

Delaware Alpha Delta Kappa

Policies and Procedures Manual

Revised: March 2020

Delaware Alpha Delta Kappa Official Policy Statement

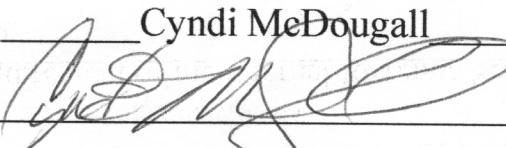
(International Bylaws Article XVII, Section 1 – Alternative for S/P/N Bylaws)

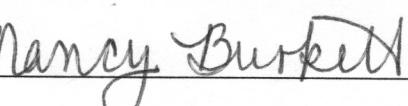
The name of this organization shall be Delaware Alpha Delta Kappa of the international honorary organization of Alpha Delta Kappa, hereinafter referred to as Delaware Alpha Delta Kappa. The first chapter of Alpha Delta Kappa was chartered on May 1, 1955 in Wilmington, Delaware.

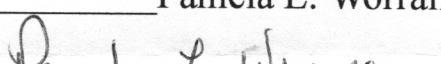
Delaware Alpha Delta Kappa is governed by the current **International Bylaws** and the usage of Alpha Delta Kappa and Amended at the International convention held in odd-numbered years.

By October 15 of even-numbered years, this official policy statement will be submitted to the International Bylaws Chairman and will serve to indicate adherence to the **International Bylaws** and usage of the Delaware Policies and Procedures Manual as an alternative for Delaware state bylaws.

(Subject to change by IRS regulations and/or AΔK International Policy.)

Delaware AΔK Co-President _____ Cyndi McDougall
Signature of Co-President  Date 4/25/2020

Delaware AΔK Co-President _____ Nancy Burkett
Signature of Co-President  Date 4-25-2020

Delaware AΔK Treasurer _____ Pamela L. Worrall
Signature of Treasurer  Date 4/25/2020

Voted to appear under the **International Bylaws** and Delaware Policies and Procedures Manual on April 12, 2014.

The official policy statement shall appear as the first page of the S/P/N Policies and Procedures Manual for those S/P/Ns that have voted to be governed by the **International Bylaws** and their individual Delaware Policies and Procedures Manual.

This statement satisfies the requirement of the Internal Revenue Service in the USA and the Commonwealth of Puerto Rico.

(Revised July 2019)

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Purpose of Manual - International Bylaws Article XVII

This policies and procedures manual is our supplement to Alpha Delta Kappa International Bylaws, revised 2019, our primary governing document. We use these policies and procedures to keep Delaware Alpha Delta Kappa members and leaders informed, coordinate events, and maintain consistency from year to year within our organization.

This manual will be revised once each biennium following the International convention as deemed necessary to maintain compliance.

This manual will be available to each member of the Delaware Alpha Delta Kappa Executive Board and committee chairmen as well as to each chapter president and its members on the state website.

Each biennium, the state bylaws chairman shall submit, for certification, the official policy statement from the policies and procedures manual, that satisfies the requirement of the Internal Revenue Service, to the chairman of the International Bylaws Committee by October 15 of even-numbered years.

STATE EXECUTIVE BOARD

COMPOSITION – International Bylaws Article VII, Section 2

The State Executive Board of Delaware Alpha Delta Kappa shall be composed of:

1. President, President-Elect, Vice President for Membership, Corresponding Secretary, Recording Secretary, Treasurer, Historian, Sergeant-at-Arms, and Chaplain
2. Immediate Past President
3. Chapter presidents and standing committee chairmen

RESPONSIBILITIES – International Bylaws Article VII, Section 2

1. Conduct the business of the state between state conventions.
2. Report biennially to the membership the business transacted by the Board.
3. Assist the state president in planning effective programs for DE Alpha Delta Kappa.
4. Approve a budget to be adopted by the delegates to the state convention.
5. Set the time and place of the state convention/spring meeting and Founders' Month observance.
6. Elect a candidate qualifications committee. The Immediate Past State President will be the Candidate Qualifications Committee chairman.
7. Fill vacancies in state offices, except that of state president.
8. Arrange for the bonding of the state treasurer, if necessary.
9. Authorize the formation of new chapters and Fidelis chapters.
10. Send state representatives to regional conferences and International Convention.

MEETINGS

1. The board has 3 meetings each year: 1 in the fall, 1 in the winter, and 1 in the spring.
2. In even-numbered years, the state executive board meets at the beginning and close of the state convention.
3. The pre-convention state executive board shall be held the evening before convention.
4. Additional executive board meetings may be held as needed.

STATE OFFICERS

RESPONSIBILITIES – International Bylaws Article VII, Section 2

Every state officer shall:

1. Attend the executive board meetings during her term and present a brief report of her official activities since the last meeting.
2. Maintain accurate files and records for her biennium. These files and records shall be transferred to her successor by the next executive board meeting following state convention.
3. At the end of her term, submit a written report of her term for inclusion in the convention packet. This report may include recommendations for consideration.
4. Present an oral summary of her biennium during the general business session of the state convention. Provide the state recording secretary with a signed copy of the written report, which will be attached to the official convention minutes.
5. Represent Delaware Alpha Delta Kappa by attending regional conference and International Convention if possible.
6. Serve as advisors to individual chapters within the state, visiting meetings, advising chapter officers upon request, and serving as a liaison to the state executive board for those chapters.

COMMUNICATIONS

Each state officer shall see that information regarding her area of responsibility in the state is passed to appropriate segments of the membership in the most effective and efficient way. She may choose to provide such information:

1. To the state president for inclusion in her newsletter to chapter presidents, or,
2. In individual mailings or by electronic mailings to specific members/committee chairmen/officers as appropriate.

Regardless of how she chooses to disseminate information, each state officer will send a copy of this material to the state president for her information.

EXPENSES

1. Expenses of the president, the president-elect, the immediate past president and vice president for membership shall be paid to attend the Regional Conference and the International Convention up to, but not exceeding, the amount budgeted each biennium. In the event that all four (4) voting delegates do not attend, budgeted monies will be divided equally among eligible delegates attending, not to exceed delegate expenses.
2. State officers' expenses for materials used, such as mailing and supplies, shall not exceed the amount budgeted for the biennium.

PRESIDENT

RESPONSIBILITIES - International Bylaws Article VII, section 2, h (1)

1. Serve as the official representative of Delaware Alpha Delta Kappa.
2. Serve as chairman of the executive board
 - a. Make site arrangements for meetings
 - b. Call meetings
 - c. Preside at meetings
3. Plan the state convention with the assistance of the president-elect and the state executive board.
4. Serve as presiding officer at the state convention.
5. Appoint all committees except the Candidate Qualifications committee and any special committees existing at the time she is installed.
6. Work for continued growth in membership and professional standing of Delaware Alpha Delta Kappa.
7. Work closely with the Northeast Regional Vice President and the state vice president for membership to assure the growth of Delaware Alpha Delta Kappa.
8. Fill out any reports required by the Regional Vice President and International Headquarters.
9. Use information from all H-119 forms she receives to make necessary name and address changes and to help members who move away from their home chapters relocate to a new one.
10. Represent Delaware Alpha Delta Kappa at the International Council of Presidents, International Convention, and Regional Conference.
11. Instruct the state treasurer regarding disbursement of monies from the operating account.
12. Monitor and guide the activities of all other state officers and committee chairmen in the fulfillment of their duties.
13. Maintain communications with chapters through visits and individual correspondence.
14. Lead in the development of goals for the biennium and present these goals to state executive board and the membership.
15. Distribute a list of new state officers, committee chairs, and a copy of the approved biennial budget to chapter presidents at the beginning of her term.
16. Serve as an ex-officio member of all committees except the Candidate Qualifications committee.

17. Direct the chapter presidents/chapter treasurers to maintain an accurate chapter directory on the International website.
18. Appoint a parliamentarian for state convention (duty of Sgt.-At-Arms).
19. Appoint an audit committee prior to state convention according to federal guidelines.

PRESIDENT-ELECT

RESPONSIBILITIES – International Bylaws Article VII, 2h (2)

1. Perform any duties assigned to her by the president or by the executive board.
2. Preside over meetings of the State Council of Presidents.
3. Act in place of the president when the latter is absent or temporarily unable to perform the duties of her office.
4. Attend the regional conference, the International Council of Presidents and International Convention as an official representative of Delaware Alpha Delta Kappa.
5. Serve as the state Alpha Delta Kappa Month/Founders' Day chairman and maintain a file of pertinent information.
6. Prepare and present a Founders' Month/Founders' Day observance.
7. Select site and determine menu and program.
8. Serve as state convention co-chairman.
9. Select a site for the executive board pre-convention meeting and dinner, make overnight accommodations, and determine menu and program.
10. Maintain a convention file with recommendations.

VICE PRESIDENT FOR MEMBERSHIP

RESPONSIBILITIES - International Bylaws VII section 2h, (5)

1. Serve as the state membership consultant; collaborate with the Regional Membership Consultant and the Northeast Regional Vice President; evaluate state membership information; promote the formation of new chapters; and assist with chapter recruitment and retention efforts.
2. Represent Delaware Alpha Delta Kappa by attending the regional conference and International Convention.

CORRESPONDING SECRETARY

RESPONSIBILITIES – International Bylaws VII section 2h, (6)

1. Conduct and share all correspondence at the direction of the state president and/or executive board.
2. E-mail notification of all executive board meetings.
3. Assist the president in preparing other communications for the executive board and for the members of the Council of Presidents.
4. Maintain an orderly file of correspondence of value and have it available at meetings.

RECORDING SECRETARY

RESPONSIBILITIES – International Bylaws VII, section 2h, (4)

1. Record accurate minutes of all meetings of the state executive board and state convention and be prepared to present them at the request of the president.
2. Distribute copies of the minutes of executive board meetings to members of the Board no more than thirty (30) days after each meeting.
3. File corrected executive board, convention minutes and committee reports in a record book.
4. Make the minutes and records available to members upon request.

TREASURER

RESPONSIBILITIES – International Bylaws VII section 2h, (7)

1. Administer the operating account(s) of the state, keeping itemized records of all receipts and expenditures in a permanent file.
2. Collect state dues and membership rooster from each chapter treasurer by January 31st, keeping a file for each chapter. State dues are \$15 a year. There is no late fee. Of a member's dues, \$8 goes to general expenses, \$4 toward conventions/conferences for four officers and \$3 toward scholarship.
3. Notify and collect International dues and publication fees from sustaining and honorary members and remit such funds to Headquarters by January 1st.
4. Disburse the funds as directed by the president or by the state executive board and according to approved guidelines.
5. Prepare and present a complete financial report covering all activity on the operating account for each executive board meeting and the state convention.

6. Serve as a member on the budget committee to prepare a state budget for approval by the state executive board and adoption by the delegates to the state convention.
7. Submit required annual financial reports to Headquarters by July 31st of each year.
8. File Internal Revenue Service (IRS) forms or electronic reports (990N e-postcard) as required. The state financial year is June 1st to May 31st.
9. Prepare and present financial statements in compliance with the IRS requirements using the reporting forms provided by Headquarters.
10. Make records available for audit at the conclusion of the biennium.
11. Order the Immediate Past President's badge for presentation at the state convention.

HISTORIAN

RESPONSIBILITIES – International Bylaws Article VII, section 2h, (8)

1. Collect all information pertinent to the history of Delaware Alpha Delta Kappa; assemble items of interest in the archives book, including both a written and a pictorial history. A copy of the written history shall be maintained in the Historian's records.
2. Arrange for the display of state archives books at the state convention, spring meeting, Founders' Month observance and regional conference as requested.
3. Send materials, e.g., photos, programs and news articles, to the regional and International historians as requested.
4. See to the storage, care and display of the state banner, badge, cornucopia, and Alpha Delta Kappa letters. The state banner will be displayed at state convention, regional conference and International Convention as requested.

SERGEANT-AT-ARMS

RESPONSIBILITIES – International Bylaws Article VII, section 2h, (9)

1. Serve as protocol officer for state functions and assist the president as requested.
2. Assume responsibility for verifying credentials and counting votes during state convention elections.
3. Assist in the installation of new state officers.
4. Assist in the installation of new chapters and/or initiation of new members when such ceremonies are held at the state convention.

CHAPLAIN

RESPONSIBILITIES - International Bylaws Article VII, section 2h, (10)

1. Provide a devotional at each state executive board meeting.
2. Provide devotions or inspirational message at other Alpha Delta Kappa functions when requested to do so.
3. May assist in the installation of new officers and/or initiation of new members at state convention.
4. Compile a list of members who join Omega Chapter during the biennium.
5. Prepare and conduct a memorial service at the state convention in memory of members who have joined Omega Chapter since the last state convention. (A memorial service may also be held during the state spring meeting.)

IMMEDIATE PAST PRESIDENT

RESPONSIBILITIES-Article VII, section 2h (3)

1. Serve as a member of the executive board in an advisory capacity.
2. Fill the office of the state president should that office become vacant.
3. Attend, as an official representative of Delaware Alpha Delta Kappa, the regional conference, International Council of Presidents and International Convention.
4. Serve as Chairman of Candidate Qualifications Committee.

COUNCIL OF PRESIDENTS --International Bylaws Article VII, section 2d (4)

The Council of Presidents of the state of Delaware shall be comprised of the president, immediate past president and the president-elect and/or vice president of each chapter.

The state president-elect shall:

- a. Meet with chapter presidents prior to executive board meetings, as needed, with a prepared agenda.
- b. Serve in an advisory capacity to any chapter president.

STATE COMMITTEES - International Bylaws -Article VIII

The following are designated by the Delaware Alpha Delta Kappa Executive Board as Standing Committees:

Alpha Delta Kappa Month, altruistic/state altruistic project, budget, bylaws, candidate qualifications, Excellence in Education, fraternity education, membership recognition, public relations/technology, scholarship, and world understanding.

MEMBERS:

Each committee shall consist of a chairman who is appointed by the state president, (except the Chairman of the Candidate Qualifications Committee), and additional members as needed. The number of members on a committee and the selection of these members shall be the responsibility of the state president and/or the committee chairman. The state president is an ex-officio member of all committees, with the exception of the Candidate Qualifications Committee.

COMMITTEE CHAIRMEN

RESPONSIBILITIES:

1. Call the committee together and conduct meetings in an appropriate manner.
2. Familiarize committee members with the task(s) of the committee, and the role and responsibilities of the committee member.
3. Report at appropriate intervals to the state president concerning the progress of work being conducted by the committee.
4. Attend state executive board meetings. Prepare/present a progress report at executive board meetings and other Alpha Delta Kappa meetings, when so requested by the state president.
5. Each committee chairman shall maintain an accurate file of reports and activities during the biennium. This file will be passed on to each successor as designated by the president.
6. At the end of her biennium, submit a written report for inclusion in the convention packet; this report may include recommendations for consideration.
7. Present an oral summary during the general business session of the state convention and provide the state recording secretary with a signed copy of the written report, which will be attached to the official convention minutes.

STANDING COMMITTEES

ALPHA DELTA KAPPA MONTH/FOUNDERS' DAY

RESPONSIBILITIES:

1. The committee chairman is the president-elect.
2. Make recommendations on appropriate activities and events in observation of Alpha Delta Kappa Month.
3. Plan and carry out activities and events as requested by the president.

ALTRUISTIC/STATE ALTRUISTIC PROJECTS

1. Compile chapter altruistic reports due by March 15th of each year.

2. Forward state altruistic report to regional altruistic committee chairman by April 15th of each year.
3. Research possible statewide altruistic projects. Make suggestions and recommendations for the biennium to the state executive board.
4. Implement and promote plans for state altruistic projects. Encourage member participation.
5. Keep a record of possible chapter and/or state altruistic projects.

BUDGET

RESPONSIBILITIES:

1. The state treasurer shall serve as chairman of a committee appointed by the executive board.
2. Prepare a two-year state budget and guidelines for the disbursement of funds.
3. This budget shall be presented to the executive board for approval at their March meeting and adopted by the delegates to the State Convention.

BYLAWS

RESPONSIBILITIES-Article XVII

1. Make necessary revisions to the state Policies and Procedures manual after an International Convention.
2. Following a revision of the Delaware Alpha Delta Kappa Official Policy Statement, the chairman shall submit a copy of that statement to the chairman of the International Constitution and Bylaws Committee who shall certify its conformity to the International Constitution and Bylaws. (October, even-numbered years)
3. Request and check the bylaws or the Official Policy Statement of each chapter's Policies and Procedures manual biennially to ascertain their conformity to the Constitution and Bylaws of Alpha Delta Kappa International.
4. Encourage chapters to study the International Bylaws and the state's Policies and Procedures manual for fraternity education within each chapter.

CANDIDATE QUALIFICATIONS

COMPOSITION

The State Executive Board shall elect a committee in the fall prior to state convention with the Immediate Past President designated as chairman.

If a committee member is a potential candidate, she shall be excused from the committee itself while her credentials are being checked.

RESPONSIBILITIES:

1. Provide candidate information forms and other pertinent information by January 31st to each chapter president in the state.
2. Check the credentials of each candidate and verify eligibility as per Delaware Alpha Delta Kappa bylaws.
3. If there is an office for which no one has been nominated, such nominations should be made from the convention floor, provided that consent of the nominee has been obtained and that the Candidate Qualifications Committee has verified eligibility requirements.
4. Prepare ballots for the election to be held at state convention if necessary.
5. Present all candidate information through an appropriate visual display at state convention.
6. Present a report at the state convention, giving the rules governing the election.
7. Present the slate of nominees. (See Candidate Qualification file for procedure)
8. Conduct election of officers during state convention with the aid of the Sergeant-at-Arms.
9. Working with the treasurer, prepare a teller's report, giving the number of votes cast for each office, the number necessary for election, the number each candidate received, and the number of illegal votes cast, if any.
10. Give the report to the state president, who announces the results of the election.
11. Make the necessary motion to have ballots destroyed one (1) month from convention date.
12. Remove and return all candidate information from the convention visual display, except those elected to offices, immediately after results of the election have been announced.
13. Present candidate information form of elected officers to the State Historian.

EXCELLENCE IN EDUCATION**RESPONSIBILITIES:**

Delaware Alpha Delta Kappa will select and award "The Delaware Excellence in Education Award."

1. State president appoints a chairman and notifies International Headquarters in September, odd-numbered year.
2. State chairman selects committee and notifies International Headquarters by October 15, odd year.
3. The chairman and committee follow the timeline set by International Headquarters as posted on the International website.

4. The state award is presented to the state recipient at the state convention. The Delaware Excellence in Education Award consists of a check for \$150.00, a certificate and a gratis luncheon at the state convention.

FRATERNITY EDUCATION

RESPONSIBILITIES:

1. The president shall appoint a chairman.
2. Present a fraternity education activity at executive board meetings as requested.
3. Distribute ideas and activities for chapter use throughout the biennium.
4. Use the International website as a resource.

MEMBERSHIP RECOGNITION

RESPONSIBILITIES:

1. Recognize Delaware Alpha Delta Kappa sisters who have achieved awards and/or accomplishments as an educator, as reported by their chapters.
2. Present a certificate of recognition to each recipient during the fall and/or spring Delaware Alpha Delta Kappa meetings.

SCHOLARSHIP

RESPONSIBILITIES:

1. Distribute information and applications to public and private schools in the State regarding the Alpha Delta Kappa Newton-Howell Scholarship.
2. Select a committee, of at least three (3) members, to assist in evaluating the applications and choosing a recipient.
3. Invite the recipient and his or her parents to the state convention/spring meeting luncheon to receive the scholarship.
4. Send all other applicants letters of courtesy.

ADDITIONAL GUIDELINES:

GIFTS

Recognizing that the opportunities to express gratitude and best wishes are many in Alpha Delta Kappa, the following guidelines are provided:

1. At the state convention, the state will provide a gift for the International representative. The state will also purchase a Past State President's pin for the outgoing state president.

2. At the International Convention, the state will donate money or a gift for the outgoing International Vice President of the Northeast Region. Additional gifts for other officers may be given at the discretion of the individual sisters.

It should be remembered that notes, cards, hugs and verbal comments are also appropriate ways to express care, support and thanks at any time. These do become part of the treasured memories of service in Alpha Delta Kappa.

STATE CONVENTION

1. A State Convention shall be held biennially no later than June 30th in the even years for the purpose of conducting state business, and the election and installation of state officers.
2. All expenses of the Memorial Service and state convention are paid from convention funds.
3. The President-Elect will serve as convention chairman and will work closely with the state president in the planning and implementation of all phases of the convention.
4. After a venue is selected, work with site personnel in setting up meeting spaces, meals, refreshments, audio-visual aids, display tables, physical arrangements of facilities and all other similar details.
5. Negotiate cost, share this information with executive board members and project a registration fee to be paid by the delegates to cover the convention costs.
6. Form and organize appropriate chapter committees and delegate responsibilities and duties to each such as: centerpieces, luncheon favors, registration, credentials, door prizes, business meeting program, luncheon program and coffee hostesses.
7. Set the convention agenda.
8. Prepare and distribute convention registration forms to all Delaware members.

CONVENTION ACTIVITIES

1. An executive board meeting is held the evening prior to the opening of the convention.
2. General Business meeting, state president presiding day of convention. (See sample agenda)
3. Election of State Officers: If there is only one candidate for office, the President may declare an election by acclamation. The candidates for any offices that are uncontested may be declared elected.
4. Memorial Service
5. Presentation of awards
6. Installation of state officers by International representative

7. After the installation of new officers, the Immediate Past State President presents the state president's guard to the newly installed president. This badge is passed from one Delaware state president to the next.
8. The newly installed president presents the Past State President's badge to the Immediate Past President. The Immediate Past President keeps this badge; therefore, the state must purchase one guard each biennium.
9. An executive board meeting of new and retiring officers shall immediately follow the conclusion of convention.

PARLIAMENTARIAN

The Sergeant-At-Arms will serve as Parliamentarian for the Convention.

INTERNATIONAL REPRESENTATIVE

A representative from International Chapter will be assigned from Alpha Delta Kappa headquarters.

1. Once the state president has been notified by Headquarters regarding the name of the representative, she should send a letter outlining convention functions, appropriate dress for varying aspects of the convention, role expectations of the representative during the convention, and other arrangements that are pertinent.
2. Travel expenses for the assigned representative are paid by International Headquarters.
3. All other convention expenses, including the Representative's registration fee, are paid from the state treasury.
4. Hotel expenses for the representative are paid from the state treasury.
5. The Representative is invited to all convention functions, including executive board meetings, the general business meeting, and the Memorial Service. She should be accorded a position of special recognition and honor at all functions.
6. The Representative is asked to extend Greetings from International Chapter at the General Business meeting and at the executive board meeting just prior to convention.
7. The Representative shall conduct a keynote address.
8. The Representative shall conduct the Installation Service for new officers.
9. Courtesies extended are planned, organized, and arranged by the state.
10. The State President usually presents the state gift to the International Representative immediately after the representative's major presentation.

GIFT TO IMMEDIATE PAST STATE PRESIDENT

A gift will be presented to the outgoing state president during the pre-convention executive board dinner/meeting.

RULES GOVERNING THE CONVENTION

1. The Rules contained in Parliamentary Law by General Henry M. Robert and the current edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases where applicable and in which they are applicable and consistent with the Constitution and Bylaws of Alpha Delta Kappa.
2. The report of the Program Chairman (President-Elect), when adopted, shall become the order of business of the convention.
3. No member shall speak in debate more than once on the same question or longer than two minutes, without a two-thirds vote of the Convention.
4. The President is charged to rule out of order any proposals not specifically related to the official agenda.
5. All motions and resolutions presented by delegates, other than recommendations made by executive board and standing committees must be presented to the president, in writing, after the delegate has procured the privilege of the floor.
6. No delegate, having been recognized by the presiding officer, shall be interrupted except (A) when her time has expired and (B) for a point of order. Any member may rise to a point of order at any time she feels that the argument is contrary to law, the Constitution and Bylaws of Alpha Delta Kappa, the rules of this Convention, or **Robert's Rules of Order, Newly Revised**. The Presiding Officer shall then pass on the question raised, and if the point of order is sustained, the person speaking shall comply with the ruling of the chair.
7. Presenter states, "Madame President, I move the adoption of Rules of Convention as printed in the program". President repeats motion. Asks for a second. Discussion. All in favor?

2018 Alpha Delta Kappa - Delaware Convention Agenda

9:00-9:30 Registration

9:30 Call to Order - President

Presentation of Colors, Pledge of Allegiance, Singing of "America"

Thought for the Day- Chaplain

Greetings and Introductions- President, International Representative

Opening Message

BUSINESS SESSION

Rules of the Convention- Sgt at Arms

Convention Program - Immediate Past President

First Credentials Report- Treasurer

2016 Convention Minutes- Recording Secretary

Treasurer's Report - Treasurer

Correspondence - Corresponding Secretary

State Officer Reports:

- Immediate Past President
- Chaplain
- Sergeant-at-Arms
- Historian
- Treasurer
- Corresponding Secretary
- Recording Secretary
- President - Council of Presidents (if applicable)
- Vice-President for Membership
- President

State Committee Reports

- Altruistic Report and State Altruistic Project Report
- Alpha Delta Kappa Month
- Candidate Qualifications
- Excellence in Education
- Fraternity Education
- Member Recognition
- Policies and Procedures Manual
- Scholarship
- Technology / Public Relations
- World Understanding

Credentials Update - Treasurer

New Business

- 2018-2020 Proposed Budget - Treasurer
- Policies and Procedures (Amendments)
- Slate of Officers, Qualifications Report – Immediate Past President
- Election of Officers

RECESS OF BUSINESS SESSION

Membership Presentation

Announcements

Memorial Service – Chaplain

Luncheon with Invocation

AFTERNOON SESSION – President calls Convention back into session

Scholarship Presentation

Newton-Howell Award and
Membership Growth Award – Membership Chairperson

Alpha Delta Kappa-DE Excellence in Education Award – EIE Chairman

Member Recognition Awards Member Recognition Chairman

Keynote Address: International VP of the Northeast Region or International Representative

Presentation and Installation of New State Officers - International VP of the Northeast Region

New President's First Address

Courtesy Resolution Vice-President of Membership

Lamp of Alpha Delta Kappa

The Lamp of Alpha Delta Kappa

To Alpha Delta Kappa
We pledge our loyalty.
To sisters who are always true
We'll ever faithful be.
The sacred lamp of learning
Upon our altar stands.
Its radiant glow will e'er bestow
A light to all the lands.

Post-Convention Meeting: Newly installed Officers, Chairs, and Immediate-past/current Chapter Presidents will meet with AΔK-DE President to receive information regarding the new biennium.

Delaware Alpha Delta Kappa History

The first Delaware chapter of Alpha Delta Kappa was chartered in 1955. Mabel Howell, a charter member of Alpha, was instrumental in this development.

- A Alpha Chapter - May 1, 1955
- Γ Gamma Chapter - April 8, 1967
- E Epsilon Chapter - December 9, 1972
- Z Zeta Chapter - December 4, 1973
- H Eta Chapter - April 3, 1976
- I Iota Chapter - December 16, 1987

29 Alpha Delta Kappa-DE State Presidents

1958-1960 Mabel Howell, Alpha	1988-1990 Karen Cook, Gamma
1960-1962 Mildred Downham, Alpha	1990-1992 Jean Martin, Theta
1962-1964 Gertrude Broyles, Beta	1992-1994 Cindy Gilfillan, Alpha
1964-1966 Rebecca Lowe, Beta	1994-1996 Georgia Cressman, Gamma
1966-1968 Eunice Bradley, Alpha	1996-1998 Judy Burnham-Mitchell, Delta
1968-1970 Nancy Rush, Beta	1998-2000 Jane Martin, Zeta
1970-1972 Madalynne Evans, Gamma	2000-2002 Sally Fraticelli, Eta
1972-1974 Raymona Shaver, Alpha	2002-2004 Susan Gilmore, Iota
1974-1976 Jacqueline McNeil, Delta	2004-2006 Lorraine Lacsny, Beta
1976-1978 Betsy Ann Conner, Beta	2006-2008 Lynda Rae Gannon, Epsilon
1978-1980 Edith Newton, Beta	2008-2010 Peggy Keay Germain, Gamma
1980-1982 Ruth Lyon, Delta	2010-2012 Rosalind Freeman, Gamma
1982-1984 Pam Kelly, Epsilon	2012-2014 Nancy Burkett, Epsilon
1984-1986 Pam Worrall, Gamma	2014-2016 Linda Bledsoe, Zeta
1986-1988 Mary Ann Rozsas, Eta	2016-2018 Linda Bledsoe, Zeta

In Memory of Pamela Elizabeth Raboin



2018 - 2020 State Officers

President	Jeanne Ciecko, Eta
President-Elect	Cyndi McDougall, Epsilon
Vice President for Membership	
Immediate Past President	Linda Bledsoe, Zeta
Chaplain	Peggy Germain, Gamma
Recording Secretary	Amy Selheimer, Gamma
Corresponding Secretary	Sally Fraticelli, Eta
Treasurer	Pam Worrall, Gamma
Historian	Terry Celano, Eta
Sergeant-at-Arms / Protocol	Julie Beebe, Epsilon
Candidate Qualifications	Linda Bledsoe, Zeta

2018 - 2020 Committee Chairs (TBD)

Alpha Delta Kappa Month	Excellence in Education
Altruistic Report	Fraternity Education
Altruistic Project	Member Recognition
Bylaws	Protocol
Candidate Qualifications	Scholarship
Directory	World Understanding

2016-18 State Officers

President: Linda Bledsoe, Zeta

President Elect: Jeanne Ciecko, Eta

Vice President: Cyndi McDougall, Epsilon

Treasurer: Pam Worrall, Gamma

Corresponding Secretary: Sally Fraticelli, Eta

Recording Secretary: Amy Selheimer, Gamma

Chaplain: Colleen Naill, Alpha

Historian: Roz Freeman, Gamma

Sergeant at Arms: Joan O'Brien, Gamma

President of Council of Presidents: Margaret Alexander, Theta

Immediate Past President: Nancy Burkett, Epsilon

Dearest Delaware Sisters,

Thank you all for your hard work and support during the 2016-18 biennium. I have truly enjoyed meeting with all the chapters. We have so much to learn from each other as we continue to strengthen our organization.

With sisterly love,

Linda

Rules Governing the Convention

1. The rules contained in the latest edition of Robert's Rules of Order shall govern the Sorority in all cases in which they are applicable and consistent with the Constitution and Bylaws of Alpha Delta Kappa.
2. The report of the Program Coordinator, when adopted, shall become the order to Business of the Convention.
3. No member shall speak in debate more than once on the same question longer than two minutes, without a two-thirds vote of the Convention.
4. The President is charged to rule out of order any proposals not specifically related to the official agenda.
5. All main motions and resolutions presented by delegates, other than recommendations made by Executive Board and Standing Committee members, must be presented to the President, in writing, after the delegate has procured the privilege of the floor.
6. No delegate having been recognized by the presiding officer shall be interrupted except (A) when her time has expired, or (B) for a point of order. Any member may rise to a point of order at any time she feels that the argument is contrary to law, the Constitution and Bylaws of Alpha Delta Kappa, the rules of the convention, or Robert's Rules of Order- Newly Revised. The presiding officer shall then pass on the questions raised, and if point of order is sustained, the person speaking shall comply with the ruling chair.

Thank You

Registration, name tags and credentials
Convention folders, luncheon favors
Fund-raiser Auction Items
Courtesy gifts
Chapter
Pre-Convention and
and Convention Arrangements

Gamma Chapter
Zeta Chapter
All chapters
Nancy Burkett - Epsilon
Jeanne Ciecko, Linda Bledsoe,
Nancy Burkett

FORMAL PROCEDURES DURING CONVENTION

1. President calls convention into session: At this time the chair has the honor of calling the 2020 Delaware Alpha Delta Kappa Convention into session.
2. After each committee or officer gives her oral report the presenter must:
 - a. Finalize the report: "I move that the report of the _____ be accepted".
 - b. President, "It has been moved to accept the _____ report."
 - c. President asks for second and to have report accepted by the delegates.
 - d. President: You have heard the motion set before you. May I have a second? Discussion. Vote to accept.
3. Exchange between Candidate Qualifications:
Chairman and President:
Chairman: For the office of _____,
President: Have any additional names been submitted in writing today?
Chairman: Yes or No
President: I declare the office for _____ closed.
Continue through each office in this manner

President: You have heard the names of the candidates for office.
I request the Recording Secretary to cast a unanimous ballot for election of new officers.
or
The Sergeant-At-Arms will now pass out ballots for the election of new officers.
4. Rules of Convention Presentation:
Madame President, I move the adoption of the Rules of Convention as printed in the program.
President: You have heard the motion set before you.
Is there a second? Discussion. All in favor.

References: Handbook of Alpha Delta Kappa Sorority, Incorporated

(SAMPLE FORMAT FOR WRITTEN REPORTS)

DELAWARE ALPHA DELTA KAPPA

**RECORDING SECRETARY'S BIENNIAL REPORT
2012 - 2014 (date)**

**Respectfully Submitted,
(Name)
Recording Secretary
2012 - 2014**

(SAMPLE FORMAT FOR ORAL REPORTS)

EXECUTIVE BOARD ORAL REPORTS

President, _____

International Vice President of the Northeast Region, _____

Members of the Executive Board

Sisters of Alpha Delta Kappa

(Summarize written report)

**Madame President, I'd like to submit my written report to the
Recording Secretary for file and I move the acceptance of the
_____ 's report.**

SAMPLE ONLY*****Treasurer prepares *****

Delaware Alpha Delta Kappa State Convention Credentials Report
(Date)

First Credentials Report Number Registered from each chapter

Information From Treasurer Registration

Registration

Alpha	2
Gamma	9
Epsilon	5
Zeta	7
Eta	4
Iota	3
International	3

30 31 are Present International is not included in the vote needed

3/4 vote needed would be 21

2/3 vote needed would be 20

Second Credentials Report

Alpha	2
Gamma	9
Epsilon	5
Zeta	7
Eta	4
Iota	3

International 3

30 31 are present

3/4 vote needed would be 21

2/3 vote needed would be 20



ANNUAL CHAPTER REPORTING FORM AND AUDIT

Report due to State Treasurer on June 30

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 \$ _____

Subtotal of Non-Chapter Receipts \$ _____ (2)

Chapter Dues \$ _____

Fundraising (Gross Amounts)

For Chapter Operations (Ways & Means)

\$ from Members \$ _____

\$ from Non-Members \$ _____

For Altruism

\$ from Members \$ _____

\$ from Non-Members \$ _____

Altruistic Contributions \$ _____

Meals/Luncheons \$ _____

Convention/Conferences/Meetings \$ _____

Interest \$ _____

Other \$ _____

Transfers from Savings \$ _____

Subtotal Chapter Receipts \$ _____ (3)

TOTAL RECEIPTS (Add lines 1, 2 and 3) \$ _____ (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 _____ Non-Member _____

For Altruistic Projects (combined) \$ _____ ... Member _____ Non-Member _____

Scholarships \$ _____

Courtesy \$ _____

Communications (postage, phone, printing) \$ _____

Officers' Expenses \$ _____

Meals/Luncheons \$ _____

Conventions/Conferences/Meetings \$ _____

Membership \$ _____

Archives Book \$ _____

Yearbook \$ _____

Other \$ _____

Transfers to Savings \$ _____

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? _____ yes _____ no If yes, date _____

Year End Checking Account Balance as of _____ \$ _____

Treasurer's Ledger Balance as of _____ \$ _____

Signature of Treasurer _____ Phone _____ E-Mail _____

Signature of President _____ Phone _____ E-Mail _____

Signature of Audit Committee Chairman _____

NOTE: If Line 3 is \$50,000 or more and/or Fundraising for Chapter Operations from Non-Members and/or interest earned is \$1,000 or more, chapter treasurer must submit a copy of this form to: AAK Headquarters, 1615 W 92nd St, Kansas City, MO 64114 as well as to your state treasurer.