

# Texas State Organization Keys to Success 2020-2021



## **YOU Are The Key**

Patti Belknap, President  
Shalan Inmon, LDCP Chair

TEXAS STATE ORGANIZATION  
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

President's Kit:  
Keys20&21

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# Eight Chapter Mandates



Source: Go-To Guide for Chapter Members 2019  
Guidelines for Chapter Leaders 2019

- Members are elected to membership based on particular qualifications.
- Members complete financial responsibilities.
- Chapters must have Rules that are consistent with the *Constitution* and its state organization bylaws.
- Chapters must elect and appoint particular officers who must be members. Chapter officers are elected in even-numbered years.
- Chapters must have an Executive Board, with defined duties, that meets at least twice per year.
- Chapters adhere to the Purposes and Mission Statement. They are responsible for Society duties and may create committees to complete that work.
- Chapters must submit annual and biennial reports.
- Chapters must have at least four (4) regular meetings per year.



## TSO 2019 - 2021 Goals

*Unlock the door to cooperative strategic planning through:*

- **KNOWLEDGE** of the Society's mission, purposes, and traditions.
- **ENGAGEMENT** in purposeful programs and projects to increase member involvement.
- **YEARLONG** involvement in recruiting, mentoring, and leading.
- **SUPPORT** from officers, mentors, and others to increase stronger members and chapters.

## KEY Dates for TSO Chapter Presidents, 2020-2021



### July 2020

- 1 Coordinating Council Report Form
- 1 IRS Postcard 990-N Filing opens
- 15 Chapter Treasurer Annual Report Form 15

### August 2020

- 15 *Lone Star News* Submission

### September 2020

- 1 Intl. Ed. Foundation Cornetet Individual Professional Development (DKG EF CIPD) applications due
- 30 All dues must be entered in portal

### October 2020

- 15 Leadership Seminar applications due
- 31 Website compliance renewal

### November 2020

- 1 DKGEF CIPD applications due
- 1 Early Bird Yearbook submission
- 1 Spectacular Texas Arts Retreat (STAR) applications due
- 1 Fall mini-grant applications due
- 1 ASTEF Project Stipend End-of-Year report due (if applicable)
- 1 *Lone Star News* submission
- 15 Deadline to file IRS Postcard 990-N (see TSO website Treasurer's page)

### December 2020

- 1 Chapter Yearbook with guidelines to designated TSO personnel

### January 2021

- 1 Nomination forms for TSO officers and elected committees
- 1 DKG Intl. Foundation Project applications due
- 15-17 STAR Retreat
- 31 ASTEF Mid-year Report due (if applicable)

### February 2021

- 1 Nomination forms for TSO committees
- 1 Chapter President report due to TSO president
- 1 Annual Necrology Report Form 2
- 1 Nominations for TSO Achievement and Golden Rose Awards due
- 1 Nominations for TSO Honorary Members due
- 1 *Lone Star News* submission
- 1 DKG EF CIPD applications due
- 15 TSO CPE Convention proposals due

### March 2021

- 1 TSO State scholarship and Spring mini-grant applications due
- 1 Membership snapshot taken

### April 2021

- 1 ASTEF Project Stipend applications due
- 1 Contributions to TSO funds (for convention recognition)
- 1 Member in Print Award and Media Recognition Award nominations due
- 1 "Chapter Spotlight" Program/Project submission
- 1 *Lone Star News* submission
- 15 TSO Denton convention Visual Arts applications due
- 16-18 ASTEF Weekender - Houston

### May 2021

- 1 TSO Five Star Newsletter award application
- 1 DKG EF CIPD applications due
- 11 DKG Founders' Day

### June 2021

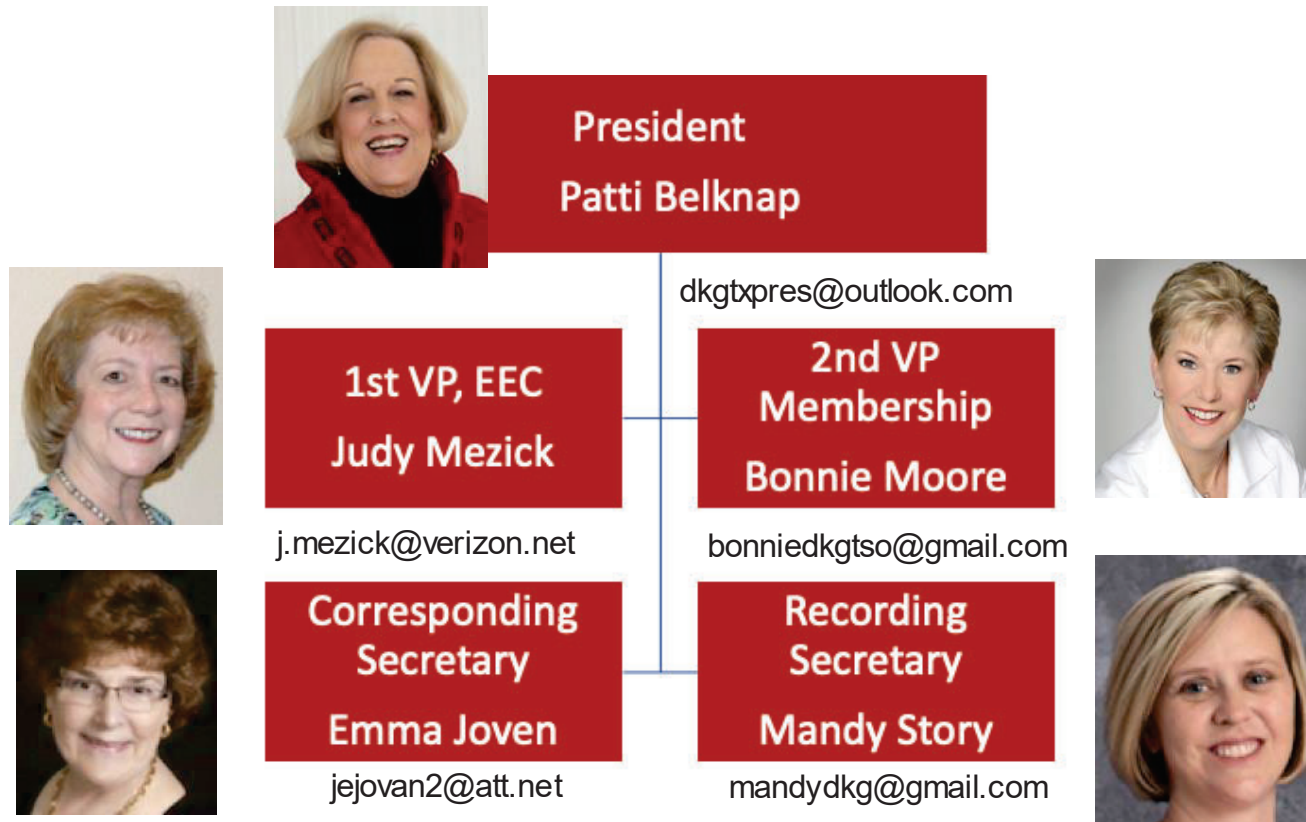
- 15 ASTEF End-of-year report due (if applicable)
- 16-18 TSO Denton Convention
- 30 Membership dues to International

### July 2021

- 21-24 International Conf. - San Antonio



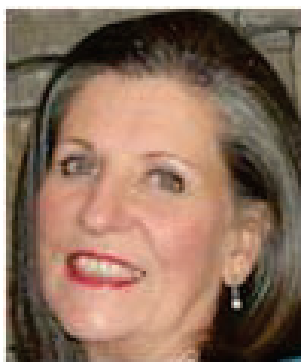
# Texas State Organization Executive Committee





## Ex Officio Executive Committee Members

Immediate  
PSP  
Jo Murphy



[jomurphy981@gmail.com](mailto:jomurphy981@gmail.com)

Parliamentarian  
Connie Rensink



[connie.rensink@yahoo.com](mailto:connie.rensink@yahoo.com)

ASTE  
President  
Rhonda Posey



[rrposey2@gmail.com](mailto:rrposey2@gmail.com)

Executive  
Secretary  
Leesa Cole



[tsosecretary29@gmail.com](mailto:tsosecretary29@gmail.com)



## TSO Headquarters Staff

Executive  
Secretary  
Leesa Cole



[tsosecretary29@gmail.com](mailto:tsosecretary29@gmail.com)

Treasurer  
Deborah  
Thomas



[tsotreas@gmail.com](mailto:tsotreas@gmail.com)

Executive  
Assistant  
Katherine Grogan



[tsoassistant@gmail.com](mailto:tsoassistant@gmail.com)

**NOTE: New emails as of July 1, 2020**



# TSO Committees



## Society Business

- Archives
- Bylaws and Rules
- Ceremonies
- Communications & Publicity
- Expansion
- Finance
- Headquarters
- LDCP
- LOSP
- Membership
- Necrology
- Nominations
- Personnel
- Technology
- Yearbook

## Society Mission & Purposes

- Achievement Award
- Educational Excellence
  - Global Awareness
  - Legislation
  - Music
  - Personal/Professional Enrichment
  - Programs/Service Projects
  - Research
  - Women in the Arts
- E.L. Carter Fund
- Leadership Seminar
- Scholarship
- Strategic Plan of Action (SPA)

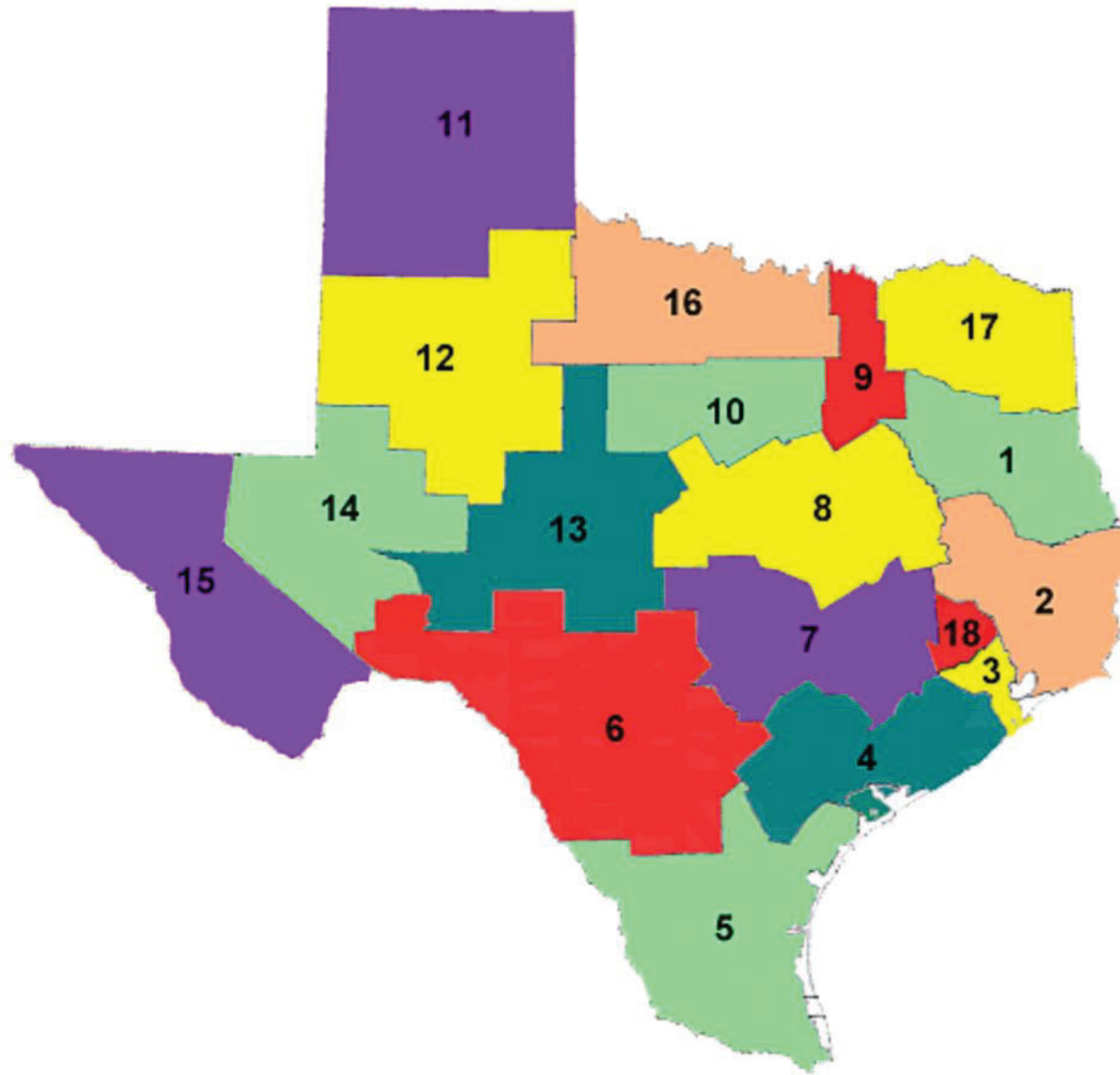
\*\*Chapters choose which committees they include based on their need and size.

# TSO Mentors 2019-2021



Area 1	Emma Joven
Area 2	Bonnie Moore
Area 3	Bonnie Moore
Area 4	Jo Murphy
Area 5	Judy Mezick
Area 6	Judy Mezick
Area 7	Judy Mezick
Area 8	Jo Murphy
Area 9	Emma Joven
Area 10	Mandy Story
Area 11	Connie Rensink
Area 12	Connie Rensink
Area 13	Mandy Story
Area 14	Connie Rensink
Area 15	Jo Murphy
Area 16	Mandy Story
Area 17	Emma Joven
Area 18	Bonnie Moore

# TSO Geographic Areas



**Area  
Coordinators  
2019-2021**

Area 1	Libby Horton	<a href="mailto:hortonranch@yahoo.com">hortonranch@yahoo.com</a>
Area 2	Trudy Matus	<a href="mailto:matustd25@gmail.com">matustd25@gmail.com</a>
Area 3	Jane Flinn	<a href="mailto:jpflinn@sbcglobal.net">jpflinn@sbcglobal.net</a>
Area 4	Pamela Burge	<a href="mailto:p-d-burge13@att.net">p-d-burge13@att.net</a>
Area 5	Denise Harris	<a href="mailto:textrini2001@yahoo.com">textrini2001@yahoo.com</a>
Area 6	Cathy Criner	<a href="mailto:cathycriner@yahoo.com">cathycriner@yahoo.com</a>
Area 7	Carole Lowe	<a href="mailto:cslowe@verizon.net">cslowe@verizon.net</a>
Area 8	Cathy Burke	<a href="mailto:Cathrynburke@att.net">Cathrynburke@att.net</a>
Area 9	Marylin Nease	<a href="mailto:neasem@sbcglobal.net">neasem@sbcglobal.net</a>
Area 10	Susan Wilson	<a href="mailto:tidlundwilson@gmail.com">tidlundwilson@gmail.com</a>
Area 11	Dr. Marilyn Stone	<a href="mailto:stonequilt@gmail.com">stonequilt@gmail.com</a>
Area 12	Judy Evans	<a href="mailto:judyevans3264@gmail.com">judyevans3264@gmail.com</a>
Area 13	Kimberly Best	<a href="mailto:kimberlyannbest1@gmail.com">kimberlyannbest1@gmail.com</a>
Area 14	Natalie Eustace	<a href="mailto:NENotes@aol.com">NENotes@aol.com</a>
Area 15	Rachel Torres	<a href="mailto:ractorre@yahoo.com">ractorre@yahoo.com</a>
Area 16	Kimbra Bishop	<a href="mailto:kbishop.dkg@gmail.com">kbishop.dkg@gmail.com</a>
Area 17	Amanda Lowe	<a href="mailto:dkgtxbetalambda@yahoo.com">dkgtxbetalambda@yahoo.com</a>
Area 18	Julie Eisenhauer	<a href="mailto:jeisen777@aol.com">jeisen777@aol.com</a>



# Area Coordinator Responsibilities

(Synthesized from current TSO Documents)



1. Develops a thorough knowledge of the work of the Society at all levels – International, state organization and chapter.
2. Extends the reach of the state organization president.
3. Obtains from her predecessor the written records of the previous biennium and keeps files of current activities.
4. Works with the chapter presidents in leadership development for the biennium.
5. Establishes a line of communication with chapters in her area by sending E-mail to the presidents, calling, visiting and receiving chapter newsletters.
6. Responds to all communications within 48 hours or has automated response.
7. Visits each chapter at least once during the biennium or as requested by the state organization president. Sends the Chapter Visit Report Form to the state organization president and executive committee mentor immediately following each visit.
8. Informs the state organization president immediately about any chapters in the area that are having problems of any kind.
9. Conveys information about potential state organization leaders to the state president.
10. Serves as a key resource person for questions from chapter presidents.
11. Serves on the state organization expansion committee if appropriate.
12. Reports area information to the editor of the *Lone Star News*.
13. Submits information to the Finance Committee for budget preparation as requested.
14. Works closely with chapter presidents and local committees to plan area workshops.

# Successful Chapter Practices



- Holds 4-6 well-planned, relatively informal, quick moving business meetings per year
- Meets at varied times, days, and places convenient for working members
- Meets for approximately 1 ½ hours in length, excluding meals
- Has more refreshment-only meetings than meetings with meals
- Plans fellowship time as part of each meeting
- Focuses on meeting members' social needs (fellowship/camaraderie)
- Has open meetings and activities that welcome non-members
- Has a wide variety of high-quality, interesting programs and speakers, including programs that highlight community initiatives and those that use members' talents/expertise
- Supports a variety of one-time and ongoing projects that actively engage members

# Successful Chapter Practices continued



- Supports projects in the areas of mentoring/Collaborative Connections; fund-raising and volunteer efforts; scholarships and grants-in-aid; community initiatives, especially for women and children; literacy; the legislative process; and others, including international projects
- Communicates with members in multiple ways: newsletter (print, website or email 4+ times a year), phone, email, snail mail, website
- Publicizes the Society through projects and activities that receive newspaper coverage as well as school and community recognition
- Has specific strategies in place for attracting new members, retaining members, engaging retired and employed members, and developing/nurturing new chapter leaders
- Implements formal and traditional induction and installation ceremonies
- Emphasizes the Society's mission, purposes, and history
- Offers benefits and services that members cannot get elsewhere, including chapter scholarships, grants, interaction among a diverse group of educators, friendship/camaraderie, and service to the community

# Chapter Wellness Check

To provide direction in setting goals for the chapter, a yearly wellness check is necessary. This activity is an excellent one for an executive board. Results should be shared with the chapter. Once you complete your annual check-up, send a copy to the area coordinator.



ChapterName \_\_\_\_\_ Number \_\_\_\_\_ Area \_\_\_\_\_ Date \_\_\_\_\_

**Number of Members as of 7/1**

\_\_\_\_\_ Active \_\_\_\_\_ Reserve \_\_\_\_\_ Honorary = Total \_\_\_\_\_

\_\_\_\_\_ Inductees \_\_\_\_\_ Reinstatements \_\_\_\_\_ Under 30 \_\_\_\_\_ 30-55 \_\_\_\_\_ 55+

**Number of chapter meetings per year:** \_\_\_\_\_

**Professional Roles of Members:**

\_\_\_\_\_ Pre-school/Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School

\_\_\_\_\_ Administrators \_\_\_\_\_ Support staff \_\_\_\_\_ Educators in business \_\_\_\_\_ Retired

Other: \_\_\_\_\_

**Member Participation:**

\_\_\_\_\_ Do members regularly check websites? Circle: chapter -- TSO – International

\_\_\_\_\_ Does the chapter communicate with members regularly? Circle means of contact: telephone, email, newsletters, chapter website, social media, other

\_\_\_\_\_ Does the chapter regularly submit press releases about chapter projects, achievements of chapter/members, and/or special programs to news media?

\_\_\_\_\_ Number of members who attended meetings regularly

\_\_\_\_\_ Number of members who attended last area workshop

\_\_\_\_\_ Number of members who attended last TSO convention

\_\_\_\_\_ Number of members who attended last International meeting

**Recognition:**

\_\_\_\_\_ Does the chapter make an impact in the community?

\_\_\_\_\_ Does the chapter network with other chapters in the area with joint meetings, invitations to special occasions, or other contacts?

\_\_\_\_\_ Does the chapter support TSO and/or International funds with annual contributions?

\_\_\_\_\_ On a scale of 1-10, with 10 being excellent, how healthy is your chapter?

Name the persons you would contact for assistance with chapter, TSO or International organization questions or concerns.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_



# Chapter Self Assessment 2019 - 2021



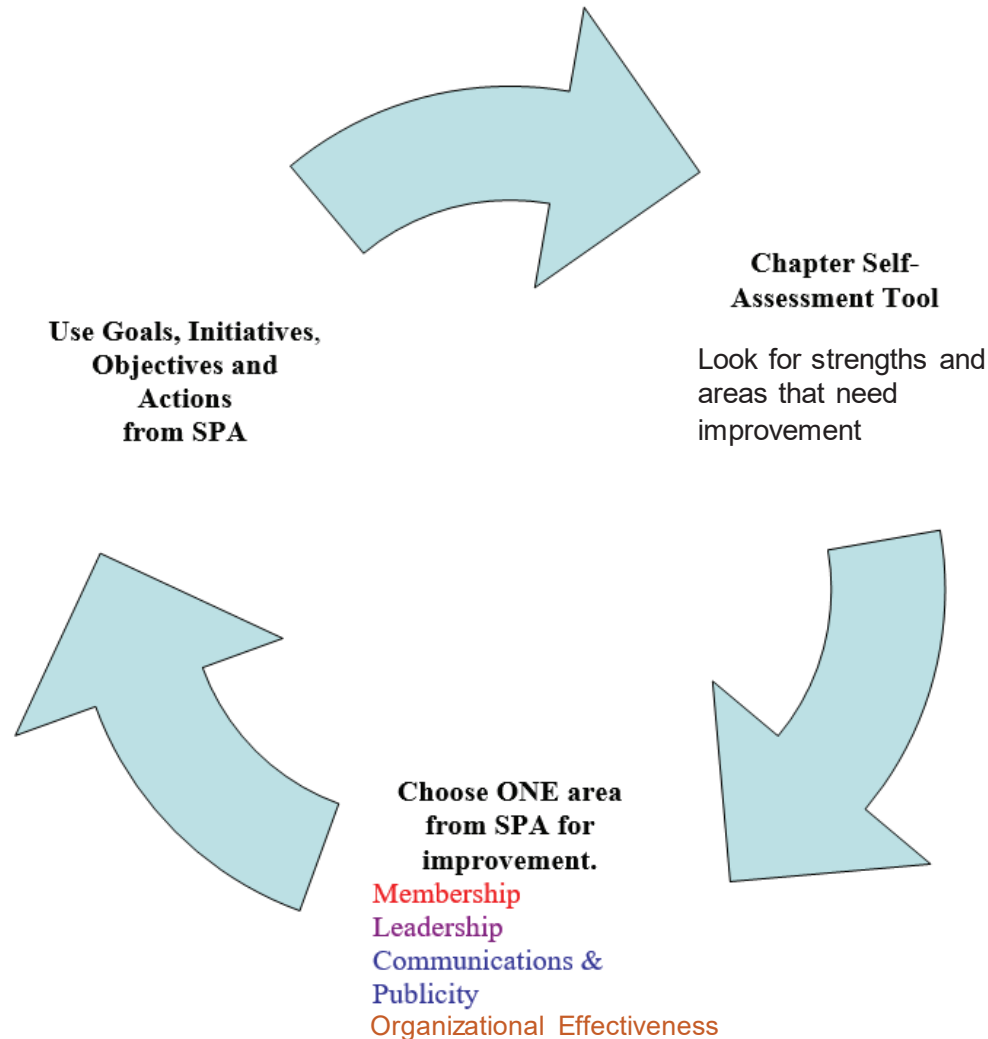
Consider the status of your chapter in regard to the following “vital signs”. Rate your chapter using the rating scale below. For any area not considered “Absolutely”, contact your mentor or area coordinator or visit [dkg.org](http://dkg.org) for recommended resources and strategies for improvement.

**Scoring:** Absolutely -What we do well (5) Needs Work -What we wish we did better (3) Needs Immediate Attention What will make us stronger (1)

- \_\_\_\_\_ 1. Does your chapter submit new officers to TSO on time?
- \_\_\_\_\_ 2. Does your chapter pay dues on time?
- \_\_\_\_\_ 3. Does your chapter actively use the Member Recruitment Plan each year?
- \_\_\_\_\_ 4. Does your chapter induct new members each year?
- \_\_\_\_\_ 5. Does your chapter president or a representative attend Leadership Development for Chapter Presidents?
- \_\_\_\_\_ 6. Do members other than the president attend state organization meetings (TSO convention/area workshop)?
- \_\_\_\_\_ 7. Does your chapter donate to ASTEF (our foundation for scholarships, leadership, and projects)?
- \_\_\_\_\_ 8. Does your chapter donate to the Eula Lee Carter Fund?
- \_\_\_\_\_ 9. Does your chapter discuss and plan to achieve chapter goals?
- \_\_\_\_\_ 10. Does your chapter have at least two executive board meetings a year?
- \_\_\_\_\_ 11. Does your chapter have a plan for strong future leadership?
- \_\_\_\_\_ 12. Does your chapter give every member something to do each meeting, no matter how small?
- \_\_\_\_\_ 13. Does your chapter plan an activity for every meeting that will involve everyone?
- \_\_\_\_\_ 14. Does your chapter intentionally contact members that are absent from meetings?
- \_\_\_\_\_ 15. Does your chapter actively participate in chapter projects each year?



# Setting Goals and Plan of Action



# Keys to the Membership Recruitment Plan



As State Personnel visit chapters they often mention that the recruitment plan is on our website. While some members may go to the website and follow the plan, it has been found that most do not. As educators we know that students learn more by being shown rather than being told. When the plan is shown to an entire chapter the members seem to embrace how easy it is to put in place. The following is a suggestion of how to show a chapter the recruitment plan.

**First** you will need to get on the TSO website and print the following documents in color. (These are available on the Membership Committee page). The color allows for members to see where their chapter can make changes or additions.

- Prospect cards - 1 for each member present
- Membership Prospect Letter – at least one for every 2-3 members
- Membership application – at least one for every 2-3 members
- Initiation Letter – at least one for every 2-3 members

Order from International the brochure *A Journey for Life*. (Free, you only pay postage).

Download on a computer or flash-drive ***Pride in the Big Picture***. This is used for Orientation. It is available on both the TSO and International websites.

# Membership Recruitment Plan



Now you're ready!

Begin by discussing why it is important to continually increase a chapter's membership. Pass out the **Prospect Cards**. Ask each member to fill out a card, even if it is just a prospect's name and the member's name. The other information can be added later. Remind the members that **everyone** knows someone that was or is an educator. Discuss the other types of educators such as the local librarian, nurses who teach classes at the hospital, school nurses, anyone who teaches someone. Retired members, who often say they don't know anyone, go to church, Retired Teachers, or have grandchildren that have excellent teachers. Tell the members you will collect these cards in a few minutes.

Continue to talk about the importance of recruiting new members. Leadership usually plays a big role in this discussion as many chapters state no one wants to be President. Collect the cards, count them, and present them to the membership chair, announcing how many you have. She can follow up with the additional information needed. Encourage chapters to put the Prospect cards in their chapter newsletters and have them available at several meetings before they send out the **Membership Prospect Letter**.

# Membership Recruitment Plan



The **next step** in the process is to **vote** on all prospects. The chapter needs to follow the rules for voting as outlined in their Chapter Rules. Remind members they may not know all the Prospects they are voting on but do know their members and should trust their opinion. Remind members that this process frees members from begging a prospect to come to a meeting. It allows prospects to decide for themselves if they want to join.

Pass out the **Membership Prospect Letter**. Text written in red can be edited to reflect the chapter. The chapter's projects, meeting times, meeting places, etc. should all be added to this letter as well as the time, date, and place the Orientation will be held. Pass out the International brochure **A Journey for Life** and encourage the chapter to get some to include with the letter. This allows the prospective member to have information about DKG before deciding to attend the orientation.

# Membership Recruitment Plan



Explain the orientation process (it should take no longer than an hour, have light refreshments and the chapter members present). Present the slide show ***Pride in the Big Picture***. This too should be edited to add the Chapter's name and any other slide that the Chapter chooses to include. You do not have to show every slide when sharing how a chapter works and serves, but most enjoy seeing it and older members become aware of the many changes in DKG.

After prospective members see the slide show they are asked if they would like to become a member. If their response is "YES", give the **Membership Application** to them to fill out with help from a chapter member who will now act as their mentor.

**Finally**, pass out the **Induction Letter**. This also should be edited to suit the needs of the chapter. This letter should be mailed to the prospects who have said "YES".

The chapters that have used this plan are amazed by the number of new members they have inducted. Stress the importance of each new member receiving a **mentor** that can help them through the first few years of membership. These mentors should contact the member before every meeting, offer to pick them up, explain our traditions, and anything else that a new member would need to know about the chapter.

This presentation can easily be done within 45 minutes.



## What is **ASTE**?

- ◆ **ASTE** is a 501(c)(3) public charity organized for the following purposes:
  - To provide funding for activities that support professional and personal growth of women educators in Texas, and
  - To promote educational excellence for Texas students.
- ◆ **ASTE** is the fundraising entity supporting the Texas State Organization of Delta Kappa Gamma.

## What does **ASTE** do?

- ◆ **ASTE** manages three funds: **Scholarship**, **Leadership**, and **Projects**.
- ◆ **Scholarship** funds scholarships and lifelong learning opportunities.
- ◆ **Leadership** provides leadership training through Leadership Seminars and sponsors speakers.
- ◆ **Projects** provide stipends for chapter projects and supports other educational endeavors that benefit Texas students and educators.
- ◆ In 2019, **ASTE** awarded almost \$39,560 in project stipends for 34-individual and chapter projects such as *Family Summer Reading*, *supporting Early Career Educators*, *anti-bullying campaigns*, *providing classroom supplies*, *feeding kids through Bill's backpacks*, and much more.

**ASTE**: *Impacting Education by Impacting Educators*



## Alpha State Texas Educational Foundation

Website: [www.astef.org](http://www.astef.org)

The ASTEF website is the place to go for more information about ASTEF.

- The HOME PAGE will provide you with the most up-to-date, current ASTEF information.
- Click on HOME tab and Board of Directors to see a list of current board members. Invite a board member to one of your meetings.



# DKG Acronyms & Terms



**AC (Area Coordinator)** - Area coordinators (AC) are appointed by the state president to work within a defined area as liaison for the state president. The State Executive Board defines the boundaries of areas. The work of the area coordinator is to extend the reach of the state president, with only delegated jurisdiction and authority in the area assigned to her.

**Achievement Awards** - Every level of the Society has designated awards for outstanding service. The Texas State Achievement Award was designed by Miss Phyllis Ellis, Alpha State Executive Secretary for many years. It is a small Florentine gold guard in the shape of the state of Texas with a small diamond. The Golden Rose Award designed by Tommye Sandlin in collaboration with Alpha State President Ruth Johnson was instituted in 1993. It is a pin of French gold, circular in shape with a full-blown rose and a rose bud superimposed on the circle. A committee at the state level determines if nominees meet the requirements for these awards. Chapters may also give an achievement award for outstanding service.

**Archives** - Society memorabilia that are specially designated for keeping as records and keepsakes. TSO archives are primarily housed at Texas Woman's University in the Woman's Collection at the Blagg-Huey Library in Denton. Other archival items and records are displayed or stored at TSO Headquarters in Dallas. Chapter archives are kept by the Chapter.

**ASTEF (Alpha State Texas Educational Foundation)** - The Educational Foundation of TSO. The Mission of ASTEF is to provide funding for activities that support professional and personal growth of women educators in Texas, and to promote educational excellence for Texas students. More information about the Foundation can be found at [astef.org](http://astef.org)

# DKG Acronyms & Terms continued



**Bylaws & Rules** - The two governing documents of the Texas State Organization that keep the state organization aligned with the International governing documents. Many questions you may have can be answered by reading these documents. They are found by going to [dkgtxas.org](http://dkgtxas.org), clicking on the menu (three horizontal lines in upper left corner of screen) and then clicking on Resources. Chapter Rules govern the work of the chapter and should be reviewed every biennium.

**Ceremonies** - Programs that reflect the customs and traditions and the Society's rich heritage, both of DKG and TSO. Chapters, as well as the state organization, may have a Ceremonies Committee, and there is a printed document to assist these committees.

**Constitution** - Primary governing document of The Delta Kappa Gamma Society International. The Constitution can be found on the TSO website at [www.dkgtxas.org](http://www.dkgtxas.org) and on the International website at [www.dkg.org](http://www.dkg.org)

**Coordinating Councils** - A coordinating council is composed of chapters within the same geographical area. They are allowed by the International *Constitution* but are not required. Not all Texas chapters are in a coordinating council. Most councils consist of several chapters from within a larger number of chapters in an Area. Some are very active, and others have a combined meeting of three or four chapters once a year to celebrate Founder's Day. A few offer scholarships or grants in aid.

# DKG Acronyms & Terms continued



**CPE (Continuing Professional Education)** - Professional growth for members that is current and sanctioned by the Texas Education Agency. TSO works to enable members to attend workshops and breakout sessions throughout the year that in-service teacher- members may use for credit toward their professional education requirements for continuing certification.

**CTAUN (Committee on Teaching about the United Nations)** - Most of the Society's NGO (see explanation below) representatives are also involved with The Committee on Teaching About the United Nations, an organization of representatives from a variety of NGOs with an interest in education. CTAUN provides educators opportunities to learn about the United Nations and its work. Through events and resources available on the website, CTAUN assists teachers in efforts to incorporate global awareness into classroom curricula and activities.

**DKG (The Delta Kappa Gamma Society International)** - The official name of our Society  
**??????Use *symbol font* on the computer to get the Greek letters)**

**DKG IGNITE: Leaders Empowering Leaders** - This is a leadership experience for women of all regions of The Delta Kappa Gamma Society International. They attend an intensive week- long leadership/management development seminar taught by the McCombs School of Business at the University of Texas in Austin. It is held in even numbered years and attendees are chosen by application.

# DKG Acronyms & Terms continued



**EEC (Educational Excellence Committee)** - This committee coordinates the work of its component committees to fulfill the Society Mission and Purposes. The committee consists of the chairs of global awareness, legislation, music, personal and professional enrichment, programs and service projects, research, and women in the arts committees. The TSO first vice-president is the EEC chair.

**Eula Lee Carter Memorial Fund** - This fund was established after the death of Dr. Eula Lee Carter, a Texas state honorary founder, who completed the task of installing the first chapter in Mexico, D.F. The fund provides grants for educational advancement to Society members in Latin American countries in the Southwest Region. The grants have a finite amount of \$750.00

**Expansion** - The process of considering creation of new chapters where the short- and long-term possibilities may warrant a new chapter; with specific attention to chapters with more than 70 active members, multi-county chapters, growing communities, and new campuses.

**IRS 990-N ePostcard** - This is your chapter's IRS tax return. It is NOT optional. The penalty for not filing is revocation of your chapter's non-profit status, resulting in the reorganization of the chapter by the IRS.

# DKG Acronyms & Terms continued



**ISF (International Speakers Fund)** - This fund facilitates exchange of Society speakers among member countries and helps to unite women educators of the world. DKG members may submit an application to become a speaker. Once received, they are on a selection list for two years. State organization presidents review the list and apply to the committee for funding to bring the speaker to them.

**ISR (International Standing Rules)** - A primary Governing Document of The Delta Kappa Gamma Society International. Can be found on the TSO Website at [dkgtexas.org](http://dkgtexas.org) and on the International website at [dkg.org](http://dkg.org)

**LDCP (Leadership Development for Chapter Presidents)** - Training for incoming chapter presidents at state convention in even-numbered years, and an update session at convention in odd-numbered years. Members of the Executive Committee serve on this committee with a chair and others.

**LOSP (Leadership Orientation for State Personnel)** - Training session for incoming state personnel (state officers, committee chairs, and area coordinators) within one month after the state convention at the beginning of each biennium. The person chairing the committee for this event is the past state president who has been out of office one biennium.

# DKG Acronyms & Terms continued



**LSN (Lone Star News)** – The TSO state newsletter published 4 times a year. Two are online only and two are published and mailed. The Editor/Photographer is a paid employee of TSO

**Necrology** - The act of record keeping, making plans for honoring and celebrating the life and work of members who have passed while members of TSO.

**NGO (Non-Governmental Organization)** - Since 1995, DKG has been proud to maintain Non-Governmental Organization status with the United Nations Department of Public Information. The Society was also granted consultative status with the United Nations Economic and Social Council in 2003. DKG has eight representatives who are charged with familiarizing members with the activities and programs of the United Nations, especially those relating to education and human rights.

**PSP (Past State President)** - All Living former TSO state presidents are referred to as PSP's and they serve on the State Executive Board as voting members. They also serve in an Advisory Role to the Current State President

# DKG Acronyms & Terms continued



**RONR (Robert's Rules of Order, Newly Revised 11<sup>th</sup> Edition, 2011)** - Used as guide to parliamentary procedures for TSO/DKG meetings

**SPA (Strategic Plan of Action)** – Systematic and measurable plan of action determined for TSO that provides for actions to be carried out and measured during specific time increments.

**Texas Leadership Seminar** - Three-day seminar for 30 TSO Women chosen by application during the spring of the second year of the biennium.

**TSO (Texas State Organization)** - The official legal name of the State Organization as printed in Charter No. 080440-1

**TSO Website** – [www.dkgtexas.org](http://www.dkgtexas.org)

# Reference Guide



Topic		<i>Guidelines for Chapter Leaders</i>	<i>Go-To Guide 2019</i>	TSO/LDCP "Keys to Success" 2020-2022	TSO Website
<b>Eight Chapter Mandates</b>		p. 6	p. 64		
<b>Duties of Chapter President</b>		pp. 7, 8		Chapter Goals Chapter Wellness Chapter Self Assessment	
<b>Chapter Executive Board</b>		p. 9	p. 7		
<b>Chapter Structure, Culture and Inclusion</b>		p. 10	pp. 39-41	Successful Chapter Practices	
<b>Communications</b>		p. 11	p. 11		
<b>Chapter Meetings</b>		pp. 14-17	p. 7		
<b>Chapter Finances and Treasurer Duties</b>		pp. 19-25	pp. 13-16		TSO Treasurer's Page <a href="http://www.dkgtexas.org">www.dkgtexas.org</a>
<b>Membership</b>		pp. 34-37	pp. 16-19	Recruitment Plan	<a href="http://www.dkgtexas.org">www.dkgtexas.org</a>
<b>ASTE F</b>				ASTE F	<a href="http://www.astef.org">www.astef.org</a>



**As a Chapter President remember....**



President's Kit:  
Keys20&21