**Appendix A**

(The Appendix is not an official

document and may be changed

as needed by recommendation

of the ASO Executive Board.)

**ASO Areas**

**AREA 1: Counties**: Baxter, Benton, Boone, Carroll, Crawford, Franklin, Johnson, Logan, Madison, Marion, Newton, Pope, Scott, Searcy, Sebastian, Washington, Yell

 **Chapters**: Iota - Fayetteville, Chi - Harrison, Alpha Theta - Charleston, Alpha PI – Ft. Smith, Alpha Rho – Van Buren, Beta Nu - Russellville, Beta Pi - Rogers, Beta Sigma – Bentonville, Beta Tau - Greenwood, Gamma Eta - Yellville, Gamma Iota – Fayetteville

**AREA 2: Counties**: Cleburne, Conway, Faulkner, Fulton, Independence, Izard, Lonoke, Perry, Pulaski, Saline, Sharp, Stone, Van Buren, White

 **Chapters**: Gamma – Little Rock, Theta - Conway, Mu - Benton, Alpha Mu -Little Rock, Alpha Sigma - Morrilton, Beta Beta - Beebe, Beta Lambda – Little Rock, Beta Xi – Heber Springs, Beta Upsilon - Salem, Beta Psi – Little Rock, Gamma Omicron – Little Rock

**AREA 3: Counties**: Arkansas, Clay, Craighead, Crittenden, Cross, Greene, Jackson, Lawrence, Lee, Mississippi, Monroe, Phillips, Poinsett, Prairie, Randolph, Woodruff

 **Chapters**: Zeta – Blytheville, Sigma – Augusta/Des Arc, Omega - Marianna, Alpha Alpha – Helena/West Helena, Beta Omega - Stuttgart, Gamma Theta – Brinkley, Gamma Rho – Jonesboro

**AREA 4: Counties**: Ashley, Bradley, Calhoun, Chicot, Clark, Cleveland, Columbia, Dallas, Desha, Drew, Garland, Grant, Hempstead, Hot Springs, Howard, Jefferson, Lafayette, Lincoln, Little River, Miller, Montgomery, Nevada, Ouachita, Pike, Polk, Sevier, Union

 **Chapters**: Alpha – El Dorado, Delta must change name – Hot Springs, Lambda - Arkadelphia, Alpha Beta - Magnolia, Alpha Delta – Hope/Prescott, Alpha Kappa - Mena, Beta Epsilon must change name - Sheridan, Gamma Beta - Monticello, Gamma Sigma - Ashdown, Gamma Chi – Texarkana, Epsilon Beta – Pine Bluff

A chapter may appeal to the ASO Executive Board for approval to change from one area to another. **See Arkansas State Organization Standing Rules 5.2 (**Revised 2017)

**Appendix B**

**ASO Editorial Practices**

**a.** The *Arkansas State Organization News* and the website exist to inform, to inspire, to explore issues of concern to educators, and to record ASO events and issues. Because of space and time restrictions, the ASO editor and the ASO web master/liaison must select from submissions and make editorial and priority decisions according to the following standards:

 1) Timely publicity for ASO events;

 2) Reports of chapter programs and projects with significance beyond the chapter level;

 3) Articles contributing to the personal and professional growth of members, promoting

 educational expertise, or helping fulfill the Society's purposes.

 4) Publication of obituaries only for state officers, past and present.

**b.** Chapter presidents and chapter communications chairs will receive guidelines each biennium for submitting items to *Arkansas State Organization News* and the ASO website. All members may submit articles or announcements, and the following guidelines are offered as general directions:

 1) The person submitting an article should observe deadlines and send items by postal or electronic mail to the editor and/or the website supervisor.

 2) The person submitting an article should include contact information (name, chapter, address, telephone number, email) and be sure that all names in the article are spelled correctly.

 3) Submitted articles must be legible and accurate.

 4) Members may submit electronic or print photographs of interest to ASO members.

5) All photographs should be labeled with the correct spelling of names and chapters. Accompanying the photograph should be a brief description of the event at which it was taken.

**c.** Comments and inquiries about *Arkansas State Organization News* and/or ASO website are welcome.

**d.** All members are encouraged to contribute articles, pictures, and opinions.

**e.** All executive board members shall be electronically notified when *Arkansas State Organization News* is published on the ASO website. Chapter presidents shall be responsible for notifying all chapter members.

**Appendix C**

**Article Schedule for *Arkansas State Organization News***

|  |  |
| --- | --- |
| EVEN NUMBERED YEARS  | ODD NUMBERED YEARS  |
| DEADLINE DATE  | ISSUE DATE  | Areas & Committees REPORTING  | DEADLINE DATE  | ISSUE DATE  | Areas & Committees REPORTING  |
| Dec 10  | Jan 1  | Areas 3 & 4 Expansion Technology Educational Legislation Scholarship  | Dec 10  | Jan 1  | Area 1 Expansion Technology Educational Legislation Scholarship Convention  |
| Feb 10  | March 1  | All areas Records & Properties Leadership Development Educational Excellence  | Feb 10  | March 1  | Area 2 Records & Properties Leadership Development Educational Excellence Convention  |
| April 10  | May 1  | Areas 1 & 2 Membership Technology Educational Legislation  | April 10  | May 1  | Area 3 Membership Technology Educational Legislation  |
| June 10  | July 1  | All areas Finance Non-dues Revenue Educational Excellence  | June 10  | July 1  | Area 4 Finance Non-dues Revenue Educational Excellence Convention ASO Fall Meeting  |
| Aug 10  | Sept 1  | Areas 1 & 3 Communication Rules Technology Scholarship ASO Fall Meeting  | Aug 10  | Sept 1  | Areas 2 & 4 Communication Rules Technology Scholarship ASO Fall Meeting  |
| Oct 10  | Nov 1  | Areas 2 & 4 Nominations Personnel Awards Ed. Excellence ASO Fall Meeting  | Oct 10  | Nov 1  | Areas 1 & 3 Nominations Personnel Awards Educational Excellence ASO Fall Meeting  |

**Appendix D**

**General Information & Practices**

**President pin and expression of appreciation**

* The state/chapter treasurer orders the president’s pin.
* The immediate past president presents the president’s pin to the incoming president
* The state immediate past president selects a token of appreciation for the retiring president—paid for from budgeted funds for administrative expenses.

**Names of Arkansas State Scholarships**

* Dr. Flora M. Gillentine/Ida Ruth Reeves
* Hazel L. Dabney/ Gladys E. Johnson McDaniel
* Elizabeth Buck/ Lois W. Thomas
* Claire T. White

**Agatha Prator**

The Agatha Prator Grant is awarded each semester (fall/ spring) to a pre-service educator in the student teaching semester (either as a senior or as an intern) and who is an Arkansas resident (or a resident of Texarkana, TX). The grant fund is an endowment from Agatha Prator and is administered by the Arkansas Community Foundation. Prator was Alaska state organization president before relocating to Texarkana and becoming a Kappa State member.

**Term for Executive Secretary**

The term of the executive secretary is intended to begin in the second year of a president’s biennium to facilitate continuity and efficiency.

**Source of Officer Training Fund**

The Officer Training Fund is a non-dues revenue savings account established with monies generated by the membership through fund-raising activities for hosting the 2002 International Convention and the 2009 Southeast Regional Conference.

**Definition of grant-in-aid and scholarship**

The proper use of the terms *grant-in-aid* and *scholarship* is determined by the source of the money that funds them. G*rant-in-aid*, in general, represents awards supported by funds other than the scholarship fee.

**Committee notification of applicants**

A committee that makes selections from submitted applications should notify recipients and non-recipients of the selections.

**Appendix E**

**Mission, Vision, Purposes, DKG Song**

**Mission**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**Vision**

Leading women educators impacting education worldwide.

**Purposes**

The Delta Kappa Gamma Society International has seven basic *purposes* that govern its program of work and study. The activities of each level of the Society implement the *purposes* of the Society. The seven *purposes* include

1. To unite women educators of the world in a genuine spiritual fellowship

2. To honor women who have given or who evidence a potential for distinctive service in any field of education

3. To advance the professional interest and position of women in education

4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators

5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators

6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action

7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society

 **THE DELTA KAPPA GAMMA SONG (Tune: “*Men of Harlech*”)**

|  |  |
| --- | --- |
| Women teachers, to the calling Firmly rally, never falling. Duty ne’er upon us palling. Staunch, courageous, we, Loyalty and trust e’er heeding, Mindful of our sisters needing Aid and guidance from those leading, Helpful may we be! To Delta Kappa Gamma Faith we pledge forever! Hand in hand, our loyal band, Forward moving ever! Onward! ‘Tis our sisters need us, Courage, Faith, and Honor lead us! Wrongs in truth and justice heed us! Firmly shall we stand!  | Guardians of the faith yet sleeping For our sisters watch e’er keeping, Deeds of others now we’re reaping, We for others stand! To us pioneers have given; We return their gifts to Heaven; Work for others is the leaven That in inspires our band! Oh, Delta Kappa Gamma In thy fold we gather; Unity and Liberty Shall be our watchwords ever! Education e’er we’ll further; Each is bound to each as brother; With this faith in one another We shall win, for aye!  |

**Appendix F**

**Schedule for Area Representatives serving on Personnel Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas** | **Elected** | **Term of Office** | **Chairman** |
| 2 and 4 | Area Meeting 2016  | 2017 – 2021 | Area 4 2019 – 2021 |
| 1 and 3 | Area Meeting 2018 | 2019 – 2023 | Area 1 2021 – 2023 |
| 2 and 4 | Area Meeting 2020 | 2021 – 2025 | Area 2 2023 – 2025 |
| 1 and 3 | Area Meeting 2022 | 2023 – 2027 | Area 3 2025 – 2027 |
| 2 and 4 | Area Meeting 2024 | 2025 –2029 | Area 4 2027 --2029 |
| 1 and 3 | Area Meeting 2026 | 2027 –2031 | Area 1 2029 --2031 |