard29@yahoo.com](mailto:dmbedard29@yahoo.com).

## *Recruiting*

**Our Vision:** Leading Women Educators Impacting Education Worldwide

**Our Mission:** The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**Our Purposes:**

1. To unite women educators of the world in a genuine spiritual fellowship
2. To honor women who have given or who evidence a potential for distinctive service in any field of education
3. To advance the professional interest and position of women in education
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society

DKG is a professional honor society of key women educators. The mission of our Society is to promote professional and personal growth of women educators and excellence in education. Membership in DKG provides multiple opportunities for members to make a difference in order to impact education worldwide. Through membership the Society fosters in each member:

- **Leadership** to build one's leadership capacity to further personal and professional development and enable her to accept leadership responsibilities.
- **Engagement** to encourage members to work together across the three tiers of the Society and develop DKG collaborative communities.
- **Empowerment** to provide opportunities for each member to realize her full potential.
- **Communication** and links through blogs and social networking to reach across the tiers of the Society.

## *Levels of Membership*

As many of our Chapters continue to struggle with recruiting, retaining and reinstating members, consider the ways in which our colleagues can participate in DKG through the varying levels of membership that DKG provides.

**Active Membership:** Active members are women who are employed as professional educators or are retired from a professional educator position at the time of their induction. This requires that they are being paid for specific educational services or have been paid and are drawing a pension for their years of service. There is no requirement that the women have a specific number of years of experience, nor must they hold a license or certification. Active members can participate in all Chapter activities, have voting privileges, serve on Committees, and hold office.

**Reserve Membership:** An active member can request reserve membership if they cannot for whatever reason participate in Chapter activities. This could be due to illness, age or disability. Retirement is not a reason to consider reserve membership. At the time of the request, they must be an active member in good standing. That is, their dues must be up-to-date. Reserve membership is granted by a vote of Chapter members. A reserve member cannot hold office but is required to pay reserve dues and the scholarship fee. They can be restored to active membership should their situation change. As many of our members begin to age and are no longer able to participate at the Chapter or State level, Chapters should consider reaching out and offering reserve membership. In some cases, if Chapter Standing Rules allow, the Chapter can consider paying the reserve membership for a long-standing member so that their membership is maintained and they can be honored for their years of service.

**Honorary Membership:** Honorary membership can be granted at the Chapter, State or International level to women who have made contributions to the field of education but are not eligible for active membership. They can participate in Chapter activities but cannot hold office. They may serve, however, as a Parliamentarian. They are eligible to transfer to active membership if they become a paid professional educator.

**Collegiate Membership:** This is a new level of membership that was voted on at the International Convention in Austin, Texas. Membership can now be offered to an undergraduate student in the third or fourth year of an accredited degree program with the intent of pursuing a position in the field of education. It can also be a graduate student enrolled in a program working toward a degree in education. However, the women qualifying for this level of membership cannot be in a paid educational position. Moreover, once they are hired, they must transfer to active membership. If they do not pursue a career in education, their membership expires. A collegiate level member must pay \$20 for International dues and \$5 for State dues as long as the State BYLAWS & Standing Rules are amended in April. Local Chapters may set dues amounts for this membership, but not until the Chapter Standing Rules are amended to reflect this new membership level.

Annmarie Santorelly, *Zeta Chapter*  
*Pi Lights*- Winter 2019

## *Collegiate Membership in DKG-Additional Information*

*Remember these are new avenues your chapter can choose to travel or not depending on what your chapter decides but sometimes the “road less traveled” can bring the most exciting rewards!*

Excerpt from: International Membership Blog, January 23, 2019

Collegiate – Collegiate membership shall be granted to undergraduate or graduate students who meet the following criteria:

Undergraduate student collegiate members:

- Be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education
- Be enrolled within the last two years of their undergraduate education degree

Graduate student collegiate members:

- Have graduate standing in an institution offering an education degree
- Have the intent to continue academically and professionally in the field of education. Collegiate members have all the privileges of membership except that of holding office and have no obligations except payment of dues.

A collegiate member may serve as parliamentarian

Collegiate status is granted by a majority vote of the chapter.

**When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member.**

If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

International Go-to-Guide, 2019, pg.18.

As stated in the International Membership Blog, the collegiate membership was created for women in the last two years of undergraduate or graduate level teacher preparation. This goes hand in hand with our international project of Supporting Early Career Educators. Below are some answers to questions about this classification:

*Membership and Expansion Committee 2019-2021 Newsletter*  
*New York State Organization*

- Collegiate members cannot serve as an officer in the chapter. They can only be appointed to serve as a parliamentarian
- Because of the prior bullet, there cannot be a collegiate chapter of all collegiate members
- Collegiate members are not eligible for international scholarships\*
- Collegiate membership will change to “active” membership upon graduation and employment in education
- If a collegiate member does not complete an education degree and become an educator, her membership will be dropped

International Membership Blog January 23, 2019

\*NYSO Collegiate members who have been members for at least 2 years are eligible for NYSO scholarships. Collegiate eligibility for chapter scholarships is dependent upon the chapter’s *Standing Rules*.

***Did you know?***

The NYSO Membership Survey (February 2018) indicated 69% of our Chapters say they have reached out but not enough candidates have accepted the invitation to membership. 62% of chapters do not have enough connections in local educational institutions. 51% of chapters feel members are not actively seeking new members.

***Be prepared to list the Benefits of Membership!***

- Friendship/sisterhood/fellowship
- Professionalism/networking-connecting to women in education/sharing
- Opportunity to travel, meeting new people, state-wide and internationally
- Lifelong Learning
- Connecting with others
- Fun, Fun
- Service, Community outreach/projects
- Educational, professional growth
- Leadership opportunities
- Traditions
- Interesting programs
- Shared philosophies
- Helping young educators

\*Ideas: Why Belong? Compiled during State Membership and Expansion Committee workshop

### ***Opportunities Through DKG***

- Leadership-Leadership Management Seminar, Leadership growth through Holden Fund, State Organization leadership events
- Travel and Networking-International Speaker's Fund, International Conventions, International Conferences, State Organization Conventions, Area Workshops
- Financial Assistance-Scholarships, Emergency Fund, Educational Foundation grant
- Discounts-Insurance, Amazon Smile, Good Search, GoAhead Tours, Capella  
[Click for further information on discounts.](#) [Click for further information on insurance.](#)
- Activism-Forums (Europe, Latin America, Canada, and US), UNICEF Project, World Fellowship Grants, NGO Status at the UN
- Publishing-*The Delta Kappa Gamma Bulletin*, Professional Journal (3 times a year), Collegial Magazine (2 times a year), Fine Arts Gallery, DKG NEWS (6 times a year)
- Recognitions: Educator's Award of \$2500 presented annually to a woman author whose book influences educational direction, Achievement Award, Doctorial Recipients, Continuing Educational Credits

Adapted from DKG International Website:

[https://www.dkg.org/DKGMember/About Us/How to Become a Member/Benefits/DKGMember/Benefits.aspx?hkey=0c589c7d-9a98-423c-a449-923953aaa5d0](https://www.dkg.org/DKGMember/About%20Us/How%20to%20Become%20a%20Member/Benefits/DKGMember/Benefits.aspx?hkey=0c589c7d-9a98-423c-a449-923953aaa5d0)

## DKG Membership Plan

The NYSO Membership Survey (February 2018) found 36% of chapters have used this resource. 73% of chapters have reviewed the DKG Recruitment Plan.

Chapters throughout the Society are searching for new ways to increase membership. The International Membership Committee encourages the use of this new plan that has been used successfully to revitalize struggling chapters, to energize healthy chapters, and to develop new chapters in several state organizations. This easy to use plan includes complete instructions and all the resources your chapter needs to begin building membership.

During a chapter meeting, members receive prospect cards on which they record the name and contact information of an educator they would like to nominate. Chapter members might nominate an enthusiastic teacher they noticed at a district training session or a talented music teacher they noted directing her school's student musical. A retired teacher could nominate a beloved teacher she learned about from a grandchild or a teacher she noticed while volunteering in a school. A member could record the name of an educator whose outstanding teaching ability she witnessed while receiving instruction at a photography or painting class, a master gardener session, or technology training.

*Membership and Expansion Committee 2019-2021 Newsletter*  
*New York State Organization*

Once the cards are collected and a vote is taken on the prospects, the chapter mails an enthusiastic letter to the prospective members inviting them to an orientation session. Research shows that holding the orientation on a weeknight from 7-8 p.m. is optimal for attendance. During the orientation, the prospects are introduced to the Society via the *Pride in the Big Picture* presentation, featuring specific chapter program and project highlights, benefits of membership, and shared stories of the power of DKG to transform lives. After induction, the new members may also receive prospect cards to honor someone they know with membership in the Society.

*Chapters that are having difficulty adding new members can use this plan to help turn the tide. The newest chapter in Premont, Texas, used the plan to develop a list of new members and other chapters in Texas are growing as a result of its use, as well. Joanne Davis, past Texas State Organization President who is working on chapter development, states, "All chapters should use this approach if they want a professional, new way of offering membership."*

**Step 1:** This plan emphasizes the honor of membership in DKG. The chapter membership committee should request members to submit a name via a prospect card (See sample document, DKG Prospect Card) at one or two meetings. They should then compile a list to present to the membership for a vote. These active public and private school teachers and retirees do not have to be contacted before recommendation. (Key to making up this list is to choose those women whom you really want in your chapter—assume nothing would prevent them from saying yes. Don't eliminate them because you "assume" they would say no. Let them decide for themselves!)

**Step 2:** Each should be informed in a special, personal letter that she has been chosen for membership in our prestigious society. (See sample document, Prospect Letter) Key elements of the letter are that the prospect was recommended by a member (named) based on her stellar qualities as a teacher and approved by the entire chapter. Brief info on DKG and the chapter is included, as well as the invitation to an orientation meeting. The letter emphasizes the honor of membership and asks them to RSVP for the meeting.

**Step 3:** Some may decline; some may call with questions; and some may agree to come immediately. For each of those who plan to attend, invite an equal number of current members to serve as "buddies" at the orientation.

**Step 4:** At the orientation, provide social time for current and prospective members and then present the *Pride in the Big Picture* slide show (available for download at [www.dkg.org](http://www.dkg.org)). Current members can answer any questions. At the conclusion of the meeting (which lasts only one hour), ask them to make a decision to accept or decline the invitation to become members. (Remember, no one has approached these women about joining prior to the letter.)

**Step 5:** The current member "buddy" can use the Chapter Member Application (See sample document, Chapter Member Information Form) to obtain information about the prospective member. This application serves as the former Recommendation for Membership or Form 11 used by many chapters to obtain member information. It can also serve as a commitment from the prospective member.

**Step 6:** Invite the prospective members to the induction ceremony with the Induction Letter (See sample document, Induction Letter). Remember to plan ahead and order all necessary supplies in preparation for the ceremony.

*Membership and Expansion Committee 2019-2021 Newsletter  
New York State Organization*

Additional resources available on the International website:

[Membership Plan Overview and Resources:](#)

(Adobe PDF File)

[Prospect Card Sample](#)

(Microsoft Word Document)

The NYSO Membership Survey (February 2018) found 48% of our chapters have used the DKG Prospect Card.

[Chapter Member Information Form](#)

(Adobe PDF File)

[Prospect Letter](#)

(Microsoft Word Document)

[Honorary Member Nomination](#)

(Microsoft Word Document)

[Induction Letter](#)

(Microsoft Word Document)

[Letter to superintendents](#)

(Microsoft Word Document)



[\*\*New Member Info Kit includes:\*\*](#)

In the NYSO State Membership Committee Survey, 85% of Chapter Presidents stated they used the New Member Information Kit.

- Letter from the international president (in PDF above)
- About DKG (in PDF above)
- Opportunities through DKG (in PDF above)
- Publishing opportunities for DKG members (in PDF above)
- Steps to submitting to the Gallery (in PDF above)
- About the DKG app (in PDF above)
- Supporting DKG through Amazon Smile and Goodsearch (in PDF above)
- Chapter Member Biographical Data Sheet (in PDF above)
- Red pocket folder (available from [Society HQ](#))
- Membership and Marketing brochure (available from [Society HQ](#))
- Jewelry order form (available under [Forms](#))
- Branded products order form (available under [Forms](#))



- Educational Foundation brochure (available under Brochures)
- Emergency Fund Flyer (available under Brochures)
- Insurance Flyer (available under Brochures)

*Resources on International's Website:*

- Presentations:

Sustaining Pride in the Big Picture 1,2,3,4

Designing Our Future: Exploring Membership Data

Attracting Members-Recruiting and Mentoring Members

Building Connections-Building Membership Bridges 1, 2

Membership Know-how

- Power Points:

Our Founders

Orientation

DKG Pride

Financial Presentations

Pride in the Big Picture

In the NYSO Membership Committee Survey (February 2018) 36% of Chapters have used this resource.

Sustaining Pride in the Big Picture

Membership: Website Resource-Less Maze, More Amazing

- Templates:

DKG Member Resume

Business card

Membership brochure

Chapter brochure

Social media card

Rack card template

- Society Brochures and Flyers:

A Journey for Life

Emergency Fund

The International Scholarship Fund

Insurance Benefits for Members

Holden Fund Committee

[Sample Alpha Tau Membership Brochure](#)

[Making a Decision on Membership-Alpha Tau](#)

*Membership and Expansion Committee 2019-2021 Newsletter*  
*New York State Organization*

Membership Resources Available on NYSO Website: (<https://www.dkgnystate.org/>)

[New York State Brochure](#)

[Ordering New York State Brochure](#)

[DKG: Benefits of Membership](#)

[New York State Honorary Membership](#)

[Recruitment Tools and Ideas Being Used By NYSO State Website](#)

[Sample Alpha Tau Membership Brochure](#)

[Making a Decision on Membership-Alpha Tau](#)

The NYSO Membership Survey (February 2018) found 88% of our chapters have used Society Brochures.

***Fall is a Great Time to Search for New Members!***

Why not make increasing your Chapter membership one of your Chapter's goals for this year? Now is a good time to start. The school year is fresh and everyone is enthused about change, seeing new faces, and starting the year off with a bang. Think about inviting a working teacher to a meeting NOW. It might be a regular business meeting or one where you have a speaker on a topic relevant to working teachers. Let the visitors know about your projects. Most Chapters have local community projects, events to raise money to give out scholarships, or an event to fund International's World Fellowship Fund. Let them know that DKG's Seven Purposes are there to aid in the betterment of self, the profession and of women and education world-wide. Delta Kappa Gamma has many resources to help your Chapter's efforts to recruit new members. The latest information on NYSO's Membership and Expansion Committee, including people to contact, are available on the State website ([www.dkgnystate.org](http://www.dkgnystate.org)). There will be someone, who lives in your area on the Committee, whom you can contact with your questions. International also has exceptional resources available to you on their website under the Resources section. You'll find links to the Membership Recruitment Plan, "Pride in The Big Picture" video, Prospect card sample and Prospect Letter, a much shorter Chapter Member Application, an Initiation Letter sample, new member kits, brochures, and information on Ceremonies and Chapter Strengthening. If you click on the About Us section on the International website [www.dkg.org](http://www.dkg.org), you'll find information about all the benefits of membership that you'll want to share with prospective members, especially the many scholarships available to even the newest members of the Society. If you click on Forms, you'll find the necessary ones for transferring membership, change of address and Initiates. You'll be amazed at the resources you'll find to help you all along the way from initial contact with potential new members to initiating them to revitalizing your Chapter. Your NYSO State Membership & Expansion Committee is busy revising our NYSO webpage and setting our own goals for this Biennium. You can be sure that the Committee is here to help you in any way we can. We have Committee members from every one of the ten Areas around the State. We can come to your Chapter to do a workshop or you can attend a workshop at upcoming NYSO Executive Board Meeting/Seminar. It's time to make CONNECTIONS with women teachers from ALL the schools in your area. If you are retired and attend some of the NYSUT Retiree meetings, then talk to teachers that retired from schools that are not represented in your Chapter membership. They will probably remember a woman there who might just be interested in membership if it is offered. It only takes a few new working members

*Membership and Expansion Committee 2019-2021 Newsletter  
New York State Organization*

who will in turn bring in more working members to bring your Chapter back to the vibrancy it once had. The resources are there; the potential new members are there; it just takes US to CONNECT the pieces and add new, active members to our Chapters!! Good Luck!

Sue Kenoyer

Excerpt Reprinted from *PI Lights*, Fall 2019

***Proven Ways of Meeting Prospective New Members***

At the Fall 2016 at the NYSO Executive Board Meeting/Seminar, the Membership & Expansion Committee shared and brainstormed ideas on how to meeting/supporting new members. In addition to the International's Recruitment Plan, your chapter might find inspiration in some of the methods that have worked for NYSO chapters. Your Membership Committee can use this list to start your own Chapter's Recruitment Plan.

- Posting professional organizations on Faculty Room bulletin boards with contact information
- Recruitment Video & Membership Folder
- QR Reader to share electronic information
- Ask members to send birthday cards to new members
- Ask members how they want to be involved
- Help new members with duties/don't overwhelm them early on
- Focused discussions
- Balance is key!
- Calendar sent to all members at the beginning of summer to make sure that everyone knows about Chapter meetings/events/projects to share with prospective members
- Interest form to members to find out what they want – Members may rank their preferences.
- Photo Directory with photos and names as handouts or on Website
- Orientation Tea
- Theme – Chapter "Gets Social" • Game Night/Social Gathering/Picnic/Wine Bar
- Articles in local newspaper after events or charity work and include contact numbers and website
- Initiation in fall as well as spring
- Participate in programs or projects of individual members (show of support)
- Letter to Administrations about new members
- Magnets (Vista Print) with Chapter programs or contact information to distribute
- Invite prospective members to a summer meeting with neighboring Chapter
- Make decorations (from kits or member created) as a fun activity/social time to donate to nursing homes/hospital children's wards/etc.

Compiled by Melanie McDonald, *Beta Omega*

***Ready to Induct New Members?***

[Chapter Induction Ceremony](#)

[Membership Jewelry](#)

## *Retaining*

### *After the Induction: Keeping New Members Engaged*

Once the candidate is a newly inducted member, how do we keep her? Whether the new member is extremely shy or very outgoing, our most important responsibility is to make sure she feels welcomed at every meeting. One strategy with a proven record of success in member organizations includes the assignment of a sponsor or “buddy.”

Newly inducted members need immediately start the process of building lifelong friendships. We need to help them build connections with all the members so they experience the joy of friendship and benefits of membership right away. The assigned sponsor plays a critical role in this process by assisting the new member as she becomes oriented to the chapter and DKG, makes new friends, and learns about the many benefits of membership.

As a sponsor, consider the following tips as you make plans for the induction and engagement of the new member:

#### *During the Orientation*

- Assist with the completion of the chapter application/recommendation form
- Help her determine what small job or committee she would like to do
- Answer any questions she may have
- Get to know each other.

#### *During the Induction Ceremony*

- Introduce the new member to the chapter
- Accompany her through the meeting introducing her to members and making her feel comfortable

#### *For the First Meeting*

- Call the new member to be sure she knows the details
- Offer a ride to the meeting
- Plan to meet her outside and walk in together
- Introduce her to one or two members

#### *During the Year that Follows*

Consider the following ways to help the new member become more involved:

- Assist her in attending meetings by reminding her of meeting and details
  - Introduce her to one or two members at each meeting, and invite her to join you at events.
  - Become her first life-long friend and mentor in DKG
    - Offer assistance if she is still working as an educator
    - Reach out between meetings via phone, email, etc...

- Perhaps meet for lunch or coffee
- Help her get involved in chapter activities
  - Involve her in introductory chapter responsibilities (an inspiration or hostess for a meeting)
  - Explore with her the committee options for service
  - Encourage her to share her expertise through a program or activity
- Encourage her to enrich her membership experience beyond the chapter
  - Invite her to attend an area, state, regional or international event
  - Assist her in logging onto the International website to create a member profile
  - Where applicable, assist her in applying for scholarships, grants or leadership training

[Resource can be located on DKG International's website.](#)

### *Tips for Chapter Strengthening*

Growing a stronger chapter can seem challenging and sometimes, overwhelming. Where can a chapter find new members? How can a chapter keep current members engaged and active? What attracts members to meetings? How can a chapter inspire members to take leadership roles?

As a chapter president, it is important to engage the entire chapter to address these questions. Working together with the appropriate tools can make the task easier and more effective.

### *Tools for Chapters*

Engage the chapter or the executive committee/board in a discussion about how healthy the chapter is at the current time. Have an open and honest conversation. Use the “Chapter Check Up” to check the health of your chapter.

Chapter leaders and members are encouraged to engage in conversations about the health and vitality of the chapter – assessing areas where growth and development may be needed. Consider the status of your chapter in regards to the following “vital signs” as a self-assessment survey. For any vital sign not considered an area of strength, click on it to link to recommended resources and strategies for improvement.

Vital Signs:

- Dues are paid on time.
- 20% membership growth over 5 years is evidenced (approximately 4% per year).
- Reports are submitted on time.
  - Officers/related personnel attend state organization training meetings.
- Members, other than president, attend state organization meetings/convention.
- Communication with state organization leaders is open and interactive.
- Officer lists are timely submitted to state organization personnel with position filled/contact

*Membership and Expansion Committee 2019-2021 Newsletter*  
*New York State Organization*

information provided.

- Plan for strengthening chapter is in place (Biennial Goals, Strategic Plan, Leadership Succession Plan, etc.).
- Leadership positions are easily filled.
- Members participate and engage in chapter activities.

For Further Information: [Chapter Check Up](#) (Adobe PDF File)

As a chapter, note what the DKG *Constitution* indicates about the required business of a chapter.

[Mandates for Chapters from the Delta Kappa Gamma International Constitution.](#)

For helpful strategies, visit the documents listed on this page.

[file:///C:/Users/DM/Downloads/Mem\\_MembershipPlan.pdfStrategies for a Positive Chapter Environment](#)

(Adobe PDF File)

While there are no “cookie cutter” rules for creating a vibrant, enthusiastic and growing chapter, there are practices that are repeated again and again by successful chapters. This document contains a few tips collected from surveys, reports and informal research.

[Sample Survey Questions](#)

(Adobe PDF File)

Use or adapt these survey questions to help you meet the needs of all your Chapter Members.

### *Maintaining a Strong Chapter*

#### Green Flags indicating a Healthy Chapter:

- Strong leadership-President and officers mentor chapter members to support leadership roles on chapter, state and international levels
- Positive leadership-President is enthusiastic and promotes member involvement. Encourages others to contact another member about meetings. Brings a friend to a meeting. Communication is strong within the chapter
- Delegates-President promotes team planning and ownership of activities and programs. Does not do *all* the work herself. Capitalizes on member strengths
- Attendance at chapter meetings is good-Meeting days/times vary throughout the year. Members are reminded via electronic communication to attend a meeting. Members who are unable to drive are offered a ride to the meeting
- Member count is greater than 20
- Majority of the members actively work. Retired members are active in chapter programs and projects

*Membership and Expansion Committee 2019-2021 Newsletter*  
*New York State Organization*

- State Reports are completed in a timely manner-Chapter President's Report, chapter committee reports and other state-organization designed forms are completed and submitted within the designated deadline.
- Completes Form 990 with the IRS in a timely manner
- Knowledgeable of the Society-New members participate in an orientation process; chapter members attend state, regional and international conferences
- Society Membership Information is current-Information shared with members and prospective members is up to date. Chapter yearbook contains accurate information about geographical guidelines, requirements of membership, qualification for potential members, and information about state and international leadership. Bylaws and standing rules are current and revised when appropriate
- Newsletter is informative-Newsletter is completed monthly and contains Society and chapter information. Member information is *always* shared be it a recognition of an accomplishment, personal news (birthday, promotion, family news). Pictures included
- Yearbook is accurate-Yearbook contains vital information from the chapter to international levels. Data regarding current officers at each level is evident. Programs are scheduled and explained
- Programs reflect interests of members-Programs are planned to include member interests and areas of expertise
- Inspiration and Motivation-President is enthusiastic at each meeting. Inspirational and motivational ideas are shared between members. These same thoughts are shared in the newsletter
- Communication with state organization is evident-President and members of the chapter respond to state leaders. State leaders are invited to attend chapter meeting or Area Council events.

**Questions to Guide Group Discussion on Chapter Health**

1. How does your chapter view itself? A social club? A sorority? A professional organization? How would visitors view it?
2. How has your chapter been successful in collecting dues and communicating with members during this crucial time?
3. How has your chapter been successful in building leadership capacity of members?
4. How has your chapter met the various programming needs of the chapter?
5. How has your chapter determined chapter projects?
6. How has your chapter been successful in streamlining business meetings?
7. These are structural and cultural aspects for chapter success. Has your chapter made progress in these areas? How has the culture of your chapter become more inclusive? How do you ensure that all members are involved in structural decision-making?

Adapted from Guidelines for Chapter Membership Committee Chairs (Revised 2016), pgs. 16-17.

### *Chapter Meeting Ideas to Strengthen Membership*

At the New York State Fall Legislative Meeting in 2016, the Membership & Expansion Committee, chaired by Melanie McDonald, brainstormed a list of ideas that chapters were using to make their meetings more relevant, fun, inviting and educational. The ideas that came out of that discussion are listed below. Your chapter might want to borrow one or more of these ideas. The list itself is material to start a great chapter discussion.

- “Brown Bag” meetings instead of a purchased meal or pot luck
- No speaker for program, members breakout into different groups/different topics then share
- Have members share news and attach these “snip its” to the minutes
- Have members showcase their talents at a meeting - quilting, technology, etc.
- Joys and Concerns – send cards
- Red rose to all active teachers on first day of the first full week of school with a hand-crafted card
- “Cottage Meetings” held at a member’s house with light refreshments to brainstorm ideas for planning next year’s meetings
- Women’s Tea for Scholarship (\$ donations or honoring those given a scholarship)
- Offer a new member a short term task so they can get to know more members faster
- Icebreakers for getting to know you better
- Vary days and places
- Have information about the next meeting available at the present meeting
- Retiree Dinner – They make dinner and bring to share with the active teachers.
- Pizza and salad meeting
- Paint and sip meeting
- List meeting dates on Recruitment Letter so potential members can attend

### *Issues that Chapters May Be Experiencing That Keep Them from Retaining and Creating an Active Membership*

At the Fall 2016 New York State Legislative Seminar, the Membership & Expansion Committee workshop brainstormed and shared issues that their chapters were experiencing. If your chapter is experiencing any of these issues, it is suggested that chapters use one of their programs to discuss the issue and what might be done to correct it. Chapters can also use other helpful documents from the New York State website to spark a positive plan of action. The following is a list of some issues that chapters may be experiencing that keep them from retaining and creating an active membership:

- Division between active and retired members
- Aging out
- Declining membership
- Duties fall on a few members
- Retaining members



*Membership and Expansion Committee 2019-2021 Newsletter  
New York State Organization*

- Attracting new members
- Accepting leadership roles
- Involvement – the challenge of becoming involved beyond the chapter level of DKG(Area Councils, state, International)
- Vitality- getting action from members
- Poor attendance
- Relevant programs
- Geographic size of Chapter/rural driving
- The need to increase & maintain younger members
- Introduce technology into some meetings
- Market your chapter and its activities in the area. You maybe unknown to those outside the chapter
- How much are you expecting your members to contribute financially? (Not just dues but chapter projects.)

## Get the New DKG Membership APP



## *Reinstatement and Transfer*

**Reinstatement of Membership:** A former member who has let her membership lapse for whatever reason is eligible for reinstatement by **her request**. The Reinstatement of Membership Form is available on the Society's or NYS website. This does not require a vote by the Chapter membership and there is no fee. Since the member has been previously inducted, she does not go through the induction ceremony again.

Winter 2019 *Pi Lights*

Annamarie Santorelly

### **Delta Kappa Gamma International Membership Reinstatement**

A former member shall be reinstated to DKG membership by the Chapter receiving the request. There are no restrictions, Chapter or geographical, on reinstatement. The Chapter does not vote on the reinstatement. There is no reinstatement fee. Members, who want reinstatement, complete the **Form 83** and send the form directly to Society Headquarters: email as an attachment to the membership services department at mem@dkg.org. Please also send a copy by email to your State Organization Treasurer and Chapter President. This is an opportunity for Chapters to contact the dropped and or resigned members.

Adapted from Summer 2017 *Pi Lights*

[Form 83](#): Reinstated Members

Reinstated Member: Please contact your chapter treasurer to pay your dues upon completion of this form. Members joining between January and April, the amount for International dues is cut in half. Your membership begins when dues are up to date.

Chapter Treasurer: Please reinstate this member in the dues portal and send this form to your state organization treasurer as soon as possible.

**In the Pi State Membership Committee Survey, 78% of chapters have reached out and encouraged members to reinstate via personal contact, telephone, or email. 31% of chapters have sent a letter inviting them to a meeting/event. 25% have sent out newsletters regarding chapter activities.**

**Reaching out to Dropped Members:  
Maintaining Relationship and Encouraging Reinstatement**

“Make new friends, but keep the old.

One is silver, the other is gold.

A circle is round, it has no end.

That’s how long I will be your friend.”

If you were ever involved in Girl Scouts, you may remember this catchy campfire tune. First published in the Girl Scouts Handbook in 1924, it was most likely inspired by Welsh poet Joseph Parry (1841-1903). In his poem, *New Friends and Old Friends*, he reminds readers to “cherish friendship in your breast/new is good, but old is best.” As people have come and gone in my life, I have to confess that I have often been a better new friend than an old friend. My husband still communicates once a week via conference call with his band of backyard buddies from grade school, but I have tended to lose touch with friends from high school, college and previous jobs. This jingle reminds me of the value of long-time relationships and occasionally inspires me to reach out with a phone call, greeting card or email. Some of those lapsed friendships were forged in my DKG Chapter. With the renewed commitment in our Society to reinstate dropped members, I find myself humming the tune again. According to the DKG International’s 2015 Dropped Member Survey Results, 66% of survey respondents indicated that they were satisfied or extremely satisfied with their experiences as a DKG member. Some of the reasons for dropping membership included family/personal concerns (42%), professional responsibilities (11%), Chapter not meeting needs (11%), and financial concerns (7%). 65% of the respondents indicated that they would likely respond favorably if they were invited to reinstate their membership. This is great news! Now is the time to reach out to our dropped members with the invitation of reinstatement. Consider creating a “Friends of the Chapter” email/ mailing list for dropped members. Include them when you send out information about programs and activities. Reach out to let them know that you still value them and want to maintain relationship with them. Perhaps Chapter members could follow up with a phone call or personal note to invite those individuals to a program or outing. Treat them as though they are new prospective members. Let them come back to check out all the wonderful things your Chapter, Area Council and DKG International are doing now. If someone doesn’t want to keep this line of communication open, it is easy enough to take her name off the list. The circumstances that influenced members to leave DKG may have changed; let’s reach out to let them know that they are welcome to come back at any time. A dropped member may be reinstated simply by writing a letter to the Chapter President indicating that she would like to rejoin the Chapter. No vote is required. Simply download Form 83, Reinstated Member Form, from the DKG International website, [www.dkg.org](http://www.dkg.org). Let’s take a page from that Girl Scout songbook and tell our dropped members how much we value and miss them.

Adapted from Spring 2017 *Pi Lights*

Melanie McDonald, *Beta Omega*

*Membership and Expansion Committee 2019-2021 Newsletter  
New York State Organization*

*A great way to reach out to dropped members is to invite them to a special event your Chapter is hosting. Zeta Chapter has shared an example of such a letter they have sent to dropped members.*

Dear

We, the members of Zeta Chapter, New York State Organization, The Delta Kappa Gamma International cordially invite you to join us for our upcoming Eastern Council Conference to be held on Saturday, September 24, 2016. We have planned an informative day centered on the relevant topic of health and well-being. The information about the conference is attached.

As a former member of our chapter of DKG, we would also like to extend to you an invitation to reconsider your membership in Delta Kappa Gamma. Members do not continue their membership for many reasons. However, we also know that sometimes the circumstances that led to not continuing membership may have changed. If so, then DKG offers you the opportunity to reinstate your membership. DKG is striving to be relevant to all its membership, whether you are a working or retired professional. This conference will be a great opportunity for you to reconnect with friends and colleagues, learn some great information, and see if maybe DKG might be something you want to be a part of!

Even if you do not want to commit to reinstating your membership, please know that you are more than welcome to attend our conference and be a part of a great day. We hope to see you on Saturday, September 24, 2016. If you have any questions, please contact: (contact name and email given) or by phone.

Yours truly,

### **Transferring Membership:**

DKG members are welcome to transfer their membership to another Chapter. The member must call International Headquarters or send a Transfer Request Form (available on the DKG International or NYS website under "Forms"). DKG Society International will send the information to the appropriate Chapter and State. The member should continue to pay dues to their current Chapter until the transfer is official. A member who transfers into a new Chapter does not need to be re-inducted as she is already a member.

[Transfer Request Form](#)- TRA Transfer Request (The transferring member is responsible for filling out form and sending to the new chapter treasurer.)

#### [Transfer Letter from Chapter President](#)

A member in good standing may be transferred from one unit of the Society to another. All transfer requests must be processed by the chapter treasurer receiving the transfer. The process is as follows:

- Fill out and send to the chapter treasurer to which you wish to transfer. Society Headquarters will provide help in locating a suitable chapter should you require.
- Keep dues payment current. Dues are payable to the chapter treasurer by June 30. If a new chapter has not been located and the transfer cannot be processed before July 1, members should pay dues to their current chapter. Upon the member's request, the current chapter may waive *chapter* dues for the next year since the member will not be in attendance at its meetings. The member will then have a full year to visit chapters and complete the transfer before the next dues deadline.

#### [Chapter Locator](#)

On the International website there is a new resource that will be helpful to members moving to find a new chapter in their new locale and for those that spend part of the year living in a different place to find a chapter to visit while they are away from their home chapter.

## *Membership Reports, Forms, Resources*

### *Death of a Member*

When a chapter member passes away, your Chapter President needs to complete a [NYSO Form 6](#), Death of Member Report as soon as possible. Before submitting a Form 6 it is vital that chapters check to ensure the member's dues are current. Our membership year runs from July 1- June 30th of any given year. If dues are not sent in by June 30th, the member is no longer an "official" member. Since our membership dues have been collected in the spring it is not unusual for chapters to still be submitting their dues in the fall and members who pass away over the summer are dropped. Your NYSO Membership and Expansion Committee is addressing this issue by asking that NYSO members complete our own NYSO Form6, which is available on our state website. All Form6s are submitted to our NYSO Membership Chair, Deborah Bedard (dmbedard29@yahoo.com). The Chair will be responsible for submitting forwarding the information to International and the NYSO Treasurer Suzanne Patrick. Your cooperation is greatly appreciated! **It is imperative that these forms are sent to the NYSO Membership Chair so that the family is supported, and the member remembered.**

### *Necrology Reports*

NYSO Chapters are responsible for submitting a Necrology Report by February 1<sup>st</sup> each year. ([NYSO Form 2](#)) Reports should be submitted to the State Membership Chair, [Deborah Bedard](#). (dmbedard29@yahoo.com) All chapter presidents should receive this report and a copy should be retained in your Chapter's files. This report is **vital** to help our state ensure that all deceased members are recognized and celebrated. Necrology ceremonies occur as part of the International Convention in even number years and during the Hour of Remembrance at each NYSO Convention, which is held in the spring during the second year of each NYSO President's biennium. In addition the NYSO Membership and Expansion Committee sends cards of condolences to families. Please be sure to submit this report even if your Chapter has no member deaths to report.

### *Additional Forms*

If a member of your chapter experiences a change in address or name, [Form 27](#) is filled out by the member and submitted to the chapter treasurer.

An amazing pool of talent is represented by the members of each chapter. Chapters may use [Form 82](#), member biographical, to locate such talents within their chapter. These forms are filled out by the members and submitted to the chapter president or membership chair.

Does your chapter have a website? Each chapter member is responsible for completing a [website release form](#). These forms should be kept in a chapter file.

All chapters are responsible for maintaining a file of permissions to use photos from members. [Photo permissions](#) should be kept in a chapter file.