

ORGANIZATIONAL STRUCTURE OF DKG

Structure of the Society

- **PRESIDENT** (serves a two-year term)
- **1st VICE PRESIDENT** (serves a two-year term and then becomes president; elected position)
- **2nd VICE PRESIDENT** (serves a two-year term and then moves to 1 VP and after those two years, becomes president; elected position)
- **EXECUTIVE DIRECTOR** (indefinite time in the role; appointed or hired by the Society)
- **NE REGIONAL DIRECTOR** (serves a two year term and can be re-elected to the position)

Structure of the State Organization

- **President** (serves a two-year term)
- **1st Vice President** (elected to a two-year term and then moves into the presidency)
- **2nd Vice President** (elected to a two-year term and then moves into the 1st VP position and after that, into the presidency)
- **Recording Secretary** (elected to a two-year term; may move up in the chain but person doesn't always choose to do so)
- **Corresponding Secretary** (elected to a two-year term; may move up in the chain but person doesn't always choose to do so)
- **Immediate Past President** (automatically moves into the role upon completion of the presidency; serves two years on the Executive Board)
- **Treasurer** (appointed by the State Executive Board)
- **Parliamentarian** (appointed by the State President or the State Executive Board)
- **State organization work done by committees the chairs of which are appointed by the president**

ORGANIZATIONAL STRUCTURE OF DKG

Structure of the Chapter

- President (serves a two-year term; must be in one's home chapter to be a chapter president)
- 1st Vice President (elected to a two-year term and then moves into the presidency; must be in one's home chapter to move into the presidency)
- 2nd Vice President (elected to a two-year term and may choose to move into the 1st VP position; if so, then after the 1st VP term, moves into the presidency)
- Recording Secretary (elected to a two-year term; may move up in the chain but person doesn't always choose to do so)
- Corresponding Secretary (elected to a two-year term; may move up in the chain but person doesn't always choose to do so)
- Immediate Past President (automatically moves into the role upon completion of the presidency; serves two years on the Executive Committee)
- Treasurer (appointed by the Executive Committee; must be in one's home chapter to be a treasurer)
- Parliamentarian (appointed by the President or Executive Committee)
- Chapter work is done by committees the chairs of which are appointed by the president; members usually volunteer to serve on one or more committees

Duties of Chapter Officers

- President – provides leadership for the chapter
- 1st Vice President – provides chapter leadership in the absence of the President; arranges for programs for meetings; provides support to all committee chairs
- 2nd Vice President – serves as the membership chair
- Recording Secretary – takes minutes at chapter meetings; and at Executive Committee meetings
- Corresponding Secretary – disseminates all communication for the chapter (via email or the USPS); shares correspondence received by the chapter at meetings
- Immediate Past President – serves in an advisory capacity to the Executive Committee
- Treasurer – maintains and reports on the finances of the chapter
- Parliamentarian – serves in an advisory capacity to the President and the chapter on rules of order (DKG uses Robert's Rules of Order) and procedures for the conduct of meetings
- Chapter work is done by committees the chairs of which are appointed by the president; members usually volunteer to serve on one or more committees