



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

**NYS Organization DKG (2019-2021)  
Area Council GUIDELINES**

Pi State is divided into **ten (10) Areas** which include the Chapters as determined by the Executive Board. (*NYS Organization DKG Standing Rules 4.01*)

**Area Conferences and/or Workshops** shall be held between October 1 of the first year of the State Biennium and October 31 of the second year of the State Biennium for the purpose of Leadership Development and dissemination of Society information. (*NYS Organization DKG Standing Rules 4.02*)

Where Chapters are contiguous to two Areas, members may attend the Area meeting of their choice. (*NYS Organization DKG Standing Rules 4.03*)

**Area Councils** (*NYS Organization DKG Standing Rules 4.0*):

- 4.11 Each Area Council shall be comprised of each Chapter President and an elected Member-at-Large from each Chapter.
  - a. Each member of the Area Council shall serve a term of two years.
  - b. Each member of the Area Council shall have one vote.
  - c. A Chair shall serve for one year.
- 4.12 The date of the Area Conference shall be submitted to the NYS Organization DKG Second Vice-President six months prior to the event.
- 4.13 Expenses may be met by contributions from the member chapters and/or by fees established for participation in specific events or projects.

**Area Conferences** (*NYS Organization DKG Standing Rules 6.1*)

- 6.11 Pi State Area Conferences shall be planned by the Area Councils and the NYS Organization DKG Executive Committee.
- 6.12 No more than two Area Conferences shall be held on the same date.
- 6.13 Workshops for new Chapter Officers and Committee Chairs shall be held in conjunction with the Area Conferences.
- 6.14 In the event of a financial loss, the Area Council will be reimbursed no more than fifty (\$50) dollars. This will be made as soon as the Area Council submits an itemized financial report to the NYS Organization DKG President.
- 6.15 A copy of the plans for each Area Conference shall be sent to the Editor of *Pi Lights* for inclusion in the appropriate issue. This shall be the responsibility of the Area Conference Chair.

**Visitation Request:**

The Area Council Chair may request from the State President a visitation by one of the NYS Organization DKG Officers or Related Personnel for their Area Conference. The Area Council shall provide meals and assist in arranging for her visit.

The ***Area Council Visitation Request Form*** is on the NYS Organization DKG Website. The form includes location, date and theme of the Area Council Conference as well as details

about what involvement and expectations the Council has of the State Visitor. The form should be sent to the NYS Organization DKG President as early as possible so that transportation and arrangements may be made for the State Visitor. After the State Visitor has been approved, communication with the Area Council Chair and Visitor should be established.

**Responsibilities for Area Conference:**

Area Councils are encouraged to develop a flow chart, designating Chapter responsibilities, on a rotation basis for future Conferences. Each Area Conference should have a designated Chair, Registrar and Treasurer. Supporting designees or committees may include finance/budget, publicity, centerpieces, registration form, dinner arrangements, speakers, programs, name tags, hostesses, conference materials, etc.

The Area Council needs to budget for the registration/meal expense for the invited State Visitor and any invited guests. All other attendees are responsible for their own expenses for registration, meal and travel/accommodations as needed.

**Registration Form for Area Councils:**

Registration Forms for the Area Council Conferences should be sent electronically (*as an email attachment*) to NYS Organization DKG President, NYS Organization DKG Second Vice President and NYS Organization DKG Editor as well as Council Chapter members and surrounding Area Councils.

The Second Vice President will add the Council information on the *NYS Organization DKG Area Councils and Conferences Chart* and will send updates to the Editor. The Editor will send the Registration Form and Chart to the NYS Organization DKG Webmaster for posting on the NYS Organization DKG Website and listing in the next issue of *Pi Lights*.

**Evaluation Form:**

Area Councils are encouraged to have an Evaluation Form of the Conference available for participant feedback. A summary of the Evaluation Form comments should be sent to Area Council members, NYS Organization DKG President and NYS Organization DKG Second Vice President.

A *Sample Area Council Evaluation Form* is on the NYS Organization DKG Website.

**Area Council Financial Report:**

At the conclusion of the Area Council Conference, the Area Council Treasurer must submit the *Area Council Financial Report*, itemized, including copies of all receipts, to the NYS Organization DKG Treasurer, NYS Organization DKG President, NYS Organization DKG Second Vice President and the NYS Organization DKG Audit Committee Chair within one week of closing the Conference books.

The form for the *Area Council Financial Report* is on the NYS Organization DKG Website.

Surplus money should be sent with the complete Financial Report to the NYS Organization DKG Treasurer. If the Conference incurs a deficit, the report of the amount with a copy of the complete Financial Report should be sent to the NYS Organization DKG President.

The itemized *Area Council Financial Report* must include copies of all receipts and is subject to Audit.

**Area Council Conference Article:**

Area Councils are encouraged to take photographs of the Conference. Photographs in high resolution transfer better for printing. However, all photos are welcome.

The Conference Chair or designee should submit photos and an article electronically (*as an email attachment*) to the NYS Organization DKG Editor for inclusion in the next issue of *Pi Lights* as soon as possible after the event.