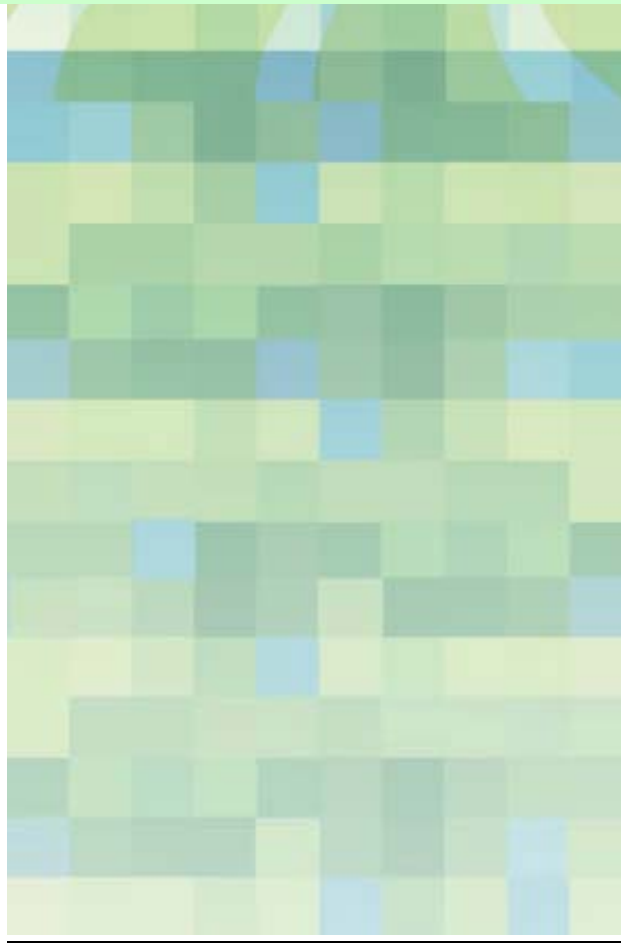


# President's Guidebook



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## **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](http://www.kdp.org).



## **Section 1: Responsibilities**

### ***Responsibilities of the President***

The President's responsibilities consist of several key components of the chapter's operations. Rather than personally attempting to complete all tasks of the chapter, you influence the chapter as the visionary leader of the chapter's growth and development. This guidebook is designed to give you the tools to fulfill your role successfully. The guidebook describes your responsibilities, the officers' responsibilities, and available resources.

Kappa Delta Pi Society Bylaws describe the following responsibilities of the President:

- Preside over all general membership and Executive Committee meetings; and
- Appoint committees when necessary.

The President also should:

- Organize officer elections and officer transition;
- Guide the Executive Committee in setting chapter goals;
- In consultation with the Counselor, complete Annual Report after Treasurer has completed the financial section;
- Monitor performance of committees;
- Recognize membership accomplishments;
- Be familiar with governing principles of Kappa Delta Pi;
- Participate in chapter programs and activities; and
- Submit reports to the chapter and Society as needed.

Maintaining an officer notebook will help anyone in an Executive Committee position to organize his or her time and effectively operate the local chapter. Any activity conducted by an officer should be maintained within the officer notebook so that future officers will have records to follow. These are merely suggestions, and officers are not limited to them; rather, they should use them as a guide.

### ***Responsibilities of the Standing Committees***

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

## Executive Committee

The Executive Committee of the local Kappa Delta Pi chapter is a standing committee required by the International Constitution and Bylaws, and is chaired by the President. Serving as a steering committee for the chapter, it is suggested that the Executive Committee meet more often than general membership meetings would be held. While there are often issues to be voted on that must be conducted during a general membership meeting (i.e., election of officers, passing of local bylaws), decisions that may affect the entire chapter such as programming may be approved by the Executive Committee. In addition, the Executive Committee is responsible for approving the chapter budget.

## First Executive Committee Meeting

Several components should be a part of the first Executive Committee meeting or officer training in an academic year. The following agenda will allow the chapter officers to plan effectively for the upcoming year. A complete agenda for Executive Committee meetings is located in Section 2 of this guidebook.

### **Sample: *First Executive Committee Meeting Agenda***

Discussion of Executive Committee as Governing Board

Assessment of Chapter  
(Chapter Assessment Worksheet in the Goal-Setting Guide)

Goal-Setting for the Year

Budget

- \* Presentation from Outgoing Treasurer
- \* Review by Incoming Executive Committee

The following list elaborates on topics for the first Executive Committee meeting.

**Governing Board:** Discuss the role of the Executive Committee as a governing board. The Executive Committee sets and governs the policies and procedures by which the chapter will support the mission of the Society. The chapter's bylaws document contains the governing policies, which must never conflict with the Society Constitution and Bylaws. The procedures decided upon by the Executive Committee will help direct the activities of the committees.

**Assessment:** Using the chapter assessment tool included in this guidebook, the committee identifies current policy issues of the chapter. It is important for the chapter officers to determine the status of the chapter before any planning for the upcoming year can be completed.

**Goal Setting:** Using the Four-Step Growth Plan and Goal-Setting Worksheets in the Goal-Setting Guide, the officers should set goals for the academic year. This plan should not limit the chapter, but rather provide a road map for the year. The plan is designed to enable chapters to grow to a level at which each chapter becomes a continuous, viable entity on campus that meets members' needs. A four-year growth plan is included in the Goal-Setting Guide and is designed to build on the chapter's strength.

**Budget:** Based on the goals that the chapter has determined, a budget should be designed by the Treasurer. As an Executive Committee member, it is your responsibility to accept or adjust the chapter's annual budget.

### **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](http://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.

### **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.

## ***Additional Committees and Chairs***

Once the three standing committees are established, additional committees and subcommittees may be formed depending upon the chapter's goals, traditional activities, and annual calendar. If the local chapter has many programs scheduled throughout the year, involving members in various subcommittees supports retention.

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 Feedback
- Bulletin Board

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

- ACE Award
- 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

### ***Officer Elections and Transition***

One of the duties of the chapter President is to coordinate the election of chapter officers each year. A chapter might use two approaches:

1. If the chapter holds an orientation meeting prior to the initiation, officers can be elected at that time and then may be installed during the initiation ceremony. This timeline would allow more time for each incoming officer to meet with the outgoing officer and conduct training.
2. A second option is to elect the officers during a meeting immediately following the initiation ceremony.

### **Officer Transition**

It is the President's responsibility, in conjunction with the Counselor, to arrange a time for the incoming and outgoing officers to meet and discuss the duties and responsibilities of the positions. The following is a list of activities for incoming and outgoing officers.

### **Outgoing Officer**

- Ensure that all required reports are completed. All reports should be completed before the office term has expired.
- Contact your Chapter Resource Consultant to inform Headquarters of the change in officers.
- Review officer notebook. Remove any information that is not pertinent for the position and organize any files.
- Be available and mentor the incoming officer. There will be many questions the first few weeks of a new office.

### **Incoming Officer**

- Become familiar with officer files and resources.
- Acquire and use resources. Written resources include: officer notebook, officer guidebook, Society Constitution and Bylaws, and local chapter bylaws. Human resources include your predecessor, KDP counselor, other officers, and your Chapter Resource Consultant at Headquarters.

## **Joint Meeting of Outgoing and Incoming Executive Committees**

- Reflect on accomplishments for the year.
- Brainstorm ideas for the upcoming year.
- Discuss direction the chapter might take in the future.
- Complete the chapter assessment worksheet included in the Goal-Setting Guidebook.

## ***Officer Election Planning Checklist***

### **Four Months Prior to Officer Elections**

- Current officers begin identifying members with potential to fill leadership positions.

### **Two Months Prior to Officer Elections**

- Begin promoting openings and encourage members to run for office.
- Post job descriptions and nomination forms.
- Accept nominations. Any member may nominate himself, herself, or another member for a chapter officer position. These nominations should be done in writing. The chapter should create a form that notes the name, address, telephone, and e-mail address of the individual nominated. Both the nominator and nominee should sign the form. The nominee's signature signifies acceptance of the nomination.

### **One Month Prior to Officer Elections**

- Executive Committee approves slate of candidates.

### **Three Weeks Prior to Officer Elections**

- Slate of candidates is approved by membership.

### **Two Weeks Prior to Officer Elections**

- Executive Committee develops a ballot.
- Candidates present speeches.

### **Week of Officer Elections**

- Members vote.
- Create news releases announcing new chapter officers and submit to local and school newspapers.

## Section 2: Meeting Management

Meetings are the primary medium through which the chapter will make decisions and communicate with members. This chapter highlights strategies to plan and conduct successful meetings.

### ***Successful Meeting Planning***

**Meet with a purpose.** Time has become a precious commodity. When individuals attend a meeting, they want to feel as if the time spent there was worthwhile, that something was accomplished, or that they learned something new. Outlined below are some helpful hints to ensure that members will feel this way once the meeting is adjourned.

- Decide on a day and time for chapter meetings.
- Reserve a meeting room well in advance.
- *One week prior to each meeting:* Spend at least one hour preparing.
- Develop an agenda (use sample agendas in this guidebook as a reference). Keep chapter business to a minimum (10–15 minutes) so the remaining meeting time can focus on a membership program.
- Publicize the meeting (either on the telephone, or with e-mail, newsletter, or flyer) to let members know when, where, and at what time the meeting is scheduled. Also, indicate why they should attend.
- *Prior to each meeting:* Review the agenda with committee chairs and officers to ensure appropriate individuals are prepared for presentations.
- Gather materials for the meeting. Photocopy the agenda and all other materials to be distributed to members.
- Make the meeting worthwhile. Have a social gathering or a speaker after the business is conducted.
- Make meetings fun. Perhaps give away door prizes, and always recognize outstanding member accomplishments.
- Allow yourself enough time to prepare the meeting room before people arrive.
- Greet members as they arrive.
- Thank members for attending.

### ***Sample General Membership Meeting Agenda***

- I. Call to Order (President)
- II. Attendance/Review of Minutes (Secretary)
- III. Committee Reports
  - a. President (Executive Committee)
  - b. Vice President (Program Committee)
  - c. Membership Coordinator (Membership Committee)
- IV. Old Business
- V. New Business
- VI. Program
- VII. Recognition of Individual Members
- VIII. Announcements
- IX. Questions
- X. Adjournment (President)

### ***Sample Executive Committee Meeting Agenda***

- I. Call to Order (President)
- II. Attendance/Reading of Minutes (Secretary)
- III. Officer Reports (Individual Officers)
  - A. President
  - B. Counselor
  - C. Vice President
  - D. Treasurer
  - E. Secretary
  - F. Historian
  - G. Foundation Representative
- IV. Committee Reports
  - A. Executive (President)
  - B. Membership (Membership Chair)
  - C. Program (Vice President)
  - D. Ad Hoc
- V. Voting (President)
- VI. Old Business (Officers/chapter members)
- VII. New Business (Officers/chapter members)
- VIII. Announcements (not Society related)
- IX. Adjournment (President)

## ***Why Parliamentary Procedure?***

To make meetings more efficient, it is suggested that *Robert's Rules of Order* be used. Please see Appendices II and III in this guidebook for Parliamentary Procedures.

The rules of parliamentary procedure give the presiding officer guidelines for conducting orderly discussion and bringing matters to a vote. As President, it is important that you be familiar with the basics of parliamentary procedure so that you can ensure that chapter and Executive Committee meetings run smoothly. You are not expected to be a parliamentary law expert; you just need to understand the basic rules to run effective meetings.

As President, you are the presiding officer at all chapter and Executive Committee meetings. You are responsible for recognizing members who wish to speak and indicating when members are "out of order" for speaking out of turn. Sometimes you must be firm, or the meeting will get out of hand and nothing will be accomplished. As the presiding officer, however, your rights as a member are somewhat limited. You cannot introduce a question for discussion; another member must do this, and you should remain impartial. In addition, you cannot vote, unless your vote would change the outcome of the decision (i.e., break or create a tie).

Unless you are an authority on parliamentary procedure, there will be occasions when you do not know how to proceed. Many parliamentary procedure aids are available, which you can probably purchase at your campus bookstore. However, the best recommendation is to use your common sense. The goal is to run an effective and efficient meeting and not become frustrated with the process.

The following information highlights the most common actions that are taken at meetings. Use this information, in conjunction with your chapter's bylaws, to ensure that business is conducted properly.

### **Some Common Motions Made at Board Meetings**

- ✓ "I move to approve the minutes of the last meeting as presented by the Secretary."
- ✓ "I move to approve the financial report presented by the Treasurer."
- ✓ "I move to spend \$25 on publicity posters for the upcoming chapter recycling project."

## APPENDIX I: President's Monthly Checklist

### August–September

- Review duties of all chapter officers.
- 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 plans for first program with the Vice President and the Programming Committee.
- Assist the Secretary in preparing the first chapter newsletter. Information about creating a chapter newsletter is located in the *Secretary's Guidebook*. A chapter newsletter template is available at [www.kdp.org](http://www.kdp.org) in the Chapter Services section.
- Plan initiation ceremony. See the Initiation Guide at [www.kdp.org](http://www.kdp.org) in the Chapter Services section for a sample timeline and checklist.
- Ask the Treasurer to order supplies for initiation.
- Read *The Leader* e-newsletter from KDP Headquarters and assist the officers in communicating the news and implementing the ideas. *The Leader* is e-mailed to all chapter counselors and officers monthly. *Contact your Chapter Resource Consultant (800-284-3167) if any officers are not receiving The Leader.*
- With the assistance of the Counselor: Request a list of all students qualified for membership from the Registrar for the fall initiation, if completing one at that time.*

### October

- Conduct an Executive Committee meeting to discuss goals, planning, and progress by officers and standing committees.
- Ensure that the rebate check has been deposited. The check is mailed October 1. Further information is located in the *Treasurer's Guidebook*.
- Conduct chapter meeting to get members excited about the upcoming year. Ideas for activities may be found at [www.kdp.org](http://www.kdp.org) in the Chapter Services section or by contacting your Chapter Resource Consultant.
- Invite prospective members to join the Society. Refer to chapter bylaws for specific guidelines on your chapter's membership requirements.
- Conduct a new-member orientation. More information about holding an orientation is located in the *Membership Recruitment Guidebook* at [www.kdp.org](http://www.kdp.org) in the Chapter Services section.
- Read *The Leader* e-newsletter from KDP Headquarters and assist the officers in communicating the news and implementing the ideas. *Contact your Chapter Resource Consultant (800-284-3167) if any officers are not receiving The Leader.*

### November

- Receive preliminary reports of chapter from committee chairs.
- Continue work with membership (programming).
- Conduct an Executive Committee meeting.
- Read *The Leader* e-newsletter from KDP Headquarters and assist the officers in communicating the news and implementing the ideas. *Contact your Chapter Resource Consultant (800-284-3167) if any officers are not receiving The Leader.*

## December

- Conduct mid-year reflection during Executive Committee meeting. Review the Goal-Setting Guidebook for resources.
- Read *The Leader* e-newsletter from KDP Headquarters and assist the officers in communicating the news and implementing the ideas. *Contact your Chapter Resource Consultant (800-284-3167) if any officers are not receiving The Leader.*

## January

- Ask the Treasurer to order supplies for initiation.
- Review plans for initiation, if holding one in the spring and/or summer.
- Plan to participate in Foundation Annual Appeal; meet with Foundation Representative for more information.
- Plan Reading Is Fun Week program.
- Conduct Executive Committee meeting.
- Read *The Leader* and implement any ideas.

## February

- With the assistance of the Counselor: Request a list of all students qualified for membership from the Registrar for the spring initiation, if completing one at that time.*
- Invite prospective members to join.
- Conduct a new-member orientation. More information about holding an orientation is located in the *Membership Recruitment Guidebook* at [www.kdp.org](http://www.kdp.org) on the Chapter Services section.
- Conduct general membership meeting(s).
- Read *The Leader* and implement any ideas.
- Discuss initiation planning with officers and Membership Committee.

## March

- Initiate new members.
- Ensure rebate check has been deposited.
- Conduct Executive Committee meeting.
- Conduct officer elections.
- With the assistance of the Counselor: Prepare for officer transition; meet with Executive Committee to discuss. Consider holding an Officer Retreat for training.*
- Read *The Leader* and implement any ideas.

## April

- Train incoming officers. All incoming officers should take office.
- Conduct Reading Is Fun Week program.
- Review chapter's accomplishments for inclusion in a chapter summary to new officers and for inclusion in online Annual Report to be submitted to Society Headquarters. Contact your Chapter Resource Consultant for more information.
- Read *The Leader* and implement any ideas.
- Establish the annual event calendar for next year.
- Provide newly elected officers with contact information of outgoing officers and Chapter Resource Consultant.

## May

- Finalize the chapter's annual event calendar for next year.
- Celebrate the chapter's successes with the Executive Committee and members.
- Form necessary committees and elect additional chairs as needed.
- Schedule summer session meetings or summer get-togethers, if applicable.
- Read *The Leader* and implement any ideas.

## June

- With the assistance of the Counselor and Treasurer at any time prior to August 1:* Complete and submit the online Annual Report to Society Headquarters at [www.kdp.org](http://www.kdp.org) in the Chapter Services section under "Forms and Brochures."
- Read *The Leader* and implement any ideas.

## **APPENDIX II: Parliamentary Procedure at a Glance**

<b>TO DO THIS:</b>	<b>SAY THIS:</b>	<b>IS A SECOND NEEDED?</b>	<b>IS IT DEBATABLE?</b>	<b>CAN IT BE AMENDED?</b>	<b>WHAT VOTE IS NEEDED?</b>
Introduce Business	"I move that..."	Yes	Yes	Yes	Majority
Change the issue or question being discussed	"I move to amend the motion by..."	Yes	Yes	Yes	Majority
End discussion on the issue at hand	"I move the previous question."	Yes	No	No	Two-thirds
Temporarily suspend consideration of an issue	"I move to table the motion."	Yes	No	No	Majority
Give closer study to an issue	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority
Begin discussion on an issue previously tabled	"I move to take from the table..."	Yes	No	No	Majority
Protest a breach of parliamentary rules	"Point of order."	No	No	No	No vote, Chair decides if point of order is correct
Request information	"Point of information."	No	No	No	No vote, Chair obtains appropriate information
Verify a voice vote by having members raise a hand	"I call for a division."	No	No	No	No vote, Chair obtains appropriate information
Avoid considering or discussing an improper issue	"I object to consideration of this motion."	No	No	No	Two-thirds
Adjourn meeting before business is completed	"I move that we adjourn."	Yes	No	No	Majority

## **APPENDIX III: A Glossary of Parliamentary Terms**

**ballot:** Voting in writing can take place if the issue being discussed is a sensitive matter and the chair or members wish the voting to be secret.

**chair:** The presiding officer of the meeting, generally the chapter President.

**floor:** A member is considered to “have the floor” when the chair calls upon him or her to speak. In most cases, it is improper to interrupt someone who currently has the floor.

**motion:** The method used to place an issue, question, or decision in front of the members so it can be discussed and voted upon. Discussion on an issue to be decided is out of order unless an appropriate motion has been made.

**order:** Comments or discussion presented by a member are “in order” if the chair has properly recognized the member and the comments made pertain to the issue being discussed. Likewise, the member is “out of order” if either of these two conditions is not met.

**quorum:** The number of members needed to be present to conduct business legally. This number is set in your chapter’s bylaws.

**second:** Most motions need a second (that is, another member must agree that the question or issue should be discussed). This keeps items that are of interest to only one member from taking up time during a meeting.

**voice vote:** The chair requests that members indicate their preference on the issue by responding “yes” or “no” when asked to do so. The chair decides, based on the voices, whether the “yes” or “no” votes were in the majority. The chair may ask for a show of hands if it is unclear by voice vote how members voted.