

# **Strengthening Our Society...**

**Through Membership**

**Your Membership Toolbox**



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS

**DELTA KAPPA GAMMA**

# Strengthening Our Society ... Through Membership

## Your Membership Toolbox

### Table of Contents

#### Your Membership Toolbox

Society Resources for Membership .....	3
Nurturing DKG Members .....	4
<i>Sustaining Pride in the Big Picture - ReOrientation</i> .....	6
Honor Long Term Members .....	7
Resources for Planning Successful Chapter Practices .....	8
Membership Success Stories.....	9
Five Year Members.....	10
Summary of Dropped Member Survey.....	11
Reinstatement of Former Members .....	14
Sample Letter Sent to Former Members.....	15
Preventing Chapter Dissolution .....	16
Sample Chapter Health Check .....	17
Chapter Red Flags List.....	18
Promoting Membership Recovery .....	19
Sample Letter sent to Members of a Dissolved Chapter.....	20
Sample Letter sent to Chapters Explaining a Reinstatement Project.....	21
Share Your Membership Successes .....	22
Supporting Early-career Educators .....	23
Looking For New Members.....	24
<i>Pride in the Big Picture – Orientation</i> .....	25
Pride in the Honor Of Membership – Invitation .....	26
DKG Ceremonies.....	27
Regional Contact: Sharing in the Future.....	28
Moving Membership Forward for DKG.....	29
Sample Press Release.....	30

## ~Society Resources for Membership~

*For your Membership Committee:*

Visit Committees and choose Membership

*Scroll down to the bottom for informational boxes:*

*Look in the first box "Chapter Resources" for a variety of options...*

Each link will take you to the document, file or form

*For your International Forms:*

Look under Forms and then chapter or state organization reports

*For your Membership Forms:*

Visit Forms and then choose membership (some items may be in general or reports)

*For your home page:*

[www.dkg.org](http://www.dkg.org)

*For your shopping:*

Choose the Store link at the top of the home page

*For your Society supply store: (brochures, supplies, jewelry)*

Choose the Store link at the top of the home page

***Enjoy!***

## Nurturing DKG Members

**The Membership Committee plays a tremendous role in nurturing chapter members. Below are some suggestions to help ensure that each member feels valued:**

- 🌹 Greet every member at every meeting with a warm and personal welcome. You might ask different members each meeting to do this: you might ask most seasoned members or newer members as a way for them to get to know everyone.
- 🌹 Use creative roll calls as a way to give each member an opportunity to share something about herself. To avoid taking the entire meeting for this activity, ask a member to time responses to 30 seconds or a minute or two, perhaps using a bell to signal “time’s up.”
- 🌹 “Honor Our Own” – Recognize members who are involved in other community activities. Take one-or-two minutes to let them share their accomplishments.
- 🌹 Create a chapter “care” committee to check regularly on inactive or older members and to share this information with the chapter.
- 🌹 Schedule time for social interaction at each meeting; some events or meetings will have more time for this than others.
- 🌹 Create a fun competition with its basis being information about members – Bingo, Jeopardy, or other games work well.
- 🌹 “Celebrate Us!” As members arrive for a meeting, encourage each member to write a saying, draw a picture or share a thought on a flip chart that identifies positive things about the chapter and its members.
- 🌹 Ask members to create a chapter metaphor. Gather into small groups to discuss possibilities and come to consensus, then share with the entire chapter. For instance, if our chapter were a fruit, or a wild animal, or a city, or a meteorological phenomenon, what would we be? Great fellowship and fun comes from working together.
- 🌹 Provide name tags at all meetings; this is helpful to new members as well as to seasoned members.
- 🌹 Value members who are able to attend only sporadically – they support the Society’s Mission and Purposes even though they cannot participate in every activity.
- 🌹 Encourage members to “come late, leave early – we want to see your face as often as possible.”
- 🌹 Reorientation reminds members why they joined the Society. Emphasize the many ways Delta Kappa Gamma makes the world a better place.
- 🌹 Include every member in the chapter activities: committees, short- and long-term projects, responsibilities at meetings (greeter, refreshments, program presenter, program assistant, etc.).
- 🌹 Encourage members to attend other Society meetings: area and state organization workshops; state organization conventions; regional conferences; international conventions. Appreciation for the Society grows when members understand the depth and breadth of Delta Kappa Gamma.
- 🌹 Highlight one or two members in each chapter newsletter, or highlight a member without identifying her, then “unveil” her at the chapter meeting.



- 🌹 Put photographs of members in the chapter yearbook; add two or three informational items about each member.
- 🌹 Institute a “buddy” system or a “secret friend” activity or a “Sister of Support” program; it’s a great way to keep everyone involved and valued.
- 🌹 Pair members for a portion of the meeting by using a deck of cards – all Aces sit together; cards with stickers on them – all daisies sit together; birthdays – all with birthdays in July sit together; shoes – all sandals, flip-flops, loafers, pumps, etc. sit together. Use your own creative genius to come up with other ideas.
- 🌹 The more fun, along with excellent programs, the better: have door prizes, give an opportunity for members to “brag” about their life happenings, have a “show-and-tell” program for members to share their hobbies and passions.
- 🌹 Bottom line: the best way to nurture all members is to love them, value them, recognize them, and involve them.

### **Nurturing the Chapter’s NEWEST members:**



- Ask new members to do a two-minute “This is Me” presentation to the whole chapter or to smaller groups in a progressive activity. One member can be the timekeeper with a bell to mark the time for moving to the next new member.
  - Involve new members immediately in the work of the chapter: appoint each member to a working committee with real responsibilities (you might consider appointing her to the same committee as her sponsor); ask her to participate in a chapter project; invite her to present a program or a part of a program.
- Assign one or more members to “mentor” each new key woman educator – check in with her, answer questions, demonstrate that she is valuable to the chapter.
  - Have a special “prize” for new members for a period of time, so they know they are very special.
  - Bottom line: the best way to nurture new members is to love them, value them, recognize them, and involve them.

### **Your Ideas for Nurturing:**

## Sustaining Pride in the Big Picture...Reorientation

Just as Orientation is important for prospective new members to the Society, Reorientation is important to all DKG members. It is the membership committee's responsibility to keep ignited the excitement, the pride, and the honor of membership. Members need to be reminded not only of the opportunities and benefits of membership to such an outstanding organization, but also of what they bring to the organization:

A Reorientation Packet, *Sustaining Pride in the Big Picture... a reorientation for all DKG Members*, a PowerPoint slide presentation and printed guide, is available for order from the Society Supply Store and for download from the Society website. The purpose of the Reorientation Guide and slide presentation is to provide a common outline for reorienting members to the Society. It is designed to be used in one of two ways:

1. In its entirety as a chapter program, or
2. In 5-10 minute continuing presentations at meetings throughout the year.

The theme for reorientation is the honor of belonging to an organization that stands for excellence in many ways. We realize there is honor in membership. Is that honor apparent to all? When characteristics such as professional diligence, prudent decision-making, integrity, dependability, and trustworthiness are consistently observed in DKG members, a public reputation is solidified.

An opportunity to join and be nurtured by such a group is the honor. Underlying "genuine spiritual fellowship" is the unconditional commitment of how DKG members respect and support one another. Our effort is to create an ideal environment where every member is treasured for who she is and encouraged to become all that she can be.



## Honor Long Term Members

Honor your long term members with recognition:

- Recognize them at chapter and state organization meetings.
- Certificates for number of years of membership: 10, 25 or 50 years.
- Pins available for purchase through Award Concepts (see [www.dkg.org](http://www.dkg.org) and “shopping”).

Share your ideas and strategies:



Alaska honors 25 and 50 year members.

# Resources for Planning Successful Chapter Practices

Adapted from: *Guidelines for Chapter Membership Committee Chairs 2012*

The Successful Chapter Practices Model is based on an International Member Survey undertaken in 2008 in which more than 1264 chapters took part. The results of that survey identified practices common in successful chapters. 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. For more information about the survey, go to [www.dkg.org](http://www.dkg.org). On the home page click on committees, click on membership, scroll down and click on Successful Practices, click on Successful Chapter Practice and/or the presentation. Based on the survey, a successful chapter has the following characteristics:

- Holds 4-6 well-planned, relatively informal but still structured, 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
- Supports projects in the area of mentoring; 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 initiation 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 community

## What is working for You?

# Membership Success Stories

Membership Publications -

*Guidelines for Chapter Membership Committee Chairs 2012*

*Membership Memo – 2012 – 2013*

- Jan/Feb 2013
- Mar/Apr 2013
- May/June 2013
- Summer 2013

Issues of the *Membership Memo* are available at [www.dkg.org](http://www.dkg.org) on the International Membership Committee page.

You can access any *Membership Memo* through this same link.

# Five-Year Members: Why I Am A Member

## Five Year Survey Results (Winter 2011)

From the data base of membership at International, 1,100 five (5) year members were randomly selected to participate in the online survey. Of the 1,100 5 year members only 194 sent the survey back. This is only a 17% return rate and does not reflect a true picture of the 1,100 5 year members in DKG. A good representation would be at least 1/3 (370 members) of the 1,100 returning their survey. It is suggested that DKG use the data from the 5 Year Survey carefully and not make broad assumptions.

**DKG Purposes:** Collegiality and fellowship were ranked as the highest reasons for members' motivation and commitment to DKG. The participants felt very strongly about the benefits of relationships through membership in DKG, as well as chapter projects, programs and social activities.

**Attraction to DKG:** Honor of membership, opportunity for professional growth and for networking attracted the participants to membership in DKG.

**Impact Education Worldwide:** Community projects sponsored by DKG and Early-Career Educator support were rated the highest in DKG seeking to impact education worldwide.

**Commitment to DKG:** Personal relationships were ranked as the most essential reason for the participants' commitment to DKG, followed by Purposes of the Society, Projects and Programs.

**Electronic Resources:** GoToMeeting was ranked above all other areas as an electronic resource found extremely helpful, as well as state and international websites.

**DKG Publications:** The Chapter newsletter is the most important means of staying informed about the Society, its activities and influence, followed by the State organization newsletter, and The DKG News and The Bulletin.

**DKG Orientation:** 79% of the participants rated the DKG Orientation prepared them for membership in the Society.

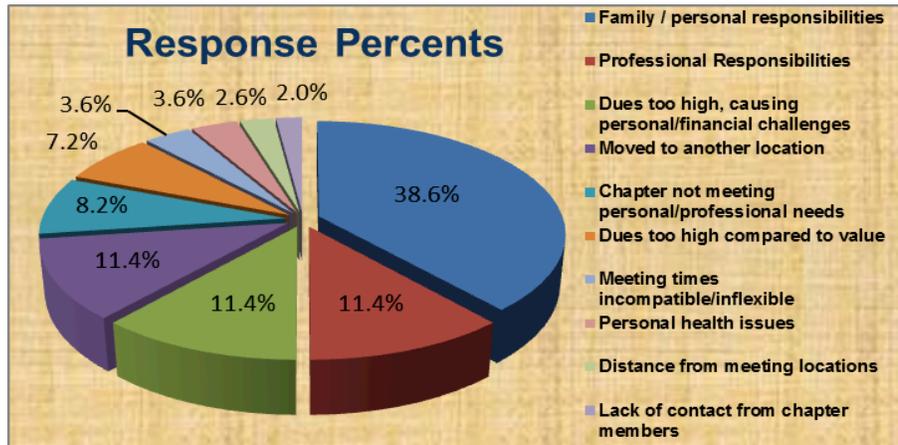
**Summary of Findings:**  
See specific data and additional findings in the Resources Section

## Summary of Dropped Member Survey Results

April 19, 2013

Prepared by Membership Services Department for the Administrative Board May 2013

<i>Why did you drop your membership?</i>	<i>Response Percent</i>	<i>Response Count</i>
Family/personal responsibilities	38.6%	118
Professional responsibilities	11.4%	35
Dues too high, causing personal/financial challenges	11.4%	35
Moved to another location	11.4%	35
Chapter not meeting personal/professional needs	8.2%	25
Dues too high compared to value	7.2%	22
Meeting times incompatible/inflexible	3.6%	11
Personal health issues	3.6%	11
Distance from meeting locations	2.6%	8
Lack of contact from chapter members	2.0%	6



**Here's what our members are saying**

*It would be nice to feel part of a new club; I didn't receive notices of meetings*

*Make members feel welcome when they transfer from another club*

*Ask me to do something as a member, talk to me when I come to a meeting*

*Group doesn't appear attractive to younger members. It serves older, retired members well. For whom does DKG exist – I think that is not clear*

*Had to cut back on finances*

*Didn't realize membership renewal was due*

*No notification that dues were payable*

*Group seems stagnant, not keeping up with the times*

*I did not feel that my ideas & opinions were weighed or valued, officers were not willing to try new things*

*It reminded me too much like a college sorority, "busyness"*

*I was hospitalized twice last summer, no one noticed or cared to even contact me*

*There are too many archaic practices and expectations*

*Make it a less "secret" society, make it well known to teachers*

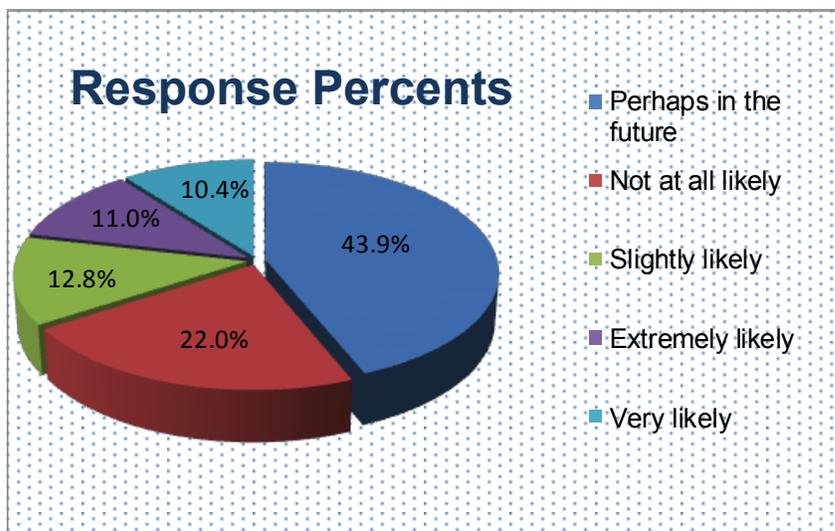
*Lower fees & monthly expenses, offer scholarships to teachers still paying off loans from college*

## Summary of Dropped Member Survey Results

April 19, 2013

Prepared by Membership Services Department for the Administrative Board May 2013

<i>How likely would you be to reinstate?</i>	Response Percent	Response Count
<b>Perhaps in the future</b>	<b>43.9%</b>	<b>148</b>
<b>Not at all likely</b>	<b>22.0%</b>	<b>74</b>
<b>Slightly likely</b>	<b>12.8%</b>	<b>43</b>
<b>Extremely likely</b>	<b>11.0%</b>	<b>37</b>
<b>Very likely</b>	<b>10.4%</b>	<b>35</b>



### More from our members

*Recruit younger members*

*Have some more younger members in the group*

*I would like to see more young members*

*Almost all of our members are retired teachers*

*My chapter has an aging membership that needs actively to recruit younger members*

*More diverse membership, more discussion with local/national education issues, more involvement with the community*

*My chapter was a lot of retired members, which is fine, but they were not open to change or newer ideas*

*The programs offered in my chapter were not relevant to my practice*

*I feel that the dues need to be reduced, especially now when teachers incomes have been reduced*

*I was not given the option to go on reserve I was not aware that I had been dropped. I will notify my chapter and see what happened*

*Is there any way I can renew my membership by paying a smaller amount*

*I did not find a lot of rewards out of my membership – the cost is high and my experience at the state level was that most teachers involved were retired & out of touch with current teaching practices*

*I asked my past group what to do to transfer my membership but never heard back from them*

## Summary of Dropped Member Survey Results

**April 19, 2013**

Prepared by Membership Services Department for the Administrative Board May 2013

<b>How well do you think our Society understands what you need to be successful at this stage in your career?</b>	<b>Response Percent</b>	<b>Response Count</b>
<b>Moderately well</b>	<b>32.4%</b>	<b>106</b>
<b>Very well</b>	<b>30.9%</b>	<b>101</b>
<b>Slightly well</b>	<b>17.4%</b>	<b>57</b>
<b>Extremely well</b>	<b>11.0%</b>	<b>36</b>
<b>Not at all well</b>	<b>8.3%</b>	<b>27</b>

<b>How satisfied are you with your experience as a member?</b>	<b>Response Percent</b>	<b>Response Count</b>
<b>Satisfied</b>	<b>41.0%</b>	<b>137</b>
<b>Neither satisfied nor dissatisfied</b>	<b>25.1%</b>	<b>84</b>
<b>Extremely satisfied</b>	<b>24.9%</b>	<b>83</b>
<b>Dissatisfied</b>	<b>8.1%</b>	<b>27</b>
<b>Extremely dissatisfied</b>	<b>0.9%</b>	<b>3</b>

*Maybe meet on an evening and not every Saturday morning*

*Some meetings a little later than 4:30 to allow time to complete after school activities*

*If the meetings were later, possibly 7:00 and did not include dinner*

*Have a central location for all the meetings – not move around from one site to another each meeting*

*I could not make the Saturday morning meetings with my family and work commitments*

*Meet at different times of the year and day – evening times conflict with many other functions*

*My county is very large – it took a lot of time to get to some of the meetings*

*At the age of 80 I find driving over 100 miles to attend meetings impossible*

*I live 50 miles from my work and the meetings*

*I don't like to drive at night*

# Reinstatement of Former Members

## Reinstatement Plan for the Chapter

While DKG research shows that members leave this outstanding organization mainly because of other personal and family responsibilities, it also shows that approximately 65 – 70% of the dropped members surveyed would consider reinstatement if asked. All chapters have experienced members at all ages needing to resign because life situations require all their time. Parents or grandparents have health issues that require members' full time attention, or their children (ages birth through secondary education) require their full attention, or their jobs plus family are all they can put on their plates. But life changes, as we all know, and the above-mentioned situations may have changed. Thus, the time may be right to reinstate their membership.

### Finding and Contacting Former Members:

- Use the chapter's Form 18 and 18A to compile a list of members who have been dropped over the past three-five years. Form 18 is the form used for payment of dues and Form 18A is the form used for dropped members. The chapter treasurer should have these forms in her records.
- Determine which former members still live in area. Find their addresses and send them a personal note stating they have been missed and, telling them about the new and exciting projects and focus of the Society. Also send an International Membership Brochure that shares how the Society is designing itself for the future. Provide contact information.
- Contact former members who have expressed an interest in being reinstated. Share with them when the next meeting will be and explain how easy it is to be reinstated.
- Offer them a ride to the next chapter meeting.
- When a former member attends, make sure she feels welcomed and get her involved immediately in committee and project work.
- Have reinstatement cards handy for the former member to complete and pay dues.
- Former members being reinstated are not voted on. *Constitution 2010* Article III Membership Section F. Reinstatement states that, "A former member shall be reinstated by the chapter receiving the request."

### If You Personally Know Former Members:

- Tell them the chapter has missed them and give them the international Reinstatement Brochure to reacquaint them with the Society of today.
- Provide them with the Society's focus on supporting early-career educators and local chapter projects.
- Give them the next chapter meeting date and invite them to ride with you.
- Make them feel welcomed and get them involved immediately in committee and project work.
- Have the reinstatement cards handy for former members to complete and pay dues.

For former members who don't respond, follow up with a note asking them to keep the contact information and connect with you when they are able to reunite with the Society. Let them know they are valued, their dedication to education is appreciated, and their role in the Society is vital. Make an effort to contact former members once a year.



**(This is an example of a letter sent from the chapter to former members.)**

*Potential member's contact information here.*

Dear *First Name*:

Alpha Phi Chapter misses you! We know that, while professional and/or personal commitments may have prevented you from continuing your membership, life responsibilities do change. **We hope that you are in a position now that you can consider returning to DKG and (*chapter name*).**

DKG is making strides in fulfilling our mission statement. Our annual dues support excellence in education worldwide as well as our members' professional and personal goals. We support

1. UNICEF's Schools for Africa program, and an international thrust to Support Early-Career Educators;
2. World Fellowships for women of the world to study at the graduate level in the U.S. or Canada, then return to their countries to improve life for women and children;
3. Thirty \$6,000-\$10,000 international scholarships for members' graduate study;
4. Eight \$1,500-\$3,000 state organization scholarships for members' graduate study;
5. Outstanding leadership training for members at the state and international levels;
6. Professional development awards for members and non-members, at both the international and state organization levels;
7. Emergency funds for members' whose homes have been damaged through natural disasters;
8. Opportunities to publish in our juried professional journal and to present at international and state organization conferences and conventions;
9. Chapter mini-grants for early-career educators;
10. And much more!

Participation in DKG gives you opportunities for growth, networking, mentoring, and the fellowship of fellow professional educators whose goals and commitment are similar to your own.

We hope that you will reinstate your membership by paying your annual dues of \$*Amount*. Upcoming *Year* events include:

- *Include events scheduled in your chapter this year.*

*First Name*, please read the enclosed brochure, then consider carefully how much you can make a difference through reinstating your DKG membership. If there are one or more things about DKG's purposes and mission that you value, come back!

Contact *name(s)* and reinstate your membership! We look forward to having you back!

Remember that

*We noticed your work.*

*We noted your standards.*

*We believed in your potential to give distinctive service to education.*

*We sought your association.*

*We sponsored your invitation.*

*We honored you.*

*Remember our confidence in you.*

*Take pride in your membership by reinstating.*

*Help us to continue to honor and serve women educators and education.*

Sincerely,

*Your Name here.*

## What can State Organization Leaders do to Prevent Chapter Dissolution?

State organization membership committees have a great responsibility to help save/reinstall dissolved chapters and reinstate/transfer these dissolved chapters' members. The chapter is the heart of our Society and all members are valued and are important. DKG has research that shows that the number one reason chapters dissolve is the lack of members willing to accept leadership roles. We should ask ourselves,

- How might the Society at the state organization level give more leadership support to help chapters be successful?
- How does a state organization know when a chapter is struggling and in danger of dissolving?
- How long should the state organization wait to take action when a chapter has not been in contact with state organization officers and chairs?
- What action might be taken to strengthen a struggling chapter and prevent dissolution?

In the event a chapter must dissolve, the chapter contact and the state organization follow the procedures outlined in the *Constitution* and *International Standing Rules* Article XIX :

*In the event of a dissolution of the Society, the net assets of the corporation shall be distributed as follows:*

*1. International*

*Upon final dissolution or liquidation of the corporation, and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the corporation shall be conveyed, transferred, or assigned to a corporation or other organization qualified under the Internal Revenue Code to carry out the purposes and policies set forth in these Articles of Incorporation, and which corporation or other organization will be exempt from federal income taxation under the Internal Revenue Code of 1954 or any subsequent Internal Revenue law. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.*

*2. State organization*

*Each state organization shall provide in its bylaws for its own possible dissolution in accordance with the incorporation statutes of the political entity by which the state organization was chartered.*

*3. Each state organization shall provide in its bylaws for possible chapter dissolution which shall include the following:*

*a. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.*

*b. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.*

*c. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund.*

*d. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use.*

*e. The charter must be returned to the state organization to be forwarded to the Society Headquarters.*

*f. The state organization executive board shall decide whether the Greek name shall be reused.*

**SAMPLE Chapter Health Checklist**

	Chapter Reports											Attendance/Representation		
	Annual Report due Feb. 1	Annual Report due July 15	Annual Dues Received Nov.	Biennial Reports due Feb.1 even-numbered years							New Officer Report due May 15 Even-years	(U.S. only) IRS Form 990 due July 1-Nov. 15	State Organization Exec. Board Meeting	State Organization Convention/ Meetings
Chapter	P	N	T	T	C	E/P	F	M	S	W				
Alpha														
Beta														
Gamma														
Delta														
Epsilon														
etc.														

**Checklist Legend**  
**C – Communications & Publicity**  
**E/P – Educational Excellence/Program**  
**F -- Finance**  
**M – Membership**  
**N – Necrology**  
**P -- President**

This checklist could be used by state organization president, treasurer, appropriate committee chairs, and others as needed. Then checklists could be combined annually by a certain date to give a complete chapter snapshot. Follow up with chapters who are missing one or more areas. Certainly, those with several areas missing need to be listed as potential at-risk chapters.

## **RED FLAGS** Indicating an At-Risk Chapter

- ➔ **Lack of leadership** – president repeats over and over; co-presidents (not a wise practice – only one can vote on Executive Board and be the contact person for state organization and International)
- ➔ **Negative leadership** – president’s lack of enthusiasm leads to members’ lack of involvement and poor attendance
- ➔ **Lack of delegation and chapter involvement** – president does all the work; no team planning for programs or chapter activities
- ➔ **Poor attendance**
- ➔ **Lack of new / younger members** --- no initiates in the past year = no growth of chapter
- ➔ **Fewer than 20 members**
- ➔ **Majority of members are retired**
- ➔ **Loss of 4+ members in a year**
- ➔ **Failure to file Form 990 with the IRS for the chapter (U.S. only)**
- ➔ **Lack of knowledge of Society** – no thorough orientation of new members, no reorientation of all members, no chapter members’ involvement/attendance at state organization meetings, etc.
- ➔ **Misconception of Society membership** – still working with outdated chapter requirements such as geographical guidelines, perceptions of where educators are found, requirements of membership
- ➔ **History of still doing it the same way it’s always been done**
- ➔ **No newsletters or poor ones** – members enjoy reading about themselves and others
- ➔ **Late yearbooks, or none**
- ➔ **Lack of communication within chapter**—leads to lack of interest in chapter
- ➔ **Weak programs** that do not involve members, music and/or fun
- ➔ **Lack of inspiration and motivation**
- ➔ **Lack of communication with state organization** – no response to state president or her designated representative to the chapter; no request for a visit from state personnel
- ➔ Often the only **communication with the chapter is through a negative leader** that spreads that lack of enthusiasm throughout the chapter.
- ➔ **History of bad experience with state personnel** --- hesitancy to trust them again
- ➔ **Failure to complete and review required Chapter President’s Report, chapter committee reports, and other state organization designed forms**

The State Organization President and her designee will identify chapters of concern, gathering information from membership and other reports, attendance at state organization or area/district meetings, communication, and leadership practices.

The State Organization President or her representative will visit the chapter to establish a *Chapter Action Plan* that identifies concerns and ways to overcome them. The State Organization President or her representative will monitor and mentor the chapter monthly for as long as necessary, and report to the State Organization Executive Committee.

The State Organization President or her representative will continue to work with the chapter to mentor and monitor the progress of the *Chapter Action Plan*. A report will be sent to the State Organization Executive Committee. After a visit during the second year, the State President will recognize the revitalization of the chapter, advise the chapter to continue with a chapter plan, or discuss dissolution and member transfers, if that is in the best interest of the chapter and its members.

## What can State Organization Leaders do to Promote Reinstatement and Membership Recovery after Chapter Dissolution?

When a chapter must dissolve, all assets and paraphernalia are returned to the state organization and the charter is returned to Society Headquarters. Society research shows that while some members of dissolved chapters do transfer their membership to another chapter or remain active state members, many do not transfer due to the challenges of finding a new chapter or the discomfort of facing an unfamiliar situation. Others do not realize they can call Society Headquarters or complete a transfer request online. Still others simply never get around to taking action.

***The most effective way for a state organization and a chapter to reclaim these members is to find them and personally invite them to transfer or reinstate.***

How does a state organization find former members of dissolved chapters?

- The state organization membership committee contacts the state organization treasurer or state organization executive secretary to gain access to dissolved chapter's membership records.
- Develop a letter from the state organization to send to each member of the dissolved chapter expressing how much their membership is valued and offering reinstatement.
- The information gathered on members of dissolved chapters will provide the committee with names of former members.
- Identify existing chapter(s) in close proximity to dissolved chapter's geographic location.
- Develop a letter from the state organization to send to the chapter president in closest proximity, using current state organization records to gain contact information.
- The letter explains the state organization's effort to reach out to members of dissolved chapters in order to regain members who might now be interested in being reinstated. The packet contains preprinted postcards for the chapter in closest proximity to send to former members. The postcard gives information as to why former members should reinstate and explains the easy reinstatement process, gives them contact information and next meeting date, location and time.

The chapter or state organization contact can take action at the time of dissolution:

- Act on information sent by Society Headquarters to the Chapter President regarding members of dissolved chapters in close proximity.
- When contacted by a former member, express to them how excited the chapter would be to have them back as a member. Offer to pick them up for the meeting.
- Make them feel welcomed and get them involved immediately in committee and project work.
- Have reinstatement cards handy for the former member to complete and pay dues.
- Give the reinstatement card and dues to the treasurer and welcome your new member



(This is an example of a letter sent from the state organization to members of a dissolved chapter.)

(Date)

Dear (State organization’s name) (Member), (personalize with name)

(State organization’s name) understands that chapters, at times, have difficulties and the only solution is to dissolve, but we also value every member and want each to continue her membership in this outstanding organization through a chapter that is vibrant and forward moving. Your contribution to our Society helps us to realize our vision of being Key Women Educators Impacting Education Worldwide. Just a glance at the International website, www.dkg.org, and the enclosed International Membership Brochure reveals all that the Society is doing.

We hope you still take pride in this organization and your part in it as we:

- support excellence in education through projects at the chapter, state organization and international levels;
- support members with scholarships, professional development awards, educational project grants, and more;
- build leadership confidence and skills; and
- provide professional networking with other key women educators.

We want to encourage you to continue your active participation by reinstating your membership in a nearby chapter. Below you will find the name of this chapter along with the name of its president with contact information.

(Name of closest chapter(s)) – (Chapter contact name and information)

We need your participation if we are to realize our vision! Please contact any of us if we can be of assistance.

Sincerely,

(Put names in Lucida Handwriting or a script)

Name of State President  
(Geographic) State Organization  
(email address)

(Name of Chair)  
Expansion Chair  
(email address)

(Name of Chair)  
Membership Chair  
(email address)



(This is an example of a cover letter sent from the state organization to chapters explaining the reinstatement project and packet.)

(Date)

Dear President of \_\_\_\_\_ Chapter,

\_\_\_\_\_ State Organization is implementing a project to help chapters reclaim former members. The State Organization Membership and Expansion Committees have developed a plan to contact as many of these former members as possible. In doing so, we need your chapter's support.

We have prepared a packet for your chapter with directions and materials for contacting these former members.

The Packet contains:

1. This cover letter
2. Copy of letter sent from the state organization
3. DKG postcard invitation ready for your chapter to complete and mail
4. Stamps
5. Roster of former member names and contact information from your chapter
6. Roster of former member names and contact information from chapters in your area that have recently dissolved

Organize a "Reach Out and Touch a Former Member" invitation party or meeting to get the postcards prepared to be mailed.

If you can, follow up with an email or phone call.

We know you will enjoy reconnecting with old friends, fellow workers, or meeting a former member you have never met. How exciting to grow your chapter not only in numbers, but more importantly in excellent women educators, both active and retired.

Please feel free to contact us with questions, concerns and suggestion!

Thanks for Supporting DKG,

(Chair's name), (State Organization's Name) State Organization Membership Committee  
(Chair's name), (State Organization's Name) State Organization Expansion Committee

## Share Your Membership Successes

What is your membership success story? Share what is happening in your state organization and chapters:



# Strengthen the Society by Supporting Early-career Educators

## SEE: Supporting Early-career Educators

To share our vision, *Leading Women Educators Impacting Education Worldwide*, and strengthen our Society, the Delta Kappa Gamma Society International established Supporting Early-career Educators (SEE) as its second international project during the 2012 International Convention in New York City.

### Why is our support needed?

Education is a challenging career, and retaining quality teachers is an issue worldwide. According to Richard Ingersoll, the rate in U.S. of beginning teachers leaving the profession in the first year is a little more than 10%; with 33% leaving by Year 3 and 46% by Year 5. In addition, around 15% of U.S. teachers overall leave the profession each year. (*Is There Really a Teacher Shortage*, Ingersoll, 2003, p. 14)

Schools that have depended on a core of veteran teachers are seeing those teachers retire. As much is expected of a new teacher on the first day of school as is expected of a 30-year veteran. Teachers supporting teachers is crucial. Of the first year teachers assigned a mentor in 2007 – 2008, around 8% left the profession in 2008 – 2009. Of the first year teachers not assigned a mentor in the same years, about 16% were not teaching in 2008-2009 and about 23% were no longer teaching in 2009 – 2010. (*Beginning Teacher Attrition and Mobility*, Institute of Education Science, 2011, p. 3)

John F. Kennedy said, “In each one of us there is a private hope and dream which, fulfilled, can be translated into benefits for everyone and a greater strength for our nations.”

### We truly make a difference with our support.

SEE encourages members/chapters to be creative in support of early-career educators with a variety of strategies, such as

- giving support through phone calls and visits,
- helping with lesson plans and bulletin board ideas,
- offering advice on classroom management and parent-teacher relations, and
- providing support in appropriate and practical ways.

Chapters and members during the 2012-2014 biennium are asked to keep records of the ways they are supporting early-career educators and the hours members spent on this project. Report forms are available at [www.dkg.org](http://www.dkg.org).

Start keeping track today! Get a list of new teachers/educators from your local school district and a list of student teachers in your area to support. Further resources are available on the Society website.

## State Initiatives that Support SEE

States can encourage chapters to support the SEE project by

- Adopting a state organization project that supports the SEE initiative
- Providing chapters with ideas regarding the implementation of SEE
- Including SEE participation in state organization chapter incentives

## Looking for New Members

Note: *Constitution and International Standing Rules 2010* states, “An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position.” (Article III Section A.1)



## Pride in the Big Picture...Orientation

**The Orientation is the most important duty of the Membership Committee in preparing prospective new members to the Society. The Orientation must provide the invitee with:**

1. An understanding of the Society:
  - Honor of membership;
  - DKG more than the chapter;
  - Society membership – an excellent return on investment;
  - Society's Vision and Mission;
  - The Purposes – why we exist;
  - The intrinsic value of membership;
  - Bonding / Life-long friendships;
  - Mentor/mentee relationships;
  - Making an educational difference in community, state/province, country, world; and
  - Support for one another's passions, triumphs, sufferings, accolades, struggles and difficult decisions.
  
2. An understanding of what the invitee can offer the Society:
  - Participation in chapter activities;
  - Presence (as often as possible) at chapter meetings/events;
  - A vote and a voice to make a difference;
  - Opportunities to share talents and professional expertise;
  - Opportunities to grow personally and professionally and to support others in their growth;
  - Opportunities for leadership in a safe environment; and
  - Support of Society Mission and Vision through dues and personal service.

The International Membership Committee has prepared a new Orientation Packet *Pride in the Big Picture...An Orientation Guide for Chapter Membership Teams*. The slides and guide plus an Orientation Invitation Letter can be ordered from International or downloaded from the Society website.

The Orientation should be presented in a session weeks/days prior to the scheduled initiation so that the candidate has time to gracefully withdraw if the invitation is not appropriate for her at this time. The Orientation should lead to thoughtful reflection on the part of the invitee. Acceptance then means an informed commitment to the organization. Orientation on the day of initiation (or immediately preceding initiation) makes the invitee feel "trapped."

Establish a welcoming, comfortable environment for the presentation. Provide name tags for prospects. Arrange the room to prevent issues with visibility and sound. If necessary, provide signs at the entrance of the building to assist guests with finding the appropriate room.

# Pride in the Honor of Membership – Invitation



(Date)

Dear \_\_\_\_\_,

You have been invited for membership in The Delta Kappa Gamma Society International because:

1. You are open to change. DKG encourages its members to explore new experiences and challenges.
2. You want to be empowered. DKG provides the resources you need to reach your personal and professional goals. Your DKG membership will entitle you to all the benefits of the Society such as scholarships to further your education, grants to purchase resources for your classroom, grants to attend conferences and seminars for continued professional learning, leadership development training courses, and more.
3. You draw inspiration from others. DKG will connect you with phenomenal women who will share their personal and professional experiences. DKG provides numerous opportunities to network with other women in education through conferences, conventions, regional meetings, and the DKG/Members-only Social Network.
4. You have your own sense of style. DKG embraces diversity with membership in seventeen countries. Through this diversity you can expand your style and talents in helping DKG impact education worldwide.

If you would like to be a part of a group of *Leading Women Educators Impacting Education Worldwide*, join the members of (Name) \_\_\_\_\_ Chapter for new-member orientation on (Date) \_\_\_\_\_, 201\_\_ (Time) \_\_\_\_\_, at (Place) \_\_\_\_\_

At the end of the orientation, you will be asked to accept or decline membership. The initiation of members will be held on (Date) \_\_\_\_\_, 201\_\_ at (Time) \_\_\_\_\_, at (Place) \_\_\_\_\_. You should make every effort to attend. However, should you have a professional commitment that conflicts; this is not cause to decline our invitation. We will work with you and your schedule to find mutually acceptable orientation and initiation times.

We request that you respond to this invitation to the orientation in writing/email no later than (Date) \_\_\_\_\_ 201\_\_, whether or not you accept or decline. If I have not received your response by that date, your non-response will be taken as declining the invitation. (Name) \_\_\_\_\_ Chapter is excited to extend this invitation to such an outstanding educator as you.

Sincerely,

Name, Address, Phone, Email

# DKG Ceremonies

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*The initiation into The Delta Kappa Gamma Society International should be an impressive and meaningful event. Membership is an honor and the initiation should reflect the same honor. The Ceremonies book can be purchased from International. The Ceremonies book serves as a guide in helping chapters provide an initiation that brings dignity to the occasion. Chapters may adapt written ceremonies to suit their circumstances. These ceremonies cannot include member obligations that are greater than what is required in the Constitution, e.g. cannot require attendance at meetings*

You can order the new Ceremonies book online in the Society Supply Store at [www.dkg.org](http://www.dkg.org) .

You can also download the DKG Ceremonies book on your Kindle through the Kindle store for \$1.99 at [http://www.amazon.com/Delta-Kappa-Gamma-Ceremonies-ebook/dp/B00AZNOIEG/ref=sr\\_1\\_1?s=digital-text&ie=UTF8&qid=1366817259&sr=1-1&keywords=Delta+Kappa+Gamma](http://www.amazon.com/Delta-Kappa-Gamma-Ceremonies-ebook/dp/B00AZNOIEG/ref=sr_1_1?s=digital-text&ie=UTF8&qid=1366817259&sr=1-1&keywords=Delta+Kappa+Gamma) .



Texas chapter holds initiation at Society Headquarters.

## **Regional Contact with State Organization Membership Chairs: Sharing in the Future**

*Share your contact information on the handout provided.*

Sign up for the DKG Network to join the Members in Action Group. You will find instructions in the Society website under “Network.”

## **Moving Membership Forward for DKG**

Share your thoughts:

1. How can DKG share its vision and mission with the community and other non-members/groups?
2. Should there be a focus on the younger members and potential young members of DKG? If so, what should that focus involve?
3. Where outside of educational faculties can DKG members look to develop membership?

Other comments or pressing questions:

## Sample Press Release

Sending a press release to your local media regarding your participation in this training session and your attendance at the regional conference communicates to your community information about your service to DKG, the professional development you have received and the honor reflected by your membership. The press release will also publicly promote the vision and mission of The Delta Kappa Gamma Society International.

Sample Press Releases are made available at the training sessions.