Chapter Guidebook

The Sustainable Chapter’s Resource for Best Practices
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Welcome Letter

Dear Chapter Leader,

Welcome to Kappa Delta Pi’s Chapter Guidebook, which was created for you to assist your chapter officers through the process of leading the chapter.

Congratulations on being elected to a leadership role. Kappa Delta Pi greatly appreciates your willingness to serve. If you are browsing this guidebook to gain more insight about what chapter leadership opportunities are available to you and what tasks you would be assigned as a member of your Chapter Executive Committee, this resource will be instrumental in helping you navigate through your responsibilities!

This guidebook provides you with an overview of the expectations for your chapter as well as shares with you best practices for chapter leadership and management.

If you have any questions, please contact one of our knowledgeable and professional Chapter Services staff members—your Regional Chapter Coordinator is always thrilled to answer your questions!

Contact Us

Contact the Chapter Services Headquarters (HQ) Staff for assistance at any point during the year!

Thomas Ulmet (RCC)  
Midwest Region  
thomas@kdp.org  
317-829-1530

Joe Clemmer (RCC)  
Northeast Region  
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317-829-1527

Melissa Chrisman (RCC)  
Southeast Region  
melissa@kdp.org  
317-829-1550

Erin Donkersloot (RCC)  
West Region (Online, International, and Community Colleges Chapters)  
erind@kdp.org  
317-829-1526
The Chapter & Your Role

The chapter is the local organizing unit for Kappa Delta Pi. Chapters are the means by which Kappa Delta Pi’s mission is translated into action locally. It is through chapters that individuals are invited into membership, and our nearly 700 active chapters provide professional development and service opportunities as well as networking. Chapters may be organized at an institution of higher education or by professional members that want to organize in a specific community.

Officers who serve Kappa Delta Pi and the chapter are active participants who show initiative and step up or respond to an obvious need within the chapter. They have experience displaying responsibility, initiative, and follow-through or are willing to learn leadership through their service to the chapter and Society.

The expectations of our chapter officers are that they:
- Serve as a member of the committee to which their position is assigned as well as on the Executive Committee;
- Maintain accurate records pertaining to their position for the sustainability of the chapter;
- Effectively train/transition their successors into the respective roles; and
- Report to their committee chair regularly.

Great officers take the challenges of their position and the chapter to new heights! They must be creative, inventive, and progressive, and they collaborate on projects. To support, motivate, challenge, and encourage officers and members alike, it is essential that everyone understands what is expected of them.

It is perfectly normal for a newly-elected officer to be excited, overly anxious, and completely overwhelmed. In fact, it is normal for a veteran officer to feel all of these things as well. Part of overseeing the management and direction of a chapter is enabling everyone around you to perform their assigned duties. Follow these steps:
- As an Executive Committee, determine goals, outcomes, and deadlines and assign tasks. If the chapter is repeating programs, events, or fundraising from previous years, think bigger, better, and different.
- Review the standing committees’ purpose and goals to incorporate into the chapter structure.
- Hold everyone accountable—including officers and chapter members. Challenge those who are not performing to expectation, while offering support through hard times as well as praise for jobs well done. Set a trend for the chapter that shares both the responsibility and the celebrations.

Defining Chapter Success

Though many honor societies have specified their purpose as only to recognize excellence in a discipline, Kappa Delta Pi has created an organizational structure and mission that supports the ongoing professional development of educators. For Kappa Delta Pi, success is measured by the degree to which members continue their involvement in the Society because they continue to value their membership.

The minimum requirements—as given in the Society Constitution and Bylaws—for an active chapter of Kappa Delta Pi are:
- File the Annual Financial Report by August 1, and other required reports by stipulated deadlines;
- Select and induct eligible members a minimum of one time within the Society’s fiscal year (July 1 – June 30); and
- Hold at least one all-chapter meeting per academic year.

To help you meet these minimum requirements, to encourage you to take the chapter to a whole new level, and to support the sustainability of the chapter, we have created a new chapter model. We also have created a series of chapter best practices that are shared in this guidebook as well as through our webinars.
It is extremely important to us here at HQ to help you in sustaining your active chapter on campus. This chapter model should help you to be self-aware regarding the sustainability of your chapter. If you are able to state that you meet each of the components, you should be succeeding as a chapter.

We understand that there are both opportunities and challenges presented throughout the year, and we want to remind you that you should contact your RCC along the way with any questions you may have. **We want you to succeed!**

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**Recognition**  
(Model Component #1)  

**Impact:** Personal

The goals for “Recognition” are:

<table>
<thead>
<tr>
<th>Big Picture Goal</th>
<th>Strategies &amp; Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formally honor education students for high achievement.</td>
<td>Invite and initiate new members regularly to honor them with membership in Kappa Delta Pi.</td>
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<tr>
<td></td>
<td>Develop a chapter awards program.</td>
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<tr>
<td></td>
<td>Encourage members to apply for national KDP scholarship opportunities offered by Headquarters.</td>
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<tr>
<td></td>
<td>Establish a scholarship to be given to a KDP member.</td>
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<tr>
<td></td>
<td>Plan a special ceremony for graduating KDP members.</td>
</tr>
<tr>
<td>Celebrate triumphs—both big and small—along the way.</td>
<td>Plan special chapter anniversary celebrations.</td>
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<tr>
<td></td>
<td>Publicly acknowledge member contributions.</td>
</tr>
<tr>
<td>Reward members for active participation.</td>
<td>Incentivize member engagement and participation.</td>
</tr>
<tr>
<td></td>
<td>Find opportunities for involved chapter members to be recognized nationally and locally, including the National Student Teacher of the Year Award and/or KDP Scholarships.</td>
</tr>
</tbody>
</table>
## Member Development (Model Component #2)  
**Impact:** Career

The goals for “Member Development” are:

<table>
<thead>
<tr>
<th>Big Picture Goal</th>
<th>Strategies &amp; Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide leadership opportunities for all members.</td>
<td>Elect and train new chapter leadership at least annually. Establish chapter committees. Appoint or elect committee chairs to lead the efforts of the chapter’s committees.</td>
</tr>
<tr>
<td>Utilize KDP resources to advocate for preservice and in-service educators.</td>
<td>Attend KDP’s Convocation Host or attend one of KDP’s regional workshops focused on emerging topics in education. Encourage member participation on KDP’s member-exclusive online platform, KDP Global. Use packaged programming (Webinars!) offered by KDP.</td>
</tr>
<tr>
<td>Create programs encouraging professional development and networking.</td>
<td>Enlist the talents and skills of members in developing and presenting programs. Plan programs that are education-focused and timely.</td>
</tr>
</tbody>
</table>

## Community (Model Component #3)  
**Impact:** Those We Serve

The goals for “Community” are:

<table>
<thead>
<tr>
<th>Big Picture Goal</th>
<th>Strategies &amp; Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect consistently with members by communicating through various mediums.</td>
<td>Contact your members regularly to share chapter information. Encourage face-to-face meetings among members.</td>
</tr>
<tr>
<td>Build and grow your chapter’s presence on campus and in your community.</td>
<td>Use social media to share your programming opportunities for both members and non-members, as well as chapter achievements. Use traditional methods of marketing. Invite alumni back for programming.</td>
</tr>
<tr>
<td>Serve all colleagues in education and contribute to the community through different programs and opportunities.</td>
<td>Collaborate with other KDP chapters and campus student organizations that are education-focused. Participate in at least one service project during the academic year. Raise money to support your local chapter and Kappa Delta Pi.</td>
</tr>
<tr>
<td>Create a spirit of camaraderie and infuse fun into everything the chapter does.</td>
<td>Use ice-breakers and team building opportunities. Host a social event for your members to connect with one another.</td>
</tr>
</tbody>
</table>
Leadership & Chapter Committees

Each chapter is encouraged to maintain the following committees annually.

Standing Chapter Committees

Executive Committee

The Executive Committee shall consist of the current officers of the chapter including the Counselor and Associate Counselor(s). The duties of the Executive Committee shall be to . . .

- Supervise the general activities of the chapter.
- Serve as the official agency for communication.
- Act in emergencies between meetings of the chapter.
- Conduct the initiation ceremony for new members.
- Ensure the completion of all required reports.

Membership Committee

The Membership Committee shall . . .

- Receive names of candidates recommended for membership.
- Obtain a list of valid candidates from the Chapter Counselor, designated faculty member, or appropriate college/university staff administrator.
- Develop strategies for recruitment of new members and retention of all members.

Program Committee

The Program Committee shall be directed by the Vice-President. This committee shall be responsible for planning programs for the chapter.

Fundraising Committee

The Fundraising Committee shall be responsible for planning fundraising projects for the chapter, for Kappa Delta Pi, and/or for external organizations whose missions are consistent with those of Kappa Delta Pi.

Committee Management

Below are a few quick suggestions and reminders on committee management as you begin to think about how to structure your chapter’s committees.

1. Create clear job descriptions and expectations for all chapter committee chairs and volunteers.
2. Allow committees some autonomy to get the job done.
3. Provide all necessary resources. These include members, dollars, and materials.
4. Provide a timeline; set deadlines and benchmarks.
5. Provide constant encouragement and recognition and publicly recognize members as the committee.
6. Monitor progress. Follow up with committee chairs periodically.
7. Address problems immediately.

Officer Positions

Each chapter is encouraged to fill essential officer positions for smooth chapter operations. A chapter member may fulfill more than one officer position. Descriptions and expectations of each of these positions are listed below.

All chapter officers must be initiated members of the chapter and maintain an active membership with both the chapter and the Society in order to be eligible for leadership. Update the officer list in MyKDP after elections.

Standing Officer Positions

President

The President shall . . .

- Preside over the meetings of the chapter and the executive committee.
- Appoint committees subject to the advice and consent of the executive committee.
- Perform all duties as specified in the chapter bylaws.
- Coordinate the election and training of new officers.
Vice-President
The Vice-President shall . . .
- Preside in the absence of the President.
- Chair the program committee.
- Promote benefits available to chapter members through Kappa Delta Pi including, but not limited to, scholarships, Society events, publications, recognition opportunities, and other online resources.

Secretary
The Secretary shall . . .
- Keep the minutes of meetings of the chapter and executive committee.
- Handle chapter communications as assigned by the executive committee.
- Keep an accurate record of the chapter membership.

Treasurer
The Treasurer shall . . .
- Receive chapter dues from new initiates.
- Make disbursements upon order of the chapter.
- Keep an accurate account of monies received and expended.
- Provide, with cooperation of the Chapter Counselor, for the safekeeping of all chapter funds.
- Submit the Annual Financial Report with the assistance of the Chapter Counselor within the stated deadline.

Historian
The Historian shall . . .
- Furnish reports of chapter activities and submit applications for consideration and publication in appropriate Society communications.
- Assist the Chapter Counselor in the preservation of the charter, documents, and historical records of the chapter.

Membership Chair
The Membership Chair shall . . .
- Chair the chapter's membership committee.
- Oversee the organization of each initiation ceremony including the collection and submission of all forms.
- Recruit new members and organize and execute the Informational and Orientation Meetings.
- Develop retention efforts including membership education.

Fundraising Chair
The Fundraising Chair shall . . .
- Develop fundraising activities.
- Serve as primary chapter contact for KDP's advancement efforts, including Chapter Challenge & Chapter Grant.
- Promote Kappa Delta Pi scholarships.

Advocacy Chair
- Teach chapter members about education-related policy at the local, state, and national levels.
- Teach members how to advocate for the education profession.
- Provide opportunities for members to advocate.
- Liaison with the KDP Public Policy Committee.

Graduate and Online Student Liaison
The Graduate Student Liaison . . .
- Must be currently enrolled in a graduate program.
- Shall act as liaison officer, serving both the graduate and professional members of the chapter, and shall serve in an advisory capacity to the Executive Committee regarding the needs of the graduate and professional members.
- May be part of the planning committee to ensure that programs are implemented that meet the needs of the graduate students and professional members.
Chapter Counselor

Each active institutional chapter shall have a Chapter Counselor selected from the faculty or staff of the institution. He or she shall sponsor and advise the local chapter. The duties of the Chapter Counselor include:

- Serving as a member of the chapter executive committee.
- Providing for the safekeeping and accessibility of records and properties of the chapter.
- Assisting in planning chapter activities.
- Ensuring the submission of reports or other correspondence required.
- Providing for the installation of officers of the local chapter.
- Ensuring observance of the rituals.
- Serving on the membership committee.

Associate Counselor

Each chapter may select one or more Associate Counselors. All provisions applicable to the Chapter Counselor shall apply to Associate Counselors. However, the Associate Counselor does not need to be a member of the faculty or staff at the institution. This position might be appropriate for an alumni member.

Optional Officer Positions

As previously mentioned, we recognize that each chapter has a unique member experience and opportunities for leadership. However, we understand that chapters may elect more officers based on their operations, and below are some examples of officer positions that have been created by chapters.

Past President

One of the main benefits to having a Past President is that this individual would have at least one year of experience as a chapter leader completed and would be able to help advise the chapter.

Webmaster

If the chapter has its own digital presence—whether using a website or social media—it would be wise to appoint/elect a Webmaster.

Communications Chair

As time passes, more and more opportunities arise to communicate with members (and potential members) including, but not limited to, the following: the chapter website, email, newsletters, flyers, or other innovative ways.

Service Coordinator

Many chapters choose to have a position to coordinate service projects, which would also include planning your chapter’s Celebration of Teaching event.

Awards & Recognition Coordinator

KDP offers a variety of chapter and individual awards for which you may qualify. Having an Awards & Recognition Coordinator would be beneficial to organize the submissions for awards.

Alumni Liaison

What better way to connect with chapter alumni than to appoint an Alumni Liaison whose sole responsibility is to represent that population of your membership?

SGA Liaison

If your chapter is a recognized student group, having an SGA liaison would be beneficial, as it would give someone the responsibility to attend the assemblies and business meetings and fulfill the reporting requirements as stated by the SGA.

Officer Election, Training, & Transition

The election, training, and transition of new chapter officers is a key part of ensuring your chapter’s sustainability.

Suggested Timeframes for Elections, Training, & Transition

<table>
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<th>Officer Term</th>
<th>Elections</th>
<th>Training/Transition</th>
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<tbody>
<tr>
<td>Calendar Year</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>Academic Year</td>
<td>April</td>
<td>May</td>
</tr>
</tbody>
</table>
Sample Election Timeline

<table>
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<tr>
<th>Date</th>
<th>Tasks Needing Attention</th>
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</table>
| 2 months before elections  | • Current officers should begin identifying members with potential to fill leadership positions  
|                            | • Begin promoting open leadership positions to chapter members.                            |
|                            | • Accept nominations for open positions.                                                   |
| 1 month before elections   | • Executive Committee approves slate of candidates.                                       |
|                            | • Slate of candidates is approved by the membership.                                      |
| 2 weeks before elections   | • Executive Committee develops a ballot.                                                 |
|                            | • Candidates present platforms and speeches.                                              |
| Week of elections          | • Members vote.                                                                           |
|                            | • Create press releases announcing new officers for the School of Education.              |
| After the elections        | • Submit new chapter officers’ names through MyKDP.                                       |

Our most successful chapters have a robust officer training and transition program. We are providing many of their secrets by sharing the following information.

Chapter Officer Training

When there is a change in officers, a meeting between outgoing and incoming officers should always take place. The Counselor, Associate Counselor, and President are responsible for coordinating the training of the new officers. The goal of this training is to make certain that each person fully understands how to do his or her job, what is expected, and the benefits that may be associated with doing the job well.

Suggestions for Effective Transition

- Discuss past, current, and future issues, including the financial status of the chapter.
- Transfer records during a transition meeting. Be sure to highlight important information.
- Create informational/resource binders or packets for every important leadership position in the organization.
- Hold a reflection and goal-setting session with the entire executive committee. Be sure to use member feedback to determine the direction of the chapter.
- Meet with important campus contacts to begin to foster good working relationships.
- Utilize KDP’s resources for new chapter officers, including trainings, checklists, and so on.

Chapter Bylaws

Each chapter is required to maintain chapter bylaws. During this academic year, we are encouraging every active chapter to review their bylaws for accuracy and opportunities for change.

Local chapter bylaws are policies specific to each chapter’s operations. Kappa Delta Pi has defined parameters for its chapters’ bylaws, but the Society also allows chapters flexibility in certain areas as they see fit for the chapters’ campus and member culture. On occasion, the Executive Council will present changes to the Constitution and Bylaws to the entire Society Membership for voting. When such amendments are made, the Society will forward the updated information to the chapter.

When reviewing and updating the chapter’s bylaws, it is important to remember that . . .

- A sample chapter bylaws template is available to you on the KDP website.
- Information can be added to the bylaws as each chapter sees fit; however, No information is allowed to be deleted from the template—only altered or explained.
  - Example: You can change the graduate-level membership requirement from 3.25 to 3.40/4.0 G.P.A.
- Chapter leaders should confer with their RCC prior to presenting proposed changes to the general membership for voting.
- Chapter members must be notified at least 10 days prior to voting on the proposed bylaw changes.
- Changes passed should be included in the version of chapter bylaws that the HQ office has on file.
To submit updated chapter bylaws to HQ, follow the steps below:

1. Obtain the necessary chapter leadership signatures of the updated document(s). The Chapter Counselor and the Chapter President must sign the updated bylaws.
2. Send a copy of the updated bylaws to your RCC. This can be done either via email or the postal service.
3. Once the chapter bylaws have been approved by KDP HQ, the chapter can begin implementation of the bylaws changes.

To obtain a copy of your chapter's most recently approved bylaws, contact your RCC.

Recruitment & Initiation of New Members

Recruiting members advances the mission and vision of Kappa Delta Pi and ensures the sustainability of your chapter. Your efforts further the Society by empowering educators to become great leaders—who collaborate with some of the world’s brightest minds—and to impact the world.

Successful recruitment involves an understanding of how today’s prospective new members develop relationships, the impact of effective marketing, and the importance of a recruitment plan. Chapter officers and membership committees involved in these knowledge areas bring in new members who:

- Supplement and foster community among all members;
- Bring new talents and skills to develop well-balanced programs;
- Expand the chapter’s presence on campus and in the local community; and
- Create a spirit of camaraderie within the chapter.

Non-Traditional and Graduate/Doctoral Students

Your chapter has the responsibility to reach out to non-traditional (outside of the typical collegiate age of 18–22) and graduate/doctoral students. Non-traditional and graduate students increase the diversity of the chapter since these individuals bring work and academic experiences that are more advanced and relevant to all chapter members.

If your institution has these types of students, it would be helpful to connect with someone in the program (either a faculty member or student) and appoint a “Graduate Student Liaison” to your executive committee in order to help in developing effective recruitment strategies to reach them.

Recruitment Strategies

Recruitment efforts should not be limited to the Executive and Membership Committees or the Membership Chair, but involve every active chapter member. Each active chapter member brings a unique perspective and voice to your chapter and adds to the overall diversity. Challenge chapter members to recruit prospective new members by encouraging social networking and building relationships. Support their efforts by providing talking points regarding chapter membership benefits to engage prospective new members.

Elements of an Effective Recruitment Plan

There are several components to a fruitful recruitment plan. Those are:

- Develop Your Plan
- Identify Prospective New Members
- Engage Prospective New Members
- Initiate New Members
- Connect Initiated Members to the Chapter

Develop Your Plan

A recruitment plan timeline is essential for successful recruitment. Timelines provide a well-thought-out and clear plan of action for the chapter and its leaders. Recruitment plans are unique to your chapter and campus environment, as what works at a large, urban, public research institution may not work at a small, private, liberal arts institution.

Be sure to include information in your plan about how your chapter will be using the online initiate registration process.

Identify Prospective New Members

Kappa Delta Pi is a selective membership organization, and all interested prospective new members need to meet the Society’s and local chapter’s requirements for membership. The Society’s bylaws provide the minimum requirements for undergraduate,
graduate, and alternative certification students; faculty and educational support staff; professional members; and honorary members. Chapters may increase membership standards such as requirements for service hours or grade point average. All membership standards must be reflected in the chapter’s bylaws and approved by the RCC.

Often, the easiest method of identifying prospective new members, when based solely on grade point average and classification, is through the institution’s Registrar. You can use the sample template on our website to contact your Registrar when seeking a list of eligible new members. Remember to be specific about the criteria you are using when requesting this information from the Registrar.

**Engage Prospective New Members**

Hosting an Informational Meeting is the best way to provide your chapter members and leaders with a prime opportunity to engage and build relationships with prospective new members. Every chapter should aim to initiate members who plan to participate actively in the chapter’s activities and assume leadership positions.

The Informational Meeting is your chapter’s opportunity to share all of the great things that Kappa Delta Pi and the chapter do to impact the field of education and support them as professionals. This is your chance to show other education students how they can put their learning into action through Kappa Delta Pi. Our website offers many resources to help you plan, organize, and execute your chapter’s Informational Meeting.

**Initiate New Members**

Your chapter is ready to initiate an outstanding group of individuals. These individuals have qualified for membership through their scholastic achievements and have demonstrated their commitment to the organization through their active participation.

A well-orchestrated and tradition-based Initiation Ceremony continues to communicate the importance of the commitment to Kappa Delta Pi membership. The initiation ritual is the one element that is universal to all Kappa Delta Pi chapters and their ceremonies, and it is expected to be followed verbatim. For ideas on enhancing the initiation experience, view the resources on our website and contact your RCC.

**Connect Initiated Members to the Chapter**

The Orientation Meeting is your chapter’s opportunity to remind new members how your chapter and Kappa Delta Pi connects members, impacts the cause of education, and provides leadership development opportunities. The meeting is much like the Informational Meeting with the exception of the focus. During the Informational Meeting, members focus on building relationships to recruit new members, and during the Orientation Meeting, members focus their attention on connecting newly initiated members to involvement opportunities.

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**Chapter Membership Versus Society Membership**

There are a variety of membership benefits available to KDP members. The chart below helps to explain what members should be receiving at the chapter level as well as what they receive from Kappa Delta Pi HQ.

<table>
<thead>
<tr>
<th>Society Membership</th>
<th>Chapter Membership</th>
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<tbody>
<tr>
<td><strong>Recognition</strong></td>
<td></td>
</tr>
<tr>
<td>• Awards for Education Excellence opportunities</td>
<td>• Initiation with certificate of membership</td>
</tr>
<tr>
<td>• Teacher of Honor recognition</td>
<td>• Chapter awards opportunities</td>
</tr>
<tr>
<td>• Scholarships (for undergraduate, master’s, and doctoral level students and student teachers)</td>
<td>• Ceremony honoring graduating members</td>
</tr>
<tr>
<td>• Classroom Teacher Grants (for practicing K–12 teachers)</td>
<td>• Publicly recognized outstanding member contributions</td>
</tr>
<tr>
<td>• Ability to wear KDP stole or honor cords at graduation</td>
<td>• Access to purchasing honor cords (or providing them to members)</td>
</tr>
<tr>
<td><strong>Member Development</strong></td>
<td></td>
</tr>
<tr>
<td>• Free subscription to the New Teacher Advocate magazine for undergraduate members</td>
<td>• Chapter leadership opportunities including committees</td>
</tr>
<tr>
<td>• Free subscription to the Kappa Delta Pi Record for graduate-level students or professional members</td>
<td>• Encourage attendance to KDP’s Convocation</td>
</tr>
<tr>
<td>• Member engagement on KDP’s member-exclusive online platform, KDP Global</td>
<td>• Attendance at one of KDP’s regional conferences focused on leadership</td>
</tr>
<tr>
<td>• Discounts for all KDP publications</td>
<td>• Member engagement on KDP’s member-exclusive online platform, KDP Global, inside chapter’s community</td>
</tr>
<tr>
<td></td>
<td>• Face-to-face professional development opportunities</td>
</tr>
</tbody>
</table>

Updated July 2019
• Educator Learning Network
• Monthly e-newsletter
• Exclusive virtual teaching resources
• Leadership opportunities
• Professional development programming (including Webinars)
• Presentation opportunities
• Face-to-face professional development opportunities

Community
• Face-to-face networking opportunities
• Celebration of Teaching and other various service projects
• Engagement with alumni members and opportunities to give back as an alumnus
• Collaboration with other KDP chapters and campus student organizations that are education-focused

Community
• Discounted attendance to KDP Convocation
• Access to member directory through KDP Global

Reports

Officer Name Submissions (due within 2 weeks of elections)

Responsibility: Counselor
Sharing Chapter Officers’ names with HQ is extremely important. By sharing this information with us, you let us know who to contact regarding the chapter’s operations and to whom we should send the officers-only e-newsletters. They receive access to officers-only communities in KDP Global to engage with chapter leaders around the country as well as access to the Chapter Management portal inside MyKDP. Officers may also receive special recognition from HQ.

Chapter Planning Tool (due by October 1)

Responsibility: To Be Assigned by Chapter
It has been mentioned several times throughout this guidebook how important it is for our chapters to have a plan in place for their year in order to accomplish all of their goals. The Chapter Planning Tool covers the following areas of chapter management and encourages collaboration among officers during the planning process: Chapter Leadership, Membership Recruitment, Initiation, Member Retention, Chapter Activities & Programming, Communications, and Signature Programs.

Semester Celebration (due by December 15 and May 15)

Responsibility: To Be Assigned by Chapter
The Semester Celebration asks each Chapter President to answer a few brief, open-ended, reflective questions regarding the chapter's semester and the progress the chapter is making.

Annual Financial Report (due by August 1)

Responsibility: To Be Assigned by Chapter
The Annual Financial Report is information submitted to KDP HQ regarding the chapter’s finances. This report is based on our fiscal year, which runs July 1 – June 30. The information that is requested is the chapter’s beginning balance as of July 1, income, expenses, and ending balance as of June 30. We also collect information on the local dues and one-time initiation fees collected by our chapters. Chapters not submitting the required Annual Financial Report may be in violation of IRS regulations, place themselves at risk for disciplinary action, and may not be eligible to receive a rebate check from HQ. This report is required since we report this information to the IRS on behalf of our more than 600 active chapters.
Appendix I: KDP Awards for Education Excellence

Recognizing excellence has always been a part of Kappa Delta Pi’s mission. The Awards for Education Excellence honor those individuals and chapters for their significant contributions to the Society and the education world.

### Annual Awards

<table>
<thead>
<tr>
<th>Recognition Type</th>
<th>Recipient(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Program Award</td>
<td>Chapter</td>
<td>The Program Awards recognize chapters for demonstrating excellence in one of six program areas: community service, education for sustainability, professional development, fundraising, membership, and communication.</td>
</tr>
<tr>
<td>Phoenix Award for Chapter Improvement</td>
<td>Chapter</td>
<td>The Phoenix Award recognizes those chapters that have taken significant action to improve their overall level of effectiveness in chapter management and programming.</td>
</tr>
<tr>
<td>Distinguished Chapter Officer Award</td>
<td>Chapter Officer</td>
<td>The Distinguished Chapter Officer Award honors current or immediate past officers who set positive examples for their chapters by representing the ideals of Kappa Delta Pi.</td>
</tr>
<tr>
<td>Regional Counselor Award</td>
<td>Counselor</td>
<td>The Regional Chapter Counselor Award recognizes a dedicated counselor from each region who excels in his or her role for that region. The counselors achieving this award are leaders who represent the mission and ideals of KDP and who have achieved excellence in the role of Counselor.</td>
</tr>
</tbody>
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### Biennial Awards

<table>
<thead>
<tr>
<th>Recognition Type</th>
<th>Recipient(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieving Chapter Excellence (ACE) Award</td>
<td>Chapter</td>
<td>The Achieving Chapter Excellence (ACE) Award recognizes Kappa Delta Pi chapters that demonstrate excellence in membership, leadership development, and programming in support of the Society’s mission and strategic goals. The highest scoring chapter of all entries receives the coveted Dr. Florence B. Stratemeyer Award for Chapter Excellence.</td>
</tr>
<tr>
<td>Rising Star Award for New Chapters</td>
<td>Chapter</td>
<td>The Rising Star Award recognizes new chapters that demonstrate outstanding management and programming in their first biennium following installation.</td>
</tr>
<tr>
<td>O. L. Davis, Jr. Counselor of Distinction Award</td>
<td>Counselor</td>
<td>The O. L. Davis, Jr. Counselor of Distinction Award honors Chapter Counselors who demonstrate outstanding leadership of their chapters, mentorship of chapter student leaders, personal scholarship, professional development, and service.</td>
</tr>
<tr>
<td>Lucinda Rose Counselor Award</td>
<td>Counselor</td>
<td>The Lucinda Rose Counselor Award, funded by Drs. Vincent &amp; Linda McGrath, honors an exemplary Counselor within Kappa Delta Pi. This esteemed honor is given at the biennial Convocation to an outstanding KDP Counselor who has 10 or more years of service as a Counselor/Associate Counselor. The Counselor and Chapter must not only meet the criteria for this award, but also excel to an outstanding level.</td>
</tr>
<tr>
<td>Dr. Florence B. Stratemeyer Award for Chapter Excellence</td>
<td>Chapter</td>
<td>Formerly named the Ace of the ACE Award for the top Achieving Chapter Excellence (ACE) Award, the Dr. Florence B. Stratemeyer Award recognizes the highest-ranking chapter of all ACE award recipients each biennium.</td>
</tr>
</tbody>
</table>

Appendix II: Frequently Asked Questions

**GENERAL**

1. **What are current Society membership dues?**
   - The Society dues are $50 for a 1-year membership or $85 for a 2-year membership.

2. **I need to pay my membership dues. How can I pay these online?**
   - If you are a new member, you need to register and pay your Society dues using the chapter-specific link provided to you by a chapter leader. In order to renew your membership, you can log into [https://www.kdp.org/ssa/logon.php](https://www.kdp.org/ssa/logon.php) to access your membership renewal, or call 1-800-284-3167.

3. **I need my login information. How can I get this?**
   - Request your login information by clicking here or calling 1-800-284-3167 (8 a.m.–5 p.m. EST Mon.–Fri.).

4. **How do I find a KDP chapter near me?**
Find a KDP chapter near you by using the Search for a Chapter feature on the KDP website.

5. I already graduated, so why did you ask me if I would like to pay local dues? How is this money used? Members have the option of paying their local dues even after graduation as a way of supporting their collegiate chapters. These local dues are sent back to your chapter and used to support programming efforts and other chapter operations. This is a great way for chapter alumni to show their support through a donation.

INITIATION QUESTIONS

1. Where can I find the online registration link for my chapter? A counselor or chapter officer can find the online registration link specific to their chapter by logging into MyKDP. The application link is found under the “Chapter Profile” within the Chapter Management section.

2. What are the required supplies for each initiation? The Society Membership Certificate package is required for each new initiate. You also will need a KDP banner and candles for the ceremony. The program tassels, pins, and honor cords are popular additions for the Initiation Ceremony. Check out these items and more at the Kappa Delta Pi Store.

3. I get an error message when trying to submit the online registration form. How can I proceed? The online registration form should be completed on a computer rather than a mobile device. We recommend Google Chrome or Firefox as browsers for completing the online registration. If you continue to experience difficulty, contact HQ at 800-284-3167 or email MCS@kdp.org.

4. I accidently denied a new initiate. Can this be reversed? Yes, your RCC would be glad to assist you with this. Contact your RCC here.

5. How can I see who has registered for my chapter's upcoming initiation ceremony? You can view a list of the applications that are pending for your chapter’s initiation by logging into https://www.kdp.org/ssa/logon.php and clicking on “Chapter Management.” For a quick glance of who is pending or to approve and/or deny pending applications click on “Pending Applications to Approve or Deny.”

   To view this same information in a format that is easy to download, chose the “Chapter Roster” button. From here, you will want to select the “Pending Applicants” toggle button and your chapter from the yellow dropdown menu. You can download this detailed report in Excel.

6. How long can “Pending Membership Applications” remain as pending? All new initiates must be approved for membership within 45 days of their registration. We cannot refund credit cards after 60 days of no action (approval/denial) taken on pending members; this is a policy outlined by PayPal.

7. We would like to pay for a membership for a guest speaker, faculty member, Counselor, or another individual. How can we do this? If the member is eligible for membership in Kappa Delta Pi, the chapter can gift a membership by paying the individual's membership dues. If the individual is not eligible for membership in Kappa Delta Pi, but the chapter still wants to honor him or her, you are able to choose up to two individuals per Society year to denote as Honorary Members. An Honorary Member is one who has demonstrated a commitment to the chapter or has a record of distinguished service in the cause of education.

   For either of the above cases, you would use the Gift & Honorary Membership Form found on the KDP website.

8. A new member said they registered, but I cannot find them under “Pending Membership Applications.” How can I find out if they have a member record? If a student completed the online registration link, but is not appearing anywhere in the Chapter Management portal, the member may have typed the link incorrectly. Occasionally, students will type the link incorrectly and, as a result, could be listed as a pending member for a different chapter. It is best to contact your RCC for assistance.

CHAPTER LOGISTICS

1. I have a student who would like to transfer into our chapter from another KDP chapter. How can this be done? According to the Society’s Constitution & Bylaws, active members may transfer their membership from one chapter to another with the appropriate notification to the Society HQ. Multiple chapter memberships are permissible. Contact your RCC for assistance.

2. Can we reach out to other KDP chapters in our area?
Yes! You can absolutely reach out to other KDP chapters in your area. Use the Search for a Chapter feature to find other KDP chapters in your area. Another great way to communicate with KDP chapters at other universities is to post a discussion in KDP Global.

3. **Where can we find the KDP logo?**
   The KDP logo can be found by clicking here. Your chapter also has a customized chapter logo.

4. **What is Chapter Challenge?**
   Chapter Challenge is an opportunity for chapters to give back to the Kappa Delta Pi Society and to support KDP members. Chapters that raise more than $150 each year for the Society will be recognized at the Convocation following the donation(s).

5. **How do we go about updating our chapter bylaws?**
   Bylaws should be updated each biennium. If changes to the current chapter bylaws are made, the chapter membership must vote to approve these updates—with a copy of the changes provided at least 10 days prior to a vote. Once the chapter has approved the bylaws, a signed copy should be emailed to your RCC. A template for updating the local chapter bylaws can be found on our website.
   
   *We recommend sharing the updates with your RCC prior to holding a chapter vote. This could eliminate the need for multiple votes by the chapter.*

6. **Our chapter does not have officers, or has a vacancy in at least one position. Can we appoint students to these leadership positions?**
   Yes, chapter officers can be appointed or elected to fill a vacancy. Refer to Article V, Section 3 of the chapter bylaws for more information.

7. **I am a chapter officer, but I do not have access to the Chapter Management section of MyKDP. Why is this?**
   If you are an officer that does not have access to the Chapter Management section of MyKDP (https://www.kdp.org/ssa/logon.php), we more than likely do not have you listed as an officer in our system. Ask your Chapter Counselor to update the officer information or contact your RCC for assistance.

8. **Our chapter is really proud of a recent event. How can we share this information?**
   We love to hear about all that you do! Be sure to complete the Semester Celebration, tag us on Social Media, or apply for a Chapter Program Award!

9. **I don’t see answers to my question(s) in these FAQs. How can I get my question(s) answered?**
   The best way to get your question(s) answered is to contact your RCC or submit your question via our online form.

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### Appendix III: KDP Lingo

Below are frequently used terms and acronyms used by KDP members, volunteers, and staff.

**ACE Award:** Established in 1995, the Achieving Chapter Excellence (ACE) Award 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 annually. An inactive member is one who has allowed his or her membership dues to lapse.

**Annual Financial Report (AFR):** This report is due to HQ by August 1 of each year by every active chapter; it is usually submitted by the Treasurer and provides a snapshot 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:** Each chapter is asked to create and update individual chapter bylaws and send them to HQ for approval every other year. Bylaws include chapter-specific information such as requirements for membership, local annual dues, and operating procedures/structure.

**Chapter Challenge:** Chapters are challenged to donate at least $150 to KDP.

**Chapter General Liability Insurance:** Each chapter has insurance coverage through Kappa Delta Pi. This policy provides payment in the event of a “liability” loss that caused injury or property damage and only applies to new KDP initiates.

**Chapter Installation:** This is the ceremony that marks the official start of a new chapter and serves as the time to induct charter members into a new chapter.
Chapter-Member Engagement Model: Chapters operate using components of Recognition, Member Development, and Community.

Chapter Planning Tool (CPT): This report is due October 1 of each year. The CPT provides HQ with the chapter’s plans set out for the year and assists HQ in supporting each chapter based on their plans.

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

Charter Member: These are members that join the chapter at the installation of that chapter.

Classroom Teacher Grants: Classroom Teacher Grants are available for K–12 educators to fund innovative classroom projects such as a field trip to the local community theater, creation of a school reading center, or much-needed classroom supplies.

Convocation (Convo): This is Kappa Delta Pi’s annual fall conference; Convo is a professional development opportunity for students, faculty, administrators, and classroom teachers.

Counselor: The Counselor is the faculty advisor or sponsor that assists student officers of collegiate chapters. One Counselor serves as the primary contact for the chapter regarding information and updates from HQ.

The Educational Forum: This publication is 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.

Education for Sustainability: Education for Sustainability is a vision of education from KDP that seeks to balance human and economic well-being with cultural traditions and respect for natural resources, related to Education for Sustainable Development. As defined by UNESCO, Education for Sustainable Development aims to help people develop attitudes, skills, perspectives, and knowledge to make informed decisions and act upon them for the benefit of themselves and others—now and in the future.

Eleanor Roosevelt Chapter: This honorary chapter was started at the 2011 Convocation to honor men and women who have made significant and longtime contributions of service to KDP and demonstrated a commitment to its ideals and excellence in education. The inaugural members were announced and recognized at the 2013 Convocation.

Executive Council: Kappa Delta Pi’s national governing board includes the following members: President, Past President, President-Elect, a Laureate Representative, three elected members, and two appointed members.

Fiscal Year: Kappa Delta Pi’s financial year runs from July 1 – June 30 each year.

Gifted Membership: If a person is eligible for membership in Kappa Delta Pi, the chapter can gift a membership by paying the individual’s membership dues. There is a special form to use to pay for the membership.

Headquarters (HQ): The Society’s international headquarters office is located in Indianapolis, Indiana.

Honorary Member: An Honorary Member is a membership in KDP that is paid for by the chapter. This membership is given based on a record of distinguished service in the cause of education to 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.

Initiation/Induction: This is the ceremony held to initiate/induct new members into the Society and the chapter.

IRS e-Postcard (or Form 990-N): The IRS e-Postcard is a short form required to be filed to the IRS following the completion of the Society’s fiscal year. KDP HQ files the e-Postcards on behalf of its 600+ active chapters.

KDP Global: This is an online community where you can connect to ask and answer questions, post resources, and share stories about your experiences inside and outside of the classroom. You also are able to join specific KDP Global communities like the Job Search Academy and New Teacher Community to connect with like-minded educators with information specific to your needs.

KDP Store: The KDP store houses all of 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, 193 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 up to 60 living educators.

**The Leader:** As a chapter officer or counselor, you can look to *The Leader* each month for KDP updates, tips, and ideas, as well as resources to help you develop, maintain, and grow your chapter.

**Liaison Chapter:** Institutions that do not have an active chapter on campus can have a representative send KDP a list of potential members for us to recognize their accomplishments and share with them the benefits of membership.

**Local/Chapter Dues:** Local dues, which cannot exceed Society dues, can be collected by the chapter to cover expenses.

**Membership Certificate:** Each new initiate/inductee should receive a personalized copy of the membership certificate that can be ordered from the KDP Store. This commemorates their membership in KDP.

**MyKDP:** MyKDP is a members-only portal on our website where counselors and officers can access chapter management tools and information. This is also the area to use when downloading our archived webinars, podcasts, and articles as well as if you wish to update your contact information or username and password.

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

**Officer Update:** Within 2 weeks of an officer election, new chapter officer names should be submitted via MyKDP provide HQ with information to assist the chapter and send officer-specific information to the correct individual.

**One-Time Initiation Fee:** A chapter can choose to charge new members a one-time fee to offset the cost of the Initiation Ceremony and other items involved during the recruitment and onboarding time.

**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.

**Rebate:** During a member’s renewal, KDP may collect local dues along with Society dues. The dues collected are sent to the chapter as 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. It will be re-issued only within 1 year of the original check date.

**Kappa Delta Pi Record:** The KDP Record, published quarterly, presents practical articles on compelling topics and issues important to practicing educators who teach at all levels 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 education.

**Region:** Each degree-producing (i.e., not a community of practicing educators) chapter is a part of a specific region based on geographic location as well as type of institution. The regions are: Community College, International, Midwest, Northeast, Online, Southeast, and West. Each Region is assigned a Regional Chapter Coordinator at HQ.

**Semester Celebration(s):** The Celebrations are reflective pieces submitted at the end of each semester—fall and spring.

**Society Creed:** This certificate outlines the Society’s ideals with a location for the signature of the chapter leaders. It is generally presented to a new member with the membership certificate. These are available for order in the KDP Store and can be ordered with the membership certificate package.

**Society Dues:** These are the membership dues paid in order to be an active member of Kappa Delta Pi.