

ACE (Achieving Chapter Excellence) Award: Established in 1995, the Achieving Chapter Excellence Award (ACE) recognizes Kappa Delta Pi chapters that exhibit outstanding programming in support of the Society's mission and strategic goals.

Active/Inactive Membership: To be considered an active member of Kappa Delta Pi, an individual must pay their society dues (\$39.00) annually. An inactive member is one who has allowed their membership dues to lapse.

Annual Financial Report: Due August 1st, each year. Compiled by treasurer. Provides a snapshot to headquarters and the IRS of a chapter's financial activity for the fiscal year running July 1 – June 30.

Bylaws (Society): The governing laws of the society.

Chapter Bylaws: Chapters are asked to create bylaws for their individual chapter and send them to headquarters for approval every other year. Bylaws include chapter-specific information such as requirements for membership and local annual dues.

Chapter Challenge: Chapters are challenged to donate at least \$150 to the Educational Foundation. There are special rewards and incentives for participating, outlined at <http://www.kdp.org/educationalfoundation/chapterchallenge.php>.

Chapter Dues (see Local Annual Dues)

Chapter Membership Referral Form: Available on the KDP website at www.kdp.org. An individual interested in joining a chapter may fill out this form to express interest in joining KDP on their campus. This form is received by headquarters and passed on to chapter counselors.

Chapter Model Agreement: Chapters are asked to choose a model based on the activities and participation of their chapter. Each chapter must return the signed agreement to headquarters every other year.

Chapter Planning Report: Due October 1st, each year. Compiled by chapter officers. Submitted by the Vice President. Provides headquarters with a chapter's plans set out for the year, assists headquarters in assisting each chapter based on their plans, provides ideas and suggestions for other chapters.

Charter: Each chapter receives a framed charter at the time of installation, recognizing them as an official chapter. The charter is signed by the current Executive Council and Executive Director.

Charter Installation: The ceremony to mark the official start of a new chapter; also time to induct charter members into a new chapter.

Charter Member: Members that join their chapter at the installation of that chapter.

Convocation (Convo): Kappa Delta Pi's Biennial conference, generally held the last weekend of October or first weekend of November. A wonderful professional development opportunity for education students, faculty, administrators, and classroom teachers.

Counselor: The faculty advisor that assists student officers of collegiate chapters; serves as the main contact for the chapter regarding information and updates from Headquarters.

CRM: The database used at headquarters to track information about chapters and members.

Delegate: Each active chapter shall elect one voting delegate and may elect one or more nonvoting delegates who may serve as alternates. All delegates and alternates must be active members of the chapter they represent.

e-Postcard (or IRS e-Postcard or Form 990-N): A short form required to be filed to IRS by November 1st each year. The RCCs file e-Postcards on behalf of the chapters.

The Educational Forum: a peer-reviewed journal published quarterly to provide thought-provoking, challenging essays, research reports, and featured works designed to stimulate dialogue in education on a worldwide scale.

Educational Foundation: The Society's Educational Foundation is a 501(c)3 organization that supports the scholarships, grants, and professional development programs that make Kappa Delta Pi, International Honor Society in Education, an educational leader.

Essential Guide for New Members: The member benefits booklet, recently redesigned, especially for the KDP chapters.

Executive Committee: Officers at the chapter level.

Executive Council: The members of Kappa Delta Pi's National council include 7 members: President, Past President, President elect, two Vice-Presidents, Professional Representative, Member-at-Large, Laureate Member, and Student Representative. Kappa Delta Pi members can apply to represent KDP on the executive council each biennium.

Fiscal Year: KDP's financial year – July 1st through June 30th each year.

Honorary Member: a membership in KDP, paid for by the chapter on behalf of the member; a record of distinguished service in the cause of education for an individual not eligible for membership in another category or who holds a degree in education. Chapters may elect no more than two honorary members during any year.

HQ (Headquarters): Located in Indianapolis, Indiana. Staffed by professionals in four departments: Executive, Publications, Administration, and Chapter Services.

iLead: Regional Leadership Conferences offered on off-years of KDP convocation.

Induction/Initiation: The ceremony held, depending on chapter model, to induct/initiate new members into the chapter (and the society)

Initiate Application: a one page application with carbon copy. Top copy (original) is sent to headquarters for processing, carbon copy is for the chapter's records. One is sent for each inductee (initiate) with one initiation coversheet and one check for the group.

Initiation Cover Sheet: Required form to be included with each group of Initiate Applications sent to Headquarters.

Installation (see Charter Installation)

KDP News: *What's new at KDP? What benefits and discounts does your membership bring? When is Convocation? How do you find and connect with other members? What is on sale in the KDP Store? How is KDP involved in the world of education? Look to your KDP News e-newsletter for all that is KDP, including links to networking sites and online resources. Watch your Inbox for KDP News' mid-month arrival and browse the headlines for KDP news you need.*

KDP Store: www.kdpstore.org houses all KDP's chapter supplies, apparel, publications, merchandise, and more. Essential chapter initiation supplies should be ordered through the store.

Laureate/Laureate Chapter: The Honorary Laureate Chapter was established in February 1924 to honor men and women who had made outstanding contributions to the development of professional education. John Dewey was the first nominee. Since 1924, 293 eminent educators have been named to Kappa Delta Pi's Laureate Chapter. Albert Einstein, Margaret Mead, Eleanor Roosevelt, Jean Piaget, and George Washington Carver were all Laureates in earlier times. The KDP Laureate Chapter includes 60 living educators.

The Leader: As a chapter officer or counselor, you can look to *The Leader* for KDP updates, tips, and ideas, as well as resources to help you develop, maintain, and grow your chapter and enrich each member's chapter experience. *The Leader* is e-mailed on the 15th and 30th of each month.

Literacy Alive (LA): Literacy Alive! is a national initiative to encourage lifelong learning through literacy. This initiative encompasses various programs, from basic book drives to a semester-long partnership with a school, to strengthen reading skills and enrich lives. Each spring, the KDP Educational Foundation supports KDP chapter programs that bring literacy to life through special refunding grants.

Local Annual Dues: Dues charged by a chapter per member to cover chapter expenses. Local dues cannot exceed \$39.00.

Membership Certificate: Each new initiate/inductee should receive this certificate, ordered from www.kdpstore.org. This commemorates their membership in Kappa Delta Pi.

NCO (New Counselor Orientation): Each new counselor is provided with this hour-long training session to acquaint the counselor with all information necessary to run a successful chapter.

New Member News: During your first year of KDP membership, you receive this brief e-bulletin to learn about all the benefits, services, and resources available to you through your KDP membership. Look for its arrival during the first week of each month.

New Teacher Advocate (NTA): a partner for success to beginning educators. Through the stories, practice-oriented articles, resource connections, and expert advice from educators at all levels, the pages of this Kappa Delta Pi quarterly publication inform, encourage, and inspire new teachers.

Officer Report: After an officer election, this report is due within two weeks. Officers are entered via the members-only web portal and provide Headquarters with information to assist each chapter and send officer-specific information to the correct officer.

Officer Training Webinar: Officer training videos available through the KDP website.

One-time Initiation Fee: A chapter can choose to charge new members a one-time fee to help cover the cost of the initiation ceremony and other items. Chapters can charge this fee in lieu of local annual dues.

Professional/Alumni Chapter: Professional chapters are geographically based groups that offer members the chance to stay active in Society life by participating in various personal and professional development and service activities. Professional/alumni chapters bring together educators in the same area to network with other professionals, to obtain best teaching practices, or to assist in pursuing higher educational professional development or degrees.

RCC (Regional Chapter Coordinator): The individual that oversees the chapters within each region. RCCs conduct training, interact with chapters through personal visits and phone calls, and are available to answer questions.

Rebate: After the first year of membership, headquarters collects a member's society and local chapter dues. The dues collected are sent to the chapter in the form of a "rebate" check twice per year. A chapter must have filed their Annual Financial Report in order to receive this check, and it must be deposited within 90 days of the check date and will only be re-issued within one year of the original check date.

The Record: The *Kappa Delta Pi Record*, published quarterly, presents practical articles on compelling topics and issues important to practicing educators who teach at all levels and in a wide range of disciplines in classrooms and other educational settings. By providing the best teaching strategies, ideas, and examples of applied theory, concepts, and practice, the *Record* encourages and promotes professional growth in the field of education.

Recruitment Brochure: An informational brochure available through the KDP store to use as a resource when recruiting members. \$0.30 each. Available online at www.kdpstore.org

Region: Each chapter is a part of a specific territory based on location and number of chapters in their area. The territories are: Northeast, Southeast, Midwest, West, Community Colleges, Online Universities, and Professional/Alumni Chapters.

Society Creed: This certificate outlines the Society's ideals with a location for the signature of the chapter counselor and president. It is generally presented to a new member with the Membership Certificate. Available for order from www.kdpstore.org for \$0.40 each or in a packet with the Certificate and *Essential Guide for New Members*.

Society Dues: Dues paid to be an active member of the Kappa Delta Pi national society. Regular Membership dues are \$39.00 per year, or \$72.00 for a two-year membership. Please see <http://www.kdp.org/aboutmembership/joinkdp.php> for other membership types and more information.

Solutions: *Solutions* is a monthly resource e-newsletter with something for everyone. On the 25th of each month, *Solutions* brings you the popular *Resource Roundup* and *Ideas to Go*, as well as the topical bulletins *ProPointers* (for practitioners) and *Novice Notes* (for students). Additionally, *Solutions* links you to current research on various issues through *Research Reports* and headlines across the continent through *Education in the News*, as well as upcoming Webinars and special events through the *e-Chapter* or *Monthly Highlight* columns.

Web Portal: A members-only area of the KDP website, where counselors can enter officers and update other chapter information. A member's username starts as their e-mail address on file and their password is their member number. This can be re-set to default any time by request to Headquarters.

Year-End Summary Report: Due June 1st, each year. A follow-up to the Chapter Planning Report. Provides headquarters, specifically the RCCs, with information on chapter successes and challenges throughout the year. Provides more material to share with other chapters in our collaborative spirit.

Other Acronyms

ATE: Associate of Teacher Education

AACTE: American Association of Colleges with Teacher Education

NCATE: National Credentialing Association of Teacher Education

AERA: American Education Research Association

ASAE: American Society of Association Executives

NACCTEP: National Association of Community Colleges with Teacher Education Programs

COE/SOE: College/School of Education