



SECRETARY'S GUIDEBOOK

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This Secretary's guidebook is designed to help the chapter secretary carry out the duties required of the position. The chapter's success and your personal satisfaction as an officer are directly related to the time and effort you put forth in preparation. This guidebook will be of great assistance while serving as a chapter officer.

Responsibilities of the Secretary

Kappa Delta Pi Society Bylaws state the following Duties of the Secretary:

- 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.

In addition, the secretary must also:

- Ensure New Initiate Information Forms are completed and submitted within two weeks of initiation to Society Headquarters.
- Formulate the agenda to be used at meetings, in consultation with the President.
- Notify the membership of the time and place of meetings.
- Work with the Membership Committee to send out letters of invitation to potential members.
- Maintain, for reference at each meeting, a copy of chapter bylaws, standing rules, accepted order of business, minutes of previous meetings, and lists of all committees.
- Read the minutes of the last meeting if asked to do so and amend as needed.
- Act as custodian of all records except those specifically assigned to others.
- Explain all records to successor.
- Send names and addresses of newly elected officers to Headquarters. The secretary must attend all chapter and Executive Committee meetings. If unable to attend, an alternate should be assigned to take the minutes. The secretary is a voting member of the Executive Committee.

The Secretary's report should include:

- Information about any correspondence received and sent.
- Report of meeting attendance and total member participation in events.
- Other activities accomplished such as submission of initiation information, Annual Report, etc.

Executive Committee

The Executive Committee of the local Kappa Delta Pi chapter is a standing committee expected by the International Constitution and Bylaws. This particular committee consists of the following members: President (chair), Vice-President/President-Elect, Treasurer, Secretary, Historian, Foundation Representative, Counselor, and Past-President (if applicable). 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 for programming may be approved by the Executive Committee. In addition, the Executive Committee is responsible for approving the chapter budget.

The secretary is responsible for taking the minutes of the Executive Committee meeting using the same guidelines and format for chapter meetings. In addition, the secretary should present a report to the Executive Committee. Each officer receives a copy of the minutes from the Executive Committee meeting.

Maintaining Chapter Records

One of the most important duties of the chapter secretary is documenting chapter's activities and membership. Accurate records are one of the keys to a successful chapter. This information also is helpful to incoming officers as they

evaluate the success of previous projects and activities. When applying for an Achieving Chapter Excellence (ACE) Award, specific information about chapter involvement is important. Following is a list of items that should be maintained.

- Minutes of all chapter meetings and Executive Committee meetings should be kept in a binder for easy retrieval.
- A current listing of all active and inactive members of the chapter. Active status refers to those members who have paid their dues for the year, starting from the date of initiation rather than the beginning of the school year. When the rebate check packet is mailed to chapter counselors in October and March, a listing of those members who have paid their chapter dues is included. Inactive status refers to those members who have not paid dues for the year.
- Copies of correspondence sent to members, the community, and Headquarters. Newsletters, memos, and formal letters must be filed, as well as a copy of the Annual Report sent to Society Headquarters.
- Records of activities and events the chapter has participated in, as well as a record of people attending the events. A record should be maintained of the total number of service hours the chapter has completed. This information should be kept in a binder for easy access and reporting purposes.

Create a binder with monthly tabs to keep all meeting minutes.

Writing Minutes

Minutes contain the details of all action taken by the chapter during a meeting. It is the record of the chapter's activity. At the beginning of each meeting, the secretary should invite members to review the minutes of the previous meeting and move for approval.

During meetings, members recommend action by making a motion—for example, "I move that last month's meeting minutes be approved," or "I move approval for the planning of a book drive for Reading Is Fun Week." Motions generally must have a "second," another person who agrees with the recommendation, prior to discussion of the topic and the vote on the subject.

A form for taking minutes at chapter meetings and for taking minutes at Executive Committee meetings is included in this chapter. It may be photocopied for use at each meeting.

After the meeting, the minutes should be typed into paragraph form. The first paragraph should contain the type of meeting, date, time, location, list of members attending, and whether the previous minutes were approved or corrected. The body of the minutes should contain a separate paragraph for each subject discussed and acted upon. Specify the exact words of the motion, the person introducing the motion, and the action taken, amended, passed, rejected, withdrawn, or tabled. Also include whether the motion was debated or amended before being rejected or approved. The last paragraph should state the time of adjournment and the person adjourning. The minutes should be signed by the secretary and the president.

A copy of the typed formal minutes should be distributed to all members of the Executive Committee and any other members who request a copy. A permanent copy should be kept in a meeting notebook.

Guidelines for taking minutes include:

- While the secretary does not need to document everything said in a meeting, the exact wording of every motion, the person introducing the motion, and the action taken on the motion should be documented.
- Personal opinion and discussion are not included in the minutes; however, clarifying statements may be needed.
- If the motion is long or involved, the secretary may request the maker of the motion to put it into writing.
- Minutes should be brief and reported in the order presented at the meeting.

Chapter Meeting Minutes

The _____ Chapter of Kappa Delta Pi met at _____ (location) at _____ (time) on _____ (date) for a/an _____ (chapter, committee, etc.) meeting. The meeting was called to order by _____ (name of chair).

The following officers were present: _____

There were _____ (number) members in attendance. The following guests were also in attendance: _____

_____.

ORDER OF BUSINESS

NOTES

Call to Order

Attendance

Reading of Minutes

Officer Reports

Committee Reports

Voting

Old Business

New Business

Announcements

Adjournment

Writing Correspondence

There will be times when it will be necessary to correspond using a written letter. The secretary is the official correspondent for the chapter. Correspondence can be communicated in several ways-through the mail, fax, or e-mail. Postcards should be used for informal responses or as a quick thank you for someone's participation in an activity. These are available for purchase from Society Headquarters. A copy of the postcard does not need to be kept.

Memos are to be written when information is given to all chapter members, committee members, or any group. They can be used for updating members about the status of a project or inform them of upcoming events. A newsletter may also be written to keep members aware of the chapter's activities and other pertinent information.

Formal letters should be written for personalized communication such as an invitation or congratulatory note. Official thank you letters from the chapter should be formal.

Note: Responses to requests for information should be handled within seven days.

Creating a Chapter Newsletter

The secretary is responsible for generating a newsletter for the chapter. This does not mean the secretary is in charge of writing the entire newsletter; rather, he or she must coordinate the articles and make sure the newsletter is sent out on time. The newsletter is a great way to inform members of chapter activities, important dates, and upcoming topics the Executive Committee and the committees are considering. It is preferable to send a newsletter at least quarterly (fall, winter, spring, summer) through the mail or electronically. For sample newsletters, contact Society Headquarters.

Each newsletter should include:

- Programs for the upcoming months.
- Service projects, professional development, and social activities for the upcoming months.
- Important dates for the Society, chapter, university, and community.
- Recognition of accomplishments by the chapter and members.

Some additional topics for the quarterly newsletters are listed below.

Fall Newsletter (September)

- Welcome back to the chapter and school.
- Officer quotes or thoughts for the year.
- National Education Week activities.
- Kappa Delta Pi Mission.
- Convocation (in odd numbered years).
- Chapter goals.

Winter Newsletter (November)

- Professional development opportunities.
- Benefits of KDP membership.
- Honor an Educator Program.

Spring Newsletter (January)

- Achieving Chapter Excellence (ACE) Award information.
- Scholarship information.
- National Student Teacher/Intern of the Year Award.
- Publications available (*New Teacher Advocate*, *The Educational Forum*, books).

Summer Newsletter (March)

- Officer transition-introducing the new officers.
- Year-end activities.
- Initiation (include names of new members).
- How to stay active with the chapter after you graduate.

Creating a Chapter Web Page

The Kappa Delta Pi Web page, KDP Online, is located at www.kdp.org. It includes numerous resources to support members and chapters and a template for chapters to fill in the blanks for their own Web pages. A chapter Web page is a great way to keep members and the community informed about the activities of the chapter.

The secretary is responsible for the creation and upkeep of the Web page. However, there may be a member of your chapter who would like to assume responsibility for the Web page and serve as the Webmaster to keep the information current.

It is simple to start your own chapter's Web page. The information that follows shows what information is needed to set up the Web page. Utilize the hints below to complete your chapter information. Next, go to KDP Online at www.kdp.org to insert the information.

Hints for Filling out the Web Page Information:

Chapter Information:

Chapter Name: the Greek name assigned to your chapter.

College/University Name: the school name.

College website URL: main Web site address for college-e.g., www.school.edu.

Chapter Description: information about your chapter that is important or interesting, such as if your chapter initiates professionals in the field as well as undergraduates and graduates, if it participates mainly in service activities, or if it has won awards.

Webmaster: the name of the person in charge of keeping the Website current.

Webmaster's e-mail address.

Officer Information:

Put the name of each officer and his or her e-mail address in the appropriate blank.

Calendar Information:

Date: the date of the next upcoming activity.

Event: description of activity—where, what, why.

Initiation Reporting

Each initiate should complete a New Initiate Information Form prior to being initiated. The chapter should keep the bottom copy of this form and forward the original top copy to Society Headquarters. These forms should accompany the check for the new initiate dues and fees. Instructions for completing this form will be mailed each year to chapters.

Annual Report

The Annual Report must be filled out and sent to Society Headquarters no later than August 1. The secretary is responsible for helping ensure the report is completed and sent in. The names, addresses, telephone numbers, and e-mail addresses of each officer are required. In addition, there is a section to be completed about chapter activities over the course of the year. The dates for the beginning of school, school holidays, and the ending date of each semester are requested. The Annual Report is mailed to the chapter counselor each spring.

Officer Elections

Upon the election of new officers, KDP Headquarters should be sent a list of the new information. The secretary is responsible for sending in the names, addresses, telephone numbers, e-mail addresses, officer positions, and terms of office. If the officers change during the course of the year, the secretary must send to Headquarters the names of the incoming officers.

Secretary To Do List

August

- Ensure Annual Report was submitted.
- Send officer address and telephone updates to Society Headquarters. If information changes from the time the Annual Report was filled out, please send the new information.

September

- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Invite members to first meeting.
- Prepare first chapter newsletter.

October

- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.

November

- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.

- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Prepare chapter newsletter.
- Submit New Initiate Information Forms with initiate fees to Society Headquarters.

December

- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.

January

- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Prepare chapter newsletter.

February

- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.

March

- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Prepare chapter newsletter.
- Plan for officer transition by updating all files and taking out all information that does not apply to the secretary position.

April

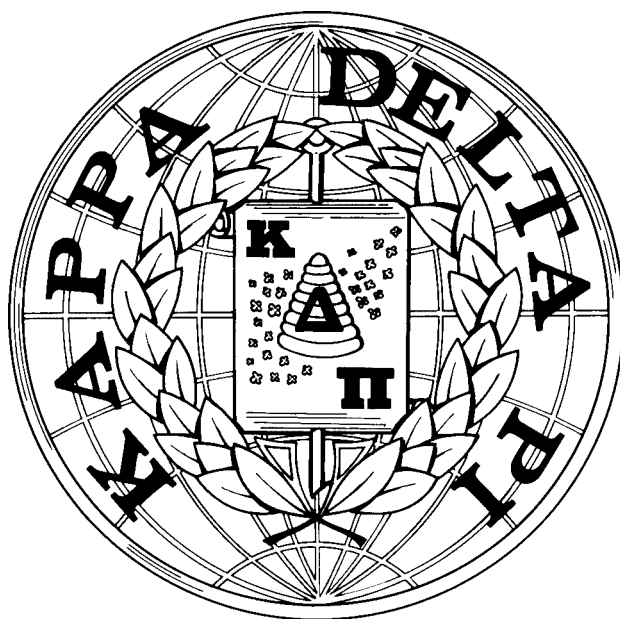
- All incoming officers should take office.
- Attend all chapter and Executive Committee meetings.
- Record minutes of chapter and Executive Committee meetings.
- Distribute minutes of meeting to all Executive Committee members and any other members requesting a copy.
- Submit New Initiate Information Forms with initiate fees to Society Headquarters.

May

- Collect information needed to fill out Annual Report.

July

- Finalize Annual Report and submit to Society Headquarters.



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