



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
**DELTA KAPPA GAMMA**

**RECOMMENDATION FORM FOR NOMINATIONS  
FOR GAMMA CHI CHAPTER ELECTED OFFICERS FOR 2026-2028**

Chapter officers are elected at the March meeting in even numbered years and assume duty the following July 1 although the president has some responsibilities to fulfill prior to taking office. The elected officers are president, first vice-president, second vice-president, recording secretary, and corresponding secretary. Give this form to Ashley Barnette, Nominations Chair no later than December 31, 2025.

Name \_\_\_\_\_ Recommended for office of \_\_\_\_\_

If elected, are you (or she) willing to serve? \_\_\_\_\_

**Duties of President:**

- a. Shall act as presiding officer at regular and call meetings. She directs the activities of her organization.
- b. Shall act as chairman of the Executive Board.
- c. Shall appoint a parliamentarian, historian, editor, photographer, webmaster and World Fellowship representative.
- d. Shall appoint standing and special committees.
- e. Shall approve payment of expense claims.
- f. Shall approve publications.
- g. Shall fill by appointment all vacancies in offices.
- h. Shall represent the society at meetings, conferences and other events.
- i. Shall take action, with the advice and approval of the Executive Board, on matters which cannot be deferred until the next meeting.
- j. Shall prepare the Chapter President Annual Report (Form 54).
- k. Following her election, shall submit the Form For Reporting Chapter Officers to the NC DKG president, the NC DKG executive secretary and the International organization by May 15; shall submit the chapter committee chairmen to NC DKG by July 1 (forms are available online) and shall attend the June workshop for new presidents.

**Duties of First Vice-President:**

- a. Shall serve as presiding officer in the absence of the president. In case of death or resignation of elected president, the first vice-president shall succeed to the presidency and serve until the next regular election of officers.
- b. Shall serve as chairman of the Educational Excellence Committee.
- c. Shall perform such other duties as assigned by the president or Executive Board.

**Duties of Second Vice-President:**

- a. Shall serve as presiding officer in the absence of the president and first vice-president.
- b. Shall serve as chairman of the Chapter Rules Committee.
- c. Shall perform such other duties as assigned by the president or Executive Board.

**Duties of Recording Secretary:**

- a. Shall keep minutes of each meeting of the chapter and Executive Board.
- b. Shall furnish the president and editor with a copy of the minutes of each meeting within one week after the meeting. The editor will include the minutes of the previous meeting in the newsletter that is issued prior to the next meeting.
- c. Shall keep an attendance roll supplied by the Hospitality chair.
- d. Minutes must be signed by the secretary and approved at the next meeting.

**Duties of Corresponding Secretary:**

- a. Shall attend to correspondence as directed by the president.
- b. Shall send cards to ill members.
- c. Shall send a card or letter to a member in the event of a death in her family.
- d. Shall report absent member(s) who have sent correspondence to her.