



GREAT BRITAIN STATE ORGANISATION BYELAWS: COMMUNICATIONS GUIDELINES

These Guidelines are intended to support the Great Britain State Organisation Byelaws and enhance communication within GB State and chapters.

Representatives from each chapter made suggestions for this written reminder of established practice and for clarification where needed.

References:

Great Britain byelaws.

Delta Kappa Gamma Society International Constitution

International Standing Rules

Duties of the President at each level.

1. MINUTES AND AGENDA

State Executive Board: Minutes are 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: Dates and times of meetings will be shown in the calendar section of the website. Chapter Presidents will check that members are made aware of these meetings at least 2 weeks prior to each meeting.

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, postal or e-mail 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 agree a budget, prepared by the State Treasurer. They should plan and implement a training session for incoming Chapter officers at the beginning of each biennium.

4. PUBLICATIONS

STATE EDITOR. The position of State Editor shall be discussed with the Executive Board, and appointed by the State President when she appoints her Committee Chairs at the beginning of each biennium.

A. GREAT BRITAIN NEWS in Brief

- Publishing.** The State newsletter, GB News in Brief, shall be published at intervals, put on the GB website and sent to all members in the State Organisation by email, or hard copy if requested.
- Approval.** Any report on the speakers at a meeting should be shown to them by the writer for approval before submitting to the Editor for publication. The Editor should 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.

3. Proof Reading. When the editor has completed the final draft of GB News in Brief, a copy shall be sent to the State President or Vice-President for approval before publication. (The State President is often in receipt of additional information from HQ). A proof reading of the final draft by a member of the Executive Board is essential.

B. GB WEBSITE

1. Contents. The State Organisation Website shall include a calendar of meetings, news of events and members' activities, GB News in Brief, State Byelaws and links to EuForia on the European website. It shall be updated regularly, at least every two months.

2. Maintaining the site. The Web-Master shall be responsible for maintaining the site, checking payments for maintaining the site and Domain name have been made, and for keeping an up-to-date file of members' authorisation to publish their photos, etc on the Web.

3. Permissions. 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.

4. Forthcoming meetings of Chapters and the State Executive Board shall be on the website.

5. Names of officers at State and Chapter level shall be published on the GB Website at the beginning of the appropriate biennium.

C. SPECIAL BROCHURES AND PROGRAMMES

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.

D. EUFORIA

Distribution

EuForia, the newsletter of the eight European States, is found on the European Forum Website.

E. 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 appropriate 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.

5. REPRESENTATION ON COMMITTEES

A member 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.

State President: Diana Bell. Approved by State Executive Committee: August 2024.