

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
BETA BETA STATE
OAHU COORDINATING COUNCIL GUIDELINES
MAY 2005**

I. PURPOSE OF THE COUNCIL

The purpose of the Council is to help chapters on Oahu have good relations and to work together in considering mutual interests, activities, and projects.

II. MEMBERSHIP OF THE COUNCIL

Each chapter on Oahu has three representatives on the Council: the Chapter president, the immediate past president, and one additional member appointed by the Chapter president. The Beta Beta State Executive Secretary, the State President and the State Chairman of Program of Work are ex officio members.

II. OFFICERS OF COUNCIL

Officers of the Council are a Chairman, a Secretary, a Treasurer. Each serves a term of one year on a rotating basis by chapter in alphabetical order. The Chairman and the Treasurer are from the same Chapter; the secretary is from the next Chapter in alphabetical order. It is recommended that the Chairman be an individual who is knowledgeable about the Society and who has regularly attended OCC meetings prior to becoming the Chairman. It is recommended that the Chapter Treasurer serve as the OCC Treasurer for bonding purposes.

Officers of the Council are a Chairman, a Secretary, a Treasurer. Each serves a term of one year on a rotating basis by chapter in alphabetical order. The assigned Chapter will select the Chairman and the Chapter Treasurer will serve as the OCC Treasurer for bonding purposes. The secretary will be from the next Chapter in alphabetical order. It is recommended that the Chairman be an individual who is knowledgeable about the Society and who has regularly attended OCC meetings prior to becoming the Chairman.

IV. RESPONSIBILITIES OF THE COUNCIL

The responsibilities of the Council consist of one main activity. The Birthday Observance is held in January of every fifth year from 1999 on.

The Council may sponsor and implement other activities of mutual concern to chapters with the approval of the Council members. Such cooperative endeavors will increase leadership opportunities and cultivate a spirit of unity and pride in Beta Beta State and in the Society.

V. FEES

Each Chapter on Oahu pays fifty cents (\$.50) per active member to the Council to cover the operating expenses, stationery, postage, etc. Should additional expenses be incurred, chapters will help to defray costs. Statements will not be sent to the Chapters. The Chapter Treasurers are requested to send the fees to the OCC Treasurer by November 30 of each year.

VI. MEETINGS

A minimum of four (4) meetings shall be held annually by the Council. The incoming officers shall attend the last meeting of the year.

VII. DUTIES OF THE OCC OFFICERS

A. Duties of the Chairman

1. Presides at all meetings of the Council.
2. Arranges to have any one of the representatives preside at the meeting if she cannot attend a scheduled meeting.
3. Prepares an agenda for the meetings and conducts the meetings in accordance with Roberts Rules of Order.
4. Has the Council set the date, place, and hour of its year's meetings before the close of the first meeting.
5. Notifies early in the year the chapter which has been designated (according to the schedule) to host the Birthday Observance.
6. Upon request of the state president, the OCC chair will submit a report for the Spring Convention. If the OCC chair is not a chapter president or state chair and the convention is held on a Neighbor Island, OCC will pay for the airfare of the OCC chair.
7. Submits her folder, including a brief annual report to the incoming Council Chairman at the end of the year.

B. Duties of the Secretary

1. Attends all meetings of the OCC.
2. Takes accurate minutes of all the proceedings at the business meetings.
3. Circulates copies of the minutes to all members of the Council and to the State President, the State Executive Secretary, and to Presidents of Chapters on Neighbor Islands.
4. Remind members of the meetings shortly before each meeting date.
5. Reads the minutes of the preceding meeting if the Council so desires.
6. Takes roll at each meeting and designates the Chapter each represents in the minutes.
7. Submits the Secretary's folder to the incoming secretary.

C. Duties of the Treasurer

1. Maintains a checking account for the Oahu Coordinating Council.
2. Prepares and distributes to Chapter Treasurers and Chapter Presidents procedure regarding payment of the fee and collections of monies.
3. Collects monies from Chapter Treasurers (members times \$.50) by November 30 of each year.
4. Deposits all monies in the name of OCC, the Delta Kappa Gamma Society International, Beta State.
5. Pays by check bills approved by the Chairman of the Council.
6. Makes a financial report to the Council at each meeting with copies to the Secretary, Chairman, and Treasurer's file.
7. Has the financial record audited at the end of each year by a knowledgeable person designated by the Chairman of the Council.
8. Transfers the financial records to the new Treasurer of OCC.

VIII. BIRTHDAY OBSERVANCE

A. Purpose

The purposes of the Birthday Observance are to celebrate the birthday of Beta Beta Stale (January 21. 1949), to honor the Stale Founders, and for fellowship.

B. Date

The date of the Birthday Observance shall be the Saturday closest to January 21 in accordance with the schedule under Article IX.

C. Hostess Chapter

One of the Oahu chapters in alphabetical order shall be the hostess chapter.

D. Responsibilities of the Hostess Chapter

1. Arranges for a suitable place and time (unless it has already been done by the State President in order to get it on the State Calendar). Contact OCC Treasurer for deposit to reserve place.
2. Presents an estimated budget to OCC no later than the end of spring of the year prior to the observance in order to guide the Council in determining the amount it shall allow for expenses related to the event and to obtain approval by the Council for special costs, such as honoraria for special services.
Obtains approval by the Council for at special costs prior to making any commitment for the observance.
3. Sends invitations to special guests approved by OCC.
4. Decides upon the menu and determines the amount to be collected which will include the cost of the meal (including tax and tip) and other expenses for the event
5. Arranges for chapter members to submit payments to their respective treasurers, and for chapter treasurers to submit one total payment to the treasurer of the hostess chapter.
6. Plans appropriate program for the occasion. Members of other chapters may be called upon to participate.
7. Sees that adequate publicity is given to the event. If possible sends information by July of the year prior to the observance to the editor of Aloha Ike Akea for inclusion in the Fall issue and announces the event at the Fall Workshop prior to the observance.
8. Prepares two copies of the report of the birthday function with recommendations, one for the OCC Chairman and one for the succeeding hostess chapter president.
9. Arranges for the OCC Treasurer to deposit surplus funds from the event into the OCC treasury.

IX. Chapter Responsibilities

Year	Spring	LDW	Fall	Birthday
2016	Delta	State	Gamma	
2017	Epsilon		Theta	
2018	Xi	Kappa		
2019	Theta		Zeta	Iota
2020	Kappa	Lambda		
2021	Gamma		Mu	
2022	Iota	Alpha		
2023	Lambda		Eta	
2024	Mu	Beta		Epsilon
2025	Zeta		Delta	

Changes:

1. Switched Kappa (to 2020) & Iota (to 2022) - Iota in charge of Birthday in 2019
2. Switched Mu (to 2024) & Zeta (to 2025) - two NI meetings in a row

X. SCHEDULE OF OFFICES OF THE OAHU COORDINATING COUNCIL

Year	Chairman & Treasurer	Secretary
2004-05	Alpha	Beta
2005-06	Beta	Delta
2006-07	Delta	Epsilon
2007-08	Epsilon	Theta
2008-09	Theta	Iota
2009-10	Iota	Kappa
2010-11	Kappa	Lambda
2011-12	Lambda	Mu
2012-13	Mu	Alpha
2013-14	Alpha	Beta
2014-15	Beta	Delta
2015-16	Delta	Epsilon
2016-17	Epsilon	Theta
2017-18	Theta	Iota
2018-19	Iota	Kappa
2019-20	Kappa	Lambda
2020-21	Lambda	Mu
2021-22	Mu	Alpha
2022-23	Alpha	Beta
2023-24	Beta	Delta