



Chapter Operations Guidebook



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Working in tandem with the Officer Guidebooks also included in the Chapter Resource Notebook, the Chapter Operations Guidebook is designed to help the chapter's Executive Committee understand the basic principles of chapter operations. While this guidebook presents a brief overview of chapter operations, the Chapter Officer Guidebooks present "how to" information for carrying out the individual responsibilities to collectively manage and enhance the chapter.

Support from Society Headquarters

A regional Chapter Resource Consultant is ready to assist your chapter with ongoing development, resources, and needs. For more information, contact your consultant at Headquarters by calling 800-284-3167, or access Chapter Services Online at www.kdp.org

Section 1: Defining Chapter Success

Society Mission

Kappa Delta Pi's mission is to recognize outstanding scholarship in the field of education. Kappa Delta Pi endeavors to create opportunities and programs that will enable members to pursue professional development and excellence throughout the life cycle of career educators. In view of these goals, chapters are the most significant vehicle through which members may involve themselves in opportunities that promote their professional development and expand their expertise.

Chapter Success

The chapter's success is directly related to the time and effort put forth in preparing and training the chapter's officers. Goal-setting, action-planning, budgeting, and involving members through the chapter committee structure are some of the most significant tasks that the chapter must accomplish. While this guidebook provides general overviews of operating a chapter, the individual Officer Guidebooks elaborate on methods for the chapter to achieve success.

Guidelines

The following information lists basic guidelines for maintaining an active chapter, acting as the Society's minimum requirements. These basic guidelines enable your chapter to achieve and remain in good standing with the Society. To use these guidelines in creating a strong membership experience, reference the list of additional activities and support services that follow this section.

If a chapter is not currently operating at a level noted in this guidebook, the *Counselor's* and *President's Guidebooks* outline a growth plan to make the task of developing the chapter more manageable. A Chapter Resource Consultant at Society Headquarters is available to assist the chapter and provide valuable resources, promoting the chapter's growth.

Minimum Requirements for Chapters

The minimum requirements for a Kappa Delta Pi Chapter to remain active and in good standing with the Society are as follows. These requirements also are noted in the Society Constitution and Bylaws.

- Each chapter must hold at least two meetings during the Society year.
 - At least one meeting shall include an initiation.
 - At least one general member event or function
- Each chapter must send a representative to at least one Society meeting over the course of two consecutive biennia.
- Each chapter must file required Annual Reports no later than August 1 of each year.

- New member information and \$38.00 for the Society initiation fee must be submitted to Society Headquarters within two weeks after the initiation for each new member.

The Society Constitution and Bylaws also expect that:

- Chapter officers must be elected by July 1.
- Each chapter actively maintains and involves three required standing committees — the Executive Committee, the Program Committee, and the Membership Committee.

Chapter Success Strategies

Following are ideas that have proven to result in successful experiences for local members. View more chapter activity suggestions online at www.kdp.org in the Chapter Services section.

- Sponsor a professional development program.
- Participate in Society-sponsored Reading Is Fun Week or Celebration of Teaching Program.
- Conduct a fund-raiser.
- Elect officers early—by April 1.
- Maintain a chapter newsletter, chapter Web page, or bulletin board for communication.
- Conduct membership meetings at least four times per academic year.

Recognition of Chapter Excellence

To recognize effective chapter operation, the Society designed the Achieving Chapter Excellence (ACE) Award Program. Contact your Chapter Resource Consultant for more information on this program.

Services to Chapters

Kappa Delta Pi provides numerous resources to support chapters. Headquarters staff members called Chapter Resource Consultants who act as liaisons for chapters and Headquarters, support chapter leaders, and conduct regional conferences. Other resources are as follows.

- *The Leader* - a monthly e-newsletter for the Executive Committee,
- Leadership tools at Chapter Services Online at Kappa Delta Pi's Web page,
- Mock Interview Program information,
- Reading is Fun (RIF) Week grants and strategies,
- Regional chapter Cluster Meetings,
- New Counselor Orientation Packages,
- Initiation materials,
- Celebration of Teaching grants and strategies,
- Chapter Recognition Awards, and
- The Honor an Educator Program.

More information about these resources is available online in the *Chapter Resource Notebook* or by contacting your Chapter Resource Consultant at Headquarters.

Local Chapter Bylaws

Each chapter is expected to maintain chapter bylaws. Local chapter bylaws are policies specific to each chapter's operation. While there are many areas for which Kappa Delta Pi has defined parameters in the chapter bylaws, there also are areas that a chapter may define specifically for its campus and member demographics. The Society has a sample form for chapter bylaws that chapters may simply complete by filling in the blanks. Every two years, amendments to the Society Constitution and Bylaws could be made that may affect the chapter's bylaws. When such amendments are made, the Society will forward the updated information to the chapter counselor.

Though chapters may not make their bylaws more flexible than the Society's sample form, they may make policies regarding chapter operation more stringent. For example, the Society requires that, to be eligible for membership, undergraduates must have at least a 3.0 grade point average on a 4.0 scale. While a chapter could not adjust this criterion to read 2.75, it could amend its bylaws to 3.25. Chapters may want to include in their bylaws specific parameters regarding membership recruitment, chapter dues amount, the election process for officers, and any other issues in which consistency and continuity from year to year is imperative to the integrity of chapter operations.

Amending Chapter Bylaws

To amend your chapter's bylaws, a copy of the proposed amendment must be sent to all active chapter members at least ten days prior to the meeting at which members shall vote upon the item. To pass an amendment, a 2/3 vote of the active membership present at the meeting is required. Upon updating the chapter's bylaws, the Executive Committee must then send a final copy to the regional Chapter Resource Consultant for approval by the Society Headquarters.

Chapter Finances

To operate, chapters must plan while using a budget. The *Treasurer's Guidebook* provides an outline of the chapter budgeting process. There are a number of ways by which the chapter may access income. It is recommended that local chapter dues be used to cover chapter administrative costs, while funds raised through chapter fundraising efforts should be used for chapter programming, service efforts, and Society conferences like Convocation.

Local Chapter Dues

Each chapter is encouraged to establish a nominal dues amount to cover administrative expenses—such as Convocation, chapter letterhead, chapter initiation materials, and chapter newsletter. Chapter dues should be noted in the local bylaws. An amendment in chapter dues amount must be brought up for a vote before the entire chapter, as noted in the chapter's bylaws. The Annual Report of the chapter must include the chapter dues amount, as Society Headquarters will use this information when sending Renewal Notices to members.

Fund-Raising

Local chapters have the opportunity to raise funds to finance chapter projects. Generally speaking, funds raised from the community should be used for chapter projects that benefit members and the community rather than chapter administrative operations. Fund-raisers can be held to support travel of chapter members to Convocation, offer local scholarships, or invite a renowned speaker to campus. The Treasurer and Foundation Representative should work together to organize all chapter fund-raising activities.

New Initiate Information Forms

Prior to or at the initiation, all prospective members should complete a New Initiate Information Form. This form, along with Society dues and the New Initiate fee (\$38.00), must be forwarded to Society Headquarters within two weeks after the initiation. New initiates will not receive services and benefits from Headquarters until all Society membership fees and corresponding New Initiate Information Forms have been received from the local chapter.

The Annual Report

The Annual Report is a summary of the chapter's activities and finances over the fiscal year and the chapter leaders for the upcoming fiscal year, July 1–June 30. This report is absolutely critical to Society operations, as it enables the Society to retain its not-for-profit status with the Internal Revenue Service. The financial section of the Annual Report must be completed accurately and sent to Headquarters by August 1 of each year. Chapters should maintain accurate records of funds received and expenditures to ensure the ease of filing this report. The *Treasurer's Guidebook* describes methods to monitor chapter finances and how to complete this report. Copies of past years' Annual Reports should be maintained within local chapter files for future reference and record-keeping.

Section 2: Committees and Officers

Committees of the Chapter

Committees are the vehicle by which the chapter gets things done and maximizes the chapter's potential. With the chapter's goals in hand, the president and Executive Committee may delegate certain goals to the appropriate committees that will lead the chapter to achieving its potential. Committees should meet outside general membership meetings to organize their strategies for the chapter.

There are three committees that the Kappa Delta Pi bylaws expect each chapter to have—the executive, membership, and program committees. A list of responsibilities for these committees follows.

Responsibilities of the Standing Committees

The President, Membership Chair, and Vice-President coordinate the following Standing Committees, respectively:

Executive Committee

The Executive Committee is composed of the elected officers—Counselor, President, Vice-President, Membership Chair, Treasurer, Secretary, Historian, and Foundation Representative.

- Set goals for the chapter;
- Prepare calendar for the year;
- Vote on major issues of the chapter, including bylaws, budget, and local scholarship amount(s); and
- Oversee all chapter operations.

Membership Committee

- Generate list of potential members;
- Prepare and implement orientation program;
- Coordinate initiation ceremony;
- Work with Secretary and Treasurer to complete initiate list information; and
- Conduct Member Interest Survey that is included with the *Membership Chair's Guidebook* or at www.kdp.org in the Chapter Services section.

Program Committee

- Compile data from the Member Interest Survey conducted by the Membership Committee to plan annual calendar of programs;
- Coordinate fund-raisers, job-search preparation programs, service projects, speakers, and other creative ideas to provide new opportunities and experiences for chapter membership;
- Coordinate programs to recognize member accomplishments; and
- Monitor progress; follow up with subcommittee chairs periodically.

Additional Committees and Chairs

Once the three standing committees are established, additional committees and subcommittees may be formed depending upon the chapter's goals and activities. If the local chapter has many programs scheduled throughout the year, it is recommended that the chapter develop a fund-raising committee or service, social and professional development subcommittees within the Program Committee. If an ad hoc committee is going to become a standing committee in the chapter, the local bylaws should note this.

The Membership Chair also may coordinate the following subcommittees to organize various tasks and communications for membership:

- Recruitment Drive (see Membership Recruitment Guidebook for more information)
- Initiate/Member Communications (i.e., phone tree or phone-a-thon)
- Initiation (i.e., set-up, tear down)
- Post-initiation follow up
- Renewals/Alumni Communications

The Vice-President may coordinate the following subcommittees of the Program Committee to meet the ongoing needs of the members:

- Service
- Professional Development
- Social
- Public Relations/Publicity

The Treasurer may coordinate the following committees or subcommittees to organize funds and facilitate communication:

- Budget
- Alumni Relations (coordinate with Membership Chair)
- Local and National Scholarships (coordinate with Foundation Representative)

The Secretary may coordinate the following committees or subcommittees to enhance member communication:

- Chapter Newsletters
- E-mail Listserv
- Chapter Web site
- Member Communications (with Membership Chair)
- Bulletin Board

The Historian may coordinate the following committees or subcommittees to offer member and chapter recognition:

- ACE Award Portfolio
- Awards
- Member Participation Program
- Portfolio/Scrapbooking
- Reporting

The Foundation Representative may coordinate the following committees or subcommittees to promote scholarships, fund-raising, and contributions to the Education Foundation:

- Local and National Scholarships
- Fund-raising
- Educational Foundation

Officers of the Chapter

The chapter officers promote the Society's mission by establishing events for the chapter and creating a structure for completing delegated tasks. All officers need to be active members of the Society and the chapter. Furthermore, each chapter is required to fill the following officer positions.

Brief descriptions of each position follow, while more detailed information is included in the individual officer guidebooks.

Overview of Officer Responsibilities

The following officers are members of the chapter's Executive Committee. This suggested list of officer duties may need to be adapted to fit the chapter's structure.

President

- Preside over all general membership and Executive Committee meetings;
- Organize officer elections and officer transition;
- Complete Annual Report after Treasurer has completed the financial section;
- Appoint committee members when necessary;
- Monitor performance of committees;
- Guide the Executive Committee in setting chapter goals and preparing the chapter calendar;
- Recognize membership accomplishments;
- Be familiar with governing principles of Kappa Delta Pi;
- Participate in chapter programs and activities; and
- Submit reports as required.

Vice-President

- Preside in absence of the President;
- Chair the Program Committee and conduct programs designed to maximize member retention; and
- Conduct all public relations for the chapter. Ideally, public relations should be conducted by an entire committee, with the Vice-President serving as chair.

Membership Chair

- Preside over meetings of the Membership Committee;
- Manage selection of members;
- Host recruitment efforts; and
- Create and implement ongoing methods for retaining membership.

Treasurer

- Receive and record all new initiate documents;
- Keep accurate records of chapter funds;
- Complete the financial section of the Annual Report;
- Access university funding;

- Coordinate the budget preparation process; and
- Assist Vice-President, Program Committee, and Foundation Representative with development of fund-raisers.

Secretary

- Maintain minutes and attendance records at meetings;
- Formulate agenda, in conjunction with the President, to be used at meetings;
- Submit New Initiate Information Forms and fees within two weeks after the initiation;
- Conduct all chapter correspondence; and
- Maintain accurate records of active, inactive, and chapter membership.

Historian

- Preserve all chapter documents and historical records;
- Develop a photographic history of the chapter;
- Call Headquarters at least four weeks prior to chapter's initiation for historical information (if not already obtained); and
- Document chapter activities and forward to Society Headquarters.

Foundation Representative

- Develop fund-raising programs to motivate individuals to donate to Kappa Delta Pi's Educational Foundation;
- Promote Foundation scholarships; and
- Become the liaison between the chapter and the Kappa Delta Pi Educational Foundation.

Counselor

- Install the officers of the local chapter;
- Serve as a member of the chapter's Executive Committee;
- Mentor chapter officers;
- Serve on the Membership Committee;
- Assist in planning chapter activities; and
- Act as a liaison between the chapter, college faculty, and administration to keep others informed of activities and events.

Officer Elections

Officers for each academic year should be elected at a general membership meeting prior to April 1 so that each new officer has an opportunity to work with the outgoing officer. It is recommended that current officers identify members qualified to replace them at the end of their term. If this is done, the chapter will not struggle to fill the officer positions.

Any member who is active in the chapter (i.e.: chapter dues have been paid) is eligible to run for chapter office. Names of candidates for office must be submitted to the Executive Committee two weeks prior to the election. Chapter officers may be elected in one of the following ways:

- During any regular meeting of the chapter;
- Through a ballot mailed to all active members;
- Through a combination of both methods.

Other options:

- Online/e-mail voting;
- Phone elections.

A majority vote of active membership present is required for election. While the counselor must be a member of the university faculty, the associate counselor does not need to be a member of the faculty and may be an active member who resides in the local community. Except where institutional policies dictate otherwise, the counselor shall be elected in the same manner as the officers of the chapter. Counselors must be active members of Kappa Delta Pi, having paid both the Society and chapter dues. In cases where there is no counselor, the Dean shall perform the duties of the counselor. Alumni chapters are the exception and may select a chapter counselor from their active members without a vote.

Vacancy

If an officer position becomes vacant during the academic year, the counselor and/or president may call a special meeting of the Executive Committee for the purpose of filling the vacancy.

Ultimately, it is the officers' duty to manage the chapter and maintain the integrity of the chapter's strength. Candidates for officer positions should be made aware of this responsibility before elections begin.

Officer Transition and Training

An officer retreat will help enable a smooth move from one year's officers to the next. During this time, the officers will be able to train the incoming chapter officers on the specific duties and responsibilities of the positions. This is highly recommended for the continuity of the chapter and its activities. The *Counselor* and *President Guidebooks* include strategies and a training agenda to enable successful transition of outgoing and incoming officers.

Section 3: Membership

Members are the lifblood of the organization and enable chapters to be a viable entity known for outstanding programming for students and professionals in education. Kappa Delta Pi, International Honor Society in Education, invites into membership the world's top students in education, teachers, higher education faculty and staff, and others who have made significant contributions to the field of education.

Kappa Delta Pi members, also known as Kadelpians, span academic disciplines and ages. It is Kappa Delta Pi's diversity of experience and caliber of member performance that set it apart from other like organizations. Each chapter should strive to invite the maximum number of members possible, including undergraduate, graduate, and doctoral students where applicable.

More members will enable the chapter to conduct the programs and projects it chooses to plan. Chapters are encouraged to invite into membership all eligible potential members, based on Society and chapter bylaws.

Membership Qualifications

The Membership Committee may determine in one of three ways who is eligible for membership. Exact qualifications for membership are listed in the Society Constitution and Bylaws, the local bylaws, and the *Membership Chair's Guidebook*.

1. Retrieve a list of students from Registrar's office based on eligibility criteria.
2. Present a list of candidates - individuals invited to or requesting membership to the Executive Committee for consideration.
3. Present a list of candidates - individuals invited to or requesting membership - to the entire chapter for consideration.

A favorable vote by a majority of the members in attendance is required for election. See the Membership Recruitment Guidebook for strategies and tools. Following are the requirements for various areas of membership into Kappa Delta Pi.

Chapter Membership Qualifications

Members will remain active in the chapter and the Society as long as Society and local chapter dues are paid. A member is not required to pay local chapter dues after their first year of membership; therefore, once the members have been initiated, the chapter should offer programs that interest them so they continue their participation, even after graduation.

Membership Eligibility

To qualify and remain active, members must:

- demonstrate worthy educational ideals;
- express interest in continuing in the field of education;
- show desirable professional qualities;
- show evidence of leadership attributes; and
- pay annual Society membership dues.

Requirements for Undergraduate Students:

- At least a final-term sophomore with 50 semester hours or 75 quarter hours;
- At least 12 semester hours of education courses must be programmed, in progress, or completed; and

- Grade-point average of at least 3.0 on a 4.0 scale, or student must be in upper one-fifth of the school of education.

Requirements for Graduate Students:

- Graduate admission status;
- Completion of six or more semester hours of credit toward degree pursuing;
- Cumulative grade-point average on all graduate work of at least 3.25 out of 4.0; and
- At least 12 semester hours of professional education courses programmed, in progress, or completed.

Requirements for Faculty and Staff:

- Faculty status at institution; and
- Number of faculty and staff initiated at any initiation shall not exceed the number of other initiates.

Requirements for Outstanding Contributors to the Field of Education:

- College graduate who is preparing for, engaged in, or retired from educational work; and
- Must have a 3.0 grade-point average on a 4.0 scale if a baccalaureate degree only is held, or a grade-point average of at least 3.25 on all graduate work if 12 or more semester hours of graduate credit have been earned, or must have a distinguished performance record consistent with the ideals of Kappa Delta Pi.

Requirements for Honorary Membership:

- Record of distinguished service in the cause of education;
- Honorary membership is not open to anyone eligible for membership in another category or who holds a degree in education;
- No chapter may elect more than two honorary members during any year; and
- In the first year, the chapter pays \$50.00 membership dues to the Society on behalf of the member, and the member is billed for regular dues in subsequent years.

Membership for students attending satellite campuses

- The enrollment figures reported on the Annual Report will not include those students attending a satellite campus that is more than 60 miles from the main campus. The 10% criteria for membership will be based on the enrollment of the main campus only. Students attending satellite campuses will have the option of becoming a member through the chapter at the main campus or becoming a Member-at-Large. Counselors will have the option of initiating students at affiliated campuses.

Chapter Membership Procedures

Member Orientation

Orientation meetings are to be held prior to the day of the initiation ceremony. They should inform potential members about the Society and the local chapter. More information regarding member education may be found in the *Membership Recruitment Guidebook*.

Initiation

The Kappa Delta Pi ritual and initiation ceremony has a long tradition. It is designed to gain commitment from members to support the Society's ideals. Every chapter follows the ritual as set forth in the *Ceremonies and Rituals Booklet*, which can be purchased from the KDP Store. The ceremony should be conducted in a dignified manner that will impress upon new members the importance of the ideals of the Society.

Renewal

Kappa Delta Pi strives to maintain a package of services that benefit members at every stage of their careers. Though one is a member for life, many initiates are not aware that they will continue to grow from the valuable services throughout their career if they continue to pay annual dues. While the Society encourages new members to remain active (dues paid) in Kappa Delta Pi for years to come, the chapter also should educate new members about their need to renew membership every year so they never experience a lapse in services. Membership renewal also benefits the chapter. As a service to chapters and members, the Society sends an invoice to members for dues on their anniversary date. The invoice includes both Society and chapter dues. Members are only required to pay Society dues; therefore, it is in the chapter's best interest to continue communication with the member after graduation and involve them in chapter activities. The chapter will receive a rebate check twice per year for the chapter dues paid by a chapter's renewing members during a six-month period.

National Membership Benefits and Support

The benefits of Kappa Delta Pi membership are designed to help active members grow professionally. Access to exemplary programs, publications, and educators top the list of services. Programs available include conferences on Society issues and hot topics in education. The biennial three-day Convocation offers a variety of professionally presented workshops and speakers. Regional conferences and Leadership Forums also are available at different locations each year. A list of membership benefits is available at www.kdp.org.

All of the Kappa Delta Pi publications are nationally recognized tools to aid an educator. The books and journals share research and practical strategies on a broad spectrum of topics to a variety of audiences. The *New Teacher Advocate*, for example, is designed to assist the novice educator in the first few years of teaching. The *Kappa Delta Pi Record*, published quarterly, presents practical articles on compelling topics and issues important to classroom teachers at all levels. Written by practicing educators, feature articles and departments address learning avenues for teachers as well as students. Timely topics invite reader response and stimulate dialogue. *The Educational Forum*, published quarterly, solicits manuscripts that challenge existing ideological and theoretical boundaries on national and international educational issues. Through the inclusion of compelling, thought-provoking perspectives, *The Forum* intends to serve as a catalyst for stimulating and encouraging dialogue and for transforming the thinking about education. Sample articles and information on other publications are accessible at www.kdp.org.

Members have access to Kappa Delta Pi Laureate Chapter, which includes 60 the top scholars in the field of education. Laureates serve as journal guest editors, contribute learned articles, and speak at regional meetings and Convocation. One member serves as the Laureate Counselor on the Executive Council each biennium. These professionals include John Goodlad, Howard Gardner, John Brademas, and Nel Noddings, to name a few. Laureates also include the National State Teachers of the Year and Golden Apple Teachers.

In addition to teaching and research tools, members may access opportunities to receive scholarships and awards. The Kappa Delta Pi Educational Foundation awards more than \$100,000 a year in scholarship monies to applicants through local chapters. With more than 550 local active chapters, there is an opportunity to enhance leadership experiences, professional growth, fellowship, and networking.

Society Membership Fees

Outlined here are the membership fees required for Society membership.

- **New Members:** \$38.00; includes membership dues and one-time initiation fee.
- **Regular Membership:** \$38.00.
- **Honorary Membership:** \$50.00 paid by chapter in first year only; \$38.00 billed to member in subsequent years.
- **Life Membership:** a member may become a Life Member any time after their initiate year; \$1,000.00 dues to be paid in one installment or over a period of four years.
- **Retired Membership:** available to members who have reached the age of 60 and are fully retired from educational work. Kappa Delta Pi offers a reduced rate for retirees of \$18.00 per year.

Section 4: Society Conferences & Events

Convocation

Biennially, Kappa Delta Pi holds an international conference for its members. The main purpose of Convocation is to plan for the future of Kappa Delta Pi and provide a program of professional development opportunities that address advancements and current issues in education. Convocation serves as an opportunity for chapters to share their voices in the future direction of Kappa Delta Pi. Members engage in fellowship, professional development, and networking. Exemplary leaders in education, including William Ayers, Howard Gardner, Elliot Eisner, John Goodlad, and Linda Darling-Hammond have been speakers in the past.

Delegates

Each active chapter of Kappa Delta Pi is required by the Society Constitution and Bylaws to have a delegate represent the chapter at Convocation. The Society will provide an allocation to help defray the cost for chapter participation in Convocation. The delegate of the chapter must be an active member and must participate in the Business Session at Convocation.

Achieving Chapter Excellence (ACE) Award

ACE Awards are presented to Kappa Delta Pi's exemplary chapters once each biennium during Convocation. The purpose of the ACE Award is to recognize outstanding local chapter programs, promote an ongoing Society awards program, establish a standard for chapter operations, and incorporate the Society's mission and ideals into chapter operations.

***I Teach* Regional Conferences**

Through workshops, panel discussions, and keynote speakers, the *I TEACH* conference provides novice teachers with supportive tools for their first years in the classroom. The audience will include chapter members and nonmembers.

Participants will gain:

- An understanding of the student teaching experience.
- Creative ideas and suggestions for classroom practice.
- Insights and inspirations from experienced teachers.
- Networking opportunities with a variety of educators and students.

Leadership Forums

This award-winning conference provides leadership training and goal-setting workshops for chapter officers. Enjoy the opportunity to network with other area leaders.

Participants will leave with:

- An understanding of their personal leadership style and how it interacts with other styles.
- Strategies to conduct chapter goal setting with other officers.
- Strategies to involve members and officers in chapter planning and activities and advance their commitment to the chapter.

- An understanding of Kappa Delta Pi resources available to assist in chapter management.
- New ideas for membership retention, chapter programming, fund-raising, publicity, rewards and recognition, service projects, professional development projects, and RIF Week.

Target Audience

The target audience for the Leadership Forum is chapter officers and prospective officers. At the very least, the chapter president and vice-president should attend; however, the program also will benefit other members of the chapter's Executive Committee and members who are considering a future leadership role within the chapter.

Cluster Meetings

Participants will experience:

- Networking and idea-sharing with fellow chapter leaders
- An opportunity to collaborate on programming with nearby chapters
- Education of Kappa Delta Pi resources available to support chapter
- New ideas for addressing common chapter challenges.

Target Audience

The target audience for a Cluster Meeting is chapter officers and counselors. At the very least, the chapter president and counselor should attend; however, other members of the chapter's Executive Committee and members who are considering a future leadership role within the chapter will find the program beneficial.

Chapter events

Chapter programming is the key to member retention. Chapter events should be designed to support member needs. Chapters should conduct the Member Interest Survey located in the *Vice-President's Guidebook* and online at www.kdp.org in the Chapter Services section to identify target areas for chapter programs. With Kappa Delta Pi's philosophy of providing opportunities and resources to support an educator throughout his or her lifetime, chapter programs connect the chapter with the community and enable members to put classroom learning into action.

Five areas should be targeted for chapter programming

- Professional Development
- Member recognition
- Service
- Social/Networking
- Fund-raising

The Society also sponsors two national programs: Reading is Fundamental (RIF) and Celebration of Teaching (COT). More information about these programs is available within Chapter Services online at www.kdp.org. Programming ideas are available at KDP Online or by contacting your Chapter Resource Consultant at 1-800-284-3167. In addition, the *Vice-President's Guidebook* has useful forms for planning chapter programs.

Appendix I: Chapter Monthly Checklist

The Kappa Delta Pi fiscal year begins July 1 and ends June 30 of the following year. This checklist specifies the basic activities the chapter should complete during the year. Use this planning tool as a guide and adapt it as needed to reflect your institution's academic calendar. As the chapter plans additional activities, add them to the checklist. Contact your Chapter Resource Consultant at 800-284-3167 with any questions.

July

- Finalize the chapter's Annual Report and submit it to Society Headquarters online at www.kdp.org in the Chapter Services section by August 1.
- Hold any meetings of the chapter or Executive Committee scheduled for the summer.

August

- Submit Annual Report online at www.kdp.org in the Chapter Services section by August 1. Provide the chapter officers' names, addresses, and membership numbers; overview of chapter activity; and chapter financial information.
- Conduct officer retreat and set goals if not completed in April. Information on this subject is found in the *Counselor's* and *President's Guidebooks*.
- Secure approval of annual budget. More information about creating a chapter budget is located in the *Treasurer's Guidebook*. The Executive Committee should approve the budget at the first meeting of the year.
- Review the chapter's event calendar; establish an event calendar if one was not created in the spring. The Vice President and the program committee should set the calendar. Program ideas are located at www.kdp.org in the Chapter Services section.
- Submit updates for officers' contact information to Society Headquarters by calling 800-284-3167, e-mailing mcs@kdp.org, or completing the Officer Add/Change form at www.kdp.org in the Chapter Services Section.

September

- Invite members to the first meeting. Activity ideas are located at www.kdp.org in the Chapter Services section.
- Prepare the first chapter newsletter; refer to the Chapter Newsletter Template at www.kdp.org in the Chapter Services section for a sample. Information about creating a chapter newsletter also is located in the *Secretary's Guidebook*.
- (odd numbered years) Finalize plans for Convocation attendance. Confirm who is attending as the delegate and as participants, which would have been determined in the spring. Register via www.kdp.org or by calling 800-284-3167.
- Distribute the chapter's event calendar to members.
- Plan initiation ceremony, if applicable.
- Document activity for ACE Award, if applicable. More information about the ACE Award and how to apply is located on the KDP Web site in the Chapter Services section.

- Read *The Leader* and implement any ideas. *The Leader* is e-mailed monthly from Chapter Services to all chapter officers.
- Request from the Registrar's Office a list of all students qualified for membership. For the eligibility criteria, review the chapter's bylaws or access the Chapter Bylaws Template at www.kdp.org in the Forms and Brochures section. For a sample letter to the Registrar and a sample Recruitment letter, visit Chapter Resources at www.kdp.org in the Chapter Services section.

October

- Conduct an Executive Committee meeting.
- (odd numbered years) Finalize plans for Convocation attendance.
- Distribute scholarship applications to members. More information is available at www.kdp.org in the Scholarships/Grants section.
- Deposit the rebate check sent from Society Headquarters for the chapter's dues from membership renewals within the previous six-month period. The rebate check is mailed on or after October 1 to the Counselor at the chapter's address. Additional information on rebate checks is located in the *Treasurer's Guidebook*.
- Send the chapter newsletter.
- Conduct a chapter meeting to get members excited about the upcoming year and involved in the chapter. Ideas for activities may be found at www.kdp.org in the Chapter Services section.
- Plan a fund-raiser to support the chapter's events or attendance at Convocation.
- Begin preparation for the chapter's RIF Week event, which will occur in April. Locate RIF information at www.kdp.org in the Chapter Services section, or contact your Chapter Resource Consultant at 800-284-3167.
- Invite members to join. Refer to the chapter's bylaws for specific guidelines on your chapter's membership requirements.
- Conduct a new member orientation program. More information about this program is in the *Membership Chair's Guidebook*.
- If holding an initiation, initiate new members. An Initiation Guide with a checklist and timeline is available in the Chapter Resources area at www.kdp.org in the Chapter Services section. The Ceremonies and Rituals booklet can be purchased from your Chapter Resource Consultant by calling 800-284-3167.
- If an initiation was held, submit New Initiate Information Forms, a check for \$38 Society dues per member, and the cover sheet **within two weeks after the initiation ceremony**. Contact your Chapter Resource Consultant at for further information and support.
- Document activity for ACE Award, if applicable. More information about the ACE Award is located at www.kdp.org in the Chapter Services section.

November

- Prepare the next chapter newsletter; refer to the Chapter Newsletter Template at www.kdp.org in the Chapter Services section for a sample. Remind members to update their personal information with Society Headquarters by calling 800-284-3167 or visiting www.kdp.org if they will be moving or graduating.
- Plan a reactivation program for inactive members.

- If an initiation was held, submit New Initiate Information Forms, a check for \$38 Society dues per member, and the cover sheet **within two weeks after the initiation ceremony**. Contact your Chapter Resource Consultant at 800-284-3167 for further information and support.
- Receive preliminary reports of chapter activities from committee chairs.
- Document activity for ACE Award, if applicable.

December

- Review duties of all chapter officers, possibly using the Overview of Responsibilities sheets at www.kdp.org the Chapter Services section.
- Send the chapter newsletter.
- Host a social event to encourage networking and reflection on the semester's activities.
- (odd numbered years) Submit nominations for Kappa Delta Pi Executive Council positions. Nomination forms are sent to all chapters in November.
- Document activity for ACE Award, if applicable.
- Send holiday cards to campus and community leaders.

January

- Conduct mid-year assessment during the Executive Committee meeting.
- Encourage members to apply for National Student Teacher/Intern of the Year Award and scholarships. More information is located at www.kdp.org in the Scholarships/Grants section.
- Continue planning for RIF Week, to occur in April Ideas for RIF Week are found at www.kdp.org in the Chapter Services section. Prepare RIF grant application for submission in February. Check the Web site for deadline.
- Plan an event for members.
- Read *The Leader* and implement any ideas.
- Document activity for ACE Award, if applicable.

February

- Plan an event for members.
- Prepare the next chapter newsletter (see template at www.kdp.org).
- Document ongoing activity for ACE Award.
- Send the chapter newsletter.
- Request from the Registrar a list of all students qualified for membership.
- Invite potential members to join.
- If holding an initiation, initiate new members. An Initiation Guide with a checklist and timeline is available in the Chapter Resources area at www.kdp.org in the Chapter Services section. The Ceremonies and Rituals booklet, if needed, can be purchased from your Chapter Resource Consultant by calling 800-284-3167.

March

- Conduct officer elections. More information about officer elections is located in the *President's Guidebook*.
- Conduct an orientation program.

- If an initiation was held, submit New Initiate Information Forms, a check for \$38 Society dues per member, and the cover sheet **within two weeks after the initiation ceremony**. Contact your Chapter Resource Consultant at 800-284-3167 for further information and support.
- Send the chapter newsletter.
- Plan for Officer Training Retreat. Ideas about officer training may be found in the *President's and Counselor's Guidebooks*.
- Deposit rebate check mailed to the Counselor by Society Headquarters.
- Read *The Leader* and implement ideas.
- Document activity for ACE Award.
- (even numbered years) Begin preparing portfolio for ACE Award.

April

- All incoming officers should take office.
- Review duties of all chapter officers.
- Establish the chapter's event calendar for the next academic year. The Vice President and the Program Committee should set the calendar. Program ideas are located at www.kdp.org in the Chapter Services section.
- Make necessary appointments for committees and leadership.
- Review chapter's year of events for submission on the chapter's online Annual Report at www.kdp.org in the Chapter Services section by August 1.
- Prepare the year-end newsletter. Remind members to update their personal information with Society Headquarters by calling 800-284-3167 or visiting www.kdp.org if they will be moving or graduating.
- Host an event for members.
- Submit initiate list and money.
- (odd numbered years) Complete the portfolio for ACE Award and submit to headquarters before the end of the month.

May

- Recognize graduating members. Honor cords may be ordered from your Chapter Resource Consultant by calling 800-284-3167.
- Begin completion of the chapter's online Annual Report and submit to Society Headquarters at www.kdp.org in the Chapter Services section by August 1.
- Schedule summer session meetings or special summer get-togethers.

June

- Complete and submit the chapter's online Annual Report to Society Headquarters at www.kdp.org in the Chapter Services section by August 1.
- Hold any meetings of the chapter or Executive Committee scheduled for the summer.

For further information or resources, contact your Chapter Resource Consultant at Society Headquarters by calling 800-284-3167, or contact the Chapter Services Department at mcs@kdp.org.