



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

**MINUTES**

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The elected chapter secretary takes minutes at the chapter business meetings and maintains written records for chapter files including chapter executive board meetings.

She makes minutes of the previous meeting available to the members after the president approves the draft. This may be sent via email or hard copy. Minutes should be completed as soon as possible after a meeting is held.

Minutes should never be discarded or destroyed. Hard copy should be kept in a binder or folder for a permanent record of what occurred. Minutes can be found in the president's file and may be kept by the chapter historian as well.

As part of chapter minutes many chapters attach appendices such as budget, list of programs for the year, treasurer's report, changes to chapter Standing Rules; and any membership terminations with reasons for termination must be included.

The secretary handles correspondence of the chapter as delegated by the chapter president unless the chapter has a corresponding secretary.

**Refer to pages 8-9 of Go-To-Guide revised in 2015**

It is helpful to refer to the written agenda when writing minutes

Using the Delta Kappa Gamma International Society mast and or the key symbol makes for a professional appearance.

Extra hard copies at the meeting can be useful.

If the chapter has a historian, it is prudent for her to keep a copy of minutes as a permanent file.

When checking the minutes for submission for member approval, look for these things:

\_\_\_\_\_ Are minutes as brief as possible and reported in the order in which business was presented at the meeting?

\_\_\_\_\_ Do they state the exact wording of motions used by the chair when putting them to the vote?

\_\_\_\_\_ Is the name of the member making the motion given? It is not necessary to name the seconder unless the assembly orders it included.

\_\_\_\_\_ Is the action of the motion stated? Approved or not?

\_\_\_\_\_ Are the date, time and place of meeting stated?

\_\_\_\_\_ Is the chapter name and type of meeting given?

\_\_\_\_\_ Are those who were present and absent, including officers recorded?

\_\_\_\_\_ Is the presiding officer or her substitute named?

\_\_\_\_\_ Were the minutes of the previous meeting read and approved?

\_\_\_\_\_ Is there a separate paragraph for each report given?

\_\_\_\_\_ If there is a guest speaker, are the name and subject given? But no effort should be made to summarize the remarks in the minutes.

\_\_\_\_\_ Is the hour of adjournment stated?

\_\_\_\_\_ Did the secretary sign and date the minutes?

*Joan Slagle/revised 2016*