MISSOURI ALPHA DELTA KAPPA POLICIES AND PROCEDURES MANUAL OF

THE ALPHA DELTA KAPPA SORORITY, INCORPORATED

Revised June 13, 2020

Note: Forms included in the Appendices may have been updated since

publication of this document. Please check the International website,

[www.alphadeltakappa.org](http://www.alphadeltakappa.org) , for the latest versions of these forms.

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**MISSOURI ALPHA DELTA KAPPA POLICIES AND PROCEDURES**

**GOVERNMENT**

The government of Missouri Alpha Delta Kappa shall be by state bylaw.

1. The general powers shall be delegated to Missouri Alpha Delta Kappa by the chapters, provided the Constitution and Bylaws passed by The Alpha Delta Kappa Sorority, Incorporated, shall be supreme and the bylaws of this state organization must not circumvent the Constitution and Bylaws of The Alpha Delta Kappa Sorority, Incorporated. In the event that Missouri Alpha Delta Kappa does not meet the guidelines outlined by the Constitution and Bylaws of Alpha Delta Kappa Sorority, Incorporated, it shall be subject to suspension and may be revoked. The decision to revoke a state organization rests with the International Chapter. All financial obligations and revenues willbe transferred to The Alpha Delta Kappa Sorority, Incorporated, and shall become the responsibility of the International Chapter.
2. The Missouri State Convention shall be held in the spring of even numbered years.
   1. Official delegates to the Missouri State Convention shall be classified as follows: Each member registering for the state convention shall be entitled to one (1) vote.
   2. A quorum shall consist of a majority of the delegates.
3. State Executive Board
   1. Membership
      1. The elected state officers: president, president-elect, vice president for membership, recording secretary, corresponding secretary, treasurer, historian, sergeant-at-arms, chaplain, president of the council chapter of presidents, and immediate past state president.
      2. Standing and special committee chairmen authorized or required by International and State Bylaws and appointed by the state president for a two year term with the exception of the candidate qualifications chairman who shall be elected for one year may be called to report to the state executive board meeting. The standing committees shall be: Alpha Delta Kappa Month, altruistic, auditing, budget, bylaws, courtesy, resolutions, scholarship, and Excellence in Education, world understanding, technology, sustaining member, and state convention. The state president shall appoint such other biennium standing committees and special committees as are authorized by actions of the state executive board or at the state convention. A member may serve no more than two consecutive terms as chairman of the same standing committee.
   2. Duties of the State Executive Board
      1. Meets at least three (3) times per year and conducts the business of the state during the interim between conventions and biennially reports business transacted by the board.
      2. Has the authority to form city chapter presidents' councils within the state and to allocate constituent chapters to each council.
      3. Sets the time and place for the convention.

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* + 1. Plans an effective, continuing membership program.
    2. Recommends that the treasurer be bonded.
    3. Approves a budget to be recommended and adopted by the delegates to the convention.
    4. The candidate qualifications committee chairman shall be elected by the state executive board.
    5. When the executive board determines that an officer has failed to perform her duties, the board may declare the office vacant.
    6. Order of business at state meetings shall be as follows:
       1. Opening prayer or devotional by chaplain.
       2. Roll call.
       3. Reading of minutes of last meeting.
       4. Treasurer's report.
       5. Correspondence (including communication from International Headquarters)
       6. Committee reports
       7. Unfinished business
       8. New business
       9. Adjournment

**DUES, FEES, AND ASSESSEMENTS**

1. Financial Obligations
   1. State dues shall be set by the vote of the membership at the state convention.
   2. State dues shall be collected by the local chapter treasurer and forwarded to the State Treasurer by January **1** and delinquent if post marked after January 31.
   3. State dues shall be fifteen ($15.00) per year per member allotted as follows:
      1. Three dollars ($3.00) shall be placed in the Missouri Scholarship Fund
      2. Three dollars ($3.00) shall be placed in the Altruistic Fund
      3. The remaining nine dollars ($9.00) shall be placed in the General Fund
   4. Chapter dues shall be set by the chapter and collected by the chapter treasurer.
   5. Sustaining Members submit dues annually to the State Treasurer by January 1 and delinquent if post marked after January 31.
   6. Any pledge initiated will be held responsible for fees, dues, or assessments at the time of initiation.
2. Fiscal Year
   1. The fiscal year of Missouri Alpha Delta Kappa shall be from June 1 to May 31.
   2. The annual budget shall cover the fiscal year and shall be prepared on the basis of dues, fees, and assessments estimated payable for the fiscal year.
   3. The state treasurer shall file Internal Revenue Service (IRS) forms or electronic reports as required.
   4. Financial statements shall be prepared and presented in compliance with the IRS requirements using the reporting forms provided by Headquarters.

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**AMENDMENTS TO MISSOURI POLICIES AND PROCEDURES**

1. Amendments to these policies and procedures not governed by International Bylaws may be submitted by:
   1. The state executive board
   2. A majority of the active members of a chapter
2. Such amendments shall be studied by the state executive board. If passed by a two-thirds (2/3) majority vote of this board, they shall be sent to each chapter for study at least thirty (30) days prior to the state convention.

**MISSOURI ALPHA DELTA KAPPA OFFICERS**

**GENERAL INFORMATION**

State officers shall be president, president-elect, vice president for membership, recording secretary, corresponding secretary, treasurer, historian, sergeant-at-arms, chaplain, president of the council of chapter presidents, and immediate past state president. The eligibility for all state offices must be as defined in Alpha Delta Kappa Sorority, Incorporated, Article VII, Section 2.

1. Eligibility
   1. A candidate shall be an active chapter member and registered and attending the convention at which she is nominated, elected and installed. An exception to this ruling shall be affected by a two-thirds (2/3) vote of the delegate assembly.
   2. A candidate for any office shall have been a member for a minimum of two (2) years and have held an elected chapter office. A candidate for president or president-elect shall have served one (1) term as a chapter president and shall have served at least one (1) term on the respective executive board as an elected officer or as president of the council of chapter presidents.
   3. The candidate qualifications committee will send information explaining the requirements for state officers along with Candidate Information Forms to all chapter presidents by January 1 of even numbered years.
   4. The candidate qualification committee shall present to the state convention a ballot containing the names of all candidates for office whose credentials have been certified as having met the eligibility requirements according to the bylaws of The Alpha Delta Kappa Sorority, Incorporated. Candidate names shall appear on the ballot in alphabetical order.
   5. Additional nominations may be made from the floor provided that the consent of the nominee shall first have been obtained; and provided further that the person making the nomination shall present to the chair a statement signed by the chairman of the candidate qualifications committee certifying the eligibility of the nominee.
   6. No vote is needed for a candidate for the office of state president-elect succeeding to the office of president.
   7. State president and president-elect shall not hold a local office.

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1. Election and installation of state officers.
   1. The election shall be held at the state convention in the spring of even numbered years.
   2. A candidate for a state office shall be registered and attending the state convention at which she is elected. An exception to this shall be effected only by a two-thirds (2/3) vote of the delegate assembly.
   3. Voting shall be by secret ballot, and a majority of the votes cast by registered delegates shall be necessary for election. An exception to this ruling shall be effected only through the suspension of the bylaws. In case no one candidate receives a majority, the second ballot will be between the two (2) candidates receiving the highest number of votes.
   4. An officer shall be installed at the convention at which she is elected and shall assume the duties of her office immediately following her installation. Any exception to this ruling shall be effected only through the suspension of the bylaws.
   5. The president of the council of chapter presidents shall be elected by the members present at the council meeting held during state convention, unless the duties of this office shall have been delegated to another elected officer. The council membership shall consist of the president, the president-elect, and the immediate past president of each chapter. The president of the council of chapter presidents shall be installed with other officers at the convention.
2. The term for all state officers shall be two (2) years or until a successor has been elected.

A state officer shall not succeed herself unless she has served less than a full term, with the exception being the treasurer and/or the recording secretary who may be elected for one (1) additional term only.

1. Vacancies in offices, except that of president, shall be filled by the executive board. Should the office of president become vacant, the immediate past president shall complete the unexpired term. If she is not available, the president-elect shall become president. Should the office of president-elect become vacant, the executive board shall fill the vacancy with a member who previously has completed a term on the executive board and who meets the qualifications for the office of president-elect. She shall serve until an election can be held at the convention scheduled in the next even-numbered year; both president and president-elect shall be elected at that time.

**STATE OFFICES AND THEIR RESPONSIBILITIES**

1. PRESIDENT
   1. Serves as chairman of the executive board.
   2. Plans agenda for and presides at executive board meetings and the state convention.
   3. Votes only to make or break a tie unless the vote is by ballot.
   4. Appoints all committees except the candidate qualifications committee.
   5. Serves as ex-officio member of all committees except the candidate qualifications committee.
   6. Monitors and guides the activities of state officers and committee chairmen in the fulfillment of their duties.

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* 1. Leads in the development of goals for the biennium and presents these goals to the executive board and the membership.
  2. Maintains communications with chapters through visits, individual correspondence and newsletters to chapter presidents.
  3. Publishes the state newsletter four times a year: August/September, October/November, January/February and March/April.

1o. Confers with Headquarters and state vice president for membership to formulate plans for new chapters and growth within chapters.

1. Interprets International and state bylaws, policies and procedures to chapters through communications and visits.
2. Maintains a file of pertinent state materials including board minutes, financial reports, annual reports, and reports made to International officers and Headquarters, and passes the file on to her successor.
3. Compiles/submits all reports required by International President, International Vice­ President and Headquarters - Form H-142. (Appendix 1)
4. Reviews all forms submitted by chapters and responds to their questions and requests for assistance.
5. Monitors IRS filings for Missouri chapters. Works closely with Headquarters in making sure chapters file according to IRS standards under Alpha Delta Kappa. Needs to contact Executive Administrator to set-up procedure to access via specified web site - exempt organization select check (need EIN # to access information).
6. Plans/makes all arrangements for the state convention and submits a report to Headquarters and to the International Vice-President H-155 (Appendix 2) and H-134 (Appendix 3).
7. Serve as a member of the International Council of Presidents
8. Serve as a delegate to the International Convention.
9. PRESIDENT-ELECT
   1. Assumes duties of the president in her absence or if she is temporarily unable to perform her duties. ·
   2. Serves as acting state president if the office of the state president becomes vacant and the immediate past president is not available to complete the unexpired term.
   3. Performs any duties assigned to her by the president or by the executive board.
   4. Serves as a member of the International Council of Presidents and attends ICP meeting held at the International Convention and Regional Conference.
   5. Serves as a delegate to the International convention.
   6. Attends all state executive board meetings.

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* 1. Plans a social for the Missouri delegates attending the regional conference in even years and the International convention in odd years.
  2. Reviews and updates the Policies and Procedures to coincide with state and International Bylaws and submits changes to the state executive board to study and approve by a two-thirds (2/3) vote. Then approved changes should be sent to each chapter for study at least thirty (30) days prior to the state convention. If changes are approved at the state convention, the revised document willbe sent to International

Bylaws Chair no later than October 15 of the even year and updated on the Missouri website.

* 1. Notifies chapters and members requesting them to submit nominations for Chapter Member of Distinction and Chapter of Distinction.
     1. Requests for nominations should be sent to chapters by February 1 of even number years. Chapter Member of Distinction Nomination Form (Appendix4) and Chapter of Distinction Nomination Form (Appendix 5) should be included. The deadline is postmarked by March 30.
     2. A committee should be formed to review all applications. Committee members cannot be members of the chapter of any of the nominees.
     3. Criteria for Missouri Alpha Delta Kappa Member of Distinction
        1. A strong contributor to the local chapter, but need not have served as president.
        2. Active in community activities.
        3. A recognized professional leader.
        4. Recognized for her professional achievements.
        5. An enthusiastic participant in local chapter decision making.
        6. Willing to try or develop new solutions to old problems.
        7. Wise enough to know how to abandon solutions that do not work.
        8. A faithful member of ADK at all levels.
        9. Personally independent and courageous.
     4. Criteria for Missouri Alpha Delta Kappa Chapter of Distinction
        1. Exhibit a distinct and positive presence in the educational community.
        2. Show a pattern of professional success by:
           1. Net membership growth, including an excellent retention rate.
           2. Implementing quality altruistic projects and scholarships.
           3. Well planned MK Month activities that involve all members.
           4. Attendance at regional/state/International conventions.
           5. Excellence of programs and attendance at meetings.
        3. Have significantly contributed to the success of MK on local, district or regional levels.
        4. Regularly recognize the educational and professional achievements of individual members.
        5. Have earned 5 Pearls of Achievement at least once in the biennium.
     5. The recipients of these awards willbe announced at the state convention.

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1. VICE PRESIDENT FOR MEMBERSHIP
   1. Analyzes and distributes membership data from International Headquarters noting chapter balances and reports all information to state and reports to state executive board.
   2. Establishes membership goals and implements strategies to promote membership.
   3. Monitors and compiles Chapter Needs Assessment (Appendix 36) from each Missouri chapter due August 31 and submits compilation to Regional Membership Chair no later than September 15. · ·
   4. Maintains current state membership information with the aid of the state president.
   5. Writes articles for each newsletter and reports at each board meeting.
   6. Makes recommendations to the state executive board regarding membership issues.
   7. Works with the regional membership consultant and the state executive board to foster membership growth and chapter expansion within the state.
   8. Attends International convention and brings back strategies for promoting membership to share throughout the state.
   9. Submits report to International Membership Committee Regional Consultant on June 30, and December 31 via Alpha Delta Kappa web site. State/Provincial/National Membership Consultant Report (Appendix 6)
2. RECORDING SECRETARY
   1. Keeps an accurate record of the proceedings of all executive board meetings, of the convention and of any other called meetings.
   2. Records attendance at all meetings.
   3. Is prepared to present the records at the request of the president.
   4. Provides the president and president-elect a copy of the minutes as soon after the meeting as possible.
   5. Keeps the constitution, by-laws, policies and procedures and minutes in her custody.
   6. Maintains a permanent file of all records and letters of value to the state and its officers.
   7. Transfers the file to successor.
3. CORRESPONDING SECRETARY
   1. Prepares correspondence as directed by the president including sending meeting material to absentee members of the board.
   2. May assist the president in editing and mailing the newsletter.
   3. Maintains an orderly file of correspondence and has it available at meetings.

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* 1. Transfers the file to successor.

1. TREASURER
   1. Administers the operating account(s) of the state, keeping itemized records of all receipts and expenditures in a permanent file.
   2. Collects International dues and publication fees from sustaining members and remits them to Headquarters by January 1 (delinquent if postmarked after January 31).
   3. Collects state dues from chapter treasurers.
   4. Disburses the funds as directed by president or by the executive board and according to approved guidelines.
   5. Serves on the budget committee.
   6. Submits required annual financial reports to Headquarters.
   7. Works with the president in monitoring IRS filings for Missouri chapters. Works closely with Headquarters in making sure chapters file according to IRS standards under Alpha Delta Kappa. Needs to contact Executive Administrator to set-up procedure to access via specified web site - exempt organization select check (need EIN # to access information).
   8. Files Internal Revenue Service (IRS) forms or electronic reports as required (990-N E­ Postcard). (Appendix 7)
   9. Makes the records available for audit at the conclusion of the biennium.
2. HISTORIAN
   1. Communicates state, regional and International historian needs through the state website, email and/or postal mail.
   2. Collects all information pertinent to the history/activities of the state.
   3. Prepares and assembles items of interest in the archives book, including both a written and a pictorial history for the biennium for inclusion in the official state archives. Photographs should have names of people labeled for future reference.
   4. Sends to the regional historian and International Historian any material appropriate to be considered for inclusion in the regional and International archives.
   5. Advises chapter historians on the content and format of chapter archives and histories at both the state and chapter levels.
   6. Arranges for and supervises the display of chapter and state archives at the state convention.
3. SERGEANT-AT-ARMS
   1. Serves as official doorkeeper at meetings and state convention requiring proper identification for admission to business meetings.
   2. Assists the president and committees in coordinating activities at meetings.

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* 1. Preserves order as the chair may direct.
  2. Ensures that board members and guests are seated according to protocol at all state meetings, including the state convention.
  3. Cares for the state banner and ensures that is it transported to the International Convention, regional conference, state convention, and other activities as requested by the president.
  4. Collects and displays chapter banners at the state convention.
  5. Maintains and updates the collection of state executive board name plates and position stand holders and ensures proper placement at all state meetings, functions, and state convention.
  6. Serves as keeper of the state flag, sergeant-at-arms and page sashes, and memorial service signs.
  7. Arranges for, coordinates and directs assistant sergeants-at-arms and/or pages who serve at the state convention in the performance of their duties, which may include: checking credentials of all persons admitted to the convention and counting the ballots in the elections of officers.
  8. Ensures that protocol is followed at all state meetings, functions and state convention.
  9. Assists in the installation of new state officers, if required.

1. CHAPLAIN
   1. Has charge of devotions at all meetings.
   2. Prepares and delivers devotions/thoughts for the day at the request of the president.
   3. **May** assist in the installation of new state officers.
   4. Prepares and presents a memorial service for those sisters who have joined the Omega Chapter during the biennium at the state convention.
2. PRESIDENT OF THE COUNCIL OF CHAPTER PRESIDENTS
   1. Communicates with the chapter presidents, presidents-elect, and immediate past presidents and answers any questions they may have.
   2. Coordinates the activities of the area councils and serves in an advisory capacity to such councils.
   3. Serves as a member of the state executive board and attends all state meetings.
   4. Plans the agenda and presides at the council of chapter presidents meetings held at the state convention. Elects a secretary during the meeting to serve.
   5. Serves as a liaison between chapters and at the area meetings.
   6. Serves as a clearinghouse when problems arise and brings problems to the attention of the state executive board when appropriate.

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1. IMMEDIATE PAST STATE PRESIDENT
   1. Serves in an advisory capacity to the state president.
   2. Provides a fraternity education activity at each state board meeting that could be shared at chapter meetings.
   3. Provides suggestions and materials to chapters in support of fraternity education.
   4. Writes articles for the newsletter as directed by the president.
   5. Serves as a member of the International Council of Presidents.
   6. Serves as a delegate to the International Convention.
   7. Completes the unexpired term of the president if the office becomes vacant.

**STATE COMMITTEE CHAIRS AND THEIR RESPONSIBILITIES**

1. Alpha Delta Kappa Month
   1. Provides suggestions to chapters for appropriate activities and events in observance of Alpha Delta Kappa Month.
   2. Sends chapter Alpha Delta Kappa Month Activities Report to all chapter presidents in September. (Appendix 8)

* 3. Collects chapter Alpha Delta Kappa Month Activities Report from all Alpha Delta Kappa Month chairmen by November 20 annually. (Appendix 8)

1. Prepares the annual state Alpha Delta Kappa Month report based on the chapter's reports to be presented to the State Executive Board at the January board meeting.
2. Prepares and submits the state Alpha Delta Kappa Month report for the biennium to the regional Alpha Delta Kappa chairman. (Appendix 8)
3. Altruistic
   1. Recommends to the state executive board possible merchandise for sale at state, regional, and International meetings.
   2. Keeps an inventory record of all altruistic merchandise for sale.
   3. Collects Chapter Altruistic Report (Appendix 9) from each chapter by March 15.
   4. Compiles a State/Provincial/National Altruistic Report (Appendix 10) that is forwarded to the regional altruistic chairman by April 15.
   5. Is responsible for planning a sales table at the state, regional, and International meetings and developing a schedule for other members in attendance to assist with the sales. Develop a plan for transporting the merchandise to each destination.
   6. Writes articles for the state newsletter as requested by the state president.

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* 1. Recommends to the state executive board at the meeting prior to the state convention a list of possible state altruistic projects for the next biennium.
  2. Prepares altruistic report for state convention.
  3. Contacts the Missouri state altruistic project(s) for the biennium requesting that a representative is in attendance at the state convention so that a formal presentation can be made of our altruistic donation to them.
  4. Presents workshops as requested at state, regional and the international level.

1. Auditing
   1. The auditing committee of two (treasurer and the auditing chairman) shall audit the state treasurer's books soon after the end of the financial year **(**May31) of odd years, about one (1) month prior to the state convention of even years, and complete auditing the period from pre-convention through the end of financial year **(**May31) of even years before transferring books to the new treasurer.
   2. The auditing committee shall file a report at the state convention that the state treasurer's books have been audited and list pertinent information concerning the audit.
2. Budget
   1. Works with the state treasurer in preparing the budget prior to the state convention.
   2. Prepares a state budget which includes all necessary expenses for the biennium such as:
      1. Allowances for state executive board members to attend state executive board meetings
      2. Necessary expenses (travel, room, meals, registration) for the biennium for the state president, state president-elect, and the immediate past state president to attend regional conference and International convention.

C. Necessary expenses for the biennium for the vice president for membership will include the luncheon held at regional conference if required to attend.

1. Postage and supplies
2. Mileage for the board members to attend five state executive board meetings each biennium will be given at 20 cents per mile round trip, as well as state president mileage for chapter visits.
3. Hosting chapter(s) for the state convention willbe allotted $600.00 to begin the planning process. This $600.00 will be returned to the state treasurer upon the conclusion of the state convention.
4. Courtesy gift of $25.00 will be given at regional conference to the International Vice President of the South Central Region.

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* 1. Courtesy gift of a charm representing the state of Missouri will be given at the International Convention to the newly elected International Vice President of the South Central Region.

j. Monies for distribution of the four state scholarships given.

* 1. Submits the proposed budget to the state executive board for their consideration at the January meeting prior to the state convention.

1. Bylaws

1.

2.

3.

4.

5.

Sends Letter Requesting Chapter Bylaws for Review to determine compliance with state and International Bylaws by January 31 of odd number years. (Appendix 11)

Communicates to chapters the proposed revisions as recommended by state bylaws chairman by January 31 of even numbered years.

Reviews state bylaws after the Amended International Bylaws are distributed.

Submits to the state executive board proposals for changes, additions, or revisions to the bylaws for their approval and comments by November 15 of odd numbered years.

.,-,,.

Sends a copy of all proposed changes, additions and revisions to the chapters in the state at least thirty (30) days and not more than ninety (90) days prior to the state convention.

1. Works with the appointed parliamentarian at the state convention as to proper procedure for presentation to the state delegates.
2. After approval by state delegates, prepares a complete copy of the newly amended state bylaws, and sends a copy to each chapter, state executive board member, and state committee chairman by September 15 of even numbered years.
3. Sends for certification a current copy of the state bylaws to the chairman of the International Bylaws Committee by October 15 of even numbered years.
4. Candidate Qualifications
   1. Consists of three members including a chairman.
   2. Sends a candidate qualifications letter (Appendix 12) explaining the eligibility for state office along with the State Officer Candidate Information form (see Appendix 13) to all chapter presidents by January 1 in even numbered years. A list of offices to be filled along with a list of committees to serve is included.
   3. Collects State Officer Candidate Information forms due by March 31.
   4. Checks all credentials of the candidates before submitting them to the state executive board and to the state convention.
   5. Prepares and posts all candidate information and pictures on a bulletin board at the state convention. ·
   6. Prepares a written committee report to be included in the convention packet.

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* 1. Presents all eligible candidates to the convention delegates. Additional nominations may be made from the floor, provided that the consent of the nominee shall first have been obtained; and provided further that the person making the nomination shall present to the chair a statement signed by the chairman of candidate qualification committees certifying the eligibility of the nominee.
  2. Prepares an official ballot for voting in the event that there is more than one candidate for any given office and with the option of a potential nomination from the floor for each office.
  3. In the event that a written ballot is needed, the candidate qualification committee will be responsible for counting the votes at the state convention and reporting the results to the delegation.

1. Courtesy
   1. Works with the state president in all situations involving the extending of courtesies to the visiting International and regional officers.
   2. Works with the state president in all situations involving the extending of courtesies to all Missouri members and the state executive board as the need arises.
   3. Collects $20.00 from each state executive board member, elected and appointed, to be used to extend courtesies to state executive board members. Money not used will be carried over to the next biennium in a courtesy fund.
      1. State executive board members, elected and appointed.
         1. At-home illness - send card
         2. Hospitalization overnight - flower, plant, or gift card not more than $25.00
         3. Death - $25.00 memorial to family's choice of charity or appropriate Alpha Delta Kappa altruistic fund.
      2. Past state presidents
         1. At-home illness - send card
         2. Hospitalization overnight -flower, plant, or gift card not more than $25.00
         3. Death - $25.00 memorial to family's choice or appropriate Alpha Delta Kappa altruistic fund.
      3. State executive board member's family (spouse, children, parents)
         1. Hospitalization or illness - send card to family members
         2. Death - $25.00 memorial to family's choice of charity or appropriate Alpha Delta Kappa altruistic fund.
      4. Marriage state executive board member- $25.00.
      5. New baby of state executive board member - $25.00 gift.
   4. Budgeted Courtesies

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* + 1. Gift for incoming International Vice President for South Central Region of approximately $25.00 is contributed by each state toward a joint gift to be given at the International Convention.
    2. Gift for current International Vice President for South Central Region of approximately $20.00 - $25.00 is contributed by each state at the regional conference.
    3. Gift for International Representative at the state convention of approximately $25.00 shall be budgeted into the cost of registration for the state convention. ·
    4. All other courtesies not covered in the above.
  1. Reads correspondence acknowledging courtesy extended on behalf of the Executive Board.

1. Excellence in Education
   1. Recognizes members of Alpha Delta Kappa for their outstanding contributions to education.
   2. To be eligible, a member must be an active member in good standing, be actively engaged in the education profession and be under contract in teaching, administration or some specialized field of education.
   3. The Excellence in Education Award Nomination Form and Program Guidelines are found in Appendix 14.
   4. Completed Nomination Forms shall be mailed to International Headquarters for forwarding to the appropriate state chairman by December 1. Nomination forms postmarked after December 1 of odd-numbered years shall not be considered.
   5. Sends the nominee a standardized letter Excellence in Education requesting her to submit (Appendix 15):
      1. Vita.
      2. Personal statement outlining her most noteworthy professional accomplishment.
      3. Letters of reference from two (2) professional colleagues.
      4. The nominee shall send her completed nomination packet to the state chairman no later than February 1 of the even-numbered year. Use of acronyms should be avoided unless these have been clearly defined explained in an earlier part of the writing.
   6. Selects 3-4 individuals to serve on her committee to review nomination packets January 15-February 15 of even numbered years. It is recommended that one member of the committee be a non-Alpha Delta Kappa member.
   7. Notifies International Headquarters by sending recipient name, packet and all adjudication forms and submits concerns and recommendations for program improvement by February 28 of even numbered years.

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* 1. Notifies state president of the recipient name and chapter by February 28 of even number years.
  2. Notifies all non-recipients, using Non-Recipients Excellence in Education sample letter provided. (Appendix 16)
  3. Destroys non-recipient packets after the International convention.

1. Resolutions
   1. Prepares, in cooperation with chapters and the state executive board, appropriate resolutions to be transmitted to the International Resolutions Committee.
   2. Prepares an appropriate resolution to be presented at the conclusion of the state convention. Examples of items for inclusion might be: recognition to the venue, community, state, speakers, guests, International Representative, hosting chapters, state president, members, and others contributing to the convention.
   3. Contacts the Missouri Governor's Office for a proclamation to be read at the state convention.
2. Scholarship
   1. Keeps an accurate record of the policy changes made in scholarship regulations from biennium to biennium.
   2. Makes application blanks available to appropriate persons, either chapter presidents or individual applicants.
   3. Scholarships available in the State of Missouri for Missouri Alpha Delta Kappa members or a child or relative of a Missouri Alpha Delta Kappa member.
      1. Missouri Alpha Delta Kappa Mini Grant To be used for a project within a classroom or on an educational project - $500 - Due December 15. (Appendix 17)
      2. Alpha Delta Kappa "Spirit of Missouri" Scholarship - To be used for advanced study- $1000 - Due January 31. (Appendix 18)

C. Missouri Alpha Delta Kappa Student Scholarship - To be used by a member's child or relative who plans to major in education - $500 - Due March 15. (Appendix 19)

d. Retired Member Mini-Grant - To be used by a retired teacher for self­ improvement or an educational program, or a learning program - $200 - Due April 15. (Appendix 20)

* 1. Keeps a file on each applicant.
  2. Selects, with the approval of the state president, at least two (2) other members to assist with screening the candidates. No member shall serve on the screening committee if her chapter is represented by an applicant. The Rating Guide for each scholarship will be used to determine the scholarship recipient. (Appendix21)

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* 1. Recommends to the state executive board the choices of the committee.
  2. Notifies the candidates of their selection.
  3. Reports to the state executive board on the recipient's use of the scholarship grant.
  4. Reports on the work of the scholarship committee for the biennium at the state convention. Scholarship recipients are encouraged to attend the state convention to be recognized.

1. State Convention
   1. Site Requirements
      1. State executive board selects or approves place and time at least two years in advance.
      2. Site should be easily accessible.
      3. Convenient for all state members as well as guests.
      4. Adequate facilities for all functions.
      5. Complimentary rooms (Priority should be given to the International Representative and state president).
   2. Convention chairman or co-chairmen should be chosen immediately after site is approved. They will be become familiar with the State/Provincial/National Convention Guidelines (Appendix 22). Duties include:
      1. In cooperation with the state president, chooses a convention treasurer.
      2. Appoints convention committees such as: registration, packets, meal and social functions, hospitality, transportation, publicity, follow-up (to write thank-you letters), and others as needed.
      3. Inspects convention facilities.
      4. Recommends to the state executive board a registration fee to include: meals, decorations, printing, publicity, hospitality, courtesies, overhead expenses, and all other expenses related to the convention. The state executive board will officially set the registration fee.
      5. Obtains all arrangements and agreements with hotel in writing as early as possible.
      6. Determines what meetings are to be held and sees that adequate facilities are provided (council of chapter presidents, executive board meetings, etc).
      7. Arranges for display of archives.
      8. Checks periodically on arrangements such as rooms promised, piano or organ, lecterns, sound system, seating arrangements, location of head tables, flags available and in standards, restroom facilities, water and glasses for speaker's table and the assembly as a whole.

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* + - 1. Determines if there is additional cost for meeting rooms, extra microphones, piano, sound systems, lecterns, risers, covering of speaker's table, and maintenance personnel.

1. Freezes food prices and other costs to be covered by registration fee before fee is set.
2. An "Event Sheet" should be completed for each and every function on the agenda. Some event sheets will need to have attachments with them indicating the specific diagram set-up for a specific function. These events sheets need to be completed and given to the hotel at a designated time prior to the convention (1-2 weeks) as well as to the Sergeant-at-Arms. Any changes to the Event Sheets can only be made with the approval of the state president or the convention chairman and/or co-chairmen. (Appendix 23)
   1. Theme to be selected by state president and/or the state executive board.
   2. Program to be controlled by state executive board.
   3. Publicity
      1. Local committee sends information out to each chapter as to time, place and other necessary Items regarding the convention.
      2. Prepares newspaper releases to be sent to chapters for use in their local paper.
      3. Obtains picture and biographical information from International Representative.

6 International Representative (Assigned by International Chapter).

1. Contacts the International Representative as soon as Headquarters designates the representative.
2. Sends theme of convention and other pertinent information.
3. The International Representative is the main speaker at a convention. She should attend pre- and post-convention executive board meetings. She may also install new state officers if requested in advance.
4. The International Headquarters pays the transportation of the International Representative to the state convention.
5. The state is expected to pay for the meals, registration fee, and lodging of the International Representative.
6. A member should be assigned to meet the International Representative at the airport, take her to the hotel, accompany her to meetings, take care of departure details and do whatever else she can to make her feel welcome.
7. The state executive board should be kept informed of convention plans by the chairman and/or co-chairmen as follows:
   1. Registration fee, deadline for registration, late registration, late registration fee, if any.

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* 1. Sets up guidelines to clarify handling and disbursing of convention money.
  2. Have a clear understanding of state courtesy committee's responsibilities.
     1. Courtesy committee should have direction from state executive board on courtesies to be extended to: International Chapter Representative, outside speaker(s), and other guests.
  3. Gifts, corsages, etc, should be optional items and are not mandatory.
  4. Expenses (room, meals, and registration) for the International Representative(s) assigned to state meetings. A courtesy gift will be given to the International Representative(s) assigned to the state convention and regional conference.

1. Sustaining Members
2. Sends a letter of introduction to each sustaining member by July 1 of the first year of the biennium. (Appendix 24). Sends letter to new sustaining members as they are added to the chapter.
3. Collects/updates contact information for each sustaining member by September 1 of the first year of the biennium and maintains a file of the information. (Appendix 25). Collects/updates contact information for new members as they are added to the chapter.
4. Shares updated information with the state president and the state vice president for membership.
5. Maintains regular contact via e-mail, U.S. mail, phone, personal contact, etc. with each sustaining member (minimum of at least six times per year).

a. Sends a copy of the state newsletter (Missouri Show-Me News) to each sustaining member.

b. Sends greetings for holidays, birthdays, Alpha Delta Kappa Month, etc. at her discretion.

1. Writes articles for the state newsletter as requested by the state president.
2. Encourages active chapters throughout the state to maintain contact with sustaining members.
3. Reports to the state executive board at each board meeting.
4. Prepares a written report to be included in the state convention packet.
5. Technology
   1. Advises the state board on how to best utilize technology for the improvement of communications and recruitment of new members.
   2. Facilitates communication about the Alpha Delta Kappa International website to the state board.
   3. Updates and maintains the Missouri Alpha Delta Kappa website according to Website Guidelines (Appendix 26):

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* + 1. Posting/updating scholarship information.
    2. Posting newsletters.
    3. Posting/updating of State Board - pictures and email addresses
    4. Posting information and/or pictures about and from all conferences
  1. Assists all board members with board or conference presentations.
  2. Is adept in power point, microphone use, and moviemaker or storyboard programs (presentation programs).
  3. Is available for set-up prior to presentations and plans for contingencies.

1. World Understanding
   1. Provides suggestions and materials to chapters in support of world understanding by writing articles for newsletters.
   2. Carries out plans for world understanding programs at each state board meeting except the one at the state convention.
   3. Provides ideas for newsletter articles and board presentations: current world events, book reviews, places in the world, cultures of the world, etc.
   4. Sends Chapter World Understanding Form (Appendix 27) to chapters by August 31 and are to be received by the state world understanding chair by March 1.
   5. Collects and compiles chapter activities reports to complete the State/Provincial/National World Understanding Report and submits it to the regional world understanding chairman by the date specified. (Appendix 28)

O. All Officers and Standing Committee Chairs

1. Perform other duties as requested by the president including, but not limited to, writing

articles for the newsletter, teaching workshops or training sessions, attending other

meetings.

2. Maintain and transfer all files to successor.

3. Write biennial report and give to the state president by the January board meeting of

even numbered years for inclusion in the State Convention Program.

**MISSOURI CHAPTER OFFICERS**

**GENERAL INFORMATION**

Each chapter of Missouri Alpha Delta Kappa shall have a president, president-elect and/or vice president, recording secretary, corresponding secretary, treasurer, historian,' chaplain, immediate past president, and sergeant-at-arms (optional).

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1. Eligibility and Election of Chapter Officers
   1. A candidate for a chapter office shall be an active member and shall be nominated by the nominating committee and in accordance with the chapter bylaws. A candidate may be nominated for an office from the floor provided that the consent of the nominee shall first have been obtained.
   2. The election of chapter officers shall occur no later than May 1 of even- numbered years with installation following soon after. (Fidelis chapters may elect officers annually). A chapter officer shall assume the duties of her office immediately following her installation so that they may plan the coming year's program.
   3. The term for a chapter officer shall be for two (2) years or until her successor shall have been elected. (Fidelis chapter officers may have term of office for one (1) year if they so choose).
   4. A chapter officer who has served a full term shall not succeed herself other than the treasurer and/or recording secretary who may be elected for a one (1) additional term only.
   5. A chapter officer who has served less than a full term may succeed herself.
2. Executive Board of the Chapter
   1. The executive board of the chapter shall be comprised of the elected chapter officers and the immediate past chapter president.
   2. The executive board shall have a minimum of three (3) board meetings a year.
   3. Vacancies in offices, except that of president, shall be filled by the executive board. The same member may not be asked to fill a vacancy in the same office more than once. Should the office of president become vacant, the immediate past president shall complete the unexpired term. If she is not available, the executive board shall fill vacancy with a member who has previously completed a term as chapter president. In a new chapter (which would not have an immediate past president) when the office of president becomes vacant, the executive board shall fill the vacancy.
3. Committees - Chapters shall have the following committees: Alpha Delta Kappa Month, altruistic, budget, bylaws, fraternity education, membership, nominating, world understanding (optional), and any other committees deemed necessary for conducting chapter business.

**CHAPTER OFFICERS AND THEIR RESPONSIBILITIES**

* 1. President
     1. Serves as chairman of the executive board and holds a minimum of three (3) executive board meetings per year.
     2. Plans agenda for and presides at chapter meetings.
     3. Votes only to make or break a tie unless the vote is by ballot.
     4. Presides at the initiation service ritual.

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* + 1. May preside at the installation of new chapters.
    2. Serves on the state council of chapter presidents.
    3. Is responsible for the chapter's ritual booklets and materials and retains them in her possession except when actually in use.
    4. Maintains a permanent file of all materials pertinent to the office and passes the file on to her successor.
    5. Instructs the officers to send in all reports promptly.

1o. Appoints all committees except the nominating committee.

1. Monitors and guides the activities of officers and committee chairmen in the fulfillment of their duties.
2. Is familiar with types of membership status.
3. Completes Report of Member Change of Status - Form H-119 (Appendix 29) as necessary and sends the form as shown in upper left hand corner.
4. Checks on the following with regard to supplies and required forms:
   1. Supplies: In August, Headquarters sends a packet of materials to the chapter president that includes materials for the corresponding secretary and membership chairman. The president provides the material to the corresponding secretary and membership chairman. The president also checks that all materials listed on the contents sheets are enclosed.
   2. Annual Chapter Highlights Summary- Form H -114 (Appendix30): The corresponding secretary completes and sends form to International Headquarters by June 30. ·In September, the corresponding secretary sends a copy of the chapter yearbook to the state president. The president checks with the corresponding secretary to ascertain that the chapter yearbook is being sent to the state president annually and that the H-114 is being sent annually to Headquarters.
   3. Member Record Update: The chapter president completes the Member Record Update and returns **it** to Headquarters by May 1.
   4. The chapter president completes the Report of Chapter Officers - Form H -107 (Appendix 31) and returns It to Headquarters by May 1.
5. The president checks with the treasurer regarding payment of chapter, state, and International dues and publication fees. The president and the treasurer investigate reasons why any members are delinquent in the payment of their dues.
6. Officers' and Committee Chairmen Files: The president checks with all officers and committee chairmen at the conclusion of their term to make sure that their files are turned over to the new officers and committee chairmen.
7. President-Elect

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* 1. Assumes the duties of the president in her absence or if she is temporarily unable to perform her duties
  2. Performs any duties assigned to her by the president or by the executive board.
  3. Participates in the pledge ceremony and the initiation service ritual.
  4. Serves as chairman of the program committee and supervises the compilation of the yearbook.
  5. Serves on the state council of chapter presidents.
  6. Is responsible for the development and maintenance of the Policies and Procedures Manual.

1. Recording Secretary
   1. Takes the minutes for all meetings (regular, special and executive board).
   2. Presents the minutes at each meeting.
   3. Sends a copy of all the chapter minutes to the state president monthly.
2. Corresponding Secretary
   1. Handles all chapter correspondence.
   2. Reads correspondence at the president's request.
   3. Sends a corrected printout of Roster of Chapter Members - Form H-146 to Headquarters and a copy to the state president by October 1.
   4. Completes and sends the Annual Chapter Highlights Summary -Form H -114 (Appendix

32) to International Headquarters by June 30.

* 1. Maintains a current record of chapter members' names and addresses.
  2. Sends a copy of the chapter yearbook to the state president in September.
  3. Sends Report of Chapter Officers - Form H -107 (Appendix 31) immediately after the April election of chapter officers. The form is due by May 1 of even years.

1. Treasurer
   1. Administers the operating account(s) of the chapter, keeping itemized records of all receipts and expenditures in a permanent file.
   2. Collects chapter, state and International dues, fees and assessments.
   3. Disburses funds as directed by chapter members.
   4. Makes regular reports to chapter members.
   5. Sends International dues, publication fees, and ITE payment (Form H-138) to Headquarters, postmarked by January 1. (Member dues -26.00, publication fee - 9.00,

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chapter pays ITE payment of 20.00). Dues become delinquent after January 31 of each year and there is a late fee of $5.00 for each delinquent member.

* 1. Sends state dues of fifteen ($15.00) to state treasurer (Form H-138) postmarked by January 1 annually. Dues become delinquent after January 31 of each year.
  2. Submits required annual financial reports to state treasurer.
  3. Files Internal Revenue Service (IRS) Form (990-N E- Postcard). or other tax forms, if required. (Appendix 7) Sends the 990-N E-Postcard copies to International Headquarters and to the state treasurer.
  4. Is familiar with the membership status of all members.
  5. Makes the records available for the annual or biennial Audit Report C-1. (Appendix 33)
  6. Files the Record of Filing Form C-1 with the state treasurer four weeks after the chapter audit is complete.

1. Historian
   1. Collects information pertinent to the history/activities of the chapter.
   2. Prepares the chapter archives book.
   3. Displays the book at chapter meetings and other meetings (district, state) as requested.
   4. Sends to the state historian materials appropriate for consideration for inclusion in the state and regional archives.
   5. Participates in the initiation service ritual.
   6. Writes the chapter history for the biennium.
2. Chaplain
   1. Presents devotions at all chapter meetings, installations, and other fraternal functions.
   2. Participates in the initiation service ritual.
3. Sergeant-At-Arms (Optional)
   1. Serves as the official doorkeeper at chapter meetings.
   2. Performs duties assigned to her at regular meetings.
   3. Presents the pledges to the membership chairman at the pledge service.
   4. Participates in the initiation service ritual.
4. Immediate Past President
   1. Serves in an advisory capacity to the chapter.
   2. Serves on the state council of chapter presidents.

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* 1. Completes the unexpired term of the president if the office of president becomes vacant.

**CHAPTER STANDING COMMITTEES**

Standing and special committees, except for the nominating committee, which is elected by the members, shall be appointed by the president as authorized by International, state, or chapter bylaws. The chairman shall report at chapter meetings as directed by the president or as requested by members. The following are designated as standing committees. Additional standing or special committees such as program, publicity, and ways and means may be established as needed. The Fidelis Chapter has no Membership committee.

1. Alpha Delta Kappa Mont h
   1. Makes recommendations for appropriate activities and events in observation of Alpha Delta Kappa Month (October).
   2. Carries out appropriate activities and events as requested.
   3. Submits the chapter Alpha Delta Kappa Month Activities Report to the state Alpha Delta Kappa Month chairman by November 20. (Appendix 8)
2. Altruistic

1.

2.

3.

1. Budget

1.

2.

1. Bylaws

1.

2.

3.

4.

5.

Makes recommendations for altruistic projects. Carries out altruistic projects as requested.

Completes and forwards the Chapter Altruistic Report (Appendix 9) each year to the state altruistic chairman by March 1.

Prepares an annual budget and presents it to the members for consideration.

Includes in the proposed budget all income and expense categories for the year/biennium.

Follows the Guidelines for Developing Chapter Bylaws (Appendix 34).

Updates chapter bylaws as necessary after the International convention and state convention to conform to International and state bylaws according to the Form Review of Chapter Bylaws. (Appendix 35)

Sends updated chapter bylaws to state bylaws chairman for certification by March 1 of odd-numbered years.

Presents proposed amendments to the chapter for consideration.

Forwards any proposed amendments to state bylaws to the state bylaws chairman for consideration.

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1. Forwards any proposed amendments to the International Bylaws to the International Bylaws Committee chairman for consideration.
2. Distributes chapter bylaws to chapter members and new initiates.
3. Fraternity Education
   1. Plans and presents a fraternity education activity for each meeting.
   2. Prepares and presents one meeting program a year in observance of Founder's Day.
4. Membership- Utilizes the Membership Development Manual to:
   1. Assess membership needs of the chapter by completing the Chapter Needs Assessment (Appendix 36) to Missouri vice president of membership postmarked by August 31. (Part A. Due October 15 even years and Part B - Due October 15 odd years. (Appendix 36)
   2. Provide overall coordination of the new member process, including the following:
      1. Supplies members with the Prospective Member Recommendation• Form H• 151 (Appendix 37) and review membership requirements.
      2. Meets **with** the applicant(s) to explain purposes of the sorority, and responsibilities and obligations of members and to answer questions.
      3. Handles the voting process for new members, including preparing the ballot, supervising the balloting, and announcing results.
      4. Handles administrative procedures related to the prospective new member(s), including obtaining completed Membership Application - Form H . 103 (Appendix

38) and fees.

* 1. Send forms and fees to International Headquarters.
  2. Assist the president with the pledge (optional) and initiation ceremonies.
  3. Complete the Report of Initiation of Chapter Pledges • Form H-133 (Appendix 39) following the initiation and send it to the specified locations.
  4. Former Alpha Delta Kappa sisters who resigned and who now wish to rejoin the sorority may do so through the Petition for Reinstatement Form H-154. (Appendix 40)
  5. Upon the death of an Alpha Delta Kappa member, their membership badge may be disposed of in accordance with the Membership Badge Disposition Form. (Appendix41)

1. Nominating
   1. Develops a slate of chapter officers for consideration by chapter members.
   2. Presents the slate of officers to the members.
2. World Understanding (Optional)
   1. Coordinates world understanding efforts within the chapter.

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* 1. Completes and forwards the chapter world understanding report each year to the state world understanding chairman by the requested date.

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Appendix 1

Form H -142

State/Provincial or National President's Report

To International Vice President

***Send by the 30th of: December*** *(for June, July, August, September, October and November);* ***and June*** *(for December, January, February, March, April and May).*

**Submit this form to Headquarters in one of three ways:**

*Either* by mail: 1615 W. 92nd Street, Kansas City, MO 64114-3210[(800)247-2311];

**Or fax:** (816) 363-401o;

***Or*** by email to agriffin@alphadeltakappa.org)

**Keep a copy for your files.**

**International Headquarters wilt forward copies to the International President and International Vice President.**

Form H-142

PAGE 1 of 2

Revised-16

**ALPHA DELTA KAPPA**

**STATE, PROVINCIAL OR NATIONAL PRESIDENT'S REPORT TO INTERNATIONAL VICE PRESIDENT**

The purpose of this form is to provide an opportunity for open exchange with the International Vice President of the region.

Month/Year: State/Province/Nation: Date of next state/provincial/national convention (Month, Date, Year): Site of next state/provincial/national convention (Facility, City, S/P/N):

1. State/Province/Nation (S/P/N)
   1. What progress have you made toward achieving S/P/N goals?
   2. What assistance do you need in membership recruitment/retention?
   3. List assistance needed and/or problems encountered in developing leadership in your S/P/N.
   4. List type, location and date of state/provincial/national meetings attended. Include meetings of executive board, S/P/N council of chapter presidents, district or state/provincial/national convention.
2. Chapters within S/P/N
   1. List needs in chapters.

See page 1 of 2 for mailing instructions.

1. Chapters within S/P/N, continued
   1. What assistance is required of the International Vice President?
   2. New chapters installed:

(Chapter Name, number of charter members, city/date, sponsoring chapter)

* 1. Chapters visited (Chapter, Location):
  2. List names of members deceased since last report. Do not include those reported to you on Form H-119. (Name, Date of Death, Chapter)
  3. List exemplary altruistic projects and/or special member recognitions reported by chapters:

Number of chapters in State/Province/Nation:

State, Provincial or National president:

Appendix 2

Form H-155

State/Provincial/National Officers

**ALPHA DELTA KAPPA**

**International Representative Submits this form to Headquarters:**

*EITHER* by mail: 1615 W. 92nd Street, Kansas City, MO 64114-3210; email (see address at right; *OR* from Website: [www.alphadeltakappa.org.](http://www.alphadeltakappa.org/)

**International Headquarters will forward copies to the International President and International Vice President.**

*Form to be completed by &'PIN president and given to the International Representative before she leaves the &'PIN Convention. Form to be filed by International Representative attending the S/PIN convention.*

***lnternational Representative: Please leave* a *copy for S/P/N files***

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[**agriffin@alphadeltakappa.org**](mailto:agriffin@alphadeltakappa.org) **(800) 247-2311 • (816) 363-5525**

**STATE/PROVINCIAL/NATIONAL OFFICERS**

JrmH-155

Revised-06

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*{* '

*Information provided on this form may be published in the Directory and on the password-protected, members-only Alpha Delta Kappa International Website unless International Headquarters receives a written request not to do so.*

STATE/PROVINCE OR NATION: Biennium·

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Address, City, S/P/N | Zip+4/PO Code | Phone (Include area code) | E-mail Address | Chapter |
| President |  |  |  |  |  |
| President-Elect |  |  |  |  |  |
| Treasurer |  |  |  |  |  |
| Historian |  |  |  |  |  |
| Sergeant-at-Arms |  |  |  |  |  |
| Chaplain |  |  |  |  |  |
| Membership  Consultant |  |  |  |  |  |
| Altruistic Chairman |  |  |  |  |  |
| President of S/P/N  Council of Chapter Presidents |  |  |  |  |  |
| Excellence in  Education  Award Chairman |  |  |  |  |  |

*\*\*Notify Headquarters, International President and International Vice President immediately of any cl,anges.*

Retiring State/Provincial/National President: Chapter:

*Form may be printed from the Alpha Delta Kappa International Website at* [*www.alphadeltakappa.org.*](http://www.alphadeltakappa.org/)

###### Appendix 3

Form H-134

State/Provincial/National Convention Report Form

**ALPHA DELTA KAPPA** FormH-134

Revised-07

**State/Provincial/National Convention Report Form**

***Please submit to your International Representative along with Form H-155 before she leaves vour convention.***

**Submit this form to Headquarters ln one of three ways:**

*EITHER* by mail: 1615 W. 92nd Street, Kansas City, MO 64114- 3210;

*OR* fax: (816) 3634010;

***OR*** from Website/e-mail: www.alphadeltakappa.org. (Click on "Documents & [Forms."J/agriffin@alpbadeltakappa.org](mailto:J/agriffin@alpbadeltakappa.org)

**Keep one copy for your** files.

**International Headquarters will forward copies to the International President and the International Vice President.**

**Questions? Ca,11 International Headauarters 800-247-2311.**

1. Attendance:

S/P/N:

Date of Convention:

Facility: City:

|  |  |
| --- | --- |
| Total members present: |  |
| Total number of members in S/P/N: |  |
| Percentage of total members attending: |  |
| Total number of chapters in S/P/N: |  |
| Total number of chapters represented; |  |
| Number of chapter delegates: |  |
| Number of International Chapter representatives: |  |
| Number of MKA in attendance; |  |
| Number of other guests: |  |

1. Type of workshops/speakers and/or other programs:
2. Any major action taken (district formation, bylaw changes, dues, etc.)

0 4. What responsibilities were delegated to your International Representative?

1. OYes ONo OYes ONo OYes ONo OYes ONo OYes ONo

Held pre-convention S/P/N executive board meeting. Held post-convention S/P/N executive board meeting. International Representative attended these meetings. Held S/P/N Council of Chapter Presidents meeting.

Held Omega/Memorial Service.

1. Identify future leaders:
2. Date and place of next S/P/N convention: Facility:

City: Date:

Retiring S/P/N president:

Date: 4/16/2014

*Form may be printed from the Alpha Delta Kappa International Website at* [*www.alphadeltakappa.org.*](http://www.alphadeltakappa.org/)

Appendix 4

0 Chapter Member of Distinction Nomination Form

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**CHAPTER MEMBER OF DISTINCTION**

The Chapter Member of Distinction recognizes mem hers of Alpha Delta I<appa who exhibits commitment to educational excellence, for personal and professional growth, and for collectively channeling their energies toward the good of their schools, comm unities, the teaching profession, and the world.

Criteria:

1. A strong contributor to the local chapter, but need not have served as president.
   1. Active in community activities.
   2. A recognized professional leader.
   3. Recognized for her professional achievements.
   4. An enthusiastic participant in local chapter decision making.
   5. Willing to try or develop new solutions to old problems. .
   6. Wise enough to know how to abandon solutions that do not work.
   7. A faithful member of Alpha Delta Kappa at all levels.
   8. Personally independent and courageous.

Nominee's Name: Nominee'sAddress: Phone number:

Chapter:

**e-mail \_**

Write a brief statement why you feel the above nominee meets these criteria.

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Appendix 5

0 Chapter of Distinction Nomination Form

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**CHAPTER OF DISTICTION**

The Chapter of Distinction recognizes a chapter of Missouri Alpha Delta Kappa who exhibits a commitment to promote high standards of education and thereby strengthens the status and advancement of the education profession; promotes educational and charitable projects and activities, to sponsor scholarships; contributes to world understanding, good will, and peace through an international fellowship of women educators united in the ideals of education; builds fraternal fellowship; and recognizes outstanding women educators.

Criteria:

1. Exhibit a distinct and positive presence in the educational comm unity.
2. Shows a pattern of professional success by:
   1. Net membership growth, including an excellent retention rate.
   2. Implementing quality altruistic projects and scholarships.
   3. Well planned Alpha Delta Kappa Month activities that involve all members.
   4. Attendance at state convention, regional conference and /International convention.
   5. Excellence of programs and attendance at meetings.
3. Have significantly contributed to the success of Alpha Delta Kappa on local, district or regional levels.
4. Regularly recognize the educational and professional achievements of individual members.
5. Have earned 5 Pearls of Achievement at least once in the biennium.

**Chapter: Location:** ----------------

Write a one-page narrative describing why this chapter meets the above'criteria.

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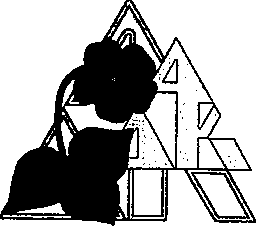
**Appendix 6**

**State/Provincial/National**

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**Membership Consultant Report**

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**Chapter Needs Assessment Information**

**for the**

**S/P/N Vice Presidents for Membership/Membership Consultants and the Regional Membership Consultants**

Each chapter in every State/Province/Nation will

* complete the **Chapter Needs Assessment** (CNA) *and*
* email/send a copy of the CNA to their S/P/N vice president for membership/ membership consultant **AND** their regional membership consultant (RMC) by **August 31** each year of the biennium.

**Return of the completed Chapter Needs Assessment annually by the August 31 deadline date is one of the criteria on the PEARLS of ACHIEVEMENT AWARD.**

These assessments are diagnostic tools that can be used to help determine a chapter's areas of strength and areas of concern. **The assessment also provides an opportunity *for the chapter* to establish membership goals for the biennium and develop strategies to achieve them.**

**Create a Checklist, Chart or Spreadsheet for Record Keeping**

The S/P/N vice presidents for membership/membership consultants will create a list of all chapters in the S/P/N. She will keep a copy of all CNA reports received and record the names of chapters that have submitted CNA forms by the deadline date of **August 31** on a checklist, chart or spreadsheet. **This checklist will be emailed to her respective regional membership consultant *no later than September 15.***

Each RMC will also create a list of all chapters in each S/P/N of the regions. She will record the names of chapters that have submitted CNA forms by the deadline date of **August 31.** She will crosscheck her list with the list submitted by the S/P/N vice presidents for membership/ membership consultants.

It will be the responsibility of the RMC to provide the final checklist to Alpha Delta Kappa Headquarters no later than **October l.** This checklist/spreadsheet **will** be used to determine the December l **PEARLS of ACHIEVEMENT REPORT.** *Note: Headquarters only needs the list of chapters, not the data collected.*

The S/P/N vice presidents for membership/ membership consultants **AND** the RMCs **will** each analyze the information collected to assist the chapter take positive steps to address the concerns. A database/spreadsheet which identifies the chapter concerns may be helpful in analyzing the data collected.

The RMCs will collaborate with the individual S/P/N vice presidents for membership/ membership consultants to develop and implement strategies that will be helpful to individual chapters.

*Revised June 2017*



*Check items as you complete them. The information you provide will be summarized for the region and presented to International Chapter. Attach all New Member Surveys you have received* ***Return to: Your International Membership Committee Regional Consultant***

***Copy to: State/Provincial/National President, State/Provincial/National President-Elect and Immediate***

***ast State/Provincial/National President***

*ep a copy for your files.*

* . • ***eadline: June 30; December 31. Circle reporting period.***

**STATE/PROVINCIAL/NATIONALMEMBERSHIP CONSULTANT REPORT**

**Date Consultant S/P/N**

I. Prepared roster of chapter membership chairmen 0Yes0No

1. COMMUNICATION WITH CHAPTER MEMBERSHIP CHAIRMEN:

□

* 1. Personal letters 0Yes 0No How many?
  2. Telephone/e-mail 0Yes No How many?
  3. Other 0Yes 0No How many?

1. MEMBERSHIP STATISTICS
   1. Used most current membership analysis to inform

S/P/N boards of chapter profiles DY es 0No

* 1. Follow-up with chapters having fewer than 15 members or fewer than 50 percent of the membership employed/engaged in education on the membership analysis by S/P/N Membership Team?

DY es 0No How many? c.Describe actions taken and results after contacting these chapters:

0

1. NEW CHAPTER DEVELOPMENT/COLONIZATION a.What area has your S/P/N targeted? (MDM)

b. What type of support is needed? c.What steps have been taken?

d. Anticipated date of installation

1. COMMUNICATION

What chapters have you or members of your team personally contacted? Explain assistance offered:

1. S/P/NNEWSLETTERS/CONSULTANTS NEWSLETTERS

a.D Membership goals published

b. D Contributed timely tips/tools for membership

c.D Shared membership successes

d. D Chapters recognized for membership achievement

1. MEMBERSHIP PRESENTATIONS

Which membership presentations have you attended?

Regional D International D

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Trained Chapter Membership Chairmen: .

Where? When?

CHAPTER SUCCESSES:

CHAPTER CONCERNS:

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COMMENTS:

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**Appendix 7**

**Internal Revenue Service Forms**

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**990 N** - **e** - **Postcard**

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**IRS Form 990-N (e-postcarci)**

WARNING!!!

The IRS Will Revoke Your Chapter's Non-Profit Status Unless You

Fi1e the 990-N e-Postcard!

There is a new tool on the IRS website, "Exempt Organizations Select Check," that will let chapters/states find out whether or not your tax exempt status has been automatically revoked, or if your chapter/state has filed the 990N e-Postcard. To search by EIN dick here.

Since 2007 the IRS has required all states and chapters to file an annual report. There are two categories for reporting/filing:

1. States and chapters with gross receipts of less than $50,000 will file an annual electronic notice, Form 990-N also known as the e-Postcard;
2. States and chapters with gross receipts of $50,000 or more are required to file the more extensive Form 990 or 990-EZ.

**The 990-N Ce-Postcard) must be filed electronically. There is no paper form.** If the chapter treasurer or chapter president does not have Internet access, she will need to use the Internet connection at a school, library or the home of another chapter member.

**Filing Deadline:** Thee-Postcard is due every year by the 15th day of the fifth month after the close of your state or chapter's fiscal year. For example, if your fiscal year is June 1 through May 31, your e-Postcard must be filed after May 31 and before October 15. If your fiscal year is July 1 through June 30, your e-Postcard must be filed after June 30 and before November 15.

**Penalty:** The IRS will revoke the tax-exempt status of a state or chapter who fails to meet the annual filing requirement for three consecutive years and possibly Alpha Delta Kappa's tax-exempt status.

**Required Information:** Completing the e-Postcard will require you to provide the following information:

1.

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' ' 2.

3.

**Your state or chapter's EIN/TIN number.** It should be in your permanent files but if not, it is available from Headquarters.

**Tax year.** The 12-month fiscal year used by your state or chapter (June 1- May 31 or any 12-month period you choose.) If you don't know your fiscal year, contact your state treasurer.

**Organization's L,egal Name and Mailing Address**

1. **Any other names your chapter uses**
2. **Name and address of principle officer (chapter president)**
3. **Organization's website address**
4. **Confirmation that your chapter's annual gross receipts are normally $50,000 or less.**
5. If applicable, a statement that your chapter is going out of business.

**How to File the 990-N CE-Postcard)**

Go to [www.epostcard.form990.org](http://www.epostcard.form990.org/)

1. The top of the screen should read "e-Postcard: file your electronic IRS Form 990-N"
   1. Read the three steps. If you don't have your login ID from last year, click on the underlined part of Step 1. (If you do have it, click on the underlined part of Step 2.)

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1. The top of the screen should read "Request Login ID"
   1. Read and click "Next>>"
2. The top of the screen should read "Request Login ID"
   1. Login ID Type Fill in box with "Exempt Organization"
   2. Organization EIN Type in, your EIN
   3. Click on the print icon on your toolbar to print this screen
   4. Click Next>>
3. The top of the screen should read "Request Login ID"
   1. Create a password if you don't have one from previous years. Using your state abbreviation and chapter name is recommended. Example: ALBETAGAMMA is recommended for Alabama Beta Gamma
   2. Retype your password.

c.

u d.

Complete the rest of the screen with your name, your email address and your phone number.

Click on the print icon on the toolbar and then click "Next"

n 5.

If done correctly, the top of the next screen will say "Request Login ID

- Success".

1. Click on the print icon on the toolbar
2. Close out of the program and wait for an email from [epostcard@urban.org](mailto:epostcard@urban.org)
3. The email should arrive within 15 minutes. Read and follow the directions in the email, click on the email link and proceed.
4. The top of the screen should read "Activate Login ID"
   1. Type in the password you created in Step 4 a.
   2. Click on the print icon on the toolbar and then click "Next"
5. The top of the screen should read "Activate Login ID (Success)"
   1. Click on the print icon on the toolbar and then click "Create your Form 990-N Ce-Postcard) Now"
6. The top of the screen should read "Electronic Notice - Form 990-N (e­ Postcard) Organization Information."
   1. Line A Type in your chapter's fiscal year (12 month tax period). The box may be filled and you will not be able to change it. If the fiscal year is not correct, see item 12 in these instructions.
   2. Line B Click on the arrow in the top box and select "No." and in the bottom box click on the arrow and select "Yes"
   3. Line C "Line 1" The box will say "ALPHA DELTA KAPPA SORORITY. Leave the second box in Line 2 blank.
   4. Line D Type in your EIN number, using the hyphen after the first two digits
   5. Click on the print icon on the toolbar and then click "Next Page"
7. This screen is asking for the organization address and principal officer information.

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1. Click on "Save Changes" box
2. In the first box, type your state and chapter. Example: Iowa Alpha Lambda Chapter
3. Skip the second box.
4. "In Care of Name" box, type in your name
5. "United States" should appear in the next box.
6. Line 1 of mailing address, type in "1615 W 92nd Street"
7. Skip the next box.
8. In "City or town" box, type "Kansas City"
9. In "State" box, type in "Missouri"

j.

0 k.

In "Zip Code" box, type in "64114"

In Line E, type in [www.alphadeltakappa.org](http://www.alphadeltakappa.org/)

1. Line F; click on box arrow and select "Person"
   1. In "Person Name" box, type in your current chapter president's name
   2. In the following address boxes, repeat the information exactly as it appears in the section above, providing Headquarters full address. · ·
   3. Click on the print icon on the toolbar and then click "Save Changes" and finally, click on "Submit Filing to IRS".
2. This screen will say" Form 990-N (e-Postcard) Submitted"
   1. Click on the print icon on the toolbar and then click on "Go To Filing Status Page".
   2. Click on the print icon on the toolbar and then exit the program.
   3. Within 30 minutes you should receive an email from the IRS, indicating whether your e-Postcard was accepted or rejected.

Print this confirmation. If accepted, you are finished for the year. Notify your state treasurer that your 990-N has been accepted by the IRS and file all copies of the screen prints and emails in your permanent file. If rejected, the email will contain instructions on how to correct the problem.

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1. If your tax period (See Item 9.) was incorrect, there is one more step to the process. You must write the IRS a letter stating your name and chapter office, your chapter name and EIN number and say that in filing the 990-N the incorrect fiscal year was listed for your chapter and request that the fiscal year be changed to June 1 to May 31 or whatever 12-month period your chapter uses. Send the letter to:

**IRS**

**ATTN: EO Entity**

**MS 62373**

**Ogden,UT 84201**

**Or FAX it to (801)620-3249**

Questions: If you have questions, call Headquarters at 1-800-247-2311.

If you have technical problems, call the I.RS service provider

u toll free at 1-866-255-0654.

n HAVING PROBLEMS FILING THE 990-N E-POSTCARD?

We've had several calls from chapters having problems filing the new IRSe-postcard report (Form 990-N). Most of the problems focus on the following three issues:

1. *Trying to file too* soon. DO NOT try to file until AFTER

your chapter's fiscal year end. *W* your fiscal year end is June 30, wait at least until July 1to file.

1. *Trying to fife with an incorrect £IN (Employer Identification Number).* If you get an error message saying that you have input an incorrect EIN, call Headquarters, your State President or your State Treasurer for your correct EIN.
2. *Trying tofile but you get an error message saying your fiscal year end is June 30 when it isn't.* Unfortunately, the IRS made an error and gave this date as the fiscal year end for many of our chapters. Verify your fiscal year with your State Treasurer and, if you haven't filed a Form 990 in the past 10 years, call IRS Customer Service at 1-877-829- 5500. Call when you are not pressed for time. We were transferred to four people and one hour later spoke to someone who could actually answer our question.

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* 1. State that you are an authorized officer of the chapter/state. The IRS has on file the names of the 2006-2008 state and chapter presidents.
  2. *W* need be, state that you are the

President of (example:

*)*'

West Virginia Fidelis Pi of Alpha Delta Kappa Sorority Incorporated.)

* 1. Give your address as that of Headquarters: 1615 West 92nd Street, Kansas City, MO 64114. (We annually report all states and chapters with Headquarters address due to a privacy issue.)
  2. Tell the IRSCustomer Service representative to change your fiscal year end from June 30 to whatever your fiscal year end is.
  3. Wait two to three weeks for the change to be made and then proceed to filing your Form 990-N e-postcard.

Now, having said all this, we sent the procedure to a member earlier in the day and she just called to tell us that she had followed the above procedure to the letter. However, the person she spoke to at the IRS told her that to request a change of fiscal year end, she must put the request in wr ting with a letter ,to:IRS AON: EO Entity MS6273

Ogden, UT 84201

Or fax the letter to: (801) 620-3249 and wait ten weeks for the change to be made and then file the 990-N.

So, when it is all said and done, the procedure you must use will depend on who you speak to at the IRS.

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Appendix 8

##### Alpha Delta Kappa Month .

Activities Report

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Alpha Delta Kappa Month Activities Report

Please submit this form to your State Alpha Delta Kappa Chairman by November 20.

Uhapter \_ Year \_ Alpha Delta Kappa MonthChairperson--------------

* + 1. Describe how your chapter observed Founders' Day.

2 Describe or attach any publicity about your chapter in local papers, schools, businesses, lbraries, or other public places?

0 3. Describe any altruistic projects carried out in the schools or the community-at-large duringAlpha Delta Kappa Month?

4. Did you invite prospective members to a meeting and/or plan activities celebrating your chapter members' professional accomplishments and leadership? Explain.

(Please use the backf more room is needed to answer any of these questions. fyou have Founders' Day Programs you are willingto share withother chapters, please attach them.)

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) Appendix 9

Chapter Altruistic Report

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Appendix 10

0 State/Provincial/National Altruistic Report

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**STATE/PROVINCIAL/NATIONAL ALTRUISTIC REPORT**

Revised-17

March 1, 2017 through February 29, 2018

By April 15, 2018, mail to regional chairman. Compile all chapter reports and report total activities on this form. Name of chairman may be obtained from S/P/N president or IVP of the Region.

STATE/PROVINCE/NATION, YEAR"---

NUMBEROF CHAPTERS INS/P/N.

NUMBER REPORTING.

PERCENT REPORTING

NUMBEROFMEMBERSINS/P/N

STATE/PROVINCIAL/NATIONAL CHAIRMAN,

**Record only whole nnmbers. For numbers 0.5 or greater, round up; for less than 0.5, round down.**

1. VOLUNTEER HOURS in the name of Alpha Delta Kappa
2. MONETARY GIFTS in the name of Alpha Delta Kappa

**Total hours** (I)

(Include ONLY cash, checks, money orders or drafts given in the name of Alpha Delta Kappa)

|  |  |  |
| --- | --- | --- |
| A. MONETARY GIFTS to charities, causes or chapter projects | $ | (1) |
| B. S/P/N Altruistic Project(s) | $ | (2) |
| C. Donations to the Alpha Delta Kappa Foundation, including  $1 of dues x the number of dues-paying members | $ | (3) |
| TOTAL oflines 1, 2, 3 | $ | (II) |
| m. NON-MONETARY GIFTS in name of Alpha Delta Kappa |  |  |
| TOTAL | $ | (III) |

1. SCHOLARSHIPS in the name of Alpha Delta Kappa Nature of Scholarship:

A Presented by Chapters

1. Donation to the Alpha Delta Kappa !TE Fund (Recorded on Chapter Billing Form H-138)
2. Othfil

Amount

$ (4)

$ (5)

$ (6)

TOTAL oflines 4, 5, 6 (IV)

**GRAND TOTAL ofll,** ID,IV $

***(Add subtotals from sections*** *II,III* ***and W. Do not include Service Hours in the Grand Total)***

(OVER)

1. S/P/N altruistic activities
   1. S/P/N altruistic project(s) \_
   2. S/P/N scholarship(s) \_ Amount: Recipient: \_

c. Exemplary chapter projects,

S/P/N Altruistic Chairman:

. Due by March 31, please email a list of your chapters that submitted the Chapter Altruistic Report to you on time (March 15) to [lbourgeois@alphadeltakappa.org](mailto:lbourgeois@alphadeltakappa.org) so those chapters may receive Pearl credit in the Pearls of Achievement Award program. Thank you so much!

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Appendix 11

Letter Requesting

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Chapter Bylaws For Review

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Date

Dear Chapter President:

In accordance with the *Polices and Procedures of Missouri Alpha Delta Kappa,* it is the duty of the Missouri Bylaws committee chairperson to review chapters' bylaws to determine compliance with International Bylaws.

Since Ihave not received a copy of your chapter bylaws, I am sending this note to request you send a copy to me as soon as possible.

You may send by:

**US postal service:** Bylaw Chairman - Address

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**Email:**

**Fax Number:**

Thank you for your prompt attention to this matter. Sincerely,

Name, Missouri Bylaws Committee Chairperson Address

Phone:

Fax:

Email:

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Date

Dear Chapter President:

In accordance with the *Polices and Procedures of Missouri Alpha Delta Kappa,* it is the duty of the Missouri Bylaws committee chairperson to review chapter bylaws to determine compliance with International Bylaws.

Thank you for submitting a copy of your chapter bylaws for review. Chapter Name: \_

Result:

Your Chapter bylaws are incompliance with International Bylaws.

No suggestions for revisions have been noted.

Some suggestions for revisions have been noted.

Refer to Chapter bylaws (enclosed).

Please work with your Chapter committee to make suggested changes.

If you have any questions, please feel free to contact me: **US postal service:** Bylaw Chairman, Address **Email:**

**Fax Number:**

Thanks again for all of your hard work for Alpha Delta Kappa! Sincerely,

Name, Missouri Bylaws Committee Chairperson Address

Phone: Fax:

Email:

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February2012

Dear Chapter President:

In accordance with the *Polices and Procedures of Missouri Alpha Delta Kappa,* it is the duty of the Missouri Bylaws committee chairperson to send to each chapter a copy of all proposed changes, additions and revisions to the bylaws of the *Missouri Alpha Delta Kappa.*

Please find a copy of the bylaws attached with proposed changes (highlighted) to share with your chapter membership.

*Missouri Alpha Delta Kappa* bylaws will be amended as presented if approved by a two-thirds (2/3) vote of the official delegates present and voting at the Missouri State Convention in April (even number year).

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In order to save on printing costs, please bring your copy of the proposed bylaws changes to the convention in April. Thank you for helping conserve our resources.

If you have questions or concerns, please contact me.

Sincerely,

Name, Missouri Bylaws Committee Chairperson Address:

Phone:

Fax:

Email:

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**Appendix 12 Candidate Qualifications Letter**

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Dear Chapter Presidents,

January (Even Years)

My name is (Chair Name), and I have the honor of chairing Missouri's Candidate Qualifications Committee for Alpha Delta Kappa. Our state convention will be held (Date and Location of State Convention), Missouri. At this time we will be electing a new slate of state officers and selecting new committee chairmen.

I would like to encourage you and your chapter members to consider running for a state office or serving on a state committee. This provides a wonderful opportunity for leadership development, professional growth, and networking with your Alpha Delta Kappa sisters.

Accompanying this letter is an application form for the state.offices and a candidate qualifications list. You will also find a list of the state offices to be filled and a list of committees to serve on. Feel free to make copies of the above as needed. Completed applications for the state offices MUST be in my hands by March 31, of (Even Years). This date will allow me time to fulfill my duties.

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For those who are interested in serving or chairing a committee, please contact (Name), our State President-Elect. She would greatly appreciate your help.

Contact (Name), at (Address, Phone Number and Email address).

Your help and cooperation with this state election isgreatly appreciated. If you have any questions or concerns, please feel free to contact me. Hopefully, rJIsee you at our state convention in(Location).

Fraternally,

(Name)

Candidate Qualification Committee Chairman Address

Telephone Number Email Address



Appendix 13

State Officer Candidate Information

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**MISSOURI ALPHA DELTA KAPPA**

**STATE OFFICER CANDIDATE INFORMATION**

n Candidate for the office of **State \_** Picture

Here

Name·----- --------------

ALPHA DELTA KAPPA Information Years of membership

Chapter

Chapter office(s) held

Missouri State Office(s) held

State Committee Chairman

RegionalConferencesAttended(ListbyYears)

International Conventions Attended {List by Years) \_

Teaching Position (if teaching)

School

-------

If retired, what did you teach?

Where? \_

0 Education Background. \_

Activities other than Alpha Delta

Kappa,

**Submitted by:**

CHAPTER CANDIDATE'S SIGNATURE

CHAPTER PRESIDENT'S SIGNATURE CHAPTER SEC'S SIGNATURE

Application form must be COMPLETELY filled out and sent with a small photograph to the Candidate Qualifications Chairman so she receives **t** before **MARCH 31, (Even Year).**

**Send to:** Candidate Qualifications Chairman, Address, Telephone Number and Email.

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Missouri Alpha Delta Kappa Policies and Procedures Eligibiliy for State Office

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1. A candidate shall be an active chapter member and registered and attending the convention which she is nominated, elected and installed.
2. A candidate for any office shall have held an elected chapter office.
3. A candidate shall have been a member of Alpha Delta Kappa a minimum of two (2) years.
4. A candidate for president and president-elect shall have served one (1) term as a chapter president and shall have served at least one (1) term on the respective executive board as an elected officer or a president of the chapter president's council.
5. A candidate for the office of State President-Elect succeeding to the office of

State President shall have attended at least one (1) state convention prior to the one in which she is elected and shall have been in attendance at the

0 majority of State Executive Board meetings during her term on the Executive

Board.

6 State Presidents and Presidents-Elect shall not hold a chapter office.

1. No vote is needed for a candidate for the office of State President-Elect succeedingtotheoffice of President.

Missouri Alpha Delta Kappa State Officers and Committee Chairmen

LJ Offices to be filled:

1President-Elect

* 1. Vice President for Membership

1. Recording Secretary
2. Corresponding Secretary
3. Treasurer
4. Historian
5. Sergeant-at-Arms
6. Chaplain
7. President of the President's Council
   1. Each candidate must file an application with the state candidate qualifications committee. This committee will certify her eligibility to run for the elected office.
   2. The President of the Council of Chapter Presidents shall be elected by ballot by the members at the state council meeting held during the convention. A majority of the votes cast **will** decide the election. The newly elected President of the Council of Chapter Presidents shall be installed with the other officers at the convention.

Committees for State Executive Board:

Q

{The newly installed Missouri President appoirts Committee Chairs)

**1.** Alpha Delta Kappa Month

1. Altruistic
2. Auditing
3. Budget
4. Bylaws
5. Courtesy
6. Fraternity Education
7. Resolutions
8. Scholarship
9. Convention Chairman
10. Candidate Qualifications
11. Excellence in Education

President-Elect (Name) Address

Telephone Number

Email:

Appendix 14 Excellence in Education Award

Nomination Form and Program Guidelines

**EXCELLENCE IN EDUCATION AWARD**

**Information for State/Province/Nation Presidents**

The Excellence in Education Award has been updated and you should have received the following documents: **EiE Timeline; EiE Guidelines, EiE Vita; EiE Nomination Application; EiE Rubric; EiE Fraternity Education and sample standardized letters to be sent to the recipient and non-recipients.**

*All of the EiE documents can be located on the International website under MEMBER CENTER, Scholarships and Grants.*

► **Forward the following documents to the S/P/N Excellence in Education Chairman:**

EiE Timeline; EiE Guidelines; EiE Vita; EiE Nomioation Application; EiE Rubric; EiE Fraternity Education Piece; and the sample standardized letter to be sent to the recipient strongly encouragiog them to attend the *SIPIN*

convention and the sample standardized letter to be sent to the non-recipients following the S/P/N convention.

► **Forward the following documents to chapter presidents NOW so the award can be promoted during chapter meetings held in April, May and June (odd year):** EiE Nomination Application and EiE Fraternity Education.

**\*Excellence in Education Timeline** - Please look over this form carefully as it lists the responsibilites for the S/P/N president and the S/P/N EiE chairman. The S/P/N policies and procedure manual will need to be updated with this current information. If you have already appoioted a S/P/N chairman, please send her name to Headquarters Scholarships and Grants coordioator. [rfolsom@alphadeltakappa.org](mailto:rfolsom@alphadeltakappa.org) !fa S/P/N chairman has not been appoioted, please do so and send her name by April 15"'. *The EiE Timeline indicates that the EiE SIPIN chairman's name should have been sent by February (odd-year) but since that date has passed we are requesting the name be sent now.*

**What is the role of the S/P/N president?** It is so important that the S/P/N president appoints a S/P/N EiE committee chairman and does so no later than February (odd-numbered year). Without a committee, it is very unlikely that the EiE award will be promoted io your S/P/N. From March through October (odd year) the S/P/N is influential io promoting the award at the S/P/N district, council, and chapter levels.

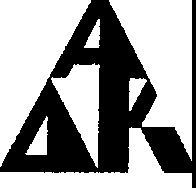
What happens at the S/P/N level? The S/P/N EiE committee chairman by March I (odd year) establisheS'a:oomm:ittee of four committee members from her immediate area, three Alpha Delta Kappa members and one nonmembe'Ji!'a:flr.itlpha Delta Kappa from the educational community - a teacher at any level, parent, school office manager, psychologist, counselor, librarian etc.). From March through October (odd year), she promotes the award at the chapter, district and

. S/P/N levels. Chapter presidents should be remioded to promote the deadlioe ofNovember 1 for EiE Nomioation Applications to be submitted.

**What does the S/P/N Chairman do with the EiE nomination forms?** Between November 1 and 15, the chair sends a letter to each nomioee requestiog her to submit a nomioation packet iocluding a completed Vita form, a personal statement ofno more than 250 words outliniog her most noteworthy professional accomplishments and two letters of reference from professional colleagues. This packet must be sent to the S/P/N chairman no later than January 15 (even­ numbered years).

**What does the S/P/N committee do with the nomination packets?** Between January 15 and February 15 (even­ numbered years), the committee, acting as a panel of judges, reviews and evaluates the packets usiog a kiod of rubric called an adjudication form and selects one recipient. The chairman sends the recipienes nomioation packet and adjudication form to Alpha Delta Kappa Headquarters Scholarship and Grants coordinator by February 28 (even­ numbered year).

**What happens to all the S/P/N EiE Award recipients?** They receive an award at their respective S/P/N convention and their packets are forward to the appropriate regional committee chair for consideration of a Regional EiE Award. A recipient is selected for each region and the seven regional recipients are considered for the International EiE Award.

**EXCELLENCE IN EDUCATION AWARD NOMINATION FORM**

The Excellence in Education Award recognizes members of Alpha Delta Kappa for their outstanding contributions to education. To be eligible, the nominee must be an active member in good standing, be actively engaged in the education profession and be under contract in teaching, administration, or some specialized field of education.

Nominated by a colleague or parent, nominees' adjudication is based on professional dedication, knowledge, skills, professional achievement and success, school/community involvement, contributions to the educational process and active participation in Alpha Delta Kappa.

Nominee's Name \_ Nominee's Address

Phone Number Email \_ S/P/NChapter

Write a narrative describing your association with the nominee and **why** she is a worthy candidate for this award. In order to be considered, all narratives must use: • 8 ½ inch by 11-inch paper • 1" margins • Times New Roman Font, size 12 • 1.5 line spacing • 1200 word maximum **(In order for this nomination to be considered, limitation cannot be exceeded.)**

Nominator's Name------------------------------------

Nominator's Address Position \_

Phone Number--------------Email---------------------

School/District Address

Phone Number Email \_

Nominator's Signature Date \_ Date

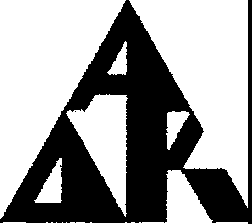
How did you hear about thisaward?-------------------------------

Please send this form with the narrative to the State/Province/Nation Excellence in Education Chairman. Nomination forms can be mailed with a pos1mark of November I or by email dated by November 1 (odd year).\ fprms received by email or postmmked AFTER November 1 cannot be considered. 1be S/P/N d:iainnan will send a notificatioµµJi<>n receipt of the nomination form via mail or email.

If submitted by a parent, please send to Alpha Delta Kappa International Headq !'S, 1615 W 92'' St., Kansas City, MO 64114,

pos1marked by November 1 (odd year). ··

*Revised 03/0l/17pd*



**ALPHA DELTA KAPPA**

**EXCELLENCE IN EDUCATION AWARD PROGRAM GUIDELINES**

**I.PROGRAM**

* 1. Purposes:

1. Recognition of members for outstanding contributions to education;
2. Promotion of goals and pmposes of Alpha Delta Kappa;
3. Increased visibility of Alpha Delta Kappa;
4. Au additional benefit of membership with Alpha Delta Kappa
   1. Funding
5. The Foundation biennially funds the purchase, engraving and shipping of seven plaques/trophies for regional award recipients. The plaques/trophies will be shipped to the appropriate International Vice President in time for her conference.
6. The Foundation biennially funds the purchase, engraving and shipping of one plaque/trophy for the Jnternational Award Recipient.
7. The Foundation and Sorority will each biennially allocate $2,500 to fund one International award of$5,000.
8. The International Vice Presidents shall budget $200 for the Regional Excellence in Education recipients to help defray costs of attending International Convention.
9. The funding of the S/P/N award program is the total responsibility of the respective S/P/N.
   1. Eligibility
      1. To be eligible, an Alpha Delta Kappa member shall:
         1. Be an active member in good standing;
         2. Be actively engaged in the education profession and be under contract in teaching, administration or some specialized field of education;
         3. Exhibit exceptional professional dedication, knowledge and skills;
         4. Be recognized as an outstanding educator by colleagues, parents and students;
         5. Have made exemplary contributions to education;
         6. Show evidence of professional achievement and success;
         7. Demonstrate school/community collaboration; and
         8. Be nomiated by a colleague or parent.
      2. International Excecutive Board Members, International Chapter Members, members of scholarship boards and committees as well as relatives of the aforementioned groups cannot receive scholarships, grants or other payments under programs adopted by the Alpha Delta Kappa Foundation.

*Revised 03/17pd Page 1 of 4*

1. **GUIDELINES**
   1. The futernational Excellence in Education Award is a biennial award given one time at the futemational level to an Alpha Delta Kappa Member.
   2. The futernational recipient and her school district/educational institution receive amonetaiy award of$5,000 and an engraved plaque/trophy.
      1. A Foundation check in the amount of $2,500 is payable to the recipient's school and

mailed directly to the school. The award is to be used for the professional development of the staff.

* + 1. A Sorority check in the amount of $2,500 and the plaque/trophy are presented to the recipient during the futemational convention where her selection is announced. The winner will be allowed to thank the delegation at the convention.
  1. Information concerning the Excellence in Education Award shall be placed on the futemational Website and shall be sent via email from Headquarters to the *SIPIN* presidents' and chapter presidents' by March 1, odd-numbered year and in the supply packet in August of odd-numbered years. Deadlines for applications will be published in June, August, and October ***KAPPAN*** in odd-numbered years.
  2. Each *S/PIN* recipient is strongly encouraged to attend, at her own expense, her *S/PIN* convention, where the recipient will be announced and then presented with her award. Each *SIPIN* shall determine the manner in which the award shall be presented.
  3. Each *S/PIN* recipient is strongly encouraged to attend, at her own expense, her regional conference and apply to present a woikshop/learning session. Each *SIPIN* recipient will receive an Excellence in Education Award pin and the regional recipient will be announced and presented with a plaque and a check for $200 to help defray her cost of attending the futemational convention.
  4. Each regional recipient is expected to attend, at her own expense, the futemational convention where the futemational recipient will be announced and presented with her award. She is encouraged to apply to present during the Educational Symposium at the futemational convention. She shall write a brief article about herself and her work and provide a photo for the ***KAPPANby*** September 1 even-numbered years and submit to

[headquarters@alphadeltakappa.org](mailto:headquarters@alphadeltakappa.org) Subject: EiE ***KAPPAN*** Submission

* 1. Regional recipients will be announced in the ***KAPPAN*** in even-numbered years and summaries of the seven regional recipients will be published in the ***KAPPAN*** in a later issue.
  2. The futemational recipient will be announced in the ***KAPPAN*** in odd-numbered years.
  3. An article written by the futemational recipient and a photo will be published in the ***KAPPAN*** odd-numbered year. Recipient will submit her article and photo by September 1 odd­ numbered to [headquarters@alphadeltakappa.org](mailto:headquarters@alphadeltakappa.org) Subject: EiE ***KAPPAN*** Submission. The futernational recipient may also submit a pho1? with her 8ftffifP-ts for publication the ***KAPPAN.*** (Alpha Delta Kappa MUST have signed perm1 s/ /l by a parent0guard1an to publish photos of minors.) - \,/,

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*Revised 03/l7pd Page 2 of 4*

1. NOMINATION AND ADJUDICATION PROCESS
   1. State/Province/Nation Nomination Process
      1. The nominating colleague shall request information and a nonrinat:ion form from the chapter president, *SIP/N* president, *SIP/N* Excellence in Education chairman, the Website, or from International Headquarters.
      2. Completed nomination forms shall be mailed or emailed to the *SIP/N* Excellence in Education chairman. Nonrinat:ion forms mailed with a postmark by November I of the odd­ numbered year or forms sent by email dated by November I shall be accepted.
      3. Nomination forms postmarked or emailed after November I of odd-numbered year shall not be considered.
      4. *SIP/N* EiE chairman shall acknowledge receipt of all nominations forms by email or mail.
      5. The *SIP/N* EiE chairman shall send the nominee a dardized letter with attachments requesting her to submit:
         1. Vita (see form)
         2. Personal statement limited to 250 words outlining her most noteworthy professional Accomplishments, and
         3. Letters ofreference from two professional colleagues.

The nominee shall send her completed nomination packet to the *SIP/N* EiE chairman no later than January 15 of the even-numbered year. Use of acronyms should be avoided unless these have been clearly defined and explained in an earlier part of the writing.

* 1. ***SIPIN* Adjndication Process**

I. The chairman shall acknowledge receipt of all nomination packets and encourage all applicants to attend their *SIPIN* convention. Applicants will also be encouraged to offer a professional development workshop/learoing session at the regional conference and International convention.

1. Between January 15 and February 15 of even numbered years, the *SIP/N* Excellence in Education Committee, acting as a panel of judges, shall review and evaluate all nomination packets and select one recipient. The chairman shall keep all nomination packets except the *SIP/N* recipients.
2. The *SIP/N* chairman shall mail the recipient's nomination packet and all adjudication forms to Headquarters Scholarships and Grants coordinator via "U.S. Certified Mail or Province/Nation equivalent" by March I of even-numbered years. All other nomination packets w.ill be kept by the chairman and destroyed following the International convention.

* 4. The *SIP/N* chairman will send a letter to the non-recipients following the state convention.

1. Headquarters Scholarships and Grants coordinator shall notify, via email, the name of the *SIPIN* recipient to the International President, International Executive Board Chairman, International Vice President for the region, International Excellence in Education chairman, and the recipient's *SIP/N* president by February 28th

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1. Headquarters shall send by April I, of even-numbered years via 'U.S. Certified mail or Province/Nation equivalent" the *SIP/N* recipients' packets to the !t\_ppropriate regional

chairman. The Regional Scholarships Programs rotation schd,d\lJR'will be used.

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*Revised 03/0J/J 7pd Page 3 of 4*

* 1. **Regional Adjudication Process**
     1. Regions will exchange applications for the pmpose of adjudication following the Regional Scholarship Programs rotation schedule.
     2. Between April 1 and May 1 of even-numbered years, the Excellence in Education Award Committee, acting as a panel of judges, shall review and evaluate each S/P/N recipient's nomination packet and select one regional recipient.
     3. The regional chairmen shall mail to Headquarters Scholarship and Grants coordinator via "U.S Certified Mail or Province/Nation equivalent" the regional recipients' packets by May 1 of even-numbered years. All other nomination packets shall be kept by the chairman and destroyed following the International convention.
     4. The regional chairman shall mail all non-recipients, after the regional conference, a standardized letter provided by Headquarters Scholarships and Grants coordinator.
     5. Headquarters Scholarship and Grants coordinator shall send the names of the regional

recipients via email to the International President, International Vice President for the regions, and International Symposium chairman by June I even-numbered year.

* + 1. The regional recipients' nomination packets for the International award shall be sent by Headquarters Scholarships and Grants coordinator via "U.S. Certified Mail or Province/Nation equivalent" to the International Excellence in Education chairman no later than August I of even-numbered years.
  1. **International Adjudication Process**

I. Between August 15 and December 30 of even-numbered years, the Excellence in Education Committee, acting as a panel of judges, shall review and evaluate all regional nomination packets and select one recipient.

1. The International Excellence in Education Committee chairman shall mail to Headquarters

.Scholarships and Grants coordinator via "U.S. Certified Mail or Province/Nation equivalent"

,the name of the International recipient and all International nomination packets by January 15 of odd-numbered years.

1. Headquarters Scholarships and Grants coordinator shall notify via email, the International President and International Executive Board Chairman the name of the International EiE recipient.
2. Headquarters scholarship and Grants coordinator shall send all regional recipients a standardized letter, following the last regional conference, strongly encouraging them to attend the International convention and present at the Educational Symposium.
3. Public announcement of the International recipient shall be made at the International convention where she receives her monetary award and plaque.
4. Following the International convention, Headquarters Scholarships and Grants coordinator shall notify the International recipient's S/P/N president and chapter president and send the monetary award to her school as well as send formal letters to all non-recipients.
5. **INTERNATIONAL EXCELLENCE** IN **EDUCATION PROGRAM COMMITTEE APPOINTMENTS**
   1. The International Excellence in Education chairman is appointed by the International President-Elect in the spring prior to International convention.
   2. The International EiE chairman., by July 1 of odd-numbered years, appoints three members and one non-member from the educational community, who lives in her immediate area, to serve as members of the International Excellence in Education Committee, and immediately forward the committee members' names to Headquarters Scholarships and Grants coordinator.

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###### Appendix 15

0 Standardized Letter For Excellence in Education

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January I, (even yr)

Dear:

Congratulations! You have been nominated for the Alpha Delta Kappa S/P/N Excellence in Education Award.

The International Executive Board of Alpha Delta Kappa established the Excellence in Education Award in 2002. The program guidelines and a copy of the adjudication form are included. Please read them carefully.

To complete the nomination process, you must submit:

* I) Your vita, using the enclosed format (not limited to one page);

1. A typed (12 point), one-page personal statement to describe your personal philosophy of education and what you consider your greatest contributions and/or accomplishments in education and
2. Letters ofreference from two professional colleagues.

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Your nomination packet is dueto me by February 1, (even yr) via 'U.S. Certified Mail or Province/Nation equivalent" or you may submit the forms online and mail only the letters of reference. ·

Your nomination packet will be reviewed and evaluated by the S/P/N Excellence in Education Award Committee. The nominees will be notified by March 30. Your packet will not be returned to you.

Congratulations on being recognized as an outstanding woman educator. **look** forward to receiving your nomination packet. Please contact me if you have questions.

Fraternally,

Name Address Phone E-mail

RD3/09/lldf

**EXCELLENCE IN EDUCATION AWARD**

**VITA**

Name. S/P/N Chapter \_

Address.

Phone E-mail

NOTE: Please avoid the use of acronyms ur1less these have been ciearty defined and explained in an earliier part o

Educational Position \_ (Please explain if the position is not a regular classroom teacher position)

Responsibilities of the positions:

Provide a description of the current position, classroom schedule or other pertinent information:

**Student Number or Class Size. \_**

**Professional Experience:** (List most recent first)

*Revised 3/llpdPage 1 of 3*

School/Community Involvement

Education:

Certifications:

Contributions to Education

Professional Successes: (Local, S/P/N and/or National levels)

► Include a personal s atement limited to 250 words outlining your most not rt;hy professional accomplishments. ;;" ,,

**Professional Organizations:** (Including Alpha Delta Kappa)

(List organization of which you are a member, explaining your leadership and/or involvement and any honors you have received in the last twelve years. You may list service as an officer, committee chairman, or member of the executive board, if appropriate.

|  |  |  |
| --- | --- | --- |
| **Date** | **Or2anization** | **Leadershio, Involvement and/or honors** |
|  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

*Revised 3/llpdPage 2 of3*

**EXCELLENCE** IN **EDUCATION NOMINEE INTRODUCTION PAGE**

To be filled out by nominee and retained by the S/P/N chairman with a copy sent to Regional EiE chairman. Please limit the highlights to 150 to 200 words 12 font size.

**Name S/P/N**

**Chapter**

**E-mail.**

**Educational Position**

Responsibilities of the position:

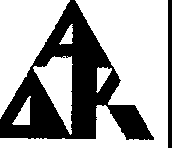
**Education:**

**Certifications:**

**Highlights of contributions to education:**

**Highlights of professional successes:**

*Revised 3/17pdPage* 4 o/4



**Excellence in Education Award Adjudication Form**

Use the nomination form, candidate's vita, and references to evaluate each item.

NOMINEE'S NAME

Score Score

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Strong 1 2** |  | **Outstanding 3 4** |
| **Dedication** | Is an enthusiastic, concerned and resnonsible educator |  | Is an exceptionally enthusiastic, concerned, resoonsible and insoirational educator |
| **Knowledge** | Has participated in  professional development  opportunities and continues to doso |  | Has personally led specific professional development opportunities and continues to doso. |
| **Skills** | Shows evidence of significant teaching and/or administrative  effectiveness |  | Shows evidence of exceptional teaching and/or administrative effectiveness |
| **Contributions to Education** | Has made significant contributions to excellence in  education |  | Has made extraordinary, innovative, and unique contributions to excellence in education |
| **Professional**  **Success** | Evidence of success and impact  as an educator |  | Evidence of extraordinary success and imnact as an educator |
| **School/**  **Community Involvement** | Evidence of personal  involvement in school and community activities |  | Evidence of extensive personal involvement in school and community activities |
| **Personal Statement** | Outlines important  orofessional accomplishments |  | Outlines exceptional and noteworthy nrofessional accomnlishments |
| **Leadership** | Has held a number of  leadership positions at work, in the community and in professional organizations at  the local, state, and national levels |  | Evidence of advancing specific organizations' credibility, standing, and overall effectiveness while holding leadership positions at work in the community and in professional organizations at the local, state,  and international levels. |

**SCORE \_**

* + **Use of .5 scoring in adjudication process is acceptable**

*Revised 03/17pd*

Appendix 16 Non-Recipients

Excellence in Education Sample Letter

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**DATE**

**NAME**

**ADDRESS**

Dear **FIRST NAME,**

The adjudication of the **(YOUR STATE)** State Excellence in Education Award has been completed. All nominations were carefully considered in order to ascertain which one nomination best met the goals of this new prograin.

After much thought and deliberation, the recipient was selected and will be notified by March 30. Although you were not selected as the recipient, we want to emphasize that simply by being nominated, you have been recognized for your outstanding efforts as an educator.

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Thank you for submitting your nomination packet and for your interest in this recognition prograin.

Fraternally,

**NAME,** CHAIRMAN

**(YOUR STATE)** State Excellence in Education Award Committee

RD12/09df

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##### Appendix 17

Missouri Alpha Delta Kappa Mini-Grant

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**MISSOURI'S ALPHA DELTA KAPPA'S MINI-GRANT**

(This grant in the amount of$500 is to be used on an educational project.)

NAME,

Mailing address: \_

DATE. \_

Phone. \_

Professional Training:

Colleges, Degrees/Certificates. Professional/Community Organizations. \_

**Professional Experience:**

Total years \_ Present Position, \_

School's Name and Address, \_

Allied Contributions made in the field of Education:

Positions of Leadership, \_ Participation in Prof. Meetings. \_

Researcli/ArticlesPublished'-------------

Alpha Delta Kappa Chapter: Years of Membership: Offires held in local chap. \_

Signatures:

**Chapter President Applicant**

**Include: A. Two letters of recommendation from college professors, principal, superintendent, fellow teachers, or civic leaders.**

1. **A short autobiographical**

**statement.**

**money will be spent. BESPECIFIC! have been used.**

1. **Give details how the grant**
2. **Send a follow-up letterwhen grant funds**

**DUE December 31 Crjteria/ratjpf scale**

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Page 1 of 2

**To: Mary Beatty Prof./Community Organizations** 20

**Missouri's ADK Scholarship Chair Alpha Delta Kappa Participation** 25

2402 W. 116 Street **Thoroughness of Application** 15

**Sedalia, MO 65301 UseofGrant 25**

[**ma11 1 b eattv56@att.net**](mailto:ma111beattv56@att.net) **References 10**

**660-826-8357**

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###### Appendix 18

Alpha Delta Kappa

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"Spirit of Missouri" Scholarship

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ALPHA DELTA **KAPPA'S** "SPIRIT OF MISSOURI"

(This scholarship for $1000 is awarded to a member for advanced study.)

Name:. Mailing Address:. \_

Professional Experience: Total years: \_

Date:,

Telephone:. \_

Present Position: \_

School's Name and Address

Allied Contributions made in the field of Education:

Positions of Leadership.

Participation in Professional Meetings. \_

**Research:. Articles Published:. Other:**

**Alpha Delta Kappa chapter:, \_ Years of Membership:. \_ Offices held in local chapter:. \_**

**Signatures:**

Chapter President Applicant

**Include: A.** Three letters of recommendation. Recommendations may come from your principal, superintendent, fellow teachers, or civic leaders.

* 1. An autobiographical section which includes college/colleges attended, degrees/ certification earned, and membership in other professional/community organizations.
  2. Give details on how the scholarship money will be spent. Be specific.
  3. Send follow-up letter when scholarship money has been used.

**Due: January ts**

**To: Mary Beatty**

**Missouri Scholarship Chairperson 2402 w. 11 th Street**

**Sedalia, MO 65301** [marybeatty56@att.net](mailto:marybeatty56@att.net) **660-826-8357**

**Criteria/ratings scale Professional/Community organizations/ 20 Alpha Delta Kappa Participation/25 Thoroughness of Application/10**

**Use of Scholarship/ 25** References / 15 **Neatness/5**

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###### Appendix 19

0 Missouri Alpha Delta Kappa Student Scholarship

Missouri Alpha Delta Kappa's $500 Student Scholarship

**(This scholarship is awarded to a junior or senior in college whose majoris education. The applicant must be related to an Alpha Delta Kappa member and the application must**

**recommendation from an ADK member.)**

**include a**

NAME: DATE

Malling address: PHONE: \_

Name of University or College attending: \_ Number of College Hours: \_

Degree Working Toward: \_

**University, College, Community Activities (Please enumerate.)**

Briefly state your reason for entering the field of education:

Intended Use of Scholarship:

Include:

**member.**

scholarship.

1. One letter of recommendation from an Alpha Delta Kappa
2. One letter of recommendation from a professor or a teacher. A

**second letter of recommendation must be from a supervisor**

in the area of study for which you will use the

1. A short autobiographicalstatement.
2. Send a follow-up letter when scholarship has beeu used.

Siguature: \_

**ADK Member Related to you**

Applicant

Due: March 1st

**to: Mary Beatty**

Relationship

Criteria/rating scale

**University/College/Comnnmity Partidpation/20**

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Page 1 of 2

**Missouri ADK Chair**

2402 W.11th St

Sedallil, MO 65301

[**marvbeattv56'@att.net**](mailto:marvbeattv56%27@att.net)

**Thoroughness of Applicati.on/25 References/Autobiographical Statement/25**

Use of scliolarship/25

**Neatness/5**

660-826-8357

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##### Appendix 20 Retired Member Mini-Grant

**RETIRED MEMBER MINI-GRANT APPLICATION**

( This $200 grant will be awarded to a retired Alpha Delta Kappa member for an educational project, learning program, or self development.)

Name: \_ Date: ------

Mailing Address: Telephone:. \_

Chapter Affiliation: \_

htclude: A. Describe the project, learning program or self­ **improvement you are pursuing and how you expect** to use the grant.

* 1. **One letter of recommendation from a supervisor or**

member of a Board of Directors if you plan a learning, or from a chapter member if you plan a self-development program.

* 1. A short, autobiographicalstatement.
  2. Send a follow-up letter when the mini-grant has been used.

Due: Al!ril t>l\_

To: Mary Beatty

Missouri ADK Scholarship Chair 2402 W. 11th St

[marybeatty5q@att.net](mailto:marybeatty5q@att.net) 660-826-8357

**CriterjaJRating Scale**

Thoroughness of Application/25 Use of Mini-grant/ 25

References/ 25 Neatness/25

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##### Appendix 21 Rating Guide

Mini-Grants/Scholarships

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Alpha Delta Kappa of Missouri

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Scholarship Criteria RatingGuide

**Member Mini-Grant ($500)**

Applicant's Name \_ Judge's Name \_

Date. \_

Use of Scholarship (25 pts)

ADK Participation (25 pts)

Professional/Community

|  |  |  |
| --- | --- | --- |
| Organizations | (20 pts) |  |
| References | ("[) pts.) |  |
| Thoroughness of Application | (15 pts) |  |
| Neatness | ( 5 pts) |  |
|  | (Total) |  |

0

Revised 2014

**Alpha Delta Kappa of Missouri**

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Scholarship Criteria RatingGuide

**Spirit of Missouri· Scholarship**

Applicant's Name \_ Judge's Name \_

Date. \_

Use of Scholarship (25 pts)

ADK Participation (25 pts)

Professional/ Community

Organizations (20 pts)

0

References (15 pts.)

Thoroughness of

Applcation (1J pts)

Neatness ( 5 pts.)

(Total)

**Revised2014**

Alpha Delta Kappa of Missouri

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Scholarship Criteria RatingGuide

**$500 Student Scholarship**

Applicant's Name. \_

Use of Scholarship (25 pts)

Judge's Name.. \_ Date. \_

School Participation (25 pts) \_

University/Community ·

|  |  |  |
| --- | --- | --- |
| Organizations | (20 pts) |  |
| References | (25 pts.) |  |
| Thoroughness of Application | (25 pts) |  |
| Neatness | ( 5 pts) |  |
|  | (Total) |  |

0

Revised2014

Alpha Delta Kappa of Missouri

Scholarship Criteria Rating Guide

**Retiree Mini-Grant ($200)**

Applk::ant's Name. \_ Judge's Name.., \_

Date. \_

Use of Scholarship (25 pts)

ADKParticipation (25 pts)

Professiona I/Community

Organizations (20 pts) Not required

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References (25 pts.)

Thoroughness of

Applk::ation (25 pts) Not required

Neatness ( 25 pts)

(Total)

Revised2014

Appendix 22

0 State/Provincial/National Convention Guidelines

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***STATE/PROVINCIAL/NATIONAL CONVENTION GUIDELINES***

**PURPOSE: International Bylaws Article XII, Section 2: It shall be the purpose of the (;,11te/provincial/national (S/P/N) convention to develop a closer association of members through**

**'\ ,vorkshop participation; to broaden fraternity education; to report to the membership; to conduct state, provincial or national business; to elect and install officers; to provide for a meeting for the Council of Chapter Presidents of the state, province or nation.**

1. General Information
   1. The following guidelines include the ***required components*** for an S/P/N convention that will enable the state/province/nation to effectively run the S/P/N business of Alpha Delta Kappa This is a "skeleton" and/or beginning point to which a variety of options may be added at the discretion of the state/province/nation.
      1. An S/P/N convention shall convene March through June of the even-numbered year with an

*optional SIPIN* convention or conference in the odd-numbered year of each biennium.\*

*\*The optional conference/convention for states/provinces/nations may follow the one-, two-, or three-day Model Convention agendas with the exclusion of the Candidate Qualifications Report, election and Balloting Committee Report, and installation of SIPIN officers. A state, province or nation may or may not have an*

*official International representative for the odd-numbered year. It is possible that the regional vice president may make her official visit, if she was unable to attend the even-numbered year convention.*

* + 1. The length of the S/P/N convention(s) shall be determined by the state/province/nation.
    2. Tue convention shall be promoted in a timely manner starting with the S/P/N president's fall newsletter so that all S/P/N members are aware of the dates and can make plans to attend.
  1. Incorporate these S/P/N convention best practices.

**Best Practices at State/Provincial/National Conventions**

* + 1. There is sufficient pre-convention communication regarding attendee responsibilities, schedule of events, dress, etc., so that all members arrive well prepared.
    2. There is an efficient and effective pre-convention S/P/N Executive Board meeting so all members know what is happening and what is expected of them.
    3. Tue convention business is conducted in a timely manner with a balance of inspiring speakers, written reports, recognition of scholarship recipients, etc.
    4. There is support of the Alpha Delta Kappa Foundation as a line item in the S/P/N budget.
    5. There are sufficient numbers and a wide variety of workshops so all sisters have choices of what to attend.
    6. There are purposeful activities planned to enhance the fellowship among sisters, new and known.
    7. There is a plan to introduce Alpha Delta Kappa to the educators in the location of the convention, even if there is no chapter.
    8. Tue newly installed S/P/N President is prepared to lead a meaningful post convention Executive Board meeting.
  1. These guidelines are not meant to be all-inclusive. Tuey should be used as a springboard for the

j imagination. Be creative! Each state/province/nation is encouraged to plan and implement S/P/N convention(s) that will enlighten, delight, educate, instill interest and enhance pride in Alpha Delta

Kappa for our sisters.

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Required components ofS/P/N convention

1. Pre-convention Executive Board Meeting
   1. An agenda will be planned. Suggested agenda items include discussion of the convention agenda, convention rules, bylaws and resolutions, budget, etc.
   2. This meeting shall be attended by the International representative, S/P/N executive board and others as determined by the S/P/N president. This may include committee chairmen/members and/or others as indicated by the agenda.
   3. Time, date and length of meeting shall be at the discretion of the state/province/nation.
2. Council of Chapter Presidents Meeting
   1. This meeting shall be attended by chapter presidents, immediate past presidents, chapter presidents-elect/vice-presidents, the International representative, the S/P/N executive board, and others as determined by the S/P/N president.
   2. The agenda shall include the election of the President of the Council of Chapter Presidents unless S/P/N Bylaws provide otherwise.
   3. The current President of the Council of Chapter Presidents shall plan the agenda and preside at the meeting held at the S/P/N convention.

Optional activities such as those listed in Section VI of this document, may be included in the agenda.

1. Opening Session (Guests Welcome)
   1. Call to order

2.· Presentation of Colors

1. Pledge/anthem
2. Thought for the day
3. Introductions
4. Welcome(s) local chapter president, community representatives, etc.
5. Greetings from International Chapter
6. Greetings from MKA, if applicable, or a recognition of AL\KA members in attendance
7. Speaker
8. Closure
9. Business Session(sHAllow time for guests to depart)
   1. Welcome
   2. Thought for the Day (if Business Session does not immediately follow the Opening Session)
   3. Adoption of Rules of Convention
   4. Acceptance of the Convention Program
   5. Roll Call
   6. Minutes Approval Committee Report
   7. Registration/Credentials Report
   8. Correspondence
   9. Budget/Audit Report
   10. Introduction of Parliamentarian-She should be seated behind the President.
   11. Can4idate Qualifications Committee Report
   12. Intro4µction of Officer Candidates
   13. S/P/N Officer Reports
   14. S/P/N committee reports
   15. Bylaws and Resolutions
   16. Balloting
   17. Balloting committee Report
   18. Membership Presentation

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* 1. Altruistic Report
  2. Fraternity Education Presentation

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* 1. Convention Evaluation
  2. Announcements
  3. Adjournment

1. Speaker(s): The International representative is the main speaker at the S/P/N Convention. It is at the discretion of the S/P/N where and when this is scheduled during the convention. Some S/P/Ns schedule her during the session where there will be the greatest attendance. Other conventions may have just one speaker.
2. Workshops
   1. Leadership workshops may be offered for the newly elected S/P/N officers and chapter officers (Some S/P/Ns conduct these meetings at specific training sessions at other times during the biennium.)
   2. Other workshops should include but need not be limited to offerings that complement the goals of the Alpha Delta Kappa Strategic Plan.

These goals address membership, professional development and personal enrichment, leadership, world understanding and altruism.

1. Installation of Officers
   1. International representative may be requested to perform the installation service.
   2. Date, time, length and theme for installation shall be at the discretion of the state/province/nation. S/P/N presidents should communicate/confer with the person installing the officers as to these four variables. IVPs may wish to use their regional themes.
2. Omega Service
   1. Specific content, format and supplies used shall be at the discretion of the state/province/nation.
   2. Date, time and length of Omega Service shall be at the discretion of the state/province/nation.
   3. Protocol shall be followed. Everyone shall enter and leave the service in silence. No photos shall be taken during the ceremony.
   4. The convention committee should also speak to the convention site manager concerning the "quiet time" request and how it may impact the staff.

S. The chaplain shall be cognizant of the content of the Omega service, that it be inclusive to all members and not offensive to anyone's personal or religious beliefs.

1. Post-convention Executive Board Meeting
   1. A post-convention S/P/N executive board meeting shall be held immediately following the S/P/N convention.
   2. Immediate past and newly elected S/P/N officers shall meet for transitional purposes.
   3. This meeting shall be attended by the International representative, immediate past and newly installed S/P/N officers and others as deemed necessary by the S/P/N President.
   4. The outgoing S/P/N President shall notify the persons involved as to the date, time, length and purpose of the meeting.

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S. An agenda shall be planned by the incoming S/P/N President and may include:

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**\*Passing on materials/reports/information etc. to the new officers**

**\*Explanation of duties of each office (according to International Bylaws and S/P/N Policies)**

**\*Goals for the next biennium**

**\*Establishment of date for next Executive Board meeting**

**\*Question and answer time and any other items.**

Protocol to be Followed: Refer to the Protocol Section of the Alpha Delta Kappa Handbook.

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Responsibilities of the International representative:

1. The International Representative's responsibilities required by International Chapter are:
   * **1.** Attend the pre-convention and post-convention S/P/N executive board meetings.
2. Serve as a consultant for sessions, business meetings, workshops, executive board meetings and Council of Chapter Presidents.
3. Address the S/P/N convention.
4. The International Representative may be requested to perform installation service.

State/Provincial/National Responsibilities to the International Representative

1. Refer to the Protocol Section of Alpha Delta Kappa Handbook with special attention to Section V, page 3 and Section VI, page 4.
2. Refer to the separate document which follows these S/P/N convention guidelines.

**Optional Activities**

1. Awards
2. Altruistic Project(s)
3. Singing: Group or Special Chorus
4. Special Recognitions: Woman of Distinction, First Timers, Silver Sisters, Sapphire Sisters, Golden Sisters, Honorary Members, Fidelis, Past S/P/N Presidents, Past and Present International Chapter Members, Mother/Daughter, New Chapter(s), Alpha Delta Kappa Association Members, etc.
5. Altruistic Sales - Refer to sales policy which is attached.
6. Archives Display
7. Tours (with disclaimer)
8. Reception(s)
9. Entertainment
10. Speaker (Other than the International representative)
11. Alpha Delta Kappa Association Meal Function
12. Past S/P/N Officers' Function
13. Scholarship Recipient(s)
14. Presentation of Chapter Banners

0. Hospitality Suite

1. Breakfast(s)
2. Luncheon(s)
3. Banquet
4. FunNight
5. Altruistic Fund-raising Aftivity
6. Door Prizes

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***Reporting***

1. ***Before the International representative departs the SIPIN convention, the outgoing SJP/N President will complete Form H-155 (State/ProvinciaVNational Officer Form) and Form H-134 (Convention Report). The International representative will mail these forms promptly to Headquarters.***
2. In the next S/P/N newsletter or publication that is published following the S/P/N convention, include a list of actions taken by the S/P/N executive board and the minutes of the convention business session. (International Bylaws, A)#-19, h. (3), states that the S/P/N recording secretary "shall be prepared to present them [proceedings of all meetings of the executive board and of the convention] at the request of the president." This will help in sharing convention information with all chapters.

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*Yovember 2008*

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***MODEL CONVENTION AGENDAS***

**ONE DAY CONVENTION**

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**Pre-Convention Board Meeting** (to be held the evening prior to the convention.)

1. An agenda will be planned. Suggested agenda items include, any unfinished business of the biennium, discussion of the convention agenda, convention rules, reports. Bylaws and resolutions, budget concerns, etc.
2. This meeting shall be attended by the International representative, S/P/N executive board and others determined by the S/P/N president. This may include connnittee chairmen/members and/or others as indicated by the agenda.
3. Time and length of the meeting shall be at the discretion of the state/provincial/national president.

**Council of Chapter Presidents Meeting** (to be held before the Opening Session, possibly a breakfast meeting.)

1. This meeting shall be attended by chapter presidents, immediate past chapter presidents, chapter presidents-elect/vice presidents, the International Representative, the S/P/N executive board and others as determined by the S/P/N President and/or the President of Council of Chapter Presidents.
2. The agenda shall include the election of the president of the Council of Chapter Presidents unless S/P/N bylaws provide otherwise.
3. The current president of the Council of Chapter Presidents shall plan the agenda and preside at the meeting held at the S/P/N convention. Optional activities, such as those listed in Section VI of this document, may be included in the agenda.

**Opening Session** (Guests welcome)

1. Call to Order
2. Presentation of Colors
3. Pledge/anthem
4. Thought for the Day
5. Introductions
6. Welcome(s) from local chapter/district, community representative, etc.
7. Greetings from International representative
8. Greetings from Alpha Delta Kappa Association, if applicable, or recognition of Association members in attendance
9. Speaker.
10. Closure

**Business Session (Guests Dismissed)**

1. Welcome
2. Thought for the Day (if Business Session does not immediately follow the Opening Session)
3. Adoption of Rules of Convention
4. Acceptance of the Convention Program
5. Roll Call
6. Minutes Approval Connnittee Report (minutes from the previous convention)
7. Registration/Credentials report
8. Correspondence (from International President, International Vice President of Region, past S/P/N dignitaries)
9. Budget/Audit Report
10. Introduction of Parliamentarian (to be seated behind President)
11. Candidate Qualifications Connnittee Report
12. Introduction of Officer Candidates

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1. S/P/N Officer Reports (these can be submitted in writing and included in registration packet or convention program)
2. Bylaws and Resolutions

0. Balloting

1. Balloting Committee Report
2. Membership Committee Presentation
3. Altruistic Report
4. Fraternity Education Presentation
5. Convention Evaluation
6. Announcements
7. Adjournment

***The agenda for the Business Session can be broken into more than one session so that other required elements of the convention can be placed in the day's schedule. Please remember that all the elements listed above are required elements of an SIPIN convention.***

***The following required convention events may be conducted before, during or after the Opening Session and Business Session.***

1. **Speaker(s): *The International representative*** *is* ***the main speaker*** at the S/P/N Convention. It is at the discretion of the S/P/N President where and when this is scheduled during the convention. Some S/P/Ns schedule her during the session where there will be the greatest attendance. An S/P/N may have more than one speaker.
2. **Workshops:**
   1. Leadership workshops may be offered for the newly elected S/P/N officers and chapter officers. (Some S/P/Ns conduct these meetings at specific training sessions at other times during the biennium.)
   2. Other workshops should include but need not be limited to offerings that complement the goals of the Alpha Delta Kappa Strategic Plan. These goals address membership, professional development and personal enrichment, leadership, world understanding and altruism.
   3. International Chapter may require a specific workshop to be conducted by the International Representative. The S/P/N President will be notified of any required workshop immediately following the November meeting ofinternational Chapter prior to the S/P/N convention.
3. **Installation of Officers:**
   1. The International Representative may be requested to perform the installation service. Please inform her if she is not to perform installation service.
   2. Date, time, length and theme for installation shall be at the discretion of the state/province/nation. The S/P/N President should communicate/confer with the person installing the officers as to these four variables. The International Representative may wish to use the International or Regional theme.
4. **Memorial/Omega Service**
   1. Specific content, format and supplies used shall be at the discretion of the S/P/N chaplain/n crology chairman.
   2. Date, time and length of the Omega Service shall be at the discretion of the S/P/N president.
   3. Protocol shall be followed. Everyone shall enter and leave the service in silence. No photos shall be taken during the ceremony.
   4. The convention chairman should also speak to the convention site manager concerning the "quiet time" request and how it willimpact the staff.
   5. Tlie S/P/N chaplain shall be cognizant of the content of the Omega service, that it be inclusive to all the members and not offensive to anyone's personal or religious beliefs.

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**Post-convention Executive Board Meeting**

1. A post-convention *SIPIN* executive board meeting shall be held immediately following the

*SIPIN* convention.

1. Immediate past and newly elected *SIPIN* officers shall meet for transitional purposes.
2. This meeting shall be attended by the International Representative, immediate past and newly installed *SIPIN* officers and others as deemed necessary by the *SIPIN* President.
3. The outgoing *SIPIN* President shall notify the persons involved as to date, time, length and purpose of this meeting.
4. An agenda shall be planned by the incoming *SIPIN* President and may include:
   1. Passing on materials/reports/information etc. to the new officers

**A.** Explanation of duties of each office (according to International bylaws and *S/PIN*

policies)

**A** Goals for the next biennium

**A** Establishment of date and location for the next Executive Board Meeting

1. Question and answer time and any other items.

**TWO DAY CONVENTION DAYONE**

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**Pre-Convention Board Meeting** (to be held the evening prior to the convention.)

1. An agenda will be planned. Suggested agenda items include, any unfinished business of the biennium, discussion of the convention agenda, convention rules, reports. Bylaws and resolutions, budget, etc.
2. This meeting shall be attended by the International Representative, *SIPIN* executive board and others determined by the *SIPIN* President. This may include committee chairmen/members and/or others as indicated by the agenda.
3. Time and length of the meeting shall be at the discretion of the state/provincial/national president.

**Council of Chapter Presidents Meeting** (to be held after the pre-convention executive board meeting.

1. This meeting shall be attended by chapter presidents, immediate past chapter presidents, chapter presidents-elect/vice presidents, the International Representative, the *SIPIN* executive board and others as determined by the *SIPIN* president and/or the President of Council of Chapter Presidents.
2. The agenda shall include the election of the president of the Council of Chapter Presidents unless *SIPIN* bylaws provide otherwise. ·
3. The current President of the Council of Chapter Presidents shall plan the agenda and preside at the meeting held at the *SIPIN* convention. Optional activities, such as those listed in Section VI of this document, may be included in the agenda.

Other Optional Activities for this evening could be a First Timers Meeting, an Executive Board Reception, Memorial Service practice, Choir practice, any necessary committee meetings, past state officer gathering.

III.

**Opening Session** (Guests welcome)

1. Call to Order
2. Presentation of Colors
3. Pledge/anthem
4. Thought for the Day
5. Introductions

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**DAYTWO**

1. Welcome(s) from local chapter/district, community representative, etc.
2. Greetings from International Representative
3. Greetings from Alpha Delta Kappa Association, if applicable, or recognition of Association members in attendance
4. Speaker
5. Closure
6. **Business Session**
   1. Welcome
   2. Thought for the Day (if Business Session does not immediately follow the Opening Session-only one Thought for the Day should be presented)
   3. Adoption of Rules of Convention
   4. Acceptance of the Convention Program
   5. Roll Call
   6. Minutes Approval Committee Report (minutes from the previous convention)
   7. Registration/Credentials report
   8. Correspondence (from International President, International Vice President of Region, past S/P/N dignitaries)

0 i. Budget/Audit Report

1. Introduction of Parliamentarian (to be seated behind President)
2. Candidate Qualifications Committee Report
   1. Introduction of Officer Candidates
3. S/P/N Officer Reports (these can be submitted in writing and included in registration packet or convention program)
4. Bylaws and Resolutions
5. Balloting
6. Balloting Committee Report
7. Membership Committee Presentation
8. Altruistic Report
9. Fraternity Education Presentation
10. Convention Evaluation
11. Announcements
12. Adjournment

***The agenda for the Business Session can be broken into more than one session so that other required elements of the convention can be placed in the day's schedule.***

***The following required convention events may be conducted before, during or after the Opening Session and Business Session.***

1. **Speaker(s): *The International Representative*** *is* ***the main speaker*** at the S/P/N Convention. It is at the discretion of the S/P/N President where and when this is scheduled during the convention. Some S/P/Ns schedule her during the session where there will be the greatest attendance. An S/P/N may have more than one speaker.

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1. **Workshops:**
   1. Leadership workshops may be offered for the newly elected S/P/N officers and chapter officers. (Some S/P/Ns conduct these meetings at specific training sessions at other times during the biennium.)

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* 1. Other workshops should include but need not be limited to offerings that complement the goals of the Alpha Delta Kappa Strategic Plan. These goals address membership, professional development and personal enrichment, leadership, world understanding and altruism.
  2. International Chapter may require a specific workshop to be conducted by the International

Representative. The S/P/N President will be notified of any required workshop immediately following the November meeting oflnternational Chapter prior to the S/P/N convention.

**VD. Installation of Officers:**

1. The International Representative may be requested to perform the installation service. Please inform her if she is not to perform installation service.
2. Date, time, length and theme for installation shall be at the discretion of the state/province/nation. S/P/N presidents should communicate/confer with the person installing the officers as to these four variables. The International Representative may wish to use the International or Regional theme.

**VIll. Memorial/Omega Service**

1. Specific content, format and supplies used shall be at the discretion of the S/P/N chaplain/necrology chairman.
2. Date, time and length of the Omega Service shall be at the discretion of the S/P/N president.
3. Protocol shall be followed. Everyone shall enter and leave the service in silence. No photos shall be taken during the ceremony.
4. The convention chairman should also speak to the convention site manager concerning the "quiet time" request and how it will impact the staff.

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1. The S/P/N chaplain shall be cognizant of the content of the Omega service, that it be inclusive to all the members and not offensive to anyone's personal or religious beliefs.
2. **Post-convention Executive Board Meeting**
   1. A post-convention S/P/N executive board meeting shall be held immediately following the S/P/N convention.
   2. Inunediate past and newly elected S/P/N officers shall meet for transitional purposes.
   3. This meeting shall be attended by the International representative, immediate past and newly installed S/P/N officers and others as deemed necessary by the S/P/N President.
   4. The outgoing S/P/N President shall notify the persons involved as to date, time, length and purpose of this meeting.
   5. An agenda shall be planned by the incoming S/P/N president and may include:
      1. Passing on materials/reports/information etc. to the new officers
      2. Explanation of duties of each office (according to International Bylaws and S/P/N policies)
      3. Goals for the next biennium
      4. Establishment of date and location for the next Executive Board Meeting
      5. Question and answer time and any other items.

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**THREE DAY MODEL**

**DAY ONE**

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1. **Pre-Convention Board Meeting** (to be held the evening prior to the convention.)
   1. An agenda will be planned. Suggested agenda items include, any unfmished business of the biennium, discussion of the convention agenda, convention rules, reports. Bylaws and resolutions, budget, etc.
   2. 1bis meeting shall be attended by the International representative, S/P/N executive board and others determined by the S/P/N president. 1bis may include connnittee chairmen/members and/or others as indicated by the agenda.
   3. Time and length of the meeting shall be at the discretion of the state/provincial/national president.
2. **Council of Chapter Presidents Meeting**
   1. 1bis meeting shall be attended by chapter presidents, immediate past chapter presidents, chapter presidents-elect/vice presidents, the International Representative, the S/P/N executive board and others as determined by the S/P/N president and/or the President of Council of Chapter Presidents.
   2. The agenda shall include the election of the president of the Council of Chapter Presidents unless S/P/N bylaws provide otherwise.
   3. The current president of the Council of Chapter Presidents shall plan the agenda and preside at the meeting held at the S/P/N convention. Optional activities, such as those listed in Section VI of this document, may be included in the agenda.

***Other Optional Activities for this evening could be a First Timers Meeting, an Executive Board Reception, 8'1.femorial Service practice, choir practice, any necessary committee meetings, past state officer gathering.***

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**DAYTWO**

**Opening Session** (Guests welcome) Call to Order

Presentation of Colors Pledge/anthem Thought for the Day Introductions

Welcome(s) from local chapter/district, community representative, etc. Greetings from International Representative

Greetings from Alpha Delta Kappa Association, if applicable, or recognition of Association members in attendance

Speaker Closure

**Business Session**

Welcome

Thought for the Day (if Business Session does not immediately follow the Opening Session) Adoption of Rules of Convention

Acceptance of the Convention Program Roll Call

Minutes Approval Connnittee Report (minutes from the previous convention) Registration/Credentials report

Correspondence (from International President, International Vice President of Region, past S/P/N dignitaries)

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i. Budget/Audit Report

* 1. Introduction of Parliamentarian (to be seated behind President)

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1. Candidate Qualifications Committee Report
2. Introduction of Officer Candidates
3. S/P/N Officer Reports (these can be submitted in writing and included in registration packet or convention program)
4. Bylaws and Resolutions
5. Balloting
6. Balloting Committee Report
7. Membership Committee Presentation
8. Altruistic Report
9. Fraternity Education Presentation
10. Convention Evaluation
11. Announcements
12. Adjournment

***The agenda for the Business Session can be broken into more than one session so that other required elements of the convention can be placed in the day's schedule.***

***Other required elements of the convention that could be included in Day Two are:***

1. **Speaker(s): *The International representative*** *is* ***the main speaker at the S/PIN Convention.*** It is at the discretion of the S/P/N President where and when this is scheduled during the convention. Some S/P/Ns schedule her during the session where there will be the greatest attendance. An S/P/N may have more than one speaker.

0 **VI. Workshops:**

1. Leadership workshops may be offered for the newly elected S/P/N officers and chapter

officers. (Some S/P/Ns conduct these meetings at specific training sessions at other times during the biennium.)

1. Other workshops should include but need not be limited to offerings that complement the goals of the Alpha Delta Kappa Strategic Plan. These goals address membership, professional development and personal enrichment, leadership, world understanding and altruism.
2. International Chapter may require a specific workshop to be conducted by the

International Representative. The S/P/N President will be notified of any required workshop immediately following the November meeting of International Chapter prior to the S/P/N convention.

1. **Installation of Officers:**
   1. The International Representative may be requested to perform the installation service. Please inform her if she is not to perform installation service.
   2. Date, time, length and theme for installation shall be at the discretion of the state/province/nation. The S/P/N President should communicate/confer with the person installing the officers as to these four variables. The International Representative may wish to use the International or Regional theme.

*A mealfunction(s) would be a good addition to Day Two.*

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**DAYTHREE**

1. **Memorial/Omega Service**

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* 1. Specific content, format and supplies used shall be at the discretion of the *SIPIN*

chaplain/necrology chairman.

* 1. Date, time and length of the Omega Service shall be at the discretion of the S/P/N President.
  2. Protocol shall be followed. Everyone shall enter and leave the service in silence. No photos shall be taken during the ceremony.
  3. The convention chairman should also speak to the convention site manager concerning the "quiet time" request and how it will impact the staff.
  4. The S/P/N chaplain shall be cognizant of the content of the Omega service, that it be inclusive to **all** the members and not offensive to anyone's personal or religious beliefs.

1. **Post-convention Executive Board Meeting**
   1. A post-convention S/P/N executive board meeting shall be held immediately following the S/P/N convention.
   2. Immediate past and newly elected S/P/N officers shall meet for transitional purposes.
   3. This meeting shall be attended by the International representative, immediate past and newly installed S/P/N officers and others as deemed necessary by the S/P/N president.
   4. The outgoing S/P/N President shall notify the persons involved as to date, time, length and purpose of this meeting.
   5. An agenda shall be planned by the incoming S/P/N president and may include:
      1. Passing on materials/reports/information etc. to the new officers

n. Explanation of duties of each office (according to International bylaws and S/P/N policies)

1. Goals for the next biennium
2. Establishment of date and location for the next Executive Board Meeting
3. Question and answer time and any other items.
4. Speaker(s) other than the International representative may be used at the discretion of the S/P/N.

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Appendix 23

Event Sheet

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Missouri State Convention Alpha Delta Kappa

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**EVENT SHEET- MISSOURI STATE CONVENTION EVENT ORDER# ALPHA DELTA KAPPA**

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Event Name

Contact Person Address.

Telephone. E-mail:

Attendance Projected. \_

**ROOM SET-UP REQUIREMENTS**

SPECIAL EQUIPMENT/FURNITURE REQUIREMENTS

AUDIO-VISUAL REQUIREMENTS

LCD Projector

Easel

Flip Chart/Markers Ice Water/Glasses Reserve Signs Table# Signs Piano

Other

Lighting Requirements Standard Room Lighting Spotlights

Rheostat Lights

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Overhead Projector

CD Player

Tape Recorder/Player

Screens for Projection

Size

Video Equipment

Television VCR

DVDs

Camcorders

--

Additional Microphones

Other

--

Lavaliere Standing

Handheld

Date of Function \_ Type of Function. \_ Room Assigned Function Begins. \_

Function Ends. \_ Guaranteed. \_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Conference Theater. |  | Extra Chairs (number)  Special Staging |
|  | Classroom |  |  |
|  | Hollow Square |  | Floral |
|  | Stand-up Reception (Cocktail Seating) |  | Rounds of |
|  | Lounge |  | 6' Tables Skirted |
|  | Floor Lectern/Microphone |  | Wastebaskets |
|  | Table Lectern/Podium/Microphone |  | Keys |
|  | Head Table for (Number) |  | Other |

|  |
| --- |
| MENU |
|  |
|  |
|  |

Notes:

Price Per Person. \_ Decorations \_ Floral,

Music

KEEP A COPY FOR STATE FILES/RECORDS

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Appendix 24

0

**Sustaining Member Letter of Introduction**

u

Date------

n Dear Missouri Alpha Delta Kappa Sustaining Member:

Your State President has a vision of fostering our sisterhood by making more personal contact with our Sustaining Members. I have been named to head that committee and would like to introduce myself. Many of your know me as a Past State President. I am delighted to take on this role for the advancement of the State Board.

Our mission is to utilize our resources to keep in better touch with our Sustaining Members Chapter. I realize there are times when you feel removed from the sorority because you no longer can remain an active member due to various reasons, one of which is the loss of your past chapter. We are hopeful of keeping you informed and in contact with those on this committee so that you will feel an integral part of Missouri Alpha Delta Kappa. You receive all the publications of the International Sorority along with the state newsletter. Look in it for updates and ideas to help promote the sorority even though you do not have an active chapter. Your State Board isalways ready to assist you inany way thatthey can. We are

only a phone call, e-mail or snailmail away from you. Your special contacts are as follows:·

0

Sustaining Member Chairman State President Vice-President for Membership

I am enclosing a form that I would appreciate your filling out and returning to me. Please enclose a fairly recent picture, if you have one. If you sent one earlier there is no need to send another.

I truly look forward to being your liaison to the State Board. I am sure all of you carry in your heart the love,joy, sisterhood and honor of being an Alpha Delta Kappa member. I know that I do.

Fraternally and With Sisterly Love,

n' *\_/*

Appendix 25

Sustaining Member's

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Chapter Form

*'\ /*

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MISSOURI APLHA DELTA KAPPA SUSTAINING ME1\.1BER'S CHAPTER

n

Please ftll out and mail in the enclosed stamped envelope by November 1

**Date**------------

**Name'----'--'-,------- ----'-'----------**

**Address ------------'- ---'-'----'----**

Phone Number \_ Birthday: Month,,\_. \_

E-Mail. \_

Day

Year of initiation into Alpha Delta Kappa,.,\_. \_

Q Chapter of initiation.

Contact person incaseyou can't be reached,. . \_ Phone number of the above person.

Another information you wish to share ------------

**Appendix 26**

0 **Website Guidelines**

u

**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE SUBJECT:** PUBLICATIONS

**SECTION:** GUIDELINES FOR REGIONAL, *SIP/N,*

CHAPTER AND DISTRICT WEBSITES

**Page:** 1 of 4

**Version**

**Date:** November 2017

**POLICY:** I.

II.

**PROCEDURE:**

Regions, *SIP*/Ns, districts and chapters with websites on outside servers shall be responsible for password-protecting those sites if desired. The Communications Committee monitors the sited.

The Communications Committee recommends content and uniformity fo1 regional, S/P/N, district and chapter websites.

**GUIDELINES FOR REGIONAL AND STA1E/PROVINCIAUNATIONALWEBSI1ES**

1. Regional and *SIPIN* websites will include:

A Region or S/P /N name/biennium dates on the home page

* + 1. Theme and/or logo
    2. Mission statement and/or goals
    3. Contents:
       1. Officers
       2. Committee chairmen
       3. Past *SIPIN* presidents or International Vice Presidents of the Region
       4. Altruistic projects
       5. Scholarships
       6. Forms with due dates and names of persons to receive forms
       7. Award programs
       8. Meetings (dates and locations)
       9. Chapters and/or districts for S/P /N sites; *SIP*/Ns for regional sites
       10. *SIPIN* map with location of chapters and/or districts labeled for *SIPIN* sites; region map with S/P /Ns labeled for regional sites.

1. Regional and S/P **/N** websites may also include:

A Contact information (especially e-mail addresses) for officers, committee chairmen and past S/P **/N** presidents/past International Vice Presidents of the Region

1. Calendar of events
2. Registration forms for meetings

**SOURCE**

IEBMinutes

**IITSTORY/AUTHORIZATION**

**ACTION DATE**

Motion May 13-14, 2011

**PAGE**

·2

**L----------ALPHADELTAKAPPA**

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**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE SUBJECT:** PUBLICATIONS

**SECTION:** GUIDELINES FOR REGIONAL, *S/PIN,*

CHAPTER AND DISTRICT WEBSITES

1. Graphics related to regional or *SIPIN* theme
2. Honors/recognitions
3. Regional, *SIPIN* and/or chapter news
4. History ofregion or *SIPIN*
5. Regional or S/P/N newsletter

**GUIDELlNES FOR CHAPTER WEBSITES**

* 1. Chapter/district websites should include:

A Chapter/district name/biennium dates on the home page

1. Theme and/orlogo
2. Mission statement and/or goals
3. Contents:
   1. Officers
   2. Committee Chairmen
   3. Altruistic projects
   4. Scholarships

**Page:** 2 of 4

**Version**

**Date:** November 2017

* 1. Forms with due dates and names of persons to receive forms
  2. Award programs
  3. Meetings (dates and locations)

1. District websites should include a map showing the chapters in the district

IL A chapter/district website may also include:

A Calendar of events

1. Registration/reservation forms for special meetings
2. Graphics related to chapter/district theme
3. Honors/recognitions
4. Chapter/district news
5. History of chapter/district
6. Chapter/district newsletter

**SOURCE**

**IDSTORY/AUTHORIZATION**

**ACTION DATE**



**---------ALPHADELTA KAPPA**

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**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE SUBJECT:** PUBLICATIONS

**SECTION:** GUIDELINES FOR REGIONAL, S/P/N, CHAPTER AND DISTRICT WEBSITES

**GENERAL WEBSITE GUIDELINES**

1. Regional, *SIPIN,* district and chapter websites must not include:

**Page:** 3 of 4

**Version**

**Date:** November 2017

* 1. Advertisements, solicitations and statements which may yield monetary gains for chapters/districts or individuals.

C. Political endorsements of any kind, for candidates or legislation.

1. The International Vice President of the Region must approve regional website design and content The S/P *IN,* district or chapter president/chairman must approve respective website design and content.
2. Biennium updates must be made on all regional websites no later than September 30 of odd-numbered years. Biennium updates must be made on all S/P /N, district and chapter websites no later than September 30 of even-numbered years.

rv. The International Executive Board and International Chapter Communications Committee, which oversees the Alpha Delta Kappa Website, shall review each request for linkage to a commercial site (.com) and refer its recommendations to the International Executive Board, except in cases in which the committee has reviewed the connection and determined that there would be no conflict of interest with the goals or programs of Alpha Delta Kappa and the nonprofit, tax-exempt status of Alpha Delta Kappa would not be compromised.

**SOURCE**

**IilSTORY/AUTHORIZATION**

**ACTION DATE**



**'----------ALPHADELTA KAPPA**

201

**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE SUBJECT:** PUBLICATIONS

**SECTION:** GUIDELINES FOR REGIONAL, S/P/N,

CHAPTER AND DISTRICT WEBSITES

**Page:** 4of4

**Version**

**Date:** May 2011

**ALPHA DELTA KAPPA INTERNATIONAL WEBSITE GUIDELINES**

The International Executive Board has adopted a Privacy Policy and Disclaimer for all Alpha Delta Kappa websites and a Photo Release Policy for all electronic and printed publications: This action was taken upon the advice of our attorney to protect our members and the assets of both the Alpha Delta Kappa Foundation and the Sorority from litigation. Alpha Delta Kappa websites at all levels must be password-protected.

**Privacy Policy**

It is Alpha Delta Kappa's policy that personal information such as names, postal and e-mail addresses or telephone numbers, is private and confidential. Accordingly, the personal information you provide is stored in a secure location, is accessible only by staff and members, and is used only for the purposes for which you provide the information. Personal information will not be released to third parties.

Our website tracks information about visits to our website. For example, we compile statistics that show the daily number of visitors to our site and the daily number of visitors to each page and/or section of our website. These aggregated statistics are used internally to ensure our website provides the services for which it was established.

**Disclaimer**

Alpha Delta Kappa presents the information on this website as a service to our members. No link to, or mention of, a particular site or vendor constitutes an endorsement of the products or vendors by Alpha Delta Kappa We make no warranty or guarantee concerning the accuracy of the content at this site or at other sites to which we link.

**SOURCE**

**ffiSTORY/AUTHORJZATION**

**ACTION DATE**



**---------ALPHA DELTA KAPPA**

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Appendix 27 Chapter World Understanding

Report Form

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*\_.)*

Alpha Delta Kappa World Understanding Report *Due \_*

n

*Chapter Name Reporter Date World Understanding Location: Special Projects/Reports/Traditions:*

*October November December January February*

0

*March April/May (what is planned)*

*What was the most valuable "lesson" you learned about your location? \_*

*Would you be willing to share interesting information at the (State/Provincial/National)*

*Convention? \_*

*(*v \

*Please e-mail or mail your report to:*

*Form created by Susie Nolan, Ohio Beta Epsilon Chapter.*

Appendix 28 State/Provincial/National World Understanding Report Form

*\_)*

Alpha Delta Kappa

State World Understanding Report

*Due \_*

*State/Provincial!N11tional* Name

*Reporter Date \_*

*World Understanding Locations Studied: \_ Special Projects/Reports/Traditions:*

*October*

*November*

*December \_*

0 *January \_ February \_ March*

*April/May (what is planned) \_*

*What was the most valuable "lesson" you learned about the locations you studied?*

*Would you be willing to share interesting information at the (State/ProvinciaUNational) Convention?*

*Yes No \_*

*Please e-mail or mail your report to: South Central Regional World Understanding Chairman*

u

*Form created by Susie Nolan, Ohio Beta Epsilon Chapter.*

n

Appendix 29

0 Report of Member Change of Status

Form H -119

*.. )*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Form H-119 | | | | |
| **REPORT FOR MEMBER CHANGES** | | Revised-17 | | |
| **Send copies to the following:**  MK Headquarters S/P/N\* president  *(forward to S/PIN membership consultant)*  **S/P/N\*** treasurer | **Headquarters:**  Mail: 1615 **W.** 92'' St. Kansas City, MO 64114-3210  **Fax:** (816) 363-4010  Email: [kbanks@alphadeltakappa.org](mailto:kbanks@alphadeltakappa.org) | | |  |
| Name of member for whom reoort is made |  | | |  |
| Todav's Date |  | | |
| Member's current S/P/N and chanter name |  | | |
| Member ID |  | | |
| PLEASE COMPLETE ONLY THOSE SECTIONS APPLICABLE TO THE MEMBER: | | | |  |
| New Address? |  | | |  |
| -Needs assistance in findina a chacter in the new area? |  | | |
| New Name? |  | | |
| New Primarv Phone Number? |  | | |
| New Email Address? |  | | |
| Chanae of Status | | | |  |
| Has resianed from A!.>J.K? |  | | |  |
| Disenaaaed in Education {not ena/empl}? |  | | |
| other lsoecifv in comments) |  | | |
| Comments: |  | | |
| omeaa Notification | | | |  |
| Date of Member's Death? |  | | |  |
| Next of Kin lnfonnation, if available? |  | | |
| Member Transfer *Receivin.a chanter oresident should comolete this form and notitv the former chaoter* | | | | I |
| I Member is transferrinn FROM S/P/N and Chanter I | | | |
| I Member is transferrina TO S/P/N and Chaoter I | | | I | |
|  | | |
| **Submitted bv** | Submitter's current S/P/N\* and Chanter name | | |  |
| . |  | | |
| \*S/P/N means State= U.S. and Puerto Rico; Provincial= Canada; Nation = Australia, Jamaica and Mexico  Additional forms *ma;t* be1--1printed from the Alpha Delta Kappa International \Nebsite under LIBRARY,. then "Documents & Forms"  /Il- HCilfflpal -i!: --lil•ffll\n@BB"61\Wm1m -z4?c-§li111 | | | | |

Appendix 30

Annual Chapter Highlights Summary Form H -114

*)*

Due at AllK Headquarters annually by June 30

ALPHA DELTA KAPPA

ANNUAL CHAPTER HIGHLIGHTS **SUMMARY**

The *purpose of this form Istoprovfde chapter accountabf/ltyondtocomply with the Bylaw,and IRS r11qulrem11nts.*

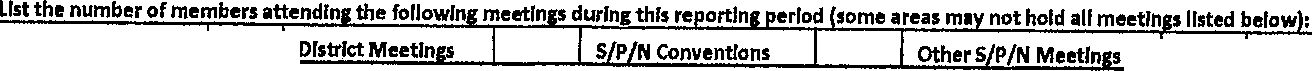
btP/N\* !chapter

\*S/P/N = State/Province/Nation

H-114

Revised - 18

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting Date held June 1-May 31 (only 9 are required): |  |  |  |  |  |  |  |  |  |
| NUMBER of Members at Meeting  Excludlmr: Honorarv, Limited & Active-On-leave}: |  |  |  |  |  |  |  |  |  |
| Chapter Minutes sent to S/P/N reclplent(s)? Yes or No |  |  |  |  |  |  |  |  |  |

 Cou.ru;{I Nfeet!n1s Reglon\_al Conference lnt'I \_ConYe!l!f.Q'1\_1

|  |  |  |
| --- | --- | --- |
| 1. | List Altruistic Projects: |  |
| 2, | List Scholarships and Amounts Awarded: |  |
| 3, | List Ways & Means Activities: |  |
| 4, | list Community and School Recognition Received by Members and/or Chapter: |  |

Name and Office of Submitter Phone or Email Date Submitted

Mail: 1615 W 92nd St, Kansas City, MO 64114/Fax:816.363.4010 Email: [kbanks@alphadeltakappa.org](mailto:kbanks@alphadeltakappa.org)

This form is also available to submit online.

Keep a copy for your chapter files. Headquarters will send a copy on to your S/P/N president.

Appendix 31 Report of Chapter Officers

Form H -107

Form H-107

.,\_,R,,.e vised - 18

Submit to A.ll.K Headquarters by May 1 (even year only): Fax: (816) 363-4010

Email: [lbourgeois@alphadeltakappa.org](mailto:lbourgeois@alphadeltakappa.org) Mail: 1615 W 92nd St

Kansas City, MO 64114-3210

Online: [www.alphadeltakappa.org>UBRARY>Documents](http://www.alphadeltakappa.org/) and Forms>Chapter>H-107

Forward a copy to your S/P/N President and retain a copy for our cha ter files

**REPORT OF**

**CHAPTER OFFICERS**

**A**

Return immediately following Spring elections but prior to May 1 (even year only)

Headquarters is only able to list one member per office/chair and we track the president, treasurer and membership chair so please only list one name. If more than one name is listed, the first name will be used.

For contact info updates please go to the International website and update your profile or have whomever is listed on your chapter roster as the Chapter President, Treasurer or Membership Chair update it.

|  |  |
| --- | --- |
| NEW President |  |
| NEW Treasurer |  |
| NEW Membership Chair |  |

|  |  |
| --- | --- |
| **NEW** President-Elect  and/or |  |
| NEW Vice President |  |
| NEW Immediate Past President |  |
| NEW Recording Secretary  and/or |  |
| NEW Corresponding Secretary |  |
| NEW Historian |  |
| NEW Sergeant-at-arms |  |
| NEW Chaplain |  |

I**Submitted by Date Email address**

Alpha Delta Kappa International Headquarters - email: headguarters@alphadeltakappa.org;phone 1-800-247-2311

##### Appendix 32

0 Annual Chapter Highlights Summary

Form H -114

Due at MK Headquarters annually by June 30 ALPHA DELTA KAPPA

**ANNUAL** CHAPTER HIGHLIGHTS **SUMMARY**

The *purpose of this form is to provide chapter accountabil{tyand to comply with the Bylaws and IRS requirements.*

H-114

Revisedw 18

**/P/N\*** !chapter

\*S/P/N = State/Provinc::e/N•tion

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting Date held June 1-May 31 (only 9 are required): |  |  |  |  |  |  |  |  |  |
| NUMBER of Members at Meeting  (Excluding Honorary, Limited & Active-On-Leave): |  |  |  |  |  |  |  |  |  |
| Chapter Minutes sent to S/P/N recipient(s)? Yes or No |  |  |  |  |  |  |  |  |  |

List the number of members attendin\_{the followin erlod (some areas maynot hold all meetings listed below):

Council Meetings District Meetings Other S/P.LN Meetings Regional Conference lnt'I Convention

|  |  |  |
| --- | --- | --- |
| 1. | List Altruistic Projects: |  |
| 2. | list Scholarships and Amounts Awarded: |  |
| 3. | List Ways & Means Activities: |  |
| 4. | List Community and School Recognition Received by  Members and/or Chapter: |  |

Name and Office of Submitter Phone or Email Date Submitted

Mail: 1615 W 92nd St, Kansas City, MO 64114/Fax:816.363.4010 Email: [kbanks@alphadeltakappa.org](mailto:kbanks@alphadeltakappa.org)

This form is also available to submit online.

Keep a copy for your chapter files. Headquarters will send a copy on to your S/P/N president.

n

###### Appendix 33

:J Annual Chapter Reporting Form and Audit

Form C -1

**A ANNUAL CHAPTER REPORTING FORM AND AUDIT**

Report C-1

**Report due to State Treasurer on** Fiscal Year to Date of Audit Report \_

*(12 month period)*

State Chapter EIN# \_

Beginning Balance (Cash Accounts) as of (date) \_

$ (1)

**Receipts (Revenues):**

International Dues and Fees State Dues and Fees

District Dues/Assessments Initiation Fees Membership Badge Costs

Chapter Dues

Fundraising (Gross Amounts)

For Chapter Operations (Ways & Means)

$ \_

$$----

$

$

**Subtotal of Non-Chapter Receipts** $-----**(2)**

$

For Altruism

$ from Members $ \_

$**from Non-Members** $ \_

$ from Members $

$ **from Non-Members**

,,,

***All profit was used fora/truism and***

Altruistic Contributions Meals/Luncheons Convention/Conferences/Meetings

**Interest**

Other

Transfers from Savings

$ ***scholarships* or *deposited in separate***

$$ ***scholarshipaccount: yes* no**

$ \_

$ \_

$ \_

**Subtotal Chapter Receipts$** (3)

**TOTAL RECEIPTS (Add lines 1,2and3)** $ (4)

**Disbursements (Expenses):**

International Dues and Fees $ \_

State Dues and Fees $ \_

District Dues/Assessments $ \_

Initiation Fees $ \_

Membership Badge Costs $ \_

Altruistic Donations to Charity $ \_

Fundraising Costs:

For Chapter Operations (combined) $ ••Member

For Altruistic Projects (combined) $ .•• Member Scholarships $ \_

Courtesy $ \_

Communications (postage, phone, printing) $ \_

Officers' Expenses $ \_

Meals/Luncheons $ \_

Conventions/Conferences/Meetings $ \_

Membership $- ----

Archives Book $ \_

Yearbook $ \_

Other $ \_

Transfers to Savings $ \_

Non-Member Non-Member

**TOTAL DISBURSEMENTS** $ (5)

**TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS: (Line 4 minus Line 5)** $ (6)

Has chapter filed 990-N e-Postcard?

yes

no date

Has chapter filed an IRS 990-EZ form in the previous two years? Year End Checking Account Balance as of $

yes

\_

no If yes, date\_.- ---

Treasurer's Ledger Balance as of $ \_

Signature of Treasurer Phone E-Mail \_

Signature of President Phone E-Mail-----,--------- Signature of Audit Committee Chairman \_

1:.-, S30,0IJ0 or more and or Fundraisin

It Line *3*

NOTE:

interest

*i<,r* C.hdpff·r (Jp••r,1t1r,n',

md/r,r

",,rJ11 '\.'\, 111 ,, r'

trf;l\1

A..6K Headquarter ,

earned is S,1,UOO or 111ore, chapter treasurer must suhm1t a copy ot this 1orm to:

1615 W 92nd St, Kansas City, MO 64114 as well as to your statt, treasurer.

###### C)

Appendix 34

:J Guidelines for Developing Chapter Bylaws

I

*J*

*(Write name of STATE or PROVINCE or NATION)* CHAPTER BYLAWS

2018

*(All directions are in italics and in parentheses. Please delete all directions before sending in your chapter bylaws. After filling in blanks, please remove all underlining and italics.)*

**ARTICLE I-NAME**

The name of this organization shall be *(Write the name of State or Province or Nation and your chapter name; ie, Texas Beta Omicron)* Chapter of The Alpha Delta Kappa Sorority, Incorporated. Chapter was chartered *on (date),* in *(city), (Write the name of State or Province or*

*Nation).*

**ARTICLE IT-PURPOSE**

The purpose of Chapter Alpha Delta Kappa shall be to promote the purposes set forth in ARTICLE II of the current Bylaws of The Alpha Delta Kappa Sorority, Incoiporated.

**ARTICLE III-MEMBERSHIP**

Refer to ARTICLE ID in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, for information on membership, transfer, resignation, reinstatement, termination, Omega Chapter, and dues, fees, and assessments. See

also the C.hapter Policies and Procedures Manual for dues, fees, and assessments.

Section I. Election procedures for membership

a When only one (1) negative vote is received, the written reason shall be read to the chapter, and its validity, following discussion, shall be determined by a majority vote of chapter members present. If the reason is not valid according to chapter vote, it shall be considered an affirmative vote.

b. A proposed member who receives an affirmative vote shall be notified within one week following the meeting at which she was accepted.

Section 2. Dues

1. A portion of chapter dues may be used to help defray expenses for a delegate(s) to attend International, regional,

---

*(Write the word "state" or "provincial" or "national'J,* and district meetings.

1. The amount and use of the delegate fund shall **be** as designated in the approved chapter budget and the

Chapter Policies and Procedures Manual.

**ARTICLE IV-CHAPTER ORGANIZATION**

Refer to ARTICLE IV in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

**ARTICLE V--SUSPENDING AND REVOKING OF CHARTERS**

Refer to ARTICLE Vin the current Bylaws of The Alpha Delta Kappa Sorority, Incoiporated.

**ARTICLE VI-INTERNATIONAL EXECUTIVE BODIES**

Refer to ARTICLE VI in the current Bylaws of The Alpha Delta Kappa Sorority, Incoiporated.

**ARTICLE VII-OFFICERS**

Refer to ARTICLE VII, Section 3 in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the

Chapter Policies and Procedures Manual.

Chapter shall have a president, president-elect and/or vice president, secretary, rand immediate past president. The offices of corresponding secretary, historian, seigeant-at-arms and clllJR shall be optional.

Section I. Nomination

a A nominating committee shall be elected no later than January of even-numbered years and shall present a list of candidates at the , *(month)* meeting.

b. Additional nominations may be made from the floor at the

nominee shall first have been obtained.

*(month)* meeting, provided the consent of the

Tue Alpha Delta Kappa Sorority, Incorporated (Chapter Template Revised September 2017)

*(Write name of STATE or PROVINCE or NATION)*

CHAPTER BYLAWS

2018

Section 2. Election and Installation

a Election shall be by ballot and requires a majority vote of members present at the even-numbered years.

*(month)* meeting of

b. Chapter officers are installed at the *(month)* meeting.

Section 3. Duties of the chapter officers shall be as designated in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Chapter Policies and Procedures Manual.

**ARTICLE VJII-COMMITTEES**

Refer to ARTICLE VIlI, Section 3 in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and

the Chapter Policies andProcedures Manual.

Section 1. The following shall be designated as standing committees of Chapter: A.AK Month,

altruistic, budget, bylaws, fraternity education, membership, nominating, and ... *(List additional committees specific to the chapter. If chapter has no other standing committees to list, put a period after "nominating".)*

a Standing and special committees and their chairmen, except the nominating committee, which is elected by the members, shall be appointed by the chapter president following her election in the spring of even-numbered years or when the committee is established.

b. A majority of members present at a regular business meeting or the chapter executive board may establish additional standing and special committees.

Section 2. Duties of the chapter committees shall be as designated in the. Manual.

Chapter Policies and Procedures

**ARTICLE IX-INTERNATIONAL CONVENTION**

Refer to ARTICLE IX in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

**ARTICLE X-INTERNATIONAL COUNCIL OF PRESIDENTS**

Refer to ARTICLE X in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

**ARTICLE XI-REGIONS AND REGIONAL CONFERENCES**

Refer to ARTICLE XI in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated. Chapter is in the Region, one of the seven regions in Alpha Delta Kappa.

**ARTICLE XII-** *(Write the word* **"STATE" *or* "PROVINCIAL" *or* ''NATIONAL''.) CONVENTION**

Refer to ARTICLE XII in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the *(Write the name of State or Province or Nation)* Bylaws, for information and number of chapter delegates to the ***(Write the wqrd "state" or "provincial" or "national")* convention.**

**ARTICLE XIII-** *(Write the word* **"STATE" *or* "PROVINCIAL" *or* ''NATIONAL''.) COUNCIL OF CHAPTER PRESIDENTS**

Refer to ARTICLE XIII in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and l!lm*(Write the*

*name of State or Province or Nation)* Bylaws. 1\_11

**ARTICLE XIV-DISTRICTS**

Refer to ARTICLE XIV in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, the \_

*(Write the name of State or Province or Nation)* Bylaws, and the *(Write the name of State or Province or*

*Nation)* Policies and Procedures Manual for district purposes and guidelines. *(If S/PIN does not have districts, include the following sentence here in place of entire Section 1.*J *(Write the ll!Jl!1£ of State or Province or Nation)* does not currently have districts.

The Alpha Delta Kappa Sorority, Incorporated (Chapter Template Revised September 2017)

*(Write name of STATE or PROVINCE or NATION)* CHAPTER BYLAWS

2018

Section 1. The *(Write the word "state" or "provincial" or "national")* executive board has

established *(number)* districts to provide a vital link between the chapters and the *(Write the word "state" or*

***"province" or unation*** '/.

a Chapter is in the District

b. The district meets in

*(monthls or seasonls)* of

*(even- or odd- numbered years OR each year).*

**ARTICLE XV-CITY/AREA COUNCILS OF CHAPTER PRESIDENTS**

Refer to ARTICLE XV in the current Bylaws of The Alpha Delta Kappa Sorority, Incmporated. See also the

*(Write the name of State or Province or Nation)* Bylaws. *(]JS/PIN does not have city/area councils of chapter*

*presidents, include the following sentence here.) (Write the name of State or Province or Nation)* does not

currently have city/area councils of chapter presidents. ***-OR-*** *(If chapter is a member of a city/area council of*

*chapter presidents, include the following sentence hereJ of city/area)* council of chapter presidents.

Chapter is in the *(Write the name*

**ARTICLE XVI-CHAPTER MEETINGS**

Refer to ARTICLE XVI in the current Bylaws of The Alpha Delta Kappa Sorority, Inco1porated.

Section 1. Chapter meets *(Write the day and months; for example, the second Tuesday of each month, September-May)* unless otherwise approved by the chapter executive boanl.

1. Joint meetings, such as celebrating Founders' Day programs in October, are encouraged with another chapter or other chapters or the district or the city/area council of chapter presidents.
2. A quorum of

*(wcific number/* members is required to transact business at

Chapter meetings.

**ARTICLE XVII-CHAPTER BYLAWS**

Refer to ARTICLE XVII in the current Bylaws of The Alpha Delta Kappa Sorority, Inco1porated, and the *!.Write the name of State or Province or Nation)* Bylaws.

Section 1. The chapter shall adopt bylaws and/or policies and procedures manual which must be in compliance with

the International Constitution and Bylaws and the *(Write the name of State or Province or Nation)* Bylaws

and/or the biennium,

*(Write the name of State or Province or Nation)* Policies andProcedures Manual. Each Chapter bylaws chairman shall send, for certification, a current copy of the chapter bylaws or

the official policy statement, from the Chapter Policies and Procedures Manual, that satisfies the

requirement of the Internal Revenue Service for states of the United States of America and the Commonwealth of Puerto Rico, to the chairman of the *(Write the word "state" or "provincial" or "national")* bylaws committee by March 15 of odd-numbered years.

**ARTICLE XVIII-PUBLICATIONS**

Refer to ARTICLE XVIII in the current Bylaws of The Alpha Delta Kappa Sorority, Inco1porated, and the

*(Write the name of State or Province or Nation)* Bylaws.

**ARTICLE XIX-PARLIAMENTARY AUTHORITY**

Refer to ARTICLE XIX in the current Bylaws of The Alpha Delta Kappa Sorority, Inco1porated.

**ARTICLE XX-SUSPENSION OF BYLAWS**

Refer to ARTICLE XX in the current Bylaws of The Alpha Delta Kappa Sorority, Inc01porated.

**ARTICLE XXI-AMENDING OF BYLAWS**

Refer to ARTICLE XXI in the current Bylaws of The Alpha Delta Kappa Sorority, Inco1porated.

Section 1. Chapter bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular business

The Alpha Delta Kappa Sorori1y, Incorporated (Chapter Template Revised September 2017)

*(Write name of STAIE or PROVINCE or NATION)* CHAPTER BYLAWS

2018

meeting provided that a copy of the proposed amendments shall have been provided to all members at least thirfy

(30) and not more than ninety (90) days prior to the meeting at which the proposed bylaws amendments will be considered for adoption.

1. A copy of proposed amendments to Chapter Bylaws shall be provided to all members in

*(month)* of *\_,--\_(odd- or even-)* numbered years. In *(month),* the proposed

amendments are considered and amendments to the chapter bylaws are adopted.

1. Unless otherwise provided prior to its adoption orin the motion to adopt, an amendment to these bylaws

shall become the law of Chapter at the close of the meeting at which it shall have been adopted.

*(Chapter timeline should accommodate when bylaws are due to SIPIN bylaws chairman according to Article XVII.)*

Amended *(Write "month" and "year'')*

The Alpha Delta Kappa Sorority, Incorporated (Chapter Template Revised September 2017)

Appendix 35

0 The Form Review of Chapter Bylaws

Revised November 2015

**REVIEW OF CHAPTER BYLAWS OF CHAPTER**

**S/P/N**

Name of Reviewer:

-----------------Date:-------

PROCEDURE - Assemble the following resources: Current International Bylaws, S/P/N Bylaws, Chapter Bylaws Template (Format That Mirrors International Bylaws), Chapter Bylaws Review Sheet and chapter bylaws to be reviewed. Check the chapter bylaws article by article as they compare to the International Bylaws.

Check specifically but not exclusively for the following: ("Y" indicates the chapter has complied; "N" indicates the chapter has not complied or the requirement is incomplete; "DNA" indicates Article III "does not apply" to Fidelis chapters.) The chapter bylaws should follow the template found on the Alpha Delta Kappa website to be sure all information is included and is correct.

,, **,\_,Specific Articles: (chapters are required to supply information)** The Article contains information that specifies the following:

\_ ARTICLE I- NAME (the name of the chapter oiganization and date the chapter was chartered,) ARTICLE I- NAME (Suggested wording follows)

The name of this oiganization shall be S/P/N Chapter of The Alpha Delta

Kappa Sorority, Incorporated.

Chapter was chartered on

(date) in --

---

(city, S/P/N).

ARTICLE III - MEMBERSHIP (how the chapter establishes the validity of a negative vote AND

- when to notify a proposed member who receives the unanimous affirmative vote of the chapter - Section I)

ARTICLE VII- OFFICERS (the nomination procedures for officers - Section I)

ARTICLE **VIII** - COMMITTEES (how committee appointments are authorized - Section la and lb)

\_ ARTICLE XVI - CHAPTER MEETINGS (the schedule of chapter meetings AND a specific number of members to constitute a quorum)

\_ ARTICLE XVII - CHAPTER BYLAWS (the March 15 of odd-numbered years deadline for chapter bylaws to be submitted to the S/P/N bylaws chainnan for review - Section I)

ARTICLE XXI-AMENDING OF BYLAWS (time limits for processing amendments to chapter bylaws - Section I)

**General Information:**

Though the details below are important and encouraged, an "N" on general information will not necessarily prevent certification of bylaws.

\_ Include in the document on the last page the month and year the chapter bylaws were amended.

Revised November 2015

\_ Numbering of Articles - Article numbers and titles are the same as in the International Bylaws with the exception of these three listed which should read, as follows: Article XII - State, Provincial QI National Convention; Article XIII - State, Provincial QI National Council of Chapter Presidents; and Article XVII - Chapter Bylaws, just as on the template.

\_ Article XIV - DISTRICTS (which district the chapter is in and when that district meets)

\_Article XV - CITY/AREA COUNCILS OF CHAPIBRPRESIDENTS (Choice of third sentence found in Chapter Template, depending on SIP/N's having these councils or not)

\_ References to International Bylaws, S/P/N bylaws and chapter policies follow a consistent format

\_ Bylaws contain little repetition of information in Articles of the International Bylaws.

\_ Spelling and grammar are correct.

\_ Bylaws are free of errors. (If errors are found: list Article number, error, and suggest appropriate correction.)

**Commendations:**

**Suggestions/Recommendations:**

**Bylaws recommended for Certification: \_Yes\_ No**

Signature: (S/P/N Bylaws Chairman)

Date:------------------

Appendix 36 Chapter Needs Assessment

**(CNA)**

**CNA TIMELINE**

**j m**

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I

**(Chapter Needs Aseeeement)**

Spring

-

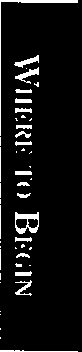
**Spring**

Chapter membership chairman provides and requests chapter members to complete the Member Needs Assessment Form (found in the Membership Development ManuaD

Chapter membership chairman compiles results of Member Needs Assessment Forms

**June *I* July** \_

Chapter membership chairman shares results with chapter president and executive board. Together they use the information to develop chapter goals,

programs, and complete the Chapter Needs Assessment (CNA)

*Special note: Please do not submit your CNA until August, especially in the odd numbered year due to the transition of new leaders at the International convention, including the appointment of new regional membership consultants.*

**August** Chapter membership chairman submits the Chapter Needs Assessment to the 8/P/N membership consultant **AND** the regional membership consultant (RMC)

***D.O later tlum.August 81.***

***Speci.sl Note: Jf t;he CNAis submitted online it will automatically be sent to the appropriate Regional Membership Consultant and they will forward it onto the SIPIN membership consultant.***

**September**

**Sept./Oct Octoberl**

**December**

8/P/N membership consultant submits checklist to RMC

***nolstertlum September 15***

8/P/N membership consultant and the RMC collaborate to develop and implement strategies to assist chapters

Deadline for RMC to submit to Headquarters a list of chapters who submitted the CNA by the **August 31** deadline ·

HQ publishes the updated Pearls Report

**21**

**A Member Needs Assessment**

1. How long have you been a member of Alpha Delta Kappa? years
2. Why did you join Alpha Delta Kappa?
3. What do you value about your membership?
4. Has AAfC benefited you professionally?
5. Has AAfC benefited you personally?
6. Leadership/Service:

Yes Yes

No No

Please explain. Please explain.

a What chapter office would you consider holding?

1. What committee would you consider serving on?
2. Wouldyouchairthiscommittee? Yes No
3. What chapter project or activity do you fmd most rewarding?
4. Meetings:
   1. Do you normally attend:

|  |  |  |
| --- | --- | --- |
| District meetings | Yes | No |
| State Conventions | Yes | No |
| Regional Conferences | Yes | No |
| International Conventions | Yes | No |
| International Board/Committee Meetings | Yes | No |

* 1. **Are our chapter meeting dates, times, and locations convenient? Yes**

If **No, please explain.**

* 1. **Suggest one thing that would improve our chapter meetings.**

1. Chapter Programs:
   1. Rank the type of program you prefer with 5 being the most desirable, one the least. a Personal Enrichment
   2. Professional Growth
   3. World Understanding
   4. Altruistic Endeavors
   5. Fraternity Education
   6. Suggest one program or topic you would most like to see presented to the chapter.
   7. Suggest one speaker you would like to hear speak to the chapter.
2. If you could change one thing about our chapter, what would it be?
3. What changes could be made to make your participation more meaningfql?

**No**

**CHAPTER NEEDS ASSESSMENT (CNA)**

**I Region I**

**S/P/N and Chapter I**

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I \ \

- lo be completed by the CHAPTER MEMBERSHIP CHAIR AND CHAPTER PRESIDENT.

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CHAPTER MEMBERSHIP CHAIR: Submit this form online *OR* downlood. complete ond moil/emoil this form to the S/P**/N** Membership Cornultont AND the Regionol Membership Consultant.

**Deadline: August 1·31 (postmark) required to receive a pearl far the Pearls al Achievement Awa.rd**

1. What is the total number of members in your chapter?
   1. Active on Leave
   2. Limited Members
   3. Honorary Members
2. What was the **average percentage** of members attending chapter meetings **this** year?
3. a. What year did your chapter last initiate or reinstate a new member?

b. How many new members were initiated this year?

C. How many new members were reinstated this year?

d. How many members have transferred into the chapter this year?

1. a. In the last year, how many members left the chapter
   * Transferred
   * Resianed
   * Dropped for non-payment of dues
   * Joined Omega Chapter
2. List reason(s) for leaving, if known:
3. Do you anticipate your chapter having any difficulties securing a full slate of officers? **If yes, how do you plan to address this?**
4. Describe your chapter's recruitment efforts.

a. How many of each of the following types of

1. programs has your chapter had this year? *(Remember these should not total more than* 9./
   * Professional Development . *!*

* Personal Enrichment '·.,
* World Understanding

|  |  |  |  |
| --- | --- | --- | --- |
|  | * Altruism |  | |
|  | * Educational Excellence |  | |
|  | b. How many of your 9 chapter meetings included Fraternity Education? |  | |
| 8. | a. Identify strengths of your chapter: |  | |
|  | b. Identify the challenges your chapter is encountering **and the methods being**  **used to improve / alleviate them.** |  | |
| 9. | a. What were your chapter's membership goals? |  | |
|  | b. What progress has been made in achieving  those membership goals? |  | |
| 10. | In which of these areas could your S/P/N Membership Consultant or Regional Membership Consultant assist you? | Recruitment Programs Retention  Leadership  Reinstatement | New Chapter Development  Other |
| **To Be Submitted by Chapter Membership Chairman:** | | | |
| Name: | | | |
| Office: | | | |
| Email: | | | |
| Phone: | | | |
| Date Submitted: | | | |

*Note: Remember to keep a copy of this report for your chapter files!*

**ALPHA DELTA KAPPA CHAPTER SELF ASSESSMENT**

1bis self-assessment document has been designed to assist you in evaluating the effectiveness of your chapter. You are encouraged to complete it annually. 1biswillgive your leaders the advantage of comparing results from year to year in order to determine any trends or areas of wealrness which should be addressed.

1. **Demographics**

A Composition:

Number %ofTotal Active Members: Actively Teaching Active Members: Retired Active Members: Career Interrupted Honorary Members

Llmited Members

1. Estimate the age range of your members:

Number

25-35

36-45

46-55

56-65

Over65

1. **Recruitment**

A list how many members your chapter has initiated over the past five years (or as many years as you can easily determine).

Year Number .

1. Pledging:
   1. Do you have a thorough orientation program for pledges? Yes\_ No

**43**

* 1. Does your chapter membership chairman have the support of the rest of the chapter membership team (immediate past chapter president, chapter

president, chapter president-elect and all chapter members)? Yes No\_·\_

1. Have you tapped all the sources for new members in your area? Yes No
2. Does your chapter include members from the following?
   1. Public/Private/Parochial/Separate (Canada) Schools? Yes No
   2. Pre-school/Elementary/Junior High/Senior High/College/University?

Yes No

* 1. Nurse/Educator/Social Worker/Llbrarian/Specialists/Other?

Yes No

**ill. Retention**

A Are new members "nurtured" and involved immediately in the life of your chapter?

Yes No

If not, what can you do differently? \_

1. How many members have you lost as a result of resignation or non-payment of dues over the last five years (or as many as you can easily determine)?

Year Number

1. Why do the majority of your members drop? \_
2. Do you inform those who resign that they may apply for reinstatement (refer to

Bylaws) and explain the process? Yes No

1. Do you take any of the following steps to prevent resignations?

Investigate Non-InvolvementThrough Personal Contact? Yes No Offer Active-On-Leave Status? Yes No

Offer limited Membership? Yes No ReviseYourPrograrnming? Yes\_.\_ No

Other: Yes.. No

**44**

1. Do all members take an active part in the chapter? Yes\_ No

If not, what can you do to remedy this? \_

1. Chapter President- Communications:
   1. Are communications from the state/provincial/national president regularly shared with your chapter? Yes\_ No
   2. Are communications from International regularly shared with your chapter?

Yes No

* 1. How well informed are your members? (check one)

Very Well Informed

-- Fairly Well Informed

-- Not Informed

* 1. Are all members aware of scholarships and grants available to them?

Yes No

1. **Member Involvement**

A Do you have actively functioning committees in your chapter? Yes\_ No

* 1. Do you sense that every member feels she is important to the other chapter members?

Yes No

If no, how can you make every member feel an integral and vital part of the chapter?

* 1. Attendance at city/area councils, district meetings, state/provincial/national conventions and gatherings, regional conferences and International conventions:
     1. Are your members knowledgeable of the meetings no q above?

Yes No

* + 1. Is attendance urged for the meetings noted above? Yes\_ No

If no, which meetings need to be better communicated to your members?

**45**

* + 1. Does your chapter have a fund to support attendance at each meeting noted above? Yes.. No

Ifyes,isitfullyutilized? Yes No

If it is not fully utilized, why not?

1. **Chapter President - Leadership Development**

A Are your members encouraged to seek office at the following levels?

Chapter Level City/Area Council Level District Level

State/Provincial/NationalLevel International Level

Yes Yes Yes Yes Yes

No No No No No

1. Do you have a comprehensive orientation for newly installed chapter officers and committee chairmen? Yes.. No
2. Do you groom members for leadership roles? Yes No

If no, what can you do differently?

1. **Chapter President** - **Meetings**

A Are the time, place and topic for your meetings sent well in advance and noted in the chapter yearbook? Yes.. No

1. During the last year, did some of your meetings lack a quorum (refer to Bylaws)?

Yes No

If yes, what could you have done to prevent this? \_

1. Is programming designed to meet the personal and professional needs of the membership? Yes.. No
2. Have you polled your members to determine what topics and types of programs they would like? Yes.. No

**46**

1. Is the composition of your meetings such that members want to come back?

Yes No

* 1. Is your agenda well-planned? Yes\_ No
  2. Do your meetings begin on time? Yes\_ No

E Are your meeting times and places convenient to the majority of your members?

Yes No

1. Are you sensitive to the amount of time your members can give to MK projects

and activities? Yes No

1. Do you consider the financial "capacity" of your members when planning special

events? Yes No

1. Do you have a fraternity education segment at each meeting? Yes\_ No
2. How long has it been since your chapter studied the International Bylaws? \_

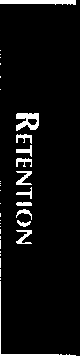
K Are you aware of the Alpha Delta Kappa Code of Ethics? Yes\_ No

L. Do you use the Officer and Committee Manual? Yes No

1. **Administration**

A Does your chapter president share the full packet of information and forms witb.J:he appropriate officer and committee chairmen? Yes\_ No

B. The following reports are submitted on time. (check all that apply)

 H-119 Change of Status (Immediately upon any change of status or address)

\_ H-114 Annual Chapter Highlights Summary (By August 1)

H-138 Dues Payment (Postmarked by January 31)

H-103 Member Application (30 days prior to initiation)

H-133 Report of Initiation (Immediately after initiation)

Chapter Needs Assessment (Postmarked by October 1 to *SIPIN* membership consultant and regional membership consultant)

**CONGRAWIATIONS!!!**

**You've now taken a good look at your chapter's operations. Good luck** ir, **minimizing your weaknesses and maximizing your strengths.**

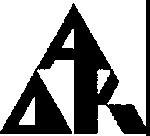
47

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Appendix 37

0 Prospective Member Recommendation

Form H -151

Fonn H-151

FoR MEMBERSHIP CHAIRMAN'S UsE

1. DO NOT send to Headquarters
2. Complete for each prospective

**member**

1. Use boxes below for record keeping purposes
2. Keep in your chapter files

Revised-17

ALPHA DELTA KAPPA

International Honorary Organization for Women Educators

PROSPECTIVE MEMBER RECOMMENDATION FOR CHAPTER USE ONLY

**Refer to the International Bylaws. Article** Ill, **Section 4 (OVER)**

*I* ***am recommending the following educator for membership:***

NAME Home Telephone \_

Area Code

HOME

ADDRESS, \_

Number and Street City State/Province/Nation Postal Code

E-MAIL ADDRESS, \_

Refer to the International Bylaws. Article Ill. Section 2

Cirde one: Currently employed in education OR Retired and engaged in education

Place of Employment \_

Years of Teaching Experience field------------------

Colleges and Universities Attended----------------------------- Degree(s) Received \_

Certification--------------------------------------

Signature of active member sponsoring this proposed member: \_ Signatures of active members of the chapter endorsing this proposed member:

1.-------------- ----2·-------------------

THIS FORM IS FOR CHAPTER TRACKING USE ONLY - DO NOT SEND TO HEADQUARTERS.

Check when appropriate forms/fees have been completed and sent to International Headquarters:

H-103 Application (and badge order, if applicable) and Membership Fee sent on \_

H-133 Report of Initiation sent \_

Anticipated Date of Initiation------------

Duplicate as needed. Form H-151 may be printed from the Alpha Delta Kappa International website al [www.alphadeltakappa.org.](http://www.alphadeltakappa.org/)

**ARTICLE ill-MEMBERSHIP**

**Section 1.** Membership in Alpha Delta Kappa shall be by invitation only and shall be effected through organizing new chapters and through increasing membership in established chapters.

n

**Section 2.** To be eligible for active membership in Alpha Delta Kappa, a woman

a Shall have been in the education profession.for two (2) or more years.

·. *j* b. Shall be employed under contract in teaching, in administration or some specialized field of education.

1. Shall meet one (I) of the following requirements:

(!) Shall have graduated from an accredited college or university with a degree in education.

1. Shall, in the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the state in which she is employed.
2. Shall, in a country other than the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the country in which she is employed.

**Section 3.** To be invited to membership in a new chapter, a woman shall be approved by a screening committee of active Alpha Delta Kappa members.

**Section 4.** Election procedures for membership in an established chapter shall be as follows:

1. The candidate shall be sponsored by one (1) and endorsed by two (2) active members of the chapter and shall be personally known to her endorsers.
2. The name and qualifications of each proposed member with the signatures of her endorsers shall be presented on Form H- 151 at a regularly scheduled business meeting of the chapter. At this time opportunity shall be provided for the members to discuss her qualifications before her name appears on the ballot.
3. The candidate shall receive the unanimous, affirmative vote by ballot of the active chapter members.
4. The candidate shall not have been informed that she is being considered for membership until completion of the election process.
5. The chapter president shall inform all active members of the voting procedures.
   1. Any active member unable to attend the meeting established for voting shall deliver her ballot to the membership chairman on or before the day of the meeting at which the chapter vote shall be cast. Voting by e-mail or fax is not permitted.

(2) Should the ballot of the member voting in absentia fail to reach the membership chairman by the day established for voting, it shall be considered an affirmative vote.

1. The responsibilities of the membership chairman in the election of new members shall be to

*.. )* (1) Provide printed ballots with space thereon for explanations ofreasons for any negative vote, identical unmarked envelopes and a sealed ballot box.

1. Give each active member present at the meeting a ballot and an unmarked envelope.
2. Mail to each eligible active member not planning to be present at the meeting a ballot, a statement of the qualifications of each proposed member, two (2) unmarked envelopes, voting instructions and the date of the meeting at which the chapter will vote.
3. Supervise balloting at the chapter meeting established for voting by allowing each member present to mark her ballot, seal it in an unmarked envelope and place it in the ballot box. At the same time and in the presence of the chapter, she should place the mailed ballots in their unmarked envelopes in the ballot box.
4. Open and count the ballots at the conclusion of voting and announce the results to the chapter immediately.
   1. A negative vote with no reason shall be considered an affirmative vote.
   2. When only one (I) negative vote is received, the written reason shall be read to the chapter, and its validity, in accordance with chapter bylaws and/or policies and procedures manual, shall be determined by a majority vote of chapter members present. If the reason is not valid according to chapter vote, it shall be

considered an affirmative vote.

* 1. When more than one(!) negative vote is received, the chapter shall, by majority vote, decide whether to read the written reasons and determine the validity of the negative votes.

1. Notify, in accordance with chapter bylaws and/or policies and procedures manual, a proposed member who receives the unanimous affirmative vote of the chapter and provide her with an application for membership in Alpha Delta Kappa. This form and fees are to be returned to the chairman within one(!) month.
2. Remit the membership and badge fees with application form to International Headquarters immediately prior to the initiation of each new member. Submit the Report of Initiation immediately following the initiation.

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Appendix 38

0 Membership Application Form H -103

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U. S.H-103/Revised-17

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1nltiaitio·n:.:

4. Send Report of Initiation {Form H-133) to

Headquarters immediately after initiation.

Instructions

1. Must be completed In full.

2 Return to chapter membership chairman with

- ··---·-:-,··'.1--•"'-·--",""''""'"'''·•,·-·,-\_·-- \_·,---\_--·-· ··:· ., .

**A**

ALPHA DELTA·KAPPA

*lntematJonalHonoraryOrganizationforWomen Blucator:s*

**MEMBERSHIP APPLICATION**

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MEMBERSHIP APPLICATION: I Hereby Wish to Petition for Membership in Alpha Delta Kappa.

FullName -,,--.---------------,= ---------..,... -------------------

FJrst Middle Li$1:

Preferred Name Dateof Birth 7f;ll5)!fmi"IRJ'

Address --'City, State, Zip

Home Phone Number '-----''--------------

Preferred E-Mail

Place of Employment

*ENTIRE SECTION MUST BE CO/IFLETED- PLEASE CHECK currently under contract or Retired*

Please check applicable box: Currently under contract in education □ Retired Educator AND currently involved in education0

Has been in the education profession for at least 2 years □

Profession/Job Title/Educational Involvement:------------------------------------ Position: (1) Teacher □(2) Administrato r □ (3) Other

Level: (4) Elementary □ (5) Seconda ry □ (6) College/University □ (7) Other

in Education Recei ved: □Bachelor's □Master's □Doctorate □Ot her Certification: □Yes □No

Degree(s)

MEMBERSHIP ETHICS: I submitthis application with the knowledge that Alpha Delta Kappa membership isan honor. I will acceptthe responsibilitiesand obligations of membership and regularly attend all meetings.

Signature of Applicant. Last4 Digits of SSN (optional)

|  |  |  |
| --- | --- | --- |
| 1 | . One-Time Application Fee *{Required and Nonrefundable)* | $25.00 |
| 2. | Membership Badge (new members must acquire a badge, but are not required to purchase it from International Headquarters) Please circle one of the options below:   1. #1 Official Badge With Seven Jeweler-Set Pearls With K guard & chain   OR   1. #3 Official Badge with seven Jeweler-Set Pearls with K guard & chain (new magnetic backing) *WARNING! Pacemaker users may not wear magnetic-backed jewelry.*   OR   1. I will be recefvfng mv badcre from an alternate source. | $42.00  oli  $48.00 |
| 3. | Frefght charges: 1-2 Badges $4.00; 3-5 Badges $5.00; 6 or more Badges $6.00 |  |
| 4. | Total Fees Enclosed |  |

New Member Packets are available for download from the International Website, [http:/Jwww.alphadeltakappa.org/](http://www.alphadeltakappa.org/) under "Member Center," uNew MembC!rs."

IF YOU WOULD PREFER TO RECEIVE A HARD COPY, PLEASE [EMAIL](mailto:EMAILMEMBERSHIP@JALPHADELTAKAPPA.ORG) [MEMBERSHIP@JALPHADELTAKAPPA.ORG](mailto:MEMBERSHIP@JALPHADELTAKAPPA.ORG)

Directions for the Chapter Membership Chairman:

* Annual International dues are payable January 1 following initiation (Example: If initiated anytime in calendar year 2017 Annual International Dues are due January 1, 2018).
* Send application and fees to International Headquarters at 1615 W 92nd St. Kansas City, MO 64114

***NAIVE*** *OF* ***MEMBER SPONSORING NEW*** *MEMBER. State* and Chapter

***Badges are shipped to chapter membership chairman.***

Chapter membership chairman's name Chapter membership chairman's address

Telephone ,\_ \_, City, State Zip

Anticipated date of initiation (MO/DAY/i'Rl

Appendix 39

0 Report of Initiation of Chapter Pledges

Form H -133

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**ALPHA DELTA KAPPA**

SEND IMMEDIATELY AFTER INITIATION

**Ab.K Headquarter forward$ n w member\_ lists toS/P/N**

**membership consultant mqnthly** ,

**MAKE A COPY for your files and**

**Forward copy of this form to your 5/P/N president and S/P/N membership consultant** ·

**REPORT OF INITIATION**

Submit this form to Headquarters in one of three ways:

*Either* by mail: Alpha Delta Kappa, 1615 W. 92nd Street, Kansas City, MO 64114-3210;

Orfax: (816) 363-4010; *Or* Email: [sbruce@alphadeltakappa.org](mailto:sbruce@alphadeltakappa.org)

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***Form H-103 and fees need to be received***

STATE/PROVINCE/NATION CHAPTER

***at Headquarters priorto initiation.***

STATE (U.S. and Puerto Rico); PROVINCE (Canada); NATION (Jamaica and Mexico)

.*P*. *l,*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Address, City, 5/P/N | Zip+4/PO Code | Phone | Home Email Address | **Month,Oayan'!ll of**  **Initiation** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| ,. |  |  |  |  |  |
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**Once lntematlonal Headquarters receives this form, the initiation process is complete.**

**New members will then receive their new member packets and publications.**

Alpha **Delta Kappa**

(816)363-5525• (800)247-2311 • FAX(816)363-4010

Email: [headquarters@alph1delt1kapp1.org](mailto:headquarters@alph1delt1kapp1.org)

Date Signed

**Chapter Membership Chairman**

Address

NOTE: Notify International Headquarters of any pledges who have decided not to become members.

City .S/P/N

Zip+4 \_

*Additional forms may be printed from the Alpha Delta Kappa international Website at* [*www.alphadeltakappa.org.*](http://www.alphadeltakappa.org/)

Telephone (

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Appendix 40

0 **Petition for Reinstatement Form H -154**

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**ALPHA DELTA KAPPA INTERNATIONAL HONORARY ORGANIZATION FOR WOMEN EDUCATORS Form H-154**

**(816) 363-5525** • **(800) 247-2311** • **FAX (816) 363-4010** • **email:** [**headquarters@alphadeltakappa.org**](mailto:headquarters@alphadeltakappa.org)Revised-17

***Form may be printed from the Alpha Delta Kappa International website* at** [***www.alphadeltakappa.org.***](http://www.alphadeltakappa.org/)

PETITION FOR REINSTATEMENT

ID#

**ACTIVELY ENGAGED/1:MPLOYED IN EDUCATION?** □**Yes** □**N o**

Name of former member wishing to be reinstated as she wants it listed in our database:

First--------------- Last

Address city \*S/P/N zip+4

Telephone '-------'------- Email

This information is needed so Headquarters can locate records:

Name at time of initiation if different Former S/P/N& chapter \_

Date of original initiation \_

Date leftAAK \_

Last four digits of Social Security number (U.S. Only) \_

**To be Completed by Chapter President:**

Chapter name \*S/P/N

Comments:

**ThChapter membership voted unanimously** to accept applicant's membership upon approval of her reinstatement.

Yes No \_

Signature of Chapter President

Address Email

Telephone \_

Signature of approval by three *(3)* active members of your chapter:

Enclose check and mail to:

International Dues

$40.00

**Alpha Delta Kappa 1615 W. 92nd Street**

**Kansas City, Missouri 64114-3210**

|  |
| --- |
| **foR HEADQUARTERS USE ONLY:** |
| **4030** |
| **4040** |
| **2050** |
| **41W.** |
|  |

Reinstatement Fee $10.00

Total $50.00 **(Must accompany this form.)**

International Dues and Publication Fee will cover the current calendar year. Therefore. International Headquarters recommends reinstating earlyIn the calendar year S/P/N. and chapter dues must also be paid aftime of reinstatement.

**\*S/P(N:** State (U.S. and Puerto Rico) il'lt"

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Appendix 41

0 Membership Badge Disposition Form

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**ALPHA DELTA KAPPA MEMBERSHIP BADGE DISPOSITION FORM**

Upon my death I, wish to have my Alpha Delta Kappa membership badge:

buried with me (if state/provincial laws permit).

given to , initiated into

Chapter of Alpha Delta Kappa on (date).

returned to Chapter to be used as a replacement badge.

returned to Alpha Delta Kappa member . Address:

Signature Date

**L J**

**r 7**

**ALPHA DELTA KAPPA MEMBERSHIP BADGE DISPOSITION FORM**

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Signature Date

**L J**

**r 7**

**I ALPHA DELTA KAPPA MEMBERSHIP BADGE DISPOSITION FORM** I

I Upon my death I, wish to have my Alpha Delta Kappa I

I membership badge: I

I buried with me (if state/provincial laws permit). I

I given to , initiated into I

I Chapter of Alpha Delta Kappa on (date). I

: returned to------------Chapter to be used as a replacement badge. :

I returned to Alpha Delta Kappa member . Address: I

I**1 1**

Signature Date

I

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