



The Delta Kappa Gamma Society International – Illinois State Organization



July 1, 2022

Dear Delta Kappa Gamma Chapter Presidents and Chapter Nominations Chairs,
Congratulations for the confidence your Chapter has placed in you to lead your chapter whether you are new or continuing in your position.

Congratulations also to members in your Chapter who are currently serving as Illinois State Organization (ILSO) officers, committee chairs, committee members, and personal.

The Illinois State Organization Nominations Committee invites your input.

- Please recommend members whom you know would be a wonderful asset to fulfill positions at the State level of our Illinois State Organization (ILSO).
- Attached please find the list of officer and committee positions. For committee duties please refer to the ILSO Bylaws pp. 8-9 which have been attached for your convenience.
- **The Nominations Committee** will be looking for recommendations for 2023-2025 *officers, *a nomination committee member from your region and *directors for Lambda State Foundation Board for Educational Studies, Inc. The slate for the 2023-2025 ILSO biennium will be drawn up by the Nominations Committee later this fall.
- **The incoming 2023-2025 ILSO President** will be looking for recommendations as she puts together our state level committees. Recommendations will be compiled and shared with her after the state convention in 2023.
- In making a recommendation:
 - Know that the recommendations are for the 2023-2025 biennium of the ILSO.
 - Know that every position on the list does not need a name. Even one name on the entire list is welcomed. Chapters vary in size and make-up.
 - You can recommend the same member for several positions.
 - You may, if you wish, add comments.
 - Consider speaking with members you recommend.
 - Consider announcing (email, virtual meeting, newsletter) ILSO positions, and invite members to come forward with their interest(s). Offer members to step-up to state level participation. Share that it enables them to connect with other dedicated Illinois educators and grow professionally as well as personally in DKG engagement. Treat it as an honor and opportunity.
 - Note that some committees require more involvement than others.
 - In the past the first meeting of an ILSO biennium committee has been face to face during the summer, most often involving travel to Bloomington, IL. Subsequent meetings have been Zoom.
 - Know that we would like for every member you recommend to be awarded a position. It may not however, pragmatically work out for the 2023-2025 biennium.
 - You may recommend yourself.

Please submit *all* recommendations to Bev Johns at beverleyjohns@gmail.com by October 15, 2022.

With gratitude for your effort, we thank you for taking time to provide your input.

Warm regards,



Illinois State Organization Nominations Committee 2021-2023

Beverley H. Johns	Chair	beverleyhjohns@gmail.com
Pamela Ave Maria	Region #1 Chicago Area	musicmom713@att.net
Rosie Wolf	Region #2 Northern IL	rtwolf0229@gmail.com
Jaclin Hernandez	Region #3 East Central IL	Mcartor1959@gmail.com
Teena Zindel-McWilliams	Region #4 Central IL	stb87@comcast.net
Bonnie Lawhorn	Region #5 West Central IL	lawhornbonnie2@gmail.com
Diane Kovach	Region #6 Southern IL	vach4@yahoo.com

INVITED RECOMMENDATIONS FOR

Illinois State Organization Standing Committees

If possible, please include the following information with your recommendation(s).

Chapter, Name, email, phone

Society Business

Leadership Development

Personnel

Communications and Marketing

Membership (Chair 2nd VP)

Rules

Event Planning and Management.

***Nominations** (Chair Immediate Past Pres.) (recommended members are elected to serve on this committee)

Finance

Society Mission and Purposes

Achievement Award

Legislation

Scholarship

Educational Excellence (Chair 1st VP)

Literacy

Women in the Arts

International Projects

Music

INVITED RECOMMENDATIONS FOR ELECTED POSITIONS

Illinois State Organization Officers and Additional Personnel

The list below is offered for you to have a reference to the entire list of ILSO officer and personnel positions.

The elected officer and Foundation Board director recommendations are in ***bold**.

Officers

***President**

***1st VP**

***2nd VP**

***Recording Secretary**

***Corresponding Secretary**

Treasurer - recommended by the Personnel Committee & approved by Ex. Bd.

Executive Assistant - recommended by the Personnel Committee & approved by Ex. Bd.

Additional Personnel – recommendations are welcome

Historian - appointed

Parliamentarian - appointed

Webmaster - appointed with stipend

Professional Development Coordinator - appointed with stipend

LAMBDA STATE FOUNDATION BOARD FOR EDUCATIONAL STUDIES, Inc.

***Foundation Board Directors** - Seven directors serve on the board. *Four* are elected, with two being elected each biennium. The remaining *three* directors are the ILSO President, Immediate Past President and a treasurer appointed by the board.)

Nomination for Foundation Board of Directors (2 are needed)

1.

2.

Section 3.

Duties of committees

Chapters shall be responsible for the work, on the chapter level, of committees designated by an asterisk (*) in Section 3. 7/13

A. Society Business

- (1) The Chapter Visitation Committee shall arrange for chapter visitation on a biennial basis, or more frequently for chapters needing assistance. State ambassadors shall review chapter rules biennially to insure consistency with the Illinois State Organization and International governing documents. 4/18
- (2) * The Communications and Marketing Committee shall promote and stimulate effective communication between and among members at all levels of the Society; shall promote effective internal and external marketing; shall cooperate in promoting the use of the publications of the Society; shall assist with the publications authorized by the state; shall be responsible for publicity for state activities; and shall assist chapters in publicizing and marketing the Society. The editor and webmaster shall be members of the committee. 4/19
- (3) The Event Planning and Management Committee shall be responsible for investigating meeting sites, recommending to the Executive Board dates and locations for conventions, workshops, and Executive Board meetings, negotiating contracts, and planning/managing events. The committee shall maintain a calendar of events including state, regional, and international meetings. The immediate past president and the executive assistant shall serve in an advisory capacity on the committee. 4/16
- (4) *The Finance Committee shall consist of eight (8) members, two (2) of whom are appointed each year for a term of four (4) years. The president, the treasurer and the executive assistant shall serve as ex officio members on the committee, each having voting privileges. The committee shall be responsible for the supervision of the financial affairs of Illinois State Organization, including preparation of a budget for adoption by the Executive Board and an annual audit. 4/85
- (5) The Leadership Development Committee shall consist of the president, the treasurer, the executive assistant, the Educational Excellence Chair, the Leadership Development Chair and a representative (or an appointed alternate) from each leadership development regional area. The committee shall plan and implement leadership development programs for state and chapter officers and committee chairs. 7/13
- (6) *The Membership Committee shall study and make recommendations related to membership issues and challenges. The committee shall receive and evaluate recommendations of persons proposed for state honorary membership and submit the names of qualified candidates to the State Executive Board for vote. Necrology and membership reports shall be the responsibility of the committee. 7/13
- (7) *The Nominations Committee responsibilities are outlined in the Illinois State Organization *Bylaws*, Article VI. 4/83
- (8) The Personnel Committee shall screen applicants and recommend candidates, with their qualifications, to the State Executive Board whenever a vacancy occurs in a position filled by employment in Illinois State Organization. The committee shall study matters related to employed personnel and make recommendations to the Executive Board. The committee shall review and update personnel "Duties and Responsibilities" at least biennially. 7/13

(9) *The Rules Committee shall receive all proposals for amending the Illinois State Organization *Bylaws* and *Standing Rules* and make recommendations to the state convention for adoption. The Rules Committee shall review the Illinois State Organization *Standing Rules* and *Bylaws* twice yearly. The committee is responsible for sending a copy of Illinois State Organization *Bylaws* to the International Constitution Committee biennially. The committee shall communicate any changes proposed for the International *Constitution*. 4/08

Issued 4/19

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B. Society Mission (and Purposes)

(1) The Achievement Award Committee shall annually review and submit the names of individuals nominated for the Lambda State Achievement Award to the State Executive Board for voting. 4/03

(2) *The Educational Excellence Committee shall promote professional and personal growth of women educators and excellence in education. The Professional Development coordinator shall be a member of the committee. 4/17

(3) *The International Projects Committee shall be responsible for informing the membership regarding all international projects, shall encourage financial support of international funds, and shall suggest appropriate programs of action to chapters. 7/13

(4) *The Legislation Committee shall initiate action in the field of legislation to improve education and the status of women and women educators at the state and federal levels. 7/13

(5) The Literacy Committee of the state shall plan and promote activities at the state and local levels to improve literacy in reading, writing and mathematics. At the chapter level a member responsible for literacy activities may be appointed. 7/13

(6) The Music Committee shall plan and conduct appropriate music activities. The chair, or designee, sits on the Women in the Arts Committee. 4/17

(7) *The Scholarship Committee shall consist of eight (8) members, two (2) of whom are appointed each year for a term of four (4) years. The committee shall promote interest in and support for international scholarships and shall develop criteria for and award such scholarships in Illinois State Organization as shall be determined by the Executive Board. 4/15

(8) The Women in the Arts Committee shall plan appropriate arts activities in Illinois State Organization. At the chapter level a member responsible for activities in the arts may be appointed. 7/13

From Bylaws page 11. Activities of the Lambda State Foundation for Educational Studies, Inc.

ARTICLE XIII LAMBDA STATE FOUNDATION FOR EDUCATIONAL STUDIES, INC.

Section 2. Activities

The Foundation shall provide funds for members to conduct educational research and to develop special projects related to the improvement of education and for the publication of the results of research and projects.

Illinois State Organization

Suggested Selection Criteria for Illinois State Organization Nominees

<p>State President should have . . .</p> <ul style="list-style-type: none"> • served as chapter president • state committee experience • some familiarity with the work of the Illinois State Organization Executive Board • attended state and regional/international meetings, conferences and conventions • interest in and time for the position • ability to communicate effectively both verbally and in writing 	<p>State Vice Presidents, Recording/Corresponding Secretaries should have . . .</p> <ul style="list-style-type: none"> • served as chapter president • state committee experience • interest in and time for the position • some chapter experience in areas for which they are nominated 	<p>Members of the Nominations Committee and the Foundation for Educational Studies Board should have . . .</p> <ul style="list-style-type: none"> • served as chapter president • state committee experience • some chapter experience in areas for which they are nominated • interest in and time for the position
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Brief Description of Illinois State Organization Committees

In addition to the responsibilities listed below, committee chairs and representatives may be asked to serve as state visitors.

Society Business

Committee	Approximate Number of Meetings	Responsibilities
Chapter Visitation (Corresponding Secretary)	once in the second summer (even numbered year)	prepares forms/schedule, trains chapter visits during 2020-2021
Communications and Publicity	once each summer	promotes publications/plans publications; assists chapter communication newsletters/yearbooks; supports maintaining Illinois State Organization; encourages technology sessions; plan a technology seminar
Event Planning & Management	once each summer (may also meet in winter)	recommends meeting dates/locations at different locations
Finance (two appointments will be made for a four-year term) *	once each January or February (usually the last Saturday of January)	prepares Illinois State budget; prepares forms
Leadership Development	once each summer; meets in January of even-numbered years before the Orientation for Chapter Leaders workshops	plans/implements leadership development; state/chapter officers/committees; Transition Meeting for State Officers; and Training for Chapter Leaders; Leadership Management Seminars

Membership	once each summer	studies/makes recommendations; plans Membership Luncheon; plans Life Ceremony held at convention; coordinates Coordinating Council information
Nominations (elected members from each of the six areas in the state will serve for one biennium) *	meets first summer and December in second year	supports chapters in search of nominees; selects slate of elected positions
Personnel	once each summer; may meet additional times when interviewing	interviews candidates for vacancies; evaluates staff performance
Rules	once each summer and in January or February	receives all proposals for amendments to <i>Bylaws</i> and <i>Standing Rules</i> ; coordinates changes for the International Convention
State Planning	once each summer	assists president in planning/implementing state program during the biennium

Society Mission and Purposes

Achievement Award	once each summer	promotes annual recognition of outstanding State member; reviews nomination criteria; prepares ballots for the selection of Achievement Award
Educational Excellence	once each summer	plans workshop sessions for members personal and professional; promotes chapter educational excellence; coordinates international themes for study; coordinates Aid and Florence A. Cook Recognition; coordinates Professional Development Hours; coordinates state and chapter events, encourages Early-Career Educators (SEE)
International Projects	once each summer	promotes all international projects; provides support of international funds; encourages international experience at least once during the biennium
Legislation	once each summer	informs members of legislative action; promotes education/status of women; monitors legislative action; coordinates Seminar(s); disseminates U.S. legislative action to members
Literacy	once each summer	plans/promotes activities to improve literacy; conducts workshops/book discussions
Music	once each summer	plans music for convention and retreats including Creative Arts Retreat; coordinates program/music committees with chapters; coordinates books/music; chair also serves on Music Committees
Scholarship (two appointments will be made for a four-year term) *	meets each January or February; may meet in summer	selects state scholarship/stipend recipients; coordinates international/state scholarship

Women in the Arts	once each summer, at the CAR, and in January or February of odd-numbered years to select M. Josephine O'Neil Art Award recipient(s)	plans Creative Arts Retreat, A convention workshops; arrang M. Josephine O'Neil Arts Awa
Foundation for Educational Studies, Inc.	meets each fall and spring	awards stipends to chapters a educational projects
Ad Hoc	meet(s) as authorized	appointed by the state preside

*Represents committee membership that is longer than a two-year term.

Updated 8/2019 dl

HANDOUT #10

Illinois State Organization

2023-2025

Official Form for Recommendation of Illinois State Organization Elected Positions Deadline: November 20, 2022

Use added sheets as needed. Letters of support for candidates are permitted.

Recommendations for the position of (Check **one** only)

President *Elected* *Nominations Committee*
 Elected
 First Vice-President *Elected* *Lambda State Foundation for Educational Studies* *Elected*
 Second Vice-President *Elected*
 Recording Secretary *Elected*
 Corresponding Secretary *Elected*

Personal Information

Nominee (Dr., Mrs., Ms., Miss)

Address __

Street

City

State

Zip

Preferred Phone (include area code)

E-mail _____

Chapter _____ Area Number _____ Year of Initiation

Delta Kappa Gamma Experience—Office(s) Chairmanship(s), Member of Committee(s) (Include dates/number of years serving in that position)

Chapter

State

Regional/International

Delta Kappa Gamma State or International Awards, Scholarships, Grants

Attendance at State, Regional, International Conventions/Conferences (Include dates)

State Conventions:

Regional Conferences:

International Conventions:

Academic Background (Include degrees, dates, and colleges/universities)

Years of Teaching Experience _____

Present Position _____

Years in this position _____

Place of Employment _____

List All Teaching Positions (and dates)

Teaching Awards, Grants, and Special Recognition

Professional and Leadership Skills (Include offices held in professional and community organizations, special skills exhibited in working with organizations and in professional career, workshops presented, etc. Use a separate sheet of paper as necessary.)

Personal Characteristics (Check all that apply)

Accepts challenges Demonstrates leadership skills Organizes work well

Attends to detail Is readily accessible Communicates well

Exhibits a high energy level

Demonstrates a positive, friendly disposition

Delegates work well and permits others to have freedom to create and execute plans

Works well with different personality types

Maintains high standards while also demonstrating tact and understanding of others

- Demonstrates commitment to the Purposes of the Society
- Expects to guide and share in the development and implementation of plans

Check the appropriate response(s) below:

- Yes, No Nominee has consented for her name & qualifications to be submitted.
- Yes, No Nominee is willing to accept a different position. Which?
- Yes, No Chapter president or individual member designee has been asked to write a letter of support.
- Yes, No This person is a nominee for an **elected** position. Her picture is enclosed.
- Yes, No This person is a nominee for an **elected** position. She has enclosed a brief discussion (100 words or fewer) about the impact of Delta Kappa Gamma in her life.

Recommendation (to be completed by chapter president or individual member designee) On a separate sheet of paper and in 100 words or fewer, state why this woman would be a valuable addition to the Illinois State Organization team. Please be as specific as possible.

Submitted by: _____ Individual Member _____ Chapter President

Name _____ Chapter _____ Position _____

Address _____

Street _____ City _____ State _____ Zip _____
 Preferred Telephone _____ E-mail _____

Please send your completed recommendation form **postmarked on or before November 20, 2022**, to the Illinois State Organization Nominations Committee Chair by e-mail or postal mail:

**Beverley H Johns, PO Box 340, Jacksonville, IL 62651-0340
 beverleyjohns@gmail.com**