

How to Organize a Kappa Kappa Iota Chapter

Who Will Organize?

In an organized state, the State President or a person designated by the president will organize a new chapter. In an unorganized state, the National President, or a person designated by the National Chapter, will organize the chapter.

How Is It Done?

An active member, a member-at-large, or a prospective Kappa Kappa Iota member may be the contact member for a new chapter.

The contact person suggests eight or more individuals who meet the membership requirements as stated below and in the Bylaws to form the new chapter.

Membership Requirements

Membership in Kappa Kappa Iota shall be extended to persons of good character who are recognized leaders in the profession of education.

- A. Educators (The term "Educators" shall mean any person devoting a major part of time to teaching or allied work).
- B. Former educators.
- C. Full time education majors on college/university campuses.

To be considered for membership in Kappa Kappa Iota is very special; therefore, written invitations should be sent to the prospective members, inviting them to a coffee, a tea, a Coke party, or another type of gathering. This occasion will provide the organizer with an opportunity to acquaint the prospective members with Kappa Kappa Iota.

Purpose and Information

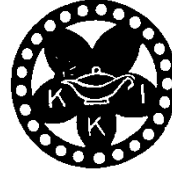
Purpose: An organization formed to promote the advancement of education by providing an effective network for the exchange of education and teaching practices by educators.

Scholarships:

- General Scholarship awarded to members in honor of
 - Mable Caldwell, Founder
 - Iva Duggan, First National President
 - Ruth Foster McClain, Past National President
 - Jean Terrell, Past Executive Secretary
- Retired Educator Grant awarded to a retired educator member
- General Scholarship to members funded by the Past State Presidents
- Sara Sunderman Campus Scholarship to campus members funded by the Past State Presidents
- Kappa Kappa Iota Educational Grant awarded to a non-member pursuing a degree in education

Colors: Purple and Gold
Flower: Violet

The Kappa Kappa Iota Emblem:



Dues

Dues shall be forty dollars (\$40) and twenty dollars (\$20) for a campus member. State dues shall be specified by the State Chapter, and local dues shall be specified by the Local Chapter.

Contact State President for current state dues.

What Is Needed?

The organizer should obtain an Information Packet from National Headquarters. These materials are provided at no cost. The Packet contains the following:

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|---|--------------------------|
| 20 Issues of the most recent <i>Kappa Profile</i> | 20 Information Brochures |
| 1 Charter Membership List | 20 Invitation Cards |

The organizer might also want to have copies of State and National Bylaws, newspaper articles about Kappa Kappa Iota activities, and a President's Book for viewing.

An organizer should use the above information in preparing a concise, informative talk for prospective members. The organizer should save time for questions and answers.

Are You Ready?

A chapter is ready to be organized when eight or more individuals who meet the membership requirements indicate they want to organize. The organizer should have the prospective members sign the charter membership list and pay the initiation fees.

- **Initiation:** The organizer may initiate prospective members after the dues are paid. *See Initiation Book for initiation ceremonies.*
- The new chapter should elect a President, Vice-President, Secretary, and Treasurer. Notations should be made on the Charter Membership List indicating the elected officers.
- Four copies of the Charter Membership List should be made to send one copy each to National Headquarters, State Treasurer, State President and National President (see Duties of Newly Elected Treasurer).

The Organizer should see that the new chapter is supplied with the following:

- Greek name for Chapter (Call National Headquarters)

Order from National Headquarters:

- 1 National Bylaws/Standing Rules/Standing Committee Guidelines
- 1 Initiation Book
- 1 Installation Book

Obtain from State President:

- State Bylaws
- State Directory
- Local Chapter President's Packet

The Organizer should arrange or instruct the new chapter to purchase a Charter Certificate for which a \$10.00 fee shall be paid to the National Chapter.

Duties of Newly Elected Treasurer

- A. Complete the IRS SS-4 Application for Employer Identification Number and forward the application to National Headquarters. Instructions are included with the application.
- B. Open a bank account for a non-profit organization.
 - Must acquire IRS Number first
 - List name of Chapter and State on check
- C. Deposit all monies collected.
- D. Send these items to the State Treasurer:
 - A bank check for the state and national dues and charter fees
 - Two copies of the Charter Membership List
- E. Send one copy of the Charter Membership List to each of the following:
 - National President
 - State President

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