

GREAT BRITAIN STATE ORGANISATION BYELAWS: COMMUNICATIONS GUIDELINES

These Guidelines are intended to support the Great Britain State Organisation Byelaws and enhance communication within the state and chapter organisations. Representatives from each chapter have made suggestions for this written reminder of established practice and for clarification where a need has been demonstrated.

References:

GREAT BRITAIN BYELAWS: page **5** Article X. Section 2. Publications A and B

DELTA KAPPA GAMMA SOCIETY INTERNATIONAL CONSTITUTION: ARTICLE VI. Section C.1.a.(6)
Duties of the President at each level.

ARTICLE IX Section B. 2. Publication and circulation

STANDING RULES: APPENDIX V. item V. Privacy/Copyright issues

1. MINUTES AND AGENDA

State Executive Board: Minutes to be circulated to Board members within **one month** of the meeting. Any member who was not present and had sent apologies would have an immediate record of decisions made, an indication of any action needed at Chapter level and could note the date of the next meeting well in advance. An Agenda shall be circulated to the Executive Board members **at least 2 weeks prior** to the meeting as a reminder and in order to prepare adequately.

Once minutes have been approved and confidential items removed then the latest minutes shall be posted on the website.

Chapter Meetings: It has proved most helpful to send Minutes to Chapter members to provide a record of decisions taken and information for those who were unavoidably absent. Forthcoming dates and copies of Minutes should be sent to the other Chapter Presidents for the dissemination of useful information and future planning, to **prevent a clash of dates** and to enable the State President to visit Chapters.

2. ADDRESS LIST OF MEMBERS

As a most effective way of facilitating communication between all members, this shall be revised annually. If any member changes her telephone or fax number, postal or email address, she shall notify the designated person, Chapter President and Chapter Treasurer as soon as possible. Due attention shall be made to the Data Protection Act (GB) and the Society's Privacy/Copyright issues.

3. TRAINING SESSION FOR NEW CHAPTER OFFICERS

At the earliest opportunity, the Executive Board shall prepare a budget, plan and implement a training session for incoming Chapter officers at the beginning of each biennium.

4. PUBLICATIONS

a. STATE EDITOR

The position of State Editor shall be discussed and appointed by the **Executive Board** at the beginning of each biennium.

See GB Byelaws (X.2.B)

b. GREAT BRITAIN NEWS

A State newsletter (GREAT BRITAIN NEWS) shall be published three times a year and sent to all members in the State Organisation, according to the Great Britain Guidelines/Supportive Document.

Cost of publication: An estimate of the costs, printing, postage etc. shall be approved by the Executive Board at the beginning of each academic year, in conjunction with the Treasurer's annual budget.

2. Dates of publication of GB NEWS:

First week of **OCTOBER, JANUARY and JUNE**

In order for the editor/ editorial team to process the information, it is necessary to send articles and news by **31 August, 30 November and 30 April.**

3 Distribution. The Editor shall organise a means of distribution as appropriate. Two extra copies shall be sent to the State President and the Chapter Presidents (her own and 2 extra copies for potential members and information for visitors to Chapter meetings.) Distribution

shall be by post unless it can be guaranteed that copies delivered by hand will meet the publication date.

4. Any report on the speakers at a meeting shall be shown to them by the writer for approval before submitting to the Editor for publication. The Editor shall check that this has been done. This also applies to material for the website where search engines can pick up the smallest piece of information.

5 Proof Reading: [Constitution VI. C.1.(6)]. When the Editor(s) has completed the **final** draft of GB NEWS, a copy shall be sent to the **State President for approval before publication.** (The State President is often in receipt of additional information from HQ). A proof reader of the final draft is essential.

6. Extra mailing GB News shall be posted on the GB website. The following members shall be **informed by email by the editor whenever a new edition is posted:** International President, Executive Co-ordinator and Communications Services Administrator, the Regional Director for Europe, European State Presidents and the Chairman of the International Communications Committee.

7. Names of officers at State and Chapter level shall be published at the beginning of the appropriate biennium.

8. Forthcoming meetings of all three Chapters and the State Executive Board shall be published in each edition of GB NEWS for open access and effective communication between Chapters.

c. GB WEBSITE. A State Organisation website shall be set up according to the guidance given in the Standing Rules Add. V.4. It shall include a calendar of meetings, news of events and members' activities, GB News, State Byelaws and EuForia. It shall be updated at least quarterly. The Webmaster shall be responsible for maintaining the site and for keeping an up-to-date file of members' authorisation to publish their photos, etc on the Web.

Chapter Presidents shall be responsible for issuing the **Permission to Publish** slips to new members. The completed slip shall be sent to the Web Master

d) Special Brochures and Programmes GB State Byelaws--:Article X Sec 2. "The publication of special brochures and programmes shall be approved by the President. Plans shall be submitted to the State Executive (Board) for financial approval."

5. EUFORIA Distribution

The Editor of EuForia shall send EuForia by e-mail to each European President The State Presidents/State Editors shall then circulate it to each of their members by e-mail, or by 'hard copy' to those without an email address. A 'hard copy' shall be sent to the European website as a back-up.

The Editor shall send a copy of EuForia to **each** GB member by email. **Chapter Presidents** are responsible for sending a copy by post to those without e-mail.

6. PUBLICITY

An information document for publicity purposes, improving public relations, raising the Society's profile and interesting new members, shall be kept up to date regularly by the Publicity Committee. As with all publications, the State President shall approve the document and the plans shall be submitted to the State Executive Board for financial consideration.

7. REPRESENTATION ON COMMITTEES

STANDING RULE VIII 23. "An individual may represent the organisation on legislative issues only after receiving authorisation from the president, executive board or membership of the particular level of the Society which she is representing."

This document shall be reviewed every fourth year after the Constitutional Review at International Convention.

Diana Bell State President

Reviewed by: Gloria Redston and Mary Wardrop.

Approved by State Executive Committee Updated: November 2014