



# DELTA KAPPA EPSILON

Gentlemen, Scholars & Jolly Good Fellows

## Hosting a Virtual Chapter Meeting

Despite the disturbance caused by COVID-19, it is important that our local chapter operations continue in the best capacity possible. A key aspect of continuing chapter operations is through chapter meetings, which allow chapters to stay informed and take votes on inevitable changes. During these chapter meetings, consider the following points and best practices:

- There is a wide variety of platforms available for virtual conferencing, such as Zoom, Google Hangouts, and Go To Meetings. For more information, please check out our Virtual Meeting resource at [www.dke.org/covid](http://www.dke.org/covid) under the Local Operations section.
- As with normal chapter meetings, select a regular date that these meetings will be held. Although the initial meeting may need to be conducted as soon as possible, additional meetings should be predictable in order to allow members to prioritize tasks under the allotted amount of time.
- An agenda should be disseminated to attendees before the meeting. The level of detail in this agenda is up to you, but the more detail added the more rigid the meeting becomes, which could be advantageous during initial meetings on a new platform amongst members who would socialize. DKE HQ recommends using Google Docs so that members can edit the same document remotely.
- Stick to a time frame outline in the agenda as much as possible. Whereas during in person meetings social norms and manners are more strictly adhered based on proximity to others, virtual meetings make it easier for attention to wander or tasks to be focused on. By sticking to a time frame, members will better maintain focus.
- We recommend that you take this time to tackle immediate issues, anticipate possible issues, and then get a jump start on planning for Fall 2020. Possible important discussion topics are:
  - Start with a statement explaining that the current situation is fluid and that change can occur rapidly. Ask for support and understanding from the chapter and ensure that transparency will be a key goal as well as a commitment to disseminate information regularly.
  - Give an update on the operations calendar, including events that have been altered, postponed, or canceled. Take care to explain how this affects typical members and articulate that the executive board is consistently working on this. Stress that these changes are based off of federal, state, local, university, and Fraternity policies, which are also subject to change.
  - Explain the effects this has had on the budget and what the anticipated effects will be. DKE has posted a resource for this under the Local Operations section on

[www.dke.org/covid](http://www.dke.org/covid). If there are budget requirements in the constitution and/or bylaws, begin the process needed for adjustment/approval.

- Give an update on local/International dues collection. Please see the DKE resource document for this as well.
- Inform the chapter about the adjusted New Member Education process if applicable. Included in this information should be DKE's policy of administering the Oath of Membership by May 1st, 2020.
- Give an update on the 365 recruitment plan with an emphasis on individual expectations in building the names list/contact with potential new members.
- Discuss the brotherhood plan for the remainder of the semester.
- Host a deeper discussion on how the chapter can implement a "What can we do vs what can't we do" attitude. The goal is to give chapter members a chance to voice their concerns in a constructive way, rather than in a defeatist manner.