

Recommending a Prospective New Member (10-6-15)

Dear Mu Chapter Sisters,

Chapters throughout the Society are searching for ways to increase membership. In order for our chapter and our organization to thrive, it is important that we recruit and welcome new members on a continuous basis.

It is up to each of us to recommend for membership enthusiastic, talented, and successful educators within our schools and communities. Our constitution states that, *“An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position.”* This opens the door to invite active public or private school teachers, retired educators, administrators and university professors, as well as professional women in any field who are employed to educate.

Our current process for recommending a prospective new member is as follows:

- 1.) Consider a key woman educator you would like to recommend for membership.
- 2.) Decide whether or not you will contact the prospective new member before submitting her name to the Membership Chair. You are not required to contact her, however, you have the freedom to do so, if you choose. If you visit with her, please use that opportunity to share the goals, purposes, and benefits of membership.
- 3.) As her sponsor, invite the prospective new member to attend meetings, as your guest, so that she can experience what our chapter is all about. It is nice to offer her this opportunity, but not necessary or required in order to recommend her. Remember that she is not yet an official member.
- 4.) When you are ready to submit her name, go to the Tau State website at **dkgmn.weebly.com** and look at the drop-down menu under the tab RESOURCES. Click on FORMS to locate **Recommendation for Membership, Form 11**. This form can also be found on the Int'l website at **dkg.org**.
- 5.) Complete Form 11 providing as much detail as possible. Attaching a current photo and resume' is suggested and helpful, but not required. *Hint: Where it says “Type of membership” just key in the word “Active.”*
- 6.) Print and sign the form. Submit it to our chapter's Membership Chair **no later than one week PRIOR to our regularly scheduled meeting in January**. This is a firm due date as the Membership Chair needs time to prepare paperwork for the meeting.
- 7.) At Mu Chapter's January meeting, the Membership Chair will present the list of prospects to the general membership for a vote. Following this, she will send a letter to the potential new members inviting them to an orientation meeting at which time they will have the opportunity to accept or decline the invitation to join. If they accept, they will become official members after they are initiated at a subsequent meeting. It is currently our practice to initiate once a year.

Brand new members need to start the process of building lifelong relationships from their very first meeting. We need to help them build connections with all the members so they experience the joy of friendship right away.

8.) As the new member's sponsor, you will become her "Rose Buddy". Welcome her and sit with her at meetings. Introduce her to other members. Support her by keeping in touch and answering questions between meetings. The new member should never have to walk into the room alone, wondering where to sit or searching for a familiar face. Be there to greet her or walk in with her. Support her in the classroom if she is actively teaching and don't forget to stay in touch during the summer months. Enjoy getting to know each other better as a chapter sister and friend.

Contact the Membership Chair or President if you have questions.