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Ohio State

Organization

**OSO Expansion Committee Guidelines**

**2021- 2025**

**Planning for a New Chapter**

1. Criteria for selecting areas for expansion:
2. School districts increasing in size.
3. Areas where there are no active chapters.
4. Members and/or nonmembers with knowledge of area or city are eager to begin a new chapter.
5. Current members in the area of prospective chapter area enthusiastic about inviting prospective members.
6. Area leaders and interested members are ready to assist with chartering a new chapter, including planning and/or participating in the orientation of prospective members.
7. There are several ways a geographic area may be considered for one or more chapters, including:
8. A current member or nonmember contacts the expansion chairman.
9. Expansion chairman surveys leadership team members to determine possible expansion locations.
10. Expansion chairman gives information to State President and Executive Board and/or area leader regarding new chapter:
11. Expansion chairman presents the location of potential new chapter(s) to the State Executive Board.
12. The expansion chairman will advise the Executive Board regarding proposed next steps for expansion.
13. Expansion chairman and/or area leader contacts members who live near the proposed chapter to ask them to serve on the chartering committee for the prospective new chapter.
14. A meeting of the chartering committee is held and includes the following agenda items:
15. New chapter location.
16. Potential sources of new members.
17. Information session/new member orientation is planned and tasks are assigned including:
18. Invitations
19. Publicity
20. Program
21. Invitations to DKG area and state leaders
22. Location of event
23. Setup
24. Supplies
25. Folders
26. Emails and texts are effective way to facilitate the above tasks.

**Information and Orientation of Prospective Members**

1. The expansion committee develops and copies materials to include in a membership packet to be given to prospective members
2. A membership packet will be created for new chapters and will be ready for distribution in March 2022.
3. These packets need to be given to the contact person for potential members of a chapter to be chartered prior to orientation. The following items are suggested for the packets:
* “A Journey for Life” (trifold paper from International)
* “Why Belong to *THIS* International Society?”
* An OSO Recruitment Card with a QR Code for the state website and membership video
1. Additional materials may be added to the informational packet as needed.
2. An informational meeting will be held to familiarize prospective members with DKG.
3. Prospective members are encouraged to bring additional prospective members to the informational meeting to attain the goal of chartering the new chapter with at least 12 members.
4. An agenda and program are planned. The expansion chairman asks the chartering committee and area leaders to assist in presenting DKG information.
5. The expansion chairman assigns speakers familiar with DKG to present the information and prepares speakers notes so each presenter knows her areas to be covered in 3 minutes or less.
6. Prospective members are personally invited to an orientation meeting. An orientation is held to prepare prospective members for DKG membership.
7. An article in ***The Voice*** announces the designated area for the proposed chapter. Other area chapters will be asked to support the proposed chapter.
8. Prospective members are asked to fill out DKG membership applications at the orientation. If they do not fill out an application on that date, the chartering committee follows up with each attendee.
9. The expansion chairman keeps a database of those attending the informational meetings and/or orientations.
10. Following receipt of membership applications, the expansion chairman discusses the next steps for chartering the new chapter.
11. Financial considerations for orientation are:

a. Each potential member will pay for the cost of their Key pin to Ohio State

 Organization Treasurer.

b. This must be paid prior to chartering preferably during orientation or when the

 membership application is turned in.

**Chartering the chapter**

1. When at least 12 members have submitted their applications to the expansion

 chairman, she will arrange for the chartering, induction, and a business meeting

 which includes the election and installation of the new chapter officers.

1. The chartering committee selects potential dates for chartering in consultation

with the state president.

1. Prospective members will be consulted to determine the date for the chartering, induction, and business meeting.
2. A location for the chartering is selected in consultation with the state president, expansion chairman, and chartering committee.
3. All tasks for the chartering are assigned by the expansion chairman.
4. The expansion chairman and committee will prepare the program for the event.
5. The expansion chairman will prepare the ceremony for chartering, induction, and election of officers. She assigns speaking roles and notifies speakers of their participation in the ceremony.
6. The expansion chairman will send invitations to the past state presidents and will ask the current president to send invitations to the leadership team members. If time permits, past state presidents who attend the chartering ceremony, may be invited to participate in the ceremony. Prior state presidents who are unable to attend the chartering are invited to send messages of congratulations to the new chapter which can be incorporated into the chartering and induction ceremony.
7. The state organization is responsible for the name of the new chapter upon the recommendation of the expansion committee. The expansion chairman will work with State President to select paraphernalia for the new chapter.
8. The expansion chairman orders certificates from International and arranges for names to be put on each certificate for presentation to new members at the induction ceremony.
9. Membership pins are ordered by expansion chairman (see financial considerations under Orientation).
10. Prospective members are sent a personal invitation to the chartering ceremony.
11. The state president and expansion chairman complete the request for chartering form to notify International about the pending chartering. A list of founding members of the chapter is also sent to International at the same time. This list may need to be sent more than once if new members are added before the actual chartering. This paperwork should be completed six weeks prior to the chartering, if possible. If a shorter timeline is needed, the expansion chairman contacts the International Membership Administrator to determine if the charter will be ready by the selected date.
12. The state president inducts new members, charters the chapter, and conducts the first business meeting of the chapter which includes the election and installation of the new chapter’s officers.
13. The expansion chairman selects a nominations committee to prepare a slate of officers for the new chapter. Once the slate is selected, the expansion chairman completes a Form 11 (available at dkg.org) with the contact information of the officers and sends this form to the OSO State President, OSO State Treasurer, and DKG International at mem@dkg.org.

2. The expansion chairman advises the state president to notify the Executive Board

 that the Expansion Committee needs the approval of a motion to charter the new

 chapter. A sample motion is as follows:

**The Delta Kappa Gamma Society International**

**Ohio State Organization**

**Charter of a New Chapter**

**Motion Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the ***OSO Expansion Committee***

\_\_\_\_Chapter President \_\_\_Elected State Officer \_\_\_ Past State President ***X***  Member of the Expansion Committee

Motion: I move that Ohio State Organization Executive Board approve the chartering of a new chapter named, Name of the new chapter; to be formed and located in Name of location, Ohio. Name of chapter will be *included in* or *added to* Area list the area.

Rational: ***To grow and increase Delta Kappa Gamma membership throughout the State of Ohio.***

Second by: ***Not needed; motion is from the Expansion Committee.*** Chapter: N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_Chapter President \_\_\_\_Officer \_\_\_ Past State President \_\_\_\_From State Committee

 **\_\_\_\_Pass \_\_\_\_Fail**

**Finance Committee information for chartering the chapter**.

1. Before the chapter is chartered, the State Treasurer is contacted to determine

 the financial impact of chartering the new chapter. Reimbursement for

 expenses incurred for orientation, chartering, and installation shall not exceed

 $750.00.

2. Members of chapters chartered in July through December pay full dues which

 includes International and State and chapter fees. Ohio prospective members will

 pay International and state dues. Checks will be made out to Ohio State

 Organization and sent to the OSO Treasurer. At this time the prospective members

 become state members until the chapter has been chartered. Chapter dues and/or

 fees will be collected and paid to the chapter treasurer once the chapter treasurer has

 acquired and received the chapter’s EIN number and opened the chapter’s bank

 account.

3. Members of chapters chartered in January through March pay half dues which

 includes International, State and chapter fees. Ohio prospective members will

 pay International and state dues. Checks will be made out to Ohio State

 Organization and sent to the OSO Treasurer. Prior to the chapter chartering, the

 prospective members become state members until the chapter has been chartered.

 Chapter dues and/or fees will be collected and paid to the chapter treasurer once the

 chapter treasurer has acquired and received the chapter’s EIN number and opened

 the chapter’s bank account.

4. Members of chapters chartered in April through June pay the next year’s

 International, State and chapter fees. Ohio prospective members will

 pay International and state dues. Checks will be made out to Ohio State

 Organization and sent to the OSO Treasurer. Prior to the chapter chartering, the

 prospective members become state members until the chapter has been chartered.

 Chapter dues and/or fees will be collected and paid to the chapter treasurer once the

 chapter treasurer has acquired and received the chapter’s EIN number and opened

 the chapter’s bank account.

**After the chartering**

1. Expansion chairman submits receipts to the State President for reimbursement.

2. Expansion chairman contacts the Finance/Business Director at International

 headquarters with the name and address of the new chapter treasurer to request an

 EIN number for the newly chartered chapter. (Form 21)

3. After the EIN number is received, by the new chapter treasurer, she will notify the

 expansion chairman of its receipt. The state treasurer will receive the EIN

 notification from International as well.

4. Expansion chairman selects and assigns mentors to guide the new chapter (refer to

 the mentoring plan below).

**Support for New Chapters-Mentoring Plan**

Who can help a new chapter?

* Expansion Chair and Committee
* Area Leader/Mentor
* Membership Chair and Committee
* Area chapters

What kind of help do new chapters need?

* Induction of members and Installation of officers
* Organization; develop chapter Standing Rules; meetings; agenda; programs; projects; and paperwork
* Finances; developing a chapter budget; and fundraising
* Communications
* Year-long chapter event planning

**Mentoring Plan by Years**

* **Year 1-2**
* The new chapter is assigned a mentor(s) by the expansion chairman when the chapter is chartered.
* The mentor’s role is to serve in the capacity of an advisor/chapter advocate/consultant; to give the chapter continuous support; and give direction/assistance upon request.
* The mentor(s) meets with the new chapter president and members prior to the beginning of the DKG year.
* Prior to each of the chapter’s meetings, the mentor contacts the chapter president to ask if she needs assistance or has questions (to discuss the program, agenda, paperwork due and any concerns).
* A mentor may attend chapter meetings and board meetings as needed or upon chapter request.
* The editor of *The Voice* will becontacted to ensure members are added to the state database for distribution of publications.
* Acquaint the chapter with aspects of OSO, including State Website, Executive Board Meetings, State publications, State Convention, and Biennial Seminars.
* Acquaint the chapter with the International Conferences and Conventions, as well as the International website.
* **Year 3-4 and ongoing**

* The mentor(s) meets with the new chapter president and members at the beginning of the year to discuss concerns, answer questions, and generate ideas (via Zoom or in person).
* A mentor may attend chapter meetings and board meetings as needed or upon chapter request.
* **New chapter mentor qualifications**
* Knowledgeable about DKG and Ohio State Organization
* Willingness to be available
* Is enthusiastic about growing Ohio’s DKG membership
* Patient and kind in assisting a new chapter, has a supportive nature
* Is a DKG member who resides in the area of her assignment
* A pair of mentors may be assigned so they can divide the task of
* attending chapter meetings and board meetings.

**Expansion Committee: 2021-2025**

1. Diana L. Kirkpatrick, Alpha Delta, Expansion Chairman

2. Barb Ade, Gamma Pi

3. Linda Diltz, Beta Rho

4. Karen Dombrowski, Alpha Nu

5. Alice Harker, Beta Rho

6. Molly Tharp, Alpha Psi

08.02.2023 dlk

**International and State Dues**

**International = $40.00**

**State = $13.00 plus $1.00 scholarship fee**

**Induction fees = Dropped…at the 2022 DKG International Convention, members voted to discontinue the initiation/induction fee for new members.**