



**POLICIES AND PROCEDURES  
OF THE  
INTERNATIONAL EXECUTIVE BOARD  
AND  
INTERNATIONAL CHAPTER  
OF  
ALPHA DELTA KAPPA**



**INTERNATIONAL HONORARY ORGANIZATION  
FOR WOMEN EDUCATORS  
March 8, 2022**



## POLICIES AND PROCEDURES

### Summary of Revisions

*Since October 15, 2021*

This AΔK Policies and Procedures Manual is designed to be user friendly for those who make and execute policy as well as for all of our members. The following measures have been included:

1. Topics have been organized to keep subjects of the same nature in the same chapter, thus reducing the manual from 16 chapters to 13 chapters.
2. Guidelines for International Boards and Committees have been posted to the website for easier use by members. These guidelines were removed from the Policies and Procedures Manual and replaced by active links. By giving the guidelines one “home” it will be easier to ensure that all versions of the policy are maintained properly as changes are made.
3. All Scholarship and Grant information is located in a single location, Chapter 5, International Boards and Committees.
4. Topics are alphabetized within each chapter. Sub-topics are alphabetized within each heading.

Recent revisions to Policies and Procures include:

Topic	ADOBE Page	Chapter—Page	New / Revision
International Executive Board - Expenses	67	4—22	Revised
Alpha Delta Kappa Leadership Academy Guidelines	104	5—15	Temporary; will move to website after the migration
Alpha Delta Kappa Leadership Academy Syllabus	106	5—17	Temporary; will move to website after the migration
Alpha Delta Kappa Leadership Academy Leadership Development Plan	108	5—19	Temporary; will move to website after the migration
International World Understanding Committee – WU Project Selection Process Guidelines	133	5—44	Temporary; will move to website after the migration
International World Understanding Committee – Making A Better World Initiative	144	5—55	Temporary; will move to website after the migration
International World Understanding Committee – Making A Better World Initiative Guidelines	133	5—44	Temporary; will move to website after the migration
Financial Reports	280	8—10	Revised
Regional Leadership Guidelines	447	12—14	New
Regional Mentoring Program - SPN PEs Policy	457	13—6	Revised
Regional Mentoring Program - SPN PEs-Guidelines	458	13—7	Revised

*A number of editorial changes were made including spelling and grammar corrections, sequencing by topic and clarification of topic or content.*

*March 8, 2022*

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# **Chapter 1**

## **Governing Documents**

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

# **Chapter 2**

## **ΑΔΚ POLICIES AND PROCEDURES MANUAL**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT: ALPHA DELTA KAPPA CHAPTER POLICIES AND PROCEDURES MANUAL**

**SECTION: History, Maintenance, Responsibility**

**Page: 1**

**Version Date:**  
September 1, 2021

The International Executive Board and International Chapter Policies and Procedures Manuals were first compiled in 1987, computerized in 1991 and merged into one manual in 2002. In 2009, the manual was converted to an electronic, searchable file. In 2017, it was posted to the Alpha Delta Kappa International website as well. The International Executive Board and International Chapter Policy and Procedures Committee updates the manual following each meeting.

It is essential for the International Officers to study and become knowledgeable of its contents and refer to it when questions or issues arise. Revisions and updates are the responsibility of the Policies and Procedure Manual Committee Chairman to insert/replace approved policies when adopted by the International governing body.

Furthermore, the International Policies & Procedures Manual Committee Chairman (International President-Elect), International President, Immediate Past International President, and Executive Director are authorized to correct formatting of article and section designations, punctuation, spelling, grammar, and cross-references, and to make such other technical and conforming changes as may be necessary to reflect the intent of editorial updates to the Manual.

### HISTORY / AUTHORIZATION

SOURCE	ACTION	DATE	PAGE
G. C. Minutes	Motion	Jul. 29, 1983	p.2
Ex. Bd. Minutes	Motion	Jun. 24, 1985	p. 1
G. C. Minutes	Motion	Jul. 26, 1985	p. 2
Ex. Bd. Minutes	Comm. Appointed	Nov. 13, 1985	p. 6
Ex. Bd. Minutes	Updated	May 15, 1987	p. 7-8
Ex. Bd. Minutes	Motion	Jul. 8-17, 1987	p. 3
Ex. Bd. Minutes	Comm. Appointed	Nov. 11, 1987	p. 10
G. C. Minutes	Motion	Nov. 13-14, 1987	p. 2
Ex. Bd. Minutes	Motion	May 14, 1988	p. 3
Constitution	Article IV, Section 10, k	Nov. 1988	p. 2
G. C. Minutes	Motion	Jul. 20, 1989	p. 4
Constitution	Article IV, Section 9, k	May 1995	p. 2-4
IEB Minutes	Motion	Nov. 13-14, 2002	p.5
IC Minutes	Motion	Nov. 15-17, 2002	p. 6
IEB Minutes	Motion	May 16-17, 2003	p. 4
IEB Minutes	Motion	Jul. 6, 2009	p. 2
IEB Minutes	Motion	Nov. 10-12, 2017	p. 3
IEB Minutes	Motion	Aug. 25, 2021	p.
IC Minutes	Motion	Sep. 1, 2021	p.

# **Chapter 3**

**AΔK**

**International Chapter**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** AUTHORITY

**Page:** 1 of 1

**Version**  
**Date:** Mar 16, 2019

**POLICY:** Alpha Delta Kappa shall be governed by its Articles of Incorporation, implemented by its Constitution and Bylaws.

**PROCEDURE:**

1. The Constitution provides for an International Chapter whose qualifications, election procedures and tenure are delineated in Article V, Sections 1 – 6.
2. The International Chapter is vested with certain powers as prescribed in Article IV, Section 10 of the Constitution.
3. The International Chapter shall:
  - a. Make final decisions as to the time and location of the International Convention.
  - b. Establish the rules and regulations of the International Convention.
  - c. Have the power to charter chapters, to revoke chapter charters, to withdraw individual memberships and to reinstate members.
  - d. Have the power to make decisions, when deemed necessary, utilizing conference calls or email. Resulting actions must be ratified at the next regular meeting.
  - e. Have the power to suspend a state/provincial/national organization.
  - f. Make plans, subject to the authority of the International Executive Board, for implementing the adopted policies of Alpha Delta Kappa.
  - g. Update International Chapter Policies and Procedures for each biennium.

**SOURCE**  
IEB Minutes

**HISTORY/AUTHORIZATION**  
**ACTION**  
Motion

**DATE**  
May 16-17, 2019

**PAGE**  
p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** BEREAVEMENT/ILLNESS

**Page:** 1 of 2

**Version**  
**Date:** June 25, 2002

**POLICY:** Courtesies shall be extended due to hospitalization or death of current International Chapter members, Past International Executive Board Chairmen, Past International Presidents, Little Wigs and/or their immediate families.\* Courtesies shall also be extended to current S/P/N Presidents, members of International Committees, Scholarship/Grants Boards and their immediate families.\*

**PROCEDURE:** The Executive Director shall be responsible in facilitating the following courtesies:

1. Notification of current International Chapter and all International Chapter members with whom the member served.
2. Current International Chapter members, Past International Executive Board Chairmen, Past International Presidents:
  - A. Upon notification of hospitalization, flowers and a card are sent. The Executive Director will exercise discretion in determining suitable courtesies if there is frequent hospitalization.
  - B. Upon notification of hospitalization of an immediate family member, a card is sent.
  - C. Upon notification of death
    - (1) A card and notification of a memorial in the amount of \$ 75.00 donated to the Alpha Delta Kappa Foundation shall be sent in lieu of flowers.
    - (2) International Alpha Delta Kappa shall be represented at the funeral or memorial service.
      - (a) The Executive Director shall make contact with a current International Chapter member living in the proximity of the deceased member to represent Alpha Delta Kappa at the service.
      - (b) If a current International Chapter member is unable to attend, the Executive Director shall contact a Little Wig in that area to

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 8-9, 2002	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** BEREAVEMENT/ILLNESS

**Page:** 2 of 2

**Version  
Date:** June 25, 2002

- represent Alpha Delta Kappa.
- c) Expenses for transportation/mileage, lodging and meals shall be paid by Alpha Delta Kappa according to the Expenses Section of the Executive Board Policy and Procedure Manual, if requested.
- (3) Upon the death of an immediate family member a card and notification of a memorial in the amount of \$50.00 donated to the Alpha Delta Kappa Foundation shall be sent in lieu of flowers.
- 3. Little Wigs or members of their immediate family
    - A. Upon notification of hospitalization, a card is sent
    - B. Upon notification of death, a card is sent
  - 4. Current S/P/N Presidents, members of International Committees, Scholarship/Grants Boards and their immediate families.
    - A. Upon notification of hospitalization, a card is sent
    - B. Upon notification of death, a card is sent

\* Immediate family is defined as spouse, children, parents. If there is no immediate family member as defined, the Executive Director will exercise discretion in determining the immediate family member.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 8-9, 2002	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** CORPORATE CREDIT CARD FOR  
INTERNATIONAL CHAPTER

**Page:** 1 of 1

**Version**  
**Date:** June 9, 2004

**POLICY:** Each member of International Chapter will be issued a corporate credit card at the beginning of her biennium. She shall return the corporate credit card at the conclusion of her term of office. Participation is optional.

**PROCEDURE:**

1. For members of International Chapter, this card shall be used solely to pay expenses as follows for approved Alpha Delta Kappa events:
  - a. Transportation with the exception of mileage expenses accrued from use of a personal car. Mileage expenses are to be submitted on Form H-123 (Expense Form) to Headquarters.
  - b. Food and lodging not billed to an Alpha Delta Kappa account or not covered by the host Region/State/Province/Nation.
  - c. Expenses for printing and postage for the IVP of the Regions' newsletters.
2. For the Executive Director this card shall be used to pay expenses as listed in 1.a. and b. and for other approved Alpha Delta Kappa expenses.
3. Cardholder is responsible for submitting original credit card receipts to Headquarters.
4. When the credit card is used to charge transportation, the cardholder should submit either a receipt or an itinerary (with cost) to Headquarters immediately after making the reservation, using Form H-123 (Expense Form).
5. All other expenses will be reimbursed by submitting Form H-123 (Expense Form) to Headquarters.
6. Exceptions must be pre-approved through Headquarters.

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 15-16, 1996	p. 10
IEB Minutes	Motion	May 12-13, 2004	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER COURTESY FUND

**Page:** 1 of 1

**Version**  
**Date:** July 2, 2001

**POLICY:** International Chapter shall set a designated amount, per member, for the International Chapter courtesy fund.

**PROCEDURE:** Twenty-five (\$25.00) will be collected as needed from each International Chapter member for the International Chapter courtesy fund. The first payment is to be made at the November International Chapter meeting of the first year of the biennium.

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Motion	November 6 - 8, 1969 p. 6	
G. C. Minutes	Motion	November '71 - '76	
G. C. Minutes	Motion	November '77, '78	
G. C. Minutes	Motion	November 15 - 17, 1979	
G. C. Minutes	Motion	November '80, '81, '83, '85, '87	
IC Minutes		July 2, 2001	

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER GUARD

**Page:** 1 of 1

**Version**  
**Date:** July 1989

**POLICY:** Current and former International Chapter members are entitled to wear the pearl K guard.

**PROCEDURE:** The guards will be presented to the new members of International Chapter at the first International Chapter meeting or before the close of the International convention at which they are elected.

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Information	July 27, 1979	p. 2
G. C. Minutes	Adopted	July 20, 1989	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MEETINGS —  
REGULAR

**Page:** 1 of 1

**Version**  
**Date:** Mar 16, 2006

### POLICY:

The International Chapter shall have regularly scheduled meetings.

### PROCEDURE:

The International Chapter shall:

1. Meet at International Headquarters in May and November of the first year of the biennium and November of the second year of the biennium.
2. Also meet immediately preceding and following each International Convention at the Convention site.
3. If necessary, meet in May of the second year of the biennium.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IC Minutes	Motion	Nov 12-14, 2005	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MEETINGS —  
SPECIAL

**Page:** 1 of 2

**Version  
Date:** Mar 2019

**POLICY:** The Constitution gives the International Chapter power to hold special meetings under certain conditions.

**PROCEDURE:** Special meetings shall be held under the following conditions:

1. Upon reasonable notice, at the call of the President, or, in her absence or inability to act, the Immediate Past International President, or by the next ranking officer of the International Chapter who is able to act. (International President-Elect)
2. At the written request of any five (5) voting members of the International Chapter, who shall cause a special meeting to be called by any officer of the International Chapter upon the sending of seven days' written notice thereof to all members of the International Chapter, which request and notice shall specify the purpose of the meeting and the sole business to be transacted at such meeting.
3. By telephone, video or audio, blog or email at the call of the President or the next ranking officer of the International Chapter who is able to act, with any resulting action being ratified at the next regular meeting in order to become an official act of the International Chapter.

Special meetings shall adhere to the following procedures:

1. The President, or the Immediate Past President, shall inform all International Chapter Members of the date of the special meeting.
2. An agenda and all necessary documents for consideration shall be provided to all members, allowing appropriate time for review prior to the meeting.
3. The executive director will maintain a record of the proceedings.
4. In the case of a video or audio conference, all procedures for conducting business at a regular meeting shall be in place.
5. In the case of a blog or discussion by email, the Standing Rules for Email Meetings and the Voting process by email shall be used as protocol. (see supporting document that follows this policy).
6. The International President or the Immediate Past International President will inform the International Chapter of the result of the vote, including the tally by members.
7. All electronic votes will be ratified at the next regular meeting of the International Chapter.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IC Minutes	Motion	Nov 12-14, 2005	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MINUTES —  
CONFIDENTIAL INFORMATION

**Page:** 1 of 1

**Version  
Date:** July 1989

**POLICY:** The information discussed in International Chapter meetings is confidential.

**PROCEDURE:** The Executive Director will send to the International Vice Presidents the information to be included in their regional newsletters.

All International Chapter members will receive this information.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Information	July 24, 1981	p. 2
G. C. Minutes	Adopted	July 20, 1989	p. 4

**ALPHA DELTA KAPPA**

## GUIDELINES FOR EMAIL MEETING VOTING PROCESS

The following process was explained and recommended to us by Ginny Altman, National Association of Parliamentarians. It explains the process of discussing and voting on issues by e-mail when distance prohibits IEB or IC from convening face to face.

1. EMAIL Meetings will be limited to discussion of one item.
2. All communication goes directly, and only, to the presiding officer. Members will not REPLY ALL.
3. The communication of anyone who uses a REPLY ALL will be nullified, erased, and not considered by the group.
4. The presiding officer will state the MOTION and duration of the meeting. For example, "The motion and second have been made (give details). The meeting will convene on Tuesday at 12:00 PM CT and will conclude on Thursday 3/15 at 12:00 PM CT. Please acknowledge to the presiding officer, that you will be present at the meeting.""
5. The presiding officer has the option of forwarding responses to the secretary (Executive Director), but members should not forward those to the secretary.
6. Once the meeting is in session, the presiding officer will periodically cut and paste responses and will send them to the group, numbering that communication. e.g. COMMUNICATION 1, COMMUNICATION 2...
7. Within each communication block, each person is limited to sharing ONE comment for discussion. A point of information (question for clarification) or a point of order is not considered a comment for discussion. The presiding officer controls the communications. The presiding officer may respond to the point. All points and responses shall be shared with the voting members.
8. When it is time for the vote, the presiding officer identifies the response window for voting. e.g., Voting will take place from 2:00 PM (CT) Thursday, March 15 to Friday, March 16 at 5:00 PM (CT).
9. If a person proposes an amendment, the presiding officer may ask the president-elect, or other designee, to be the second. Discussion continues on the amendment as described above. A new communication block will begin immediately and be limited to discussion on the amendment.
10. The presiding officer will present a report to the group. e.g., The vote CARRIED with 15 in favor, 5 opposed. Only the presiding officer will know how people voted.
11. (AΔK policy) Votes taken at email meetings will be ratified at the next face to face group meeting and entered into the minutes as a permanent record.
12. An online survey, such as a Google Doc survey, may be used to determine if the voters will be available to participate in the EMAIL Meeting and Vote.
13. An online survey, such as a Google form, may be used for voters to cast their ballots. Extreme care must be taken when creating the form for voting so voters may not see the results, only the presiding officer.

### OTHER NOTES FROM THE PARLIMENTARIAN:

A conference call, such as a GoToMeeting is an electronic meeting and is managed similarly to a face to face meeting. During a GoToMeeting, the presiding officer may ask a member to take notes. If an amendment is made to the motion, a written copy must be emailed to the presiding officer and the GoToMeeting administrator so it can be posted for viewing.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MEETINGS — FOOD

**Page:** 1 of 1

**Version**  
**Date:** July 1989

**POLICY:** International Chapter members may bring food items to share during meetings.

**PROCEDURE:** Food items brought to International Chapter meetings should be placed on the tea table in the Board Room.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Consensus	July 17, 1987	p. 2
G. C. Minutes	Adopted	July 20, 1989	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MEETINGS  
— GIFTS

**Page:** 1 of 1

**Version**  
**Date:** Dec 12, 2007

**POLICY:** Members may exchange gifts during International Chapter meetings by direction of the International President.

**PROCEDURE:** Gifts will be distributed and acknowledged at International Chapter meetings.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Consensus	July 17, 1987	p. 2
G. C. Minutes	Adopted	July 20, 1989	p. 4
IC Minutes	Motion	Nov 11-12, 2007	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MEMBERS -  
EXPENSES

**Page:** 1 of 1

**Version  
Date:** July 17, 2007

**POLICY:** International Chapter members (those members who are not on the International Executive Board) shall be reimbursed for their expenses.

**PROCEDURE:**

1. International Chapter members have the same expense reimbursement as International Executive Board Members (see: EXPENSES — International Executive Board Members p. 1 - 8) with the following exceptions:  
International Chapter members will not be paid expenses for attending the ITE Weekend unless it coincides with International Chapter meeting.
2. IVPs of regions will be reimbursed for travel to and from their conferences, meals during the conference (not covered by registration) and meals on travel days not to exceed current allocation.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
See: History/Authorization — EXPENSES			
INTERNATIONAL EXECUTIVE BOARD MEMBERS			
Ex. Bd. and International Chapter Meetings pp. 1 & 2			
IEB Minutes	Motion	November 12 - 13, 2004	p. 10
IEB Minutes	Motion	November 11-9, 2006	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER -  
MEMBERSHIP STATUS

**Page:** 1 of 1

**Version  
Date:** July 1989

### POLICY:

General information for new members of International Chapter:

1. They are no longer members of their local chapter or state/province/nation.
2. They do not make motions, vote or hold office in their chapter or state/province/nation.
3. They do not dispense information from International Chapter meetings unless it has been approved.
4. Members of International Chapter pay the publication fee.
5. Members are not required to pay International, state/provincial/national, or local dues while serving on International Chapter.
6. Members of International Chapter pay the registration fee for International convention.

### PROCEDURE:

International Chapter members shall inform their chapter and state/province/nation of their newly acquired membership status.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Information	July 18, 1975	p. 1
G. C. Minutes	Information	July 29, 1977	p. 2
G. C. Minutes	Adopted	July 20, 1989	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MINUTES —  
DISTRIBUTION

**Page:** 1 of 1

**Version**  
**Date:** November 2018

**POLICY:** Accurate and complete minutes of all International Chapter meetings shall be kept and distributed.

**PROCEDURE:** After approval by the International Chapter, the following persons will receive all International Chapter minutes:

1. Current International Chapter members
  2. Retiring International Chapter members (4 years)
  3. All Past International Presidents and any International Executive Board Chairmen who have not been an International President, without limit of years.
  4. Auditor
  5. Attorney
- A copy of the meeting study packet will accompany the minutes at the time of distribution to International Chapter Members.
  - The minutes will be distributed within 30 days following a meeting of the International Chapter.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Information	May 16 - 18, 1974	p. 2
G. C. Minutes	Adopted	July 1989	p. 4
IC Minutes	Adopted	November 8-10, 2018	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER MINUTES —  
PROCEDURE FOR APPROVAL

**Page:** 1 of 1

**Version  
Date:** May 2015

**POLICY:** The minutes of the International Chapter meetings shall be approved by the Minutes Approval Committee.

**PROCEDURE:** Members of the Minutes Approval Committee are appointed by the International President.

The minutes of the International Chapter meetings shall be approved by the Minutes Approval Committee with the following procedure:

1. A draft of the minutes will be sent by Headquarters to members of the Minutes Approval Committee, the International Executive Board Chairman and the International President within 15 days of the meeting.
2. After the Minutes Approval Committee, International Executive Board Chairman and International President have studied, edited and approved the minutes, they will be returned to Headquarters to be distributed.
3. The Minutes Approval Chairman moves that the minutes be approved as received. After discussion and/or correction, the International Chapter will vote to approve the minutes as dispersed or corrected.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	Nov. 15-17, 1996	p. 5
IEB Minutes	Motion	May 1-2, 2015	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER  
OFFICER ELECTION NEWS BRIEF

**Page:** 1 of 1

**Version**  
**Date:** Dec 12, 2007

**POLICY:** A letter will be sent to the school superintendent and/or supervisor and a news release shall be sent to the local media to acknowledge the election of new International Chapter members.

**PROCEDURE:** Headquarters will mail this informational letter immediately following the International Convention.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Information	August 13, 1971	p. 2
G. C. Minutes	Adopted	July 20, 1989	p. 4
IC Minutes	Motion	Nov 11-12, 2007	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER  
POLICIES AND PROCEDURES

**Page:** 1 of 1

**Version  
Date:** November 2019

**POLICY:** In order for the International Chapter to perform its duties and fulfill its responsibilities, certain policies and procedures are adopted and implemented.

**HISTORICAL  
EXPLANATION:** International President, 1983-1985, appointed a committee to study the operation of International Chapter, and to serve on the International Chapter Written Policies Committee.

International President, 1985-1987, appointed a committee to research written policies and procedures and to put them into a more workable vehicle.

International President, 1987-1989, appointed a committee to develop International Chapter Policies and Procedures into a written format, to include dates, authorization and current procedures. The new format is to reflect the progression of policies from their inception to the most recent policy.

**PROCEDURE:** The International Chapter Policies and Procedures shall be updated within 60 days following a meeting of International Chapter.

1. Once the minutes of the International Chapter meeting have been approved and distributed, the Executive Director will identify documents and forms which require updates according to actions taken by International Chapter and will assign Headquarters staff to perform such updates.
2. The International Chapter Committee Liaison shall forward the corrected document or form to the Executive Director within seven days following the International Chapter meeting, as appropriate.
3. A record will be kept of documents and forms requiring updates, along with the staff responsible for doing so and the date completed.
4. The Executive Director will verify that each revised document or form is updated in all locations where it may be found.
5. Updates to documents and forms shall be completed within 30 days of the minutes.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	July 29, 1983	p. 2
G. C. Minutes	Motion	July 26, 1985	p. 2
G. C. Minutes	Motion	November 13 - 14, 1987	p. 2
G. C. Minutes	Motion	July 20, 1989	p. 4
IC Minutes	Motion	November 11-12, 2018	p. 5
IC Minutes	Motion	November 10-11, 2019	p.7-8

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL CHAPTER  
TRAVEL REQUESTS

**Page:** 1 of 1

**Version  
Date:** July 1989

**POLICY:** All travel by International Chapter members must be approved.

**PROCEDURE:** Travel, not previously approved by the International Executive Board, must be authorized by the Chairman of the International Executive Board.

If the International Executive Board Chairman is not available, the order of contact is as follows:

1. Vice Chairman of the International Executive Board
2. International President
3. International President-Elect
4. Any International Executive Board Member.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Information	August 13, 1971	p. 1
G. C. Minutes	Information	August 3, 1973	p. 3
Ex. Bd. Minutes	Motion	March 17, 1989	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** I.C.P. — INTERNATIONAL  
PRESIDENT-ELECT'S REPORT

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:** The International President-Elect will present a biennial report to the International Council of Presidents.

**PROCEDURE:** The International President-Elect will present this report at the I.C.P meeting preceeding the International convention.

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Motion	November 17 - 18, 1989	p. 4
IEB Minutes	Motion	November 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**



# **ALPHA DELTA KAPPA INTERNATIONAL COUNCIL OF PRESIDENTS GUIDELINES**

## **HISTORY**

The International Council of Presidents is the outgrowth of a State Presidents' Committee meeting at the first Alpha Delta Kappa Convention in 1955. The State Presidents' Committee became the State Presidents' Council at the pre-convention meeting of state presidents in 1957. Membership included the State Presidents and the Immediate Past State Presidents. Members of International Chapter served as ex-officio members. In 1959, the Executive Board approved the addition of the President of the Council to International Chapter by virtue of her office. The State Presidents' Council became the International Council of Presidents in 1975 by vote of the state presidents. Today's membership includes the Immediate Past S/P/N President, the S/P/N President and the S/P/N President-Elect. In 2016, the office of President of the International Council of Presidents was respectively retired by the International Executive Board and the International President-Elect assumed the responsibilities formerly assigned to the ICP President.

## **I. PURPOSE OF THE INTERNATIONAL COUNCIL OF PRESIDENTS**

The purposes of the International Council of Presidents shall be:

- A. To promote the purposes of Alpha Delta Kappa;
- B. To bring the President, President-Elect, and Immediate Past President of each state, province, or nation into an active, friendly atmosphere to exchange ideas;
- C. To provide leadership development opportunities for council members;
- D. To promote fellowship and fraternity education rather than to function as a policy making body; and
- E. To problem solve and share solutions.

## **II. MEMBERSHIP**

- A. The President, President-Elect, and Immediate Past President of each state, province, or nation in which Alpha Delta Kappa Chapters are organized shall comprise the membership of the International Council of Presidents.
- B. Each member of the Council shall be a delegate and will be entitled one vote, which is not transferable.

## **III. MEETINGS**

A meeting of the International Council of Presidents shall be held in conjunction with the International Convention.

## **IV. FEES**

Fees shall be levied only with authorization of the International Executive Board.

## **V. EXPENSES**

Expenses of the International President-Elect shall follow International Chapter guidelines.

## **VI. OFFICERS**

- A. The Secretary, Sergeant-at-Arms and Chaplain, the other officers of the International Council of Presidents, shall be appointed by the International President-Elect from the S/P/N Presidents who will be Immediate Past S/P/N Presidents at the conclusion of the first year of the International biennium.

## **VII. DUTIES OF THE OFFICERS**

- A. The International President-Elect shall
  1. Attend all International Chapter meetings;
  2. Present a written officer's report of her activities to International Chapter for each meeting;
  3. Appoint the Council Secretary, Sergeant-at-Arms and Chaplain;
  4. Appoint committees needed for the functioning of the Council at the International Convention;
  5. Instruct the Secretary, Sergeant-at-Arms and Chaplain of their duties.
  6. Plan the agenda and preside at the meeting of the International Council of Presidents;
  7. Submit a written report to the Council and to the International Convention;
  8. Prepare a monthly newsletter to be posted on the website and distributed to the S/P/N Presidents in the Friday mailing from Headquarters. International Council of Presidents, International Chapter members and regional mentors will be notified by e-mail with a direct link to the newsletter each time it is posted;
  9. Distribute additional communications through the emails from Headquarters and have them posted on the website.
  10. Review each S/P/N's newsletter for inaccuracies and inconsistencies.
  11. Contact the S/P/N Presidents about incorrect information included in the content of their newsletters in order for corrections to be made.
- B. The Secretary shall
  1. Keep an accurate record of the meeting of the International Council of Presidents; and
  2. Submit a copy of the proceedings of the International Council of the Presidents' meeting to the International President-Elect and to Headquarters.
- C. The Sergeant-at-Arms shall
  1. Be responsible for staffing the meeting doors;
  2. Appoint assistants as needed;
  3. Assist the President of the Council as needed.
- D. The Chaplain shall
  1. Prepare and give a thought for the day at the meeting of the International Council of Presidents at the International convention; and
  2. Submit the thought for the day in written form to the International Council of Presidents' Secretary for inclusion in the minutes of the International Council of Presidents.

## **VIII. VACANCIES**

- A. If a vacancy in the office of Secretary, Sergeant-at-Arms or Chaplain of the International Council of Presidents occurs between Conventions, the International President-Elect shall appoint a person to fill the office.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL OFFICER RESPONSIBILITIES

**Page:** 1 of 1

**Version**  
**Date:** November 2020

### POLICY:

Officer responsibilities are listed in detail in the Handbook of Alpha Delta Kappa.

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

Access IVP Guidelines:

[https://www.alphadeltakappa.org/ADK/Library/Intl Reg and District Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Intl_Reg_and_District_Documents.aspx)

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 12, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL OFFICER VACANCIES

**Page:** 1 of 1

**Version  
Date:** July 1989

**POLICY:** With the exception of the offices of International President and International President-Elect, vacancies among the International Officers occurring between conventions shall be filled by International Chapter.

**PROCEDURE:** SEE: Constitution Article V — Sections 3, 4, 5, 6.

<u>SOURCE</u>	<u>HISTORY/AUTHORIZATION</u> <u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
<u>Constitution</u>	Article V, Sections 3, 4, 5, 6	January 15, 1989	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL PRESIDENT  
APPRECIATION GIFT

**Page:** 1 of 1

**Version**  
**Date:** April 20, 2005

**POLICY:** An appreciation gift shall be presented to the International President at the time of completion of her term as president.

**PROCEDURE:** The gift will be selected and presented by the International President-Elect on behalf of the chapter.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 12, 2004	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL PRESIDENT'S  
INTERNATIONAL TRAVEL

**Page:** 1 of 1

**Version**  
**Date:** May 2018

**POLICY:** The International President may visit Mexico, Jamaica, the Canadian provinces, and Puerto Rico during her biennium.

**PROCEDURE:** The source for funding the travel is the International Expansion Fund.

The International President may request that the International Executive Board Chairman visit a Province or Nation as her alternate representative, during the biennium.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 12-13, 1999	p. 10
IEB Minutes	Motion	May 18-19, 2018	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** LIABILITY INSURANCE  
– OFFICERS AND DIRECTOR

**Page:** 1 of 1

**Version**  
**Date:** May 1988

**POLICY:** Officers and Directors Liability insurance is carried.

**PROCEDURE:** Details of this policy are available at Headquarters.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 14 - 17, 1980	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** SCHOOL DISTRICT – SUBSTITUTE NEEDED

**Page:** 1 of 1

**Version  
Date:** May 1988

### **POLICY:**

When required, Alpha Delta Kappa will reimburse a school district for expenses incurred in paying a substitute for a International Chapter member's absence from school. This reimbursement applies to a International Chapter member's absence from school when she participates in Alpha Delta Kappa Executive Board and International Chapter meetings and while performing other official assignments.

### **PROCEDURE:**

The International Chapter member informs the Executive Director of the need for the school system to be reimbursed. Also, she informs the school district for the procedure it is to follow and provides it with such information as the billing address.

The school district in turn submits a bill to Alpha Delta Kappa Headquarters that indicates the dates for which a substitute was hired and the cost incurred for the substitute.

Headquarters in turn issues a check to the school district and notifies the International Chapter member of the action.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 13-14, 1998	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** INTERNATIONAL VICE PRESIDENTS OF THE  
REGIONS--  
ASSIGNMENTS TO S/P/N CONVENTIONS

**Page:** 1 of 1

**Version  
Date:** Nov 2008

**POLICY:** The International Vice President shall be assigned to attend state/provincial/national conventions in her own region.

**PROCEDURE:** Assignments will be made by the International President in consultation with the International Vice President and International Executive Board Chairman at the November International Chapter Meeting of the odd year.

The assigned representative shall be prepared to install officers, give the International Chapter report, serve as a consultant/resource person, deliver a speech if requested and perform any other duty assigned.

When two or more S/P/N conventions are scheduled on the same date in a region, an alternate International Chapter Representative will be assigned.

The alternate shall be a current or Immediate Past International Chapter member.

The alternate will be advised of any problem areas in the state/province/nation and will be apprised of recent International Chapter action.

The International Vice President shall visit, if possible, each state/province/nation within her region during the two year term of office

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	July 10 - 11, 1984	p. 3
G. C. Minutes	Motion	May 17 - 19, 1984	p. 6
G. C. Minutes	Motion	November 15-17, 1996	p. 6
IC Minutes	Motion	November 14-15, 2008	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:**

ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:**

INTERNATIONAL VICE PRESIDENTS OF  
THE REGIONS-- ALTERNATE  
REPRESENTATION AT S/P/N CONVENTIONS

**Page:** 1 of 1

**Version**

**Date:** July 1989

Assignment of Alternate International Chapter Representation at S/P/N conventions will be made when the Regional International Vice President cannot attend.

SEE: Policy and Procedure under  
Subject: Regional International Vice Presidents  
Section: Assignments - States/Provinces/Nations  
Procedure, Paragraphs 2 - 5

**SOURCE**

G. C. Minutes

**HISTORY/AUTHORIZATION****ACTION**

Motion

**DATE**

May 17 - 19, 1984

**PAGE**

p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL CHAPTER

**SECTION:** STATE/PROVINCIAL/NATIONAL  
OFFICER INSTALLATION

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:** Headquarters will pay the cost of the International logo pins for S/P/N officer installations.

**PROCEDURE:** 1. Headquarters will ship sufficient International logo pins for all officers being installed in each S/P/N to the installing appointee.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 15-16, 1996	p. 5

**ALPHA DELTA KAPPA**

# **Chapter 4**

**AΔK**

**International  
Executive Board**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** AUTHORITY

**Page:** 1 of 1

**Version  
Date:** June 1995

**POLICY:** Alpha Delta Kappa shall be governed by its Articles of Incorporation, implemented by its Constitution and Bylaws.

**PROCEDURE:**

1. The Constitution provides for a Board of Directors, also known as the International Executive Board, whose qualifications, election procedures and tenure are delineated in Article IV, Section 2 - 7.
2. The International Executive Board is vested with certain powers as prescribed in Article IV, Section 9 of the Constitution.
3. The International Executive Board shall:
  - a. Assess dues and set the amount of initiation fees. \*When feasible the vote for dues increase will take place in odd- numbered years.
  - b. Make final administrative decisions for Alpha Delta Kappa.
  - c. Carry out the policies of Alpha Delta Kappa.
  - d. See that the Constitution of Alpha Delta Kappa is not violated.
  - e. Enter into contracts on behalf of Alpha Delta Kappa for official insignia.
  - f. Serve as a trustee of the Alpha Delta Kappa Foundation.
  - g. Enter into contracts or Letters of Engagement for the employment of the Executive Director, Executive Assistant and the Treasurer.
  - h. Have the sole authority to amend the Articles of Incorporation and the Constitution of Alpha Delta Kappa.
  - i. Designate a specific time for its regular meetings.
  - j. Hold special meetings.
  - k. Update International Executive Board Policies and Procedures for each biennium.

\*Rationale: This statement was added in an effort to prevent a simultaneous dues increase at both S/P/N and International levels, thus spreading out the financial load.

## HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
<u>Constitution</u>	Article IV, Sec. 1		
Amended	Article IV, Sec. 1 - 9	January 15, 1989	
Amended	Article IV, Sec. 9, A-K	May 20, 1995	
Amended	Article IV, Sec.2 - 7	May 1996	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** BIENNIUM SUMMARY -  
EXECUTIVE BOARD CHARMAN

**Page:** 1 of 1

**Version**  
**Date:** Nov. 2009

**POLICY:** To provide continuity, the International Executive Board Chairman will prepare a written summary of actions taken by International Executive Board during the biennium.

**PROCEDURE:**

1. The Chairman of the Executive Board will use the Minutes of each International Executive Board Meeting to prepare the Biennium Summary.
2. Immediately following the end of her term, the then Immediate Past International Executive Board Chairman will send the Biennium Summary to Headquarters for distribution to the current International Executive Board and the original included in the official minutes book.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
EB Minutes	Motion	Nov. 13-14, 2009	p. 3

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** BOARD MEETINGS — Regular

**Page:** 1 of 1

**Version  
Date:** May 1989

**POLICY:** The International Executive Board shall have regularly scheduled meetings.

**PROCEDURE:**

The Constitution gives the International Executive Board power to designate specific times for its regular meetings.

The International Executive Board shall meet at International Headquarters in May and November of each year.

The International Executive Board shall also meet immediately preceding and following each International convention at the convention site.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Constitution	Article IV, Section 11, h		
Amended	Article IV, Section 10, i	January 15, 1989	
Ex. Bd. Minutes	Motion	May 19, 1989	p. 1

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** BOARD MEETINGS - SPECIAL

**Page:** 1 of 2

**Version**  
**Date:** Mar 2019

**POLICY:** The Constitution gives the International Executive Board power to hold special meetings under certain conditions.

**PROCEDURE:** Special meetings shall be held under the following conditions:

1. Upon reasonable notice, at the call of the Chairman, or, in her absence or inability to act, the Vice-Chairman, or by the next ranking officer of the International Executive Board who is able to act. (Acting Chairman)
2. At the written request of any five (5) voting members of the International Executive Board, who shall cause a special meeting to be called by any officer of the International Executive Board upon the sending of seven days' written notice thereof to all members of the International Executive Board, which request and notice shall specify the purpose of the meeting and the sole business to be transacted at such meeting.
3. By telephone, video or audio, blog or email at the call of the Chairman or the next ranking officer of the International Executive Board who is able to act, with any resulting action being ratified at the next regular meeting in order to become an official act of the Board.

Special meetings shall adhere to the following procedures:

1. The Chairman, or the Acting Chairman, shall inform all Board Members of the date of the special meeting.
2. An agenda and all necessary documents for consideration shall be provided to all members, allowing appropriate time for review prior to the meeting.
3. The executive director will maintain a record of the proceedings.
4. In the case of a video or audio conference, all procedures for conducting business at a regular meeting shall be in place.
5. In the case of a blog or discussion by email, the Standing Rules for Email Meetings and the Voting process by email shall be used as protocol. (see supporting document that follows this policy).
6. The Chairman or the Acting Chairman will inform the Executive Board of the result of the vote, including the tally by members.
7. All electronic votes will be ratified at the next regular meeting of the Executive Board.

### HISTORY/AUTHORIZATION

**SOURCE**

IC Minutes

**ACTION**

Motion

**DATE**

Nov 12-14, 2005

**PAGE**

p. 6

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** CONSENT AGENDA

**Page:** 1 of 1

**Version  
Date:** Dec 12, 2007

**POLICY:** Consent agendas will be used at both International Executive Board and International Chapter meetings.

**PROCEDURE:**

At the beginning of the meeting, the person chairing the meeting will present the consent agenda. Items may be added or removed from the consent agenda on the request of any one member. Items not removed may be adopted by motion without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Motion	Motion	Nov 9-10, 2007	p. 4

**ALPHA DELTA KAPPA**

## **GUIDELINES FOR EMAIL MEETING VOTING PROCESS**

The following process was explained and recommended to us by Ginny Altman, National Association of Parliamentarians. It explains the process of discussing and voting on issues by e-mail when distance prohibits IEB or IC from convening face to face.

1. EMAIL Meetings will be limited to discussion of one item.
2. All communication goes directly, and only, to the presiding officer. Members will not REPLY ALL.
3. The communication of anyone who uses a REPLY ALL will be nullified, erased, and not considered by the group.
4. The presiding officer will state the MOTION and duration of the meeting. For example, "The motion and second has been made (give details). The meeting will convene on Tuesday at 12:00 PM CT and will conclude on Thursday 3/15 at 12:00 PM CT. Please acknowledge to the presiding officer, that you will be present at the meeting.""
5. The presiding officer has the option of forwarding responses to the secretary (Executive Director), but members should not forward those to the secretary.
6. Once the meeting is in session, the presiding officer will periodically cut and paste responses and will send them to the group, numbering that communication. e.g. COMMUNICATION 1, COMMUNICATION 2...
7. Within each communication block, each person is limited to sharing ONE comment for discussion. A point of information (question for clarification) or a point of order is not considered a comment for discussion. The presiding officer controls the communications. The presiding officer may respond to the point. All points and responses shall be shared with the voting members.
8. When it is time for the vote, the presiding officer identifies the response window for voting. e.g., Voting will take place from 2:00 PM (CT) Thursday, March 15 to Friday, March 16 at 5:00 PM (CT).
9. If a person proposes an amendment, the presiding officer may ask the president-elect, or other designee, to be the second. Discussion continues on the amendment as described above. A new communication block will begin immediately and be limited to discussion on the amendment.
10. The presiding officer will present a report to the group. e.g., The vote CARRIED with 15 in favor, 5 opposed. Only the presiding officer will know how people voted.
11. (AΔK policy) Votes taken at email meetings will be ratified at the next face to face group meeting and entered into the minutes as a permanent record.
12. An online survey, such as a Google Doc survey, may be used to determine if the voters will be available to participate in the EMAIL Meeting and Vote.
13. An online survey, such as a Google form, may be used for voters to cast their ballots. Extreme care must be taken when creating the form for voting so voters may not see the results, only the presiding officer.

### **OTHER NOTES FROM THE PARLIMENTARIAN:**

A conference call, such as a GoToMeeting is an electronic meeting and is managed similarly to a face to face meeting. During a GoToMeeting, the presiding officer may ask a member to take notes. If an amendment is made to the motion, a written copy must be emailed to the presiding officer and the GoToMeeting administrator so it can be posted for viewing.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** CODE OF CONDUCT

**Page:** 1 of 1

**Version  
Date:** May 23, 2005

**POLICY:** The International Executive Board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. The Alpha Delta Kappa Code of Ethics and the association's Articles of Incorporation, Constitution, Bylaws and the Executive Board Policy and Procedure Manual serve as the basis of the legal obligations of association volunteers—specifically the obligations of fiduciary duties, conflicts of interest and confidentiality.

**PROCEDURE:**

In light of increasing interest by state and federal lawmakers to apply the American Competitiveness and Corporate Accountability Act of 2002 (Sarbanes-Oxley Act) to nonprofit organizations, Alpha Delta Kappa International Executive Board members will sign the Code of Conduct and Commitment to Serve Agreement at the beginning of the term and annually throughout the term. The forms will be distributed by the executive director and kept on file at Headquarters.

If any change occurs, it is the responsibility of the Board member to notify Alpha Delta Kappa immediately. Disclosure information shall be accessible to Alpha Delta Kappa members to the extent permitted by federal law.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB	Motion	May 13-14, 2005	p. 5

**ALPHA DELTA KAPPA**

## **ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD CODE OF CONDUCT AND COMMITMENT TO SERVE AGREEMENT**

As a member of the International Executive Board, I agree to:

- Be loyal to the membership.
- Receive no compensation for services rendered as an officer, director or committee member of the association.
- Always act in good faith in the best interest of Alpha Delta Kappa.
- Be familiar with all of Alpha Delta Kappa's governing documents.
- Ensure that all activities initiated on behalf of Alpha Delta Kappa are consistent with the mission, purposes, Articles of Incorporation, Constitution, Bylaws and policies.
- Attend all Board meetings, unless excused.
- Maintain the confidentiality of information received for governance and decision-making at Board meetings.
- Keep Board deliberations private and confidential.
- Be properly prepared for Board deliberation and render all decisions based on available facts, exercising the utmost good faith and avoiding self-dealing when rendering such decisions.
- Read meeting minutes and ensure they accurately reflect comments and actions.
- Read and understand the financial statements and assist the Board in fulfilling its fiduciary responsibility.
- Support all actions taken by the Board even when I may be in a minority position on such actions.
- Serve on Board and International Chapter committees and report progress.
- Participate in Alpha Delta Kappa conferences, conventions and events.
- Promote membership to colleagues in the profession.
- Identify and nurture future leaders.
- Represent Alpha Delta Kappa in a positive and supportive manner at all times and in all places.
- Desist from using my Board position to promote personal business interest.
- Desist from profiting or attempting to profit financially from confidential information gained as a result of my Board position.
- Disclose potential conflicts of interest regarding any matters that come before the Board and abstain from voting on any matter in which I have a conflict of interest.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** COMPENSATION AND BENEFITS

**Page:** 1 of 1

**Version**  
**Date:** May 23, 2005

**POLICY:** Members of Alpha Delta Kappa's International Executive Board and International Chapter do not receive compensation or benefits for services rendered as an officer, director or committee member of Alpha Delta Kappa.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB	Motion	May 13-14, 2005	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** CONFIDENTIAL INFORMATION

**Page:** 1 of 1

**Version**  
**Date:** February 22, 2002

**POLICY:** The information discussed in International Executive Board meetings is confidential.

**PROCEDURE:** The International Executive Board Chairman will inform International Chapter of the information which can be made public to all members.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	July 15, 1975	p. 8
Ex. Bd. Minutes	Motion	July 8 - 19, 1987	p. 2
IEB Minutes	Motion	November 14-15, 2001	p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** CONFLICTS OF INTEREST

**Page:** 1 of 1

**Version  
Date:** Nov 14 - 15

**POLICY:** This policy was established to: (1) define conflicts of interest; (2) identify classes of individuals within Alpha Delta Kappa covered by this policy; (3) facilitate disclosure of information that may help identify conflicts of interest; and (4) specify procedures to be followed in managing conflicts of interest.

### PROCEDURE:

- 1. Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the organization may benefit financially from a decision he or she could make in the capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
- 2. Individuals covered.** Persons covered by this policy are Alpha Delta Kappa officers, directors and employees.
- 3. Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the Chairman of the International Executive Board on a form provided by the Executive Director their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations to those of family members.
- 4. Procedures to manage conflicts** For each interest disclosed to the Chairman of the Board, the Chairman will determine to (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the organization; or (d) ask the person to resign from his or her position in the organization or, if the person refuses to resign, become subject to possible removal in accordance with the organization's removal procedures. The Executive Director will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chairman of the Board in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 13-14, 2005	p. 5
IEB Minutes	Motion	November 14, 2008	p. 3

## Alpha Delta Kappa

### Conflict of Interest Information Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Alpha Delta Kappa's Policy on Conflicts of Interest) arising.

*I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Alpha Delta Kappa that is currently in effect.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Policy on Conflicts of Interest**

### **and Disclosure of Certain Interests**

This conflict of interest policy is designed to help directors, officers and employees of Alpha Delta Kappa identify situations that present potential conflicts of interest and to provide Alpha Delta Kappa with a procedure which will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with Missouri Statutes governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in the state statute, the statute shall control. (All capitalized terms are defined in Part 2 of this policy.)

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests.

(i) A Contract or Transaction between Alpha Delta Kappa and a Responsible Person or Family Member.

(ii) A Contract or Transaction between Alpha Delta Kappa and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

B. Outside Activities.

(i) A Responsible Person competing with Alpha Delta Kappa in the rendering of services or in any other Contract or Transaction with a third party.

(ii) A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with Alpha Delta Kappa in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

(i) does or is seeking to do business with, or is a competitor of Alpha Delta Kappa; or

(ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Alpha Delta Kappa;

(iii) is a charitable organization operating in Missouri;

under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Alpha Delta Kappa.

2. Definitions.

A. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

B. A "Responsible Person" is any person serving as an officer, employee or member of the Board of Directors of Alpha Delta Kappa.

C. A "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.

E. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by Alpha Delta Kappa. The making of a gift to Alpha Delta Kappa is not a Contract or Transaction.

3. Procedures.

A. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

B. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken,

unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Alpha Delta Kappa has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

E. Responsible Persons who are not members of the Board of Directors of Alpha Delta Kappa, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Alpha Delta Kappa's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Alpha Delta Kappa. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Alpha Delta Kappa for the personal profit or advantage of the Responsible Person or a Family Member.

5. Review of policy.

A. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

B. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to Alpha Delta Kappa. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

C. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** ELECTION PROCEDURES — FOUR-YEAR  
INTERNATIONAL EXECUTIVE BOARD  
MEMBERS

**Page:** 1 of 3

**Version  
Date:** May 2018

**POLICY:** Before the expiration of the term of office of a four-year member, a successor shall be elected by the International Executive Board.

- PROCEDURE:**
1. The election of two new Four-Year Members of the International Executive Board shall be held in May of the even year.
  2. An Election Committee will be appointed by the International Executive Board Chairman at the beginning of each biennium.
  3. The committee shall distribute to each International Executive Board Member an updated list of past International Chapter members, which includes each person's experience at the International level. That list will include seated International Chapter members who have previously served at least one term on International Chapter. (The list is complete even though some of those appearing on the list are not eligible to become International Executive Board Members at this time. Others are in ill health or incapacitated.) The Constitution [Amended 2016] Article IV, Section 4, states the qualifications.
  4. Each Board Member will select the names of six (6) eligible members and send her list in an unmarked envelope titled "ballot to Headquarters by the May study packet due date. These lists will be tallied by the Election Committee and the top six (6) names will be presented to the Board for election at the May meeting of the even numbered year. In the case of a tie at the sixth position, all names in that tie will be presented to the Executive Board.
  5. Discussion will be held regarding the candidates, led by the Executive Board Chairman.

## HISTORY/AUTHORIZATION

### SOURCE

Constitution  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
IEB Minutes  
IEB Minutes

### ACTION

Article IV, Section 6  
Consensus  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion

### DATE

Amended May 1990  
November 14-15, 1990  
May 17-18, 1991  
November 14-15, 1991  
May 14-15, 1993  
May 11-12, 1994  
May 19-20, 1995  
November 8-9, 1995  
November 14-16, 2014  
May 18-19, 2018

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**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA Kappa INTERNATIONAL EXECUTIVE BOARD

**SECTION:** ELECTION PROCEDURES — FOUR-YEAR  
INTERNATIONAL EXECUTIVE BOARD  
MEMBERS

**Page:** 2 of 3

**Version  
Date:** May 2018

- PROCEDURE:**
6. Following discussion, each Board Member will be given a ballot on which to select three of the names presented and rank the three. The first choice will receive three (3) points; the second choice will receive two (2) points; the third choice will receive one (1) point.
  7. The points will be compiled in the presence of the International Executive Board. The 2 persons with the greatest number of points will be elected the new Board Members.
  8. In the event of a tie of two persons receiving the greatest number of points for the new four-year Board Members, both will be accepted. If there is a tie of more than two persons, a revote of those tied will be taken. International Executive Board Members will vote for two candidates by indicating First and Second Choices. The first choice will receive three (3) points and the second choice will receive two (2) points. The two receiving the highest number of points will be elected. In the event of a tie of the persons receiving the second highest points, a revote will be taken between the candidates. International Executive Board Members will vote for one candidate. The one receiving the highest number of points will be elected. If ties occur, voting will continue until a member is elected.
  9. The newly elected four-year Board Members will be called immediately and asked to accept the position verbally. A letter from Headquarters to confirm the election and to request their acceptance in writing will follow.
  10. In the event that one of the persons elected is unable to accept this responsibility, the person with the third highest number of points will be offered the position. In the case of a tie at the third position, the same procedure will be used as stated in procedure #7.

## HISTORY/AUTHORIZATION

### SOURCE

Constitution  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
Ex. Bd. Minutes  
IEB Minutes  
IEB Minutes

### ACTION

Article IV, Section 6  
Consensus  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion

### DATE

Amended May 1990  
November 14-15, 1990  
May 17-18, 1991  
November 14-15, 1991  
May 14-15, 1993  
May 11-12, 1994  
May 19-20, 1995  
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**ALPHA DELTA Kappa**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** ELECTION PROCEDURES — FOUR-YEAR  
INTERNATIONAL EXECUTIVE  
BOARD MEMBERS

**Page:** 3 of 3

**Version  
Date:** May 2018

**PROCEDURE:**

11. In the event that neither of the two top point recipients can accept, another election will be held of the remaining candidates.
12. The master list of candidates and points balloted shall be kept by the Executive Director at Headquarters until the installation at the following International Convention.
13. The names of newly elected members will be announced in June of the even-numbered year, along with eligibility requirements and/or qualifications. Photos will be included in the April *KAPPAN* of the odd-numbered years.

## HISTORY/AUTHORIZATION

**SOURCE**

**ACTION**

**DATE**

**PAGE**

Constitution	Article IV, Section 6	Amended May 1990	
Ex. Bd. Minutes	Consensus	November 14-15, 1990	p. 5
Ex. Bd. Minutes	Motion	May 17-18, 1991	p. 5
Ex. Bd. Minutes	Motion	November 14-15, 1991	p. 5
Ex. Bd. Minutes	Motion	May 14-15, 1993	p. 5
Ex. Bd. Minutes	Motion	May 11-12, 1994	p. 7
Ex. Bd. Minutes	Motion	May 19-20, 1995	p. 11
Ex. Bd. Minutes	Motion	November 8-9, 1995	p. 5
IEB Minutes	Motion	November 14-16, 2014	p. 2
IEB Minutes	Motion	May 18-19, 2018	p. 5

**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** ELECTION PROCEDURES -  
INTERNATIONAL EXECUTIVE BOARD  
CHAIRMAN AND VICE-CHAIRMAN

**Page:** 1 of 1

**Version**  
**Date:** May 20, 2015

**POLICY:** The International Executive Board shall elect from among its members, a Chairman and Vice Chairman, who shall serve until her successor is duly elected.

**PROCEDURE:** The Chairman and Vice Chairman are elected at the first meeting of the International Executive Board following each International Convention.

## CHAIRMAN OF THE BOARD

The outgoing chairman of the International Executive Board shall conduct the election for her successor at the first meeting of the International Executive Board in the new biennium. The executive director shall assist in counting the votes.

1. Explain the eligibility requirements for the position of International Executive Board Chairman. She must have previously served two years on the International Executive Board.
2. The outgoing Chairman shall name all International Executive Board members who are eligible for the position and ask them if they are willing to serve, if elected. Voting will be conducted by paper ballot.
3. Each member casts one vote for Chairman from among those qualified who would be willing to serve. If there is a tie for first place, members vote again with only the names of the tied members. Whoever receives one more than half of the votes is named Chairman of the International Executive Board.
4. If after three re-votes a tie continues, the Chairman shall take two pieces of clean white paper and she shall write "Congratulations" on one of them, fold both papers, and place them in a container. Each of the members in the tie draws a piece of paper.
5. The person who draws the congratulatory message is declared Chairman of the Board."

## VICE CHAIRMAN OF THE BOARD

1. The Vice Chairman of the Board shall have had at least two years previous experience on the Executive Board.
2. The newly elected Chairman runs the election for Vice Chairman following the same procedure as for Chairman.

## OTHER POSITIONS ON INTERNATIONAL EXECUTIVE BOARD

- Other positions to be filled on International Executive Board International Executive Board Chaplain and International Executive Board Sergeant-at-Arms. Chaplain and Sergeant-at-Arms may, at the discretion of the Chairman, rotate among IEB Members.
- Members shall express interest by writing their names and all positions in which they are interested on individual papers, submitting them to the chairman. The Chairman will fill roles based on the interests expressed and will inform members of their new International Executive Board responsibilities.

## HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 1-2, 2015	p.5
IEB Minutes	Motion	November 14-15, 2001	p.4-5
IEB Minutes	Motion	May 20-21, 2017	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL EXECUTIVE BOARD  
CHAIRMAN - APPRECIATION GIFT

**Page:** 1 of 1

**Version**  
**Date:** April 20, 2005

**POLICY:** An appreciation gift shall be presented to the International Executive Board Chairman at the time of completion of her term as chairman.

**PROCEDURE:** The gift will be selected and presented by the International Executive Board Vice Chairman on behalf of the board.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 12 - 13, 2004	p. 11

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## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL EXECUTIVE BOARD  
CHAIRMAN/INTERNATIONAL PRESIDENT

**Page:** 1 of 1

**Version**  
**Date:** November 2019

**POLICY:** The International Executive Board Chairman and the International President shall be reimbursed for expenses incurred in meeting at Headquarters following installation and prior to September 1 in the odd-numbered years.

**PROCEDURE:** Expenses will be reimbursed as outlined in Policies and Procedures, Expenses Section: International Executive Board Members.

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 9 - 10, 2007	p. 3
IEB Minutes	Motion	May 14 - 15, 2008	p. 4
IEB Minutes	Motion	May 18-19, 2018	p. 5
IEB Minutes	Motion	November 8-9, 2019	p.6-7

ALPHA DELTA KAPPA

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT: ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD**

**SECTION:** International Executive Board Members-Expenses

**Page:** 1 of 5

**Version Date:**  
Jan 12, 2022

**POLICY:** International Executive Board Members attending International Executive Board and ~~International Chapter~~ meetings shall be reimbursed for their expenses.  
*Constitution-2023 proviso—Proviso is effective at the close of the 2023 International Convention. References to the International Chapter, except in IEB eligibility requirements, shall be deleted.*

**PROCEDURE:** International Executive Board Members shall be reimbursed for the following expenses:

**I. INTERNATIONAL EXECUTIVE BOARD AND ~~INTERNATIONAL CHAPTER~~ MEETINGS**

- A. Reimbursable expenses submitted using the online Expense Report Form with receipts uploaded.
  - 1. Direct transportation to and from Headquarters.
    - a. If flying, obtain the lowest refundable airfare rate receipt. Transportation to and from the airport will be reimbursed. *NOTE: Upon written request, Headquarters will advance the amount needed to purchase an airline ticket for approved travel. This request must be made well in advance of the travel date.*
    - b. If driving, the expense allowance will include mileage at the current organizational reimbursement rate up to the cost of a refundable airline ticket priced two months before the meeting, plus meal expenses and accommodations. *NOTE: Alpha Delta Kappa will pay either the mileage or refundable airfare depending on which is the least costly.*
  - 2. Garage and/or parking fees.
  - 3. Meals in route.
  - 4. Housing will be arranged by Headquarters. International Executive Board Members will share a room when attending International Executive Board and ~~International Chapter~~ meetings.
  - 5. Meal expense will be allowed up to \$50 per day before tax and gratuity, excluding alcoholic beverages. A maximum of \$31 per day meal expense will be allowed on days where breakfast is provided at the hotel and lunch is provided at Headquarters. Meals at the hotel may be charged to your room and will be paid by Headquarters. Obtain receipts for meals not charged to hotel rooms and upload them with your expense report form.
- B. Non-reimbursable expenses
  - 1. Personal telephone calls, valet and any other personal service.
  - 2. Alcoholic beverages.
  - 3. Meals covered in contract with hotel.

II. INTERNATIONAL CONVENTIONS — held in odd-numbered years.

A. Reimbursable expenses submitted using the online Expense Report Form with receipts uploaded.

1. Direct transportation to and from the convention site

- If flying, submit the lowest refundable airfare rate receipt
- Transportation to and from the airport
- Alternatively, direct driving transportation to and from the convention
  - If driving, the expense allowance will include mileage at the current AΔK reimbursement rate up to the cost of a refundable airline ticket priced two months before the meeting, plus meal expenses and accommodations.
  - *NOTE: Alpha Delta Kappa will pay either the actual mileage plus meals and accommodations or refundable airfare depending on the least costly.*

2. Garage and/or parking fees.

3. Housing will be arranged by Headquarters.

4. Meal expense will be allowed up to \$50 per day before tax and gratuity, excluding alcoholic beverage. Meals at the hotel may be charged to your room and will be paid by Headquarters. Obtain a receipt for meals not charged to hotel rooms and attach them to your expense report form.

B. Non-reimbursable expenses

1. Convention registration fee.
2. No meal function included in registration fee or paid by Alpha Delta Kappa.
3. Personal telephone calls, valet and any other personal services.
4. Alcoholic beverages.

III. REGIONAL CONFERENCES - held in each region in the even-numbered years. The Northwest and Southwest Regions have a Joint NW/SW Regional Conference, making six regional conferences.

- The International President (IP) shall attend each regional conference in its entirety.
- The IP assigns an International Executive Board (IEB) member as the Official Representative to each conference. (*Constitution-2023 proviso—The IEB Chairman makes the assignments for the 2022 Regional Conferences.*)

A. Official Representative Assignments:

1. Only one IEB member is assigned to each conference.

2. Priority for these assignments will be given to the International President-Elect (IPE) and those IEB members who have not previously served as an Official Representative. An IEB member may serve as an Official Representative if previously elected to a different office.

Six (6) Regional Conferences priority assignments:

- (1) IPE
- (3) Four-Year Members in their second term (first term, if needed)
- (1) International Vice President for Membership (in a first term)
- (1) Two-Year Member
- (1) Immediate Past International President, if needed

3. IEB members (other than the International President) shall be assigned to attend no more than one regional conference unless no other members are available.
4. An IEB member shall not serve as an Official Representative to the conference in her region unless no other members are available.

B. Official Representative Expenses

1. Reimbursable expenses submitted using the online Expense Report Form with receipts uploaded.
  - a. Conference registration fee, including meal functions
  - b. Direct air transportation to and from the conference
    - o If flying, submit the lowest refundable airfare rate receipt
    - o Transportation to and from the airport
  - c. Alternatively, direct driving transportation to and from the conference
    - o If driving, the expense allowance will include mileage at the current AΔK reimbursement rate up to the cost of a refundable airline ticket priced two months before the meeting, plus meal expenses and accommodations.
    - o *NOTE: Alpha Delta Kappa will pay either the actual mileage plus meals and accommodations or refundable airfare depending on the least costly.*
  - d. Garage and parking fees.
  - e. The room at the conference should be complimentary. If not covered, the expense is reimbursable.
  - f. Meal expenses not provided in the conference registration fee will be allowed up to \$50 per day before tax and gratuity

2. Non-reimbursable expenses
  - a. Personal telephone calls, valet and any other personal services
  - b. Alcoholic beverages

IV. STATE/PROVINCIAL/NATIONAL CONVENTIONS International Executive Board Members assigned to State/Provincial/National conventions will be reimbursed for expenses as outlined below:

- A. Reimbursable expenses submitted using the online Expense Report Form with receipts uploaded.
  1. Direct transportation to and from the convention.
    - a. If flying, obtain refundable airfare. Transportation to and from the airport will be reimbursed.
    - b. If driving, the expense allowance will include mileage at the current organizational reimbursement rate up to the cost of a refundable airline ticket priced two months before the meeting, plus meal expenses and accommodations. NOTE: Alpha Delta Kappa will pay either the mileage or refundable airfare depending on which is the least costly.
  2. Garage and/or parking fees.
  3. Meals in route.
- B. Non-reimbursable expenses
  1. The host State/Province/Nation shall pay housing, meals and convention registration.
  2. Personal telephone calls, valet and any other personal services.
  3. Alcoholic beverages.

## V. ITE VIRTUAL EVENT

International Executive Board Members are invited to attend the ITE Virtual Event activities. IEB Members incur no expenses.

## HISTORY / AUTHORIZATION:

SOURCE	ACTION	DATE
Ex Bd Minutes	Motion	May 17-20, 1978
Ex Bd Minutes	Motion	May 15-16, 1981
Ex Bd Minutes	Motion	Mar 26, 1987
Ex Bd Minutes	Motion	May 15, 1987
Ex Bd Minutes	Motion	Nov 10, 1987
Ex Bd Minutes	Motion	May 11, 1988
Ex Bd Minutes	Motion	Nov 11, 1993
Ex Bd Minutes	Motion	May 11, 1994
Ex Bd Minutes	Motion	May 19-20, 1995
IEB Minutes	Motion	May 18-19, 2006
IEB Minutes	Motion	Nov 9-10, 2007
IEB Minutes	Motion	Nov 13-15, 2014
IEB Minutes	Motion	May 18-19, 2018
IEB Minutes	Motion	May 13, 2020
IEB Minutes	Motion	Jan 12, 2022

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL EXECUTIVE BOARD OFFICERS

**Page:** 1 of 1

**Version  
Date:** November 1997

**POLICY:**

The Alpha Delta Kappa International Executive Board officers include the Chairman, Vice Chairman, Secretary, Sergeant-at-Arms, and Chaplain.

The Executive Board shall elect from among its members, a Chairman and Vice Chairman, who shall each serve until her successor is duly elected.

The Chairman of the Executive Board shall appoint from among Board members, a Sergeant-at-Arms and a Chaplain, who shall each serve until her successor is duly appointed.

The executive director serves as the secretary of the Executive Board.

**PROCEDURE:**

The Chairman and Vice Chairman are elected at the first meeting of the Executive Board following each International Convention.

The Sergeant-at-Arms and Chaplain are appointed prior to the Executive Board's November meeting which follows the International Convention.

**SOURCE**

Constitution

**ACTION**

Article IV, Sec. 8

**DATE**

May 1996

**PAGE**

**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL EXECUTIVE BOARD  
POLICIES and PROCEDURES

**Page:** 1 of 1

**Version**  
**Date:** November 2019

**POLICY:** In order for the International Executive Board to perform its duties and fulfill its responsibilities, certain policies and procedures are adopted and implemented.

**HISTORICAL** The 1985-87 Chairman of the International Executive Board appointed a committee  
**EXPLANATION:** to compile International Executive Board policies and procedures.

Submitted and updated on May 16, 1987.

Adopted by the International Executive Board on July 8, 1987.

The 1987-89 Chairman of the International Executive Board appointed a committee to review and rework the International Executive Board Policies and Procedures into a loose leaf format, which will include dates, authorization, and proper procedures, if relevant. New and/or changed policies will be incorporated into the new format.

**Goal:** Completion by end of biennium.

Adopted by the International Executive Board on May 14, 1988.

**PROCEDURE:** The International Executive Board Policies and Procedures shall be updated within 60 days following a meeting of the International Executive Board.

Once the minutes of the International Executive Board meeting have been approved and distributed, the executive director will identify documents and forms which require updates according to actions taken by International Executive Board and will assign Headquarters staff to perform such updates. The International Executive Board Committee Liaison shall forward the corrected document or form within seven days following the International Executive Board meeting, as appropriate, to the executive director.

1. A record will be kept of documents and forms requiring updates, along with the staff responsible for doing so and the date completed.
2. The executive director will verify that each revised document or form is updated in all locations where it may be found.
3. Updates to documents and forms shall be completed within 30 days of the minutes.

## HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	June 24, 1985	p. 1
Ex. Bd. Minutes	Comm. Appointed	Nov. 13, 1985	p. 6
Ex. Bd. Minutes	Updated	May 15, 1987	p. 7 & 8
Ex. Bd. Minutes	Motion	July 8-17, 1987	p. 3
Ex. Bd. Minutes	Comm. Appointed	Nov. 11, 1987	p. 10
Ex. Bd. Minutes	Motion	May 14, 1988	p. 3
<u>Constitution</u>	Article IV, Section 10, k	Nov. 1988	p. 2
<u>Constitution</u>	Article IV, Section 9, k	May 1995	p. 2-4
<u>IEB Minutes</u>	Adopted	November 8-10, 2018	p. 4
<u>IEB Minutes</u>	Adopted	November 7-8, 2019	p. 6-7

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## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL EXPANSION COMMITTEE

**Page:** 1 of 1

**Version**  
**Date:** February 26, 2002

**POLICY:** International Expansion Committee, an ad hoc committee of the Alpha Delta Kappa International Executive Board, is established to promote expansion on the international level.

**PROCEDURE:**

1. The International Executive Board Chairman shall appoint the committee and its Chairman.
2. The committee shall review the action of the delegates to the 1995 International Convention, the results of the 1995-97 International Chapter study and the November 1996 International Chapter action regarding international expansion.
3. The committee shall:
  - a. Identify areas to be considered for expansion.
  - b. Establish a time line.
  - c. Recommend strategies for exploring the feasibility of expansion in identified areas.
  - d. Identify members with outstanding leadership and interpersonal skills to assist expansion in the identified geographical areas.
4. The Chairman shall present recommendations to the International Executive Board.

SEE: Guidelines  
Expansion Plan Outline  
Success Indicators for International Expansion  
H-109, H-110

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Consensus	November 4, 1998	p. 14
IEB Minutes	Motion	May 12, 1999	p. 8
IEB Minutes	Motion	November 14-15, 2001	p. 4

**ALPHA DELTA KAPPA**



## INTERNATIONAL EXPANSION COMMITTEE GUIDELINES

The International Expansion Committee is an ad hoc committee of the Alpha Delta Kappa Executive Board.

### **Operating Procedures**

1. The Executive Board Chairman shall name the committee and its chairman.
2. The committee shall review the action of the delegates to the 1995 International Convention, the results of the 1995-1997 International Chapter study and the November 1996 International Chapter action regarding international expansion.
3. The committee shall determine targeted areas upon approval of the Executive Board.
4. The committee shall identify and recruit sisters with outstanding leadership and personal skills who reside in the United States to act as a liaison and expansion leaders who reside in the targeted area to assist in the geographic areas identified for expansion.
5. The committee shall recommend strategies for exploring the feasibility of expansion in targeted areas.
6. The nation or province requests approval to establish possible chapters by notifying Headquarters/ International Expansion Committee chairman.
7. The Committee authorizes or denies the request.
8. If authorized, Headquarters will be directed to send the International Expansion Plan Outline and the list of "Success Indicators" to the designated expansion leaders.
9. The outline form is completed and returned to Headquarters.
10. Headquarters mails/faxes/e-mails completed form to the Committee members.
11. The chairman requests feedback (approval or disapproval) from Committee members within two to three days.
12. The chairman notifies Headquarters and expansion leaders of Committee's decision.
13. Headquarters sends pledging supplies to the expansion leaders.
14. When paid applications are received by Headquarters, a new chapter packet, which includes Form H-109, Report of New International Chapter Installed and Form H-110, International Expansion Expense Voucher, will be sent.
15. The Committee authorizes expenses incurred by expansion leaders during the expansion process (Form H-110). Policy prohibits reimbursement of expenses for alcoholic beverages.
16. The International Representative will travel to the new chapter site at the time of installation or provincial/ national convention, whichever is applicable or according to time schedule involved.
17. Follow-up visits would be on a case-by-case basis, with approval from the Executive Board.
18. Mentoring and support of the newly developed chapter is of the utmost importance, both by the expansion leader(s) and any chapters that may be in the vicinity.
19. It is important that the expansion leader(s) and liaison communicate with each other.
20. International expansion is funded by the International Expansion Fund.

Forms that are necessary during the expansion process are:

International Expansion Outline Form  
List of Success Indicators  
Forms H-109 and H-110

*R-2/04*

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL EXPANSION-  
ESTABLISHMENT OF NATIONAL/  
PROVINCIAL EXECUTIVE BOARDS

**Page:** 1 of 1

**Version  
Date:** May 21, 2002

**POLICY:** A nation or province shall have established four or more chapters prior to forming a national or provincial executive board.

**PROCEDURE:** Consult International Bylaws, Section III. States/Provinces/Nations to organize the executive board.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 14-15, 2001	p. 10

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL OFFICERS BADGE/PIN-  
INTERNATIONAL EXECUTIVE BOARD  
CHAIRMAN AND PAST INTERNATIONAL  
EXECUTIVE BOARD CHAIRMEN BADGES

**Page:** 1 of 1

**Version  
Date:** May 2015

### **POLICY:**

The International Executive Board Chairman receives a unique badge to identify her leadership position in Alpha Delta Kappa.

The Past International Executive Board Chairman receives a unique badge to recognize her leadership service to Alpha Delta Kappa.

### **PROCEDURE:**

The International Executive Board Chairman's badge has the words Executive Board Chairman on it and is set with amethysts. Attached is a K set with pearls. The badge is presented to the International Executive Board Chairman following her election at the International Convention and is worn during her term as International Executive Board Chairman. The badge is passed on to her successor at the conclusion of the International Executive Board Chairman's term.

The Past International Executive Board Chairman's badge is set with amethysts. Attached is a key set with amethysts and pearls. The badge is presented to the Immediate Past International Executive Board Chairman during the Installation Ceremony at the International Convention.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	Nov 9-10, 2007	p. 10
IEB Minutes	Motion	May 1-2, 2015	p. 5

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL OFFICERS BADGE/PIN--  
INTERNATIONAL PRESIDENT AND PAST  
INTERNATIONAL PRESIDENTS BADGES

**Page:** 1 of 1

**Version  
Date:** June 9, 2004

**POLICY:**

The International President receives a unique badge to identify her leadership position in Alpha Delta Kappa.

The Past International President receives a unique badge to recognize her leadership service to Alpha Delta Kappa.

**PROCEDURE:**

The International President's badge has the words International President on it and is set with emeralds. Attached is a "K set with pearls. The badge is presented to the International President during the installation ceremony at the International Convention and is worn during her term as International President. The badge is passed on to her successor at the conclusion of the International President's term.

The Past International President's badge is set with emeralds. Attached is a gavel set with emeralds and pearls. The badge is presented to the Immediate Past International President during the installation ceremony at the International Convention.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	July 6, 1997	p. 4-5
IEB Minutes	Motion	May 12-13, 2004	p. 10

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** INTERNATIONAL REPRESENTATIVE

**Page:** 1 of 1

**Version**  
**Date:** November 1990

**POLICY:** Members assigned special Alpha Delta Kappa duties which involve travel, shall be reimbursed for their expenses.

**PROCEDURE:** See: EXPENSES  
INTERNATIONAL EXECUTIVE BOARD MEMBERS  
International Executive Board and International Chapter Meetings  
pp. 1 & 2

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
See: History/Authorization —EXPENSES			
	INTERNATIONAL EXECUTIVE BOARD MEMBERS		
	Ex. Bd. and International Chapter Meetings		pp. 1 & 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** JOINT VENTURE POLICY

**Page:** 1 of 2

**Version  
Date:** Nov 14, 2008

**POLICY:** The Joint Venture Policy requires that International Executive Board evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt purpose activity as further defined in this policy.

### PROCEDURE:

**1. Joint ventures or similar arrangements with taxable entities.** For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to:

- (1) whether the Alpha Delta Kappa controls the venture or arrangement;
- (2) the legal structure of the venture or arrangement; or
- (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:
  - a) 95% or more of the venture's or arrangement's income for its tax year ending within the Alpha Delta Kappa's tax year is excluded from unrelated business income taxation, including but not limited to:
    - i) dividends, interest, and annuities;
    - ii) royalties;
    - iii) rent from real property and incidental related personal property except to the extent of debt- financing; and
    - iv) gains or losses from the sale of property); and
  - b) the primary purpose of the Alpha Delta Kappa's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 14 - 15, 2008	p. 3

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** JOINT VENTURE POLICY

**Page:** 2 of 2

**Version**  
**Date:** Nov. 14, 2008

### PROCEDURE:

**2. Safeguards to ensure exempt status protection.** Alpha Delta Kappa will:

- (1) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Alpha Delta Kappa's exempt status is protected; and
- (2) take steps to safeguard the Alpha Delta Kappa's exempt status with respect to the venture or arrangement. Some examples of safeguards include:
  - a) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
  - b) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
  - c) that the venture or arrangement not engage in activities that would jeopardize the Alpha Delta Kappa's exemption; and
  - d) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Alpha Delta Kappa.

**SOURCE**

**HISTORY/AUTHORIZATION**  
**ACTION**

**DATE**

**PAGE**

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** LEGAL OBLIGATIONS

**Page:** 1 of 1

**Version  
Date:** May 23, 2005

**POLICY:** Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out her responsibilities to the organization. Several states have statutes adopting some variation of these duties which would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

**PROCEDURE:**

**Duty of Care** requires directors and officers to be diligent and prudent in managing the organization's affairs. The individuals charged with governing must handle the organizational duties with such care as an ordinary prudent person would use under similar circumstances.

**Duty of Loyalty** dictates that officers and directors must act in good faith and must not allow their personal interests to prevail over the interests of the organization.

**Duty of Obedience** forbids acts outside the scope of corporate powers. The board of directors must comply with state and federal law and conform to Alpha Delta Kappa's Articles of Incorporation, Constitution and Bylaws.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB	Motion	May 13-14, 2005	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** MINUTES — DISTRIBUTION

**Page:** 1 of 1

**Version  
Date:** November 2018

**POLICY:** Accurate and complete minutes of all International Executive Board meetings shall be kept and distributed.

**PROCEDURE:** After approval by the Minutes Approval Committee and the International Executive Board, the following persons will receive all International Executive Board minutes.

1. Current International Executive Board Members.
  2. Retiring International Executive Board Members — for four years only.
  3. Past International Presidents and International Executive Board Chairmen who have not been an International President — without limit of years.
  4. Auditor
  5. Attorney
- A copy of the meeting study packet will accompany the minutes at the time of distribution to International Executive Board Members.
  - The minutes will be distributed within 30 days following a meeting of the International Executive Board.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	July 15, 1975	p. 8
Ex. Bd. Minutes	Motion	July 8 - 19, 1987	p. 2
IC Minutes	Adopted	November 11-12, 2018	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** MINUTES — PROCEDURE FOR APPROVAL

**Page:** 1 of 1

**Version  
Date:** November 2019

**POLICY:** The minutes of the International Executive Board meetings shall be approved by the Minutes Approval Committee.

**PROCEDURE:** Members of the Minutes Approval Committee are appointed by the International Executive Board Chairman.

The minutes of the International Executive Board meetings shall be approved by the Minutes Approval Committee in the following procedure:

1. A draft of the minutes will be sent by Headquarters to members of the Minutes Approval Committee, the International Executive Board Chairman and the International President within 15 days of the meeting.
2. After the Minutes Approval Committee, International Executive Board Chairman and International President have studied, edited and approved the minutes, they will be returned to Headquarters to be distributed.
3. The Minutes Approval Chairman moves that the minutes be approved as received. After discussion and/or correction, the International Executive Board will vote to approve the minutes as disbursed or corrected.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	July 15, 1975	p. 8
Ex. Bd. Minutes	Motion	July 8 - 19, 1987	p. 2
Ex. Bd. Minutes	Motion	May 1-2, 2015	p. 5
Ex. Bd. Minutes	Motion	November 7-8, 2019	p. 6-7

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** PROCESS FOR DETERMINING  
EXECUTIVE DIRECTOR'S COMPENSATION

**Page:** 1 of 1

**Version**  
**Date:** Nov., 14, 2008

**POLICY:** Compensation for the Executive Director shall be determined by the International Executive Board. The process includes all of these elements:

### PROCEDURE:

- 1. Review and approval.** The compensation of the person is reviewed and approved by the Alpha Delta Kappa International Executive Board, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
- 2. Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in function all comparable positions at similarly situated organizations.
- 3. Contemporaneous documentation and record keeping.** There is contemporaneous documentation and record keeping with respect to the deliberations and decisions regarding the compensation arrangement.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 14, 2008	p. 3

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** RETIRING INTERNATIONAL EXECUTIVE  
BOARD MEMBERS

**Page:** 1 of 1

**Version  
Date:** May 2015

### POLICY:

Appreciation gifts shall be presented to members of the International Executive Board at the time of their retirement from the Board.

### PROCEDURE:

Each outgoing IEB member will receive a certificate of appreciation to be presented at the second May meeting of the biennium and each will be contacted to have a \$75.00 donation be given to the charity of her choice.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Information	August 8, 1969	p. 1
Ex. Bd. Minutes	Information	August 3, 1973	p. 1
Ex. Bd. Minutes	Motion	May 14, 1988	p. 3
Ex. Bd. Minutes	Motion	May 1-2, 2015	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** SPECIAL INVITATIONS

**Page:** 1 of 1

**Version  
Date:** January 1989

**POLICY:**

In response to special invitations, a representative of Alpha Delta Kappa may attend functions related to educational/altruistic projects subject to the approval of the International Executive Board.

**PROCEDURE:**

The International President will attend when geographically and financially feasible.

In the event the International President is unable to attend the event, the International Executive Board will assign a substitute.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	January 15, 1989	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL EXECUTIVE BOARD

**SECTION:** WHISTLEBLOWER POLICY

**Page:** 1 of 1

**Version**  
**Date:** May 14, 2011

### **POLICY:**

This policy was established to:

1. encourage staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of Alpha Delta Kappa;
2. specify that the organization will protect the person from retaliation; and
3. identify where such information can be reported.

### **PROCEDURE:**

Grievances should be made in writing, signed and detailing the specific facts demonstrating the basis for the complaints, reports or inquiries.

Any grievance dealing with personnel issues should be forwarded to the executive director. The grievance will be discussed privately with the individual staff member. If the staff member feels the grievance is unresolved, the executive director will forward the written grievance to the International Executive Board Chairman for further consideration. The International Executive Board Chairman will prepare a written response that will be given to both the executive director and the staff member.

Grievances dealing with the violation of applicable laws and policies should be made in writing, backed by factual documentation, signed and forwarded to the International Executive Board Chairman and the executive director. If either of these persons is implicated in the complaint, report of inquiry, it should be directed to the International President. The organization will conduct a prompt and objective review or investigation and provide a written response to the submitter.

Alpha Delta Kappa prohibits retaliation by or on behalf of the organization against staff or volunteers for making good faith complaints, reports or inquiries. This protection extends to those whose allegation are made in good faith but prove to be mistaken. Alpha Delta Kappa reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	November 14 -15, 2008	p. 3
IEB Minutes	Motion	May 13-14, 2011	p. 6

**ALPHA DELTA KAPPA**

# **Chapter 5**

## **AΔK International Boards & Committees**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** EXPLANATORY PAGE

**Page:** 1 of 2

**Version  
Date:** October 2021

The purpose of this page is to explain the committees/boards and to identify the section of the Policy and Procedure Book where each will be found.

### INTERNATIONAL BOARDS:

- Alpha Delta Kappa Collegiate Club Board
- Alpha Delta Kappa Fine Arts Grants Board
- Alpha Delta Kappa Leadership Academy Board
- International Teacher Education Scholarships Board

Guidelines, duties, and/or operating procedures of these boards may be found on Alpha Delta Kappa website:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

### INTERNATIONAL STANDING COMMITTEES:

- International Altruistic Committee
- International Archives Committee
- International Bylaws Committee
- International Candidate Qualifications Committee
- International Diversity, Equity and Inclusion Committee
- International Educational Symposium Committee
- International Excellence in Education Committee
- International *KAPPAN* Committee
- International Membership Committee
- International Resolutions Committee
- International World Understanding Committee

Guidelines, duties, and/or operating procedures of these committees may be found on Alpha Delta Kappa website:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

**SOURCE**

**HISTORY/AUTHORIZATION  
ACTION**

**DATE**

**PAGE**

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** EXPLANATORY PAGE

**Page:** 2 of 2

**Version  
Date:** October 2021

### OTHER SCHOLARSHIP & GRANTS COMMITTEES

- ARGO Scholarship Committee
- Classroom Grant Committee
- Future Educator Scholarship Committee
- Innovation Grant Committee
- Regional Professional Development Scholarship Committees

Guidelines, duties, and/or operating procedures of these committees may be found on Alpha Delta Kappa website:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

### INTERNATIONAL CONVENTION COMMITTEES & OFFICERS:

- International Convention Balloting Committee
- International Convention *Convention Action* Committee
- International Convention Credentials Committee
- International Convention Local Host Committees
- International Convention Memorial Committee
- International Convention Music Committee Convention
- International Convention Program Coordinator
- International Convention Sergeant-at-Arms
- International Convention Timekeeper-Recorder

Guidelines, duties, and/or operating procedures of these committees and officers may be found on Alpha Delta Kappa website:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

**SOURCE**

**ACTION**

**DATE**

**PAGE**

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL BOARDS AND STANDING COMMITTEES

**Page:** 1 of 1

**Version Date:** November 2018

**POLICY:** The following Boards and Standing Committee shall hold its required meetings in the Kansas City, MO area, one day of which shall be held at International Headquarters on one working day for the staff:

International Membership Committee

**PROCEDURE:** Other International Boards and Standing Committees should use technology whenever possible to meet and may request that the International Executive Board approve additional meetings in Kansas City, MO

See the Alpha Delta Kappa International Membership Committee Guidelines for information on the number, purpose and time of year of the meetings.

Arrangements for the meeting are made by the assigned Headquarters staff member in consultation with the Chairman of the Board or Committee.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 17-18, 1991	p. 6
IEB Minutes	Motion	May 11-12, 2001	p. 8
IEB Minutes	Motion	Nov. 12-14, 2015	p.3
IEB Minutes	Adopted	November 8-10, 2018	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL BOARD AND  
COMMITTEE MEMBERS - EXPENSES

**Page:** 1 of 2

**Version  
Date:** May 2020

**POLICY:** Members of any committees or boards who are called into Headquarters to perform their assigned duties shall be reimbursed for their expenses.

**PROCEDURE:** Members of committees or boards shall be reimbursed for the following expenses:

- I. Reimbursable expenses
  - A. Direct transportation to and from Headquarters.
    1. If flying, use coach fare. Plane ticket stub must be submitted with the expense voucher. Transportation to and from the airport will be reimbursed.  
*NOTE: Upon written request, Headquarters will advance the amount needed to purchase an airline ticket for approved travel. The request must be made well in advance of the travel date.*
    2. If driving, the expense allowance will include mileage at the current organizational reimbursement rate, meal expenses and accommodations up to the cost of an airline coach fare priced one month before the meeting.  
*NOTE: Alpha Delta Kappa will pay either the mileage or coach air fare depending on which is the least costly.*
  - B. Garage and/or parking fees.
  - C. Housing will be arranged by Headquarters.
  - D. Meal expense will be allowed up to \$50 per day before tax and gratuity, excluding alcoholic beverage. A maximum of \$31 per day meal expense will be allowed on days where breakfast is provided at the hotel and lunch is provided at Headquarters. Meals at the hotel may be charged to your room and will be paid by Headquarters. Obtain receipts for meals not charged to hotel rooms and attach them to your expense voucher.

### HISTORY/AUTHORIZATION

<b>SOURCE</b>	<b>ACTION</b>	<b>DATE</b>	<b>PAGE</b>
Ex Bd Minutes	Motion	November 12 - 15, 1975	p. 7
See: History/Authorization — EXPENSES/INTERNATIONAL EXECUTIVE BOARD MEMBERS			
		Ex. Bd. and International Chapter Meetings	pp. 1 & 2
Ex. Bd. Minutes	Motion	November 11, 1993	pp.5 & 6
Ex. Bd. Minutes	Motion	May 11, 1994	p. 3
IEB Minutes	Motion	Nov 9-10, 2007	p. 4
IEB Minutes	Motion	May 18-19, 2018	p. 5
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:**

ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:**

INTERNATIONAL BOARD AND COMMITTEE  
MEMBER EXPENSES

**Page:** 2 of 2

**Version**  
**Date:**

**PROCEDURE:**

- cont I. Reimbursable Expenses
- E. Operating expenses to include postage, copying, etc.
- II. Non-reimbursable expenses
- A. Personal telephone calls, valet and other personal services.
- B. Alcoholic beverages.

**SOURCE**

**ACTION**

**DATE**

**PAGE**

**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL COMMITTEE AND BOARD MEMBERS—EXPENSE ALLOWANCE

**Page:** 1 of 1

**Version Date:** November 2019

**POLICY:** Appointed Convention officers and the following committee and/or board chairmen will need approval of the International Executive Board to receive the \$175 convention expense allowance. These committee and board chairman must be in attendance at the International Convention in order to receive the \$175 expense allowance.

Altruistic  
Archives  
Balloting  
Bylaws  
Candidate Qualifications  
Convention Action  
Convention Chaplain  
Convention Sergeant-at-Arms  
Credentials  
Educational Symposium  
Excellence in Education  
Fine Arts Grants Board  
International Teacher Education (ITE)  
Local Host Convention Chairman and Vice-Chairman  
Music  
Resolutions  
World Understanding

**PROCEDURE:** Payment will be made after receipts are received.

Statement of Appreciation: Alpha Delta Kappa sincerely appreciates the hard work and dedicated service performed by the International Committee and Board Chairmen during the biennium.

## HISTORY/AUTHORIZATION

<b>SOURCE</b>	<b>ACTION</b>	<b>DATE</b>	<b>PAGE</b>
Ex. Bd. Minutes	Motion	November 10, 1976	p. 6
Ex. Bd. Minutes	Motion	May 18 - 19, 1979	p. 3
Ex. Bd. Minutes	Motion	May 15 - 16, 1981	p. 5
G. C. Minutes	Motion	November 17 - 19, 1977	p. 4
Ex. Bd. Minutes	Motion	May 13 - 14, 1983	p. 3
Ex. Bd. Minutes	Motion	March 26, 1987	p. 11
G. C. Minutes	Motion	November 17 - 19, 1988	p. 4
IEB Minutes	Motion	November 12, 2004	p. 10
IEB Minutes	Motion	November 12-14, 2015	p. 5
IEB Minutes	Motion	May 18-19, 2018	p. 4
IEB Minutes	Motion	November 2018	p. 7
IEB Minutes	Motion	November 2019	p. 7

## INTERNATIONAL 5: 3BF7DPOLICY/PROCEDURE

### **SUBJECT:**

ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

### **SECTION:**

ALPHA DELTA KAPPA COLLEGIATE  
CLUBS — AΔKCC BOARD

### **Page:**

1 of 1

### **Version**

### **Date:**

June 2021

### **POLICY:**

The Collegiate Club Board shall consist of three members. Members will be elected by the International Executive Board (IEB) at their May meeting in odd-years.

### **PROCEDURE:**

1. Members of the board shall be elected by the International Executive Board.
2. Each biennium, one member shall be elected by the International Executive Board to a six-year term at the spring meeting in the odd year, thus constituting a two-year rotation system.
3. In the event a member cannot fulfill her duties, a replacement shall be appointed by the Executive Board.
4. The new member shall be added at the conclusion of each International Convention.
5. The Chairman of the Alpha Delta Kappa Collegiate Club Board shall be the member beginning to serve her fifth year on the Board. The Vice-Chairman shall be the member beginning to serve her third year on the Board.

*Guidelines to be developed.*

### **SOURCE**

Ex. Bd. Minutes

### **ACTION**

Motion

### **DATE**

June 23, 2021

### **PAGE**

p. ?

## ALPHA DELTA KAPPA COLLEGIATE CLUB BOARD Rotation Schedule

The board shall consist of the chairman and two members.

1. Members of the board shall be elected by the International Executive Board.
2. The term of office for a member shall be six years. The members shall serve as chairman during the final two years of her term.

2021-2023    Member "A," Chairman  
                  Member "B"  
                  New Member "C"

2023-2025    Member "B," Chairman  
                  Member "C"  
                  New Member "A"

2025-2027    Member "C," Chairman  
                  New Member "A"  
                  New Member "B"

                 New Member "A," Chairman  
                  New Member "B"  
                  New Member "C"

And so on, ad infinitum

	2021-2023	2023-2025	2025-2027	2027-2029
Member "A"	Chairman			
Member "B"	member	Chairman		
Member "C"	member	member	Chairman	
New Member "A"		member	member	Chairman
New Member "B"			member	member
New Member "C"				member

*May 2021*

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** ALPHA DELTA KAPPA COLLEGIATE CLUB  
CHARTER & INSTALLATION

**Page:** 1 of 1

**Version  
Date:** November 2018

**POLICY:** Headquarters will pay specified expenses, up to \$350.00 for the installation of the collegiate club.

**PROCEDURE:**

1. Obtain approval from Headquarters for any special arrangements for catering.
2. Submit receipts with Installation Report H-108 for any/all of the following items:
3. Rent, if required, for room for installation.
4. Receptions costs, paying only for the new prospective members and the initiation team, up to five (5) persons.
5. Mileage at the current organizational reimbursement rate, parking, necessary tips and tolls for one car of installing team.
6. All additional expenses are the responsibility of the state/province/nation or the sponsoring chapter.

SEE: International Expansion Committee Guidelines  
Expansion Plan Outline  
Success Indicators for International Expansion  
Forms H-109, H-110

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 14-15, 2001	p. 6
IEB Minutes	Motion	Nov 9-10, 2007	p. 4
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** AΔK COLLEGIATE CLUBS

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:**

Alpha Delta Kappa Collegiate Clubs may be established in order to support aspiring educators and encourage involvement during their college or university experience.

**PROCEDURE:**

See the supporting documents on the following pages:

[https://www.alphadeltakappa.org/ADK/Meetings/A\\_KCC/  
Alpha Delta Kappa Collegiate Club A KCC documents/ADK/Meetings/ADKCC/  
Alpha Delta Kappa Collegiate Club A KCC documents.aspx?  
hkey=cf441e8b-4878-428f-9129-ab62a0d04c4f](https://www.alphadeltakappa.org/ADK/Meetings/A_KCC/Alpha_Delta_Kappa_Collegiate_Club_A_KCC_documents/ADK/Meetings/ADKCC/Alpha_Delta_Kappa_Collegiate_Club_A_KCC_documents.aspx?hkey=cf441e8b-4878-428f-9129-ab62a0d04c4f)

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 13, 2020	

ALPHA DELTA KAPPA

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** FINE ARTS GRANTS — BOARD

**Page:** 1 of 1

**Version  
Date:** May 2021

### POLICY:

The Fine Arts Grants Board shall consist of three members with knowledge of and experience in the Fine Arts. .

### PROCEDURE:

1. Members of the board shall be elected by the International Executive Board.
2. Each biennium, one member shall be elected by the International Executive Board to a six-year term at the spring meeting in the odd year, thus constituting a two-year rotation system. .
3. In the event a member cannot fulfill her duties, a replacement shall be appointed by the Executive Board.
4. The new member shall be added at the conclusion of each International Convention.
5. The Chairman of the Fine Arts Grants Board shall be the member beginning to serve her fifth year on the Board.

SEE: Rotation Plan for ITE Board Members.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 2006	p. 11
IEB Minutes	Motion	May 18-19, 2007	p. 7
IEB Minutes	Motion	May 17-18, 2013	p. 7
IEB Minutes	Motion	May 1-2, 2015	p. 5
IEB Minutes	Motion	May 10, 2021	

**ALPHA DELTA KAPPA**

# INTERNATIONAL FINE ARTS GRANTS BOARD

## Rotation Schedule

The board shall consist of the chairman and two members.

1. Members of the board shall be elected by the International Executive Board.
2. The term of office for a member shall be six years. The members shall serve as chairman during the final two years of her term.

2021-2023    Member "A," Chairman  
                  Member "B"  
                  New Member "C"

2023-2025    Member "B," Chairman  
                  Member "C"  
                  New Member "A"

2025-2027    Member "C," Chairman  
                  New Member "A"  
                  New Member "B"

                 New Member "A," Chairman  
                  New Member "B"  
                  New Member "C"

And so on, ad infinitum

	2021-2023	2023-2025	2025-2027	2027-2029
Member "A"	Chairman			
Member "B"	member	Chairman		
Member "C"	member	member	Chairman	
New Member "A"		member	member	Chairman
New Member "B"			member	member
New Member "C"				member

*Revised May 2021*

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** FINE ARTS GRANTS

**Page:** 1 of 1

**Version  
Date:** July 17, 2007

**POLICY:** Fine Arts Grant(s) will be awarded.

**PROCEDURE:**

1. Fine Arts Grant(s) will be awarded annually for exemplary projects in the Fine Arts disciplines (dance, music, theater and visual arts).
2. Award(s) will be presented for requests up to, but not exceeding, \$10,000.
3. A determination of who shall be the recipient(s) is the sole discretion of the Fine Arts Grants Board
4. Recipient(s) will be acknowledged at Regional Conference or International Convention each year.
5. The Fine Arts Grant(s) are available to Alpha Delta Kappa members.

SEE: Current Guidelines for Fine Arts Grants.  
Current Brochure.

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 2006	p. 11
IEB Minutes	Motion	May 18-19, 2007	p. 7
IEB Minutes	Motion	November 14, 2008	p. 3

**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** LEADERSHIP ACADEMY  
LEADERSHIP ACADEMY BOARD

**Page:** 1 of 1

**Version**  
**Date:** November 2020

**POLICY:** The Leadership Academy (LA) Board shall consist of three members, each serving a six-year term. During the second biennium, a member shall act as Vice Chairman and during her final two years, she shall act as Chairman. Members are elected by the International Executive Board (IEB) at their May meeting in odd-years.

## PROCEDURE:

1. Members of the LA Board shall meet virtually to plan the academy, select participants and mentors, and conduct pre- and post-convention webinars.
2. Funding up to \$10,000 shall be provided by the Alpha Delta Kappa (ADK) Foundation.
3. Members of the LA Board shall present a nine-hour in-person academy the day preceding the International Convention.
  - a. One-night lodging (half a room) will be provided for attendance at the LA preceding the International Convention. Obtain a receipt and attach to an expense voucher.
  - b. One breakfast and one dinner will be allowed up to \$40 before tax and gratuity, excluding alcoholic beverage. Lunch will be provided as part of the academy. Obtain receipts and attach to your expense voucher (may be included on hotel room receipt).
4. Rotation
  - a. In May 2021, the IEB shall elect a two-year member (chairman), a four-year member (vice chairman) and a six-year member.
  - b. In May 2023, it is recommended to elect a LA graduate and continue in the future.

	2021-2023	2023-2025	2025-2027	2027-2029
Member "A"	Chairman			
Member "B"	member	Chairman		
Member "C"	member	member	Chairman	
New Member "A"		member	member	Chairman
New Member "B"			member	member
New Member "C"				member

## HISTORY/AUTHORIZATION

### SOURCE

IEB Minutes

### ACTION

Motion

### DATE

November 23, 2020

### PAGE

## Alpha Delta Kappa Leadership Academy Guidelines

From the AΔK 2018-2020 Strategic Plan:

1. Educational Programming/Professional Development Outcome: AΔK will provide members with information on trends in education and provide leadership development that cultivates chapter, S/P/N and International leaders
  - 1.3 Develop and implement an AΔK Leadership Academy
    - 1.3.1 Determine what education courses would be appropriate for a Leadership Academy
    - 1.3.2 Determine if certification or a certificate of leadership would be appropriate recognition for completion of the Academy programs

The first Alpha Delta Kappa (AΔK) Leadership Academy (LA) was approved in November 2019 and implemented in 2021.

### Responsibilities

- Create/update LA Guidelines
- Apply for funding from AΔK Foundation
- Develop/update LA budget
- Create/update LA documents for AΔK website
- Promote LA on the AΔK website, in the *KAPPAN*, eBlasts, regional newsletters, and, through the International Council of Chapter Presidents (ICP)P, in State/Province/Nation (S/P/N) newsletters
- Design/update LA participant and mentor applications
- Research/review academy resources
- Create/update LA Syllabus and lesson plans
- Explore/update Certificate of Leadership Academy Completion (40 hours); investigate possible university certification/credit (especially with AΔKCC universities)
- Identify online and in-person presenters

### Timeline

First Odd Year	Task
September-October	Update LA Guidelines and budget
November	Apply for funding from AΔK Foundation
November-December	Update LA documents for AΔK website; post by January 1
First Even Year	
January-March	Promote LA on the AΔK website, in the <i>KAPPAN</i> , eBlasts, regional newsletters, and, through the ICP, in S/P/N newsletters
April-May	<ul style="list-style-type: none"> <li>• Research/review academy resources</li> <li>• Update LA participant and mentor applications</li> </ul>
June 1	Post participant and mentor applications on AΔK website
July-August	Promote LA at regional conferences

*Approved November 2020*

August 15-October 15	Participant and mentor applications available online
September-October	Update LA Syllabus and application rubrics
October	Score participant and mentor applicants
November	Announce participants and mentors; write article for March <i>KAPPAN</i>
December	Send participants resource books
<b>Second Odd Year</b>	
January-February	Update lesson plans for webinars and convention workshop
March-May	Participant 90-minute webinars
May	Mentor Introduction webinar
June	Mentor-Mentee Match webinar
July	LA workshop day before International Convention includes lunch with International Chapter – 8-hours
August-December	<ul style="list-style-type: none"> <li>• Participants plan learning session for leadership conference, meet virtually if needed</li> <li>• Participants and mentors meet monthly</li> </ul>
August-October	Participant 90-minute webinars
October	Mentor Connect and Review Webinar
<b>Second Even Year</b>	
January	Participant applies to present leadership learning session at regional conference
January-June	<ul style="list-style-type: none"> <li>• Participants finalize learning session for leadership conference; meet virtually if needed</li> <li>• Participants and mentors meet monthly</li> </ul>
July-August	<ul style="list-style-type: none"> <li>• Participants present leadership learning session at regional conference; receive certificate of completion</li> <li>• Invite participants to join planning team for next LA</li> </ul>
<b>Third Odd Year</b>	
July	LA Reunion at International Convention



Alpha Delta Kappa  
International Honorary Organization for Women Educators  
615 West 92<sup>nd</sup> Street, Kansas City, MO 64114

## 2021 Alpha Delta Kappa Leadership Academy Syllabus

Instructors    Bev Card, Charlene Lauria and Su Wade

Credit         40-hour Certificate of Achievement

Overview        There's a leader inside everyone. Discover your leadership strengths and how to effectively use them. Leadership training helps build self-awareness, which develops personal and professional confidence as a leader. Refine your skills and learn new techniques as you continue on your personal and professional leadership journey. Understand emotional intelligence and its impact on you and how you relate to others. Design a personal leadership plan. Create and present a leadership workshop for a professional conference. Add this course certificate to your professional portfolio.

Objectives       To identify your five leadership strengths and how to use them to be more productive  
                       To explore and improve key leadership skills, especially to:

- nurture trust and respect
- foster teamwork and communication
- model integrity and gratitude
- inspire and empower

                      To discover how to manage yourself and your relationship to others  
                       To create a personal leadership plan  
                       To plan and conduct a leadership learning session

### Schedule

Date	Topic	Resource	Assignment	Activity
January	StrengthsFinder	<i>Now, Discover Your Strengths</i>	Read chapters 1-2	2- hours self-study
February	StrengthsFinder	<i>Now, Discover Your Strengths</i>	Read chapters 3-4 and take assessment	3-hours self-study
March	<ul style="list-style-type: none"> <li>• StrengthsFinder</li> <li>• Domains of Leadership Strength               <ul style="list-style-type: none"> <li>○ Executing</li> <li>○ Influencing</li> <li>○ Relationship Building</li> <li>○ Strategic Thinking</li> </ul> </li> </ul>	<i>Now, Discover Your Strengths</i>	Read chapters 5-6 and review assessment results	90-minute webinar
April	<ul style="list-style-type: none"> <li>• Apply StrengthsFinder</li> <li>• Leadership Skills</li> <li>• Creditability</li> </ul>	<i>The Leadership Challenge</i>	Read chapters 1-2	90-minute webinar
May	<ul style="list-style-type: none"> <li>• Model the Way</li> <li>• Inspire a Shared Vision</li> </ul>	<i>The Leadership Challenge</i>	Read chapters 3-6	90-minute webinar

*Approved November 2020*

June	<ul style="list-style-type: none"> <li>• Challenge the Process</li> <li>• Meet mentor</li> </ul>	<i>The Leadership Challenge</i>	Read chapters 7-8	90-minute webinar
July	<ul style="list-style-type: none"> <li>• Enable Others to Act</li> <li>• Encourage the Heart</li> <li>• Leadership in AΔK</li> <li>• Working lunch with International Chapter</li> <li>• Personal Leadership Plan</li> <li>• Leadership Learning Session for 2022 AΔK Regional Conference</li> </ul>	<i>The Leadership Challenge</i>	Read chapters 9-12	8-hour workshop
August	<ul style="list-style-type: none"> <li>• Leadership learning session questions</li> <li>• Introduction to EQ</li> </ul>	<i>Emotional Intelligence 2.0</i>	Read chapters 1-4 and take assessment	90-minute webinar
September	<ul style="list-style-type: none"> <li>• Self-awareness</li> <li>• Self-management</li> </ul>	<i>Emotional Intelligence 2.0</i>	Read chapters 5-6	90-minute webinar
October	<ul style="list-style-type: none"> <li>• Social awareness</li> <li>• Relationship management</li> <li>• Personal Leadership Plan</li> </ul>	<i>Emotional Intelligence 2.0</i>	Read chapters 7-8	90-minute webinar
August-December	<ul style="list-style-type: none"> <li>• Plan leadership learning session</li> <li>• Meet monthly with mentor</li> </ul>			6-hours self-study/mentoring
January 2022	Apply to present at an AΔK Regional Conference			1-hour
January-June 2022	<ul style="list-style-type: none"> <li>• Finalize leadership learning session</li> <li>• Meet monthly with mentor</li> </ul>			6.5-hours self-study/mentoring
June 2022	Complete Leadership Academy Reflection			1-hour
Summer 2022	Present Leadership Learning Session at AΔK Regional Conference Complete Leadership Academy Evaluation			1-hour learning session 1-hour evaluation

Resources (provided)

Gallup, Now, Discover Your Strengths, 2020

<https://www.ccl.org/blog/characteristics-good-leader/>

Kouzes and Posner, The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations, 6th Edition, 2017

Bradberry and Greaves, Emotional Intelligence 2.0, 2009

Approved November 2020



**Alpha Delta Kappa Leadership Academy  
Leadership Development Plan**

<b>Name</b>	
-------------	--

*Due April 1, 2021*

Clifton Strength	Executing, Influencing, Relationship Building or Strategic Thinking	Empowers me to ...
1		
2		
3		
4		
5		

*Due May 1, 2021*

My Top Leadership Skills	A time when I used this skill was ...
1	
2	
3	
4	
5	

*Due August 1, 2021*

Exemplary Leadership Practices	My plan to use this practice is to ...
Model the Way	
Inspire a Shared Vision	
Challenge the Process	
Enable Others to Act	
Encourage the Heart	

*Due November 1, 2021*

Emotional Intelligence	How I can use this information to relate to others ...
Self-awareness	
Self-management	

Social awareness	
Relationship management	

<b>My Weakest Leadership Skills</b>	<b>My plan to improve this skill is...</b>
1	
2	
3	
4	
5	

<b>Personal Leadership Goal</b>	
Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

<b>Professional Leadership Goal</b>	
Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

<b>Alpha Delta Kappa Leadership Goal</b>	
Specific	
Measurable	
Attainable	
Relevant	
Time-bound	

**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE****SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES**SECTION:** INTERNATIONAL TEACHER EDUCATION  
PROGRAM — ITE BOARD**Page:** 1 of 1**Version  
Date:** May 2021**POLICY:** The board shall consist of the chairman and two members.**PROCEDURE:**

1. Members of the board shall be elected by the International Executive Board.
2. Each biennium, one member shall be elected by the International Executive Board to a six-year term at the spring meeting in the odd year, thus constituting a two-year rotation system.
3. In the event a member cannot fulfill her duties, a replacement shall be appointed by the Executive Board.
4. The new member shall be added at the conclusion of each International Convention.
5. The Chairman of the International Teacher Education Board shall be the member beginning to serve her fifth year on the Board.

See the Alpha Delta Kappa International Teacher Education Guidelines.

**RATIONALE:***This updated policy reflects current practice.*

SEE: Rotation Plan for ITE Board Members.

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

EXPENSES — COMMITTEE AND BOARD MEMBERS pp. 1 &amp; 2.

**HISTORY/AUTHORIZATION**

<b>SOURCE</b>	<b>ACTION</b>	<b>DATE</b>	<b>PAGE</b>
Ex. Bd. Minutes	Motion	November 5, 1986	p. 5
Ex. Bd. Minutes	Motion	May 20, 1989	p. 5
IEB Minutes	Motion	May 18-19, 2007	p. 7
IEB Minutes	Motion	May 17-18, 2013	p. 3
Ex. Bd. Minutes	Motion	May 1-2, 2015	p. 5
Ex. Bd. Minutes	Motion	May 10, 2021	

**ALPHA DELTA KAPPA**

# INTERNATIONAL TEACHER EDUCATION BOARD

## Rotation Schedule

The board shall consist of the chairman and two members.

1. Members of the board shall be elected by the International Executive Board.
2. The term of office for a member shall be six years. The members shall serve as chairman during the final two years of her term.

2021-2023    Member "A," Chairman  
                   Member "B"  
                   New Member "C"

2023-2025    Member "B," Chairman  
                   Member "C"  
                   New Member "A"

2025-2027    Member "C," Chairman  
                   New Member "A"  
                   New Member "B"

                  New Member "A," Chairman  
                   New Member "B"  
                   New Member "C"

And so on, ad infinitum

	2021-2023	2023-2025	2025-2027	2027-2029
Member "A"	Chairman			
Member "B"	member	Chairman		
Member "C"	member	member	Chairman	
New Member "A"		member	member	Chairman
New Member "B"			member	member
New Member "C"				member

*Revised May 2021*

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL TEACHER EDUCATION PROGRAM (ITE)

**Page:** 1 of 1

**Version Date:** May 2015

**POLICY:** ITE Scholarships will be awarded.

**PROCEDURE:** Action of the AΔK-ITE Board involving expenditures of funds shall be taken only after authorization of the International Executive Board.

No change in policy shall be made without authorization of the International Executive Board.

SEE: Current Guidelines for ITE in International Committees and Boards, Section 5.

Current flyer.

The Alpha Delta Kappa Foundation will assume the cost of U.S. income tax required to be withheld from the I.T.E. scholarships paid to non-resident aliens

Current Annual Scholarships: 7 — \$10,000

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 17 - 20, 1978	p. 4
Ex. Bd. Minutes	Motion	November 14 - 15, 1978	p. 5
Ex. Bd. Minutes	Motion	March 17, 1989	p. 2
Foundation Minutes	Motion	March 17, 1989	p. 3
Ex. Bd. Minutes	Motion	October 5 - 6, 1990	p. 2
Ex. Bd. Minutes	Motion	May 1-2, 2015	p. 5

**ALPHA DELTA KAPPA**

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

ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL TEACHER EDUCATION  
PROGRAM — Emergency Fund**Page:** 1 of 2**Version**  
**Date:** November 2017**POLICY:** Emergency funds are available for ITE scholars.**PROCEDURE:**

## I. PURPOSE

- A. To help AΔK-ITE students while they are in the United States in case of emergency.

## II. ADMINISTRATION

- A. The emergency fund is to be used at the discretion of Alpha Delta Kappa's executive director and scholarships & grants coordinator taking into account information provided by the ITE Board and co-sponsors.

## III. QUALIFICATIONS

- A. The fund is not to be used for:

1. Tuition
2. Room & board
3. Books
4. Insurance
5. Any school-related purpose

- B. The fund may be used for:

1. Medical emergencies not covered by mandatory insurance.
2. Medical treatment other than routine, which is deemed necessary for the well being of the AΔK-ITE student, provided the necessity for which has been shown.
3. Emergency travel in case of serious illness or death of a member of the AΔK-ITE student's immediate family.
4. Purchasing a few personal items if luggage is delayed, lost, or the contents damaged.
5. Any situation deemed an emergency by Alpha Delta Kappa's executive director and the scholarships & grants coordinator.

- C. There will be a \$2,000 cap on all B items except No. 4, which will be \$200.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 1-2, 2015	p. 5
Ex. Bd. Minutes	Motion	November 10-12, 2017	p. 3

**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE**

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL TEACHER EDUCATION  
PROGRAM — Emergency Fund

**Page:** 2 of 2

**Version**  
**Date:** November 2017

**IV. AΔK-ITE STUDENT'S OBLIGATIONS**

- A. Co-sponsors should be contacted immediately
- B. If medical treatment is advised, and a second opinion is warranted, the AΔK-ITE student has the obligation to seek a second opinion.
- C. There is no obligation on the part of the AΔK-ITE student to repay the money.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 10-12, 2017	p. 3

**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE****SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES**SECTION:** International Teacher Education (ITE) Program -  
ITE Event**Page:** 1 of 1**Version**  
**Date:** May 2021**POLICY:**

An ITE event will be held virtually each year of the biennium.

**PROCEDURE:**

ITE students are invited as guests of Alpha Delta Kappa with all expenses paid. Each

ITE student is allocated an additional \$25 for her incidental expenses.

International Executive Board Members are invited to attend the ITE activities with expenses paid.

**HISTORY/AUTHORIZATION**

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 12 - 14, 1975	1
Ex. Bd. Minutes	Motion	November 10 - 13, 1976	3
Ex. Bd. Minutes	Motion	May 12 - 15, 1982	1
Ex. Bd. Minutes	Motion	March 23 - 24, 1990	2
Ex. Bd. Minutes	Motion	February 15, 1991	3
Ex. Bd. Minutes	Motion	May 1-2, 2015	5
Ex. Bd. Minutes	Motion	May 13, 2021	

**ALPHA DELTA KAPPA**

**INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE**

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** ITE PROGRAM—PIN FOR NEW ITE BOARD  
MEMBER

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:**

The incoming ITE Board member will receive the ITE pin at the first meeting of the ITE Board at the International convention.

**PROCEDURE:**

The new member of the ITE Board will receive the ITE recognition pin at the start of the six-year term or if replacing a current member on the ITE Board

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
I.C. Minutes	Motion	November 13-14, 2011	3
IEB Minutes	Motion	International Chapter Minutes November 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**

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

ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL TEACHER EDUCATION  
PROGRAM — ITE SPONSORS**Page:** 1 of 1**Version**  
**Date:** May 1988**POLICY:**

1. ITE sponsors will be reimbursed for expenses not to exceed one hundred dollars (\$100) per year.
2. Current sponsors are ineligible to serve as members of the ITE Board.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 15 - 19, 1977	p. 3
Ex. Bd. Minutes	Motion	November 12 - 15, 1980	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL STANDING COMMITTEES  
— ALTRUISTIC

**Page:** 1 of 1

**Version**  
**Date:** May 1996

**POLICY:** The International Altruistic Committee will have standing committee status.

**PROCEDURE:** Access guidelines, duties and operating procedure of this committee:  
[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

ALPHA DELTA KAPPA

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:**

ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:**

INTERNATIONAL STANDING COMMITTEES —  
ARCHIVES

**Page:**

1 of 1

**Version  
Date:**

November 2018

**POLICY:**

The International Archives Committee will have standing committee status.

**PROCEDURE:**

The International Archives Committee shall consist of one chairman, appointed by the International President and, the historians of each of the regions.

**INTERNATIONAL ARCHIVES CHAIRMAN:**

- Shall serve as chairman of the Archives Committee
- Shall coordinate submissions of regional historians
- Shall coordinate ITE Weekend official photographer duties for Alpha Delta Kappa with expenses paid as outlined in policies.
- Shall communicate with regional historians and S/P/N historians to acquire necessary photographs for the International Archives.
- Shall create the International archives in digital format.
- Shall return the International Archives to Alpha Delta Kappa
- Headquarters by November of the odd year for display.

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IC Minutes	Adopted	November 2017	p. 8
EB Minutes	Adopted	November 8-10, 2018	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:**

ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL STANDING COMMITTEES —  
BYLAWS

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:** The International Bylaws Committee will have standing committee status.

**PROCEDURE:** Access guidelines, duties and operating procedure of this committee:  
[https://drive.google.com/file/d/1SKgXGEltQrJlcJVwMp71ifW\\_DwQ4gh3j/view](https://drive.google.com/file/d/1SKgXGEltQrJlcJVwMp71ifW_DwQ4gh3j/view)

Access: How to Write a Bylaws Amendment for AΔK International Bylaws  
[https://drive.google.com/file/d/1Z94SftM\\_ZubXcl9YA8y\\_4jowmD-aoyzN/view](https://drive.google.com/file/d/1Z94SftM_ZubXcl9YA8y_4jowmD-aoyzN/view)

**SOURCE**

G.C. Minutes

**ACTION**

Motion

**HISTORY/AUTHORIZATION****DATE**

May 18-19, 1996

**PAGE**

p. 6

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** STANDARDIZATION OF CHAPTER BYLAWS AND/OR  
CHAPTER POLICIES AND PROCEDURES MANUAL

**Page:** 1 of 1

**Version  
Date:** August 2017

### **POLICY:**

Chapter Bylaws shall be standardized to mirror International Bylaws. Chapters that vote to suspend chapter bylaws shall have the required Official Policy Statement as the first page of the Chapter Policies and Procedures Manual.

### **PROCEDURE:**

The official Alpha Delta Kappa support document entitled “Sample Chapter Bylaws That Mirror International Bylaws” shall be used by the chapters for this purpose if working with the chapter bylaws. Chapters voting to suspend chapter bylaws shall have the required Official Policy Statement as the first page of the Chapter Policies and Procedures Manual.

SEE: Supporting documents: Chapter Bylaws template, Official Policy Statement and sample Chapter Policies and Procedures Manual.

[https://www.alphadeltakappa.org/ADK/Library/Chapter\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Chapter_Documents.aspx)

**Note this link does not take you to the supporting documents**

### **HISTORY/AUTHORIZATION**

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IC Minutes	Motion	November 16-17, 2001	p. 5
IC Minutes	Motion	November 16, 2008	p. 3
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** STANDARDIZATION OF S/P/N BYLAWS

**Page:** 1 of 1

**Version  
Date:** May 21, 2002

**POLICY:**

S/P/N Bylaws shall be standardized to mirror International Bylaws.

**PROCEDURE:**

The official Alpha Delta Kappa support document entitled "S/P/N Bylaws That Mirror International Bylaws" shall be used for this purpose if working with S/P/N bylaws. S/P/Ns voting to suspend their bylaws shall have the required Official Policy Statement as the first page of the S/P/N Policies and Procedures Manual and shall submit that policy when bylaws are due.

Access Supporting documents:

Letter to S/P/N Presidents  
S/P/N Bylaws Template (2020)  
S/P/N Bylaws Review Sheet  
S/P/N Official Policy Statement  
S/P/N Policies and Procedures Manual Guidelines  
S/P/N Official Policy Statement Review Sheet

[https://www.alphadeltakappa.org/ADK/Library/S P N Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/S_P_N_Documents.aspx)

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IC Minutes	Motion	May 12-13, 2000	p. 6-7

ALPHA DELTA KAPPA

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL COMMITTEES/BOARDS

**SECTION:** INTERNATIONAL STANDING COMMITTEES  
CANDIDATE QUALIFICATIONS

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:**

The International Candidate Qualifications Committee will have standing committee status.

**PROCEDURE:**

SEE: The following pages for guidelines, duties, and operating procedure of this committee.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL STANDING COMMITTEES  
DIVERSITY, EQUITY AND INCLUSION

**Page:** 1 of 1

**Version**  
**Date:** May 1996

**POLICY:**

The International Diversity, Equity and Inclusion Committee will have standing committee status.

**PROCEDURE:**

Access supporting documents:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

<u><b>SOURCE</b></u>	<u><b>ACTION</b></u>	<u><b>DATE</b></u>	<u><b>PAGE</b></u>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:**

ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:**

INTERNATIONAL STANDING COMMITTEES  
EDUCATIONAL SYMPOSIUM

**Page:** 1 of 1

**Version  
Date:** May 2020

**POLICY:**

The Educational Symposium Committee will have standing committee status. In order to further the goal of promoting educational excellence, an educational symposium will be held in conjunction with International Convention.

**PROCEDURE:**

Access supporting documents:

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

**HISTORY/AUTHORIZATION****SOURCE**

IEB Minutes  
IEB Minutes

**ACTION**

Motion  
Motion

**DATE**

November 12-14, 2015  
May 13, 2020

**PAGE**

p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** EXCELLENCE IN EDUCATION

**Page:** 1 of 1

**Version  
Date:** November 2014

**POLICY:**

The Excellence in Education Committee will have standing committee status.

**PROCEDURE:**

The Alpha Delta Kappa Excellence in Education Award Program is established at the regional and International level to:

- recognize members for outstanding contributions to education
- promote goals and purposes of Alpha Delta Kappa
- increase visibility of Alpha Delta Kappa

Note: Current Excellence in Education Committee Chairman Duties as well as Current Guidelines for the Excellence in Education Scholarships may be found in Section 16 - Scholarships and Grants.

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
I.C. Minutes	Motion	November 17, 2014	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** EXCELLENCE IN EDUCATION AWARD PROGRAM  
— FUNDING

**Page:** 1 of 1

**Version**  
**Date:** May 2019

**POLICY:** The Alpha Delta Kappa Excellence in Education Award Program at the regional and International levels is funded by the Alpha Delta Kappa and the Alpha Delta Kappa Foundation.

**PROCEDURE:**

1. \$5000 shall be awarded biannually to one International recipient.
  - a. Alpha Delta Kappa shall award \$2500 to the recipient herself.
  - b. The Foundation shall award \$2500 to the recipient's school.
2. The Foundation biannually shall provide funding for eight (8) engraved plaques.
3. Awards of \$500 per regional recipient will be funded by the AΔK Foundation and will be sent to each International Vice President in time for the regional conference.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 14-15, 2001	p. 11
IEB Minutes	Motion	May 8-9, 2002	p. 8-9
Foundation Minutes	Consensus	May 9, 2002 November 13,	p. 15
Foundation Minutes	Motion	2002 November 13,	p. 12
IEB Minutes	Motion	2002 May 18-19, 2007	p. 12
IEB Minutes	Motion		p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL *KAPPAN* COMMITTEE

**Page:** 1 of 1

**Version**  
**Date:** May 1996

**POLICY:**

The International *KAPPAN* Committee will have standing committee status.

**PROCEDURE:**

Access supporting documents:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL MEMBERSHIP  
COMMITTEE

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:** The International Membership Committee will have standing committee status.

**PROCEDURE:**

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** REGIONAL MEMBERSHIP CONSULTANT

**Page:** 1 of 1

**Version  
Date:** April 20, 2005

### **POLICY:**

Members assigned by International Executive Board to preside or to serve as consultants at a seminar or discussion meeting will receive one hundred seventy-five dollars (\$175) toward International Convention and Regional Conference expenses.

Payment will be made after receipts are received at Headquarters.

### **PROCEDURE:**

Payment for the International Convention and Regional Conferences will be made after receipts are received at Headquarters.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 10 - 13, 1976	p. 6
IEB Minutes	Motion	November 12, 2004	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL STANDING COMMITTEES —  
RESOLUTIONS

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:**

The International Resolutions Committee will have standing committee status.

**PROCEDURE:**

SEE: The following pages for guidelines, duties, and operating procedure of this committee.

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL STANDING COMMITTEES —  
WORLD UNDERSTANDING COMMITTEE

**Page:** 1 of 1

**Version**  
**Date:** April 20, 2005

**POLICY:** The International World Understanding Committee will have standing committee status.

### PROCEDURE:

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IC	Motion	May 14-15, 1999	p. 6
IEB Minutes	Motion	July 19, 1999	p. 6
IEB Minutes	Motion	November 1999	
IC Minutes	Motion	May 12-13, 2000	p. 5
IC Minutes	Motion	November 14 - 15, 2004	p. 12

**ALPHA DELTA KAPPA**



**ALPHA DELTA KAPPA  
INTERNATIONAL WORLD UNDERSTANDING COMMITTEE  
Guidelines for the**

**SELECTION OF THE INTERNATIONAL WORLD UNDERSTANDING PROJECT**

The Guidelines are disseminated to the Alpha Delta Kappa membership through the website, regional newsletters and S/P/N and chapter correspondence.

**STEP I. SUBMISSION PROCESS**

1. Chapters or S/P/Ns submit proposals by September 15 of even-numbered years using the JotForm on the Alpha Delta Kappa website.
2. Required information is on the International website [Foundation/World Understanding. Include a high-resolution photo (.jpg)]
3. Maximum length is twenty-five pages including documentation.
4. Current World Understanding Committee members and their chapters may not submit a proposal.
5. If the chapter or member submitting the proposal has a conflict of interest due to a personal relationship with the 501(c)(3) organization or the project leader a disclosure statement shall be submitted.
6. Proposals from 501(c)(3) religious organizations must be aware that proselytizing is discouraged in indigenous populations that already have organized religion in their culture
7. Submissions will be acknowledged automatically when the JotForm is received. If the applicant does not receive a confirmation email, she should contact Headquarters immediately.

**STEP II. RECUSALS**

1. A World Understanding Committee member should recuse herself from participating in the scoring process where a conflict of interest may be perceived, including:
  - a. If her Chapter or S/P/N has nominated a project
  - b. If she is connected to the organization through which the project would be completed
2. When a committee member recuses herself from participating on a particular project, she offers no score for that application. Instead, the average of all other scores will be calculated as her score.

**STEP III. REVIEW PROCESS**

1. Headquarters sends proposals to the chairman on September 16 of even-numbered years. The Chairman forwards them to committee members by September 20.
2. Proposals which do not meet the approved guidelines or are incomplete will be disqualified and the submitter will be informed of the disqualification.

*Revised – July 14, 2021*

3. Committee scores the proposals using the following criteria:
  - a. Project description is 100 words or less and will be used as a project summary on the World Understanding Project ballot.
  - b. Project description should include the impact of the project on women/children's issues in the designated community and include a link that describes the work and successes of the 501(c)(3) organization's projects elsewhere.
  - c. Requested funds should not exceed \$50,000.
  - d. Itemized the allocation of funds, knowing that all of the money donated by Alpha Delta Kappa goes directly into the project.
  - e. Submitted IRS certification letter showing 501(c)(3) status of the proposed project organization
  - f. Explained brief history of the organization's involvement with Alpha Delta Kappa at different levels
  - g. Submitted application must not exceed twenty-five pages in length including documentation.
4. Identify the top five projects through consensus of the committee by November 30, even-numbered years. The World Understanding Committee Chairman e-mails the five proposals to the International Executive Board Chairman for final review by December 1.
5. The International Executive Board will vote for the top three proposals by December 15 of even-numbered years and the IEB Chairman will notify the World Understanding Chairman.
6. Submit an article to the ***KAPPAN*** by January 1 of the odd-numbered year written by the World Understanding Committee Chairman and IEB liaison. The article will include the 100 word summary and a photograph of each of the top three proposed projects.
7. Notify all applicants via email of the status of their proposal by February 15 of odd-numbered years, **to be kept confidential until a public announcement**, including: acknowledge the efforts of the applicant, identify the next steps in the process and encourage those not selected to try again. The top three proposals will receive a letter attached to the email confirming their selection as a finalist.
8. The decision of the World Understanding Committee is final. Under no circumstances should committee members be contacted requesting justification of their decision or recommendations to improve future applications. Questions that arise should be directed to the World Understanding Chairman.

#### STEP IV. VOTING PROCESS

1. Publish the summaries of the top three proposals on the website, in the March ***KAPPAN***, and in eblasts.
2. Send summaries of the top three proposals to the International Vice Presidents for each region and the S/P/N presidents to be included in their newsletters **after** the information is published in the March ***KAPPAN***.

*Revised – July 14, 2021*

3. Campaigning or promoting any proposed World Understanding project is prohibited. However, a chapter or S/P/N may fundraise for a project but not identify it as a proposed International project.
4. All members will vote online for the next World Understanding project between May 1-30 of the odd-numbered year and the results will be announced at the International Convention.

#### **STEP V: NOTIFICATION OF APPROVED PROJECT AND FUNDRAISING CAMPAIGN**

1. International Headquarters will notify the recipient of the approved International World Understanding Project by August 1 of the odd-numbered year.
2. Headquarters staff will prepare an article for the September *KAPPAN* to announce the selected project.
3. The World Understanding Committee will work with International Headquarters staff to develop a fundraising campaign.
4. Donated money will be presented to the 501(c)(3) project representative at the regional conference of the nominating chapter or S/P/N the following year.
5. Further donations will be distributed periodically to aid in the on-going work of the project until May 1 of the next odd-numbered year. Donated funds after May 1 will be earmarked for the next World Understanding project. **Any funds contributed after the cutoff date should be made directly to the project rather than to the Foundation.**

#### **STEP VI. ACCOUNTABILITY AND COMMUNICATION**

1. The World Understanding Committee Chairman will maintain contact with the participating 501(c)(3) organization and provide timely updates about the project, including the use of donated funds, to the International Executive Board.
2. Publish a final biennium-end project summary in the June *KAPPAN* (*March 1<sup>st</sup> submission deadline*), on the website and via an e-blast in June of the odd-number year and before the next project is announced at Convention.
3. Ask a representative from the 501(c)(3) project to attend the following International Convention to update members on the status of the project.
4. The International World Understanding Chairman may collaborate with the 501(c)(3) organization to arrange for representatives from the Executive Board, World Understanding Committee and other members of the organization to make an on-site visit to the project.

## INTERNATIONAL WORLD UNDERSTANDING PROJECT

### Directions for Submitting a Proposal

*Using the guidelines below, describe your proposal for the next International World Understanding Project. This proposal MUST be submitted electronically to the International World Understanding Chairman by September 15, \_\_\_\_\_ (even year). The application must not exceed twenty-five pages in length, including supporting documentation. Refer to the guidelines for specific evidence required for inclusion under each heading. Direct questions to the International World Understanding Chairman.*

#### Cover Page Must Include:

- ✓ Project name (an acronym or short name)
- ✓ Name and contact information of Alpha Delta Kappa sister submitting the proposal
- ✓ Name and contact information of the U.S. approved non-profit organization
- ✓ Signature of S/P/N President
- ✓ Signature of chapter president

#### Required contents of the proposal:

- ✓ Project description (100 words or less that can be used as a project summary on the ballot)  
*Description of how the project will impact women/children's issues and the community*
- ✓ Financial needs for the project, not to exceed \$50,000
- ✓ Attainable goals of the project with specified cost
- ✓ Statement of specific fund allocations.
- ✓ Identify timeline and date for completion of project
- ✓ Name of and Information about the organization
- ✓ Contact person and contact information for that person
- ✓ Past success of the organization
- ✓ Website and other social media platforms such as Facebook page, Instagram, Twitter
- ✓ Supporting documents

#### Background check of the organization

- ✓ Nonprofit certification
- ✓ IRS verification

#### History of Alpha Delta Kappa's involvement with the organization

- ✓ Sisters' involvement with the organization
- ✓ Chapters' involvement with the organization
- ✓ States' involvement with the organization
- ✓ Two letters of recommendation from Alpha Delta Kappa sisters

# INTERNATIONAL WORLD UNDERSTANDING PROJECT PROPOSAL SCORING RUBRIC

## Cover Page

- ✓ Project name (an acronym or short name)
- ✓ Name and contact information of Alpha Delta Kappa sister submitting the proposal
- ✓ Name and contact information of the U.S. approved non-profit organization
- ✓ Signature of S/P/N President
- ✓ Signature of chapter president

POSSIBLE	SCORE
2	
1	
1	
1	
1	

## Required contents of the proposal:

- ✓ Project description  
100 words or less that can be used as a project summary on the ballot.
- ✓ Description of how the project will impact women/children's issues and the community

15	
15	

## Financial needs for the project, not to exceed \$50,000

- ✓ Attainable goals of the project with specified cost
- ✓ Statement of specific fund allocations.
- ✓ Identify timeline and date for completion of project

10	
10	
10	

## Name of and Information about the organization

- ✓ Contact person and contact information for that person
- ✓ Past success of the organization
- ✓ Webpage access
- ✓ Supporting documents

1	
3	
2	
3	

## Background check of the organization

- ✓ Nonprofit certification
- ✓ IRS verification

2	
3	

## History of Alpha Delta Kappa's involvement with the organization

- ✓ Sisters' involvement with the organization
- ✓ Chapters' involvement with the organization
- ✓ SPN's involvement with the organization
- ✓ Two letters of recommendation from Alpha Delta Kappa sisters

5	
5	
5	
5	

*The project will not be accepted if it has more than 25 pages  
and  
is not submitted electronically.*

## WORLD UNDERSTANDING PROJECT TIMELINE

### **2019 – 2021 Biennium**

2019 – 2020	Plan and take TEACH TOO trip (if appropriate)
June 2020	Final Project Summary of the 2018-2020 Project will be published in <i>KAPPAN</i> , on website, and in eblast.
Oct. 1, 2020	Transition year – New proposal submission deadline
April 10, 2021	Committee review of proposals to narrow to five
April 25, 2021	Chairman submits final report of proposals for IEB Study Packet
May 2021	IEB review of proposals to narrow from five proposals to three  Final three proposals announced online and by email to S/P/N, Regional, and International World Understanding Committee Chairmen and S/P/N Presidents
June 1 – June 30, 2021	Online Voting by full membership
July 2021	Announcement of the New WU Project at the International Convention

### **2021 – 2023 and Future Biennia**

July odd year – May 1 even year	Fundraising for new project Check to be at the Regional Conference of th submitting S/P/N
July even year – June odd year	Plan and take site visit, <i>if appropriate</i>
Sept. 15, even year	Deadline for proposals to be submitted
Nov, 30, even year	Committee review of proposals completed (determine the top five)
Dec 1, even year	Chairman submits final report of top five proposals for IEB Study Packet
Dec. 15 even year	IEB review of proposals to narrow from five proposals to three  Final three proposals announced online and by email to S/P/N, Regional, and International World Understanding Committee Chairmen and S/P/N Presidents
June odd year	Final Project Summary of the current biennium Project will be published in <i>KAPPAN</i> , on website, and in eblast.
May 1 – May 30 <sup>th</sup> odd year	Online voting for next WU Project
July odd year	Announcement of the New WU Project at the International Convention
Aug. 1 odd year	Headquarters notifies the chosen project and prepares an article for the Sept Kappan

Revised – July 14, 2021

# World Understanding Grant Agreement

[Print On Letterhead of Alpha Delta Kappa Foundation]

[Date]

[Name of Grant Recipient]

[Address of Grant Recipient]

Re: Alpha Delta Kappa International World Understanding Grant Agreement

Dear [Name of Individual]:

On behalf of The Alpha Delta Kappa Foundation (the “Foundation”) and Alpha Delta Kappa (ADK), I am pleased to inform you that [Name of Grant Recipient] (Grantee) has been selected to receive a grant in the amount of [\$\_\_\_\_\_] (the Grant) as part of ADK’s International World Understanding Initiative, subject to the terms and conditions set forth in this letter agreement (this “Agreement”).

## **Grant Terms and Conditions**

1. Purpose of Grant. The Grant shall be used (and may only be used) by Grantee to [Insert a general description of the particular project being funded] (the “Project”).

2. Use of Grant. The Grant shall be spent in accordance with the [application submitted by Grantee to the Foundation on \_\_\_\_\_ and the] budget set forth in Exhibit A. Any change to a line item in the budget exceeding [\_\_\_\_] percent must be approved by the Foundation in advance.

3. Tax-Exempt Purposes. Notwithstanding any other provision of this Agreement, Grantee shall use the Grant in a manner that is consistent with the Foundation’s tax-exempt purposes, and in particular shall use the grant solely for charitable, scientific, literary, or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code (the “Code”).

4. Prohibition Against Lobbying and Political Activity. Grantee shall not use any portion of the Grant: (a) to carry on propaganda, or otherwise attempt to influence legislation within the meaning of Section 4945(d)(1) of the Code; or (b) to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive within the meaning of Section 4945(d)(2) of the Code.

5. Compliance with Applicable Laws and Sanctions Programs. Grantee shall comply in all respects with all relevant laws to which it may be subject in connection with carrying out the Project. Grantee shall not permit any portion of the Grant: (a) to be lent, contributed, expended, or otherwise made available to fund any activity or business in any Designated Jurisdiction (as defined below); (b) to fund any activity or business of any individual or entity located, organized, or residing in any Designated Jurisdiction; or (c) to be used in any other manner that will result in any violation by any individual or entity of any international economic sanction administered or enforced by the

United States Government, including, without limitation, the Office of Foreign Assets Control of the United States Department of the Treasury (Sanctions). “Designated Jurisdiction” means any country or territory to the extent that such country or territory is the subject of any Sanctions.

6. Tax-Exempt Status of Grantee. Grantee represents and warrants that it is recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) of the Code.

7. Indemnification Regarding Use of Grant. Grantee shall protect, save, and keep the Foundation, and each of its directors, officers, employees, and other representatives harmless from and indemnify them against any and all claims, demands, losses, costs, damages, suits, judgments, penalties, expenses, and liabilities of any kind or nature that arise out of or in connection with Grantee’s use of the Grant.

8. Acknowledgement and Publicity. All publications, press releases, and other documents produced by Grantee that refer to or result from the Grant shall give appropriate credit and attribution to the Foundation. Grantee agrees to work with the Foundation in good faith to assure that such attributions, if any, are acceptable to the Foundation. Grantee further grants to Foundation a royalty-free, non-exclusive license to use Grantee’s name and logo for the limited purpose of publicizing the Grant on the Foundation’s website and in membership communications to the members of ADK.

9. Required Notification of Certain Events. Grantee shall immediately notify the Foundation if: (a) there is any change in Grantee’s status as a Section 501(c)(3) organization or if Grantee’s status as a Section 501(c)(3) status is revoked by the Internal Revenue Service; (b) Grantee is unable to spend the Grant for the purposes specified herein; (c) any portion of the Grant is expended for a purpose other than the purposes specified herein or for a use that is prohibited herein; (d) Grantee becomes a party to any material litigation.

10. Return of Unused Funds; Breach of Contract. Any Grant funds that have not been expended by the Grantee in accordance with Section 2 by [Insert Date] shall be returned to the Foundation. If Grantee shall materially breach any of the terms or conditions of this Agreement, then Grantee shall, at the option of the Foundation and immediately upon receipt of a written request from the Foundation, refund to the Foundation the portion of the Grant that has been paid to Grantee.

11. Retention and Inspection of Records. Grantee shall keep detailed records regarding its receipt and use of the Grant, and such records shall be retained for at least seven years after the Grant is fully paid by the Foundation to Grantee. The Foundation shall have the right to inspect Grantee’s records regarding the receipt and use of the Grant at reasonable times for the purpose of program evaluation or verification of Grantee’s compliance with the terms of this Agreement.

12. Payment Schedule. [Alternative 1: If the entire Grant is to be paid up front, include the following paragraph][The Grant shall be paid by the Foundation upon the Foundation’s receipt of this Agreement fully executed by Grantee.]

[Alternative 2: If the Grant is to be paid pursuant to a schedule, include the following three paragraphs][The Grant shall be paid in [ ] installments, as set forth in (a) and (b) below.

(a) The first installment of the Grant, in the amount of [ \$ \_\_\_\_\_ ], shall be paid by the Foundation upon the Foundation's receipt of this Agreement fully executed by Grantee. The second installment of the Grant, in the amount of [ \$ \_\_\_\_\_ ], shall be paid by the Foundation [Insert Specific Date or Identify Specific Event], if the Foundation is then reasonably satisfied that Grantee has complied with the provisions of this Agreement and that the Grant is being used in accordance with the provisions of this Agreement. [Add Additional Installments as Needed] The final installment of the Grant, in the amount of [ \$ \_\_\_\_\_ ], shall be paid by the Foundation [Insert Specific Date or Identify Specific Event], if the Foundation is then reasonably satisfied that Grantee has complied with the provisions of this Agreement and that the Grant is being used in accordance with the provisions of this Agreement. If the conditions for the payment of any installment of the Grant have not been satisfied prior to the date upon which such installment would otherwise be payable, then the Foundation shall determine when, if, and the extent to which such installment shall be paid.

(b) In addition to the foregoing requirements regarding payment of the Grant, Grantee shall in the case of each installment payment of the Grant provide an invoice to the Foundation that may be used internally by the Foundation to facilitate payment. Each such invoice shall indicate that Grantee believes that the conditions of the installment payment that is subject of the invoice have been satisfied.

13. Progress Reports. Within 10 days following the end of each calendar quarter, beginning in the quarter in which the [Grant][first installment of the Grant] is paid and continuing until the Project is completed, Grantee shall provide to the Foundation a progress report which documents the progress of the Project and Grantee's use of the Grant funds. Each progress report shall include a detailed description of the uses made of the Grant funds and what was accomplished by the expenditure of the Grant, including a description of the progress made in carrying out and accomplishing the purposes of the Grant as set forth in this Agreement, and shall include a statement of revenues and expenditures of Grantee in sufficient detail to show the use of the Grant attested by a responsible financial officer of Grantee. In addition, each report shall include a statement as to whether or not Grantee has fully complied with the terms of this Agreement and shall provide details of any noncompliance.

14. Disclaimer of Partnership or Agency Relationship. Grantee acknowledges and agrees that there is no partnership or joint venture between it and the Foundation and that Grantee is neither an agent of nor authorized to act in any manner on behalf of the Foundation.

15. Prohibition on Assignment. Grantee's rights and obligations under this Agreement are specific to Grantee, and Grantee may not assign its rights or obligations hereunder to any individual or entity without the prior written consent of the Foundation.

16. Complete Agreement. This Agreement, including all documents incorporated by reference hereto, constitutes the full and complete understanding and agreement of the parties with respect to the subject matter hereof.

17. Choice of Law; Venue. This Agreement shall be governed by and construed in

accordance with the internal laws of the State of Missouri. Venue for any disputes arising hereunder shall be in the courts located in Jackson County, Missouri.

*[Signature Page Follows]*

If Grantee agrees and accepts the terms and conditions set forth in this Agreement, please have an authorized officer, director, or trustee of Grantee countersign and return the attached copy of this Agreement to the Foundation.

Sincerely,

THE ALPHA DELTA KAPPA FOUNDATION

By: \_\_\_\_\_  
[Officer Name and Title]

**Acknowledgment and Agreement:**

[NAME OF GRANT RECIPIENT]

By: \_\_\_\_\_  
[Officer Name and Title]

Date: \_\_\_\_\_

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** INTERNATIONAL STANDING COMMITTEES —  
WORLD UNDERSTANDING COMMITTEE /  
Making a Better World Initiative

**Page:** 1 of 1

**Version Date:** March 2, 2021

**POLICY:** The Making a Better World Initiative is established as an annual recognition program designed to promote and recognize Alpha Delta Kappa members, chapters, states, provinces or nations who advance cross-cultural learning and relationships and/or increasing awareness and involvement in global issues.

**PROCEDURE:**

1. Members, chapters, states, provinces or nations submit the Summary Form online to Headquarters by March 1.
2. Applications are automatically sent to the Chairman of the International World Understanding Committee by March 15.
3. The International World Understanding Committee adjudicates each application by March 31st.
4. The committee will submit up to five summaries to be posted on the International website and may be published in the *KAPPAN*.
5. Headquarters staff will send the 5 selected finalists a Certificate of Commendation.

Access guidelines, duties and operating procedures of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding\\_and\\_General\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>

ALPHA DELTA KAPPA

RETURN TO TOP



**ALPHA DELTA KAPPA**  
**INTERNATIONAL WORLD UNDERSTANDING COMMITTEE**  
**Guidelines for the**  
**MAKING A BETTER WORLD INITIATIVE**

**Purpose:**

An annual recognition program designed to promote and recognize Alpha Delta Kappa members, chapters and states/provinces/nations who make outstanding contributions by advancing cross-cultural learning and relationships and/or increasing awareness and involvement in global issues.

**Overview:**

This optional initiative:

- Recognizes outstanding programs or projects that make a significant contribution to societies at home and/or around the world;
- Advances cross-cultural learning and relationship building;
- Encourages social responsibility;
- Increases awareness and involvement in global issues;
- Raises awareness of Alpha Delta Kappa members' impact worldwide.

**Recognition:**

- Each participant will receive a Certificate of Commendation;
- Summary may be posted on the Alpha Delta Kappa website and/or published in the *KAPPAN*;
- Program or project may be featured in workshops at S/P/N conventions, regional conferences and International conventions.
- Are you, your chapter or a chapter member engaged in a compelling program that benefits either your local community or the international community? If so, Alpha Delta Kappa would like to recognize this important contribution and share your story.

**Eligibility Requirements:**

- Members, chapters and states/provinces/nations are eligible to enter;
- Program or project must have been conducted in the past year;
- Program or project may benefit members or non-Alpha Delta Kappa members;
- Summary must be submitted using the Online Summary Form below;
- Summary must be submitted in English;
- Summary must be submitted electronically by midnight, CT, March 1.
- Take the Initiative and Show How Alpha Delta Kappa is Making A Better World

**Making A Better World Initiative Summary**  
**TO BE ONLINE JOTFORM**

First Name

Last Name

My S/P/N & Chapter

Email

Home Phone

Mailing address:

Name of Project, Program or Activity

In 250 words or less, provide a summary of your success story. The following guiding questions may help you summarize your program or project:

- When, why, and where was the program or project started?
- What were the goals/objectives? How were they reached? How did your program or project improve upon what has been done in the past?
- What were the measurable outcomes of the program or project?
- What was the actual impact on people, communities, quality of life? How did it benefit society?
- What resources were needed to implement the program or project?
- Who was involved in this program or project?
- How will this initiative be sustainable? In what ways will it continue “making a better world?”

Summarize your Success Story (250 words or less):

Provide one to three photos that highlight the impact of your program or project.

S	S	S															
<b>SECTION:</b> Scholarships and Grants Eligibility		<b>Page:</b> 1 of 1															
		<b>Version Date:</b> September 24, 2021															
<p><b>POLICY:</b></p> <ul style="list-style-type: none"> <li>Members who are recipients of the following Alpha Delta Kappa scholarships and grants are eligible to receive these Alpha Delta Kappa awards only once: <ul style="list-style-type: none"> <li>Regional Professional Development Scholarship</li> <li>Fine Arts Grants</li> <li>ARGO (Agnes Robertson Global Outreach)</li> <li>Regional Excellence in Education Award</li> </ul> </li> <li>In a biennium members may receive one of each: <ul style="list-style-type: none"> <li>Regional Mini Scholarship</li> <li>Classroom Grant</li> </ul> </li> <li>Alpha Delta Kappa Future Educators Scholarship recipients are eligible to receive an award twice during their AΔK Collegiate Club membership.</li> <li>Non-Member Innovation Grant recipients are eligible to receive a grant only once.</li> <li>Alpha Delta Kappa members may not apply for an ITE scholarship.</li> <li>Applicants shall not be a member of the International Executive Board, International Chapter, International scholarship boards or committees, a substantial contributor to the AΔK Foundation or a relative of any of the groups.</li> </ul> <p><b>PROCEDURE:</b> Follow Guidelines for specific scholarships and grants.</p>																	
S																	
<table border="1"> <thead> <tr> <th>SOURCE</th><th>ACTION</th><th>DATE</th></tr> </thead> <tbody> <tr> <td>Ex. Bd. Minutes</td><td>Motion</td><td>Nov. 12-15, 1975</td></tr> <tr> <td>Ex. Bd. Minutes</td><td>Motion</td><td>May 10-11, 2000</td></tr> <tr> <td>IEB Minutes</td><td>Motion</td><td>May 18-19, 2006</td></tr> <tr> <td>IEB Minutes</td><td>Motion</td><td>Sep. 24, 2021</td></tr> </tbody> </table>			SOURCE	ACTION	DATE	Ex. Bd. Minutes	Motion	Nov. 12-15, 1975	Ex. Bd. Minutes	Motion	May 10-11, 2000	IEB Minutes	Motion	May 18-19, 2006	IEB Minutes	Motion	Sep. 24, 2021
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## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** SCHOLARSHIPS& GRANTS  
RESTRICTIONS - CONFLICT OF INTEREST

**Page:** 1 of 1

**Version**  
**Date:** Aug 2006

**POLICY:** In order for the Alpha Delta Kappa Foundation to qualify for exemption from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code, members of International Executive Board, International Chapter, International scholarship boards or committees, substantial contributors to Alpha Delta Kapppa Foundation or relatives of any of the aforementioned groups cannot receive scholarships, grants or other payments.

### HISTORY/AUTHORIZATION

**SOURCE**  
IEB Minutes

**ACTION**  
Motion

**DATE**  
May 18-19, 2006

**PAGE**  
p. 7

**ALPHA DELTA KAPPA**

## SCHOLARSHIPS AT-A-GLANCE

DEADLINE	SCHOLARSHIP NAME	PURPOSE	WHO IS ELIGIBLE	AMOUNT OF AWARD
January 15 even-year only, to submit Application  Nomination required by a colleague/ chapter member or self- nomination by November 1 odd-year	Excellence in Education (EiE) Awards: <ul style="list-style-type: none"> <li>S/P/N Level awarded at even-numbered S/P/N conventions</li> <li>Regional Level awarded at each Regional Conference in even-numbered years (seven awards)</li> <li>International Level awarded at the International Convention in odd-numbered years.</li> </ul>	To recognize active educators for outstanding contributions in education.  One Application completed by the nominee for consideration at three possible levels  Nominations deadline November 1 of the odd-numbered year	MEMBERS engaged in education <u>with</u> a Nomination by the November 1 odd-numbered year deadline. Nominees will receive an online invitation to fill out the Application by the January 15 deadline. Must be a recipient at the S/P/N Level to be eligible at the Regional Level.  Only Regional recipients are eligible for the International Award.	Varied S/P/N Level Awards All S/P/N recipients receive a unique EiE award pin at Regional Conferences.  \$500 Regional Award for educational purposes and an engraved trophy  \$5,000 International Award to the recipient for educational purposes, materials, coursework, or to enhance personal and professional educational goals and an engraved trophy
January 31	Regional Professional Development (RPD) Scholarship	For advanced study, postgraduate degrees, or National Board certification	MEMBERS engaged in education	\$3,000 per Region, to fund up to two annual scholarships
February 15	Fine Arts Grants	Encourage student enrichment in the fine arts.	MEMBERS engaged in education	\$10,000 single grant or divided among two or more recipients
February 15	Agnes Robertson Global Outreach (ARGO) [Formerly known as: Living Memorial Scholarship]	Opportunity for professional growth through studying other cultures to promote World Understanding and develop educational resources	MEMBERS engaged in education	\$2,500 annually for one recipient
March 1  <b>AΔK Collegiate Club Students Eligible ONLY</b>	Alpha Delta Kappa Future Educators	Assistance for tuition, room & board, and course materials for students who display potential to be excellent educators	<b>AΔK CC Students</b> approaching or in the last two years of her teacher preparation at University/ College.	\$1,000 annually awarded to up to seven recipients

## SCHOLARSHIPS AT-A-GLANCE

DEADLINE	SCHOLARSHIP NAME	PURPOSE	WHO IS ELIGIBLE	AMOUNT OF AWARD
April 15	RPD Mini-Scholarships (For activities taking place between May 15-Nov 15)	For non-Alpha Delta Kappa-sponsored conferences, classes, or workshops	MEMBERS engaged or retired from education	\$1,500 per Region with up to \$500 per scholarship
September 15	Classroom Grant	To assist excellent member educators to enhance classroom lessons.	MEMBERS engaged in innovative teaching practices.	\$2,000 limit per Region at \$400 per grant awarded—up to five awards for seven regions. Thirty-five awards are available for funding.
October 15	RPD Mini-Scholarships (For activities taking place between Nov 15-May 15)	For Non-Alpha Delta Kappa-sponsored conferences, classes, or workshops	MEMBERS engaged in education or retired from education	\$1,500 per Region, with up to \$500 per scholarship
November 1 Odd year only  Only Nominees sent the online Application to submit by January 15 even-year only	Excellence in Education (EiE) award <b>Nomination Form</b>  Nomination required by an AΔK colleague/chapter member or self-nomination.	Nomination Form required for the educator to receive an invitation to complete the online Application. Application Packet due January 15 of an even-numbered year.	MEMBERS engaged in education <u>and</u> under contract in teaching, administration, or some specialized field of education. Must have a nomination to progress to the Application level. Past recipients at the regional Level not eligible to be nominated again.	Awards provided at the S/P/N, Regional and International for recipients at each level. See Excellence in Education awards, above, for January 15 EiE award information.
November 15 <b>NON-MEMBERS ONLY</b>	Innovation Grant  <u>Recommendation by a member required.</u>	To assist creative, innovative educators with the cost of supplies or services to enhance lessons.	<b>NON-MEMBERS</b> with no more than ten years of teaching experience.	\$1,000 limit per Region at \$200 per grant awarded. Up to five awards for seven regions

INTERNATIONAL TEACHER EDUCATION (ITE) AND OTHER NON-MEMBER COLLEGIATE SCHOLARSHIPS (Applications not required to be submitted through KALEIDOSCOPE)	
International Teacher Education (ITE)	Up to seven International educators' opportunity for graduate study in the United States; \$10,000 each
Marie Neal Memorial Scholarship	Baker University, Baldwin City KS (Application through the University)
Alpha Delta Kappa	Kansas City Art Institute (KCAI—MO) (Application through KCAI)
Agnes Shipman Robertson Memorial Scholarship	UMKC Conservatory of Music and Dance (Application through the University of Missouri-Kansas City)

**SCHOLARSHIPS AND GRANTS TIMELINE**  
**KALEIDOSCOPE**

SCHOLARSHIP GRANT	POST ONLINE APPLICATION	APPLICATION DEADLINE	KALEIDOSCOPE URL		
Classroom Grant	June 15	September 15	<a href="https://app.mykaleidoscope.com/scholarship/adkclassroomgrant">https://app.mykaleidoscope.com/scholarship/adkclassroomgrant</a>		
Regional Mini Scholarships (Fall)	July 15	October 15	<a href="https://app.mykaleidoscope.com/scholarship/adkregionalminischolarship">https://app.mykaleidoscope.com/scholarship/adkregionalminischolarship</a>		
International Teacher Education (ITE)	July 15	January 15	<a href="https://app.mykaleidoscope.com/scholarship/internationalteachereducationschol">https://app.mykaleidoscope.com/scholarship/internationalteachereducationschol</a>		
Innovation Grant	August 15	November 15	<a href="https://app.mykaleidoscope.com/scholarship/adkinnovationgrant">https://app.mykaleidoscope.com/scholarship/adkinnovationgrant</a>		
Regional Professional Development	November 1	January 31	<a href="https://app.mykaleidoscope.com/scholarship/adkregionalprofessionaldevelopme">https://app.mykaleidoscope.com/scholarship/adkregionalprofessionaldevelopme</a>		
Fine Arts Grants	November 15	February 15	<a href="https://app.mykaleidoscope.com/scholarship/adkfineartsgrant">https://app.mykaleidoscope.com/scholarship/adkfineartsgrant</a>		
ARGO	November 15	February 15	<a href="https://app.mykaleidoscope.com/scholarship/adkagnesrobertsonglobaloutreach">https://app.mykaleidoscope.com/scholarship/adkagnesrobertsonglobaloutreach</a>		
Future Educators	December 1	March 1	<a href="https://app.mykaleidoscope.com/scholarship/adkfutureeducatorscholarship">https://app.mykaleidoscope.com/scholarship/adkfutureeducatorscholarship</a>		
Regional Mini Scholarships (Spring)	January 15	April 15	<a href="https://app.mykaleidoscope.com/scholarship/adkregionalminischolarshipspring">https://app.mykaleidoscope.com/scholarship/adkregionalminischolarshipspring</a>		
Excellence in Education Award	OPENS IN ODD YR				
EiE Nomination Form-Odd Year Only	August 1	November 1		Odd-Year Only	
Application Sent to Nominees Only	By November 10- Odd Yr	January 15- Even Yr		Even-Year Only	
State/Province/Nation EiE Committees				Sort by S/P/N	
Regional EiE Committees				Sort by Region	
International EiE Committee				Seven Regional Recipients	

## SCHOLARSHIPS AND GRANTS TIMELINE

### KALEIDOSCOPE

<b>SCHOLARSHIP GRANT</b>	<b>COMMITTEE REVIEW START</b>	<b>COMMITTEE REVIEW DEADLINE</b>	<b>SCORE REPORT</b>	<b>NOTIFICATION BY COMMITTEE</b>	<b>HEADQUARTERS ISSUES CHECKS BY</b>
<b>Classroom Grant</b>	September 20	October 15	October 20	November 1	<b>December 1</b>
<b>Regional Mini Scholarships (Fall)</b>	October 20	November 5	November 10	November 15	<b>December 15</b>
<b>International Teacher Education (ITE)</b>	January 20	February 15	February 20	March 1	<b>April 1</b>
<b>Innovation Grant</b>	November 20	December 15	December 20	January 1	<b>February 1</b>
<b>Regional Professional Development</b>	February 5	March 1	March 5	March 15	<b>April 15</b>
<b>Fine Arts Grants</b>	February 20	March 15	March 20	April 1	<b>May 1</b>
<b>ARGO</b>	February 20	March 15	March 20	April 1	<b>May 1</b>
<b>Future Educators</b>	March 5	April 1	April 5	April 15	<b>May 15</b>
<b>Regional Mini Scholarships (Spring)</b>	April 20	May 5	May 10	May 15	<b>June 15</b>
<b>Excellence in Education Award</b>					
<b>EiE Nomination Form-Odd Year Only</b>					
<b>Application Sent to Nominees Only</b>					
<b>State/Province/Nation EiE Committees</b>	January 20	February 15	February 20	At S/P/N Conventions	
<b>Regional EiE Committees</b>	April 1	May 1	May 5	Regional Conferences	<b>August 1</b>
<b>International EiE Committee</b>	September 15	November 15	November 20	International Covention	<b>At INTL Convention</b>

## ALPHA DELTA KAPPA

### Using the Online Scholarships & Grants Platform on Kaleidoscope FOR APPLICANTS

**APPLICANTS: Only the Apply Online applications**, through Kaleidoscope, will be accepted for all the scholarships and grants programs.

1. View all the scholarships and grants available on the Alpha Delta Kappa website <https://drive.google.com/file/d/1HGkcLgWnN8xwjlRylhDwZdBUTpICkKls/view>  
On the Scholarships and Grants (S&G) page of the AΔK website, click the **APPLY ONLINE** for the selected scholarship or grant when the application is active (60-90 days prior to deadline). You will go directly to the secure Kaleidoscope online application.
2. Fill out the general information required. **It is strongly suggested NOT to use a school district email address** because Kaleidoscope communication is often blocked by security systems on the school district websites. **When accessing Kaleidoscope, use Google Chrome, Mozilla Firefox, or Safari as your internet provider.** Do not use Internet Explorer.
3. To ensure your answers save, click **Next Step** before leaving or closing your application. This will ensure that your information has in fact saved in the Kaleidoscope system. You will be able to resume the application from where you left off. Email prompts/nudges from Kaleidoscope, may be sent to remind you to complete an application in progress, and not yet submitted.
4. Some applications require one or two recommendations or other documents. Scan and upload those documents, when required.
5. When the application is completed be sure to **SUBMIT**. You may save or print a PDF copy of the application submitted.
6. Applications (**for information only**), if available on the Alpha Delta Kappa website, may be used to script responses and then use copy and paste to upload those responses to the Kaleidoscope application. Adjudication Forms/Rubrics (**for information only**), may also be available on the website for information on the criteria used to review and score the application by the committees.
7. Applications will automatically be assigned to the appropriate Scholarships & Grants Committee to review through the Kaleidoscope Review Portal.
8. Approximately six weeks after the deadline for submission, you should hear the outcome of the application adjudication from the specific scholarship or grant committee chairman. Recipients of scholarships/grants will be requested to submit a photo. By submitting the photo, you are granting permission to print. The photo should be a .jpg head shot and may be used for publication in the **KAPPAN** or other regional or S/P/N publications.
9. Recipients should receive the checks from Headquarters about eight to ten weeks after the deadline to submit the application.
10. Contact the Scholarships Coordinator [scholarships@alphadeltakappa.org](mailto:scholarships@alphadeltakappa.org), the Chairman for the specific S&G committee, and/or the IEB Liaison to the S&G for questions/concerns.  
**Kaleidoscope will not able to answer S&G program questions, specific to AΔK.**

# ALPHA DELTA KAPPA

## GENERAL INFORMATION FOR SCHOLARSHIPS & GRANTS COMMITTEES

### Using the Kaleidoscope Online Scholarships & Grants Platform

When accessing Kaleidoscope, **use Google Chrome, Mozilla Firefox, or Safari** as your internet browser provider—DO NOT use Internet Explorer. <https://app.mykaleidoscope.com/login>

- A. **REVIEW PORTAL**—Approximately a week after the application deadline, Kaleidoscope will send a unique username and password to access the applications for the scholarship or grant for which you are responsible to review. You may be directed to use your email as your username and set a password.
- B. A short Kaleidoscope Zoom video may be provided to give an overview of the review process. Adjudication forms (for information only) may be available on the Alpha Delta Kappa website.
- C. After the reviewer logs into the Kaleidoscope link, with their username and password, the review portal will provide a split screen with the submitted Application and Adjudication Form/Rubric, displayed one at a time. If necessary, refresh browser to be able to view documents and review portal.
- D. The reviewers may work on the website at any time convenient to the individual committee member. You may review all applications at once or **save** and return to the reviews later.
- E. When you **submit** a score in the application review, the application moves in your review portal, from ‘applications to review’ to ‘scored applications.’ Therefore, the score will stay at what you submitted, unless you log in and adjust it for some reason, prior to the deadline for reviews. The last submitted score in the ‘scored applications’ in your review portal, will be the one that will appear in the **Score Report** after the close of the reviews. Check your **REVIEW PORTAL** to make sure the application appears under the scored applications to confirm that it was submitted. Kaleidoscope does not email confirmation of submission.
- F. There will be a specified time limit/deadline to review the applications. Kaleidoscope reminders may be sent to complete reviews.
- G. **SCORE REPORT**—Approximately one week after the review deadline, Kaleidoscope will produce a **Score Report**. The report will have the ‘Average Total’ and ‘Percentage’ for each applicant listed in decreasing order.
- H. The score report in Excel may be sorted into tabs by regions, depending on the scholarship or grant. If it is a regional award, check that all S/P/N applications are sorted into the correct region.
- I. **All recipients must achieve at least an 85% score.**
- J. If it is not obvious who should receive the award, the committee may have to confer through email or phone conference to come to consensus. Some reasons for having to go to this step:
  - 1. Results in the Score Report, when adjudication by regions causes no recipient (out of several applications) to receive an award for one region, and there is significant discrepancy between reviewers’ scores.
  - 2. Too many potential recipients for the parameters of the award (ex. five recipients per region).
  - 3. Ties between top applicants, resulting in more potential recipients than award allows.
  - 4. Applicants requesting less award dollar amounts, than the allowed maximum, etc.
- K. **After award recipient decisions are made, the committee chairman notifies the Scholarships Coordinator at Headquarters and the IEB Liaison.** The Scholarships Coordinator will issue invoices for the award recipients and postal mail the check to the recipient, if appropriate.
- L. Chairmen of the committees will issue by email, a letter of congratulations OR notice of not receiving the award, to each of the applicants. The committee may assist with notifications.
- M. The Chairman, in consultation with the committee, may make recommendations to the IEB Liaison to improve the scholarship or grant guidelines/documents for consideration by the International Executive Board.



**ALPHA DELTA KAPPA**  
**Publication Authorization Form**

Name (please print) \_\_\_\_\_

I authorize \_\_\_\_\_ to publish my photo for promotional purposes.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**ALPHA DELTA KAPPA**  
**Publication Authorization Form**

Name (please print) \_\_\_\_\_

I authorize \_\_\_\_\_ to publish my photo for promotional purposes.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** AGNES ROBERTSON GLOBAL OUTREACH  
(ARGO) SCHOLARSHIP

**Page:** 1 of 1

**Version  
Date:** May 2020

**POLICY:** An Agnes Robertson Global Outreach (ARGO) Scholarship will be awarded.

### PROCEDURE:

1. For Alpha Delta Kappa members actively engaged in education only.
2. The purposes of the program are to supplement a member with:
  - A. The opportunity for professional growth through traveling away from her home environment and/or studying another culture to promote World Understanding and to expand her knowledge and develop materials to be used in the classroom.
  - B. The incentive to enrich the lives of students by imparting to them expanded knowledge in her field of education.
3. Each year one recipient shall receive a \$2,500 scholarship. However, the amount awarded cannot exceed the applicant's estimated expenses. If the recipient's program cannot be completed, the scholarship funds shall be returned to Alpha Delta Kappa. No awards shall be retroactive.
4. Applications may be or accessed electronically at [www.alphadeltakappa.org](http://www.alphadeltakappa.org). The scholarship application must be received electronically on or before February 15.
5. The committee will notify the recipient by April 1. Checks shall be issued by Headquarters by May 1.
6. An ARGO Scholarship chairman will be appointed by the International President-Elect in the spring prior to her installation. The International President-Elect will appoint the ARGO Scholarship chairman before the May meeting of the International Executive Board during the odd year of the biennium. The ARGO Chairman will be appointed for a two-year term.
7. The International President-Elect will appoint a committee of three members from any of the seven regions.

SEE: Current Guidelines for ARGO Scholarship

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 14, 1988	p. 3
IEB Minutes	Motion	May 14, 2020	

**SUBJECT: ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES****SECTION: lassroo Grant****Page: 1 of 1****Version Date:**  
September 24, 2021

**POLICY:** The Alpha Delta Kappa Classroom Grant is designed to assist creative, innovative educators who are members with the cost of materials and services that enhance classroom lessons. The scope of this grant does not include coursework or professional development opportunities. This grant is for teachers who display characteristics of excellent educators.

**PROCEDURE:**

1. She shall be a current Alpha Delta Kappa member.
2. She shall exhibit creative and innovative teaching practices.
3. She shall be actively engaged in teaching or the education field
4. She is not currently a member of IC, IEB, International or Regional scholarship boards or International and Regional scholarship committees.
5. She is eligible to receive a Classroom Grant once a biennium.
6. Applications may accessed electronically at [www.alphadeltakappa.org](http://www.alphadeltakappa.org). The grant application must be received electronically on or before September 15. Recipients must score a minimum of 85% to receive the award.
7. A total of up to five grants will be awarded annually to recipients from each of the seven regions of Alpha Delta Kappa. If any region does not have a total of five recipients that meet the criteria, recipients may be selected from other regions to exceed the five regional grant awards, up to a total of thirty-five grants awarded.
8. Recipients will be notified by November 1 of each year. Checks will be issued to recipients from Headquarters by December 1. No grants will be retroactive. Recipients must use the funds within one year of the award date.
9. The applicant shall submit a summary detailing the benefits of the grant after completing the classroom project. The packet shall include photos of the materials being used by students and a reflection of the effectiveness of the project. Recipients shall send a copy to Alpha Delta Kappa HQ.
10. She may be invited to present during International conventions, regional conferences or S/P/N conventions.
11. The Classroom Grant Committee shall consist of the Chairman and three members from any of the seven regions appointed by the International President-Elect before her installation as International President.

**HISTORY / AUTHORIZATION:**

SOURCE	ACTION	DATE
IEB Minutes	Motion	May 1-2, 2015
IEB Minutes	Motion	May 13, 2020
IEB Minutes	Motion	Sep. 24, 2021

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** ALPHA DELTA KAPPA  
FUTURE EDUCATOR SCHOLARSHIP

**Page:** 1 OF 1

**Version  
Date:** June 2014

**POLICY:** The Alpha Delta Kappa Future Educator Scholarship is awarded to assist education majors in their final two semesters of coursework with tuition, room and board and course materials. This scholarship was developed for students who display potential to be excellent educators. It will be awarded annually to one recipient from each of the seven Alpha Delta Kappa regions.

**PROCEDURE:**

1. The scholarship application packet must be postmarked or received electronically on or before March 1. An electronic version can be obtained at AlphaDeltaKappa.org.
2. The \$1,000 scholarship is awarded annually to a recipient from each of the seven regions of Alpha Delta Kappa.
3. Recipients will be notified by May 1 of each year. It is a one-time award and is non-renewable.
4. Recipients must use the scholarship within one year of the award date.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 14-15, 2014	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** ALPHA DELTA KAPPA  
INNOVATION GRANT

**Page:** 1 OF 1

**Version  
Date:** November 2020

**POLICY:** The Alpha Delta Kappa Innovation Grant is designed to assist creative, innovative educators who are not members of Alpha Delta Kappa with the cost of materials and services that enhance classroom lessons. The scope of this grant does not include coursework or professional development opportunities. This grant is for teachers who display characteristics of excellent educators. The Alpha Delta Kappa Innovation Grant (\$200) will be awarded annually to a maximum of five recipients from each of the seven Alpha Delta Kappa regions.

### PROCEDURE:

1. Applicant shall be recommended by a current Alpha Delta Kappa member.
2. She shall exhibit creative and innovative teaching practices.
3. She shall have no more than ten years of teaching experience.
4. She is not related to a member of the current IC, IEB, International or Regional scholarship boards or International and Regional scholarship committees.
5. She has not received an International Alpha Delta Kappa scholarship or grant within the past two years.
6. The grant application may be obtained from HQ or electronically at [www.alphadeltakappa.org](http://www.alphadeltakappa.org). The grant application packet must be postmarked or received electronically on or before November 1.
7. If mailing, send the original and one copy to Alpha Delta Kappa HQ.
8. A total of up to five \$200 grants will be awarded annually to recipients from each of the seven regions of Alpha Delta Kappa.
9. Recipients will be notified by Jan. 20 of each year. The grant is a one-time award and is non-renewable. No grants will be retroactive. Recipients must use the funds within one year of the award date.
10. The applicant shall submit a summary packet detailing the benefits of the grant after the completion of the classroom project. The packet shall include photos of the materials being used by students and a reflection of the effectiveness of the project. Recipients shall send a copy to Alpha Delta Kappa HQ.
11. She may be invited to present during International convention, regional conferences or S/P/N conventions.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 1-2, 2015	p. 5
IEB Minutes	Motion	Nov. 12, 2020	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** LEGACY SCHOLARSHIP

**Page:** 1 OF 1

**Version  
Date:** August 2017

**POLICY:** The Legacy Scholarship is established.

### PROCEDURE:

The scholarship will be similar to the Maxine Pettibone Scholarship, intended for a direct descendent of an Alpha Delta Kappa member. The fact that members may donate to the scholarship will be publicized in the ***KAPPAN***.

The scholarship will not be awarded if and when the total assets fall below \$ 7,100. It will resume when the total assets once again surpass \$10,000.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 10-12, 2016	p. 7

**ALPHA DELTA KAPPA**

**ALPHA DELTA KAPPA LEGACY SCHOLARSHIP** – The Alpha Delta Kappa Legacy Scholarship is awarded to the direct descendants of active members of Alpha Delta Kappa for graduate level studies. This scholarship was established in memory of Alpha Delta Kappa sisters who have joined the Omega Chapter and have designated a monetary bequest to Alpha Delta Kappa for the purpose of scholarships. A roster of donors is available at Alpha Delta Kappa Headquarters and on the Alpha Delta Kappa protected web site. The Alpha Delta Kappa Legacy Scholarship is held by the Alpha Delta Kappa Foundation, and the awards process will begin when the assets are at \$10,000 or more. The scholarship will not be awarded if and when the total assets fall below \$7,100. It will resume when the total assets once again surpass \$10,000.

## THE ALPHA DELTA KAPPA LEGACY SCHOLARSHIP

### INSTRUCTIONS TO APPLICANT

**PURPOSE:** The Alpha Delta Kappa Legacy Scholarship is awarded to the direct descendants of active members of Alpha Delta Kappa. This scholarship was created for students working on their Master's degree in education who have the aspiration of continuing as outstanding educators in the field of education. The scholarship recipient shall have already displayed success through completion and attainment of certification with undergraduate coursework for teaching in his/her chosen major area of study. Recipients may be invited to present during International conventions or regional conference(s).

#### **ELIGIBILITY:**

1. Applicant is a child, grandchild or great grandchild of a current Alpha Delta Kappa member.
2. Applicant is enrolled in graduate level education-related coursework.
3. Applicant is certified and employed in education.
4. Applicant is not related to a member of the current International Executive Board, International Chapter, International and Regional scholarship boards, or International and Regional scholarship committees.
5. Applicant has not received an International Alpha Delta Kappa scholarship or grant within the past two years.

**APPLICATION:** The application for the fall semester scholarship must be postmarked or received electronically on or before **March 1** and the application for the spring semester scholarship must be postmarked or received electronically on or before **September 1**. The application should be submitted as follows: Send an electronic application to [alphadeltakappa.org](http://alphadeltakappa.org) OR submit a typed application via regular mail. If mailing, send an original and one copy to:

Alpha Delta Kappa International Headquarters  
The Alpha Delta Kappa Legacy Scholarship  
1615 West 92<sup>nd</sup> Street  
Kansas City, MO 64114-3296

**FINANCIAL:** \$1,000 scholarship awarded twice a year (May 1 and November 1). The scholarship is a one-time award and is non-renewable.

**TIME ALLOTTED FOR THE SCHOLARSHIP:** The scholarship may be used by the recipient for any period of time up to one year after the award is made. No awards shall be retroactive. The original application and a copy shall be submitted as instructed by March 1 or September 1, the postmark or email being the determining factor for the submission date. Applicants will be notified by May 1 and November 1 as to the recipient of the scholarship.

**RESPONSIBILITIES OF RECIPIENT:** The applicant shall submit a summary of the benefits of the scholarship after the completion of the related coursework. Recipients shall send a copy to The Alpha Delta Kappa Legacy Scholarship Chairman in care of Alpha Delta Kappa Headquarters.

**The decision of the committee is final. Under no circumstances should committee members be contacted requesting justification of their decision.**

Complete all sections of this form.

Please type your responses.

**APPLICATION**  
**THE ALPHA DELTA KAPPA LEGACY SCHOLARSHIP**

*Currently this scholarship is inactive due to insufficient funding,  
since it is dependent on contributions.*

Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State/Province/Nation

Zip

Collegiate GPA \_\_\_\_\_ (example 3.2/4.0)

Present Teaching Position \_\_\_\_\_ No. Years of Experience \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Applying for Funds to Attend \_\_\_\_\_ Location \_\_\_\_\_

AΔK Relative \_\_\_\_\_ Relationship to Relative \_\_\_\_\_

Relative's S/P/N and Chapter \_\_\_\_\_

*Attach additional information as necessary.*

1. Area of Study \_\_\_\_\_ Degree Sought \_\_\_\_\_

2. How will you benefit personally and professionally from this scholarship?

3. Describe your participation in professional/extracurricular activities during the past 5 years.

4. Describe your participation in community service activities during the past 5 years.

5. Beginning date of coursework \_\_\_\_\_ Ending date \_\_\_\_\_

6. Additional remarks

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Contact Alpha Delta Kappa Headquarters 1-800-247-2311 for The Alpha Delta Kappa Legacy Scholarship Application. An electronic version can be obtained at [alphadeltakappa.org](http://alphadeltakappa.org).

Submit an application online **or** a typed application via regular mail.

If mailing, send an original and 1 copy to:

Alpha Delta Kappa International Headquarters

The Alpha Delta Kappa Legacy Scholarship

1615 W. 92<sup>nd</sup> Street

Kansas City, MO 64114-3296

# THE ALPHA DELTA KAPPA LEGACY SCHOLARSHIP

## SCORING RUBRIC

*Currently this scholarship is inactive due to insufficient funding, since it is dependent on contributions.*

POINTS	1	3	5
GPA	3.0-3.2/4 or equivalent	3.3-3.5/4 or equivalent	3.6 or above/4 or its equivalent
Personal, Professional and Student Benefits	Minimal	Moderate	Significant
Professional/Extra Curricular Activities	Minimal	Moderate	Significant
Community Service Activities	Minimal	Moderate	Significant
Professional Appearance of Application Form (Neatness, Grammar, Spelling, Format)	Minimal	Moderate	Significant
Additional Remarks			
Total		Grand Point Total	

**A minimum score of 85% is required of all applicants.**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** REGIONAL SCHOLARSHIPS —  
REGIONAL PROFESSIONAL DEVELOPMENT  
SCHOLARSHIPS

**Page:** 1 of 1

**Version  
Date:** July 2005

**POLICY:** Regional Professional Development Scholarships will be awarded.

**PROCEDURE:** For Alpha Delta Kappa members only.  
Two scholarships will be offered in each region each year.  
Awarded on merit rather than need.”  
A Regional Scholarship Chairman from each region will be appointed  
each biennium.

SEE: Current Guidelines for Regional Scholarships.

Current Annual Scholarship: 2 per region - Maximum \$1500 each

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 14, 1988	p. 3
IEB Minutes	Motion	November 12 - 13, 2004	p. 12

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** REGIONAL PROFESSIONAL DEVELOPMENT  
SCHOLARSHIP CHAIRMEN

**Page:** 1 of 1

**Version**  
**Date:** July 2013

**PROCEDURE:** The International President-Elect will appoint Regional Professional Development Scholarship Chairman in the spring before her installation.

Gulf  
North Central  
Northeast  
Northwest  
South Central  
Southeast  
Southwest

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
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International President	Appointments		
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**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL BOARDS AND COMMITTEES

**SECTION:** REGIONAL SCHOLARSHIPS —  
REGIONAL MINI-SCHOLARSHIPS

**Page:** 1 of 1

**Version**  
**Date:** March 1999

**POLICY:** Regional Mini-Scholarships will be awarded

**PROCEDURE:** SEE: Regional Mini-Scholarship Guidelines.

Current Annual Scholarships:  
\$3,000 per region  
\$21,000 total

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 16-17, 1990	p. 4
G.C. Minutes	Motion	May 18-19, 1990	p. 5
Ex. Bd. Minutes	Motion	May 17-18, 1991	p. 3
Ex. Bd. Minutes	Motion	May 13-14, 1992	p. 10
Ex. Bd. Minutes	Motion	May 16-17, 1997	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** NON-MEMBER COLLEGIATE  
ENDOWMENT SCHOLARSHIPS

**SECTION:** AGNES SHIPMAN ROBERTSON  
MEMORIAL SCHOLARSHIP (Conservatory  
of Music, University of Missouri in Kansas  
City)

**Page:** 1 of 1

**Version  
Date:** October 1990

**POLICY:** The Agnes Shipman Robertson Memorial Scholarship has been established.

**HISTORY:** A total of \$30,000 has been given to the Conservatory of Music, University of Missouri in Kansas City, to establish an annual Agnes Shipman Robertson Memorial Scholarship of \$2,500.

The initial scholarship recipient was a piano student.

The initial \$30,000 is to be held in perpetuity and only the income is to be used for scholarships. An additional \$15,000 was placed in this fund on May 20, 1989. AΔKA has made generous contributions to this fund.

In 1990, an additional annual \$1,000 non-renewable scholarship was established.

**PROCEDURE:** The Conservatory of Music, University of Missouri in Kansas City, is responsible for the administration of the Agnes Shipman Robertson Scholarship.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 18, 1988	p. 5
Ex. Bd. Minutes	Motion	May 19 - 20, 1989	p. 4
Ex. Bd. Minutes	Information	October 5 - 6, 1990	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** NON-MEMBER COLLEGIATE ENDOWMENT SCHOLARSHIPS

**SECTION:** ALPHA DELTA KAPPA SCHOLARSHIP  
KANSAS CITY ART INSTITUTE

**Page:** 1 of 1

**Version**  
**Date:**

**POLICY:** The Alpha Delta Kappa Scholarship is established in commemoration of the 50th Anniversary of Alpha Delta Kappa.

**HISTORY:** In 1993, the Alpha Delta Kappa Foundation established a perpetuating endowment to be administered by the Kansas City Art Institute (KCAI), an internationally recognized school of art located in Kansas City, Missouri. The purpose of the \$100,000 endowment was to establish The Alpha Delta Kappa Scholarship in commemoration of the 50th anniversary of Alpha Delta Kappa.

The first scholarship award was made during the Golden Anniversary Convention in Kansas City, MO, July 11, 1997.

**PROCEDURE:** The Kansas City Art Institute, Kansas City, MO, is responsible for the administration of the endowment. The Institute will award The Alpha Delta Kappa Scholarship to students to further their studies at the Art Institute. Information may be requested through the Advancement Office, Kansas City Art Institute, 4415 Warwick Blvd., Kansas City, MO 64111.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	July 16, 1993	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** NON-MEMBER COLLEGIATE ENDOWMENT SCHOLARSHIPS

**SECTION:** MARIE NEAL SCHOLARSHIP -  
BAKER UNIVERSITY

**Page:** 1 of 1

**Version**  
**Date:** July 9, 2002

**POLICY:** The Marie Neal Scholarship has been established.

**HISTORY:** In May, 1970, an amount of \$10,787 from interest bearing certificates was given to Baker University to establish the annual Marie Neal Scholarship of \$500.00. The recipient is a woman in the Baker University Education Department.

**PROCEDURE:**

The Dean of Women at Baker University, who chairs the committee on financial aid is responsible for the selection of the recipient.  
Baker University, Baldwin City, Kansas, is responsible for the administration of the Marie Neal Scholarship

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 8-9, 2002	p. 6

**ALPHA DELTA KAPPA**

# **Chapter 6**

## **AΔK Foundation**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** AFFINITY CARD PROGRAM

**Page:** 1 of 1

**Version**  
**Date:** June 1995

**POLICY:** The entire amount of the income earned from the affinity card program, less the income taxes paid, will be transferred to the Foundation.

**PROCEDURE:** None

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 9-10, 1994	p. 7

**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** AΔK COLLEGIATE CLUBS - GRANTS

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:**

A grant program is established to provide support for AΔK Collegiate Club members to attend International conventions.

**PROCEDURE:**

1. Grants of up to \$500 per AΔKCC may be granted by the Foundation to support student attendance at International Conventions. Funds must be used to offset convention expenses.
2. Of the \$500 available per club, AΔKCC members may use up to \$200 per person to assist with registration costs.
3. If more than two AΔKCC members from the same club wish to attend the convention, the total available allocation will be divided equally among them.
4. A cap of \$5000 per biennium may be granted for this purpose with preference given to students who will formally address convention-goers, and first-time attendees.
5. Any unused grant funds will be returned to the Alpha Delta Kappa Foundation.

**HISTORY/AUTHORIZATION**

**SOURCE**

**ACTION**

**DATE**

**PAGE**

IEB Minutes

Motion

May 13, 2020

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** ALPHA DELTA KAPPA FOUNDATION  
FUND-RAISING

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:** The Alpha Delta Kappa Foundation Fund-Raising

**PROCEDURE:**

1. Members are given information about ways in which to support the Foundation through convention and conference presentations, letters, brochures and other publicity measures.
2. This fund-raising is designed to sustain the Foundation and its activities.
3. The goals of the Foundation are to:
  - a. promote educational and charitable projects.
  - b. sponsor scholarships.
  - c. further and maintain superior standards in the field of education
  - d. promote high standards in education and assist in strengthening the status and advancement of the teaching profession.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	July 2007	
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** CONTRIBUTIONS/MONIES

**Page:** 1 of 1

**Version**  
**Date:** June 1995

**POLICY:** It shall be the policy of the Foundation not to accept contributions or hold monies subject to subsequent direction of the donor as to its use. This will not preclude receipt of contributions for restricted purposes stated at the time of receipt and acceptable to the trustees.

**PROCEDURE:** None

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 13, 1985	p. 2
AAK Foundation Minutes	Motion	November 15, 1985	p. 1

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** DESCRIPTION

**Page:** 1 of 1

**Version**  
**Date:** January 2002

**POLICY:** The Alpha Delta Kappa Foundation — a separate organization established by Alpha Delta Kappa to facilitate administration of altruistic programs at the International level — is exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. This is a ruling of the Internal Revenue Service. Donations to the Foundation are deductible by the giver for United States Federal income tax purposes. Alpha Delta Kappa members residing outside of the United States need to investigate tax rules on deductions with their own national tax institutions.

**PROCEDURE:** Funding for the Foundation comes from:

- (a) Alpha Delta Kappa members and others;
- (b) memorial and honorary gifts;
- (c) bequests;
- (d) chapter contributions for the ITE program;
- (e) investment income earned on the reserve funds of Foundation and net investment income earned on the reserve funds of Alpha Delta Kappa.
- (f) interest from checking account; and
- (g) income after taxes from the affinity card program
- (h) AmazonSmile, GoodSearch, etc.

The funds are used to carry out the scholarships and grants programs and other altruistic endeavors of Alpha Delta Kappa at the International level.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 18 - 21, 1981	p. 3
Ex. Bd. Minutes	Motion	May 12-13, 1999	P. 2
IEB Minutes	Motion	May 11-12, 2001	p. 8

**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** HONOR A SISTER PROGRAM

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:**

A program to honor sisters, living or deceased, is established to receive contributions from members at all levels.

**PROCEDURE:**

1. Forms may be downloaded from the website and submitted online or via postal service.
2. A minimum donation of \$25 per honoree is required.
3. The Executive Director forwards the form to the chairman of the Foundation.
4. The Foundation chairman sends one acknowledgment to the donor for tax purposes, and another acknowledgment to the honoree informing her of the donation and letting her know the donor's name. Unless specified otherwise on the form, acknowledgments may be sent by email.

**HISTORY/AUTHORIZATION**

**SOURCE**

**ACTION**

**DATE**

**PAGE**

IEB Minutes

Motion

May 13, 2020

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** INTERNATIONAL ALTRUISTIC PROJECT(S)-  
ESTABLISHING

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:** Final selections of the International Altruistic Project(s) shall be determined by the delegates to the International Convention.

### PROCEDURE:

1. Altruistic projects that are 501 (c) (3) charities may be proposed by individual chapters, members, S/P/N presidents or by International Chapter members prior to October 15 of even-numbered years. Current projects will be considered among new proposals.
2. At its November meeting in even-numbered years, the IEB/Foundation Trustees will screen project proposals recommended for support as International altruistic projects. Up to three projects will be forwarded for member consideration, of which two projects may be selected at the convention.
3. International officers/HQ staff will work to present information on each project equally in the *KAPPAN*. Proposed projects will be summarized in the Spring *KAPPAN* prior to Convention and will be listed as ballot items (without summaries) in the convention program.
4. Members are encouraged to investigate projects on their own prior to the vote. There will be no debate of proposals on the floor of the convention.
5. Delegates to the convention will be allowed to vote on the altruistic project proposals. There will be one vote for the delegates' first choice, followed by a second vote to determine the second project to be supported. When there are only two projects, the voting choices will be 1, 2, or both.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
EB Minutes	Motion	Nov. 13-14, 2009	p. 3
EB Minutes	Motion	May 1-2, 2015	p. 5
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** INTERNATIONAL ALTRUISTIC PROJECT(S) -  
FUNDING

**Page:** 1 of 1

**Version**  
**Date:** Nov. 2009

**POLICY:** International Altruistic Project(s) shall be funded through the Alpha Delta Kappa Foundation.

**PROCEDURE:**

1. The Foundation's Board of Trustees determines the amount to be donated annually to the Sorority's International Altruistic Project(s) selected by the delegates to the International Convention.
2. The donation expense is included in the Foundation's annual budget.
3. Gifts and bequests received by the Alpha Delta Kappa Foundation which are designated for International Altruistic Project(s) may be used to fund the donation expense.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
EB Minutes	Motion	Nov. 13-14, 2009	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** INTERNATIONAL DISASTER RELIEF FUNDS

**Page:** 1 of 1

**Version Date:**  
May 10, 2021

**POLICY:**

The International Executive Board shall maintain the Alpha Delta Kappa Foundation/Disaster Relief Fund.

**PROCEDURE:**

1. All donations to the Alpha Delta Kappa Foundation/Disaster Relief Fund designated for specific purposes shall be honored and distributed to the appropriate S/P/N Treasurer as soon as possible.
2. Any funds donated to the Alpha Delta Kappa Disaster Relief Fund that are not designated for a specific S/P/N fund will be held in the general fund until a request for additional funds is received from an S/P/N President.

**HISTORY / AUTHORIZATION:**

SOURCE	ACTION	DATE	PAGE
IEB Minutes	Motion	May 10, 2021	

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** INTERNATIONAL PRESIDENTS' FUND

**Page:** 1 of 1

**Version**

**Date:** Nov 14, 2008

**POLICY:** An Alpha Delta Kappa International Presidents' Fund is established to honor International Presidents. All Alpha Delta Kappa members, chapters and S/P/N organizations are given the opportunity to honor any past or present Alpha Delta Kappa leader by adding those names to the International Presidents' Fund.

### PROCEDURE:

1. This fund is established within the Alpha Delta Kappa Foundation to receive cash donations to recognize, honor or memorialize International Presidents.
2. A minimum donation of \$100 per honoree is required.
3. The name of the president, the date of the biennium in which she served and the donor shall be engraved on a plate and attached to the plaque maintained at Headquarters.
4. Headquarters will acknowledge the gift to the donor and the donee.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	Nov 10-11, 2005	p.6
IEB Minutes	Motion	May 14 - 15, 2008	p. 4 - 5
IEB Minutes	Motion	Nov 14 - 15, 2008	p. 3

**ALPHA DELTA KAPPA**



## Alpha Delta Kappa Foundation International Presidents' Fund Guidelines

1. An account is established within the Alpha Delta Kappa Foundation to receive the donations.
2. S/P/N leadership/members shall contact Headquarters stating their intent to honor past/present International Presidents.
3. A plaque shall be supplied by the Foundation and maintained at Headquarters.
4. The name of the president and the donor along with the date of the biennium in which she served shall be engraved on the plaque.
5. Headquarters shall notify the president of the donation and acknowledge the donor.

*Revised May 2020*

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** INVESTMENT OBJECTIVES

**Page:** 1 of 1

**Version**  
**Date:** Nov. 1999

**POLICY:** The Alpha Delta Kappa Foundation shall have a formal written investment policy. The purpose is to promote the long-term growth of capital, preserve the purchasing power of the principal assets, and provide investment income.

**PROCEDURE:** SEE: Alpha Delta Kappa Foundation Investment Objectives and Guidelines.

The Investment Objectives and Guidelines shall be reviewed annually by the International Executive Board during a meeting with United Missouri Bank Representatives.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 17-18, 1991	p. 3
AAK Foundation Minutes	Motion	May 17-18, 1991	p. 3
Ex. Bd. Minutes	Motion	July 11, 1991	p. 2
Ex. Bd. Minutes	Consensus	July 11, 1991	p. 2
IEB Minutes	Consensus	May 12, 1999	p. 2
IEB Minutes	Motion	July 3, 2007	p. 2

**ALPHA DELTA KAPPA**



# **ALPHA DELTA KAPPA FOUNDATION**

1615 WEST 92<sup>nd</sup> St. • KANSAS CITY, MO 64114 • (816) 363-5525

## **Alpha Delta Kappa Foundation Investment Guidelines**

May 15, 2014

### **PURPOSE:**

The Alpha Delta Kappa Foundation Board of Trustees is charged with responsibility for the investment of the assets of the Foundation. The Committee shall discharge their duties solely in the interest of the Foundation, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of a like character with like aims.

This statement of investment objectives is set forth to accomplish the following goals:

1. Establish a clear understanding of the Foundation's investment policies, goals and objectives.

Develop specific guidelines and limitations for the Investment Advisory Agent and the Custodian of the assets of the Foundation to insure that the assets thereof are being managed in accordance with the established investment policy.

3. Provide a basis for the evaluation of the investment performance of the Fund.

### **INVESTMENT OBJECTIVES:**

The Foundation's investment objectives are to be pursued through investment policies that promote the long-term growth of capital and preserve the purchasing power of principal assets.

The Foundation's investment time horizon should be considered into perpetuity.

### **Long Range Goals of the Foundation:**

1. To provide distribution levels which are reasonably stable and sufficient to meet budgetary requirements.
2. To maintain a spending formula that protects the real value of Foundation principal over a reasonable time period (three to five years).
3. To maintain a proper balance between the preservation and the enhancement of purchasing power of Foundation Principal.

The account is to be invested on a total rate of return basis (combining interest/dividend income plus or minus appreciation/depreciation in determining the overall portfolio return).

**ALPHA DELTA KAPPA FOUNDATION  
INVESTMENT GUIDELINES  
JULY 3, 2007**

**PURPOSE**

The Alpha Delta Kappa Foundation Board of Trustees is charged with the responsibility for the investment of the assets of the Foundation. The Committee shall discharge their duties solely in the interest of the Foundation, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of a like character with like aims.

This statement of investment objectives is set forth to accomplish the following goals:

1. Establish a clear understanding of the Foundation's investment policies, goals and objectives.
2. Develop specific guidelines and limitations for the Investment Advisory Agent and the Custodian of the assets of the Foundation to insure that the assets thereof are being managed in accordance with the established investment policy.
3. Provide a basis for the evaluation of the investment performance of the Fund.

**INVESTMENT OBJECTIVES**

The Foundation's investment objectives are to be pursued through investment policies that promote the long-term growth of capital and preserve the purchasing power of principal assets.

The Foundation's investment time horizon should be considered into perpetuity.

Long Range Goals of the Foundation:

1. To provide distribution levels which are reasonably stable and sufficient to meet budget requirements.
2. To maintain a spending formula that protects the real value of Foundation principal over a reasonable time period (three to five years).
3. To maintain a proper balance between the preservation and the enhancement of the purchasing power of Foundation principal.

The account is to be invested on a total rate of return basis (combining interest/dividend income plus or minus appreciation/depreciation in determining the overall portfolio return). In managing the assets, the investment manager shall focus on achieving a total rate of return commensurate with the Foundation's asset allocation guidelines.

## Investment Guidelines:

Asset Allocation: The following asset allocation ranges are permitted:

<u>Asset Class</u>	<u>Range</u>
Equities	35-70% of current market value
Fixed Income	30-60%
Cash	0-15%

The portfolio should be well diversified in an attempt to reduce the overall risk of the portfolio. However the following constraints will be placed on specific asset classes:

### **Equities**

Equity asset classes other than large cap domestic equity will have a constraint of 20% of the accounts equity value.

### **Other Asset Classes**

Asset classes such as real-estate, commodities, and other alternative investments will have a constraint of 10% of the market value.

Mutual funds/separately managed accounts (SMA) may be used for any asset class.

## **RESTRICTIONS AND CONSTRAINTS**

### **EQUITIES**

(1) Percent in One Stock — No one equity shall comprise more than 5% of the total portfolio.

(2) - Percent in One Industry — No one industry shall comprise more than 20% of the total portfolio.

Eligible Investments — Equity holdings may be selected from the New York, American and NASDAQ markets and their foreign equivalents and may be corporate stocks, ETFs and no-load/load waived mutual funds with investment objectives and quality criteria similar to those otherwise provided for the Foundation's account and the investment manager's common stock fund.

Foreign stocks must be in ADR delivery form if not part of a mutual fund.

## **FIXED INCOME SECURITIES**

a. Eligible Investments — May include U.S. government and agency obligations; marketable corporate bonds, debentures; commercial paper; certificates of deposit; ETFs and no-load/load waived funds with investment objectives and quality criteria similar to those otherwise provided for this account and the investment manager's common bond fund; and other such instruments as deemed prudent by the investment manager. The investment manager may purchase only securities for which interest and principal are payable in U.S. dollars.

b. Quality — Bonds are to be selected and managed so as to assure an appropriate balance in quality and maturities consistent with current market and economic conditions. Corporate obligations shall be limited to those issues rated A or better or, in the case of convertible issues, BBB or better.

c. Percent in One Issuer — No more than 10% of the portfolio shall be invested in the obligations of any one issuer except for U.S. government obligations, money market funds and investment purchases with maturities of less than 91 days. All qualifying instruments may be purchased.

d. Maturity/Duration — The Portfolio's average duration shall not have a variance of more than  $\pm 125\%$  of the stated fixed income benchmark.

## **CASH EQUIVALENTS**

e. Purpose — Investments in cash equivalents are to be used for anticipated grant payments, or as a reserve for investment in either stocks or bonds maturing in one year or less; however, cash equivalent securities should be viewed not only as avenues to meet the liquidity requirements of the fund, but also as alternative investment vehicles. In either case, in selecting particular investments, consideration should be given to safety, liquidity and yield differentials.

f. Eligible Investments — Interest-bearing securities, which may include U.S. Treasury and agency obligations, short-term money market funds, commercial paper and certificates of deposit. Commercial paper purchases shall be limited to issues rated A1 or P1 by either Standard and Poor's or Moody's.

## **PROHIBITED TRANSACTIONS**

The following are not acceptable as initial investments: warrants; margin purchases or short sales; oil or gas payments; private placements of any kind (other than GICs); non-convertible preferred stocks; tax exempt securities; commodities; lettered stock; commodities futures contracts; options; or specialized investment activities or collectibles of any type, e.g., coins, stamps, arts, etc.

## **INVESTMENT RETURN OBJECTIVES**

### Common Stock Investments

Each asset class should be compared to an appropriate index over a 3-5 year period. The following are guidelines:

- (1) Large Cap Domestic stocks - Standard & Poor's 500 Composite Index
- (2) Small Cap Domestic stocks — Russell 2000 Index
- (3) International stocks – EAFE

## Fixed Income Investments

Fixed income securities should be compared to an appropriate index with similar credit quality and average maturity.

(1) High quality domestic bonds — US Govt/Corp 1-10 “A”

Cash Equivalent Securities — should exceed the return on 90-day Treasury Bills.

Total Investment Performance — should achieve an average “real” return of 5% above the rate of inflation, as measured by the National Consumer Price Index over a period of 3 to 5 years.

In addition a static Policy Benchmark will be established. The current Policy Benchmark will be 55% S&P 500 and 45% ML US Govt/Corp 1-10 A.

## **REVIEW PROCESS**

On a timely basis but not less frequently than once yearly, the Board of Trustees will meet with representatives of the investment manager to review portfolio results and to consider how well the investment manager performed in compliance with the investment objectives and policy.

At the end of each calendar year, the Board of Trustees will obtain from the investment manager, a written opinion stating that the selection and retention of investments and other Guidelines provisions during the period and the Foundation’s portfolio at the end of the calendar year, with any exceptions noted, were in compliance with the Foundation’s Investment Goals/Objectives and Guidelines in effect for the calendar year in question.

## **SELECTION OF THE INVESTMENT ADVISORY AGENT AND CUSTODIAN**

The Board of Trustees is authorized and permitted to engage the services of an Investment Advisory Agent and Custodian who possesses the necessary specialized research facilities and skilled manpower to meet these objectives and guidelines.

Full discretion is granted to the investment manager in selecting securities and the timing of transactions, consistent with these Guidelines.

Such Advisory Agent and Custodian shall be an institution with at least five (5) full-time investment professionals (security analysts or portfolio managers), with at least one (1) Chartered Financial Analyst (CFA), and shall maintain commingled stock, bond and short term investment funds which it makes available to its clients. Such Advisory Agent and Custodian shall manage institutional assets of more than One Hundred Million Dollars (\$100,000,000.00) and have been in business for a period of time no less than five (5) years as currently organized.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Foundation Chairman

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** LEADERSHIP LEGACY

**Page:** 1 of 1

**Version  
Date:** Nov 14 - 15, 2008

**POLICY:** The Alpha Delta Kappa Leadership Legacy Fund is established to honor Alpha Delta Kappa leaders at all levels. All Alpha Delta Kappa members, chapters and S/P/N organizations are given the opportunity to honor any past or present Alpha Delta Kappa leader by contributing to the fund.

**PROCEDURE:**

1. Information forms may be found on the website.
2. Members will make a minimum donation of \$100 per honoree to the Alpha Delta Kappa Foundation.
3. Headquarters will acknowledge the gift to the donor and the donee.

**HISTORY/AUTHORIZATION**

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	Nov 10-11, 2005	p. 6
IEB Minutes	Motion	Nov 14-15, 2008	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** MEMORIAL AND RECOGNITION FUND

**Page:** 1 of 1

**Version**  
**Date:** November 1999

**POLICY:** A Memorial and Recognition Fund is established within the Alpha Delta Kappa Foundation to accept cash donations made in memory or recognition/honor of members, friends and loved ones.

**PROCEDURE:**

1. A named account is established within Alpha Delta Kappa Endowment Fund and donations are directed to this account.
2. Donations are tax deductible.
3. Cards are available for use in making donations and for informing members, friends, or loved ones of the donation being made in their honor or memory.
4. Headquarters processes the donation and sends acknowledgments.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	November 4, 1998	P. 10

**ALPHA DELTA KAPPA**



## **Alpha Delta Kappa Foundation Memorial and Recognition Fund Leadership Legacy Guidelines**

1. Leadership Legacy forms may be found on the website.
2. A minimum donation of \$100 per honoree may be made to the Alpha Delta Kappa Foundation.
3. Forms and donations must be received by September 15 for publication in the December KAPPAN.
4. The Leadership Legacy will be published in the *KAPPAN* beginning in December 2006. The honorees' names will be listed in alphabetical order accompanied by the name of the donor.
5. A Leadership Legacy recognition card will be sent to the honoree or her family from the Alpha Delta Kappa Foundation. The recognition card will include the honorees' name and the name of the donor.

Donor forms may be found on the International website.

*Revised May 2020*



## Alpha Delta Kappa Foundation Memorial and Recognition Fund Leadership Legacy

(To honor additional leaders, please photocopy this form.)

Please add the following name to the Alpha Delta Kappa Foundation Leadership Legacy Fund:

\_\_\_\_\_

Please provide a mailing address in order for a recognition card to be sent.

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

If she is no longer living, please provide a family member's mailing address in order for a recognition card to be sent:

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My check, a minimum donation of \$100 per honoree, payable to the Alpha Delta Kappa Foundation, is enclosed. Please note in check memo: "Leadership Legacy."

Donor's Name: \_\_\_\_\_

(Due to limited space, only one individual or group will be acknowledged.)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

S/P/N: \_\_\_\_\_ Chapter: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Return form and check to Alpha Delta Kappa Foundation, 1615 W. 92nd St., Kansas City, MO 64114 prior to September 15.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** PLANNED GIVING

**Page:** 1 of 1

**Version  
Date:** March 1999

**POLICY:** A formal planned giving program is established to receive contributions from members and their estates.

**PROCEDURE:** PLANNED GIVING GUIDELINES AND PROCEDURE

1. Initial information on planned giving has been given to each member by an article in the October 1995 **Columns**, a tip-in card in the December 1995 **KAPPAN** and will continue in future publications.
2. A member may request information from Headquarters regarding planned giving.
3. Anyone wishing to become a Heritage Society member will furnish Headquarters a signed statement of intent for:
  - a. bequests
  - b. other estate planning vehicles
4. As a member of the Heritage Society, recognition is received through invitations to special receptions and programs and acknowledgment in **The KAPPAN**.
5. A member will be listed in the Hall of Benefactors following receipt of:
  - a. all deferred gifts
  - b. outright or cash gifts of \$500.00 or more
6. A member has sole responsibility for seeking financial and legal advice of the gift or bequest

### HISTORY/AUTHORIZATION

<b>SOURCE</b>	<b>ACTION</b>	<b>DATE</b>	<b>PAGE</b>
Ex. Bd. Minutes	Motion	May 19, 1995	p. 10
Ex. Bd. Minutes	Motion	Nov. 8-9, 1995	p. 7
Ex. Bd. Minutes	Motion	Nov. 4-5, 1998	p. 10

**ALPHA DELTA KAPPA**



## ALPHA DELTA KAPPA FOUNDATION PLANNED GIVING PROGRAM GUIDELINES

### I. BEQUESTS

### II. TRUSTS

### III. GIFTS OF LIFE INSURANCE

### IV. GIFTS OF REAL ESTATE

### V. GIFTS OF RESIDENCE OR FARM WITH RETAINED LIFE ESTATE

### VI. OTHER PLANNED GIFTS

---

Under its policy statement for the Planned Giving Program, the Foundation has authorized the solicitation and acceptance of a variety of gifts, including bequests, charitable remainder unitrusts, charitable lead trusts, revocable trusts, gifts of life insurance, securities, real estate and other types of planned giving agreements. It is the purpose of this document to list the various guidelines affecting these gifts, which is intended as a further statement of policy.

#### **I. Bequests**

Bequests in probate that name the Foundation as a beneficiary fall within the responsibilities of the Executive Director. The allocation of the bequests is determined by the instructions provided in the Will.

#### **II. Trusts**

- A. The Foundation shall not serve as trustee of trusts.
- B. The donor shall instruct a competent tax lawyer to draft the trust instrument.
- C. The trust shall be managed by a corporate trustee chosen by the donor.

#### **III. Gifts of Life Insurance**

- A. The Foundation shall not endorse or promote a particular insurance company and will not share its mailing list with any insurance company.
- B. Donors may name the Foundation as the charitable beneficiary or the owner and beneficiary of a new or existing policy at their discretion.
- C. Donors may make gifts directly to the Foundation for premium payments to be mailed to the insurance company.

#### **IV. Gifts of Real Estate**

- A. An assessment of the acceptability of the property will be made following an onsite visit by a representative of the Foundation and subject to an environmental assessment. A real estate assessment form shall be completed with all information necessary to determine EPA liabilities, marketability of property and conditions of sale. Expenses incurred such as real estate fees, taxes, management fees, etc. shall be paid by the trust. An appraisal by a qualified appraiser shall be obtained to determine the property's fair market value.

#### **V. Gifts of Residence or Farm with Retained Life Estate**

- A. The gift must be an irrevocable remainder interest in a personal residence or farm according to existing federal guidelines.
- B. The Donor and/or beneficiary shall be responsible for maintaining the property during lifetime/s including payment of insurance and real estate taxes.
- C. The Donor may not place restrictions on the future use of the property by the Foundation.
- D. The property may not be subject to indebtedness.

#### **VI. Other Planned Gifts**

Planned gifts which are not covered by the above guidelines such as gifts of IRA's and retirement plans, closely held stock, mortgaged property, income-producing property, gifts providing income to more than two beneficiaries, or with additional remaindermen, and other gift opportunities shall be considered on an individual basis and, if necessary, presented to the Foundation's Board of Trustees for approval or rejection.

# **ALPHA DELTA KAPPA PLANNED GIVING PROGRAM**

## **Policy and Procedures**

The purpose of the Planned Giving Program shall be to authorize the solicitation of planned gifts to provide support for Alpha Delta Kappa through bequests, charitable remainder unitrusts, charitable lead trusts, revocable trusts, gifts of life insurance, securities, real estate, retirement plans and other forms of planned giving agreements.

The Planned Giving Program shall supplement and enhance both the Foundation and its scholarship programs by:

1. Encouraging estate planning which will provide future gifts to the Alpha Delta Kappa Foundation and current or deferred tax benefits to donors.
2. Providing donors the opportunity to make gifts to the Alpha Delta Kappa Foundation, providing income for their lifetimes and other named beneficiaries
3. Providing donors the opportunity to make a larger gift during their lifetimes through life income gifts than is possible from current income.
4. Providing donors the opportunity through life income agreements to establish a permanent memorial fund to perpetuate their giving or to remember a loved one or friend.

## **Donors' Rights, Interests**

In all matters involving donors or prospective donors, the interest of the donor shall be a primary concern.

It shall be the policy of the Alpha Delta Kappa Foundation and its staff to exclude any high pressure sales techniques when dealing with prospective donors. The task of all shall be to inform, serve, guide or otherwise assist in fulfilling the donor's philanthropic wishes, but never under any circumstances to pressure or coerce the donor in any way.

In keeping with this policy, all staff employed by Alpha Delta Kappa to administer or promote planned gifts shall be paid on a fixed salary and not compensated with a commission related to gifts received in such a way as to create a personal financial interest in any agreement. Commercial programs designed for only one company or one agent shall be avoided.

## **Use of Legal Counsel**

All prospective donors shall consult their own professional counsel regarding their planned

gifts to the Alpha Delta Kappa Foundation. Staff members shall not accept for final execution any planned gift agreement between the Alpha Delta Kappa Foundation and the donor which has not been reviewed thoroughly by the Alpha Delta Kappa Foundation's own legal counsel.

The Foundation shall seek the advice of legal counsel on forms and context of planned giving agreements. All agreements, contracts, trusts or other legal documents shall be in accordance with existing federal and state laws and regulations. Likewise, the prospective donor shall be advised to seek the counsel of an attorney in any and all aspects of the proposed gift, whether by bequest, contract, trust agreement or other. The donor shall particularly be advised to consult a tax adviser on matters related to the tax liability of a gift and matters related to the planning of the donor's personal estate.

Each gift arrangement shall also be reviewed from the perspective of its potential benefit to the work of the Foundation. While the interests of the donor are primary, no gift shall be accepted when its benefit to the Foundation is so remote as to be negligible. The Foundation retains the right to refuse restricted gifts in any form which is deemed inappropriate to its financial best interest or educational purposes.

#### **Authorization for Negotiation and Acceptance of Planned Gifts, Both Outright and Deferred**

- A. The Executive Director of Alpha Delta Kappa is authorized to negotiate planned gift agreements.
- B. All gift arrangements under consideration by the Executive Director shall be reviewed by the Planned Giving Committee for approval except for bequests, outright gifts of cash, commonly traded securities, gifts of income or remainder interests in a qualified trust managed by an outside corporate trustee which would not obligate the Alpha Delta Kappa Foundation to use the income or principal for an unacceptable or non-standard purpose. When real property in any form is given, outright or to be used to fund a deferred gift arrangement, a qualified appraisal which meets the Substantiation Requirements will be required.

#### **The Planned Giving Committee**

The Planned Giving Committee shall consist of the officers of the Alpha Delta Kappa Foundation, including the following:

- A. Chairman;
- B. Vice-Chairman;
- C. Secretary (Executive Director);
- D. Additional members appointed from the Foundation's Board of Trustees.

The Planned Giving Committee shall approve only those gifts or gift arrangements which are, in its considered judgment, structured on a sound business basis and will serve the best interest of the Alpha Delta Kappa Foundation. Outside expertise and opinions shall be sought, when it is deemed necessary, to reach a sound decision.

## **Confidentiality**

All information obtained from or about living donors or prospects shall be held in strictest confidence by the Foundation. Neither the name, the amount nor the conditions of any gift shall be published without the approval of the donor. The Foundation may publish the name of the donor and the amount of unexpected gifts, if the gift is received after the death of the donor.

## **Donor Recognition Programs**

The Planned Giving Committee designs programs to provide recognition and show appreciation for the support of the Foundation's benefactors. The programs are approved, implemented and monitored by the Foundation's Board of Trustees.

- A. Alpha Delta Kappa Heritage Society, an association of benefactors, encourages support of the Foundation through deferred giving.
  - 1. Eligibility
    - a. No gift minimum
    - b. Amount disclosure not required
    - c. Donor furnishes the Foundation with a statement of intent.
  - 2. Benefits
    - a. Membership card
    - b. Invitations to special events
    - c. Name published in the *KAPPAN*
    - d. Recognition in the Hall of Benefactors.
- B. Alpha Delta Kappa Hall of Benefactors, a book maintained at Headquarters in which donors' names are inscribed.
  - 1. Eligibility
    - a. Donors' gifts have been received at Headquarters.
  - 2. Gift minimums
    - a. No minimum for deferred gifts
    - b. \$500 minimum for outright gifts of cash.
- C. Alpha Delta Kappa Love Fund, a memorial/recognition fund established to accept cash donations made in memory or recognition/honor of members, friends and loved ones.
  - 1. Donations are tax deductible
  - 2. Donations are directed to a named account in the Foundation's Endowment Fund.

## **Substantiation Requirements for Charitable Gifts**

While the legal requirement for substantiating the value of the contribution is primarily the responsibility of the donor, it shall be the policy of the Foundation to provide the donor and his agents with whatever assistance and guidance they may need to fulfill these IRS requirements.

- A. Cash Contributions — The Foundation shall acknowledge on official stationery receipt of all cash contributions in a timely fashion, indicating the name of the donor, the date

of the contribution and the amount of the contribution.

- B. **Property Contributions (other than publicly traded securities)** — The Foundation shall acknowledge on official stationery receipt of all contributions of real or personal property, indicating:
1. The name of the donor;
  2. The date and location of the contribution;
  3. A description of the property in detail reasonably sufficient under the circumstances. In the case of securities, the name of the issuer, the type of security and whether the security is regularly traded on a stock exchange or on an over-the-counter market.
  4. If the fair market value of the contribution is readily available or can be computed using IRS tables, the acknowledgement shall include the value of the charitable deduction, the method used to determine the fair market value and, if the valuation was determined by appraisal, a copy of the original report by the appraiser.
  5. The terms of any agreement or understanding entered into with the donor which relates to the use, sale or other disposition of the contributed party.
- C. **Contributions in Excess of \$500** — If the claimed value of all property contributions exceed \$500 (regardless of their individual values), the donor must complete Form 8283, “Non-cash Charitable Contributions,” and attach it to his tax return. The Executive Director or, in her absence, another officer of the Alpha Delta Kappa Foundation, shall sign Part IV, “Donee Acknowledgement.”

### **Qualified Appraisal Requirements**

When a donor makes a contribution of property (other than cash or publicly traded securities) with a value in excess of \$5,000, additional requirements must be met by the donor;

1. A qualified appraisal shall be obtained by the donor for the property contributed.
2. An appraisal summary shall be completed and attached to the tax return on which the deduction is first claimed.
3. Records for property contributions shall be maintained.

The donor shall hire an appraiser who is qualified to submit an appraisal acceptable to the Internal Revenue Service. Staff shall mail to the appraiser, selected by the donor, the information on Qualified Appraisal and the IRS Form 8283, which is to be completed by the appraiser and returned to the Foundation office along with a copy of the appraisal.

A written appraisal is the summary of the qualified appraiser which is:

1. Made on the IRS Form 8283; Signed and dated by the appraiser who prepared the qualified appraisal;
2. Inclusive of the information required by the Internal Revenue Service.

The Foundation staff shall include the Appraisal Summary Form 8283 with other materials pertaining to the gift when they are mailed to the donor for his tax records.

The Executive Director shall be authorized to sign IRS Form 8283 on behalf of the

Alpha Delta Kappa Foundation. It is understood that this does not represent the Alpha Delta Kappa Foundation's concurrence in the value placed on the contributed property by the qualified appraiser. It simply represents the Alpha Delta Kappa Foundation's acknowledgement that the property described in the written appraisal has been received by the Alpha Delta Kappa Foundation on the specified date. The signature also acknowledges that the Executive Director understands the additional reporting requirement (Form 8282) to which the Alpha Delta Kappa Foundation is subject should the property be sold, exchanged or otherwise disposed of within two (2) years after the date it was received.

The Executive Director, in a spirit of cooperation, may offer to pay all or part of the appraisal costs. However, the donor should be informed in writing that the Internal Revenue Service may regard such payment by the Alpha Delta Kappa Foundation to be income to the donor on which the donor will have to pay tax. Since the donor has the legal responsibility for obtaining the appraisal, but is relieved of this financial obligation by the Alpha Delta Kappa Foundation's payment, under the general principles of income taxation the donor would be in receipt of income equal in amount to the appraisal costs paid by the Alpha Delta Kappa Foundation. Should the Alpha Delta Kappa Foundation choose to obtain a second appraisal, the fee for the second appraisal shall be the obligation of the Alpha Delta Kappa Foundation alone and not the donor.

### **Qualified Appraisals**

The information to be included in a qualified appraisal is the same as that which would be contained in an ordinary appraisal, with certain exceptions. The following is a checklist of requirements to substantiate the gift value of a charitable contribution.

1. The date of the appraisal is not more than 60 days prior to the date of contribution.
2. It is prepared, signed and dated by a qualified appraiser.
3. The property is described in sufficient detail so that a person not familiar with the donated property would conclude that the appraised property and donated property are one and the same property.
4. In the case of tangible personal property, a description of the property's physical condition is provided.
5. The date (or expected date) of the contribution to the Alpha Delta Kappa Foundation is noted.
6. The terms of any agreement or understanding entered into (or expected to be entered into) by or on behalf of the donor are listed, which relates to the Alpha Delta Kappa Foundation's use, role or other disposition of the property, including any agreement that:
  - a. Restricts temporarily or permanently the Alpha Delta Kappa Foundation's right to use or dispose of the donated property;
  - b. Reserves to or confers upon any individual any right to the income from the donated property, the possession of the donated property, the right to buy the property, in the case of stock the right to vote the stock, or earmarks the property for a particular use;

7. The name, address and taxpayer identification number (TIN) of the qualified appraiser and also the name, address and TIN of any individual, partnership or corporation, if any, that employs or engages the qualified appraiser;
8. The qualifications of the qualified appraiser who signs the appraisal, including the appraiser's background, experience, education and membership in any professional appraisal associations;
9. A statement that the appraisal was prepared for income tax purposes;
10. The date or dates on which the property was valued;
11. The appraised fair market value of the property on the date or expected date of the contribution;
12. The method of valuation used to determine the property's fair market value;
13. The specific basis for the valuation, if any, such specific comparable sale;
14. A description of the fee arrangement between the donor and the appraiser.

### **Written Appraisal (Form 8283)**

A written appraisal must include the following information:

1. The name and taxpayer identification (social security, if an individual) number of the donor;
2. A description of the property in sufficient detail to clearly identify the donated property as the appraised property;
3. A brief summary of the overall physical condition of the property at the time of the contribution (personal property);
4. The manner by which the donor acquired the property e.g., purchase, exchange, gift or bequest and the date on which the property was acquired. If the property was created, produced or manufactured by or for the donor, a statement to that effect shall be included as well as the approximate date on which the property was substantially completed;
5. The cost or other basis of the property;
6. The name, address and taxpayer identification number of the Alpha Delta Kappa Foundation;
7. The date on which the Alpha Delta Kappa Foundation received irrevocably all rights to the property;
8. The appraised fair market value of the property on the date of the contribution;
9. The declaration by the appraiser stating that the fee charged for the appraisal is not of a type prohibited and that the prepared appraisal is not being disregarded for tax purposes.
10. Any such other information as may be specified by IRS Form 8283 or its instructions.

## RESOLUTION ON ENDOWMENT FUNDS

Resolved:

1. The Board of Trustees of the Alpha Delta Kappa Foundation authorizes the acceptance of donations designated to the purpose of endowment.
2. Principal of endowment gifts will be maintained until such time or such occurrence as specified or agreed to by the donor at the time of the gift.
3. Income and net appreciation from endowment gifts shall be used for the general purposes of the Alpha Delta Kappa Foundation unless otherwise specified at the time of the gift.
4. Restrictions and procedures for the acceptance of non-cash gifts, as outlined in the Policy on Planned Giving passed by the Board of Directors, shall also apply to endowment gifts.
5. For the purpose of investment, endowment funds may be commingled with other funds of the Alpha Delta Kappa Foundation under the direction of the Board of Trustees.
6. If the donor specifies at the time of the gift, any endowment gift of \$5,000 or more in value may be designated as a Named Account.
7. All Named Accounts will be listed in the Alpha Delta Kappa Foundation's annual report.
8. A gift of any size may be added to an existing Named Account if so designated by the donor at the time of the gift.
9. As long as their combined gift is valued at \$5,000 or more, the gift is made in unison, and is a direct gift of the donors (not solicited from the public at large), two or more donors may act in unison to designate a Named Account, even though their individual gifts are less than \$5,000 each.
10. Any endowment gift of less than \$5,000, and any endowment gift regardless of size which the donor does not wish to be designated as a Named Account, shall be placed in the Alpha Delta Kappa Endowment Fund.
11. Donors of gifts \$25,000 or more shall be given the privilege of naming a separate account within the Endowment Fund in memory of a loved one or family and designate a current ongoing scholarship program of the Alpha Delta Kappa Foundation to be the recipient of the income (Designated Use).
12. Donors of gifts of \$50,000 or more shall be given the privilege of naming a separate account within the Endowment Fund to establish a scholarship. The new scholarship program will be the recipient of future income generated by the gift. (Designated Use).
13. Donors are to be encouraged to designate revenue from endowment gifts to the general purposes of the Alpha Delta Kappa Foundation.
14. A donor wishing to make an endowment gift with revenue designated to a specific program or purpose shall be encouraged to include a clause allowing the Board of Trustees to redirect such revenue if the original program or purpose ceases to exist (Redirection Clause).
15. Endowment gifts, the revenue of which is to be restricted to a current, ongoing program of the Alpha Delta Kappa Foundation, which do not have a redirection clause, may be accepted by the Executive Director if, in her judgment, the size of the gift and the probable duration of the program warrant such action.
16. Endowment gifts, the revenue of which is designated to a specific purpose other than an ongoing program

or activity of the Alpha Delta Kappa Foundation, may be accepted only with the approval of the Board of Trustees.

17. The purpose of this resolution is to allow the solicitation of new funds to strengthen the financial reserves of the Alpha Delta Kappa Foundation, thereby assuring the orderly continuation of services. Designation of current forms of operation support (e.g. mail, special events, etc.) to endowment is to be strongly discouraged.
18. Subject to the conditions above, endowment gifts may be accepted in the name of the Alpha Delta Kappa Foundation by the Executive Director.
19. The principal of the endowment fund may be invaded for specific purposes only by a 2/3 majority vote by the Board of Trustees.
20. The income of "Named Accounts" within the Fund, which were given for a specific program of the Foundation, may be diverted for other programs by action of the Board of Trustees should the original program for which the gifts were designated no longer be offered by the Foundation.
21. All "Named Accounts," which designate income to be used for a specific purpose, have a "life" of ten years after the last contribution. At this time the principal would be transferred to the Foundation's unrestricted, board-designated, long-term investment fund and the income will be used for the general purposes of the Foundation, which may or may not include the original program toward which the gift was designated.

**Adopted: November 4, 1998**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** PROVINCIAL/NATIONAL LEADERSHIP  
DEVELOPMENT FUND

**Page:** 1 of 1

**Version  
Date:** July 2015

**POLICY:** The Provincial/National Leadership Development Fund is established to offer stipends to the Provincial/National presidents-elect and the Australian chapter presidents to attend their own Regional Conferences and International Conventions.

**PROCEDURE:**

1. The amount of the stipend will be determined by the International Executive Board.
2. This transferable stipend may only be used for conference/convention registration fee, travel and/or lodging.
3. Headquarters will inform the Provincial/National presidents-elect and the presidents of the Australian chapters the amount of the stipend which will be paid toward the Regional Conference or International Convention registration fee.
4. Headquarters will send the fees to the Regional Conference treasurer.
5. Those receiving stipends will submit receipts for reimbursable expenses following the conference or convention.
6. The stipend will not exceed actual expenses.
7. The Provincial/National presidents-elect eligible for the stipend are from Manitoba, Ontario, Jamaica, Mexico and Puerto Rico. The chapter presidents eligible for the stipend are from Queensland and Victoria.

The Regional Conference Reserve Fund shall not exceed \$50,000. All Regional conference net profits in excess of the maximum balance limit shall be distribute as follows: up to 10% may be transferred to the International Leadership Fund and the remainder to the Alpha Delta Kappa Foundation.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	July 3, 2007	4
2015 International Convention Proceedings	Motion	July 10, 2015	126-127

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** REMAINING FUNDS OF LAPSING CHAPTERS

**Page:** 1 of 1

**Version**  
**Date:** May 2020

### POLICY:

The IRS requires that U.S. chapters which are disbanding must give their remaining monies to a 501(c)(3) organization. In the event of a U.S. chapter lapsing, the chapter will follow one of two alternatives:

- (1) Donate all remaining funds to the Alpha Delta Kappa Foundation; or
- (2) Distribute all remaining funds equally between the Alpha Delta Kappa Foundation and another 501(c)(3) organization.
- (3) Donate all remaining funds to the Alpha Delta Kappa organization.

### PROCEDURE:

Chapters in Provinces and Nations must follow the tax laws of their respective governments.

#### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 4-5, 1998	p. 11
Ex. Bd. Minutes	Motion	November 15-16, 2000	p. 6
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** STATE/PROVINCIAL/NATIONAL  
ALTRUISTIC FUND: SCHOLARSHIP AND  
CHARITABLE DONATIONS PROGRAM

**Page:** 1 of 1

**Version**  
**Date:** November 1999

**POLICY:** A formal (S/P/N) Altruistic Fund Program is established within the Alpha Delta Kappa Foundation to allow S/P/N's to set up scholarship and/or charitable donations in named accounts.

**PROCEDURE:**

SEE: The Alpha Delta Kappa Foundation (S/P/N) Altruistic Fund: Charitable Donations Program Guideline and The Alpha Delta Kappa Foundation (S/P/N) Altruistic Fund: Scholarship Program Guidelines and Scholarship Program Guidelines.

**HISTORY/AUTHORIZATION**

**SOURCE**

IEB Minutes

**ACTION**

Motion

**DATE**

May 12, 1999

**PAGE**

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**ALPHA DELTA KAPPA**



# **THE ALPHA DELTA KAPPA FOUNDATION (S/P/N) ALTRUISTIC FUND: SCHOLARSHIP PROGRAM GUIDELINES**

## **I. OVERALL PROGRAM**

## **II. SCHOLARSHIP PROGRAM**

## **III. APPLICANTS FOR SCHOLARSHIPS — FORMAL EDUCATION**

## **IV. APPLICANTS FOR SCHOLARSHIPS — INFORMAL EDUCATION OPPORTUNITIES**

## **V. RECIPIENTS**

## **VI. S/P/N SCHOLARSHIP COMMITTEES**

### **I. OVERALL PROGRAM**

- A. S/P/Ns may work with the Alpha Delta Kappa Foundation to establish their own scholarship and/or charitable donations programs.
- B. Specifically, S/P/Ns may contribute scholarship and/or charitable donation funds to a named account in the (S/P/N) Altruistic Fund (i.e., Alabama Altruistic Fund) within the Alpha Delta Kappa Foundation. The (S/P/N) Altruistic Fund must be opened with a \$5,000 minimum. Once the fund is opened there are no restrictions on the amount or frequency of deposits or withdrawals. S/P/Ns are encouraged to maintain a \$5,000 balance in the fund.
- C. The Foundation has developed IRS-approved model guidelines, applications and reporting forms for S/P/N use.
- D. Funds become assets of the Foundation and are invested in accordance with the Foundation's investment policy.
- E. Investment fees, gains and losses are prorated based on the total amount of the S/P/N Altruistic Fund.
- F. S/P/N funds are assessed one-quarter of one percent annually as an administrative fee.
- G. S/P/Ns are responsible for the administration of their scholarship and/or charitable donation program(s).

- H. The Foundation issues checks to the recipients upon request.
- I. Donations to the specific S/P/N Altruistic Fund are tax deductible to the donor.
- J. Under special circumstances, the Executive Director may approve the establishment of a chapter altruistic fund.
- K. Program Advantages
  - 1. Contributions are tax deductible to the donor.
  - 2. An S/P/N's legal, accounting and investment fees may be reduced.
  - 3. An S/P/N's liabilities are reduced.
  - 4. A state's IRS compliance is negligible because the monies are now the Foundation's responsibility.
  - 5. Funds qualify as charitable set asides for the state's unrelated business income, reducing its tax liability.
  - 6. The need to file estimated quarterly Federal and state tax payments on investment income may be eliminated.

## II. SCHOLARSHIP PROGRAM

- A. The (S/P/N) Altruistic Fund: Scholarship Program is administered by Alpha Delta Kappa through the Alpha Delta Kappa Foundation.
- B. The program goals are:
  - 1. To recognize and reward outstanding academic achievement;
  - 2. To strengthen the status and advancement of the teaching profession;
  - 3. To promote the field of education as a positive, challenging and rewarding career choice;
  - 4. To encourage participation in life-long learning opportunities; and
  - 5. To assist individuals in meeting the financial demands of higher education
- C. Each S/P/N may contribute only U.S. currency to the Alpha Delta Kappa Foundation to establish an S/P/N Altruistic Fund.
- D. Once established, the specific S/P/N Altruistic Fund may be supplemented by accumulated and current interest income and restricted contributions which are required under the Internal Revenue code to be set aside for Charitable and Educational purposes. Donations to the S/P/N Altruistic Fund are tax deductible to the donor.

- E. All S/P/N Altruistic Funds shall be administered by the Alpha Delta Kappa Foundation Board of Trustees in accordance with their approved investment policy.
- F. Investment fees, gains and losses shall be prorated based on the total S/P/N Altruistic Fund.
- G. Scholarships may be awarded annually.
- H. All scholarships shall be awarded on the basis of merit.
- I. All scholarships are open to anyone meeting the eligibility requirements.
- J. Alpha Delta Kappa Foundation Trustees, International Chapter Members, S/P/N officers, scholarship committee members and substantial contributors and their relatives are ineligible for an S/P/N scholarship.

### III. APPLICANTS FOR SCHOLARSHIPS — FORMAL EDUCATION

- A. Applicants for S/P/N Scholarships shall request information and application forms from the S/P/N Scholarship Chairman.
- B. To be eligible, the applicant must meet the following eligibility requirements:
  - 1. Non-members:
    - a. Shall be a high school senior or college/university student with at least a B academic average;
    - b. Shall be recommended by an Alpha Delta Kappa member or chapter in good standing;
    - c. Shall have made application to or be attending an accredited college/university.
    - d. Preference shall be given to:
      - (1) Students preparing to teach;
      - (2) Daughters and sons of Alpha Delta Kappa members;
    - e. Shall have submitted to the scholarship committee by \_\_\_\_\_:
      - (1) A completed application;
      - (2) A letter of recommendation from a sponsoring chapter;
      - (3) A letter from the applicant detailing activities and future plans;
      - (4) High school or college/university transcripts, including GPA and SAT or ACT scores;
      - (5) A copy of a letter of acceptance from the college/university;
      - (6) Three letters of recommendation:
        - (a) One from the high school counselor or college advisor;
        - (b) Two from unrelated people who know the student well.
      - (7) A recent 2"x3" photograph.

2. Alpha Delta Kappa Members:

- a. Shall have her dues paid in full;
- b. Shall be studying for an advanced degree or to meet additional requirements in the profession;
- c. Shall have submitted to the scholarship committee by \_\_\_\_\_;
  - (1) A completed application;
  - (2) A letter of recommendation from the member's chapter president;
  - (3) A letter from the applicant, stating the purpose of pursuing higher education, honors received and the applicant's involvement in professional and civic organizations;
  - (4) College/University transcripts;
  - (5) Two letters of recommendation:
    - (a) One from a current or immediate past administrator or supervisor;
    - (b) One from a non-related person who knows the applicant well.
  - (6) A recent 2"x3" photograph.

C. Applicants shall submit applications by email to the S/P/N Scholarship Chairman by \_\_\_\_\_(time) on \_\_\_\_\_(date).

D. Applications received after \_\_\_\_\_ will not be considered.

E. Selection shall be made by a committee.

F. All applicants will receive written notification of the committee's decision from the S/P/N Scholarship Chairman by \_\_\_\_\_.

#### IV. APPLICANTS FOR SCHOLARSHIPS — INFORMAL EDUCATION OPPORTUNITIES

A. Applicants for S/P/N Informal Education Scholarships shall request information and application forms from the S/P/N Scholarship Chairman or chapter president to attend non-Alpha Delta Kappa sponsored personal or professional continuing education programs.

B. To be eligible, the applicant must meet the following eligibility requirements:

1. Shall have been a member of Alpha Delta Kappa for a minimum of one year;
2. Shall have her dues paid in full;
3. May or may not be actively engaged in the education profession.
4. Shall have submitted to the scholarship committee by \_\_\_\_\_;
  - a. A completed application, signed by the applicant's chapter president;
  - b. A letter from the applicant, stating her plans for the use of the scholarship to enhance professional or personal development.

- C. Applicants shall email completed applications no later than \_\_\_\_\_, to the S/P/N Scholarship Chairman.
- D. Applications received after \_\_\_\_\_, shall not be considered.
- E. Selection shall be made by a committee.
- F. All applicants will receive written notification of the committee's decision from the S/P/N Scholarship Chairman by \_\_\_\_\_.

## V. RECIPIENTS

- A. Recipients shall use the scholarships within one year from the date of the award.
- B. Recipients shall be financially responsible for any expenses above the scholarship, including any taxes owed.
- C. Each recipient shall return any unused portion of the scholarship to the Alpha Delta Kappa Foundation.
- D. Recipients shall be eligible to receive only one S/P/N scholarship within a 12-month period.
- E. Recipients of informal education scholarships shall:
  - 1. Complete and submit the Recipient's Report Form to the S/P/N Scholarship Chairman;
  - 2. Present proof of attendance to the S/P/N Scholarship Chairman within 30 days following notification of approval of the scholarship (if retroactive) or within 30 days following the conference, seminar or workshop.

## VI. S/P/N SCHOLARSHIP COMMITTEES

- A. Each S/P/N Scholarship Committee shall consist of the S/P/N Scholarship Chairman and a minimum of three S/P/N members.
- B. The term of office for the chairman and the members shall be two years.
- C. The S/P/N Scholarship Committee and chairman shall be appointed by the S/P/N President.
- D. Members of the committee shall not serve on a chapter scholarship committee or be involved in any other Alpha Delta Kappa scholarship program.
- E. The committee, acting as a panel of judges, shall review and evaluate all applicants and select the recipient(s).

- F. The S/P/N Scholarship Chairman shall complete the S/P/N Scholarship Payment Request and attach copies of the recipient's application and adjudication form and mail to the Alpha Delta Kappa Foundation for payment of the scholarship.
- G. The S/P/N Scholarship Chairman shall receive the scholarship check from the Alpha Delta Kappa Foundation and present it to the recipient.
- H. The committee shall forward all records of qualifications, application and letters of recommendation to the Alpha Delta Kappa Foundation following the awarding of the scholarship.
- I. The Alpha Delta Kappa Foundation shall retain all Payment Request forms, applications and adjudication forms for a period of eight years following the awarding of the scholarship.



# ALPHA DELTA KAPPA FOUNDATION

## S/P/N FORMAL EDUCATION SCHOLARSHIP NON-MEMBER APPLICATION

Complete and send "Certified Mail — Return Receipt Requested" by \_\_\_\_\_ to S/P/N Scholarship Chairman:  
Date

Name \_\_\_\_\_

Address \_\_\_\_\_

City/S/P/N \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Parent's Name \_\_\_\_\_ Address \_\_\_\_\_

College planning to attend/attending \_\_\_\_\_

High school/college activities & organizations in which you participate(d) \_\_\_\_\_

High school/college honors & awards received \_\_\_\_\_

SAT scores \_\_\_\_\_ GPA \_\_\_\_\_

Church & Community activities \_\_\_\_\_

Other information you would like considered: \_\_\_\_\_

### THE APPLICATION MUST INCLUDE:

1. A completed application form.
2. A letter of recommendation from the sponsoring chapter.
3. A letter detailing your activities and future plans.
4. High school or College/University transcripts and SAT or ACT scores.
5. A copy of the College/University acceptance letter.
6. Three letters of recommendation:
  - (a) One from the High School counselor or the College/University advisor.
  - (b) Two from unrelated persons who know you well.
7. A recent wallet size photograph.

### The S/P/N Formal Education Scholarship program goals are:

1. To recognize and reward outstanding academic achievement;
2. To strengthen the status and advancement of the teaching profession;
3. To promote the field of education as a positive, challenging and rewarding career choice;
4. To encourage participation in life-long learning opportunities;
5. To assist individuals in meeting the financial demands of higher education.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



# ALPHA DELTA KAPPA FOUNDATION

## S/P/N FORMAL EDUCATION SCHOLARSHIP MEMBER APPLICATION

Complete and send "Certified Mail — Return Receipt Requested" by \_\_\_\_\_ to S/P/N Scholarship Chairman:  
Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/S/P/N \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Chapter \_\_\_\_\_ District \_\_\_\_\_ Date of Initiation \_\_\_\_\_

Degree working toward \_\_\_\_\_ Dates of planned leave of absence \_\_\_\_\_

College/University planning to attend \_\_\_\_\_

Employment during the past four years:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. Other information you would like considered: \_\_\_\_\_

.....

### THE APPLICATION MUST INCLUDE:

1. The completed application.
2. A letter from your chapter president stating that your chapter is recommending you.
3. A letter stating your purpose for pursuing higher education, listing honors received and showing involvement in professional and civic organizations.
4. College/University transcripts.
5. Two other letters of recommendation:
  - (1) One from a current or immediate past administrator or supervisor.
  - (2) One from an unrelated person who knows you well.
6. A recent wallet size photograph.

### The S/P/N Formal Education Scholarship program goals are:

1. To recognize and reward outstanding academic achievement;
2. To strengthen the status and advancement of the teaching profession;
3. To promote the field of education as a positive, challenging and rewarding career choice;
4. To encourage participation in life-long learning opportunities;
5. To assist individuals in meeting the financial demands of higher education.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# ALPHA DELTA KAPPA FOUNDATION

## S/P/N SCHOLARSHIP APPLICATION FOR INFORMAL EDUCATION OPPORTUNITIES

Complete and mail or FAX by \_\_\_\_\_ to S/P/N Scholarship Chairman:

Date

Name \_\_\_\_\_

Address \_\_\_\_\_

City/S/P/N \_\_\_\_\_

Zip \_\_\_\_\_

NAME \_\_\_\_\_ SSN \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

CHAPTER \_\_\_\_\_ DISTRICT \_\_\_\_\_

DATE OF INITIATION \_\_\_\_\_ (Must have been a member at least 1 year.)

SCHOOL \_\_\_\_\_ SYSTEM \_\_\_\_\_

POSITION \_\_\_\_\_

APPLYING FOR FUNDS TO ATTEND (May not be used for college course credit.) \_\_\_\_\_

DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

REGISTRATION FEE \_\_\_\_\_ OTHER ANTICIPATED EXPENSES \_\_\_\_\_

TOTAL EXPECTED EXPENSES \_\_\_\_\_

WILL YOU RECEIVE OTHER FINANCIAL ASSISTANCE (school system or other means)? YES NO

If yes, how much will you receive? \_\_\_\_\_

PURPOSE OF CONFERENCE/MEETING/SEMINAR/WORKSHOP \_\_\_\_\_

BENEFITS I/MY STUDENTS/MY SCHOOL/MY SYSTEM/AND/OR MY COMMUNITY WILL RECEIVE FROM MY ATTENDANCE \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of chapter president \_\_\_\_\_

**The S/P/N Scholarship program goals are:**

1. To recognize and reward outstanding academic achievement;
2. To strengthen the status and advancement of the teaching profession;
3. To promote the field of education as a positive, challenging and rewarding career choice;
4. To encourage participation in life-long learning opportunities;
5. To assist individuals in meeting the financial demands of higher education.



# ALPHA DELTA KAPPA FOUNDATION

ADJUDICATION FORM FOR S/P/N FORMAL EDUCATION SCHOLARSHIP APPLICANTS

Name \_\_\_\_\_

Chapter \_\_\_\_\_ District \_\_\_\_\_

Date application received \_\_\_\_\_

Other requested material received \_\_\_\_\_

	Non-Member	Member
Material included with Application Form		
1. Letter of recommendation from sponsoring chapter		
2. Completed application		
3. (a) Letter from the applicant including activities & future plans; or		
(b) Letter from applicant stating purpose of pursuing higher education, listing honors received and involvement in professional and civic organizations.		
4. Transcripts and/or other vital records including GPA and SAT or ACT scores.		
5. Copy of College/University letter of acceptance.		
6. Letters of recommendation: (1) High School Counselor or College Advisor (2) Academic or Professional (3) Personal (non-related)		
7. Photograph		
8. Comments: _____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		



ALPHA DELTA KAPPA FOUNDATION  
ADJUDICATION FORM FOR S/P/N FORMAL EDUCATION SCHOLARSHIP APPLICANTS

The Texas Formal Education Scholarship program goals are:

1. To recognize and reward outstanding academic achievement;
2. To strengthen the status and advancement of the teaching profession;
3. To promote the field of education as a positive, challenging and rewarding career choice;
4. To encourage participation in life-long learning opportunities;
5. To assist individuals in meeting the financial demands of higher education.

**NON-MEMBER**

- \_\_\_\_\_ (30) Academic Achievement
- \_\_\_\_\_ (25) Clearly Defined Career Goals
- \_\_\_\_\_ (25) Participation in School and Community Activities
- \_\_\_\_\_ (10) Professional Appearance of Application (Neatness, Grammar, Spelling, Format)
- \_\_\_\_\_ (5) Course of Study Related to Education
- \_\_\_\_\_ (5) Son or Daughter of AΔK Member
- \_\_\_\_\_ **TOTAL POINTS**
- 

**MEMBER**

- \_\_\_\_\_ (25) Stated Purpose Supports Scholarship Program Goals
- \_\_\_\_\_ (25) Clearly Defined Career Goals
- \_\_\_\_\_ (25) Potential for Personal/Student/Professional Benefit
- \_\_\_\_\_ (15) Participation in Professional, Community and Fraternal Organizations
- \_\_\_\_\_ (10) Professional Appearance of Application (Neatness, Grammar, Spelling, Format)
- \_\_\_\_\_ **TOTAL POINTS**

**Notes for reference:**



# ALPHA DELTA KAPPA FOUNDATION

## S/P/N SCHOLARSHIP PAYMENT REQUEST

**NOTE:** *Attach copies of the recipient's application and adjudication form.*

Name of Scholarship \_\_\_\_\_

Scholarship Recipient \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

College/University Attending \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Scholarship Awarded \_\_\_\_\_

### **Payment:**

Request check in amount of \_\_\_\_\_ be made payable to the scholarship recipient and

be mailed by \_\_\_\_\_ Date \_\_\_\_\_ to: S/P/N Scholarship Chairman \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/S/P/N/Zip \_\_\_\_\_

\_\_\_\_\_  
Signature of S/P/N President

\_\_\_\_\_  
Date



# ALPHA DELTA KAPPA FOUNDATION

S/P/N SCHOLARSHIP FOR INFORMAL EDUCATION OPPORTUNITIES

## ADJUDICATION FORM

The S/P/N Scholarship program goals are:

1. To recognize and reward outstanding academic achievement;
2. To strengthen the status and advancement of the teaching profession;
3. To promote the field of education as a positive, challenging and rewarding career choice;
4. To encourage participation in life-long learning opportunities;
5. To assist individuals in meeting the financial demands of higher education.

### Applicant's Name

\_\_\_\_\_ (30) Strength of Program Applicant Wishes to Attend

\_\_\_\_\_ (30) Reason for Wanting the Scholarship

\_\_\_\_\_ (30) Potential for Personal/Student/Professional Benefit

\_\_\_\_\_ (10) Professional Appearance of Application (Neatness, Grammar, Spelling, Format)

\_\_\_\_\_ **TOTAL POINTS**

**Notes for reference:**



**ALPHA DELTA KAPPA FOUNDATION**  
S/P/N SCHOLARSHIP FOR INFORMAL EDUCATIONAL OPPORTUNITIES  
RECIPIENT'S REPORT FORM

*If retroactive, this form is to be completed and returned to the S/P/N Scholarship Chairman **thirty days** from receipt of approval letter, or within **thirty days** following the conference/seminar attended.*

NAME \_\_\_\_\_

CHAPTER \_\_\_\_\_

DISTRICT \_\_\_\_\_

Date of conference/seminar, etc. \_\_\_\_\_

Date recipient's report completed & mailed \_\_\_\_\_

1. Brief summary of the benefits received from the conference/seminar, etc.

II. Attach proof of attendance (receipts, letter of attendance, etc.)

III. Attach a recent wallet size photograph for the archives.

**S/P/N Use Only**

Date received by S/P/N Scholarship Chairman \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**THE ALPHA DELTA KAPPA FOUNDATION  
(S/P/N) ALTRUISTIC FUND:  
CHARITABLE DONATIONS PROGRAM  
GUIDELINES**

- I. OVERALL PROGRAM**
- II. CHARITABLE DONATIONS PROGRAM**
- III. PROCEDURES**

**I. OVERALL PROGRAM**

- A. S/P/Ns may work with the Alpha Delta Kappa Foundation to establish their own scholarship and/or charitable donations programs.
- B. Specifically, S/P/Ns may contribute scholarship and/or charitable donation funds to a named account in the (S/P/N) Altruistic Fund (i.e., Alabama Altruistic Fund) within the Alpha Delta Kappa Foundation. The (S/P/N) Altruistic Fund must be opened with a \$5,000 minimum. Once the fund is opened there are no restrictions on the amount or frequency of deposits or withdrawals. S/P/Ns are encouraged to maintain a \$5,000 balance in the fund.
- C. The Foundation has developed IRS-approved model guidelines, applications and reporting forms for S/P/N use.
- D. Funds become assets of the Foundation and are invested in accordance with the Foundation's investment policy.
- E. Investment fees, gains and losses are prorated based on the total amount of the S/P/N Altruistic Fund.
- F. S/P/N funds are assessed one-quarter of one percent annually as an administrative fee.
- G. S/P/Ns are responsible for the administration of their scholarship and/or charitable donation program(s).
- H. The Foundation issues checks to the recipients upon request.
- I. Donations to the specific S/P/N Altruistic Fund are tax deductible to the donor.
- J. Under special circumstances, the Executive Director may approve the establishment of a chapter altruistic fund.

## K. Program Advantages

1. Contributions are tax deductible to the donor.
2. An S/P/N's legal, accounting and investment fees may be reduced.
3. An S/P/N's liabilities are reduced.
4. A state's IRS compliance is negligible because the monies are now the Foundation's responsibility.
5. Funds qualify as charitable set asides for the state's unrelated business income, reducing its tax liability.
6. The need to file estimated quarterly Federal and state tax payments on investment income may be eliminated.

## II. CHARITABLE DONATIONS PROGRAM

- A. The (S/P/N) Altruistic Fund: Charitable Donations Program is administered by Alpha Delta Kappa through the Alpha Delta Kappa Foundation.
- B. The program goals are:
  1. To promote charitable projects and activities; and
  2. To assist worthy community programs of a charitable nature.
- C. Each S/P/N may contribute only U.S. currency to the Alpha Delta Kappa Foundation to establish an S/P/N Altruistic Fund.
- D. Once established, the specific S/P/N Altruistic Fund may be supplemented by accumulated and current interest income and restricted contributions which are required under the Internal Revenue code to be set aside for Charitable and Educational purposes. Donations to the S/P/N Altruistic Fund are tax deductible to the donor.
- E. All S/P/N Altruistic Funds shall be administered by the Alpha Delta Kappa Foundation Board of Trustees in accordance with their approved investment policy.
- F. Investment fees, gains and losses shall be prorated based on the total S/P/N Altruistic Fund.
- G. Recipients must be 501(c)(3) organizations.

### III. PROCEDURES

#### A. Deposits

1. Once established, deposits to the (S/P/N) Altruistic Fund may be made at any time.
2. Checks should be made payable to The Alpha Delta Kappa Foundation (S/P/N) Altruistic Fund and mailed to International Headquarters.

#### B. Withdrawals

1. The S/P/N President completes the Charitable Donation Request Form, attaching the charitable organization's 501(c)(3) Federal exemption determination letter.
2. The S/P/N President submits the form and letter to the Alpha Delta Kappa Foundation at International Headquarters.
3. Within 30 days, the Foundation issues a check payable to the charitable organization and forwards the check in accordance with the instructions provided on the Charitable Donation Request Form.



**ALPHA DELTA KAPPA FOUNDATION**  
**S/P/N ALTRUISTIC FUND: CHARITABLE DONATION REQUEST FORM**

**NOTE:** *Allow thirty days for processing.*

S/P/N Name \_\_\_\_\_

S/P/N President's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Recipient of Donation: \_\_\_\_\_

*Name of Non-Profit Charitable Organization*

Address \_\_\_\_\_

Organization's Tax Identification No. \_\_\_\_\_

**Please attach a copy of the organization's Federal exemption determination letter.**

Charitable Organization's Contact Person:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/E-mail \_\_\_\_\_

Please detail the following and attach to this form:

- A. Description of organization's project.
- B. Who will benefit from this bequest?
- C. How will the donation be recognized?

**Payment:** \_\_\_\_\_

Amount of Funds Requested \_\_\_\_\_ Date Check Required \_\_\_\_\_

Mail Donation: ☐ Non-Profit Charitable Organization ☐ S/P/N President

\_\_\_\_\_  
S/P/N President's Signature

\_\_\_\_\_  
Date Submitted

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** STATE/PROVINCIAL/NATIONAL  
FOUNDATIONS

**Page:** 1 of 1

**Version  
Date:** July 1991

**POLICY:**

Alpha Delta Kappa State/Provincial/National foundations may be established.

**PROCEDURE:**

SEE: Guidelines and Procedures for Establishing a State/Provincial/National Foundation.

**HISTORY/AUTHORIZATION**

**SOURCE**

Ex. Bd. Minutes

**ACTION**

Motion

**DATE**

July 19, 1989

**PAGE**

p. 2

**ALPHA DELTA KAPPA**



## **GUIDELINES AND PROCEDURES FOR ESTABLISHING A STATE/PROVINCIAL/NATIONAL FOUNDATION**

### **PART A:**

Send a letter of intent to Headquarters for approval by the International Executive Board. The letter must state:

1. Purpose for an S/P/N foundation
2. Funding source(s)
3. Sign-off by all members of the S/P/N Executive Board

### **PART B:**

A legal document must be developed by an attorney and sent to Headquarters.

1. Document must reflect local S/P/N tax regulations
2. Document must be reviewed by our legal advisor for compliancy with AΔK and IRS requirements.

### **PART C:**

Requirements to be met by the S/P/N organization:

1. Pay a one-time legal fee to AΔK legal advisor in Kansas City (\$400.00 - \$500.00)
2. Prepare annual IRS report to be reviewed by AΔK Treasurer in Kansas City each fiscal year.
3. Pay AΔK Treasurer's fee for review each fiscal year. (\$200.00 - \$250.00 minimum annually)
4. File annual IRS report for Foundation.
5. A financial base of \$200,000.00 to establish the foundation.

### **PART D:**

Structure to be followed:

The S/P/N foundation shall be patterned after the AΔK International Foundation; therefore, the Board of Trustees of the S/P/N Foundation must be members of the S/P/N Executive Board.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** STRUCTURE

**Page:** 1 of 1

**Version  
Date:** May 1988

**POLICY:** The members of the International Executive Board are the Trustees of the Alpha Delta Kappa Foundation.

The officers of the Alpha Delta Kappa Foundation are Chairman, Vice-Chairman and Secretary.

**PROCEDURE:**

The Alpha Delta Kappa Foundation Chairman, Vice-Chairman and Secretary are elected for two year terms at a meeting of the Trustees immediately following each biennial International convention of Alpha Delta Kappa.

This procedure shall remain in effect until amended by a majority vote of the then-acting Trustees.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 20, 1981	p. 3
AAK Foundation Minutes	Motion	July 12, 1987	p. 1

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** STRUCTURE —  
THE BOARD OF MANAGERS

**Page:** 1 of 1

**Version**  
**Date:** March 1999

**POLICY:** The Board of Managers of the Alpha Delta Kappa Foundation is the Executive Director, the Headquarters staff accountant and the Executive Assistant (where applicable) of Alpha Delta Kappa.

**PROCEDURE:** None

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
AAK Foundation Minutes	Motion	May 11, 1988	
AAK Foundation Minutes	Motion	January 15, 1989	
AAK Foundation Minutes	Motion	May 17, 1991	
AAK Foundation Minutes	Motion	May 14, 1998	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** TAX EXEMPTION - CONFLICT OF INTEREST

**Page:** 1 of 1

**Version**  
**Date:** June 9, 2004

**POLICY:** In order for the Alpha Delta Kappa Foundation to qualify for exemption from Federal Income tax under Section 501 (c ) (3) of the Internal Revenue Code, members of International Executive Board, International Chapter, and International scholarship boards or committees, substantial contributors to the AΔK Foundation or relatives of any of the aforementioned groups cannot receive scholarships, grants or other payments under programs adopted by the trust.

**PROCEDURE:** None

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
AΔK Foundation Minutes	Motion	May 13, 1983	p. 1
IC Minutes	Motion	November 16-17, 2001	p. 7
AΔK Foundation Minutes	Motion	May 8-9, 2002	p. 15
IC Minutes	Motion	May 10-11, 2002	p. 5
IEB Minutes	Motion	May 12-13, 2004	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA FOUNDATION

**SECTION:** TAX RECORDS - PUBLIC DISCLOSURE

**Page:** 1 of 1

**Version**  
**Date:** May 23, 2005

**POLICY:** Headquarters Staff will provide copies of Alpha Delta Kappa's and the Foundation's three most recent returns (Form 990) and, if required, the Applications for Recognition of Exemption (Form 1023 and 1024) for public inspection upon request.

- PROCEDURE:**
1. The accountant will maintain a file for public disclosure which contains
    - a. the disclosure copies of Form 990 provided by the auditor for the three most recent years
    - b. the Foundation's Application for Recognition of Exemption (Form 1023 & 1024).
  2. Requests made in person will receive a response by the end of the business day.
  3. Requests made in writing will receive a response within 30 days.
  4. Copying charges of \$1 for the first page and \$0.15 for each additional page will be assessed.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB	Motion	May 13-14, 2005	p. 5

**ALPHA DELTA KAPPA**

# **Chapter 7**

**$\Lambda\Delta K$**

**International  
Headquarters**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL HEADQUARTERS

**SECTION:** COMPENSATION AND BENEFITS FOR  
HEADQUARTERS STAFF

**Page:** 1 of 1

**Version  
Date:** May 23, 2005

**POLICY:**

The International Executive Board provides members of the Headquarters staff with a comprehensive compensation and benefits package that is competitive with other associations located in the metropolitan Kansas City area.

A Retirement Plan shall be provided for the employees' benefit.

**PROCEDURE:** Annual performance evaluations and reviews are conducted by the Executive Director. Pay increases are recommended to the International Executive Board annually in May, based on a merit matrix developed by the University of Nebraska School of Management. The International Executive Board approves all pay increases and benefits

Details of the Retirement Plan are available at Headquarters.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB	Motion	May 13-14, 2005	p. 5

**ALPHA DELTA KAPPA**

# INVESTMENT POLICY STATEMENT OF ALPHA DELTA KAPPA RETIREMENT/401k PLAN,

hereinafter referred to as “the Plan”

## I. PURPOSE OF THIS STATEMENT

The Plan’s Named Fiduciary, Sandra Wolfe, on behalf of the Plan Sponsor, Alpha Delta Kappa, hereby establishes the following policy for administering the Plan’s investment program. The Investment Policy Statement sets forth the investment objectives and guidelines that will be applied within the investment program to insure that the Plan is managed in a manner consistent with the Plan document and applicable statutory requirements. By establishing and communicating clear investment guidelines and objectives, the Plan Sponsor can enhance the effectiveness of the Plan’s investment program and thereby contribute to the overall goal of retaining and recruiting employees by delivering an attractive, low-cost retirement program.

The Named Fiduciary reserves the right to amend this Statement at any time as deemed prudent or necessary. Should any amendment to this Statement be required due to changes in the Plan document or a change in applicable law, the Named Fiduciary shall have due time to review such changes and prepare and implement an appropriate amendment. Because of the dynamic nature of the economic environment, developments in financial theories, and advances in technology, this Statement will be examined by the Named Fiduciary from time to time on a formal or informal basis and may, as a result of such examination, be revised by the Named Fiduciary.

## II. INVESTMENT OBJECTIVES

The primary objectives of the Plan’s investment program are as follows:

- **Program Quality** – Provide quality investment options that generate a high level of participation and satisfaction for both current and former employees.
- **Participant Control** – Allow Plan members to exercise control over their retirement accounts by providing them the ability to direct the investment of account assets. In doing so, the Plan intends to meet the “safe harbor” requirements of ERISA §404(c) and applicable regulations.
- **Diversification** – Offer members access to an appropriate range of prudent investment options that enables them to construct a well-diversified portfolio. In selecting these investment options, the Named Fiduciary can materially affect the potential level and variability of returns on amounts in the members’ investment accounts. The availability of suitable investment options will allow Plan members to materially affect the potential returns on amounts in their accounts, control the degree of risk to which such amounts are subject, and create a portfolio with aggregate risk and return characteristics normally appropriate for Plan members and which, through diversification, will minimize the Plan member’s overall risk, especially the risk of large losses.

### III. INVESTMENT GUIDELINES

The Plan Sponsor has established the following guidelines for administering the Plan's investment program:

#### A. Diversification

In recognition of the fact that diversification is the best tool for reducing portfolio risk, the Named Fiduciary will make available to the Plan members at least three broadly diversified investment options, each of which shall offer materially different risk and return characteristics.

#### B. Investment Categories

All classes or categories of investments allowed by ERISA as acceptable investment choices may be considered by the Named Fiduciary in determining the investment options to be made available to the Plan members. The Named Fiduciary may, as it deems appropriate, select and make available to the Plan members investment options in the form of commingled funds, such as insurance company separate accounts, mutual funds, and bank collective trusts, from any or all investment categories listed below, in addition to guaranteed or stable value investments.

Provided that the Plan document allows such an option and such an option is consistent with ERISA §407 and other applicable laws, the Named Fiduciary may select employer stock as an investment option. To the extent that the Named Fiduciary deems it appropriate and consistent with the Plan document and this Statement, the Named Fiduciary may select and make available one or more customized investment portfolios and retain an investment manager to manage the assets of each such portfolio.

The following asset classes are permitted for Plan investment options:

1. **Stable Value** – portfolio comprised primarily of short-term, high quality debt securities including money market funds, stable value funds, and guaranteed interest arrangements.  
*Strategic Purpose:* Stable returns, income, diversification
2. **Domestic Fixed Income** – portfolios primarily composed of debt securities issued by the U.S. government, U.S. government sponsored/related agencies, and U.S. domiciled corporations. Investment options may include all quality ranges (high, medium and low), all durations (short, intermediate and long), be broadly diversified or concentrated (sector funds), and be either actively or passively managed (indexed).  
*Strategic Purpose:* Income, diversification, deflation hedge
3. **International or Foreign Fixed Income** – portfolio composed primarily of debt securities issued by foreign governments, foreign government sponsored/related agencies, and foreign corporations. Investment options may include all quality ranges (high, medium and low), all durations (short, intermediate and long), be broadly diversified or concentrated (sector funds), and be either actively or passively managed (indexed).  
*Strategic Purpose:* Income, diversification

4. **Real Estate** – portfolio consists primarily of owned real estate investment options including real estate investment trusts of all types and other commingled real estate equity investment options.  
*Strategic Purpose:* Income, diversification, inflation hedge
5. **Domestic Stock** – portfolios composed primarily of the common stocks of U.S. domiciled corporations. Investment options may include different sizes (large-cap, mid-cap and small-cap) and styles (value, growth and blend). Such options may be broadly diversified or concentrated (sector funds), and may be either actively or passively managed (indexed).  
*Strategic Purpose:* Long-term growth
6. **International or Foreign Stock** – portfolios composed primarily of the common stocks of corporations domiciled outside of the U.S. Investment options may include different regional and emerging markets funds, a variety of sizes (large-cap, mid-cap and small-cap) and styles (value, growth and blend), be broadly diversified or concentrated (sector funds), and be either actively or passively managed (indexed).  
*Strategic Purpose:* Long-term growth, diversification
7. **Balanced/Asset Allocation** – portfolio consists primarily of significant proportions of both equities and fixed income investments.  
*Strategic Purpose:* Long-term growth, risk reduction (via tactical rebalancing)

C. Selection of Investment Managers and Investment Options

The Named Fiduciary shall select investment managers and, where appropriate, investment options based on the evaluation of qualitative and quantitative factors. The review process will focus on the following five key aspects of an investment management firm and investment option:

1. **Organization** – evaluate the key elements of an efficient and successful investment management organization such as stable firm ownership, clear business objectives, industry reputation, and experienced and talented investment staff.
2. **Investment Philosophy and Process** – evaluate the key elements of a valid and well-defined investment approach such as unique sources of information, disciplined buy/sell decisions, systematic portfolio construction, and adequate risk controls.
3. **Resources** – evaluate the state of current and proposed resources supporting the investment process including the quality and depth research and the adequacy of information management, compliance and trading systems.
4. **Performance** – evaluate historical returns and risks relative to passive indexes, peer groups, and other competing firms.
5. **Management Fees** – evaluate the proposed fee structure relative to the industry and other competing candidates.

These factors are intended to insure that manager/option selections are compatible with the requirements of ERISA §404(c), made with a prudent degree of care, and that excessive risk is avoided. Notwithstanding the above, the Named Fiduciary may also include other factors that they believe are appropriate for a specific manager/option selection exercise.

D. Monitoring of Investment Managers and Investment Options

The objective of the investment manager and investment option monitoring process is to identify on a timely basis any adverse changes to the investment manager's organization or investment process by periodically evaluating a number of qualitative and quantitative factors. In addition, once adverse changes are identified, the monitoring process shall dictate the timing and manner of response.

The Named Fiduciary shall evaluate the investment managers/options at least annually using the framework in (C) above, in addition to using any other factors the Named Fiduciary believes are appropriate to the inquiry. These factors are intended to insure that the decisions to retain investment managers/options are made with a prudent degree of care and that excessive risk is avoided.

If results from the monitoring process indicate substandard investment performance or potentially adverse change in the investment manager's organization or investment process, the Named Fiduciary may choose one of several courses of action including assigning the investment manager/option a temporary probationary status known as the Watch List, undertaking an in-depth review, or terminating the investment manager/option.

Being placed on the Watch List is meant to convey the Named Fiduciary's increased level of concern about a particular issue or event, which if left unresolved, could endanger the future relationship. In these cases, the Named Fiduciary may wish to recommend that members suspend contributions to investment managers/options on probation until the matter has been successfully resolved. An in-depth review may be undertaken as a result of the manager failing to rectify the issues that led to their placement on the Watch List, or in response to major adverse changes in the investment manager's organization or investment process, to the extent that the Named Fiduciary seriously questions the firm's ability to manage the portfolio going forward. The purpose of the in-depth review is to determine whether terminating the manager/option is an appropriate course of action. As with the investment managers/options residing on the Watch List, the Named Fiduciary may wish to recommend that members suspend contributions until the in-depth review is completed.

E. Elimination of Investment Managers and Investment Options

The Named Fiduciary may eliminate a Plan investment manager or investment option any time as the Named Fiduciary deems it in the best interests of the Plan and the Plan members and their beneficiaries. The Named Fiduciary may also eliminate any existing investment manager/option for the following reasons:

- Failing to attract sufficient Plan funds to warrant continued availability to the Plan members;

- Changing investment manager or investment option practices such that they are no longer materially consistent with this Statement, or this Statement changes so that it is no longer materially consistent with the practices of an investment manager or investment option; and,
- Final recommendation of an in-depth review.

The Named Fiduciary may also add, eliminate, or replace any Plan investment manager/option as the needs of the Plan members change, or for any other prudent reason.

F. Proxy Voting

To the extent that the responsibility for voting proxies of securities held in an investment option is not a responsibility of an investment manager, the proxies shall be voted in accordance with the Plan document(s) and in the best interests of the Plan members.

G. Self-Directed Brokerage

Provided that the Plan document allows such an option, the Named Fiduciary may also select and make available to Plan members a Self-Directed Brokerage Account option. The purpose of the Self-Directed Brokerage Account is to provide Plan members with access to a broader selection of investment options for use in their retirement account by allowing the investment of all or part of their retirement account in individual stocks, bonds and mutual funds.

Under the Self-Directed Brokerage Account option, the Named Fiduciary will permit each eligible Plan member to transfer a portion (or all) of their retirement account balance into a brokerage account and direct the purchase and sale of securities from his or her account. The Named Fiduciary shall be responsible for adopting, customizing, and monitoring the self-directed brokerage account feature in accordance with the Self-Directed Brokerage Account Agreement. The responsibility for voting proxies of securities held in a Self-Directed Brokerage Account lies exclusively with the Plan member.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL HEADQUARTERS

**SECTION:** INSURANCE – PERSONNEL

**Page:** 1 of 1

**Version  
Date:** May 1990

**POLICY:** For the benefit of Headquarters personnel, the following insurance policies are carried:

**PROCEDURE:**

1. Workers' Compensation Insurance is provided for all employees of Alpha Delta Kappa.
2. Group Long Term Disability Insurance is provided for all employees of Alpha Delta Kappa.
3. Alpha Delta Kappa will pay 100% of the cost of Health Insurance for those employees who choose to participate in the plan.  
Details of these policies are available at Headquarters.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 12 - 15, 1980	p. 3
Ex. Bd. Minutes	Motion	May 13 - 14, 1983	pp. 1 & 2
Ex. Bd. Minutes	Motion	July 19, 1983	pp. 1 & 2
Ex. Bd. Minutes	Motion	November 16, 1988	p. 3
Ex. Bd. Minutes	Motion	May 16 - 17, 1990	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL HEADQUARTERS

**SECTION:** DOCUMENT RETENTION AND DESTRUCTION

**Page:** 1 of 1

**Version**  
**Date:** Nov 14, 2008

**POLICY:** This Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the International Executive Board, and outsiders for maintaining and documenting the storage and destruction of Alpha Delta Kappa's documents and records.

### PROCEDURE:

1. **Rules.** Headquarters staff, volunteers, members of the International Executive Board and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated on Alpha Delta Kappa's Record Retention Schedule will be transferred and maintained by the Administrative staff; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. **Terms for retention.**

\*See Alpha Delta Kappa Record Retention Schedule.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Executive Director or Chairman of the Board.

#### NOTE:

For States and Chapters, refer to the State and Chapter Record Retention Requirements in the Financial Instructional Booklet.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 13-14, 2005	p. 5
IEB Minutes	Motion	November 4-15, 2008	p. 3



## **ALPHA DELTA KAPPA RECORD RETENTION SCHEDULE PERMANENT RECORDS**

### **PERMANENT RECORDS**

- Articles of Incorporation and Constitution
- Bylaws
- Cancelled check for important payments, i.e., taxes, purchases of property, special contracts, etc.
- Capital stock and bond statements
- Chart of Accounts
- Correspondence (legal and important matters only)
- Deeds, mortgages and bills of sale
- Financial Statements – Audit Reports, end of year FS, journal entries and annual audit schedules (keep monthly FS 8 years)
- General Ledgers, Journals and year end Trial Balances
- Insurance records – policies and claims (Accident reports – 8 yrs)
- Minutes of International Executive Board and International Chapter Meetings
- Payroll Registers and Payroll Taxes
- Policy statements
- Property records, including: appraisals, depreciation reserves, depreciation schedules, building blue prints and plans
- Publications – the KAPPAN and Website
- Retirement plan – including reports, accounting records, and distributions
- Tax returns and worksheets, Revenue Agents' Reports, and documents relating to determination of income tax liability
- Technical Manuals
- Trademark registrations

### **EIGHT YEARS**

- Bank Statements, bank reconciliations , cancelled checks (see exception under
- Permanent Records above) and deposit slips
- Budgets
- Contracts and leases – after expired
- Employee Handbooks
- Inventories
- Invoices (to members)
- Monthly Financial Statements
- Payroll records, time sheets, summaries, W-2's and W-4's
- Personnel records
- Sales records
- Special reports
- Vouchers and invoices for payments to vendors, employees, etc.

### **THREE YEARS**

- Cash receipts and Credit card receipts
- General Correspondence
- Miscellaneous internal reports
- Petty Cash vouchers
- Purchase orders and packing slips
- ONE YEAR
- Correspondence of unimportant nature with members or vendors
- E-mails and other information on electronic devices and computers
- Employment applications – Not hired

# **S/P/N AND CHAPTER RECORD RETENTION REQUIREMENTS**

## **President**

### **1. Retain in Permanent Files:**

- Charter (Fidelis Scroll, if Fidelis Chapter)
- Ceremonies Books
- Minutes of Meetings and Bylaws
- Proceedings of International Conventions (states only)
- Names of Initiated Members and Initiation Dates
- Written History
- Correspondence on any Legal Matters

### **2. Retain 4 years:**

- Forms and Correspondence (for the current and immediate past biennia).

## **Treasurer**

### **• Retain in Permanent Files:**

- EIN Number (assigned by the Internal Revenue Service), any correspondence from the IRS, copy of any reports to the IRS, copy of correspondence from Headquarters regarding the IRS.
- Filed tax returns, including working papers.
- Audit reports and financial statements, cancelled checks for taxes, cash books.
- Financial ledgers and journals.

### **• Retain 8 years:**

- Bank reconciliations and bank statements

### **• Retain 3 years:**

- Petty cash vouchers, general correspondence, other cancelled checks, expense reports, paid bills and monthly trial balances.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL HEADQUARTERS

**SECTION:** EQUIPMENT AT HEADQUARTERS

**Page:** 1 of 1

**Version  
Date:** May 2018

**POLICY:** Equipment housed at Alpha Delta Kappa Headquarters and purchased to enhance the work of staff and those who meet at Headquarters may be removed from the building when needed for use at the International convention or other official Alpha Delta Kappa meeting or event, or if needed to promote Alpha Delta Kappa.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 13-14, 2005	p. 3
IEB Minutes	Motion	May 18-19, 2018	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL HEADQUARTERS

**SECTION:** GIFTS/CONTRIBUTIONS FOR HEADQUARTERS

**Page:** 1 of 1

**Version**  
**Date:** March 27, 2002

**POLICY:** Groups or individuals may present a gift or a contribution for furnishings and/or accessories for Headquarters.

**PROCEDURE:**

1. The gift may be in monetary form or from a wish list available at Headquarters.
2. The gifts will be recorded and identified.
3. Acknowledgement will be made to the donor.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	November 14-16, 1974	p. 12
IEB Minutes	Motion	November 14-15, 2001	p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** ALPHA DELTA KAPPA INTERNATIONAL HEADQUARTERS

**SECTION:** SUCCESSION PLAN FOR EXECUTIVE DIRECTOR

**Page:** 1 of 1

**Version**

**Date:** May 2020

**POLICY:**

A succession plan shall be in place for the Executive Director.

**PROCEDURE:**

The plan shall be reviewed by the International Executive Board each biennium.

See following pages.

### HISTORY/AUTHORIZATION

SOURCE

ACTION

DATE

PAGE

IEB Minutes

Motion

May 13, 2020

ALPHA DELTA KAPPA

# Alpha Delta Kappa

## Succession Plan for Executive Director Position



August 2020

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## **Alpha Delta Kappa Succession Plan for Executive Director Position**

### **1. Statement of Purpose**

The purpose of this succession plan is to ensure continuous coverage of executive duties critical to ongoing operations and sustainability of Alpha Delta Kappa in the event of an emergency, unplanned or planned departure of the Executive Director. The International Executive Board shall review this document at the beginning of each biennium and make modifications as deemed appropriate.

### **2. Definition of length of departure by Executive Director (short term or permanent)**

- a. Unplanned short-term departure – sudden or not anticipated – 3 months or less
- b. Planned short-term absence– expected and anticipated – 3 months or less
- c. Temporary unplanned long-term absence – more than 3 months
- d. Permanent absence – Executive Director will not return

### **3. Procedures for absences where the Executive Director will return**

- a. **Unplanned short-term absence of three months or less** – The Executive Director (or a family member) contacts the International Executive Board Chairman with information regarding the need for a temporary short-term absence. The International Executive Board Chairman contacts the International President about this situation.
  1. The International Executive Board Chairman shall contact the members of the International Executive Board with this information, as well as contacting the staff at Headquarters.
  2. As soon as possible the International Executive Board Chairman shall convene a teleconference with International Executive Board members to inform, discuss and authorize the implementation of the Succession Plan or to make any modifications that the International Executive Board deems appropriate.
  3. The International Executive Board Chairman shall communicate with the Headquarters staff that the Executive Director will be absent for up to three months and that the Succession Plan will be implemented.
  4. The International Executive Board Chairman will name an Acting Director during a short-term absence. She shall consider candidates from within or outside of the staff.
  5. Realignment of staff duties may be necessary during this time period to provide necessary coverage of essential jobs or mandates.
  6. If the Acting Executive Director is a staff member, a temporary salary increase will be determined by the International Executive Board.
  7. The International Executive Board shall have the responsibility for monitoring the work of the Acting Executive Director. The International Executive Board Chairman shall provide regular monthly status reports to the International Executive Board.

- b. Planned short-term absence of three months or less** - The Executive Director contacts the International Executive Board Chairman with information regarding the need for a temporary short-term absence. The International Executive Board Chairman contacts the International President about this situation.
1. As soon as possible the International Executive Board Chairman shall convene a teleconference with International Executive Board members to inform, discuss and authorize the implementation of the procedures included in this plan or to make any modifications that the International Executive Board deems appropriate.
  2. The International Executive Board Chairman shall communicate with the Headquarters staff that the Executive Director will be absent for up to three months and that the Succession Plan will be implemented.
  3. The Executive Director maintains responsibility for identifying to the International Executive Board Chairman, which staff members, if any, may be best prepared to serve as Acting Director in the absence of the Executive Director for up to three months. The skills of these candidates shall be identified and updated in the report of the Executive Director to the International Executive Board Chairman no later than May 1 and November 1 of each year.
  4. The International Executive Board Chairman will name an Acting Director during a short-term absence. She shall consider candidates from within or outside of the staff.
  5. Realignment of staff duties may be necessary during this time period to provide coverage of essential jobs or mandates.
  6. If the Acting Executive Director is a staff member, a temporary salary increase will be implemented as determined by the International Executive Board.
  7. The International Executive Board shall have the responsibility for monitoring the work of the Acting Executive Director. The International Executive Board Chairman shall provide regular monthly status reports to the International Executive Board.
- c. Temporary, unplanned long-term absence** - A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed shall be the same as for an unplanned short-term absence with the exception that the International Executive Board may engage an outside association management company to assist in hiring an Acting Executive Director.
1. The Executive Director (or a family member) contacts the International Executive Board Chairman with information regarding the need for a temporary long-term absence. The International Executive Board Chairman contacts the International President about this situation.
  2. As soon as possible the International Executive Board Chairman shall convene a teleconference with the International Executive Board members to inform, discuss and authorize the implementation of the Succession Plan or to make any modifications that the International Executive Board deems appropriate.
  3. The International Executive Board Chairman shall communicate with the Headquarters staff that the Executive Director will be absent for more than three months and that the Succession Plan will be implemented.

4. The International Executive Board Chairman will name an Acting Director during a long-term absence. She shall consider candidates from within or outside of the staff.
5. Realignment of staff duties may be necessary during this time period to provide necessary coverage of essential jobs or mandates.
6. If the Acting Executive Director is a staff member, a temporary salary increase will be determined by the International Executive Board.
7. The International Executive Board shall have the responsibility for monitoring the work of the Acting Executive Director. The International Executive Board Chairman shall provide regular monthly status reports to the International Executive Board.

#### **4. Procedures for permanent absence of Executive Director**

- a. Upon knowledge of a permanent vacancy in the position of Executive Director, the International Executive Board Chairman contacts the International President about this situation.
- b. As soon as possible, the International Executive Board Chairman shall convene a teleconference with International Executive Board members to inform, discuss and authorize the implementation of the Succession Plan or to make any modifications that the International Executive Board deems appropriate.
- c. **The International Executive Board shall determine if an interim director is needed.**  
The International Executive Board Chairman will supervise the process to:
  1. Determine the Interim Executive Director's responsibilities, authority and decision-making limitations during the search for the permanent Executive Director.
  2. Determine if an internal staff candidate exists, a volunteer member of the Board or if an external search for the Interim Director is required.
  3. Contact the American Society of Association Executives (ASAE) and Regional SAEs, or other organizations or businesses to retain the services of an Interim Executive Director.
  4. Determine the compensation of the interim executive director.
  5. Monitor and support the work of the Interim Executive Director. Regular meetings/conference calls should be established to discuss key issues and the support needed by the Interim Executive Director.
  6. Work with the Vice Chairman of the International Executive Board, the International President and the International President-Elect to negotiate the contract of the Interim Executive Director.
- d. **The responsibilities of the International Executive Board Chairman regarding the selection of the permanent Executive Director are to:**
  1. Work with the Vice Chairman of the International Executive Board, the International President and the International President-Elect to propose a search committee to address transitional issues and the process for the search of a permanent Executive Director.

- a. The committee should consist of:
    - i. One Past International Executive Board Chairman, who will serve as the chairman of the search committee
    - ii. One Past International President
    - iii. International President-Elect – (assuming she will not become president during search)
    - iv. One to two International Executive Board Members
    - v. One to two members at large (S/P/N Presidents or International Committee Chairman)
    - vi. A working executive director of a non-profit association (ex. CEO in KCSAE)
  2. Lead the search process as outlined throughout this document.
  3. Work with the Vice Chairman of the International Executive Board, the International President and the International President-Elect to negotiate the contract of the permanent Executive Director(s).
- e. **The responsibilities of the International Executive Board** are to:
1. Approve the members of the search committee as nominated by the International President and International Executive Board Chairman.
  2. Determine the search strategy and timeline.
    - a. Decide whether to use an executive recruiter.
    - b. Determine the selection criteria and compensation range.
  3. Provide a job description for recruitment purposes.
  4. Approve final compensation, benefit plan and contract.
  5. Agree on performance appraisal process.
  6. Approve and hire the final candidate.
- f. **The responsibilities of the Search Committee Chairman** are to:
1. Establish operating procedures of the committee.
  2. Offer guidance on the do's and don'ts during the interview process.
  3. Establish regular communication with the International Executive Board Chairman to provide progress reports.
- g. **The responsibilities of the Search Committee** are to:
1. Maintain total confidentiality.
  2. Review the job description.
  3. Survey staff for insight into desired qualities of an Executive Director.
  4. Develop an advertisement to be posted.
  5. Advertise the position.
  6. Develop a screening process including interview questions.
  7. Screen applications.
  8. Conduct screening interviews to narrow down the candidates to three to five.
  9. Review and check references.

10. Conduct final interviews. No travel expenses will be allocated for interview travel. The committee will utilize telecommunications as much as possible. Consider local candidates.
11. Present a maximum of three final candidates to the Executive Board. Share pros and cons for each of the top three candidates.
12. Accept the decision of the Executive Board.

## **5. Procedures for the first 90 days to a year for a new Executive Director**

- a. Work with the International Executive Board, International Executive Board Vice Chairman, the International President and the International President-Elect to determine goals and set standards for measuring achievement for the first 90 days and long-term objectives including, but not limited to:
  1. Change signatures on all legal documents, bank accounts, and decision-making agreements between Alpha Delta Kappa and current support companies.
  2. Hold weekly conversations with the International Executive Board Chairman.
  3. Conduct weekly staff meetings to establish relationships and set the tone for the expected business environment.
- b. Meet staff, leadership, business partners (lawyers, bankers, auditors, etc.) vendors, suppliers, and affiliates.
- c. Plan a virtual meeting with S/P/N leaders.
- d. Prepare a video for the international website introducing the new Executive Director to members.
- e. Assess current operating procedures and develop an action plan for the future to be presented to the International Executive Board within 90 days.

## **6. Financial Considerations of Executive Director Replacement Process**

- a. Retirement benefits for retiring executive's 401(k) plan for which Alpha Delta Kappa currently contributes an amount equal to 10% of the employee's salary to the plan.
- b. Compensation review, consulting the latest ASAE Compensation Study for current salary ranges.
- c. No travel expenses will be allocated for interview travel. The committee will utilize telecommunications as much as possible. Consider local candidates.
- d. No travel expenses will be allocated for relocation travel or expenses.
- e. The Board may request that the outgoing Executive Director be available as a consultant for a period of at least one year to respond to questions from the new Executive Director. The outgoing Executive Director will be compensated for service at an hourly rate to be determined by the International Executive Board if she serves as a consultant after the end of her employment.

## **7. Communications Plan**

- a. A communications plan will be helpful to leadership and staff in preparing announcements, news releases and ongoing communications related to the Executive Director transition. The International Executive Board Chairman will be the chief spokesperson of all announcements related to the departure, search, and replacement process.
- b. The International Executive Board Chairman and the International President will draft a message to announce the departure of the Executive Director and Alpha Delta Kappa's plan to fill the position in a timely manner. As appropriate, the following stakeholders will be kept informed at regular intervals: staff, International Executive Board members, International Chapter, Past International Presidents, Past International Executive Board Chairmen, general membership, businesses and organizations related to Alpha Delta Kappa operations.
- c. The International Executive Board Chairman, Vice Chairman and International President will work together to determine an appropriate manner to acknowledge the departure of the Executive Director.
- d. The International Executive Board Chairman will issue weekly reports to International Executive Board members to keep them informed of progress in the replacement process.

## SAMPLE JOB POSTING: EXECUTIVE DIRECTOR

### About the opportunity:

Alpha Delta Kappa seeks an Executive Director to lead the internal operations of the organization. The Executive Director will oversee key functional areas including human resources, training, accounting, information technology, and building management. The Executive Director will require strong project management abilities to ensure the organization achieves stated goals. The Executive Director will also identify, select, and manage outside vendors to help accomplish organizational objectives.

### Job responsibilities:

- Oversee organizational operations while helping to build a high functioning, inclusive culture ensuring team members thrive and organizational outcomes are met.
- Manage the human resources function of the organization, which includes effective recruitment, employee onboarding, professional development, performance management, and retention.
- Oversee data management responsible for the accurate and timely capture and usage of participant data.
- Supervise the accounting practices and financial reporting (Sage50 Cloud).
- Work with the accountant to develop and present the operating budgets to the International Executive Board.
- Adhere to federal, state, and local business requirements, enforcing compliance and taking action when necessary.
- Analyze internal operations and identify areas of process enhancement.
- Effectively manage the physical infrastructure of the organization, making recommendations on capital expenditures.
- Monitor staff performance with regular review and provide guidance and opportunities for growth and improvement when correction is needed.
- Maintain and build trusted relationships with the staff, international leadership, members, and business partners and associates.

### Desired education, experience and skills:

- Bachelor's degree in business administration or related field; master's degree, Certified Association Executive (CAE) preferred
- 5+ years of experience in executive leadership positions, preferably in a nonprofit
- References from previous and current employers
- Leadership skills, with steadfast resolve and personal integrity
- Experience in the design, implementation, and successful execution of organization wide projects

- Experience in managing technology rollouts and the implementation of training programs to ensure the success of those rollouts
- Experience in building management and the ability to analyze physical infrastructure needs to make recommendations for improvement
- A solid grasp of data management, data analysis and performance metrics
- Ability to diagnose problems quickly and have foresight into potential issues
- Instinctive collaborator with strong staff management experience who values teamwork and the input of others
- Strong interpersonal skills and the ability to resolve conflicts and find common ground
- Excellent oral and written communication skills and comfort with public speaking
- Culturally competent in making decisions among diverse individuals and organizations
- Strong computer skills including Microsoft Office, Adobe and Google applications; proficiency in other related technologies; familiarity with web design and digital forms
- Ability to effectively create and manage a budget
- Ability to lead fundraising and business partnership efforts
- Ability to travel as needed

**CURRENT JOB DESCRIPTION**

**TITLE: Alpha Delta Kappa Executive Director**

**BASIC FUNCTION:**

Serves as chief executive officer, responsible to the International Executive Board for the effective conduct of the affairs of Alpha Delta Kappa. Recommends and participates in Board formulation of mission, goals, and objectives and related policies. Within that framework, plans, organizes, coordinates, supervises and directs the staff, programs, and activities of Alpha Delta Kappa and the Foundation.

**OBJECTIVE:**

Sustains, enhances, and promotes Alpha Delta Kappa's growth and a healthy, nurturing culture among staff, among members, and the organization's leaders.

**SPECIFIC RESPONSIBILITIES:**

Within the limits of Alpha Delta Kappa's Articles of Incorporation, Constitution, bylaws, and policies established by the International Executive Board, the Executive Director, with appropriate delegations:

1. Ensures the legal integrity of Alpha Delta Kappa and the Foundation
2. Protects the non-profit tax status of Alpha Delta Kappa and the Foundation
3. Preserves and expands the assets of Alpha Delta Kappa and the Foundation
4. Hires and supervises a well-trained staff dedicated to supporting the work of Alpha Delta members and leaders at all levels
5. Maintains and safeguards documents, meeting minutes, reports and records important to the historical and operational scope of Alpha Delta Kappa and the Foundation.
6. Develops and implements a fundraising plan.

**PROCESSES:**

1. Establishes the organizational structure for the Headquarters office and the related staffing structure.
2. Establishes administrative policies and procedures for Headquarters functions.
3. Recruits, hires, trains, supervises staff and administers an effective personnel program which includes position descriptions, performance standards, performance appraisals, and a compensation system.
4. Maintains a master file of all Alpha Delta Kappa documents.
5. Oversees and directs maintenance of Headquarters building and grounds.
6. Develops, supervises, and maintains an effective fraternal jewelry/recognition award program which is responsive to the needs of the membership.
7. Coordinates and disseminates International convention information; develops and

implements registration procedures and reports; collects and records registration and special event fees; works closely with hotel personnel; provides support to convention and standing committees; and monitors and pays all convention expenses.

8. Conducts research necessary to Alpha Delta Kappa and informs the International Executive Board, International Chapter and membership as appropriate.
9. Maintains effective communications and public relations programs.
10. Assists in developing and implementing an on-going program to identify Alpha Delta Kappa and its members with the public and builds increased visibility and public support for Alpha Delta Kappa and the Foundation.
11. Serves as a spokesman for Alpha Delta Kappa in conjunction with the Executive Board and International Chapter.
12. Serves as purchasing agent for Alpha Delta Kappa.
13. Monitors the finances of Alpha Delta Kappa and Foundation, including the preparation of annual budgets for Alpha Delta Kappa and the Foundation and IRS filings.
14. Plans, coordinates and records meetings of the International Executive Board and International Chapter.
15. Attends, as a non-voting member, all meetings of the International Executive Board, International Chapter and Foundation and provides periodic reports along with recommendations.
16. Assists in the development and implementation of an effective program of membership development and member services.
17. Oversees and directs the implementation of the Alpha Delta Kappa scholarship programs.
18. Coordinates and disseminates information on the planned giving program.
19. Monitors and assists all committees.
20. Helps maintain Alpha Delta Kappa International website and collects and analyzes usage data.
21. Distributes reminder emails to officers.
22. Ensures compliance with USPS “Intelligent Mail” guidelines.
23. Arranges for NCOA (National Change of Address) analysis report every 95 days.
24. Responsible for investigating and resolving member privacy violations.
25. Performs multimedia productions.
26. Performs historical research.
27. Second backup for check copying.
28. Maintains on- and off-site server backup.
29. Manages data sync.
30. Proofreads as necessary. Assists with data entry and filing; assembling new member packets, processing, mailings and answering the telephone and doors.

**INTERNAL RELATIONSHIPS:**

Reports to the International Executive Board Chairman. Has frequent contact with other association staff, suppliers, members and general public.

**EXTERNAL RELATIONSHIPS:**

Works closely with members of the International Executive Board and International Chapter, especially the International President and Executive Board Chairman. Has regular contact with the International Executive Board and International Chapter and its committees and boards on policy matters and other issues as appropriate. Maintains personal contact with the regions, states, nations, provinces, chapters, and the general membership to the greatest degree possible. Maintains appropriate relationships with other associations, industry, public service organizations, and vendors to enhance the image of Alpha Delta Kappa and attain its goals and objectives.

## **CORE COMPETENCIES for the EXECUTIVE DIRECTOR**

### **I. PLANNING**

Preparing for the future with the board. Develop a shared vision for the future of the organization, build understanding around the mission, and develop appropriate goals and strategies to advance that mission.

### **II. FUNDRAISING**

In partnership with the board and appropriate staff, the Executive Director is responsible for developing systems and strategies that enable the organization to meet its financial development goals and carry out its programs and operations. Coordinates fundraising activities for the Alpha Delta Kappa Foundation. Identifies and prioritizes prospective funding opportunities from grants, philanthropic organizations, and other nonprofit organizations. Assists in designing strategy and goals and establishing and developing relationships with potential donors and grantors.

### **III. ADMINISTRATION**

Has overall responsibility for the day-to-day operations of the organization. Works with staff to develop, maintain, and use systems and resources that facilitate the effective operation of the organization toward the objectives of the strategic plan. Provides independent oversight, analysis, planning, and management of all Alpha Delta Kappa resources including fiscal, physical, equipment, computing, and web-based resources. Assumes responsibility for all supervision and management of the staff (e.g., hiring, training, supervising, evaluating, corrective action, and dismissal, of all staff) as well as establishing priorities, work rules, and office protocols for accomplishing the work of Alpha Delta Kappa. Maintains official records and documents of the organization. Demonstrates adaptability and flexibility in the face of changing conditions; tolerance for adversity and uncertainty. Exhibits proven leadership skills and the ability to inspire and motivate others. Exemplifies a diplomatic approach and the ability to be sensitive to and inclusive of various perspectives.

### **IV. BOARD RELATIONS**

With the International Executive Board and International Chapter, forms the leadership team of the organization. Each arm draws upon its unique strengths and abilities. The Executive Director, International Executive Board and International Chapter have joint responsibility for developing and maintaining a strong working relationship and a system for sharing information that enables the International Executive Board and International Chapter to effectively carry out their governance roles. Provides leadership in developing program, organizational and financial plans with the International Executive Board and International Chapter, and executes plans and policies authorized by the Board. Attends, records and produces minutes for all International Executive Board and International Chapter meetings. Participates with the International Executive Board in developing and implementing a strategic plan. Develops and implements an

operational plan to achieve the short and long-term goals in the strategic plan. Motivates those responsible for the development and implementation of policies, programs, services, etc., for all staff and volunteers to ensure that Alpha Delta Kappa's work is accomplished; and monitors progress associated with these tasks.

## **V. COMMUNICATIONS & PUBLIC RELATIONS**

Serves as a primary spokesperson and public face for the organization with three major components of service: effectively promoting the organization, advocating for the mission and work of the organization, and building relationships with constituent or stakeholder groups critical to the success of the organization. Publicizes the activities of the organization, its programs and goals. Conducts official correspondence on behalf of the International Executive Board as appropriate and jointly with the International Executive Board when appropriate. Provides executive analysis to the International Executive Board Chairman and International President, and their respective leadership bodies.

Ensures that information systems appropriately support the needs of Alpha Delta Kappa. Identifies ways in which to use technology and information systems and oversees development and refinement of electronic methods for more efficient and cost-effective methods of communications.

Serves as the liaison to provide oversight of services administered by Alpha Delta Kappa programs. Provides support to state, provincial, and national chapters as well as local chapters. Serves as the principal staff liaison between Alpha Delta Kappa International Headquarters and affiliated college programs. Represents the programs and point of view of the organization to bodies overseeing the Alpha Delta Kappa Collegiate Clubs and programs sponsored by Alpha Delta Kappa.

## **VI. FINANCIAL MANAGEMENT**

Ensures that resources are used wisely, that the goals and strategic plan serve as the basis for sound financial management, that solid budgeting and accounting procedures are in place, and that appropriate financial controls and risk management strategies protect the organization's assets. Ensures fiscal management that anticipates operating within the approved budget, maximum resource utilization and maintenance of a positive fiscal position.

## APPENDIX D

### ORGANIZATIONAL INFORMATION INVENTORY

#### Necessary Checklists for Executive Leadership

When a vacancy occurs in a key leadership position, for any reason, it is best that a checklist of information be available so as to promote continued service without interruption. The location of documents, the status of current contracts, understanding promises that have been made, and having quick access to vendors with important information are all essential resources for moving forward without an interruption in leadership. The following pages are meant to align your organization and its leadership to prepare for planned or unplanned executive transition whenever it may occur. Third Sector Company highly recommends that the organization annually complete and review the Organizational Information Inventory and provide copies to the Chairman of the Board, Executive Director, legal counsel, and other senior managers and corporate officers as appropriate. This document should be completed with the annual operating budget. When you secure an Interim Executive Director through Third Sector Company, you want the professional to “hit the ground running.” It is only when a leadership team is working from the same body of vital information that a “collective wisdom” can be quickly cultivated about the short-term strategic direction of the organization based on the current status of key relationships vital to the organization.

***The information contained in this document is confidential.***

***The distribution of the Inventory information should be carefully considered to make sure only the most appropriate leaders are aware of the current status of the organization.***

At Third Sector Company, our founding principle has been to help nonprofit organizations find higher ground during times of transition. We hope this Organizational Information Inventory proves to be a useful tool for helping you and your organization to achieve that objective each year. ***Third Sector Company gratefully acknowledges the contributions of The Center for Nonprofit Advancement in Washington, DC for providing a significant portion of the content of this document for your use and consideration. Also contributing to the creation of this document is the Support Center for Nonprofit Management in New York City and CompassPoint Nonprofit Services, Oakland, California.*** We appreciate having the opportunity to be of service to you and your important mission of community service.

**JEFFREY R. WILCOX,  
CFRE President and Chief Learning Officer  
Permission for use granted  
to Alpha Delta Kappa  
November 2018**

**THE NONPROFIT ORGANIZATIONAL INFORMATION INVENTORY** Knowing where your organization's key information is located is critical so that if an emergency succession should occur, your organization will be able to quickly work in the most efficient and effective ways. The Agency Information Inventory is divided into sections that will let the Board of Directors, the Executive Director, and other members of the senior executive staff know how to quickly:

- **ACCESS DOCUMENTS** that are fundamental to the management and operation of a nonprofit organization
- **CONTACT VENDORS** who provide services and counsel to the organization including auditors, attorneys, payroll services, insurance companies, and facilities maintenance
- **REVIEW CONTRACTS** which present legal obligations of the organization to provide service or operate in a specific fashion
- **CONTACT MAJOR DONORS** who represent significant sources of charitable contributions

Our experience in interim executive management has proven that vital information needs to be gathered and accessible in the following key areas of operations for review at all times:

- **FINANCES & PAYROLL**
- **BANKING**
- **INSURANCE**
- **LEGAL**
- **HUMAN RESOURCES**
- **FACILITIES**
- **SERVICE CONTRACTS**
- **FUNDRAISING**

The Inventory should be completed and reviewed annually to make sure that in unplanned or planned transitions, organizational leadership has direct access to vital information necessary for making strategic leadership decisions. A copy of the Agency Information Inventory should be attached to the organization's annual Succession Planning Policy.

Step #2:

## KEY CONTACT INFORMATION

*Do You Know Where Your Funds Are Held & By Whom?*

### Banking Information

Name(s): \_\_\_\_\_

Account & Account Number: \_\_\_\_\_

Account & Account Number: \_\_\_\_\_

Branch Representative(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name(s): \_\_\_\_\_

Account & Account Number: \_\_\_\_\_

Account & Account Number: \_\_\_\_\_

Branch Representative(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Who are the authorized check signers this year for these accounts?**

\_\_\_\_\_  
\_\_\_\_\_

### Investments Information

Financial Planner / Broker Company \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Who is authorized to make transfers? \_\_\_\_\_

### Document Security

Is there an office safe? Who has the combination/keys?

\_\_\_\_\_

**Step #3:**  
**LEGAL INFORMATION**  
***Do You Know Your Current Legal Standing & Your Counselor?***

**Legal Counsel**

*Attorney*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Most Recent Consultation with Legal Counsel: \_\_\_\_\_

Reason for Consultation: \_\_\_\_\_

\_\_\_\_\_

Pending Litigation, if any: \_\_\_\_\_

\_\_\_\_\_

Additional Vital Information about Legal Counsel: \_\_\_\_\_

\_\_\_\_\_

**Step #4:**  
**HUMAN RESOURCES**  
***Do You Know Your Current Personnel & Payroll Information?***

**Human Resources Information**

<b>Onsite Location</b>	<b>Offsite Location</b>	<b>Online URL</b>
<i>Employee Records/ Personnel Info*</i>		
_____	_____	_____

*\*Names, home addresses, phone numbers, email, emergency contacts, etc.*

Additional Vital Information about Human Resources: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Payroll Information

Company Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Payroll Rep: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Vital Information about Payroll: \_\_\_\_\_

Step #5:

## FACILITIES

Do You Know Your Current Facilities Management Information?

### Facilities Information

Office Lease (for renters) \_\_\_\_\_

Building Deed (for owners) \_\_\_\_\_

### Building Management

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number/Email: \_\_\_\_\_

### Office Security System

Company Name: \_\_\_\_\_

Account Number \_\_\_\_\_

Representative Phone Number/Email: \_\_\_\_\_

Other Vital Information Regarding Facilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Building Security Passcode: \_\_\_\_\_

Step #6:

## **CONTRACTS**

Do You Know Your Current Contract Obligations?

### **CONTRACTS INFORMATION**

Current Top Five Contracts of the Organization & the Total Contract Amount:

Contract 1: \_\_\_\_\_

Status: \_\_\_\_\_

Contact: \_\_\_\_\_

Contract 2: \_\_\_\_\_

Status: \_\_\_\_\_

Contact: \_\_\_\_\_

Contract 3: \_\_\_\_\_

Status: \_\_\_\_\_

Contact: \_\_\_\_\_

Contract 4: \_\_\_\_\_

Status: \_\_\_\_\_

Contact: \_\_\_\_\_

Contract 5: \_\_\_\_\_

Status: \_\_\_\_\_

Contact: \_\_\_\_\_

**Current Pending Contracts for Follow-Up:**

\_\_\_\_\_  
\_\_\_\_\_

**Additional Vital Information about Contracts:** \_\_\_\_\_

\_\_\_\_\_

Step #1:

## VITAL INFORMATION INVENTORY

Do You Know Where Your Most Valuable Documents Are Located?

	Onsite Location <i>Where?</i>	Offsite Location <i>Where?</i>	Online URL <i>Where?</i>
<b>Nonprofit Status</b>			
Charity Determination Letter	_____	_____	_____
Bylaws	_____	_____	_____
Mission Statement	_____	_____	_____
Board Minutes	_____	_____	_____
Corporate Seal	_____	_____	_____

### Financial Information

**Government Employer/Business Number #:** \_\_\_\_\_

Current and previous tax returns	_____	_____	_____
Current and previous audited financial statements	_____	_____	_____
Financial Statements (if not part of the computer system and regularly backed-up)	_____	_____	_____
Blank Checks	_____	_____	_____
Computer passwords	_____	_____	_____
Donor Records	_____	_____	_____
Client Records	_____	_____	_____
Vendor Records	_____	_____	_____
Volunteer Records*	_____	_____	_____

*\*Note: Nonprofits that are heavily volunteer-based may need to know the following information about their volunteers who they are, how to contact them (home/work phone, email, cell, etc.), where they live/work, expertise, special skills, or any information related to their usefulness or willingness to help the agency (for example, volunteer Jane Doe can walk to our satellite office, lift heavy boxes and knows CPR).*

### Auditor

Name: \_\_\_\_\_

Phone Number/Email: \_\_\_\_\_

Additional Vital Information about Auditor or Audit: \_\_\_\_\_

Most Recent Management Letter Reviewed: \_\_\_\_\_

Step #7:  
**INSURANCE**

*Do You Know Your Current Insurance Coverage & Have Adequate Protection?*

**Insurance Information**

***General Liability / Commercial Umbrella***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Disability Insurance (short-term)***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Directors & Officers Liability***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Disability Insurance (long-term)***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Health Insurance***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Life Insurance***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Unemployment Insurance***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Dental***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Workers' Compensation***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Retirement Plan***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

***Long Term Care)***

Company/Underwriter: \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Representative Phone Number/Email: \_\_\_\_\_  
Broker Phone Number/Email: \_\_\_\_\_

Step #8:  
**IMPORTANT DATES AND DEADLINES**

Form or Report _____	Due Date _____
Form or Report _____	Due Date _____
Form or Report _____	Due Date _____
Form or Report _____	Due Date _____

Step #9:  
**FUNDRAISING**  
Do You Know the Status of Your Largest Charitable Gifts?

**Fundraising Information** Current Top Five Charitable Contributors to the Organization

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Necessary Follow-Up Required With These Contributors

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Current Pending Funding Requests for Follow-Up

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Recently Initiated Funding Requests for Follow-Up

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Additional Vital Fundraising Information

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**Step #10:**  
**AUTHORIZATION & APPROVALS**  
**Is the Information Current and Correct?**

**INVENTORY AUTHORIZATION**

**Date of Completion of Agency Information Inventory:** \_\_\_\_\_

**Name of Person Completing Document:** \_\_\_\_\_

**Title of Person Completing Document:** \_\_\_\_\_

*Signature of Person Completing Document:* \_\_\_\_\_

**Signatures of Approval**

_____ <i>Executive Director</i>	_____ <i>Date</i>
------------------------------------	----------------------

_____ <i>Chairman of the International Executive Board</i>	_____ <i>Date</i>
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- Distribute a copy of the completed inventory to appropriate board members and senior staff who has been determined as appropriate keepers of vital organizational information
- Attach a copy of the report to your current operating budget
- Provide an approved copy to your Interim or Acting Executive Director as soon as an agreement has been reached
- Up-date this document and include with the annual review of the Executive Director each May

# **Chapter 8**

## **Finances**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** BANK ACCOUNTS, ETC.

**Page:** 1 of 1

**Version**  
**Date:** January 1989

**POLICY:** The executive director and the accountant are authorized to establish, open, maintain, close and terminate existing accounts and new accounts.

**PROCEDURE:** The accounts include but are not limited to checking accounts, time deposits, certificates of deposit, money market accounts, agency accounts, custody accounts and such other accounts as the officers determine to be in the best interest of Alpha Delta Kappa.

These officers may execute any resolutions on behalf of Alpha Delta Kappa which may be required by any bank in respect of any such account.

*Note: Dunn and Bradstreet listing — November 12 - 15, 1975 p. 2*

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 10 - 13, 1982	p. 3
Ex. Bd. Minutes	Motion	January 15, 1989	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** CHAPTER ASSESSMENT -  
INTERNATIONAL TEACHER EDUCATION (ITE)

**Page:** 1 of 1

**Version**  
**Date:** May 2011

**POLICY:** The International Executive Board shall determine the amount of the annual ITE chapter assessment charged to all chapters.

**PROCEDURE:**

1. The current ITE chapter assessment is \$20.
2. All chapters shall pay an ITE assessment unless the assessment is waived or adjusted by the International Executive Board.  
NOTE: Jamaica chapters pay no ITE assessment. Mexico chapters pay an ITE assessment of \$20.
3. The assessment is billed on the H-138 Members Payment Record mailed to chapter treasurers from Headquarters in August/September.
4. Chapter treasurers annually submit their ITE payment along with their members' dues by January 1.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
EB Minutes	Motion	Nov. 13-14, 2009	p. 3
IEB Minutes	Motion	May 14, 2011	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** ALL DUES, ASSESSMENTS, FEES

**Page:** 1 of 1

**Version  
Date:** January 2002

**POLICY:** The International Executive Board has the sole authority to assess all dues including the International Teacher Education (ITE) Program assessment; to set publication fees, (*KAPPAN* and any other published materials); and to set the amount of application fee.

**PROCEDURE:** In assessing the dues and fees, the Executive Board shall at no time make a profit or declare any dividends. All funds not needed for administrative purposes shall be invested, spent for the benefit of the membership as a whole, or distributed to The Alpha Delta Kappa Foundation which is exempt from Federal income tax pursuant to Section 501 (c)(3).

In its annual review and adoption of Alpha Delta Kappa's budget, the Executive Board will make a determination as to whether the dues and/or fees need to be adjusted.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
<u>ARTICLES OF INCORPORATION:</u> Article 8			
<u>CONSTITUTION:</u> Article IV, Section 11 a.			
<u>CONSTITUTION:</u> Article IV, Section 10 a			
<u>CONSTITUTION:</u> Article IV, Section 9a.			
IEB Minutes	Motion	January 15, 1989 May 1996 May 11-12, 2001	p. 8

**ALPHA DELTA KAPPA**

# INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** ALL DUES, ASSESSMENTS, FEES-  
DESIGNATION OF CURRENCIES

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:** The Executive Board designates the currency used in paying all monies due to International Alpha Delta Kappa.

## **PROCEDURE:**

The United States, Canada, Jamaica and Mexico dues, fees and badge costs (if a badge is being purchased) will be paid in U.S. currency. Australia will pay dues, fees and badge costs (if a badge is being purchased) in its own currency.

- Reinstatement Fee \$25 (U.S., Canada, Australia); \$1 (Jamaica, Mexico)

- Dues

U.S.	\$40 USD*
Canada	\$30 USD**
Mexico	\$ 4 USD
Jamaica	\$ 1 USD
Australia	\$40 AUD*

\*New U. S. and Australia members initiated between June 1st and December 31st will have dues prorated to \$20 USD and \$20 AUD, respectively, for the current calendar year.

\*\*New Canada members initiated between June 1st and December 31st will have dues prorated to \$15 USD for the current calendar year.

*Note: Chapters in Jamaica and Mexico receive three copies of The KAPPAN.*

Current chapter fees are as follows:

ITE Contribution \$20

## **HISTORY/AUTHORIZATION**

<b>SOURCE</b>	<b>ACTION</b>	<b>DATE</b>	<b>PAGE</b>
Ex. Bd. Minutes	Motion	July 9-17, 1975	p. 8
Ex. Bd. Minutes	Motion	May 18-19, 1979	p. 1
Ex. Bd. Minutes	Consensus	May 13-14, 1983	p. 3
Ex. Bd. Minutes	Motion	November 14-17, 1984	p. 3
Ex. Bd. Minutes	Consensus	November 13, 1985	p. 4
Ex. Bd. Minutes	Motion	November 5-8, 1986	p. 4 & 5
Ex. Bd. Minutes	Motion	November 18, 1988	p. 5
Ex. Bd. Minutes	Motion	May 14-15, 1993	p. 4
Ex. Bd. Minutes	Motion	May 13-14, 1998	p. 4
IEB Minutes	Motion	November 14-15, 2001	p. 8
IEB Minutes	Motion	May 12, 2004	p. 3 & 5
IEB Minutes	Motion	Nov 10-12, 2005	p. 6
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3
IEB Minutes	Motion	May 13, 2020	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** CURRENCY— AUSTRALIA

**Page:** 1 of 1

**Version**  
**Date:** May 2019

**POLICY:** International dues of members from Australia are due March 1 and delinquent after March 31.

**Rationale:** The Australian academic and business year is different than that of Headquarters.

**PROCEDURE:**

Current Dues: \$40

ITE Assessment \$20

USD

**HISTORY/AUTHORIZATION**

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Consensus	May 13-14, 1983	p. 6
Ex. Bd. Minutes	Motion	May 14, 1988	p. 3
Ex. Bd. Minutes	Motion	May 14-15, 1993	p. 4
Ex. Bd. Minutes	Motion	May 13-14, 1998	p. 4
IEB Minutes	Motion	May 12, 2004	p. 3 & 5
IEB Minutes	Motion	May 14, 2011	p. 6
IEB Minutes	Motion	May 18-19, 2018	p. 5
IEB Minutes	Motion	May 16-17, 2019	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** CURRENCY—JAMAICA

**Page:** 1 of 1

**Version**  
**Date:** May 2011

**POLICY:** Using U.S. currency, each chapter in Jamaica shall pay \$1 dues for each member\* and no ITE assessment. The collection of dues will be deferred without penalty.

**PROCEDURE:** NOTE: Headquarters will send three copies of the *KAPPAN* to each chapter president.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 13 - 16, 1974	p. 3
Ex. Bd. Minutes	Motion	May 14 - 17, 1980	p. 5
Ex. Bd. Minutes	Motion	November 18, 1988	p. 5
Ex. Bd. Minutes	Motion	November 16, 1989	p. 9
Ex. Bd. Minutes	Motion	October 5 - 6, 1990	p. 8
IEB Minutes	Motion	May 14, 2011	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** CURRENCY—MEXICO

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:** Using U.S. currency, each chapter in Mexico shall pay \$4 dues for each member and a \$20 ITE assessment\*. The collection of dues will be deferred without penalty.

**PROCEDURE:** NOTE: Headquarters will send three copies of the KAPPAN to each chapter president.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 13 - 16, 1974	p. 2
Ex. Bd. Minutes	Motion	November 14 - 17, 1984	p. 2
Ex. Bd. Minutes	Motion	November 5, 1986	p. 5
Ex. Bd. Minutes	Motion	May 11, 1988	p. 7
Ex. Bd. Minutes	Motion	November 16, 1989	p. 9
Ex. Bd. Minutes	Motion	October 5 - 6, 1990	p. 8
IEB Minutes	Motion	May 14, 2011	p. 6
IEB Minutes	Motion	May 14-16, 2014	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** LATE FEE

**Page:** 1 of 1

**Version**  
**Date:** April 20, 2005

**POLICY:** The International Executive Board shall designate the amount of the penalty imposed for late payment of dues.

**PROCEDURE:** Send penalty with dues to Headquarters.

Current Penalty Fee: five dollars (\$5) per member.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 10 - 13, 1982	p. 4
Ex. Bd. Minutes	Consensus	May 13 - 14, 1983	p. 5
Ex. Bd. Minutes	Motion	November 18 - 21, 1981	p. 2
IEB Minutes	Motion	May 12, 2004	p. 3 & 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** LIFE MEMBERSHIP/PUBLICATION FEE

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:** The International Executive Board shall determine the fees for life membership and life publication.

**PROCEDURE:** Life membership, including life publication fee, may be purchased.

Current Fee:\$750

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 15-19, 1977	p. 6
Ex. Bd. Minutes	Motion	November 14-17, 1984	p. 2
Ex. Bd. Minutes	Motion	November 9-10, 1994	p. 9
Ex. Bd. Minutes	Motion	November 4-5, 1998	p. 13
IEB Minutes	Motion	November 12 - 13, 2004	p. 8
IEB Minutes	Motion	November 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** FINANCIAL REPORTS

**Page:** 1 of 1

**Version**  
**Date:** Feb. 2022

**POLICY:** Financial reports will be issued.

**PROCEDURE:** Each member of International Chapter will receive monthly balance sheets, financial statements, and the yearly budget

(International Chapter will receive the financial reports through the 2021-2023 Biennium.)

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 16 - 17, 1975	p. 1
Ex. Bd. Minutes	Motion	November 12 - 15, 1975	p. 1
Ex. Bd. Minutes	Motion	February 9, 2022	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** INVESTMENT OBJECTIVES AND POLICY

**Page:** 1 of 1

**Version**  
**Date:**

**POLICY:** Alpha Delta Kappa shall have a formal, written investment policy. The purpose is to maximize current income and to protect the principal value of the account.

**PROCEDURE:** SEE: Alpha Delta Kappa Custody Account Investment Objectives and Policy

The Alpha Delta Kappa Custody Account Investment Objectives and Policy shall be reviewed annually by the Executive Director and the Treasurer during a meeting with United Missouri Bank representatives.

SPECIAL NOTE: Guidelines should be adopted for the Organization once the separation of the Foundation is Finalized.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	July 11, 1991	p. 2
Ex. Bd. Minutes	Consensus	July 11, 1991	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** INVITATION FOR SERVICES

**Page:** 1 of 1

**Version**  
**Date:**

**POLICY:** When a member is invited to render a service at an Alpha Delta Kappa function, all or part of the expenses may be paid by those issuing the invitation unless other provisions have been made.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 15 - 16, 2000	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** INVOICES

**Page:** 1 of 1

**Version**  
**Date:** November 2017

### **POLICY:**

Invoices for goods/services received will be processed systematically

### **PROCEDURE:**

Each invoice for goods/services received will be reviewed by the executive director and initialed as evidence that the expenditure had been properly budgeted or conforms to a contract agreement, and that the product/service was delivered to the organization's satisfaction.

Electronic invoices will be printed.

Each invoice will match a designated line item.

If acceptable, invoice will be forwarded to the accountant for payment.

The accountant will enter the invoice into the accounting software, double-checking account codes and mailing addresses.

Each payment check will be signed by two people. The accountant will not be a signatory.

There may be additional signatories designated by the executive director. Each signatory is encouraged to challenge anything they might question in this process.

Each check will be copied and stored with the corresponding invoice for auditing.

Ledger statements will be reviewed for the Foundation and Organization each week.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 10-12, 2017	p. 3

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** LOANS

**Page:** 1 of 1

**Version**  
**Date:** May 1989

**POLICY:** Alpha Delta Kappa neither loans money nor financially sponsors project of individuals, chapters, states/provinces/nations or regions.

**PROCEDURE:** None

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 16 - 19, 1983	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** PROFITS - AΔK SCARF PROFITS

**Page:** 1 of 1

**Version  
Date:** April 20, 2005

**POLICY:** The profits realized from sales of the Alpha Delta Kappa silk scarf will be placed in the Alpha Delta Kappa Foundation account.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 12, 2004	p. 6 - 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** RECEIPTS

**Page:** 1 of 1

**Version  
Date:**

**POLICY:** Receipts must accompany all requests for reimbursement.

**PROCEDURE:** Anyone requesting reimbursement for an authorized expense must submit a completed expense form accompanied by a receipt that indicates the cost of the product purchased/service procured. If no official expense form is required for the reimbursement, the reimbursement request should (1) indicate why the product or service was purchased; and (2) carry the signature of the requestor along with the date of the request.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 15, 1987	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** REQUESTS AND SOLICITATIONS

**Page:** 1 of 1

**Version  
Date:** May 1988

**POLICY:** Any special requests and solicitations involving money shall go through the International Executive Board.

**PROCEDURE:** Requests or solicitations, from members or S/P/N entities (e.g., chapter, district), involving money must be put in writing and submitted through the State/Provincial/National President to the chairman of the Executive Board or the Executive Director. She, in turn, will place the item on the agenda for consideration at a future Executive Board meeting. An exception might be an emergency in which case the Chairman of the Board may consult with Board members via phone, e-mail or fax on the request/solicitation.

Requests or solicitations, from individuals or organizations outside of Alpha Delta Kappa, involving money must be put in writing and submitted to the Chairman of the Executive Board or the executive director. She, in turn, will determine if the request will be placed on the agenda for consideration at a future Executive Board meeting.

*Note: No part of the net earnings of Alpha Delta Kappa shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons, except that Alpha Delta Kappa shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes for which Alpha Delta Kappa is organized and operated.*

<b><u>SOURCE</u></b>	<b><u>HISTORY/AUTHORIZATION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
<u>ARTICLES OF INCORPORATION</u>	<u>ACTION</u>		
	Article 7 (a)		
<u>CONSTITUTION</u>	Articles II; IV, Sec. 9; VII, Sec. 1	May 1996	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** FINANCES

**SECTION:** SIGNATORS

**Page:** 1 of 1

**Version**  
**Date:** May 1988

**POLICY:** International Executive Board Members may not serve as signators to bank accounts for any chapter, state, province, or nation.

**PROCEDURE:** None

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 13, 1985	p. 4

**ALPHA DELTA KAPPA**

# **Chapter 9**

## **International Conventions**

# INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** CONVENTION PLANNING

**Page:** 1 of 2

**Version  
Date:** May 2018

**POLICY:** Convention planning meetings shall be organized and conducted.

## PROCEDURE:

- I. Initial Planning Meeting
  - A. Time: as early in the biennium as feasible.
  - B. Location: To be determined jointly by the International President, the Chairman, International Executive Board and the Executive Director.
  - C. Attendees
    1. International President
    2. Chairman of the International Executive Board
    3. Executive Director and Meetings Coordinator
    4. Convention Local Host Committee Chairman (The Chairman is appointed by the International President during her term as President-Elect. The Chairman should be from the local area of the convention site.)
    5. Others (as determined by the International President)
  - D. Purpose
    1. Assess convention contract
    2. Develop convention program
    3. Formulate convention budget
    4. Appoint local convention chairmen and committees
    5. Update convention committee guidelines as needed
    6. Establish time frame for convention preparations
    7. Assign individual and committee responsibilities
    8. Coordinate publications
    9. Other necessary preparations.

## HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 14 - 15, 1993	p. 5
IEB Minutes	Motion	May 18-19, 2006	p. 9
IEB Minutes	Motion	May 18-19, 2018	p. 5

**ALPHA DELTA KAPPA**

# INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** CONVENTION PLANNING

**Page:** 2 of 2

**Version**  
**Date:** May 2018

## II. On-site Planning Meetings

### A. Time

Subsequent meetings, not to exceed two, will be arranged at the convenience of the hotel and meeting attendees.

Location: Convention site

### B. Attendees

1. International President
2. Chairman of the International Executive Board
3. Executive Director and Meetings Coordinator
4. Convention Local Host Committee Chairman and local convention committee chairman
5. International Convention Sergeant-at-Arms (Attending one planning meeting to be agreed upon by the officer and the International President)
6. International President - Elect (Attending one planning meeting, if necessary, to be agreed upon by the officer and the International President)

### C. Purpose

1. Meetings with convention hotel staff
2. Meetings with Convention Local Host Committee Chairman and local convention committee chairmen

## HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 14 - 15, 1993	p. 5
IEB Minutes	Motion	May 18-19, 2006	p. 9
IEB Minutes	Motion	May 18-19, 2018	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION  
SITE SELECTION

**Page:** 1 of 1

**Version**  
**Date:** May 2009

**POLICY:** The investigation of proposed sites of the International Convention shall be conducted by a committee as described in the International Convention Site Selection Guidelines.

**PROCEDURE:**

Access the International Convention Site Selection Guidelines and supporting documents on the following pages.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 15, 2009	p. 4

**ALPHA DELTA KAPPA**



## **ALPHA DELTA KAPPA INTERNATIONAL CONVENTION SITE SELECTION GUIDELINES**

The investigation of proposed sites of International Conventions shall be conducted by a committee. The Site Selection Committee shall be composed of the Immediate Past International President, Past leaders from each region, the AΔK Executive Director and the AΔK Events Coordinator. The plan below provides a schedule to finalize hotel contract negotiations four years prior to each international convention.

### **Site Selection Committee**

- Immediate Past International President or a designee appointed by the International President, Chairman
- Past International/Past Regional officer from Gulf selected by current IVP/RP
- Past International/Past Regional officer from North Central selected by current IVP/RP
- Past International/Past Regional officer from Northeast selected by current IVP/RP
- Past International/Past Regional officer from Northwest selected by current IVP/RP
- Past International/Past Regional officer from South Central selected by current IVP/RP
- Past International/Past Regional officer from Southeast selected by current IVP/RP
- Past International/Past Regional officer from Southwest selected by current IVP/RP
- AΔK Executive Director
- AΔK Events Coordinator

### **International Convention Site Selection Training with AΔK Events Coordinator**

- Review guidelines and procedures
- Review convention data for the past three biennium
- Brainstorm preferred locations/regions (rotation schedule among the 7 regions) - Use AΔK CONNECT to poll members
- Identify preferred dates

### **Timeline**

- January-March (even-numbered year)
  - Consult with AΔK Events Coordinator
  - Define anticipated convention requirements
    - Preferred meeting dates
    - Number of sleeping rooms including suites and accessible rooms
    - Meeting rooms - daily schedule, number of rooms, room setup, technology/Audio-Visual needs, projected occupancy, and accessibility
    - Food and beverage
    - Affordability
    - Safety
    - Easy access - driving or flying within the region
      - Airport availability and transportation to the hotel
      - Parking availability with the hotel
    - Proximity to nearby restaurants
    - Extended rooms available above guaranteed number in the contract
  - Identify 3-5 potential sites

*Adopted October 6, 2021*

- April-June (even-numbered year)
  - Consult with AΔK Events Coordinator to create Request for Proposal (RFP)/bid and set deadline
  - Review sample RFP/bid documents
  - Send RFP/bid to 3-5 sites
  - Receive at least 2-3 proposals for review; if multiple RFPs/bids are not received additional consideration may be initiated.
- July-September (even-numbered year)
  - Review submitted proposals
  - Consult with AΔK Events Coordinator and Executive Director to rank the proposals (1,2,3, etc.)
  - Send 1-2 proposal(s) to International Chapter/International Executive Board to make the final selection
- October- December (even-numbered year)
  - Consult with AΔK Events Coordinator and Executive Director
  - Plan site visit for chairman, regional representative, AΔK Events Coordinator and Executive Director to the selected site
  - Negotiate contract details (Executive Director and Events Coordinator in consultation with IP, IPE, IPIP)
  - Share negotiation details with the committee
  - Send contract to AΔK Executive Director for signature
- July (odd-numbered year)
  - Announce the location at International Convention

July 2023	Announce 2027 convention
July 2025	Announce 2029

Pattern Repeats every two years

### International Meeting Date Schedule

There shall be a concerted effort to schedule the International Convention in such a manner that members of each region will have an equitable opportunity to host a convention and to visit each of our regions. The schedule below was determined after a study of the distribution of venues since 1955.

#### Convention Rotation by Region

# of Times Hosted	Date	Host Region
7	2025	South Central
2	2027	Northwest (1989)
3	2029	Northeast (2001)
6	2031	Southwest (2015)
6	2033	Southeast (2009)
6	2035	North Central (2019)
6	2037	Gulf (2017)

Pattern Repeats

*Adopted October 6, 2021*

## Historical Background - National/International Conventions

Date	Hotel	Location	Region	Region #
1955	Conrad Hilton Hotel	Chicago, Illinois	North Central	2
1957	Muehlebach Hotel	Kansas City, Missouri	South Central	5
1959	Deauville Hotel	Miami Beach, Florida	Gulf	1
1961	Shirley-Savoy Hotel	Denver, Colorado	Southwest	7
1963	Pittsburgh Hilton Hotel	Pittsburgh, Pennsylvania	Northeast	3
1965	Olympic Hotel	Seattle, Washington	Northwest	4
1967	Radisson Hotel	Minneapolis, Minnesota	North Central	2
1969	Music Hall	Kansas City, Missouri	South Central	5
1971	Americana Hotel	New York, New York	Northeast	3
1973	Americana Hotel	Bal Harbour, Florida	Gulf	1
1975	Century Plaza Hotel	Los Angeles, California	Southwest	7
1977	Conrad Hilton Hotel	Chicago, Illinois	North Central	2
1979	San Antonio Convention Center	San Antonio, Texas	South Central	5
1981	Fairmont and Hilton Hotels	New Orleans, Louisiana	Gulf	1
1983	Washington Hilton Hotel	Washington, D.C.	Southeast	6
1985	Caesar's Palace	Las Vegas, Nevada	Southwest	7
1987	Westin Peachtree Hotel	Atlanta, Georgia	Gulf	1
1989	Westin Hotel	Seattle, Washington	Northwest	4
1991	Opryland Hotel	Nashville, Tennessee	Southeast	6
1993	Westin Harbour Castle Hotel	Toronto, Ontario, Canada	North Central	2
1995	Marriott Hotel	San Francisco, California	Southwest	7
1997	Hyatt Regency and Westin Crown Center Hotels	Kansas City, Missouri	South Central	5
1999	The Galt House Hotel	Louisville, Kentucky	Southeast	6
2001	The Westin Copley Place Boston	Boston, Massachusetts	Northeast	3
2003	Wyndham Anatole	Dallas, Texas	South Central	5
2005	Orlando World Marriott	Orlando, Florida	Gulf	1
2007	Manchester Grand Hyatt	San Diego, California	Southwest	7
2009	Sheraton Four Seasons	Greensboro, North Carolina	Southeast	6
2011	Chicago Marriott Downtown Magnificent Mile	Chicago, Illinois	North Central	2
2013	Washington Marriott Wardman Park	Washington, D.C.	Southeast	6
2015	The Grand American Hotel	Salt Lake City, Utah	Southwest	7
2017	Hilton Riverside	New Orleans, Louisiana	Gulf	1
2019	Hilton Minneapolis	Minneapolis, Minnesota	North Central	2
2021	Virtual Convention (COVID-19)			
2023	Downtown Marriott	Kansas City, Missouri	South Central	5
2025	JW Marriott	Austin, Texas	South Central	5

Distribution Among the Regions 1955-2025	
Region (Region #)	# of Times Hosting
South Central (5)	7
Northwest (4)	2
Northeast (3)	3
Southwest (7)	6
Southeast (6)	6
North Central (2)	6
Gulf (1)	6

Adopted October 6, 2021



## MEETING SPECIFICATIONS

GROUP: ALPHA DELTA KAPPA

MEETING: REGIONAL CONFERENCE – GULF REGION

GROUP PROFILE: Alpha Delta Kappa is an international honorary organization of women educators united in the common goals of empowering women educators to advance inclusion, educational excellence, altruism and world understanding. Membership is by invitation only and is extended to outstanding women educators actively engaged in teaching. Executive women educators will comprise the largest group of attendees at Alpha Delta Kappa's regional meeting.

Six regional conferences are held throughout the country in even-numbered years. The purpose of these conferences is to provide leadership training. Alpha Delta Kappa is headquartered in Kansas City, MO and all hotel contracts will be signed by the Executive Director.

PREFERRED DATES:

ROOM BLOCK:

125 rooms  
175 rooms  
175 rooms  
160 rooms

LOCATION: Currently considering hotels in Georgia.

DECISION PROCESS: Site selection committee to review all proposals by March 2022.

SPECIAL CONSIDERATIONS:

Comp Presidential Suite for International Vice President of the Region/Regional President(s)  
Two comp one-bedroom suites  
Comp room policy of 1 per 40  
Arrival Amenities for five VIP's (Hotel's choice)  
Four complimentary room nights for pre-planning for the Regional International Vice-President  
(Two site visits to be arranged with hotel and based upon space availability)  
3 complimentary roundtrip airport transfers for suite occupants  
Group rate available three days pre/post

## MEETING ROOM REQUIREMENTS:

### ARRIVAL DAY

24 HOURS

Meeting Space for Pre-Convention Meetings and Activities  
Registration Area  
Storage Area  
General Session Meeting Space  
Sales Area (optional)  
Evening Event (optional)

### FIRST DAY

8:00A – 5:00P

REGISTRATION

8:00A – Noon

MEMBERSHIP SEMINAR/THEATRE/50 PAX

1:30P – 3:00P

GENERAL SESSION/THEATRE/350 PAX

3:30P – 5:00P

8 – 12 BREAKOUT ROOMS/THEATRE

BETWEEN 50 – 120 PAX PER ROOM

24 HOURS

FIFTEEN TABLETOP EXHIBITS\*

5:30P – 6:30P

RECEPTION/COCKTAIL ROUNDS/350 PAX

### SECOND DAY

9:00A – Noon

GENERAL SESSION/THEATRE/350 PAX

10:30A – Noon

8 – 12 BREAKOUT ROOMS/THEATRE

BETWEEN 50 – 120 PAX PER ROOM

12:30A -2:00P

LUNCHEON/ROUNDS/350 PAX

2:30P – 5:00P

8 – 12 BREAKOUT ROOMS/THEATRE

BETWEEN 50 – 120 PAX PER ROOM

24 HOURS

FIFTEEN TABLETOP EXHIBITS\*

### THIRD DAY

8:00A – 10:00A

GENERAL SESSION/THEATRE/350 PAX

10:30A – 5:00P

8 – 12 BREAKOUT ROOMS/THEATRE

BETWEEN 50 – 120 PAX PER ROOM

12:30A -2:00P

LUNCHEON/ROUNDS/350 PAX

5:30P – 6:30P

STATE PICTURES/FLOW/350 PAX

7:00P – 10:00P

BANQUET/ROUNDS/350 PAX

24 HOURS

FIFTEEN TABLETOP EXHIBITS\*

### NOTES:

“Exhibits”: Approximately 10 – 15 8’ tables with draping. Each state organization is allowed to host a sales table, with ALL proceeds going to Alpha Delta Kappa altruistic projects. Therefore, we request no costs associated with these tabletop “exhibits”. Prefer the exhibit area to be a secure, lockable room of approx. 1,500 sq. ft.

### Hotel Utilization:

2018 – Renaissance Hotel, Montgomery, AL

2016 – Jackson Marriott Hotel, Jackson, MS

2014 – Crowne Plaza Hotel, Baton Rouge, LA

2012 – Augusta Marriott Hotel, Augusta, GA

## **Alpha Delta Kappa Regional Conference Resume**

**Name of Group:** Alpha Delta Kappa

**Address:** 1615 W. 92nd Street  
Kansas City, Missouri 64114

**Contact:** Annie Griffin, Meetings Coordinator

**Telephone:** (816) 363-5525  
**Fax:** (816) 363-4010  
**Email:** agriffin@alphadeltakappa.org

**Name of Meeting:** Alpha Delta Kappa Gulf Regional Conference

**Requested Meeting Dates:** TBD

**Group Profile:** Alpha Delta Kappa is an international honorary organization of women educators united in the common goals of empowering women educators to advance inclusion, educational excellence, altruism and world understanding. Membership is by invitation only and is extended to outstanding women educators actively engaged in teaching, administration or in some specialized field of the teaching profession. Among their goals are the promotion of educational and charitable projects, sponsorship of scholarships, and cooperation with worthy community programs relating to education, altruism and world understanding.

Six regional conferences are held throughout the country in even-numbered years. The purpose of these conferences is to provide leadership training. All conferences operate on a break-even basis.

**ANNUAL CONFERENCE RESUME**  
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**SAMPLE SCHEDULE FOR REGIONAL CONFERENCES**  
**ALPHA DELTA KAPPA**  
**1615 West 92nd Street**  
**Kansas City, Missouri 64114**  
**(816)363-5525**

**Arrival of International Officers and seminar participants**

June 27 - Arrival  
 Pre-conference meetings and activities  
 Evening Activity (optional)

June 28		
Arrivals continue		
Continuous 24 Hours	Sale of Items/Archives	20 Tabletops
8:00 a.m.- 5:00 p.m.	Registration	20 Tabletops or dedicated space
8:00 a.m.- Noon	Membership Seminar	50 people
1:30 p.m.- 3:00 p.m.	General Session	350 people
3:30 p.m.- 5:00 p.m.	Breakouts (6-12)	300 people
5:30 p.m.- 6:30 p.m.	Reception	350 people

June 29		
9:00 a.m. - Noon	General Session	350 people
10:30 a.m. - Noon	Breakouts (6-12)	300 people
12:30 p.m. - 2:00 p.m.	Luncheon	350 people
2:30 p.m. - 5:00 p.m.	Breakouts (6-12)	300 people

July 30		
8:00 a.m. - 10:00 a.m.	General Session	350 people
10:30 a.m. - Noon	Breakouts (6-12)	300 people
1:30 p.m. - 2:30 p.m.	Breakouts (6-12)	300 people
2:45 p.m. - 5:00 p.m.	Breakouts (6-12)	300 people
5:30 p.m. - 6:30 p.m.	State Pictures	300 people
7:00 p.m. - 10:00 p.m.	Banquet	350 people

July 1  
 Departure

This is a sample of a typical meeting schedule. A final schedule will be provided no earlier than six months before the meeting. The hotel should be prepared to provide space for a general session and breakout sessions each day. A lockable room for the display of archives and sale of items needs to be scheduled on a continuous basis. This is a three-day conference. Normally a catered function is planned each day (For example: day one -- a reception; day two -- a breakfast or luncheon; and day three -- a banquet. )

## HOTEL CONTRACT REQUIREMENTS

**Rates:** Alpha Delta Kappa desires a straight rate, single or double. Rates will be honored four days before and after the conference. Alpha Delta Kappa requires a firm quote for the room rate for the year in question. The hotel will agree to allow minor children to stay free in the same room with parents, utilizing existing bedding, at no additional charge. Extra-person charges should not exceed \$10 per person. The hotel will agree that the Alpha Delta Kappa rate will not exceed the rates of other major groups utilizing the hotel at the same time or immediately preceding or following the dates of Alpha Delta Kappa's conference.

**Deposit:** Deposits for holding guest room reservations will be determined by hotel policy.

**Room Block Release:** The release date should be no more than 30 days from the start of the conference. Reservations after that date will be on a space-available basis, at the conference rate.

**Walk Policy:** The hotel shall provide complimentary transportation to and from its property and complimentary overnight accommodations at a comparable quality property if a conference attendee, who had a prior reservation, is not given a sleeping room. Should a room become available, the attendee, at her choice, shall be moved into the hotel at no cost to her.

**Room Block and Pattern:** (90% are doubles, triples and quads.)

June 27	125
June 28	175
June 29	175
June 30	160

**Room Block History:** The room block shall be based on history from prior conferences. Alpha Delta Kappa shall have the option to increase or decrease its room block one year prior to the conference, if warranted, based on actual room usage for the prior biennial conference.

**Complimentary Policy:** One complimentary room night will be provided for every 40 revenue room nights produced by Alpha Delta Kappa. This will be computed by dividing the total conference room nights by 40, establishing complimentary nights earned, with the total being credited to the master account. In addition, the hotel will provide four complimentary room nights for the Regional International Vice President's/Regional President site visits in the Fall and Spring prior to the conference.

**Complimentary Suites:** Alpha Delta Kappa will require one presidential-type suite and two executive suites for the four days covered by the room block, over and above the 1 per 40 complimentary policy. (Three for NW/SW joint regional conference.)

**Reservations:** Reservations will be made by individuals utilizing the method provided by the hotel or by individuals directly contacting the hotels' reservation department.

**VIP Transportation:** The hotel shall provide 3 round-trip shuttle trips for Alpha Delta Kappa VIPs to and from the airport, at no charge.

**VIP Amenities:** The hotel shall provide complimentary welcome amenities for 5 VIPs.

**Parking:** The hotel shall provide a minimum of 10 parking spaces free of charge for local attendees.

**Public Meeting Space:** Based upon the listed schedule of events, public meeting space shall be provided on a complimentary basis. No additional charge should be levied on the classroom or other types of setup.

**Exhibit Space:** Alpha Delta Kappa does **not** have outside exhibits. However, each S/P/N organization is allowed to host a sales table, with **all** proceeds going to Alpha Delta Kappa's altruistic projects. Alpha Delta Kappa requires a minimum of 1,500 sq ft. of space provided each day for this purpose and preferred to have a lockable meeting room. The hotel agrees to provide up to 10 8' tabletops with draping. There shall be **no charge** for set-up or for the use of space or equipment. In the situation where business or corporate sponsors are obtained, the sponsor will be responsible for the cost of any exhibit space or special needs requested.

**Noise:** Alpha Delta Kappa's meeting is quiet and conversational. As such, loud noise from adjoining or adjacent rooms is not acceptable and the hotel assumes the responsibility of ensuring Alpha Delta Kappa's meetings will not be disturbed.

**Props:** In-house hotel props, including decorative props, will be on a complimentary basis to Alpha Delta Kappa.

**In-house Equipment:** The hotel will provide, at no charge, meeting equipment to include staging, chairs, tables, tablecloths, draping, water and glasses, writing pads, pencils, whiteboards, flip charts, podiums, and microphones.

#### **AV / Technology Equipment:**

**Cancellation:** Cancellation policies will levy no revenue prior to 12 months from Alpha Delta Kappa's conference date.

**Banquet Guarantees:** Alpha Delta Kappa will guarantee the number of persons attending all food functions at least 48 hours prior to the function. The hotel will prepare for 8% more than the guaranteed number and charge for the actual number attending or the guaranteed number, whichever is greater. At banquet functions in which Alpha Delta Kappa uses tickets, the actual ticket count will be used as the basis of those served. Plate counts will be used at those functions without tickets. Menu prices shall be confirmed nine months prior to the conference.

**Staffing:** There will be no less than one waiter for every 20 guests, or per two tables, at all plated meal functions.

**Master Account:** Alpha Delta Kappa prefers to set up a master account on which to charge audio-visual, banquet, and VIP room and tax. Each function shall be billed separately and must be signed by one of several authorized Alpha Delta Kappa individuals.

**Terms of Payment:** It is understood that each individual, other than those specifically approved for the master account, as outlined above, will be responsible for their room, tax, and incidental charges.

**Master Account Payment:** Alpha Delta Kappa agrees to pay all undisputed charges within 30 days of receipt of the invoice. Any disputed charges will be paid within 30 days of the resolution of the disputed charges.

**Construction/Changes in Management:** The hotel shall promptly notify Alpha Delta Kappa of any construction or remodeling to be done in the hotel before or during the meeting dates. The hotel warrants that any such construction and remodeling shall not interfere in any way with Alpha Delta Kappa's use of the hotel. Should either construction or change in management be determined by the group to interfere with Alpha Delta Kappa's meeting, Alpha Delta Kappa will be considered to have justifiable reason to cancel without prejudice or penalty from the hotel.

**ADA Requirements:** Hotel shall ensure compliance with requirements of the American Disabilities Act, its regulations and guidelines. The hotel further agrees to indemnify and hold harmless Alpha Delta Kappa from and against any and all claims and expenses, including attorney fees and litigation expense, that may be incurred by or asserted against its officers, trustees, or employees on the basis of the hotel's non-compliance with any of the provisions of ADA.

**First Aid Availability:**

**Site Inspections:** A minimum of two site inspection tours, at least two nights in duration each, for one person, shall be provided by the hotel at no cost to Alpha Delta Kappa.

**Meeting Recap:** Hotel agrees to provide Alpha Delta Kappa with a complete recap of room nights, hotel charges, and all revenue received through Alpha Delta Kappa attendees. This includes individual room and tax charges and all food and beverage functions.

**NOTE:** It is expected that all areas covered by this Conference Resume shall be addressed in any proposal to host Alpha Delta Kappa's Regional Conference. Failure to do so may result in the bid being rejected. Unless specifically referred to as an exception in the hotel's contract, all items covered in this Conference Resume will apply and become part of the final contract between the hotel and Alpha Delta Kappa.

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Signature of Hotel Sales Contact

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Date

Hotel Utilization:

2018 – Renaissance Hotel, Montgomery, AL

2016 – Jackson Marriott Hotel, Jackson, MS

2014 – Crowne Plaza Hotel, Baton Rouge, LA

2012 – Augusta Marriott Hotel, Augusta, GA

**Alpha Delta Kappa  
Regional Conference Questionnaire**

**Please return this questionnaire with your contract proposal.**

1. What is the cost and method of current airport transportation to the hotel?

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2. Current parking fees at the hotel

are: \_\_\_\_\_

3. Proximity to nearby restaurants, shopping, etc.

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4. List special considerations available to Alpha Delta Kappa not included in bid proposal.

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5. List sleeping room types (standard, suites and accessible) and quantity of each.

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6. List average cost of plated meals and include current menus with bid proposal package:

Continental Breakfast \_\_\_\_\_

Full Breakfast \_\_\_\_\_

Luncheon \_\_\_\_\_

Dinner \_\_\_\_\_

Describe how medical emergencies are handled for hotel guests.

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What is the distance to the nearest hospital? \_\_\_\_\_

# GROUP HISTORY REPORT

Return to: Alpha Delta Kappa  
1615 West 92nd Street Kansas City, MO 64114  
Deadline: Within 30 days of conference date

Group: Alpha Delta Kappa South Central Regional Conference

Address: 1615 W 92<sup>nd</sup> St., Kansas City MO 64114

Meeting Planner: Cindy Bigham

Meeting Date(s): July 12 – July 15, 2018

Room Block (Peak Night): Saturday July 14

Cut-Off Date: 06/12/2018

Rates: Single: \$149 Double: \$149 Suites: \$75

Hotel: Westin Galleria Dallas

Address: 13340 Dallas Parkway, Dallas TX 75240

Telephone: 972-450-2915 Sales Manager: Marcela Ceccacci

Convention Service Manager: Alexandra Guimaraes

Catering Manager: N/A

## GROUP ROOM HISTORY

Date	Rooms Blocked	Actual Reservations	Group Pick-Up	Percentage No Shows	Group Pick-Up Percentage	Total Hotel Occupation Percentage	Group Average Rate	Total Room Revenue	Actual Singles	Actual Doubles/ Twins	Percentage Double Occupancy	Suites Number/ Type	Accrued Comp. Units	Cancellations
Tuesday, July 10, 2018	0	2	0			100%	\$149		0	0		0		2
Wednesday, July 11, 2018	0	10	8			75%	\$149		2	6	75%	0		2
Thursday, July 12, 2018	70	55	49		72%	47%	\$149		8	41	83%	2		6
Friday, July 13, 2018	75	68	60		82%	36%	\$149		10	50	83%	2		8
Saturday, July 14, 2018	75	69	60		82%	34%	\$149		10	50	83%	2		9
Sunday, July 15, 2018	70	59	48		70%	34%	\$149		6	42	87%	2		11
Monday, July 16, 2018	0	0	1			72%	\$215		1	0	0%	0		0
Tuesday, July 17, 2018	0	0	1			99%	\$215		1	0	0%	0		0
<b>Grand Total</b>	290	263	227		78%		\$165.50	\$34,399.54	38	189		8		38

## GROUP FUNCTIONS

Date	Group Functions	Attendance	Total Revenue Food \$	Total Revenue Beverage \$	Total Revenue Food & Beverage \$	Date	Hospitality Suite Room Service \$	Individual Room Service \$	Outlets \$	Miscellaneous \$	Total Revenue
Thursday, July 12, 2018	Movie Night	66	\$627	\$0	\$627		N/A	N/A		N/A	
Friday, July 13, 2018	Lunch	26	\$572	\$0	\$572		N/A	N/A		N/A	
Saturday, July 14, 2018	Breakfast	24	\$432	\$0	\$432		N/A	N/A		N/A	
Saturday, July 14, 2018	Lunch	161	\$3,542	\$0	\$3,542		N/A	N/A		N/A	
Saturday, July 14, 2018	Altruistic Fair	155	\$1,472	\$0	\$1,472		N/A	N/A		N/A	
Sunday, July 15, 2018	Reception	157	\$3,000	\$217	\$3,217		N/A	N/A		N/A	
Sunday, July 15, 2018	Dinner	157	\$5,966	\$0	\$5,966						
<b>Grand Total</b>			\$15,611	\$217	\$15,828	Overall	N/A	N/A	\$700	N/A	\$16,528

Remarks:

Prepared By: Alexandra Guimaraes

## NON ROOMS REVENUE

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** COURTESY GIFT TO  
INTERNATIONAL CHAPTER

**Page:** 1 of 1

**Version**  
**Date:** July 2009

**POLICY:** At the International convention, a gift will be presented to the outgoing International Chapter from the Convention Courtesy Committee.

**PROCEDURE:**

1. The International Chapter gift will be given at a time designated by the International President.
2. Any person or group wishing to provide a gift of appreciation shall place it at the head table for any International Chapter member.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	November 11 - 13, 1976	p. 4
IC Minutes	Motion	November 16-7, 2008	p. 4
IC Minutes	Motion	July 7, 2009	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS-CAMPAIGNING PROHIBITED

**Page:** 1 of 1

**Version  
Date:** August 2017

**POLICY:** Members do not campaign for any candidate for International office

**PROCEDURE:** It is not permissible to distribute campaign literature, favors, or other material on behalf of a candidate or bearing the name of a candidate before the election.

Gifts, food, and flowers may be interpreted as campaigning and are **NOT** permitted before the election.

Lobbying, caucusing, blanket endorsements, etc. are **NOT** acceptable.  
Candidates for International office may not promote their own election

Sisters may speak with individuals about candidates, if asked. However, each delegate should feel free to make an informed vote for the person she deems to be the best candidate for each office. Therefore, members may not attempt to exert influence over a delegate to vote for or against any candidate

Sufficient evidence of politicking could result in a candidate being disqualified

SEE: International Convention Election Procedures  
Election Procedures Sheet  
International Chapter Policies

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Consensus	May 16 - 17, 1975	p. 4
Ex. Bd. Minutes	Motion	May 14, 1988	p. 3
Ex. Bd. Minutes	Motion	Nov. 15, 2000	p. 6
IC Minutes	Motion	Nov. 17-18, 2014	p. 15

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS: CANDIDATE PARTICIPATION

**Page:** 1 of 1

**Version**  
**Date:** Aug 2017

**POLICY:** Candidates offering for International office, including Four -Year International Executive Board Members elected by the International Executive Board, shall be allowed to remain active in all aspects of the organization up to the time of the election at the International convention or their installation.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IC Minutes	Motion	November 17-18, 2014	15

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS—CANDIDATE QUALIFICATIONS

**Page:** 1 of 1

**Version  
Date:** November 1989

**POLICY:** Candidate information forms for International office are to be submitted to the International Candidate Qualifications Committee Chairman by certified mail return receipt requested, no later than November 1 of the even years. (Form enclosed)

**PROCEDURE:** SEE: COMMITTEES/BOARDS, Candidate Qualifications Guidelines

1. All applications must be postmarked on or before November 1 of even years' deadline, and sent via Priority Mail with Delivery Confirmation, or
2. For those filing online, your application must be received on or before November 1 of even years' deadline. You will receive confirmation via email
3. By that same date, you must also submit the S/P/N president's signature form (after verifying eligibility) and two (2) photos to the International Candidate Qualifications Committee Chairman via Priority Mail with Delivery Confirmation.

See: Committees/Boards, Candidate Qualifications Guidelines

### HISTORY/AUTHORIZATION

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Motion	May 16 - 18, 1974	
G. C. Minutes	Motion	November 12 - 14, 1987	
I.E.B. Minutes	Motion	November 14 - 16, 2013	p. 2

ALPHA DELTA KAPPA

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS—CANDIDATES  
(CHANGING OFFICES)

**Page:** 1 of 1

**Version  
Date:** July 1989

**POLICY:** A candidate is not permitted to change the office for which she has applied.

**PROCEDURE:** No International Chapter candidate may change office after her application has been received by the Candidate Qualifications Committee.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	January 14 - 15, 1989	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS—  
CANDIDATES RESUMES/INTRODUCTIONS

**Page:** 1 of 1

**Version  
Date:** November 2017

**POLICY:** International Chapter sets the process through which a candidate's qualifications may be presented to the membership.

**PROCEDURE:** Candidates are presented to the membership by:

1. Following the November meeting of the International Candidates Qualifications Committee, at Headquarters, in the even year, the list of members who have qualified for office is printed December.
2. Announcing candidates in their respective state/provincial/national newsletters after December 15.
3. Publishing all eligible candidates' resumes in *The KAPPAN*.
4. Posting of each candidate's qualifications at International Convention.
5. Presenting the candidates before balloting at International convention.

SEE: International Candidate Qualifications Guidelines in the International Chapter Policies & Procedures book under COMMITTEES/BOARDS

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Motion	November 14 - 16, 1974	p. 9
G. C. Minutes	Motion	May 18 - 19, 1990	p. 5
E.B. Minutes	Motion	November 11-13, 1991	p. 5
I.E.B. Minutes	Motion	November 14-16, 2013	p. 2
I.E.B. Minutes	Motion	November 10-12, 2017	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS — IRREGULARITIES

**Page:** 1 of 1

**Version  
Date:** July 1989

**POLICY:** International Chapter sets the process for handling any irregularities in the election process for International Officers at convention.

### PROCEDURE:

The election of officers for Alpha Delta Kappa is a very serious activity charged to the delegates at the International Convention. The selection procedure should be considered within an honor system. Under the rules we live by, Alpha Delta Kappa members do not campaign for their favored candidates. Because of these regulations, members are reminded that there are things they can do with good intent which can cause serious problems for a candidate. A candidate can be disqualified if the rules are not followed.

1. Information about candidates from the Candidate Qualifications Committee is printed in the KAPPAN. Personal or group letters to promote candidates for International office are not permitted. An announcement of only candidates' names may be made in chapter, state, provincial, national and regional newsletters.
2. All candidates must abide by the policy which prohibits campaigning. See Policies and Procedures, International Conventions, Section -- Campaigning Prohibited.

Improper activities relating to the election process will be dealt with in the following manner:

1. The complainant(s) must have positive proof verified in writing and signed that there has been a violation of the rules. This must be presented to the Chairman of the International Executive Board or the International President.
2. The complainant(s) must be willing to appear at a hearing before the International Chapter.
3. The candidate is entitled to a hearing before the International Chapter.
4. The International Chapter will consider the facts and make the final determination.

### CANDIDATE PROTOCOL:

1. At any event during International Convention (prior to the first balloting session) a candidate may be announced as such.
2. Until the results of the election are announced, candidates will wear a candidate's ribbon in addition to the Convention name tag. Candidates nominated from the floor will receive a candidate's ribbon at that time.
3. Candidates are encouraged to speak to each other and to pledge support to whomever is successful.
4. CAMPAIGNING FOR OR AGAINST ANY CANDIDATE, INCLUDING ONESELF, IS NOT ALLOWED.
5. Costumes, props, skits and photos are not allowed during any presentation as a candidate and any statements such as "if I am elected . . ." or "Vote for me" are not permitted.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Motion	November 15 - 17, 1984	p. 5
IEB Minutes	Motion	Nov. 14-16, 2013	p. 2

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS —NO CANDIDATES

**Page:** 1 of 1

**Version  
Date:**

**POLICY:**

In the event there is no candidate for International office as of the November deadline, the following procedure shall be implemented.

**PROCEDURE:**

If there is no candidate for International office, the following announcement will be published in the KAPPAN:

As of the November 1 deadline, there were no applications for the following International Officers: Applications are available from your State/Provincial/National president.”

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	Nov. 9, 1994	p. 9

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** ELECTIONS—  
PRESENTATION OF CANDIDATES

**Page:** 1 of 1

**Version  
Date:** May 1994

**POLICY:** During the presentation of candidates, International Chapter Candidates may speak from a podium and use notes.

**PROCEDURE:** Candidates will be notified of the presentation format by the chairman of the Candidate Qualifications Committee

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G.C. Minutes	Motion	May 13 - 14, 1994	p. 6

**ALPHA DELTA KAPPA**



# INTERNATIONAL CONVENTION

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## ELECTION PROCEDURES

The election of officers for Alpha Delta Kappa is a very serious activity charged to the delegates at the International Convention. The selection procedure should be considered within an honor system.

Under the rules we live by, Alpha Delta Kappa members do not campaign for their favored candidates. Because of these regulations, members are reminded that there are things they can do with good intent which can cause serious problems for a candidate. A candidate can be disqualified if the rules are not followed.

1. Information about candidates from the Candidate Qualifications Committee is printed in the **KAPPAN**. Personal or group letters to promote candidates for International office are not permitted. An announcement of only candidates' names may be made in chapter, state, provincial, national and regional newsletters.
2. It is not permissible to distribute campaign literature, favors or other material on behalf of, or bearing the name of, a candidate before or during the convention.
3. Lobbying, caucusing, or blanket endorsements are NOT acceptable.  
IN ADDITION: Open Houses or receptions honoring candidates are not permitted.
4. **CAMPAIGNING PROHIBITED:** Gifts, food and flowers may be interpreted as campaigning and are **NOT** permitted before the election.

Improper activities relating to the election process will be

dealt with in the following manner:

1. The complainant(s) must have positive proof verified in writing and signed that there has been a violation of the rules. This must be presented to the Chairman of the International Executive Board or the International President.
2. The complainant(s) must be willing to appear at a hearing before the International Chapter.
3. The candidate is entitled to a hearing before the International Chapter.
4. The International Chapter will consider the facts and make the final determination.

### CANDIDATE PROTOCOL:

1. At any event during International Convention (prior to the first balloting session) a candidate may be announced as such.
2. Until the results of the election are announced, candidates will wear a candidate's ribbon in addition to the Convention name tag. Candidates nominated from the floor will receive a candidate's ribbon at that time.
3. Candidates are encouraged to speak to each other and to pledge support to whoever is successful.
4. **NO ELECTIONEERING SHALL BE ALLOWED.**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INSTALLATION/PRESENTATION  
OF INTERNATIONAL CHAPTER

**Page:** 1 of 1

**Version  
Date:** Nov 2008

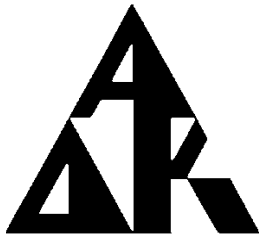
**POLICY:** The installation and presentation of members of the new International Chapter shall be under the direction of the International Executive Board.

**PROCEDURE:** The installation and presentation of members of the new International Chapter shall take place during the International Convention at which the members are elected. The installation and presentation ceremony shall be planned jointly by the outgoing Chairman, International Executive Board and the incoming International President. The outgoing chairman shall conduct the ceremony. The outgoing chairman will send a copy of the ceremony to Headquarters to be filed

SEE: International Convention Banquet/Installation Guidelines

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 14 - 15, 1993	p. 5
IEB Minutes	Motion		
IC Minutes	Motion	November 2008	p. 4

**ALPHA DELTA KAPPA**



# ALPHA DELTA KAPPA INTERNATIONAL CONVENTION BANQUET / INSTALLATION GUIDELINES

The items listed below are the components of the banquet and installation ceremony held at International Convention. The International President may add her own personal touch to the event.

- ⚠ Introduction of International Chapter—If International Chapter is to process in, the International President will select the person(s) who makes the introductions. If International Chapter doesn't process in, the International President makes introductions,
- ⚠ Welcome—Greetings are brought by the International President.
- ⚠ Blessing /Thought—This is given by the International Chaplain.
- ⚠ Meal—At the discretion of the International President, favors may be preset at the tables or distributed by the host S/P/N during or immediately after the meal.
- ⚠ Introductions / Recognitions—While people are finishing dinner, the International President can make the necessary introductions (stand and be recognized).
  - 1. Past International / Grand Presidents
  - 2. Past International Executive Board Chairman
  - 3. International President's S/P/N President
  - 4. International President's home chapter President
  - 5. International President's family
  - 6. Announce nations/provinces in attendance
  - 7. Host S/P/N
  - 8. Headquarters Staff
  - 9. AV Company
  - 10. Wait Staff
  - 11. Anyone else the International President chooses
- ⚠ Entertainment—At the discretion of the International President
- ⚠ Installation—The installation is conducted by the International Executive Board Chairman.
- ⚠ Presentation of badges—The outgoing International President presents the International President's badge to the newly installed International President. The newly installed International President presents the Immediate Past President's badge to the outgoing International President. The outgoing International President presents the Executive Board Chairman's badge to the outgoing International Executive Board Chairman.
- ⚠ Introduction of the new theme and logo —The newly installed International President will make brief remarks and then introduce the new theme and logo.
- ⚠ Lamp of Alpha Delta Kappa—The newly installed International President announces the singing of the song (to be led by the director/musician for the banquet).

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:**

INTERNATIONAL CONVENTIONS

**SECTION:**

INTERNATIONAL BALLOTING COMMITTEE  
STATUS

**Page:**

1 of 1

**Version  
Date:**

May 2020

**POLICY:**

The International Balloting committee is a special committee of the International convention.

**PROCEDURE:**

The International Balloting Committee is composed of its chairman and 1 other members, 2 selected from each region for a total of 15 committee members. The International Balloting Committee Chairman and committee members are appointed by the International President, in consultation with the Local Host Convention Chairmen, by September of the even year.

SEE: The following pages for guidelines, duties, and operating procedure of this committee.

**HISTORY/AUTHORIZATION****SOURCE****ACTION****DATE****PAGE**

G.C. Minutes

Motion

May 18-19, 1996

p. 6

IEB Minutes

Motion

May 18, 2020

**ALPHA DELTA KAPPA**

## **2019 Balloting Committee Timeline**

### **Prior to Convention:**

1. The Balloting Committee Chairman secures 65 large shopping bags with handles and writes the name of each state, province or nation prominently on the bags. (The larger states with many delegates will need multiple bags.)
2. The bags should be put in alpha order by state/province/nation within each of the seven regions.

### **Wednesday, July 17**

1. Registration closes at 5pm. Balloting Chairman makes arrangements with the Credentials Chairman regarding when and where she may pick up two copies of the Credentials Report later that evening.
2. The Balloting Chairman cuts apart into Regions one copy of the Credentials Report.
3. The Balloting Chairman assigns two members to each region and gives them the Credentials Report for that region.
4. The two-member team writes the number of key pads (one per delegate) on the front of each S/P/N bag.
5. The Balloting Committee places the empty bags on chairs in the front row of the ballroom. The bags are placed in alpha order by S/P/N within each region.
6. The Balloting Committee Meeting is at 7:30 am – 8:30 am in meeting room Conrad A located on the second floor (tentatively). This is a good time to reiterate these instructions and answer questions.

### **Thursday, July 18**

1. At 7 am, the Balloting Chairman meets the committee in the ballroom.
2. The committee meets the key pad representative in the ballroom and places the key pads in each S/P/N bag according to the number written on the outside of the bag.
3. By 8 am, the bags should all be filled and sitting on chairs in the front row of the ballroom in region, alpha by S/P/N order.
4. Between 8:15 and 8:45 am, the S/P/N President or her designee will come to the front of the ballroom to pick up her bag(s) of key pads.
5. The number of delegates may increase throughout the day. When a change occurs, the Credentials Committee will provide Change Forms to the Balloting Chairman for each correction or addition.
6. The Balloting Committee will notify the S/P/N President (who should be seated next to her S/P/N sign) during the business session and adjust each S/P/N bag, writing the correct number on the outside of the bag and either adding or collecting the key pads according to the change. The Change Form should be given to the S/P/N President and attached to the front of each S/P/N's Attendance Listing.
7. The key pad representative will conduct a brief training session for all voting delegates just prior to the balloting.
8. The Balloting Chairman conducts the election of officers and the selection of the International Altruistic Project(s).

9. Immediately following the business session, the S/P/N President will hand in her S/P/N bag, key pads and S/P/N Attendance Listing with Change Forms.
  - a. The committee member counts the key pads in the presence of the S/P/N President to verify that all key pads have been returned.
  - b. All the key pads are then counted out in the presence of the key pad representative and then turned over to them.
  - c. Should there be a discrepancy, the Credentials Chairman and Annie Griffin, our Meetings Planner, will be with you at this point and can assist in resolving the situation.
10. If voting is concluded, the committee's work is completed. If voting is not concluded, standing votes will be conducted to complete the business.

**Supplies To Be Provided by the Balloting Committee Chairman:**

65 sturdy shopping bags with handles

14 black felt-tip pens

1 box of paper clips, divided into 7 baggies, one for each region, to attach Change Forms to the S/P/N Attendance Listings.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION  
*CONVENTION ACTION* COMMITTEE STATUS

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:** The International Convention Action committee is a special committee of the International convention.

**PROCEDURE:** SEE: The following pages for guidelines, duties, and operating procedure of this committee.

### HISTORY/AUTHORIZATION

**SOURCE**

G.C. Minutes

**ACTION**

Motion

**DATE**

May 18-19, 1996

**PAGE**

p. 6

**ALPHA DELTA KAPPA**



## ALPHA DELTA KAPPA CONVENTION ACTION COMMITTEE GUIDELINES

The Convention Action Committee is a special committee of the International convention. Its duties are to post convention events online as they happen. Each post contains a brief account of official convention business and items of interest. Members in attendance may post comments and photos and/or video either directly or through the Convention Action Committee.

The Convention Action Committee chairman and committee members from the seven regions are named by the International President by October 1 following regional conferences. A liaison from the International Executive Board will be a member of the committee as well.

### OPERATING PROCEDURES

- I. Initial Process
  - A. Chairman is named by the International President
  - B. Committee members are named by the International President and are representative of all regions.
    1. One member should be an English teacher, if possible.
    2. Computer knowledge and experience is important.
    3. One member must have her device and be willing to bring it to the convention for use in posting *Convention Action* items. ***International Headquarters does not supply a computer to the Convention Action Committee.***
  - C. Names, addresses, and telephone numbers of the committee members will be sent by Headquarters to the chairman at least three months prior to the convention.
  - D. The chairman will communicate with the committee members at least two months prior to convention with information regarding date, time and place of planning meeting at the convention site.
- II. Physical Arrangements and *Convention Action* posts
  - A. A news room, located as close to the business sessions as possible, is provided. This room shall have a lock with the key available to the chairman.
  - B. The Committee must have the use of at least one of the members' devices for *Convention Action* posting.
- III. Production
  - A. Issue Number 1 of *Convention Action* will be prepared by Headquarters and/or in cooperation with the local committee chairman. This is included in the registration packet. All subsequent news will be posted to the the Alpha Delta Kappa website and/or convention app. There will be no printed copies. Detailed instructions will be provided prior to the convention.
  - B. The basic content of the printed issue shall be decided by the International President.

- C. The International Executive Board liaison will monitor the posts and make the *Convention Action* chairman aware of the need for any revisions.
- D. Whenever possible, the flag art from the printed issue should be utilized.

#### IV. Committee Responsibilities

- A. The chairman shall:
  - 1. Develop and design a flag for *Convention Action* appropriate to the convention site by June 1, and send it to International Headquarters for the preparation of Issue#1.
  - 2. Write letter of introduction and welcome to the members of the committee.
  - 3. Inform committee members as to the time of Convention Action Committee planning meeting prior to convention.
    - a. At the meeting, make specific assignments of reporting responsibilities.
    - b. Identify reporters. Reporters, please ask someone to proof your items before posting.
  - 4. Submit a committee report by August 1 to Headquarters.
- B. There should be two reporters assigned as a double check on the reporting of action with regard to Resolutions and Bylaws.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION –  
CREDENTIALS COMMITTEE STATUS

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:** The International Credentials committee is a special committee of the International convention.

**PROCEDURE:** SEE: The following pages for guidelines, duties, and operating procedure of this committee.

### HISTORY/AUTHORIZATION

**SOURCE**

G.C. Minutes

**ACTION**

Motion

**DATE**

May 18-19, 1996

**PAGE**

p. 6

**ALPHA DELTA KAPPA**

## **Credentials Registrar Committee Timeline**

### ***CREDENTIALS CHECK-IN HOURS:***

Tuesday, July 16 12:00 Noon – 7:00 PM

Wednesday, July 17 8:00 AM – 5:00 PM

Thursday, July 18 8:00 AM – 5:00 PM

Friday, July 19 8:00 AM – 5:00 PM

### **Two To Three Months Before Convention**

1. Credentials Registrar Committee Chairman communicates with members of her committee by email. If chairman determines a need, a phone conference or Go to Meeting will be set up to review committee guidelines and plan for convention responsibilities.
2. Chairman assigns at least four committee members to work shifts at the registration desk the day before the official start of the convention (usually on Tuesday).
3. All committee members should be made aware of the schedule and times they are to report for credentials registrar responsibilities. This will help with travel plans.
4. All committee members should be given copies of the committee guidelines and know their responsibilities and time commitment.

### **Tuesday, July 16 (Noon – 7:00 pm)**

*(Credentials Registrar Committee Chairman picks up box mark Credentials with chairman's name on it in the House Storage room – Director's Row 1 & 2.)*

1. The Credentials Registrar Committee will meet at 11:00 AM in their assigned room for an orientation meeting. Chairman facilitates meeting with Annie Griffin present to assist with questions or clarification.
2. The Credentials Registrar Committee tracks the voting status of registered members and records convention attendance.
3. The Credentials Registrar Committee has the use of the Convention Registration Desk (partial) throughout the convention. It is suggested that at least four members of the Credentials Registrar Committee be assigned to the Registration desk to check-in pre-registered attendees. This can be worked in shifts.
4. The Credentials Registrar Committee will handout delegate and alternate ribbons, convention program and badge holders as they collect the credentials cards from each member.
5. Place a colored dot sticker on the member's name badge. The dot shows that she has checked-in and did not bypass it.
6. The Credentials Registrar Committee Chairman or designated committee member will collect the credentials cards from the registration desk and take them periodically to the Credentials Committee meeting room where the cards will be sorted as follows:
  - a. First sort by state, province or nation.
  - b. Next sort and bundle each S/P/N by delegates, alternates, members and AAKA.
  - c. Finally place all S/P/N bundles in the appropriate regional grouping.
7. Credentials Registrar Committee chairman or a designated member will collect credentials cards from a Headquarters staff member for all on- site registrations.
8. The name, S/P/N chapter name and voting status from each Change Form is added to the appropriate S/P/N attendance listing. The change form is then filed in the corresponding S/P/N bundle by region.

9. The Credentials Registrar Committee member will approve, if appropriate, a member's request for a voting status change. Voting status changes will be made as follows:
  - a. If the member still has her credentials card, the change will be made on the credentials card, the appropriate ribbon given the member. The credentials card will be used to mark the change on the S/P/N listing and the card filed in the corresponding S/P/N bundle by region.  
**NOTE: IF THERE ARE QUESTIONS REGARDING A STATUS CHANGE, CONSULT HEADQUARTERS STAFF.**
  - b. Or, if the change occurs *after* the credentials card has been handed in at the registration desk, a member of the Credentials Registrar Committee will complete the Change Form, noting the member's name, S/P/N, chapter name and status change "from" and "to" and give her the appropriate ribbon for her badge. The Change Form will be used to mark the change on the S/P/N listing and the form filed in the corresponding S/P/N bundle by Region.

**Wednesday, July 17 (8:00 am – 5:00 pm)**

1. The Credentials Registrar Committee continue to collect and sort credentials cards and Change Forms.
2. Credentials cards and Change Forms are handled the same as the previous day. Both are simply dated and filed separately in S/P/N bundles by status and region. **They should not be bundled with Tuesday credentials cards and Change Forms.**
3. For the First Credentials Committee Report, these totals will come from Headquarters just prior to the actual convention dates. These members may not have yet arrived at the Convention to check-in but are **PRE-REGISTERED** to attend the Convention. This is the report to be given at the First Business Session of the Convention.
4. The Credentials Registrar Committee Chairman makes copies of her report at the business center in the hotel and leaves them at the AΔK Convention Registration desk to distribute as follows:
  - a. Meetings Planner
  - b. International Sergeant-at-Arms
  - c. Balloting Committee Chairman
  - d. Executive Director
  - e. Convention Action Chairman

**Thursday, July 18 (8:00 am – 5:00 pm)**

1. **When all Regional Credentials Sheets have been completed, the Credentials Registrar Committee Chairman collects them and prepares her Second Credentials Report which will give only the number of members from each S/P/N who have pre-registered and checked-in or registered on-site and is in attendance at the Convention.**
2. If there are discrepancies in the report, the president of the affected S/P/N should report to the registration desk so that assigned members of the Credentials Registrar Committee may assist with any needed changes to the delegate/alternate count.
3. If the report has changed since the previous night, copies of the amended report should be taken to the ballroom and given to:
  - a. Meetings Planner
  - b. International Sergeant-at-Arms
  - c. Balloting Committee Chairman
  - d. Executive Director
  - e. Convention Action Chairman
4. Balloting should be finished on Thursday.

5. The Credentials Chairman then prepares her third and final Credentials Report to be given at the Fourth Business Session (Saturday, July 20). Before ending the day, the chairman leaves copies of her report at the AΔK Convention Registration desk to be distributed as follows:
  - a. Meetings Planner
  - b. Executive Director
  - c. Convention Action Chairman

#### **Friday, July 19 (8:00 am – 5:00 pm)**

The Credentials Registrar Committee can be greatly reduced to the chairman and two committee members.

#### **Saturday, July 20**

The Credentials Chairman presents her final report at the Fourth Business Session, reading the number of delegates, alternates, members and AΔKA for each S/P/N and the total number of members and guests attending the convention.

#### **Suggested Staffing: (NOTE: Chairman may adjust staffing assignments as needed.)**

##### **Tuesday**

1. At least four committee members to check-in members at the registration desk to exchange ribbons, complete Change Forms and answer credentials questions.
2. One committee member to collect and distribute credentials cards and Change Forms from AΔK registration desk to assigned meeting room.
3. Two to three committee members to sort and file credentials cards and Change Forms

##### **Wednesday**

1. The first couple of hours may be busy, but after that two committee members can staff the Credentials Office and the registration desk.
2. The Credentials Registrar Committee Chairman gives her First Credentials Report.

##### **Thursday**

1. The first couple of hours may be busy, but after that two committee members can staff the Credentials Office.
2. Credentials Committee Chairman gives her Second Credentials Report.

##### **Friday**

The first couple of hours may be busy, but after that two committee members can staff the Credentials Office.

##### **Saturday**

1. Credentials Committee Chairman gives the Final Credentials Report.
2. The committee closes the Credentials Office by taking all materials to the AΔK Office.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION  
MUSIC COMMITTEE STATUS

**Page:** 1 of 1

**Version**  
**Date:** May 1996

**POLICY:** The International Convention Music Committee is a special committee of the International convention. The Chairman of this Committee is appointed by the International President.

**PROCEDURE:** SEE: The following pages for guidelines, duties and operating procedure of this committee.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

**ALPHA DELTA KAPPA**



## ALPHA DELTA KAPPA INTERNATIONAL CONVENTION MUSIC COMMITTEE GUIDELINES

**BUDGET:** None (any necessary operating expenses should be submitted to the Convention Chairman)

**RESPONSIBILITIES:** Help to coordinate musical activities during the convention in conjunction with the International Music Chairman.

1. Select a committee of three.
2. Lend assistance to the International Music Chairman in coordinating all music during the convention.
  - a. Opening Session—Procure honor guard and military band.
  - b. Other—as directed by the International President, International Music Chairman and/or Convention Chairman
3. If not available from the hotel, locate a source for borrowing or renting lighted music stands and choral risers and arrange for their delivery, setup and return. If renting, submit cost estimates to Headquarters for approval prior to finalizing agreements.
4. The chairman writes thank you notes to each committee member and other appropriate persons following the convention.
5. The chairman prepares a brief report in duplicate to be submitted to the Convention Chairman by August 15.

Include:       Name of committee  
                  Procedures used to carry out the responsibilities  
                  Recommendations/commendations  
                  Copies of materials, schedules, and forms used



# ALPHA DELTA KAPPA INTERNATIONAL CONVENTION LOCAL HOST COMMITTEE CHAIRMAN GUIDELINES

**BUDGET:** Necessary operating expenses (postage, phone calls, copying, etc.) to be paid through seed money.

**RESPONSIBILITIES:**

1. The Local Host Committee Chairman is the overall chairman for the local committees.
2. Meet with the International President, Chairman of the Executive Board, the Executive Director and the Headquarters meeting planner at the discretion of the International President. Two meetings will be held at the convention Hotel.
3. Obtain from the International President her theme, logo and special requests.
4. Select the Chairmen of each local convention committee carefully. Provide the names, addresses, email addresses and phone numbers of the Chairmen and all committee members to the Chairman of the Executive Board, the International President, and the Executive Director. Include the chapter name of each member serving on the committee. This information is included in the Convention program.
5. Distribute convention committee guidelines to all local committee chairman and discuss duties to be performed. Review the guidelines for all committees thoroughly. As the convention schedule evolves, modifications may be necessary.
6. Prepare a planning calendar by months, weeks and final days before convention.
7. Maintain close communication with the International President, Chairman of the Executive Board and the Headquarters meeting planner providing each with copies of all communications.
8. Contact dignitaries to welcome Alpha Delta Kappa members at the opening session (e.g. Mayor, Governor, and Superintendent of Schools). International President will help in selection of individual members to introduce those guests.
9. Prepare the Convention Altruistic Project information for the December (even year) *KAPPAN*. Deadline is October 1.
10. The Headquarters meeting planner will set a meeting with the hotel Convention Services Manager to take a tour of the hotel, including meeting rooms, banquet facilities, etc.

1. No arrangements should be made directly with the hotel. The Headquarters meeting planner in consultation with the International President and/or the Chairman of the Executive Board makes all arrangements with the hotel.
2. All items involving money must be approved by the Chairman of the Executive Board.
3. Assist the International President in the following areas:
  - a. Suggest possible local themes for the Regional Luncheons and Banquet to International President for her consideration.
  - b. Suggest Convention Altruistic Project.
4. Monitor committee's expenses and approve for payment by Convention Treasurer.
5. Monitor each committee's activities and needs. Keep your committees well informed and motivated. This makes for true teamwork.
6. Local Host Committee Chairman or Local Host Co-Chairmen may be introduced at the International Chapter meeting preceding the convention opening.
7. Prepare a report and submit to Headquarters by September 1 following the convention. Send a copy to the International President, Immediate Past International President, the Chairman of the Executive Board, the Past Chairman of the Executive Board and Headquarters.
8. Collect and send all convention committee reports to Headquarters by September 1.



# ALPHA DELTA KAPPA INTERNATIONAL CONVENTION BANQUET COMMITTEE GUIDELINES

BUDGET: \$520 (tentatively); 160 tables x \$3.25  
(this comes from seed money and reimbursed by the Convention Treasurer)

## RESPONSIBILITIES:

1. Select at least 20 members to serve on the Banquet Committee.
2. Work closely with the Local Host Committee Chairman to carry out the banquet and convention theme. Plan all room and table decorations upon approval and within allocated budget.
3. With the assistance of the House Committee, have all room and table decorations in place according to the program schedule.

NOTE: Do not begin decorating until the hotel staff has set the room to include table settings in its entirety. The Headquarters' meeting planner will inform you when it is the appropriate time to begin decorating. Decorating **must** be completed 30 minutes prior to the doors opening so that the hotel staff can do a final auditing of table and room set up.

4. Place banquet programs at each place setting. Return unused programs to the House Committee room.
5. The International President will determine the method of placing banquet favors. Distribute favors accordingly.
6. Tables and tickets will be numbered. Hotel wait staff will collect meal tickets. Headquarters meeting planner will handle any table seating issues.
7. Arrange for the collection of the table decorations/centerpieces following the banquet. The International President and the Headquarters meeting planner will determine how any remaining favors are to be handled
8. The chairman prepares a brief report and submit to the Local Host Committee Chairman by August 15.

Include:      Name of committee  
                 Procedures used to carry out your responsibilities  
                 Copies of materials, schedules, forms used  
                 Recommendations/commendations



## ALPHA DELTA KAPPA INTERNATIONAL CONVENTION COURTESY COMMITTEE GUIDELINES

BUDGET: \$900 (tentatively); Appreciation Gifts for International Chapter (\$50 x 19)  
(Convention line item paid by International Headquarters)

### RESPONSIBILITIES:

1. Select three members to serve on this committee.
2. It is recommended that any hostess gifts to the members of International Chapter be at the discretion of the hostess state/province/nation. Items should be unique to the area, small and packable.
3. Appreciation gifts for International Chapter members are a budgeted item in the convention budget and not an expense of the host state/province/nation.
4. The committee should suggest two or three items unique to the area and easy to pack as possible appreciation gifts. Samples of the items should be shown to the International President and Chairman of the Executive Board for approval.
5. Once approved, the appreciation gifts are purchased, gift wrapped and distributed to each member of International Chapter at their pre-convention meeting. Gift enclosure cards provided by Headquarters and written by the International President and Chairman of the Executive Board will be given to the committee chairman to be distributed with the gifts.
6. The chairman prepares a brief report and submit to the Local Host Committee Chairman by August 15.

Include:      Name of committee  
                 Procedure used to carry out responsibilities  
                 Copies of materials, schedules, and forms used (if appropriate)  
                 Recommendations/commendations



## **ALPHA DELTA KAPPA INTERNATIONAL CONVENTION CONVENTION TREASURER GUIDELINES**

**BUDGET:**     \$2,000 seed money - \$680 decorations - \$400 music + \$920 operating expenses

Current allocated convention expenses to be paid out of seed money include:

Regional Luncheon (\$1 per table) - \$160

Banquet Centerpieces (\$3.25 per table) - \$520

Music Chairman - \$250

### **RESPONSIBILITIES:**

1. A working fund of \$2,000 will be established through Headquarters for the use of the Convention Treasurer for paying any bills or reimbursement. All reimbursements will be approved by the Local Host Committee Chairman.
2. This fund should be placed in a non-interest bearing account. Only the Treasurer will write checks, although the Local Host Committee Chairman should have her name on the signature card.
3. Upon request to the Executive Director at Headquarters and approval from the Chairman of the Executive Board, an additional \$2,000 may be available for major expenses.
4. It is important that all receipts be attached to bills submitted.
5. A maximum of thirty days, following the conclusion of the International Convention, the account should be closed and the remaining balance made payable to Alpha Delta Kappa and sent to Headquarters along with a complete breakdown by function of money spent and income received.
6. At the convention, at the end of each day, the Convention Treasurer will bring monies collected for the Convention Altruistic Project to the Alpha Delta Kappa office and count with the Headquarters' cashier the daily totals.



# ALPHA DELTA KAPPA INTERNATIONAL CONVENTION FLORAL ARRANGEMENTS COMMITTEE GUIDELINES

BUDGET: \$950 (including tax) – tentatively –  
budget line item to be paid by Headquarters

RESPONSIBILITIES: Assist in floral arrangements for the International Convention in conjunction with the Chairman of the Executive Board and the International President.

1. Select two or three members to serve on the Floral Arrangements Committee.
2. Secure bids from two to three florists for floral designs for the International Convention. Make selection of florist on approval of Headquarters. Work closely with selected florist to ensure quality service.
3. Floral arrangements may include those for the following: (See attached sample proposal)
  - a. One large floral arrangement for stage podium
  - b. Purchase or rental of ferns and potted plants for lower stage
  - c. Banquet — (1) Arm bouquet of flowers. Seventeen single flowers each in water picks with ribbon and a piece of greenery or alternatively silk or other artificial flowers.
4. Be sure that plants and/or flowers have arrived and are set up properly.  
  
Bring watering can to help keep greenery and flowers fresh throughout the convention.  
  
Arrange with florist to refresh flowers and greenery as needed.
5. Assist the installing officer with the set up of flowers, etc. for the installation and presentation of new International Chapter Officers.
6. Utilize local talent and flowers for informal arrangements for information table, registration and/or hospitality table, if desired.
7. The chairman prepares a brief report and submit to the Local Host Committee Chairman by August 15.  
Include:       Name of committee  
                  Procedure used to carry out responsibilities  
                  Copies of materials, schedules, and forms used  
                  Recommendations/commendations

## **SAMPLE PROPOSAL FOR BIDS FOR FLORAL CONTRACT**

Note: Individual function requirements may vary according to each convention's program and facilities.

1.     **General Sessions -**  
Greenery and/or potted plants to make stage look attractive, 20 plants  
Large arrangement in front of podium (**\$100**)  
Refresh as necessary
2.     **International Chapter Presentation -**  
One arm bouquet  
Seventeen single flowers each in water picks with ribbon and a piece of greenery
3.     Flowers for Banquet and Memorial Service may be requested by those committees and paid from their budget.

**CONTRACT BID PRICE**\_\_\_\_\_



## ALPHA DELTA KAPPA INTERNATIONAL CONVENTION HOUSE COMMITTEE GUIDELINES

**BUDGET:** None (Any necessary operating expenses should be submitted to Local Host Committee Chairman)

### RESPONSIBILITIES:

1. Select 5 members to serve on the House Committee.
2. The House Committee Room serves as storage/work area space for the entire convention.
3. Headquarters boxes, printed matter, programs, etc. will be moved from the hotel loading dock and moved to the assigned meeting room (by hotel personnel) the day before general registration opens. Boxes will be counted in by the Headquarters' meeting planner. The House Committee room will not be available for storage prior to this day.
4. Boxes will be labeled with function, day, date, person/committee (holding for) and contents.
5. Assist other committees as requested, providing signs, name tents, etc
6. For Regional Luncheons, count out the appropriate number of programs and deliver them one hour before each luncheon.
7. At the close of the convention, coordinate with the Headquarters' meeting planner returning all materials to be shipped back to Headquarters.
8. The chairman prepares a brief report and submits it in duplicate to the Local Host Committee Chairman by August 15.

**Include:** Name of committee  
Procedures used to carry out the responsibilities  
Copies of materials, schedules, forms used  
Recommendations and commendations



## **ALPHA DELTA KAPPA INTERNATIONAL CONVENTION INTERNATIONAL CHAPTER RECEPTION COMMITTEE GUIDELINES**

**BUDGET:** \$250 (tentatively) - decorations  
(if necessary, this comes from seed money and reimbursed by the Convention Treasurer)

### **RESPONSIBILITIES:**

1. Select at least 4 members to serve on the International Chapter Reception Committee.
2. Work in conjunction with the International President's home S/P/N for the preparation of this function. Hostess state/province/nation will provide decorations (if necessary).
3. Work closely with the International President's home S/P/N and the Headquarters' meeting planner, and be on hand to see that all is in place as designed and planned.
4. Table/ Seating arrangements to be determined by the International President.
5. Prepare a brief report and submit to the Local Host Committee Chairman by August 15.

Include:      Name of committee  
                 Procedures used to carry out responsibilities  
                 Copies of materials, schedules, forms used  
                 Recommendations/commendations



## **ALPHA DELTA KAPPA INTERNATIONAL CONVENTION MEMORIAL SERVICE ASSISTANCE COMMITTEE GUIDELINES**

**BUDGET:** \$100 (tentatively) - supplies, flowers, etc. at the direction of the appointed International Convention Chaplain. The Chaplain will request reimbursement from Headquarters.

### **RESPONSIBILITIES:**

1. The International Convention Chaplain will appoint one or two members to assist with rehearsal and the actual event plans.
2. Close communication with the International Convention Chaplain is absolutely necessary to assist her in implementing the plans for the Memorial Service.
3. Arrange and prepare decorations according to the International Convention Chaplain. It is important that this committee also works closely with the Local Host Committee Chairman and the House Committee Chairman in coordinating the possible use of other convention greenery and/or flowers.
4. Have decorations in place prior to the Memorial Service.
5. Press white robes in the House Committee Room where two irons or steamers, ironing boards and coat rack are available.
6. Attend rehearsal to handle last minute changes.
7. The Memorial Service program cover is designed by the International Convention Chaplain. She will determine the order of the service. Headquarters will print the program.
8. The chairman prepares a brief report and submit to the Local Host Committee Chairman by August 15.

**Include:**        Name of committee  
                     Procedures used to carry out responsibilities  
                     Copies of materials, schedules, and forms used  
                     Recommendations/commendations



## **ALPHA DELTA KAPPA INTERNATIONAL CONVENTION MUSIC ASSISTANCE COMMITTEE GUIDELINES**

**BUDGET:** \$250 —this comes from seed money and is reimbursed by the Convention Treasurer. (Any additional necessary operating expenses should be submitted to the Convention Local Host Committee Chairman.)

**RESPONSIBILITIES:** Help to coordinate musical activities during the convention in conjunction with the International Music Chairman.

1. Select a committee of three.
2. Lend assistance to the International Music Chairman in coordinating all music during the convention.
  - a. Opening Session—Procure honor guard.
  - b. Other—as directed by the International President, International Music Chairman and/or Local Host Committee Chairman.
3. If not available from the hotel, locate a source for borrowing or renting lighted music stands and arrange for their delivery, setup and return. If renting, submit cost estimates to Headquarters for approval prior to finalizing agreements.
4. The chairman prepares a brief report and submit to the Local Host Committee Chairman by August 15.

Include:

- Name of committee
- Procedures used to carry out the responsibilities
- Recommendations/commendations
- Copies of materials, schedules, and forms used



## ALPHA DELTA KAPPA INTERNATIONAL CONVENTION REGIONAL LUNCHEON COMMITTEE GUIDELINES

BUDGET: \$160 (160 tables/1.00 each) – *tentatively*  
(this comes from seed money and reimbursed by the Convention Treasurer)

### RESPONSIBILITIES:

1. Select at least 20 members to serve on the Regional Luncheon Committee.
2. Work closely with the International President and the Local Host Chairman to carry out the theme of the Luncheons. Plan all table decorations upon approval and within allocated budget.
3. The House Committee will deliver the programs to each Luncheon site one hour before the event. Place them at each place setting. Return unused programs to the House Committee Room.
4. Hotel wait staff will collect the meal tickets.
5. Decide the disposition of table decorations/centerpieces and arrange for the collection of these following the luncheon, if necessary.
6. The chairman prepares a brief report and submit to the Local Host Committee Chairman by August 15.

Include:      Name of committee  
                 Procedures used to carry out your responsibilities  
                 Copies of materials, schedules, forms used  
                 Recommendations/commendations



## ALPHA DELTA KAPPA INTERNATIONAL CONVENTION S/P/N ALTRUISTIC SALES COMMITTEE GUIDELINES

**BUDGET:** None

(any necessary operating expenses should be submitted to the Convention Local Host Committee Chairman)

### INTERNATIONAL POLICY

#### SOLICITATION/ADVERTISEMENT FOR PRODUCTS/SALES/SERVICES

**POLICY:**

Alpha Delta Kappa members may advertise and/or sell products/services at conferences, S/P/N conventions, international conventions, and other meetings. All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes, leadership development and/or scholarships. Raffles would be permitted if conducted in accordance with local and S/P/N laws.

**PROCEDURE:**

1. Alpha Delta Kappa members shall not solicit fees for products or services for personal gain within Alpha Delta Kappa.
2. Advertising/soliciting on Alpha Delta Kappa web sites or in newsletters is prohibited.
3. Advertising/sales to non-members is permitted.
4. Sales/services shall be monitored to protect the non-profit status of Alpha Delta Kappa.
5. Alpha Delta Kappa members who continue to disregard the policy after being notified could have their membership terminated.

**RATIONALE:** Alpha Delta Kappa is a non-profit organization. In order to maintain that IRS status, sales for personal gain are not permitted.

**RESPONSIBILITIES:**

1. Select at least six members to serve on the S/P/N Altruistic Sales Committee.
2. Work closely with the Headquarters meeting planner and the Local Host Committee Chairman to coordinate the details of the S/P/N Altruistic Sales.
3. Reservation forms containing rules for the S/P/N Sales are mailed to the S/P/N President. Those S/P/N's wishing to reserve a table should return their application to International Headquarters by April 1. Advance reservations are required.
4. Sales times will be determined by the International President and listed in the Convention program.
5. Skirted tables will be provided by the hotel.

6. Each S/P/N will receive one (1) table to conduct sales. Assign table space to each S/P/N and identify space with the S/P/N name.
7. S/P/Ns are responsible for any signs used for their sales items.
8. No raffles are permitted.
9. The sales room will be unlocked a half hour before sales time to allow S/P/Ns to set up.
10. If additional help is needed with crowd management, etc., the Sergeant-at-Arms may assist.
11. At the close of each day's sales, check room for lost items and take these items to the Headquarters office.
12. At the close of the last day of sales, check room to see that all items have been removed.
13. The chairman prepares a brief report and submit to the Local Host Committee Chairman by August 15.

Include:        Name of committee  
                  Procedures used to carry out your responsibilities  
                  Copies of materials, scheduled, forms used  
                  Recommendations/commendations

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** MEMBERSHIP SEMINAR — PARTICIPANTS

**Page:** 1 of 1

**Version**  
**Date:** July 1989

**POLICY:** Membership Seminars will be conducted at the regional conferences and the International convention.

**PROCEDURE:** Participants at the Regional Conference Seminar and at the International Convention Seminar shall be the State/Provincial/National president, president-elect, immediate past president, and the S/P/N membership consultant. Others may be invited as needed.

The content and format for the Membership Seminar are the responsibility of the International Membership Committee.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G.C. Minutes	Motion	Nov. 17-19, 1988	p. 8

— ALPHA DELTA KAPPA —

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION CHAPLAIN

**Page:** 1 of 1

**Version**  
**Date:** November 2018

**POLICY:** The International Convention Chaplain is a special position of the International Convention.

**PROCEDURE:** SEE: The following pages for guidelines, duties and operating procedure of this position.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IC Minutes	Adopted	November 8-10, 2018	p. 4

**ALPHA DELTA KAPPA**

**ALPHA DELTA KAPPA  
INTERNATIONAL CONVENTION  
CHAPLAIN GUIDELINES**

**OPERATING PROCEDURES**

- I. The International Convention Chaplain is appointed by the International President by November following International Convention.
- II. International Convention Chaplain Duties:
  - A. Prepare and deliver thoughts for the day at International Convention as requested by the International President.
  - B. Offer suitable thoughts for the day as needed for meal functions at International Convention.
  - C. Prepare and present a memorial service for International Convention.
  - D. Submit all thoughts for International Convention to the International president by May 15 of the odd year.
  - E. Review the International website page titled Chaplain Resources and update information by April of the even-numbered year.
  - F. Provide guidance to regional chaplains in the performance of International Convention duties with regard to thoughts for the day given at the convention as requested by the International president.
- III. International Convention Chaplain's Memorial Service Responsibilities:
  - A. Select two members to assist the International Convention Chaplain in planning the Memorial Service.
  - B. Choose a theme and plan order of service.
  - C. Serve as the chairman of the International Memorial Service Committee and the International Memorial Service Assistance Committee (Local Host Committee).
  - D. Work closely with the chairman of the International Convention Music Committee to choose music to be played and sung by the choir.
  - E. Notify those who will be participating as readers or have other roles during the service (International Vice Presidents of the Regions, the International Vice President for Membership, the President of the Men's Association, and any others selected by the Chaplain). Establish a time when they will try on and choose a robe for the service.
  - F. Obtain list of names for the Omega Chapter, including names of Past State/**Provincial/National** Presidents, IC members and AΔKA members. Contact

Headquarters or the International President- Elect for contact information for S/P/N presidents in order to obtain this information. It is recommended that this request be sent to S/P/N presidents periodically throughout the biennium.

- G. Contact S/P/N presidents two months prior to the Convention and obtain the name(s) of those who will represent the S/P/N during the memorial service. Arrange for adequate reserved seating for them.
  - H. Plan stage arrangement, including use of chair covers, flowers and greens, candles, flags and Omega banner (optional).
  - I. Design the Memorial Service Program and submit the order of the memorial service for the printed program to Headquarter no later than May 15 of the convention year.
  - J. Plan for rehearsal time at the convention with the participants in the ceremony. Work with the Convention Sergeant-at-Arms on the lineup of International Chapter, family guests and others for the processional and recessional. Inform participants and S/P/N representatives of this procedure.
  - K. Arrange for the House Committee to iron or steam chair covers and robes. This needs to occur in advance; plan to have ironing boards and irons available and allow enough time for this task to be accomplished.
  - L. Set up stage prior to the service, most likely the evening before the service. Have the programs distributed at the door as people come into the room. Arrange with the Sergeant-at-Arms for signs requesting respectful silence.
  - M. Following the service, dismantle the stage.
- IV. Chaplains' Resources
- It shall be the responsibility of the International Convention Chaplain to:
- A. Review the Chaplains' Resource page on the International website.
  - B. Update the Chaplains' Resources page by April of the even-numbered year.
  - C. Contact the S/P/N and regional chaplains and request submissions for the Chaplains' Resource page.
  - D. Review all submissions to determine if they meet the criteria for inclusion on the International website.
  - E. Utilize the regional chaplains to assist with the S/P/N chaplain submissions received from their region.

V. Post International Convention Responsibilities

The Convention Chaplain prepares a brief report and submits to the Local Host Convention Chairman by August 15. It will include:

- A. Name of committee
- B. Procedures used to carry out responsibilities
- C. Copies of materials, schedules, forms used
- D. Recommendations/Commendations (including appreciation for those who assisted).

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CHAPLAIN & THE  
INTERATIONAL MEMORIAL SERVICE  
COMMITTEE

**Page:** 1 of 2

**Version**  
**Date:** MAY 2021

**POLICY:** The International Memorial Service Committee is a special committee of the International convention.

**PROCEDURE:** The International Memorial Service Committee shall consist of the International Convention Chaplain and two members selected by the International Convention Chaplain to assist in planning the Memorial Service.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IC Minutes	Motion	November 2017	p. 8
IC Meeting	Motion	May 10, 2021	P & P Comm Report

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CHAPAIN & THE  
MEMORIAL SERVICE — ALPHA DELTA  
KAPPA ASSOCIATION PARTICIPATION

**Page:** 1 of 1

**Version**  
**Date:** November 2017

**POLICY:** The president of the Alpha Delta Kappa Association will be asked to participate in the Memorial Service.

**PROCEDURE:** The Memorial Committee Chairman will invite the president of the Alpha Delta Kappa Association to participate in the Memorial Service. The Memorial Committee shall be responsible for his script.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	November 15 - 17, 1984	p. 6
IEB Minutes	Motion	November 10-12, 2017	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** MEMORIAL SERVICE —PRINTING DEADLINE

**Page:** 1 of 1

**Version  
Date:** November 2018

**POLICY:** May 15, of the International Convention year, will be recognized as the deadline for Headquarters to receive information for the printing of the Memorial Service program, including the names of new Omega Chapter members from the biennium that will conclude with the International Convention.

**PROCEDURE:** The deadline date will be published in the *KAPPAN*.

All names reported to Headquarters by May 15 of Omega Chapter members from the biennium that will conclude with the International Convention will be printed in the Memorial Service program.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IC Minutes	Adopted	November 8-10, 2018	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION —  
PROGRAM COORDINATOR

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:** The International Convention Program Coordinator is a special position of the International convention.

**PROCEDURE:** SEE: The following pages for guidelines, duties, and operating procedure of this position.

### HISTORY/AUTHORIZATION

**SOURCE**

G.C. Minutes

**ACTION**

Motion

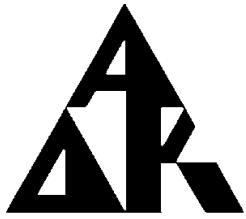
**DATE**

May 18-19, 1996

**PAGE**

p. 6

**ALPHA DELTA KAPPA**



# **ALPHA DELTA KAPPA INTERNATIONAL CONVENTION PROGRAM COORDINATOR GUIDELINES**

The International Convention Program Coordinator is a special position of the International convention.

## **OPERATING PROCEDURES**

- I. The International President names the Convention Program Coordinator prior to the International convention.
- II. International Convention Duties
  - A. Announce any changes in the printed convention program
  - B. Present the Rules of Convention to the convention body
  - C. Announce lost and found articles
  - D. Announce any special events or meetings
  - E. Announce special requests by the convention and/or standing International committees
  - F. Make any other announcements deemed essential for the good of the convention
  - G. Perform other duties as requested by the International President
- III. Time will be allocated for announcements prior to the end of each convention session.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION  
SERGEANT-AT-ARMS

**Page:** 1 of 1

**Version  
Date:** October 2021

**POLICY:** The International Convention Sergeant-at-Arms is a special position of the International Convention. The International Convention Sergeant-at-Arms may be invited to visit the International convention site, with expenses paid, one time during the biennium to plan for the International Convention.

The International Convention Sergeant-at-Arms will submit her completed expense form accompanied by supporting receipts immediately following her visit to the International Convention site.

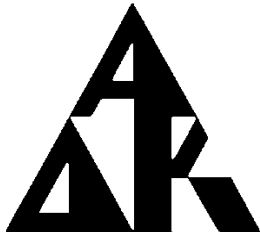
If she does not participate in a site visit, she may arrive to the International Convention one day early, for which she will be reimbursed for one hotel night and one day's meals.

### PROCEDURE:

SEE: The following pages for guidelines, duties, and operating procedure of this position .

<u>SOURCE</u>	<u>ACTION</u>	<u>HISTORY/AUTHORIZATION DATE</u>	<u>PAGE</u>
---------------	---------------	---------------------------------------	-------------

ALPHA DELTA KAPPA



# ALPHA DELTA KAPPA INTERNATIONAL CONVENTION SERGEANT-AT-ARMS GUIDELINES

The International Convention Sergeant-at-Arms is a special position of the International convention.

## OPERATING PROCEDURES

- I. The International President names the Convention Sergeant-at-Arms prior to the International convention.
- II. The International Convention Sergeant-at-Arms may be invited to visit the International Convention site, with expenses paid, one time during the biennium to plan for the International convention. If she does not participate in a site visit, she may arrive to the International Convention one day early, for which she will be reimbursed for one hotel night and one day's meals.
- III. International Convention Duties
  - a. Appoints assistant sergeants-at-arms, as needed.
  - b. Provides guidance to assistant sergeant-at-arms and pages in the performance of International convention duties that include:
    1. checking credentials of all persons admitted to the convention floor;
    2. assisting with balloting;
    3. distributing and/or collecting materials
    4. leading the International Pledge of Allegiance
  - c. Works closely with the House Committee at all sessions of the International Convention.
  - d. Arranges for, coordinates and directs assistant sergeants-at-arms and/or pages whose duties may include:
    1. checking credentials of all persons admitted to the convention.
    2. distributing and/or collecting materials
    3. serving as the official doorkeeper at the regional conference, the membership seminar and regional functions at the International convention
  - e. Works to determine the seating arrangements for meal functions and the protocol for receiving lines for convention, with the assistance of the International President.
  - f. Assists the International President, convention chairmen and committees in coordinating convention activities.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** INTERNATIONAL CONVENTION  
TIMEKEEPER-RECORDER

**Page:** 1 of 1

**Version  
Date:** May 1996

**POLICY:** The International Convention Timekeeper-Recorder is a special position of the International convention.

**PROCEDURE:** SEE: The following page for guidelines, duties, and operating procedure of this position.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G.C. Minutes	Motion	May 18-19, 1996	p. 6

**ALPHA DELTA KAPPA**



## **ALPHA DELTA KAPPA INTERNATIONAL CONVENTION TIMEKEEPER-RECORDER GUIDELINES**

The International Convention Timekeeper-Recorder is a special position of the International convention.

### **OPERATING PROCEDURES**

- I. The International Convention Timekeeper-Recorder is appointed by the International President prior to the International convention.
- II. International Convention Duties:
  - A. To be the official timekeeper
    1. Time speakers on the convention floor
    2. Signal speakers when time expires
  - B. Receive motions as directed by the Rules of Convention
  - C. Perform other duties as requested by the International President

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** JACQUELINE LOUGHEED WORLD  
UNDERSTANDING LECTURE SERIES

**Page:** 1 of 1

**Version  
Date:** Nov 14, 2008

**POLICY:** The Jacqueline Lougheed World Understanding Lecture Series is established as an ongoing series to support the world understanding efforts of Alpha Delta Kappa as it relates to world peace, health, international education, women's issues, etc.

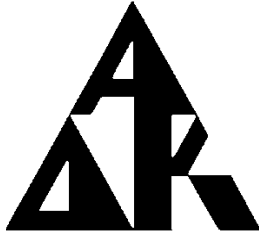
**PROCEDURE:**

1. The International President will select the speaker for her International Convention.
2. Each speaker will receive an honorarium of \$200 plus expenses covering meals and travel. If requested, one night's lodging at the convention will be included. The speaker may choose to have the honorarium go to the organization he/she represents.
3. The speaker shall receive a plaque.
4. A second plaque is maintained at Headquarters where the name of each speaker and the date are inscribed.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Meeting	Motion	May 13-14, 2005	p. 13
IEB Meeting	Motion	Nov 14-15, 2008	p. 3

**ALPHA DELTA KAPPA**



## ALPHA DELTA KAPPA INTERNATIONAL JACQUELINE LOUGHEED WORLD UNDERSTANDING LECTURE SERIES GUIDELINES

**HISTORY:** The Jacqueline Lougheed World Understanding Lecture Series was established in May 2005 as an ongoing series to feature a speaker at each International convention. Past International President Jacqueline Lougheed funded this series through annual donations and, later, a gift from her estate.

**PURPOSE:** To support the world understanding efforts of Alpha Delta Kappa as they relate to world peace, health, international education, women's issues, etc.

1. Selection of the lecturer is at the discretion of the International President.
2. The lecturer may be a non-member or member of Alpha Delta Kappa.
3. If the lecturer is a non-member of Alpha Delta Kappa, that person might be from higher education, an international organization such as the United Nations, World Health Organization, World Bank, Red Cross, or a medical or educational group serving the needs of others worldwide.
4. The lecturer will be presented with a plaque. A second plaque is maintained at International Headquarters.
5. Each lecturer will receive a \$200 honorarium plus expenses including one night's lodging at the convention. The lecturer selected will have the choice of keeping the honorarium or donating the honorarium to the organization he/she represents or to the Alpha Delta Kappa Foundation.
6. During the beginning three biennia of the Lecture Series costs for each biennium shall not exceed \$3,000.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** NEW COUNTRIES

**Page:** 1 of 1

**Version  
Date:** May 1988

**POLICY:** The delegates at the San Antonio International Convention (1979) approved a resolution to help pay expenses for convention attendance at the first convention after installation of the first chapter in a new country.

**PROCEDURE:** None

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 12 - 15, 1980	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** PARLIAMENTARIAN

**Page:** 1 of 1

**Version**  
**Date:** July 28, 2005

**POLICY:** The services of a professional registered parliamentarian shall be used by Alpha Delta Kappa.

**PROCEDURE:** The International Executive Board shall engage a registered Parliamentarian to serve when needed.

The parliamentarian may meet with the International President, the International Bylaws Committee, and the International Resolutions Committee prior to the International convention.

*NOTE: The parliamentarian may be authorized to consult with the International Bylaws Committee and International Resolutions Committee as needed during deliberations on amendments and resolutions.*

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	July 17 - 16, 1985	p. 1
G. C. Minutes	Motion	July 18 - 26, 1985	p. 3
Ex. Bd. Minutes	Motion	July 2 - 17, 1987	p. 4
G. C. Minutes	Motion	July 9 - 17, 1987	p. 7
Ex. Bd. Minutes	Motion	May 14, 1988	pp. 1 & 2
IEB Minutes	Motion	May 8-9, 2002	p. 5

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** PHOTOGRAPHY

**Page:** 1 of 1

**Version  
Date:**

**POLICY:** Photography shall be permitted at International convention.

- PROCEDURE:**
1. The Archives Committee Chairman shall consult with the International President regarding the photographer(s) at the International Convention.
  2. She can appoint sisters, if available, to assist her with taking pictures during the convention.
  3. The pictures would be posted to a site for members to use. A link from the Alpha Delta Kappa International website would be made available to members.
  4. If no member(s) is available, there may be a need to hire a professional photographer. We would be paying the photographer for taking the pictures, not for printing them, as we would expect them to be placed on a site that members could access and use.
  5. Members will be given photo (camera/video) opportunities during the convention only when announced. Otherwise a sign will be posted stating "Official Photography" during all sessions

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 12, 1992	p. 5
IEB Minutes	Motion	November 14-16, 2013	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** PRINTING

**Page:** 1 of 1

**Version**  
**Date:**

**POLICY:** All printing for International conventions will be done under the direction of Alpha Delta Kappa Headquarters.

**PROCEDURE:** None

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	Nov. 11, 1994	p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** RECEPTIONS/OPEN HOUSES  
STATES/PROVINCES/NATIONS

**Page:** 1 of 1

**Version  
Date:** March 1999

**POLICY:** At International Conventions, states/provinces/nations may hold functions within the confines of their rooms or suites

**PROCEDURE:** When the functions are planned, states/provinces/nations must take into consideration hotel policies and the comfort of other hotel guests.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	November 13 - 15, 1975	p. 7
Ex. Bd. Minutes	Consensus	November 15 - 16, 1989	p. 7
G. C. Minutes	Consensus	November 17 - 18, 1989	p. 4
Ex. Bd. Minutes	Motion	February 15, 1991	p. 1
Ex. Bd. Minutes	Motion	November 4-5, 1998	pp. 6-7

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** RELATED PROGRAMS — AΔKA

**Page:** 1 of 1

**Version**  
**Date:** May 1988

**POLICY:** Any related programs such as AΔKA shall be self-supporting.

**PROCEDURE:** None

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 14 - 15, 1986	p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** RESERVATIONS  
INTERNATIONAL CHAPTER

**Page:** 1 of 1

**Version**  
**Date:** July 1989

**POLICY:** International convention room reservations for International Chapter are made by Headquarters.

**PROCEDURE:** Headquarters will request room preference from International Chapter members, make hotel reservations and obtain confirmations

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Information	May 18 - 20, 1979	p. 5
G. C. Minutes	Adopted	July 20, 1989	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:**

INTERNATIONAL CONVENTIONS

**SECTION:**

RULES GOVERNING THE CONVENTION

**Page:** 1 of 1

**Version**  
**Date:** Aug 2006

**POLICY:**

Rules governing the International Conventions shall be written.

**PROCEDURE:**

1. Rules governing International Conventions shall be written by International chapter or by a committee appointed by the International President.
2. International Chapter shall have the authority to change the Rules Governing the Convention.
3. Rules Governing the Convention shall be adopted by the delegates at International Convention.
4. Rules Governing the Convention shall be printed in the KAPPAN and in the convention program.

**HISTORY/AUTHORIZATION****SOURCE**

IEB Minutes

**ACTION**

Motion

**DATE**

May 18-19, 2006

**PAGE**

p. 10

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** SALES

**Page:** 1 of 1

**Version**  
**Date:** November 1997

**POLICY:** Sale of items by states/provinces/nations for altruistic purposes shall be permitted at International conventions in a designated room or area during hours specified in the convention program

**PROCEDURE:** Information detailing sales procedures will be included in the convention bulletins.

All printed materials offered for sale shall be screened by the states/provinces/nations for compliance with **INTERNATIONAL BYLAWS** and **POLICIES AND PROCEDURES** before they may be sold or distributed.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	July 25, 1973	p. 2
Ex. Bd. Minutes	Motion	November 15 - 19, 1977	p. 7
Ex. Bd. Minutes	Consensus	November 18 - 21, 1981	p. 3
Ex. Bd. Minutes	Motion	July 19, 1983	p. 2
Ex. Bd. Minutes	Motion	July 29, 1977	p. 3
Ex. Bd. Minutes	Motion	November 16, 1989	p. 8

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** SPECIAL GROUPS' MEETINGS

**Page:** 1 of 1

**Version**  
**Date:** November 1990

**POLICY:** Special Groups' meetings, such as Silver Sisters, Jetaneers, All Sincers, DoDo's, etc. may meet at the International conventions.

- PROCEDURE:**
1. The function of the Special Groups' meetings shall be limited to social activities.
  2. No official business shall be conducted or money collected

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 15 - 16, 1989	p. 6
G. C. Minutes	Motion	November 16 - 17, 1990	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** INTERNATIONAL CONVENTIONS

**SECTION:** SPECIAL PRESENTATIONS

**Page:** 1 of 1

**Version**  
**Date:** November 1992

**POLICY:** Special presentations may be made at International convention.

**PROCEDURE:** A request for a special presentation to an officer or any member during International convention will be channeled through the International President.

Special presentations of interest to the general convention body may be made at general sessions. Other presentations will be channeled to the respective Regional International Vice President for her consideration if scheduling such a presentation at the Regional Luncheon is feasible.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 17 - 18, 1985	p. 4
Ex. Bd. Minutes	Motion	November 12, 1992	p. 4

**ALPHA DELTA KAPPA**

# **Chapter10**

## **Membership**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** BADGE/PIN  
INTERNATIONAL

**Page:** 1 of 1

**Version**  
**Date:** May, 2020

**POLICY:**

Members in Australia, Canada, Jamaica, Mexico and Puerto Rico may acquire either the official badge, the International pin or both.

**PROCEDURE:**

For new members the official badge or International pin is ordered from the Marketplace on the website.

**HISTORY/AUTHORIZATION**

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 20-21, 1977	p. 4
Ex. Bd. Minutes	Motion	November 14 - 15, 1987	p. 5
Ex. Bd. Minutes	Consensus	July 24, 1981	p. 3
Ex. Bd. Minutes	Consensus	November 15 - 16, 1990	p. 4
Ex. Bd. Minutes	Motion	February 15, 1991	p. 1
G. C. Minutes	Motion	November 12 - 13, 1993	p. 4
IEB Minutes	Motion	November 14-15, 2001	p. 5
IEB Minutes	Motion	May 8-9, 2002	p. 12
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** BADGE/PIN  
NEW MEMBERS

**Page:** 1 of 1

**Version**  
**Date:** July 2019

**POLICY:** New members are required to wear the official badge or International pin. However, it is not a requirement that it be purchased from International Headquarters.

**PROCEDURE:** New members may provide a check to the Chapter Membership Chairman who may order the badge from the online Marketplace.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	November, 1993	
IEB Minutes	Motion	November 14-15, 2001	p. 5, 6
IEB Minutes	Motion	November 12-14, 2015	p. 3
2019 International Convention Bylaws Amendment		July 2019	

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** BADGE  
USE OF TEMPLE CORNER

**Page:** 1 of 1

**Version**  
**Date:** July 1989

**POLICY:** The emblem of our badge, the temple corner, may be used for specific purposes.

**PROCEDURE:** The badge may be used during initiations, installation of officers and Founders' Day ceremonies, only.

The Alpha Delta Kappa crest is to be used for decorative purposes.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Motion	November 10 - 12, 1966	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** CHAPTER ORGANIZATION  
ALTERNATIVE PROGRAM

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:** The Chapter Organization Alternative Program is established to allow chapters flexibility in meeting the needs of their members.

**PROCEDURE:** See guidelines that follow.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 18, 2020	

ALPHA DELTA KAPPA



## **CHAPTER ORGANIZATION ALTERNATIVE PROGRAM**

There is currently a moratorium on the formation of Fidelis chapters. To meet the needs of some chapters and sisters seeking to form a Fidelis chapter, this program has been developed.

### **PURPOSE:**

To offer a program which would:

1. Assist chapters in meeting the needs of both retired members and those who are actively teaching;
2. Permit the chapter to remain one entity while allowing the retired members to plan alternative meeting times and programs that better meet their needs and interests.

### **OPERATING PROCEDURES:**

1. This is a voluntary project. To be considered for this program, a chapter must have a sufficient number of members so that when the group of retired sisters is formed, the portion of the chapter from which the chapter officers will come will have no fewer than twelve (12) members.
2. The retired sisters shall operate as a group within the structure of the regular chapter.
3. If chapter members are interested in the program, the chapter president shall contact Headquarters for further information. Headquarters staff shall send a packet of materials, including the application form. The chapter president and the representative of the retired group shall complete, sign and return the application form to Headquarters within thirty days from the date of contact with Headquarters.
4. Headquarters shall contact the chapter president to verify receipt of the application and grant permission to proceed with the program.
5. Headquarters shall forward an agreement form to the chapter president for both the chapter president and the representative of the retired group to sign. The signed agreement shall be returned to Headquarters within 10 days.
6. Headquarters shall send a copy of the approved application and signed agreement form to the IVP for Membership, the regional IVP, the regional membership consultant and the S/P/N president and S/P/N membership consultant.

## **GUIDELINES:**

1. Upon approval from Headquarters the retired members shall form a group within the structure of the regular chapter.
2. The retired members group shall have nine (9) meetings a year with a minimum of three (3) of the nine (9) with the chapter; however, the six (6) other meetings need not be limited to the chapter's school-year time frame.
3. One member of the retired group shall be elected by that group to serve as a liaison to the chapter's executive board.
4. The responsibilities of the elected liaison of the retired group are:
  - A. To sign the application form and agreement form;
  - B. To attend the chapter executive board meetings;
  - C. To be the liaison between the chapter and the retired members, informing them of decisions and activities of the chapter and vice versa;
  - D. To plan the meetings/programs for the year with the retired members.
5. The responsibilities of the chapter are:
  - A. To sign the application form and agreement form;
  - B. To collect and submit chapter, S/P/N and International dues and publication fees from the retired group;
  - C. Finances/Expenses shall be worked out cooperatively between the two groups;
  - D. To fill out all forms related to chapter members, including the retired group;
  - E. List the retired members in the chapter's roster;
  - F. To communicate with the retired members through the liaison, informing them of chapter events and activities;
  - G. To make all members feel welcome whenever they attend chapter meetings;
  - H. To work cooperatively with all members to promote and support Alpha Delta Kappa;
6. The responsibilities of the retired members group are:
  - A. To elect a liaison to attend the regular chapter executive board meetings;
  - B. To determine if additional officers are needed to fulfill the group's needs;
  - C. To plan meetings and programs for their group;

- D. To pay the required dues and fees to the chapter treasurer. Finances/Expenses shall be worked out cooperatively between the two groups.
- E. To work cooperatively within the entire chapter to promote and support Alpha Delta Kappa;

Accompanying documents:

- 1. Application form
- 2. Agreement form



## CHAPTER ORGANIZATION ALTERNATIVE PROGRAM AGREEMENT

(Complete and return within 10 days to Alpha Delta Kappa, 1615 W  
92nd St, Kansas City, MO 64114)

\_\_\_\_\_  
S/P/N Chapter Name

Chapter President:

\_\_\_\_\_  
First Middle Last

Address\_\_\_\_\_

City\_\_\_\_\_S/P/N\_\_\_\_\_Postal Code

Email\_\_\_\_\_Phone\_\_\_\_\_

Retired sister representative:

\_\_\_\_\_  
First Middle Last

Address\_\_\_\_\_

City\_\_\_\_\_S/P/N\_\_\_\_\_Postal Code

Email\_\_\_\_\_Phone\_\_\_\_\_

On behalf of the chapter, our signatures indicate that we will follow the Purpose, Guidelines and  
Operating Procedures established by Alpha Delta Kappa for this program.

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Retired sister representative

Date\_\_\_\_\_



## CHAPTER ORGANIZATION ALTERNATIVE PROGRAM AGREEMENT

(Complete and return within 10 days to Alpha Delta Kappa, 1615 W  
92nd St, Kansas City, MO 64114)

\_\_\_\_\_  
S/P/N

\_\_\_\_\_  
Chapter Name

Chapter President:

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

\_\_\_\_\_  
Address

\_\_\_\_\_  
City S/P/N Postal Code

\_\_\_\_\_  
Email Phone

Retired sister representative:

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

\_\_\_\_\_  
Address

\_\_\_\_\_  
City S/P/N Postal Code

\_\_\_\_\_  
Email Phone

On behalf of the chapter, our signatures indicate that we will follow the Purpose, Guidelines and  
Operating Procedures established by Alpha Delta Kappa for this program.

\_\_\_\_\_  
Chapter President

Date \_\_\_\_\_

\_\_\_\_\_  
Retired sister representative

## Questions and Answers about the Chapter Organization Alternative Program

These questions were answered by Barbara Haney, 2013-2015 International Bylaws Chairman. Barbara has served two terms as Virginia Treasurer and Virginia Financial Advisor and is a member of Virginia Mu chapter. Several years ago members of Virginia Fidelis Gamma joined Virginia Mu chapter and the Chapter Organization Alternative Program was implemented. Barbara has acted as one of the liaisons between the “day timers” and the “night timers.” Barbara stressed, **“I think the key thing that needs to be emphasized is that the day timers are a full part of the chapter but just decided to meet during the day and let the younger members take care of all of the reports and documentation at their night time meetings.”** Barbara’s responses to the questions are in italics.

1. **Will we need to include the day group meeting information on the H-114 Chapter Highlights report regarding meeting attendance, programs, altruistic activities, etc.?**

*Yes, we do turn in attendance for each meeting to the secretary and she turns it in as a part of the chapter reports. Even if you have a daytime group they are still fully a part of the chapter with all rights of membership. We vote on budget, officers, new members, etc. at our meetings. We put our programs in the chapter handbook and we put our altruistic activities into the mix. Sometimes our programs give the chapter representation in categories such as world understanding that the night timers might not have had. We do fraternity education. Our meetings are not as formal as the nighttime meetings unless we do have business to take care of. We ask someone to do the devotion/blessing as most daytime meetings are at a restaurant or in a home. For our 3 joint meetings we usually choose the September organizational meeting, the Christmas get together at a member's home and the final meeting of the year which on alternate years is installation of officers. Liaisons are installed along with the other officers. Sometimes we have two meetings a month (one of the three joint meetings plus our daytime meeting. We have a regularly scheduled meeting date but are flexible because we sometimes join with other groups, such as a woman's club, if they have a good program of interest to the daytime group. We generally do not meet in January as this is a time of travel and also because of the threat of inclement weather. One year we did not meet in January or February but met in June. Also we have had our first meeting in August. As day timers you are quite flexible in where and when you meet and do have the entire year.*

2. **Will the day group’s programs planned and meeting minutes have to be submitted for state points along with the night group meeting minutes and programs? (This is a state issue-not international-but am including it here for future planning)**

*Our minutes are included with the minutes from the nighttime meetings, as we take most of the same actions. Sometimes we do not have formal minutes as we do not have a formal business meeting (no official actions). In that case we just give the date we met, number in attendance, the program, and say that announcements were made. It is up to the nighttime group’s secretary to put it in the minutes and report.*

3. **Will altruistic records and money collected by the day group need to be submitted to the treasurer of the parent chapter?**

*Yes, you would follow all of the same procedures as the parent group for everything, including altruistic donations since you are a part of the chapter. Really the greatest difference is that the day time group does not have to file any of the reports for any activity. They just give the minutes, attendance, monies collected, etc. to the appropriate officer, or committee chairman.*

**4. Can the liaison for the day group be responsible for submitting altruistic money collected?**

*Yes, that is really part of your duties as liaison to report attendance, give minutes, report results of votes, and turn over monies collected.*

**5. Will the Altruistic chairman for the parent chapter need to include altruistic activities from the day group in the altruistic report for the parent chapter?**

*Absolutely as you are a part of the chapter, a vital part I might add. Daytimer's altruistic activities and volunteer hours benefit the whole chapter and are included on the chapter's altruistic report. Many of us attend both the day time and night time groups so do not get a vote both times!*

**6. Can the liaison for the day group assist with collecting dues and getting them to the treasurer of the parent chapter?**

*Yes, that is a big help to the chapter treasurer. Our treasurer gave me money envelopes and cards for members to fill out when they had money to turn into the chapter. I simply gave the completed envelopes to the treasurer and she handled it from there. The envelopes might contain money to pay for Founders' Day celebration, donations for a altruistic project (both cash and items), dues or anything that might be collected at the night time meeting.*

**7. When considering a quorum (for bylaws) we would like to state the quorum in terms of the night group/parent chapter (since we are considering that the day group sisters will not vote on night group issues). Are there any international regulations regarding setting of the quorum number?**

*Both day timers and night timers would vote on issues such as budget, bylaws, policies and procedures, officers, new members, etc. You are free to set the quorum (per Robert's Rules of Order) at any number you want. We consider limited members, day timers who cannot get out to night meetings and our normal attendance at nighttime meetings in setting our quorum. It does not have to be 50% plus one of your total chapter membership. It is what you set in your chapter bylaws and/or chapter policies and procedures manual.*

**8. Would we need a separate quorum for the day group?**

*No, you count in the group quorum as you have the right to vote on all issues (Bylaws, policies and procedure, budgets, officers, new members, etc. and they are added to the totals of the chapter.)*

**9. Sometimes our day timers group comes up with a suggestion on which we vote and then the liaisons take it to the night timers meeting. It is good to have two liaisons as one may not be able to attend all nighttime or daytime meetings.**



## FIDELIS CHAPTER PARTNERSHIP PROGRAM GUIDELINES

In an effort to assist Fidelis chapters with membership, International Chapter has formulated a program of procedures and guidelines for Fidelis and regular chapters to form a partnership. There are Fidelis chapters, by virtue of their membership, that lose more members per year than they gain by transfer. By partnering, the Fidelis members would be part of the regular chapter, but have their own group to plan meeting times and programs.

### **PURPOSE:**

To offer a program which would:

1. Assist a Fidelis chapter to form a partnership with an existing regular or mother chapter;
2. Permit the Fidelis chapter to become a partner with a regular chapter (non-Fidelis chapter) but still allow the Fidelis members to plan their own meeting times and events to fit their needs;
3. Encourage the cooperation between the regular chapter and the Fidelis chapter to fulfill the needs of the Fidelis members;
4. Permit continued close relationships between the two bodies, the regular chapter and the Fidelis group, thereby strengthening the overall chapter.

### **OPERATING PROCEDURES:**

1. This is a voluntary project. The regular chapter and the Fidelis chapter in the area will agree to work together in the Fidelis Partnership Program. Regular chapter's policies and procedures will be reviewed and reimbursements for Fidelis expenses will be determined.
2. The Fidelis chapter president requests from Headquarters the Fidelis Partnership Program Guidelines which include the application form. The Fidelis chapter president shall complete, sign and return the application form to Alpha Delta Kappa Headquarters.
3. Once the application is approved, Headquarters staff shall contact the Fidelis chapter president and the non-Fidelis chapter president listed on the application form.
4. Headquarters shall forward an agreement form to the president of the regular chapter for her signature and the signature of the Fidelis chapter president. The signed agreement shall be returned to Headquarters within 10 days.
5. Headquarters shall contact both chapter presidents to verify receipt of the agreement and grant permission to proceed with the program. Headquarters shall send a copy of the approved application and signed agreement to the IVP for Membership, the IVP of the region, the regional membership consultant, the S/P/N president and the S/P/N membership consultant.
6. Headquarters will transfer the names of the Fidelis members to the regular chapter's roster and the name of the Fidelis chapter will be retired.

## **GUIDELINES:**

1. Upon approval from Headquarters, the Fidelis chapter shall merge with a non-Fidelis chapter.
2. The Fidelis members shall have nine (9) meetings a year with a minimum of three (3) of the nine (9) with the regular chapter; however, the six (6) other meetings need not be within the school-year time frame.
3. One member from the Fidelis members shall be elected by that group to serve as an elected officer of the regular chapter's executive board. This could be a vice president position, the responsibility being to chair the Fidelis group.
4. The Fidelis group shall not be required to follow the International Bylaws, Article IV, Section 5c in regard to Fidelis Chapter Operations.
5. The responsibilities of the elected officer of the Fidelis group are:
  - A. To sign the application form and agreement form, indicating the Fidelis group's willingness to partner;
  - B. To attend the regular chapter's executive board meetings;
  - C. To be the liaison between the regular chapter and the Fidelis group, informing members of decisions and activities of the chapter and vice versa;
  - D. To plan, with the Fidelis members, the meetings/programs for the year.
6. The responsibilities of the regular chapter are:
  - A. To sign the application form and agreement form, indicating the regular chapter's willingness to partner;
  - B. To collect chapter, S/P/N and International dues and publication fees from the Fidelis members, and to forward to S/P/N and International the appropriate payments.
  - C. To combine all chapter resources;
  - D. To complete and submit all forms related to chapter members, including the Fidelis group;
  - E. To list the Fidelis members in the regular chapter's roster;
  - F. To communicate with the Fidelis members through the liaison or elected officer of the Fidelis group, informing them of chapter events and activities;
  - G. To make all members feel welcome whenever they attend chapter meetings;
  - H. To work cooperatively with all members to promote and support Alpha Delta Kappa.
7. The responsibilities of the Fidelis members are:
  - A. To elect a liaison to attend the regular chapter and executive board meetings;
  - B. To determine if additional officers are needed to fulfill the group's needs;
  - C. To plan meetings and programs for their group;

- D. To pay the S/P/N dues and International dues and publication fees to the regular chapter treasurer. All chapter resources will be combined.
- E. To work cooperatively with the regular chapter to promote and support Alpha Delta Kappa.

Accompanying documents:

1. Checklist for Fidelis Chapter Partnership
2. Application Form
3. Agreement Form

## CHECKLIST FOR FIDELIS CHAPTER PARTNERSHIP

Both chapter presidents please initial each item to indicate your mutual agreement to the terms listed and return a copy with your application. Please keep a copy in your permanent chapter files.

- \_\_\_\_\_ 1. Fidelis chapter and the non-Fidelis chapter will receive approval from Headquarters before merging.
- \_\_\_\_\_ 2. The Fidelis group shall have nine (9) meetings a year. A minimum of three (3) of the nine (9) meetings must be with the non-Fidelis chapter; however, the six (6) other meetings need not be within the school-year time frame.
- \_\_\_\_\_ 3. The Fidelis group shall elect one (1) Fidelis member to serve as an elected officer of the regular (NON FIDELIS) chapter's executive board (example: this could be a vice president position with the responsibility being to chair the Fidelis group).
- \_\_\_\_\_ 4. The Fidelis group shall not be required to follow the International Bylaws, Article IV, Section 5c in regard to Fidelis Chapter Operations.
- \_\_\_\_\_ 5. The regular (Non-Fidelis) chapter's policies and procedures have been discussed and agreed upon, including the handling of finances and reimbursements.

.....

### 6. A –D; The Responsibilities of the Elected Officer of the Fidelis Group

- \_\_\_\_\_ A. Sign the application form and the agreement form, indicating the Fidelis group's willingness to partner;
- \_\_\_\_\_ B. Agree to follow the guideline: the elected officer of the Fidelis group is to attend the regular (NON-FIDELIS) chapter's executive board meetings;
- \_\_\_\_\_ C. Agree to follow the guideline: To be the liaison between the regular (NON-FIDELIS) chapter and the Fidelis group, informing members of decisions and activities of the chapter and vice versa;
- \_\_\_\_\_ D. Agree to plan, with the Fidelis members, the meetings/programs for the year;

.....

### 7. A – H; The Responsibilities of the Regular Chapter

- \_\_\_\_\_ A. Sign the application form and the agreement form indicating the regular (NON-FIDELIS) chapter's willingness to partner;
- \_\_\_\_\_ B. Agree to follow guidelines: To collect chapter, S/P/N and International dues and publication fees from the Fidelis members, and to forward to S/P/N and International the appropriate payments;
- \_\_\_\_\_ C. Agree to combine all chapter resources (non-Fidelis chapter and Fidelis chapter)
- \_\_\_\_\_ D. Complete and submit all forms related to chapter members (non-Fidelis chapter and Fidelis chapter);
- \_\_\_\_\_ E. Agree to include the Fidelis members in the regular (NON-FIDELIS) chapter's roster;
- \_\_\_\_\_ F. Communicate with the Fidelis members through the liaison/elected officer of the Fidelis group, informing them of chapter events and activities;
- \_\_\_\_\_ G. Make all members feel welcome whenever they attend chapter meetings;
- \_\_\_\_\_ H. Work cooperatively with all members to promote and support Alpha Delta Kappa.
- \_\_\_\_\_ I. Include the liaison / elected officer of the Fidelis group in regular (NON-FIDELIS) chapter executive board meetings and decisions (including budget decisions).

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### 7 A – E; The Responsibilities of the Fidelis members

- \_\_\_\_\_ A. Elect a liaison to attend the regular (NON FIDELIS) chapter executive board meetings;
- \_\_\_\_\_ B. Determine if additional officers are needed to fulfill the group's needs.
- \_\_\_\_\_ C. Plan meetings and programs for their group;
- \_\_\_\_\_ D. Pay the S/P/N dues and International publication fees to the regular (NON-FIDELIS) chapter treasurer and all chapter resources have been combined.
- \_\_\_\_\_ E. Work cooperatively with the regular (NON FIDELIS) chapter to promote and support Alpha Delta Kappa.



## **FIDELIS CHAPTER PARTNERSHIP PROGRAM APPLICATION**

(Submit this completed application within thirty (30) days of receiving  
it to: Alpha Delta Kappa Headquarters, 1615 W 92nd St, Kansas City,  
MO 64114)

---

S/P/N

---

Fidelis Chapter Name

Name of Fidelis Chapter Contact Person: \_\_\_\_\_

---

First

Middle

Last

---

Address

---

City

S/P/N

Postal Code

Email \_\_\_\_\_ Phone \_\_\_\_\_

In order of preference, list the name(s) of the regular [non-Fidelis] chapter(s) in your area  
with which you would like to partner:

Explain why your chapter would like to be considered for the Fidelis Partnership Program:



## FIDELIS PARTNERSHIP PROGRAM AGREEMENT

(Complete and return within 10 days to Alpha Delta Kappa,  
1615 W 92nd St, Kansas City, MO 64114)

---

S/P/N

---

Fidelis Chapter Name

Name of Fidelis Chapter Contact Person:

---

First

Middle

Last

---

Address

---

City

S/P/N

Postal Code

Email \_\_\_\_\_ Phone \_\_\_\_\_

S/P/N \_\_\_\_\_ Regular Chapter Name \_\_\_\_\_

Name of Regular Chapter Contact Person:

---

First

Middle

Last

---

Address

---

City

S/P/N

Postal Code

Email \_\_\_\_\_ Phone \_\_\_\_\_

On behalf of the chapter, our signatures indicate that we will follow the Purpose, Guidelines and Operating Procedures established by Alpha Delta Kappa for the Fidelis Partnership Program.

---

Fidelis Chapter Representative

---

Regular Chapter Representative

---

Date

# MERGING CHAPTERS GUIDELINES

**Purpose:** Two or more chapters may merge into one chapter when one or more of the chapters has exhausted all possible strategies for membership growth and viability.

1. This is a voluntary process.
2. The leadership of the chapters will discuss the issue with their respective members during which time concerns and benefits will be shared.
3. A majority of all members of the chapters must vote in favor of proceeding with the application process.
4. A chapter representative will contact Headquarters to request an application.
5. The chapters can meet together after the application process begins with each chapter retaining its own identity and responsibilities.
6. The chapters will decide which name to retain and which to retire.
7. Once the application is approved, the Headquarters staff will notify the chapter presidents and the S/P/N president.
8. The merged chapter elects officers for the remainder of the biennium and notifies Headquarters and the S/P/N president.
9. All chapter resources will be combined.

# MERGING CHAPTERS APPLICATION

(Complete and return within 30 days to Alpha Delta Kappa,  
1615 W 92nd St, Kansas City, MO 64114)

---

S/P/N \_\_\_\_\_ Chapter Name to be Retained \_\_\_\_\_ Chapter Name to be Retired \_\_\_\_\_

1. President of \_\_\_\_\_ (Name to be Retained) Chapter:

---

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ S/P/N \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

2. President of \_\_\_\_\_ (Name to be Retained) Chapter:

---

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ S/P/N \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

On behalf of the chapter, our signatures indicate our members have voted to  
merge.

---

Chapter President

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Chapter President

Date \_\_\_\_\_

# MERGED CHAPTER REPORT OF OFFICERS

(Complete and return immediately following election to Alpha Delta Kappa,  
1615 W 92nd St, Kansas City, MO 64114)

\_\_\_\_\_  
S/P/N

\_\_\_\_\_  
Merged Chapter Name

1. Chapter President: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ S/P/N \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

2. Chapter President-Elect: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ S/P/N \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

3. Chapter Treasurer: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ S/P/N \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

4. Chapter Membership Chairman: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ S/P/N \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** CITY SIGN

**Page:** 1 of 2

**Version  
Date:** November 2019

**POLICY:** A design for an Alpha Delta Kappa City Sign is available upon request from Headquarters.

- PROCEDURE:**
1. An Alpha Delta Kappa City Sign may be placed at the entrance of a community where Alpha Delta Kappa chapters are located.
  2. The approved design for a city sign will be kept on file at Headquarters and made available upon request.
  3. No changes to the design may be made without the approval of the International Executive Board.
  4. The background color will be white with black or purple lettering.
  5. Purchase and placement of a city sign would be a local decision, made by the group initiating the project in consultation with and with the approval of municipal authorities.
  6. The sign must be weather resistant and meet all ordinances and regulations of the local governing body.
  7. The printed phrase, "International Honorary Organization for Women Educators," shall be available in English, English/French and Spanish.

SEE: Copy of sign on next page.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	November 10-11, 1999	p. 8
IEB Minutes	Motion	May 10-11, 2000	p. 10
IEB Minutes	Motion	November 14-15, 2001	p. 7
IEB Minutes	Motion	November 8-9, 2019	p.6-7

**ALPHA DELTA KAPPA**

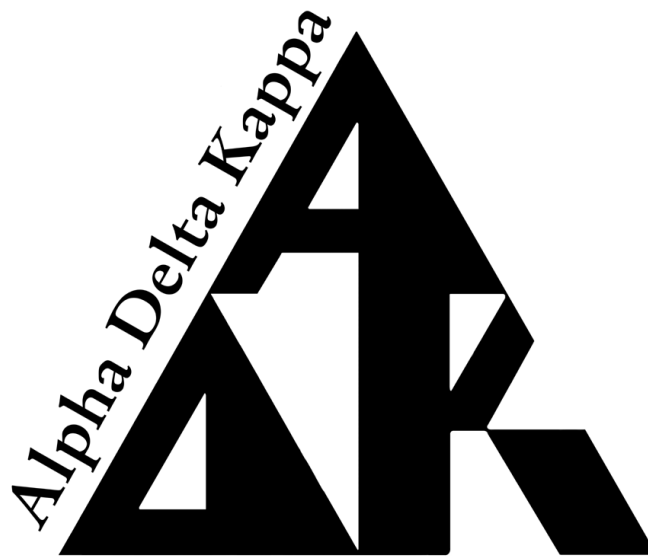
INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** CITY SIGN

**Page:** 2 of 2

**Version**  
**Date:** April 3, 2002



*International Honorary Organization  
for Women Educators*

**SOURCE**

**HISTORY/AUTHORIZATION**  
**ACTION**

**DATE**

**PAGE**

**ALPHA DELTA KAPPA**



## Alpha Delta Kappa City Sign Guidelines

- An Alpha Delta Kappa City Sign may be placed at the entrance of a community where Alpha Delta Kappa chapters are located.
- The approved design for a city sign will be kept on file at Headquarters and made available upon request.
- No changes to the design may be made without the approval of the International Executive Board.
- The size of the sign shall be at least 12 inches wide and 18 inches high (30 centimeters wide and 45 centimeters high).
- The background color will be white with black or purple lettering.
- Purchase and placement of a city sign would be a local decision, made by the group initiating the project.
- The sign must be weather resistant and meet all ordinances and regulations of the local governing body.
- The printed phrase, "International Honorary Organization for Women Educators," shall be available in English, English/French and Spanish.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** DISASTER FUND for SISTERS IN NEED

**Page:** 1 of 1

**Version  
Date:** November 2017

**POLICY:**

The Alpha Delta Kappa Disaster Fund is available to help sisters meet needs following a natural disaster: earthquake, flood, tornado, hurricane, etc.

**PROCEDURE:**

Information regarding the disaster and a request to meet specific needs of the members involved should be relayed to International Headquarters. The Executive Director, after consultation with the International Executive Board Chairman and/or International President shall send the appropriate funds to the individual or to the state, province, nation or chapter officer for distribution where needed.

Alpha Delta Kappa badges lost due to a natural disaster shall be replaced at no cost to the members.

Headquarters will maintain a badge bank to replace badges lost by members through natural disaster.

Badges will be replaced from the bank as long as supplies last.

Members may donate badges to the bank.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 14 - 15, 1990	p. 5
Ex. Bd. Minutes	Motion	November 10-12, 2017	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** INSURANCE  
MEMBERS

**Page:** 1 of 1

**Version**  
**Date:** November 1988

**POLICY:** Alpha Delta Kappa shall carry insurance to protect its members.

Liability insurance protecting all members and chapters in all countries is carried.

Any International Officer conducting Alpha Delta Kappa business is covered by liability insurance.

An Umbrella Liability Policy is also carried.

**PROCEDURE:** Details of these policies are available from Headquarters.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Information	November 15 - 19, 1977	p. 2
Ex. Bd. Minutes	Motion	May 17 - 20, 1978	p. 3
Ex. Bd. Minutes	Motion	May 14 - 17, 1980	p. 3
Ex. Bd. Minutes	Motion	November 16, 1988	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** LIMITED STATUS REQUIREMENTS

**Page:** 1 of 1

**Version**  
**Date:** May 2013

### POLICY:

Limited status is intended for a member with permanent physical or mental challenges that prevent her from participating in chapter activities.

### PROCEDURE:

1. If caring for an ill or incapacitated family member prevents a member from participating in chapter activities, Limited status does not apply. It is recommended that the member apply for Active on Leave status.
2. If member is experiencing financial concerns, Limited status does not apply. Chapters are encouraged to cooperatively support members who are experiencing financial difficulties.
3. Limited status is considered to be permanent (in effect until the member joins Omega Chapter).
4. A member must not have an outstanding dues balance to be considered for Limited status.
5. If a chapter determines that it is no longer feasible for a member to receive Alpha Delta Kappa publications, Headquarters should be notified so that publications may be stopped.

### RATIONALE:

Sometimes it is difficult for Headquarters staff to determine and approve Limited status for members based on information the chapter provides. It is also difficult for chapters to know if Limited membership is what is needed in a particular situation. These additional guidelines should help staff and chapters.

<b><u>SOURCE</u></b>	<b><u>HISTORY/AUTHORIZATION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	<b><u>ACTION</u></b>	May 17-18, 2013	

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** LONGEVITY OF MEMBERSHIP—  
DETERMINATION

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:** The total number of years of membership is determined by combining the years of previous membership (before resigning) with the current number of years of membership. Reinstated members may not purchase their previous years of non-membership.

**PROCEDURE:**

1. Longevity of membership is determined by fulfilling the requirements of membership.
2. Years of service may not be purchased to achieve violet, silver, sapphire, golden, diamond or platinum sister membership status.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:**

NEW CHAPTER — CHARTER & INSTALLATION

**Page:** 1 of 1

**Version  
Date:** May 2020

**POLICY:** Headquarters will pay specified expenses, up to \$350, for the installation of a charter chapter.

- PROCEDURE:**
1. Obtain approval from Headquarters for any special arrangements for catering.
  2. Submit receipts with Installation Report H-108 for any/all of the following items:
    - a. Rent, if required, for room for initiation.
    - b. Reception costs, paying only for the new prospective members and the initiation team of five (5) persons.
    - c. Flowers, a small table centerpiece, \$25 maximum.
    - d. One or more hotel rooms for five members of the installing team, when necessary to stay overnight.
    - e. Candles, \$10 maximum.
    - f. Mileage at the current organizational reimbursement rate, parking, necessary tips, and tolls for one car of installing team.
  3. All additional expenses are the responsibility of the state/province/nation or the installing chapter.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	July 16, 1993	p. 3
Ex. Bd. Minutes	Motion	May 11, 1994	p. 3
IEB Minutes	Motion	Nov. 9-10, 2007	p. 4
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** NEW CHAPTER — INTERNATIONAL  
EXPANSION CHARTER AND  
INSTALLATION

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:** Headquarters will pay specified expenses for expansion efforts and the installation of the charter chapters at International sites. Funds for such expenses will be from the International Expansion Fund.

**PROCEDURE:**

1. Submit receipts with International Expansion Expense Voucher H-110 for any or all of the following items:
  - a. Pre-Planning trips to targeted area
  - b. Informational meeting expenses
  - c. Installation (not to exceed \$350) expenses
    - meeting room rental, if required
    - refreshments (for new members and initiation team of five members; others in attendance pay a per person cost)
    - flowers, candles and supplies (not to exceed \$50)
    - One or more hotel rooms for five members of the installing team, when necessary to stay overnight.
    - Mileage at the current organizational reimbursement rate, parking, necessary tips, and tolls for one car of installing team.
2. Expenses should be reported in U. S. funds.
3. All additional expenses are the responsibility of the state/province/nation or the installing chapter.

SEE: International Expansion Committee Guidelines  
Expansion Plan Outline  
Success Indicators for International Expansion  
Forms H-109, H-110

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	November 14-15, 2001	p. 6
IEB Minutes	Motion	Nov 9-10, 2007	p. 4
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**



# INTERNATIONAL EXPANSION COMMITTEE GUIDELINES

The International Expansion Committee is an ad hoc committee of the Alpha Delta Kappa Executive Board.

## **Operating Procedures**

1. The Executive Board Chairman shall name the committee and its chairman.
2. The committee shall review the action of the delegates to the 1995 International Convention, the results of the 1995-1997 International Chapter study and the November 1996 International Chapter action regarding international expansion.
3. The committee shall determine targeted areas upon approval of the Executive Board.
4. The committee shall identify and recruit sisters with outstanding leadership and personal skills who reside in the United States to act as a liaison and expansion leaders who reside in the targeted area to assist in the geographic areas identified for expansion.
5. The committee shall recommend strategies for exploring the feasibility of expansion in targeted areas.
6. The nation or province requests approval to establish possible chapters by notifying Headquarters/International Expansion Committee chairman.
7. The Committee authorizes or denies the request.
8. If authorized, Headquarters will be directed to send the International Expansion Plan Outline and the list of "Success Indicators" to the designated expansion leaders.
9. The outline form is completed and returned to Headquarters.
10. Headquarters mails/faxes/e-mails completed form to the Committee members.
11. The chairman requests feedback (approval or disapproval) from Committee members within two to three days.
12. The chairman notifies Headquarters and expansion leaders of Committee's decision.
13. Headquarters sends pledging supplies to the expansion leaders.
14. When paid applications are received by Headquarters, a new chapter packet, which includes Form H-109, Report of New International Chapter Installed and Form H-110, International Expansion Expense Voucher, will be sent.
15. The Committee authorizes expenses incurred by expansion leaders during the expansion process (Form H-110). Policy prohibits reimbursement of expenses for alcoholic beverages.
16. The International Representative will travel to the new chapter site at the time of installation or provincial/national convention, whichever is applicable or according to time schedule involved.
17. Follow-up visits would be on a case-by-case basis, with approval from the Executive Board.
18. Mentoring and support of the newly developed chapter is of the utmost importance, both by the expansion leader(s) and any chapters that may be in the vicinity.
19. It is important that the expansion leader(s) and liaison communicate with each other.
20. International expansion is funded by the International Expansion Fund.

Forms that are necessary during the expansion process are:

International Expansion Outline Form  
List of Success Indicators  
Forms H-109 and H-110



## INTERNATIONAL EXPANSION PLAN OUTLINE

**(Note: Complete one plan per targeted location.)**

- A. Date of Completion of This Plan: \_\_\_\_\_
- B. Name/Address/Phone Number/E-Mail of Person Completing This Plan: \_\_\_\_\_  
\_\_\_\_\_
- C. Targeted Location: \_\_\_\_\_
- D. P/N Expansion Leader(s)
1. Names, Titles \_\_\_\_\_  
\_\_\_\_\_
  2. Addresses/Phone Numbers/E-Mail Addresses \_\_\_\_\_  
\_\_\_\_\_
- E. International Expansion Liaison(s)
1. Names, Titles \_\_\_\_\_  
\_\_\_\_\_
  2. Addresses/Phone Numbers/E-Mail Addresses \_\_\_\_\_  
\_\_\_\_\_
- F. Data on Targeted Location:
1. Number of educators in the targeted location: \_\_\_\_\_
  2. Growth potential in the location: \_\_\_\_\_
  3. Distance/accessibility to nearest chapter: \_\_\_\_\_
  4. Average size of chapters in the targeted location: \_\_\_\_\_
  5. Names of chapters that can assist: \_\_\_\_\_
  6. Kind of continuing support that could be given: \_\_\_\_\_
- G. Funding (U.S. currency)
1. For P/N Expansion Leader(s)
    - a. Number of trips to targeted area: \_\_\_\_\_
    - b. Projected cost of the trips: \_\_\_\_\_
    - c. Other Costs
      - (1) Telephone: \_\_\_\_\_
      - (2) Postage: \_\_\_\_\_
      - (3) Informational Meeting: \_\_\_\_\_
      - (4) Installation: \_\_\_\_\_
  2. For Expansion Liaison
    - a. Number of trips to targeted area: \_\_\_\_\_
    - b. Projected cost of the trips: \_\_\_\_\_
    - c. Other Costs: \_\_\_\_\_
  3. Total projected cost for establishing chapter: \_\_\_\_\_

H. Describe initial strategies to be taken:

1. Who \_\_\_\_\_  
\_\_\_\_\_
2. What \_\_\_\_\_  
\_\_\_\_\_
3. When \_\_\_\_\_  
\_\_\_\_\_
4. Where \_\_\_\_\_  
\_\_\_\_\_
5. How \_\_\_\_\_  
\_\_\_\_\_

I. Describe follow-up strategies to be taken:

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J. Provide a timetable for the initiative:

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K. Describe the ultimate goal for this initiative:

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**OUR GOAL IS TO ESTABLISH A CHAPTER LOCATED IN \_\_\_\_\_, BY \_\_\_\_\_**  
**WITH THE FOLLOWING NUMBER OF MEMBERS \_\_\_\_\_**



# ALPHA DELTA KAPPA

## SUCCESS INDICATORS FOR INTERNATIONAL EXPANSION\*

1. Develop a long range strategic plan for Alpha Delta Kappa International expansion.
2. Provide continuous contacts, monitoring and mentoring to international sisters until it is determined that they are mature within Alpha Delta Kappa.
3. Understand and accept cultural and societal differences and allow for a national identity to emerge at international sites.
4. Provide continuous fiscal support.
5. Assure geographical proximity to other sisters.
6. Have more than one chapter in any governmental unit and cluster chapters.
7. Provide fraternity education so that the goals and expectations of Alpha Delta Kappa are understood.
8. Assess whether there is a degree of commonality in educational goals.
9. Use common language.
10. Provide additional assistance to international members in recruiting new members, maintaining chapters, attending regional and International meetings and handling required reporting.

*\*(Developed from the 1995 - 1997 International Chapter and International Executive Board Study Report.)*

**Mail Promptly As Follows:**  
Complete and return to AΔK  
Headquarters, 1615 W. 92nd St., Kansas  
City, Missouri, 64114, immediately  
following installation.

# ALPHA DELTA KAPPA

International Honorary Organization  
for Women Educators

## REPORT OF NEW INTERNATIONAL CHAPTER INSTALLED

New Chapter \_\_\_\_\_  
State/Province/Nation \_\_\_\_\_ City/County \_\_\_\_\_

Sponsoring Chapter \_\_\_\_\_  
State/Province/Nation \_\_\_\_\_ City/County \_\_\_\_\_

Number Initiated \_\_\_\_\_ Installation Date \_\_\_\_\_

### LIST NAMES OF THOSE INITIATED IN ALPHABETICAL ORDER

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is this your complete list of Charter Members? Yes \_\_\_\_\_ No \_\_\_\_\_

### OFFICER NAMES

President \_\_\_\_\_

Corresponding Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Membership Chairman \_\_\_\_\_

SIGNATURE OF SPONSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE/PROVINCE/NATION, ZIP/PO CODE \_\_\_\_\_

Attach all receipts and mail to:  
Alpha Delta Kappa Headquarters  
1615 West 92nd Street  
Kansas City, MO 64114



**ALPHA DELTA KAPPA**  
**International Expansion**  
**Expense Voucher**

## PRE-PLANNING

Other

Non-U.S. Funds	U.S. Funds
<p>1. <b>Investment Objective:</b> The fund seeks to provide long-term capital appreciation by investing in a diversified portfolio of equity securities of non-U.S. companies.</p> <p>2. <b>Investment Strategy:</b> The fund will invest primarily in equity securities of non-U.S. companies, with a focus on companies with strong growth potential. The fund may also invest in debt securities, derivatives, and other instruments as deemed appropriate by the investment manager.</p> <p>3. <b>Geographic Focus:</b> The fund will invest in equity securities of companies located in various non-U.S. countries, with no restriction on the specific countries or regions.</p> <p>4. <b>Asset Allocation:</b> The fund's portfolio will be primarily composed of equity securities, with a target allocation of 80-100% to equity securities and 0-20% to debt securities, cash, and other instruments.</p> <p>5. <b>Risk Factors:</b> The fund is subject to the risks associated with investing in non-U.S. equity securities, including currency fluctuations, political and economic instability, and market volatility.</p>	<p>1. <b>Investment Objective:</b> The fund seeks to provide long-term capital appreciation by investing in a diversified portfolio of equity securities of U.S. companies.</p> <p>2. <b>Investment Strategy:</b> The fund will invest primarily in equity securities of U.S. companies, with a focus on companies with strong growth potential. The fund may also invest in debt securities, derivatives, and other instruments as deemed appropriate by the investment manager.</p> <p>3. <b>Geographic Focus:</b> The fund will invest in equity securities of companies located in the United States.</p> <p>4. <b>Asset Allocation:</b> The fund's portfolio will be primarily composed of equity securities, with a target allocation of 80-100% to equity securities and 0-20% to debt securities, cash, and other instruments.</p> <p>5. <b>Risk Factors:</b> The fund is subject to the risks associated with investing in U.S. equity securities, including market volatility and economic downturns.</p>

	<b>Non-U.S. Funds</b>	<b>U.S. Funds</b>
Subtotal:		

Other


Subtotal: \_\_\_\_\_

Refreshments (for new members and initiation team of five members. Others in attendance pay a per person cost.)

Subtotal: \_\_\_\_\_

room(s) for one night (*Submit hotel bill.*) Mileage, 30¢ per mile for one car, parking, tips and tolls.


Subtotal: \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

Chapter Location \_\_\_\_\_

***Policy prohibits reimbursement of expenses for alcoholic beverages.***

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** RECOGNITION PROGRAMS — LONGEVITY  
10, 25, 35, 50,60, and 70 Years

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:** The following Recognition Programs are established to recognize a member who has been in Alpha Delta Kappa for the designated number of years or more, not necessarily consecutively.

**PROCEDURE:** 10 Years—Violet Sisters  
25 Years—Silver Sisters  
35 Years—Sapphire Sisters  
50 Years—Golden Sisters  
60 Years—Diamond Sisters  
70 Years—Platinum Sisters

1. Headquarters issues a special designation certificate to members upon their eligibility.
2. The certificate is signed by the Executive Director .
3. Recognition guards/pins and charms are available for purchase from Headquarters.
4. The names of new Gold, Diamond and Platinum Sisters are printed in the KAPPAN annually.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	November 24-14, 2015	p. 3
IEB Minutes	Motion	May 14, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** RECOGNITION PROGRAM  
OMEGA CHAPTER - FORMER MEMBERS

**Page:** 1 of 1

**Version**  
**Date:** April 9, 2002

**POLICY:** Once an Alpha Delta Kappa, always an Alpha Delta Kappa. Agnes Shipman Robertson.

**PROCEDURE:**

If a family member or a chapter requests that a former member be honored when she joins the Omega Chapter, she will be honored in the S/P/N, Regional, or International Memorial Service and the KAPPAN.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	November 14-15, 2001	p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** RECOGNITION PROGRAM  
OMEGA MEMORIAL MARKER

**Page:** 1 of 2

**Version  
Date:** May 2020

**POLICY:** An Omega Memorial Marker Program is established to recognize sisters who have joined the Omega Chapter.

- PROCEDURE:**
1. Alpha Delta Kappa sells an official Omega Memorial Marker through its fraternal jewelry department, one for use on the grave stone and one for use with columbaria and urns.
  2. The purpose of the Marker is to recognize and honor members who have joined Omega Chapter.
  3. The following guidelines have been established for the use of the marker:
    - A. The Omega Memorial Marker may be used solely on a burial marker or in a memorial service.
    - B. It must be purchased from the fraternal jewelry department and may not be reproduced in any form.

See: Picture of marker on next page

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 12, 1999	p. 7
IEB Minutes	Motion	Nov. 14-15, 2001	p. 6
IEB Minutes	Motion	Nov. 13-14, 2003	p. 11, 12
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**

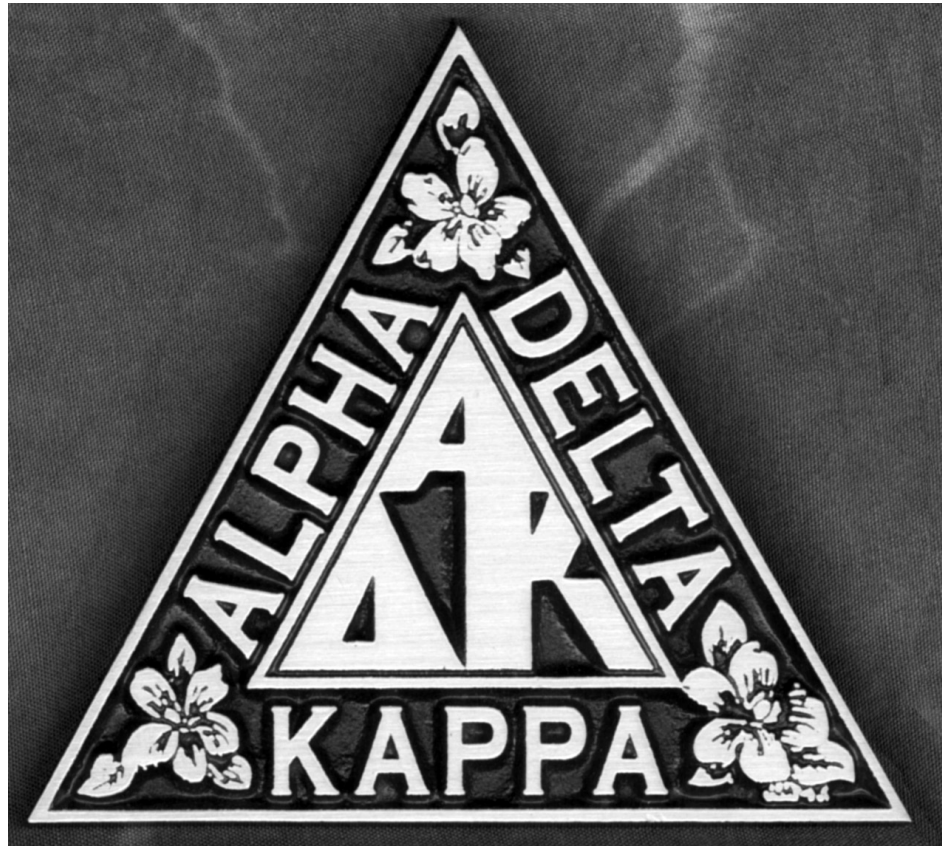
INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** RECOGNITION PROGRAM  
OMEGA MEMORIAL MARKER

**Page:** 2 of 2

**Version**  
**Date:** February 26, 2002



<u>SOURCE</u>	<u>ACTION</u>	<u>HISTORY/AUTHORIZATION</u> <u>DATE</u>	<u>PAGE</u>
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ALPHA DELTA KAPPA

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** SOLICITATION/ADVERTISEMENT FOR  
PRODUCTS/SALES/SERVICES

**Page:** 1 of 1

**Version  
Date:** Aug 2006

**POLICY:** Alpha Delta Kappa members may advertise and/or sell products/services at conferences, S/P/N conventions, International conventions, and other meetings. All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes, leadership development and/or scholarships. Raffles would be permitted if conducted in accordance with local and S/P/N laws.

**PROCEDURE:**

1. Alpha Delta Kappa members shall not solicit fees for products or services for personal gain within the organization.
2. Advertising/soliciting on Alpha Delta Kappa websites or in newsletters is prohibited.
3. Advertising/sales to non-members is permitted.
4. Sales/services shall be monitored to protect the non-profit status of Alpha Delta Kappa.
5. Alpha Delta Kappa members who continue to disregard the policy after being notified could have their membership terminated.

This policy and the accompanying document, "Procedure for Monitoring Solicitation/Advertisement for Products/Sales/Services Policy" shall be placed in the IVP Guidelines, the International Convention Guidelines, the regional conference model and the S/P/N convention model.

**RATIONALE:**

Alpha Delta Kappa is a non-profit organization. In order to maintain that IRS status, sales for personal gain are not permitted.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	November 15-16, 2000	p. 6
IEB Minutes	Motion	November 14-15, 2001	p. 8, 14
IEB Minutes	Motion	May 8-9, 2002	p. 6
IEB Minutes	Motion	November 13-14, 2002	p. 5
IEB Minutes	Motion	November 12, 2004	p. 5
IEB Minutes	Motion	May 18-19, 2006	p.9

**ALPHA DELTA KAPPA**

# PROCEDURE FOR MONITORING SOLICITATION/ADVERTISEMENT FOR PRODUCTS/SALES/SERVICES POLICY

## INTERNATIONAL

1. International sales chairman becomes aware of a problem.
2. She contacts the President of the International Council of Presidents and the president of that member's S/P/N and together they approach the member with the policy in hand. They discuss and document the situation with the member. All parties involved sign the documentation.
3. If the member does not comply with the policy, a second warning is given by the same group as mentioned above. They discuss and document the situation with the member. All parties involved sign the documentation.
4. Documentation is given to an International Executive Board member designated by the International Executive Board Chairman.
5. The documentation is given to the International Executive Board Chairman, who in turn notifies the International Vice President of the member's region.

## REGIONAL

1. Regional sales chairman becomes aware of a problem.
2. She contacts that member's S/P/N president and the International Executive Board representative, and together they approach the member with the policy in hand. They discuss and document the situation with the member. All parties involved sign the documentation.
3. If the member does not comply with the policy, a second warning is given by the regional sales chairman, the member's S/P/N president, International Executive Board representative, the International Vice President of her region and the International President together. They discuss and document the situation with the member. All parties involved sign the documentation.
4. The International Executive Board representative forwards documentation to the International Executive Board Chairman.

## STATE/PROVINCE/NATION

1. The sales chairman becomes aware of a problem.
2. She contacts the president of the Chapter Presidents' Council, the member's chapter president and the International Chapter representative, and together they approach the member with the policy in hand. The discuss and document the situation with the member. All parties involved sign the documentation.
3. If the member does not comply with the policy, a second warning is given by the sales chairman, the president of the Chapter Presidents' Council, the member's chapter president, the International Chapter representative and the S/P/N president together. They discuss and document the situation with the member. All parties involved sign the documentation.
4. The International Chapter representative forwards documentation to the International Executive Board Chairman, who in turn notifies the International Vice President of the member's region if she is not in attendance.
5. Should a situation occur of District/City/Area Councils, the above procedure should be mirrored.

## GENERAL STATEMENTS THAT APPLY TO EACH LEVEL:

1. If the member complies with policy after the first discussion, a letter from the International Executive Board Chairman will be sent to the member. The letter will thank the member for adhering to Alpha Delta Kappa policy and protecting our non-profit status.
2. If the member complies with policy only after the second discussion, the International Executive Board Chairman will send a letter of reprimand reminding her that compliance with the policy is necessary to maintain Alpha Delta Kappa's non-profit status with the Internal Revenue Service.
3. If the member still does not comply with the policy, the matter will be brought before International Chapter at their next meeting.
4. Copies of all documentation and communications with the member will be sent to the Executive Director.



# NON-COMPLIANCE OF SALES POLICY REPORT

PLACE

EVENT

MEMBER'S NAME

S/P/N

CHAPTER

ADDRESS

DATE

**Describe non-compliance of sales policy:**

**Report of discussion with member. (1<sup>st</sup> discussion/2<sup>nd</sup> discussion)**

MEMBER

DATE

SIGNATURE

POSITION

DATE

SIGNATURE

POSITION

DATE

SIGNATURE

POSITION

DATE

SIGNATURE

POSITION

DATE

SIGNATURE

POSITION

DATE

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** MEMBERSHIP

**SECTION:** SPECIALIZED FIELD OF EDUCATION STATUS

**Page:** 1 of 1

**Version**  
**Date:** May 2020

**POLICY:** A prospective member in a Specialized Field of Education may be considered with qualifications

**PROCEDURE:** An active member in a specialized field of education:

1. Shall be employed under contract in some specialized field of education.
  - (1) Specialized fields of education may include:
    - Guidance Counselor
    - Physical Therapist
    - Occupational Therapist
    - School Psychologist
    - School Social Worker
    - Speech and Hearing Practitioner/Educator
    - Orientation and Mobility Specialist
    - School Nurse (Registered Nurse)
    - Community College/College/University Faculty
    - Instructional Technology Teacher
    - Media Specialist/Librarian
    - Vocational/Occupational Teacher
    - Career/Technical Education Teacher
    - Audiologist
2. Shall meet one (1) of the following requirements:
  - (1) Shall have graduated from an accredited college or university with a degree in the specialized field.
  - (2) Shall, in the United States, have met the requirements for certification in a specialized field of education or specialty, in the state in which she is employed.
  - (3) Shall, in a country other than the United States, have met the requirements for certification in a specialized field of education or specialty, in the country in which she is employed.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 18-19, 2018	p. 5
IEB Minutes	Motion	November 8-9,	p.6-7
IEB Minutes	Motion	2019	
		May 18, 2020	

**ALPHA DELTA KAPPA**

# **Chapter 11**

## **Publications**



# Alpha Delta Kappa International Style Sheet

## INTERNATIONAL

### Abbreviations

*Always capitalize*  
AΔK (Alpha Delta Kappa)  
AΔKA (Alpha Delta Kappa Association)  
ITE (International Teacher Education)  
S/P/N (state/province/nation)  
ICP (International Council of Presidents)  
IVP (International Vice President)

### Capitalization

*Capitalize these when part of a formal title of a committee, etc.*  
biennium, Committee To Propose a Theme for the 2007-2009 Biennium resolutions, Resolution 1

*Always capitalize*  
Fine Arts Grants  
Silver Sister  
Heritage Society  
Hall of Benefactors  
Board — in reference to Executive Board: *the Board room*  
Founders  
Founders' Day  
Alpha Delta Kappa Foundation  
Foundation  
Fidelis

*Never capitalize*  
Alpha Delta Kappa sister  
initiation ceremony  
installation of officers

### Committees

*Capitalize International boards & committees when referring to a specific one.*  
special International committee  
standing International committee  
International Bylaws Committee  
Regional Scholarship Committee  
International committees (in general)  
International Teacher Education Board  
the Board (referring to ITE, or any specific, Board)  
International boards (in general)

### Events

AΔK-ITE Weekend  
(cultural and educational roundtable discussions)  
International conventions  
2019 International Convention  
Rules of Convention  
convention programs (in general)  
2019 Convention program  
(All of the) International convention proceedings  
2017 Convention Proceedings  
The first issue of *Convention Action*  
assistant sergeant(s)-at-arms (at convention)  
International Chapter/Executive Board meetings  
November 2018 International Chapter/Executive Board Meeting  
ITE Board meetings  
November 2018 ITE Board Meeting

### Publications

**KAPPAN**  
Bylaws  
International Bylaws, Amended 2017 Handbook  
International Executive Board/  
International Chapter Policies & Procedures Manuals  
Ceremonies  
brochures  
ITE brochure  
*Capitalize other International titles when they precede the person's name with no comma.*  
Jane Doe, Regional Professional Development Scholarship Committee chairman  
Regional Professional Development Scholarship Committee Chairman  
Jane Doe  
Jane Doe, International Candidate Qualifications Committee chairman  
International Candidate Qualifications Committee Chairman  
Jane Doe

### Titles

*Capitalize all International Chapter titles, past and present.*  
Past International Vice President  
International Vice President  
International Executive Board Chairman  
International Executive Board Member  
International President  
International President-Elect  
International Executive Board Sergeant-at-Arms, Chaplain  
Past International Executive Board Chairman (Chairmen), Immediate Past International Executive Board Chairman  
Past International President(s), Immediate Past International President  
Executive Director  
International Executive Board Member (because it is part of her title)  
*International Chapter Member Jane Doe, but Jane Doe, International Chapter member* (because it is not part of her title)  
"International Officer(s)," but "International office"

### Punctuation

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series (apples, oranges, bananas and pears).

**"AΔK"**  
**NOT**  
**"ADK"**

## INTERNATIONAL

Always capitalize **Headquarters** in reference to Alpha Delta Kappa International Headquarters in Kansas City, Missouri, U.S.A.: “Order chapter supplies from Headquarters.”

The term “**International**” should be capitalized when it refers to the International level of Alpha Delta Kappa and lowercased when it could be used interchangeably with “global.”

International membership consultants

International themes

International altruistic projects

international, i.e.: Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding.

International, i.e.: It’s the first time that a national Teacher of the Year has presented a keynote to International.

## REGIONS, S/P/Ns & CHAPTERS

*Hawaii Lambda Chapter, but Hawaii chapters*

*Southeast Region, but the southern regions*

*Minnesota Alpha Delta Kappa, but Alpha Delta Kappa in Minnesota state.*

S/P/N executive boards

Missouri State Executive Board

chapter executive boards

Missouri Alpha Chapter Executive Board

### **Committees**

*Don’t capitalize regional, S/P/N and chapter committee names*

state, provincial or national bylaws committee

chapter bylaws committee

### **Events**

*Capitalize regional, S/P/N and chapter events when referring to a specific one.*

Kansas state leadership conference

2018 Kansas State Leadership Conference

regional conference, 2018 Gulf Regional Conference

-but “Many Gulf regional conferences.”

state, provincial or national convention

2018 Louisiana State Convention

### **Publications**

state, provincial or national bylaws

chapter bylaws

regional newsletters

### **Titles**

*Capitalize regional, S/P/N and chapter titles when they precede the person’s name with no comma; lowercase otherwise.*

Chapter President Jane Doe

Jane Doe, chapter president

chapter president, Jane Doe; chapter corresponding secretary, Jill Doe

State President Jane Doe

Jane Doe, state, provincial or national president committee chairman

Bylaws Committee Chairman Jane Doe

convention chairman

2018 Missouri State Convention Chairman Jane Doe

S/P/N Executive Board Member Jane Doe

Chapter Executive Board Member Jane Doe

*Please note: for language usage issues not addressed in the Alpha Delta Kappa Stylesheet, Alpha Delta Kappa follows Associated Press (AP) Style.*

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

**SECTION:** CEREMONIES/MEMBERSHIP DEVELOPMENT  
MANUAL

**Page:** 1 of 1

**Version**  
**Date:** Aug. 2017

**POLICY:** The official Ceremonies are available on the International website. The Membership Development Manual is available from Headquarters and on the International website.

**PROCEDURE:** The Membership Development Manual may be purchased for \$20.00 per copy.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 13 - 16, 1974	p. 5
Ex. Bd. Minutes	Consensus	November 10 - 13, 1976	p. 6
Ex. Bd. Minutes	Motion	November 14 - 15, 1976	p. 4
Ex. Bd. Minutes	Consensus	November 11 - 12, 1992	p. 2
IEB Minutes	Motion	Nov. 12-14, 2015	p. 3

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

**SECTION:** ELECTRONIC COMMUNICATIONS AND MEDIA

**Page:** 1 of 1

**Version**  
**Date:** July 18, 2007

**POLICY:** The Professional Development and Communications Committee establishes the procedure for chapters, S/P/Ns or Regions that utilize blogs for communication.

**PROCEDURE:** Alpha Delta Kappa chapters, S/P/Ns or regions that utilize blogs for communication must be aware that these are public, open sites. There should be no private information about the officers, potential members or individual members (addresses, phone numbers, birthdays, etc.) or Alpha Delta Kappa (bylaws, policies, rituals, resolutions).

The S/P/N president will delegate the responsibility of monitoring chapter blogs to the technology chairman or another member. Any problems will be reported to the S/P/N president. The president may then forward concerns to the executive director at Headquarters and/or the chairman of the Professional Development and Communications Committee of the International Executive Board.

Blogs **will not** be linked to the password-protected portions of the Alpha Delta Kappa International Website.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	May 18-19, 2007	p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

**SECTION:** *KAPPAN* EDITORIAL BOARD

**Page:** 1 of 1

**Version**  
**Date:** Aug 2017

**POLICY:** *The KAPPAN* Editorial Board establishes the guidelines for submitting material to *The KAPPAN* and acts in an advisory capacity to the editor.

**PROCEDURE:** The following guidelines are established by *The KAPPAN* Advisory Committee:

1. An author can have one featured article in either of two consecutive issues of *The KAPPAN*.
2. *The KAPPAN* Editorial Board will make the final decision regarding publication of article with questionable content or statement(s). The committee will be comprised of the Executive Director, International President, International Executive Board Chairman, one member of the current International Chapter and a member of a previous International Chapter.
3. *The KAPPAN* has the option of possible publication for a period of one (1) year following receipt of the manuscript.
4. The author assumes responsibility for publication clearance in the event the manuscript was presented at a professional meeting or is the direct product of a project financed by a funding agency.
5. Authors are responsible for accurately citing all quoted and bibliographic materials and for obtaining permission from the original source for quotations in excess of 150 words or for tables or figures reproduced from published works
6. Alpha Delta Kappa and the editor assume no responsibility for statements made or opinions expressed by contributors in *The KAPPAN*.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	Nov. 8-9, 1995	p. 5
IEB Minutes	Motion	May 18-19, 2006	p. 10
IC Minutes	Motion	November 17-18, 2014	15

**ALPHA DELTA KAPPA**

# ***THE KAPPAN*** PUBLISHING GUIDELINES

## **AUDIENCE**

The **KAPPAN** is a professional, peer-reviewed journal published six times a year for Alpha Delta Kappa members, prospective members and subscribers. Our members are outstanding women educators who teach or are administrators at elementary, secondary and post-secondary levels. Their experience as educators runs from two to 50 years.

## **CONTENT OBJECTIVES**

### **TO SHOWCASE ACHIEVEMENTS IN:**

- Educational Excellence
- World Understanding
- Altruism
- Leadership



## **EDITORIAL GOAL**

In the spirit of promoting excellence in education, the **KAPPAN** provides a forum in which members may showcase their professional accomplishments, educational expertise and innovations, expressed through the Goals and Core Values of the Alpha Delta Kappa Strategic Plan. All submissions are subject to approval by the **KAPPAN** Editorial Board.

## **TYPES OF MATERIAL ACCEPTED**

### **Features**

Original manuscripts which relate to one or more of the identified Content Objectives. A limit of 1500 words is preferred. Articles will be edited for length and clarity. Author's name, chapter, mailing address, phone number and a brief biographical paragraph should be included. Accompanying art work is strongly encouraged and might include original illustrations, photos, drawings, charts or graphs.

### **Photos**

High-resolution (300 dpi or greater) color digital images are preferred. If you are mailing a photo, please submit only an actual photographic print. Scanned or digital photos printed with computer printers cannot be used (graphics cannot be screened more than once). Please include caption information with all art. Do not use felt-tip pens. Photos will not be returned.

### **Honors**

Preference will be given to members' international, national and state/provincial honors or awards over local awards. Accompanying photos are encouraged. The Honors section may include brief items about members publishing/creating materials (e.g. books, curricula). No sales information will be included with these items.

### **Editorials**

Professional/educational topics are appropriate. Editorials are more effective if they are substantiated with attributable evidence. Strive to make general points on professional topics, with a minimum of political content. Avoid specific criticism. Try to speak to the entire membership.

## **THE KAPPAN DOES NOT ACCEPT:**

- Feature-length articles on individual S/P/N conventions or executive board functions.\*
- "Who's Who . . ." listings.\*
- Memorial tributes to anyone other than International Officers\*
- Stand-alone poetry\*
- Items acknowledging individual chapter activities for anniversaries or Silver/Golden Sister celebrations.\*

\*These items may be accepted for publication in Alpha Delta Kappa Online News or Poetry Pages on the Alpha Delta Kappa International Website. To submit items to Alpha Delta Kappa Online News or Poetry Pages, contact [headquarters@alphadeltakappa.org](mailto:headquarters@alphadeltakappa.org); by mail to Alpha Delta Kappa, 1615 W. 92nd St., Kansas City, MO 64114 or by phone: (800) 247-2311.

# **THE KAPPAN** PUBLISHING GUIDELINES

## **RULES OF ACCEPTANCE**

- Chapters or districts may have a total of two items in any issue.
- An author cannot have feature articles in consecutive issues of the **KAPPAN**.
- The editorial staff is authorized to review all material submitted, evaluating its appropriateness for publication, and may rewrite or condense any accepted material.
- Submissions will be evaluated based on content objectives, originality, organization, readability, timeliness and interest to our readers.

## **AUTHOR RESPONSIBILITIES**

The author assumes responsibility for publication clearance in the event the manuscript was presented at a professional meeting or is the direct product of a project financed by a funding agency.

Authors are responsible for accurately citing all quoted and bibliographic materials and for obtaining permission from the original source for quotations in excess of 150 words or for tables or figures reproduced from published works.

Alpha Delta Kappa and the editor assume no responsibility for statements made or opinions expressed by contributors in the **KAPPAN**.

## **STYLE RULES**

Style guidelines insure uniformity and clarity.

1. Use Alpha Delta Kappa for the first reference and AΔK for subsequent references.
2. In the original reference to organizations, businesses, colleges, etc., use the full name followed by its acronym in parentheses. For example, Kansas City Power and Light (KCP&L). In subsequent references, use the acronym.
3. Capitalize titles which precede a person's name (President Jane Doe) but lowercase titles when they follow the name (Jane Doe, president). Make certain all names and titles are correct.
4. Use a member's full name and title in the first reference; in subsequent references, use first names only.
5. Academic degrees and other credentials may be used following names.
6. Spell out numbers one through nine, from 10 on, use Arabic numerals.
7. Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series (apples, oranges, bananas and pears).
8. Separate or highlight key points within the text using numbered or bulleted lists.
9. Use short sentences and short paragraphs when possible.
10. Footnotes should not be used. Use supernumerals to indicate sources. Number consecutively all materials cited within the text and list under "References" on separate pages at the end of the manuscript. For further style questions, refer to *The Associated Press Stylebook and Libel Manual*.

## **Disclaimer**

The International Executive Board has adopted a Disclaimer for all Alpha Delta Kappa websites, including social media: "Post personal information at your own risk."

## **Photo Release Policy**

A signed photo release from guardians of minors in a photo is required for any photo that is to be on any Alpha Delta Kappa website or in any Alpha Delta Kappa publication. The signed photo releases will be kept by International Headquarters for eight years.

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

**SECTION:** *KAPPAN* OUTSIDE SUBSCRIPTION COST

**Page:** 1 of 1

**Version**  
**Date:** August 2017

**POLICY:**

The International Executive Board will set the outside subscription fee for the *KAPPAN*.

**PROCEDURE:** 1. The cost for an outside subscription to the *KAPPAN* is \$18.00 per year. This includes mailing the magazine six times a year.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
IEB Minutes	Motion	Nov. 13-15, 2014	p. 6

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

**SECTION:** PHOTO RELEASE POLICY

**Page:** 1 of 1

**Version**  
**Date:** July 18, 2007

**POLICY:**

A signed photo release from all subjects in a photo (or guardian in the case of a minor) is required for any photo that is to be used for promotional purposes on any Alpha Delta Kappa website. A photo used in conjunction with a news article does not require a signed photo release. A signed photo release from a guardian, in the case of a minor, is required for any photo being used for any purpose in any Alpha Delta Kappa publication, including the *KAPPAN*. The signed photo releases will be kept by International Headquarters for eight years.

**PROCEDURE:**



Name (please print) \_\_\_\_\_

I authorize \_\_\_\_\_ to publish my photo for promotional purposes.

Signature \_\_\_\_\_

<u>SOURCE</u>	<u>HISTORY/AUTHORIZATION</u> <u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
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**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

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

**Page:** 1 of 4

**Version**  
**Date:** November 2017

- POLICY:**
- I. Regions, S/P/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.
  - II. The Communications Committee recommends content and uniformity for regional, S/P/N, district and chapter websites.

**PROCEDURE:**

**GUIDELINES FOR REGIONAL AND STATE/PROVINCIAL/NATIONAL WEBSITES**

- I. Regional and S/P/N websites will include:
  - A. Region or S/P/N name/biennium dates on the home page
  - B. Theme and/or logo
  - C. Mission statement and/or goals
  - D. Contents:
    - 1. Officers
    - 2. Committee chairmen
    - 3. Past S/P/N 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; S/P/Ns for regional sites
    - 10. S/P/N map with location of chapters and/or districts labeled for S/P/N sites; region map with S/P/Ns labeled for regional sites.
- II. 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
  - B. Calendar of events
  - C. Registration forms for meetings

**HISTORY/AUTHORIZATION**

**SOURCE**

IEB Minutes

**ACTION**

Motion

**DATE**

May 13-14, 2011

**PAGE**

2

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

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

**Page:** 2 of 4

**Version**  
**Date:** November 2017

- D. Graphics related to regional or S/P/N theme
- E. Honors/recognitions
- F. Regional, S/P/N and/or chapter news
- G. History of region or S/P/N
- H. Regional or S/P/N newsletter

### GUIDELINES FOR CHAPTER WEBSITES

- I. Chapter/district websites should include:
  - A. Chapter/district name/biennium dates on the home page
  - B. Theme and/or logo
  - C. Mission statement and/or goals
  - D. Contents:
    - 1. Officers
    - 2. Committee Chairmen
    - 3. Altruistic projects
    - 4. Scholarships
    - 5. Forms with due dates and names of persons to receive forms
    - 6. Award programs
    - 7. Meetings (dates and locations)
  - E. District websites should include a map showing the chapters in the district.
- II. A chapter/district website may also include:
  - A. Calendar of events
  - B. Registration/reservation forms for special meetings
  - C. Graphics related to chapter/district theme
  - D. Honors/recognitions
  - E. Chapter/district news
  - F. History of chapter/district
  - G. Chapter/district newsletter

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
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**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

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

**Page:** 3 of 4

**Version**  
**Date:** November 2017

### GENERAL WEBSITE GUIDELINES

- I. Regional, S/P/N, district and chapter websites must not include:
  - A. Advertisements, solicitations and statements which may yield monetary gains for chapters/districts or individuals.
  - C. Political endorsements of any kind, for candidates or legislation.
- II. The International Vice President of the Region must approve regional website design and content. The S/P/N, district or chapter president/chairman must approve respective website design and content.
- III. 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.
- IV. The International Executive Board and International Chapter Professional Development and 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.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
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**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

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

**Page:** 4 of 4

**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 Alpha Delta Kappa 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.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
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**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** PUBLICATIONS

**SECTION:** WEBSITE  
LEADERSHIP BIBLIOGRAPHY LINKS

**Page:** 1 of 1

**Version**  
**Date:** November 2019

### POLICY:

Leadership Bibliography links approved by the Professional Development and Communications Committee of the International Chapter shall be available on the International Alpha Delta Kappa web site with the following disclaimer:

*Alpha Delta Kappa has not reviewed or evaluated all the materials linked from this page. While every effort is made to include links that are appropriate, relevant, reliable, and credible, inclusion herein does not constitute Alpha Delta Kappa's endorsement. Users should conduct their own evaluations as to the quality and/or utility of the sites listed.*

### PROCEDURE:

The Professional Development and Communications Committee of the International Chapter, which oversees the Alpha Delta Kappa web site, shall review each request for linkage to a commercial site (.com) or a professional site (.org or edu.) and refer its recommendations to the 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 nonprofit, tax exempt status of Alpha Delta Kappa would not be compromised.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 14 - 15, 2008	p.4
Ex. Bd. Minutes	Motion	November 8-9, 2019	p. 6-7

**ALPHA DELTA KAPPA**



## Alpha Delta Kappa Podcast Guidelines

1. A podcast on behalf of Alpha Delta Kappa is restricted to posting on an Alpha Delta Kappa website.
2. A podcast should be informative, succinct and should use appropriate language.
3. A podcast disseminates information that is pertinent to Alpha Delta Kappa.
4. The following individuals may create podcasts for posting on any of the Alpha Delta Kappa websites:
  - at the International level: the International President, the International President - Elect, the International Immediate Past President / Foundation Chairman, and the Executive Board Chairman;
  - at the S/P/N level: the President, President-Elect, and the Immediate Past President;
  - at the Chapter level: the President, President-Elect, and the Immediate Past President.
5. Before a podcast is posted, it must be approved by the Professional Development and Communications Committee.
6. A podcast may not be used for campaigning, influencing legislation, or furthering a personal agenda.
7. Following the guidelines of the professional articles by members on the website, a member may submit a professional development podcast for consideration by the Committee.
8. If a member decides to offer for an office at any level, she may not submit a podcast at least six months prior to the election.

**Chapter 12**  
**REGIONS,**  
**REGIONAL LEADERSHIP**  
**AND**  
**REGIONAL**  
**CONFERENCES**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** INTERNATIONAL VICE PRESIDENTS  
of the REGIONS - CONVENTION REPORTS

**Page:** 1 of 1

**Version**  
**Date:** July 1989

**POLICY:** The International Vice Presidents of the Regions will present an official biennium report.

**PROCEDURE:** The official report of the International Vice Presidents will be presented at the Regional Meal Functions during the International convention.

<u><b>SOURCE</b></u>	<u><b>ACTION</b></u>	<u><b>DATE</b></u>	<u><b>PAGE</b></u>
G. C. Minutes	Consensus	May 17 - 19, 1984	p. 6
G. C. Minutes	Adopted	July 20, 1989	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** REGIONAL ARCHIVES

**Page:** 1 of 1

**Version  
Date:** November 2018

**POLICY:** Only the current Regional archives are to be displayed at International convention.

**PROCEDURE:** Archives will be taken to International convention by the regional historian and displayed at a designated place and time as decided by the Alpha Delta Kappa staff meeting planner.

Access guidelines, duties and operating procedure of this committee:

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx)

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
G. C. Minutes	Motion	November 6 - 8, 1969	p. 8
IC Minutes	Adopted	November 8-10, 2018	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** REGIONAL ARCHIVES-- DISPENSATION

**Page:** 1 of 1

**Version**  
**Date:** November 2018

**POLICY:** The Regional Archives are to be presented to the Immediate Past International Vice President.

- PROCEDURE:**
1. The Regional Archives are to be presented to the Immediate Past Regional International Vice President at the Regional Conference following her term of office. In the event the Regional International Vice President is no longer living, the book should be presented to the Regional Historian who prepared the book.
  2. A written history should be kept at Headquarters. Each region should have its own book in which the written histories for each term will be placed. The Regional Historian, in consultation with the International Vice President of the Region, shall prepare the history. The International Vice President of the Region shall send the original typed copy, signed by the Regional Historian and the International Vice President of the Region, to Headquarters by October 1 of the International convention year.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	November 11 - 13, 1982	p. 5
G. C. Minutes	Motion	July 19 - 20, 1983	p. 2
IC Minutes	Adopted	November 8-10, 2018	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** REGIONAL CONFERENCES - ATTENDANCE

**Page:** 1 of 1

**Version  
Date:**

**POLICY:** A member may attend any regional conference and/or S/P/N function at her own expense.

**PROCEDURE:** Members wishing to attend regional conferences or S/P/N functions outside their home region or S/P/N are responsible for travel arrangements, registration and payment with the host region or S/P/N.

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	Nov. 8-9, 1995	p. 12

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** REGIONAL CONFERENCES -EXPENSES  
FOR IEB MEMBERS WITH ASSIGNED DUTIES

**Page:** 1 of 1

**Version  
Date:** May 1988

**POLICY:** A member who is assigned by International Executive Board a specific role at a regional conference, shall be reimbursed for her registration fee, travel, hotel and meal expenses. *NOTE: The state/province/nation shall be responsible for the expenses of the S/P/N President, Immediate Past S/P/N President, the S/P/N Membership Chairman and/or the Immediate Past S/P/N Membership Chairman if allocated in the S/P/N budget.*

**PROCEDURE:** Payment will be made after receipts are received at Headquarters.

<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	November 15 - 19, 1977	p. 6
See: History/Authorization — EXPENSES			
INTERNATIONAL EXECUTIVE BOARD MEMBERS			
		Ex. Bd. and Gr. Chap. Meetings	pp. 1 & 2
G. C. Minutes	Motion	May 13 - 15, 1976	p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:**

REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:**

IMMEDIATE PAST INTERNATIONAL  
VICE PRESIDENTS OF THE REGIONS

**Page:**

1 of 1

**Version****Date:**

May 2020

**POLICY:**

Alpha Delta Kappa International Headquarters will reimburse upon request the conference registration fee for the Immediate Past International Vice Presidents of the Regions.

**PROCEDURE:**

1. Immediate Past International Vice Presidents of the regions will participate in the region's conference as requested by the current International Vice President of the region.
2. Payment will be made after the reimbursement form is received at Headquarters.

HISTORY/AUTHORIZATION			
<u>SOURCE</u>	<u>ACTION</u>	<u>DATE</u>	<u>PAGE</u>
Ex. Bd. Minutes	Motion	May 14-15, 1993	p. 7
Ex. Bd. Minutes	Motion	November 11, 1993	p. 6
IEB Minutes	Motion	May 13, 2020	

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** REGIONAL CONFERENCES - MEMBERSHIP  
SEMINAR — PARTICIPANTS

**Page:** 1 of 1

**Version  
Date:** July 1989

**POLICY:** Membership Seminars will be conducted at the regional conferences and the International convention.

**PROCEDURE:** Participants at the Regional Conference Seminar and at the International Convention Seminar shall be the state/provincial/national president, president-elect, immediate past president, and the S/N/P membership consultant. Others may be invited as needed.

The content and format for the Membership Seminar are the responsibility of the International Membership Committee.

### HISTORY/AUTHORIZATION

**SOURCE**

G.C. Minutes

**ACTION**

Motion

**DATE**

Nov. 17-19, 1988

**PAGE**

p. 8

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:**

REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** REGIONAL CONFERENCES  
SITE SELECTION

**Page:** 1 of 1

**Version**  
**Date:** May 2009

**POLICY:** The investigation of proposed sites of the Regional Conferences shall be conducted by a committee as described in the Regional Conference Site Selection Guidelines.

**PROCEDURE:**

Access the Regional Conference Site Selection Guidelines on the Alpha Delta Kappa website:  
[https://www.alphadeltakappa.org/ADK/Library/Intl\\_Reg\\_and\\_District\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Intl_Reg_and_District_Documents.aspx)

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 15, 2009	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

### SUBJECT:

REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

### SECTION:

REGIONAL CONFERENCES -  
RESERVE/SURPLUS FUNDS

### Page:

1 of 2

### Version

### Date:

Nov 14, 2008

### POLICY:

Regional Conferences are self-supporting, not profit-making events. The balance of regional conference money is to be sent to International Headquarters.

### PROCEDURE:

1. After all approved conference expenses have been paid by each International Vice President, the balance is to be sent to Headquarters by January 1 following the Regional Conference.
2. When returning money to Headquarters, money that had been placed in an interest-bearing account within the IVP's S/P/N, shall be returned in two checks. One check shall be written for the amount of interest earned and another check for the remaining balance. The interest check will be deposited in the Foundation.
3. Net profits received from Regional Conferences shall be placed in a Regional Conference Reserve Fund. Each biennium seed money shall be taken from the reserve and a loan of \$2,000 given to individual regions. An exception would be for a joint conference (two regions together). A total of \$3,000 is given as seed money. These are loans to the regions for the purpose of establishing regional conference checking accounts and shall be returned to Headquarters by January 1 following the conferences.
4. The purpose of the Regional Conference Reserve Fund is to set aside net profits to cover liabilities due to facility contract cancellations and/or unforeseen shortfalls in budgeted registration revenue.
5. Regional Conference net profits may not be used
  - a. to reimburse for unbudgeted expenses;
  - b. to reduce Regional Conference fees;
  - c. to fund additional loans to the Regional Conference;
  - d. for regional altruistic projects;
  - e. for any International Convention activity.
6. The International Executive Board shall approve all expenditures from the Regional Conference Reserve Fund with the exception of the seed money per region and

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
IEB Minutes	Motion	May 16 - 17, 2003	p. 3 - 4
IEB Minutes	Motion	May 12-13, 2004	p. 4
IEB Minutes	Motion	Nov 14-15, 2008	p. 3
IEB Minutes	Motion	Nov 14-16, 2013	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** REGIONAL CONFERENCES -  
RESERVE/SURPLUS FUNDS

**Page:** 2 of 2

**Version** Nov 14, 2008  
**Date:**

**PROCEDURE:** (cont'd)

deposits required for regional conference site facilities, authorized by the Executive Director.

The Regional Conference Reserve Fund shall not exceed \$50,000. All Regional conference net profits in excess of the maximum balance limit shall be distributed to the Alpha Delta Kappa Foundation as follows: up to 10% shall be transferred to the Province/Nation Leadership Fund and the remainder to the Alpha Delta Kappa Foundation General Fund.

SEE: Guidelines for IVPs and reporting forms

[https://www.alphadeltakappa.org/ADK/Library/Intl\\_Reg\\_and\\_District\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Intl_Reg_and_District_Documents.aspx)

### HISTORY/AUTHORIZATION

<b>SOURCE</b>	<b>ACTION</b>	<b>DATE</b>	<b>PAGE</b>
Ex. Bd. Minutes	Motion	November 10, 1973	p. 3
G. C. Minutes	Motion	November 14 - 17, 1974	p. 14
G. C. Minutes	Motion	July 10 - 11, 1975	p. 5
Ex. Bd. Minutes	Motion	May 11, 1988	p. 8
Ex. Bd. Minutes	Motion	July 2, 2001	p. 2
IEB Minutes	Motion	November 14-15, 2001	p. 7
IEB Minutes	Motion	May 13-14, 2005	p. 10
IEB Minutes	Motion	November 14-16, 2013	p. 2

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES

**SECTION:** TOURS

**Page:** 1 of 1

**Version**  
**Date:** May 2000

**POLICY:** Alpha Delta Kappa does not contract with members, members' families, or tour companies associated with members to conduct tours.

**PROCEDURE:** A disclaimer will be published relative to any tours in conjunction with Alpha Delta Kappa conventions, conferences, or any other organization activity.

DISCLAIMER: (small print on front page of tour information)

Sample 1:

(NAME OF TOUR COMPANY) acts solely as your agent in arranging the various accommodations and assumes no responsibility or liability in connection with the service of any train, motorcoach, vessel, carriage, aircraft, or other conveyance. We are not responsible for loss or injury in connection with sightseeing excursions, restaurants, food, or loss of any personal items or baggage.

Sample 2:

(NAME OF TOUR COMPANY) is totally independent from Alpha Delta Kappa, and Alpha Delta Kappa is not a party to any agreement relating to tours. Any arrangements that are made will be directly between (NAME OF TOUR COMPANY) and the individual organization members.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
Ex. Bd. Minutes	Motion	May 14 - 15, 1986	pp. 9 & 10
Ex. Bd. Minutes	Consensus	November 5, 1986	p. 8
Ex. Bd. Minutes	Motion	May 15, 1987	p. 5
Ex. Bd. Minutes	Motion	May 10 - 11, 2000	p. 8

**ALPHA DELTA KAPPA**

**SUBJECT: REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES**

**SECTION: Regional Leadership-Regional Council**

**Page:**

**Version Date:**

**POLICY:**

*(The Regional Council will be effective at the close of the International Convention 2023.)*

**Regional Council (RC)** shall consist of the International President (IP), International President-Elect (IPE), Immediate Past International President (IPIP) and the Regional Presidents (RPs). The IP is the presiding officer at the RC meetings.

**PROCEDURE:**

**The Regional Council is an International Executive Body. The RC shall:**

- a. Review responsibilities and expectations for the regional conference.
- b. Develop an effective communication network linking International Executive Board with the states, provinces and nations.
- c. Foster diversity and inclusion.
- d. Provide input to the International Executive Board as appropriate.

**HISTORY / AUTHORIZATION**

SOURCE	ACTION	DATE	PAGE
International Chapter	Minutes	Sep. 1, 2021	p.

**SUBJECT: REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES**

**SECTION: Regional Leadership-Regional Executive Board**

**Page:**

**Version Date:**

**POLICY:**

*(The Regional Executive Board Leadership will be effective at the close of the International Convention 2023.)*

**Regional Executive Boards (REB)** shall consist of the Regional President (RP), Regional President-Elect (RPE), Regional Vice President for Membership (RVPM) and other officers as appointed by the RP. There shall be one Regional Executive Board for each one of the regions of Alpha Delta Kappa. The RP is the presiding officer at the REB meetings.

**PROCEDURE:**

**Regional Leadership Guidelines** summarize the operating procedures for the Regional Executive Board and outline the eligibility, duties and responsibilities of the RP, RPE and the RVPM.

Access IVP (RP) Guidelines):

[https://www.alphadeltakappa.org/ADK/Library/Intl\\_Reg\\_and\\_District\\_Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/Intl_Reg_and_District_Documents.aspx)

**HISTORY / AUTHORIZATION**

SOURCE	ACTION	DATE	PAGE
International Chapter	Minutes	Sep. 1, 2021	p.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT: REGIONS, REGIONAL LEADERSHIP AND REGIONAL CONFERENCES**

**SECTION: REGIONAL LEADERSHIP – FILLING VACANT  
ELECTED REGIONAL OFFICES**

**Page: 1 of 1**

**Version Date:  
Dec. 1, 2021**

**POLICY:** Vacancies shall be filled by appointment from the International President.

### **PROCEDURE:**

In the event an elected Regional Office is vacant after the election of candidates because no one

offered for the position, or an office becomes vacant between regional elections:

- A. The International President shall seek an eligible appointee. The International President and Headquarters will provide notice if the appointment is accepted.
- B. If no eligible appointees accept, the International President shall seek a member without eligibility who is willing to serve. The candidate must be approved by a two-thirds (2/3) vote of the International Chapter (IEB-2023). The International President and Headquarters will provide notice if the appointment is accepted.
- C. An appointed Regional President-Elect shall serve until the next scheduled election and shall qualify to offer for the office of Regional President; both Regional President and Regional President-Elect shall be elected at the scheduled election.
- D. A member appointed to serve as Regional President-Elect/Regional President without eligibility will not be eligible to offer for International President-Elect unless she subsequently satisfies the other requirements for eligibility for International Office.
- E. A member appointed to serve as Regional Vice President for Membership without eligibility is eligible to offer for International Vice President for Membership.

### **HISTORY/AUTHORIZATION**

<b>SOURCE</b>	<b>ACTION</b>	<b>DATE</b>	<b>PAGE</b>
IC Minutes	Motion	Dec. 1, 2012	



# Regional Leadership Guidelines

## I. Regional Council

- A. Consists of International President (IP), International President-Elect (IPE), Immediate Past International President (IPIP) and seven Regional Presidents (RP)
- B. Review responsibilities and expectations for the regional conference
- C. Develop an effective communication network linking International Executive Board (IEB) with States/Provinces/Nations (S/P/N)
- D. Foster diversity and inclusion
- E. Provide input to International Executive Board as appropriate

## II. Regional Executive Board

- A. Consists of RP, Regional President-Elect (RPE) & Regional Vice President for Membership (RVPM) plus other regional officers as determined by the RP
- B. Meet at the beginning and close of the regional conference and virtually at other times
- C. Purposes
  - 1. Implement the AΔK Strategic Plan
  - 2. Utilize technology to communicate at least six times a year with S/P/N leadership
  - 3. Encourage virtual meetings and online training sessions
  - 4. Mentor S/P/N leaders
  - 5. Develop and contribute to the regional website
  - 6. Promote leadership development at the S/P/N, regional and International levels
  - 7. Collaborate in planning a regional conference
  - 8. Work together to strengthen membership within the region
- D. Term of Office
  - 1. Shall be two (2) years or until a successor has been elected. The exception is that the Regional Vice President for Membership may serve a second term.
  - 2. Shall hold only one office at any given time.
  - 3. Shall not succeed herself unless the International President has appointed her to complete the unexpired term of office due to a vacancy.
  - 4. A member who has served a full term as Regional Vice President for Membership (or Regional Membership Consultant) may offer to serve a second term but is limited to two full terms unless appointed to complete a partial term. (Bylaws: Pg. 25—Article XI, Section 2, c.)

## IV. Regional President Duties and Responsibilities

- A. Serve as the Chief officer of the region; preside at the Regional Executive Board (REB) meetings (*see IVP/RP Guidelines*)
- B. Appoint other regional officers and committees as appropriate
- C. Develop and implement logo, theme and goals for the region
- D. Disseminate information through a variety of media, including AΔK CONNECT, regional website and regional newsletter
- E. Schedule virtual meetings and online training sessions for S/P/N leaders

- F. Serve as a member of Regional Council (RC) and International Council of Presidents (ICP)
- G. Plan and conduct a regional conference
- H. Appoint a conference chairman, treasurer and necessary committee chairmen
- I. Attend S/P/N conventions in the region, as assigned by IP
- J. Serve as a delegate to International Convention
- K. Attend and preside at the regional meeting held at International Convention
- L. Mentor S/P/N presidents
- M. Serve on the Regional President Guidelines Committee

#### **IV. Regional President-Elect Duties and Responsibilities**

- A. Become familiar with AΔK and S/P/N guiding documents
- B. Serve as a member of the International Membership Committee (IMC)
- C. Serve on REB and ICP
- D. Participate on Regional Conference planning team
- E. Prepare to serve as RP
- F. Assist with mentoring S/P/N leaders, as requested
- G. Preside at meetings in the absence of the RP or when asked
- H. Serve as a delegate to the International Convention
- I. Attend the regional meeting held at International Convention
- J. Attend the regional conference
- K. Perform other duties as assigned

#### **V. Regional Vice President for Membership Duties and Responsibilities**

- A. Become familiar with the *Membership Development Manual (MDM)*
- B. Serve as a member of IMC; perform duties as outlined in *IMC Guidelines*
- C. Serve on the REB and ICP
- D. Analyze S/P/N membership data
- E. Collaborate with the RP and RPE to plan for regional membership development and set goals
- F. Mentor and conduct training for S/P/N Vice Presidents for Membership (VPM)/Membership Consultants (MC)
- G. Serve as a delegate to International Convention
- H. Attend the regional conference

REGIONAL LEADERSHIP ACRONYMS/BRIEF DESCRIPTIONS Term two years - even-year to even-year*		
Regional Council	RC	Members—IP, IPE, IPIP & RPs
Regional Executive Board	REB	Members—RP, RPE, RVPM & other regional officers
Regional President	RP	The chief officer of the region ( <i>*Exception-first RP installed in 2023</i> )
Regional President-Elect	RPE	Becomes next RP, installed at the regional conference ( <i>*Exception-first RPE serves 2022-2023 and new RPE installed in 2023</i> )
Regional Vice President for Membership	RVPM	Collaborates to increase membership ( <i>*Exception-first RVPM installed in 2023</i> )

### Transition Chart

Int'l Conv	S/P/N Conv Reg Conf	Int'l Conv	S/P/N Conv Reg Conf	Int'l Conv	S/P/N Conv Reg Conf	Int'l Conv	S/P/N Conv Reg Conf
2021	2022	2023	2024	2025	2026	2027	2028
IVP>>	>>>>>>	>>>					
	RPE>>	>>RP>>>	>>>				
		RPE>>> RVPM>>	>>RP>>> >>>>>>	>>>>>> >>>>>>	>>>> >>>>		
			RPE>>>	>>>>>>	>>RP>>>> RVPM>>	>>>>>> >>>>>>	>>> >>>
					RPE>>>>	>>>>>>	>>RP>>>> RPE>>> RVPM>>

**2021 – IVP (International Vice President) attends 2022 S/P/N conventions & plans 2022 regional conference, completes term at the Int'l Convention 2023; RMCs (Regional Membership Consultants)-Appointed, serve 21-23**

**2022 – RPE elected online, installed at 2022 regional conference, trains with IVP until 2023 (2 yrs. service total)**

**2023 – RPE (elected in 2022) installed as RP at 2023 Int'l Convention, attends 2024 S/P/N conventions & plans 2024 regional conf.**

**2023 – RPE & RVPM elected online, installed at 2023 Int'l Conv. (each serves 3 yrs.to adjust for the transition)**

**\*2024 – RP installed at 2024 regional conference, attends 2026 S/P/N conventions, and plans 2026 regional conference**

**\*2024 – RPE elected online, installed at conference (4 yrs. total commitment)**

**2026 – RPE installed as RP, attends 2028 S/P/N conventions & plans 2028 regional conference; (New) RPE & RVPM elected.**

**\*The pattern repeats after 2024. Once established, the RP, RPE and RVPM serve concurrently. Beginning with elections in 2024, the RP/RPE will be 4-year total commitments. The RVPM may offer for two terms. Installation to occur at the regional conference.**

# **Chapter 13**

**STATES/PROVINCES/NATIONS**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** STATES/PROVINCES/NATIONS

**SECTION:** ALPHA DELTA KAPPA MONTH -  
DATE

**Page:** 1 of 1

**Version**  
**Date:** January 2002

**POLICY:** The month of October will be designated as International Alpha Delta Kappa Month. There no longer is an International Alpha Delta Kappa Month Committee.

**PROCEDURE:** Chapters, S/P/N will plan activities, programs, and publicity to that end.

<b>HISTORY/AUTHORIZATION</b>			
<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G. C. Minutes	Motion	July 10 - 11, 1975	p. 7
Bylaws	Amended	July 17, 1991	Art. VII, Section 1,b, page 32
IC Minutes	Motion	Nov 17-19, 2000	p. 12

**ALPHA DELTA KAPPA**

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** STATES/PROVINCES/NATIONS

**SECTION:** S/P/N CONVENTIONS

**Page:** 1 of 1

**Version**  
**Date:** Jan 2007

**POLICY:** States/Provinces/Nations will hold a convention.

- PROCEDURE:**
1. A state/province/nation will hold a convention to conduct the business of the state/province/nation during the spring of the even numbered year of each biennium.
  2. A state/province/nation may hold a convention/conference/meeting at another time during the biennium if it chooses.

Access supporting documents:

[https://www.alphadeltakappa.org/ADK/Library/S P N Documents.aspx](https://www.alphadeltakappa.org/ADK/Library/S_P_N_Documents.aspx)

### HISTORY/AUTHORIZATION

**SOURCE**  
IC Minutes

**ACTION**  
Motion

**DATE**  
Nov 13, 2006

**PAGE**  
p. 7

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** STATES/PROVINCES/NATIONS

**SECTION:** DISASTER RELIEF FUNDS -  
STATES/PROVINCES/NATIONS

**Page:** 1 of 1

**Version**  
**Date:** Jan 2007

**POLICY:** The International Executive Board developed model guidelines that may be used by states/provinces/nations.

**PROCEDURE:** SEE DISASTER RELIEF GUIDELINES

[https://www.alphadeltakappa.org/ADK/Library/Guiding and General Documents.aspx?WebsiteKey=3f9d14ec-3f3c-4052-b8af-6140921a988a](https://www.alphadeltakappa.org/ADK/Library/Guiding_and_General_Documents.aspx?WebsiteKey=3f9d14ec-3f3c-4052-b8af-6140921a988a)

**SOURCE**  
IEB Minutes

**ACTION**  
Motion

**DATE**  
Nov 2006

**PAGE**  
p. 5

**ALPHA DELTA KAPPA**



# **ALPHA DELTA KAPPA INTERNATIONAL DISASTER RELIEF GUIDELINES - STATES/PROVINCES/NATIONS**

## **I. Overall Program**

- A. A state/provincial/national Disaster Relief Committee shall be established to provide emergency relief for any event/incident which affects or threatens the health, safety or well being of Alpha Delta Kappa members, its chapters, and/or the educational community.
- B. Emergency relief may follow, but not be limited to, any declared disaster.
- C. The Executive Board of each individual state/province/nation shall determine how funds are disbursed.
- D. The State/Provincial/National Treasurer shall be directed by the state/provincial/national President to disburse an initial amount for immediate disaster relief. The initial amount is to be predetermined by the state/provincial/national Executive Board.
- E. The State/Provincial/National Executive Board shall convene and assess the need for further assistance to be extended for each incident.

## **II. Applicants/Recipients**

- A. Only current members of the State/Provincial/National (S/P/N) organization of Alpha Delta Kappa may apply for the S/P/N Disaster Relief Fund.
- B. Applications shall be completed by the Alpha Delta Kappa member or by another Alpha Delta Kappa member on her behalf.
- C. Completed applications shall be sent to the S/P/N Disaster Relief Committee Chairman.
- D. Only current S/P/N members of Alpha Delta Kappa and/or the educational community of a current S/P/N member may receive S/P/N Disaster Relief Funds.

## **III. Funds**

- A. State/Provincial/National Funds
  - 1. A State/Provincial/National (S/P/N) may request donations from their own S/P/N members to begin an initial relief fund to be included as a line item in the S/P/N budget.
  - 2. All monies shall be sent to and disbursed by the S/P/N Treasurer for the sake of accountability.
  - 3. Recipients shall use the money for personal and/or professional needs.

**B. Relief Donations**

1. An Alpha Delta Kappa member may submit a donation to the Alpha Delta Kappa Foundation, directing that the donation be sent to a specific S/P/N Disaster Relief Fund. Donations made through the Foundation are tax-deductible to the donor.
2. Any donations/funds directly to an S/P/N Treasurer are not tax-deductible.
3. Donations may be gift cards and/or needed supplies.
4. All donations to the Alpha Delta Kappa Foundation/Disaster Relief Fund designated for specific purposes shall be honored and distributed to the appropriate S/P/N Treasurer as soon as possible.
5. Any funds donated to the Alpha Delta Kappa Disaster Relief Fund that are not designated for a specific S/P/N fund will be held in the general fund until a request for additional funds is received from an S/P/N President.

**IV. State/Provincial/National Disaster Relief Committee**

- A. The State/Provincial/National Disaster Relief Committee shall be the S/P/N Executive Board or a committee appointed by the S/P/N President.
- B. As applications are received, the information shall be disseminated to the Disaster Relief Committee.
- C. When donations are designated for a specific purpose, the Disaster Relief Committee shall honor that request. Those donations designated for specific schools/students shall be channeled through an Alpha Delta Kappa member in the area.
- D. The Disaster Relief Committee or the S/P/N Corresponding Secretary shall send a note of acknowledgment for each donation.

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** STATES/PROVINCES/NATIONS

**SECTION:** REGIONAL MENTORING PROGRAM

**Page:** 1 of 1

**Version**  
**Date:** March 2, 2022

**POLICY:** The Regional Mentoring Program is established to support S/P/N Presidents-Elect.

**PROCEDURE:** Regional mentors and the Chairman of the Mentors are appointed by the International President with their terms beginning after the installation of new S/P/N officers. Regional mentors will serve a term of four years (two years with a class of S/P/N Presidents-Elect and two years with that same class as they serve as S/P/N Presidents). In the event that a mentor is unable to complete the four-year term, the International President will appoint a new mentor to complete the term.

See guidelines that follow.

### HISTORY/AUTHORIZATION

SOURCE

ACTION

DATE

PAGE

IEB Minutes

Motion

May 18, 2020

ALPHA DELTA KAPPA



# ALPHA DELTA KAPPA INTERNATIONAL REGIONAL MENTORING PROGRAM FOR S/P/N PRESIDENTS-ELECT GUIDELINES

## **Committee Members**

Regional mentors and the Chairman of the Mentors are appointed by the International President with their terms beginning after installation of new S/P/N officers. *Regional mentors will serve a term of four years (two years with a class of S/P/N Presidents-Elect and a term of two years with that same class as they serve as S/P/N Presidents). In the event that a mentor is unable to complete the four year term, the International President will appoint a new mentor to complete the term.*

**Goal:** To support, strengthen and enhance the leadership skills of the S/P/N Presidents-Elect in the seven regions.

## **Objectives**

1. Communicate regularly
2. Challenge
3. Build self-confidence
4. Promote professional performance
5. Provide fraternal fellowship
6. Lead by example
7. Teach by example
8. Actively listen
9. Answer questions on policies and procedures
10. Offer support

## **Responsibilities of the Chairman of the Regional Mentors**

### **First Biennium**

1. Create a monthly schedule of topics and authors, balancing the regional mentors throughout the biennium. Send the list of topics and months assigned to all the Regional Mentors. Their messages will be shared with the Presidents-Elect on the 1st of every month,
2. Write or find a veteran mentor to write the first article, to be sent July 1<sup>st</sup> of even years.
3. Receive the monthly message from the assigned author on the 15th of the month. Review for accuracy and offer suggestions if needed.
4. Send the monthly message, in both word and pdf formats, to the regional mentors around the 20<sup>th</sup> of the month. This will allow time for each one to write a personal regional message that connects to the monthly message.
5. Send a reminder before the end of the month to the author of the next message of her topic and ask her to submit it by around the 15<sup>th</sup> of the month.
6. Send the Monthly Mentoring Message to the members of International Chapter on the 1<sup>st</sup> of the month.

November, 2019

7. Ask the regional mentors to help you create, plan and present a break-out session for ALL of the S/P/N Presidents-elect at the Educational Symposium. This is in addition to the time scheduled for regional mentors and mentees to meet together to discuss items specific to their regions.
8. Write and send the proposal for the mentors to present a break-out session for the S/P/N Presidents-elect to the Educational Symposium Committee.
9. Be the contact person for the break-out session, write the draft, send it to the regional mentors, gather and collate feedback and suggestions. Write the finalized plan, assign components to the mentors and notify them. Prepare, or arrange to have prepared, any materials needed.
10. Complete and submit a brief history of the biennium including a picture page with the regional mentors, the topic list and authors for the Mentoring Messages and any other notable activities, such as the agenda of your break-out session, regions that went on retreats together, etc.

### **Responsibilities of Regional Mentors**

### **Optional Strategies**

1. Visit mentees' S/P/N functions to show support
2. Participate as you are able in programs planned by mentees
3. Acknowledge accomplishments or special occasions
4. Attend S/P/N conventions and/or conferences as you are able
5. Send greetings at holidays to keep in touch and build fraternal fellowship.
6. Participate in reunions with mentees at regional conferences and International Conventions.
7. Send personal notes and cards to keep in touch
8. Visit with mentees if mentor travels to their area or if mentees come to mentor's area
9. Confer with mentees to plan and organize retreats during their biennium as S/P/N Presidents-elect if that is a tradition or a possibility in your region.

*The Regional mentoring Program was adapted from the SER Mentoring Program designed and piloted by Ellen Roderick.*

## INTERNATIONAL CHAPTER POLICY/PROCEDURE

**SUBJECT:** STATES/PROVINCES/NATIONS

**SECTION:** STATE/PROVINCIAL/NATIONAL  
HONORARY PIN

**Page:** 1 of 1

**Version**  
**Date:** July 1989

**POLICY:**

A state/provincial/national Honorary Member should wear only the state/provincial/national honorary pin.

**PROCEDURE:**

A state/province/nation is responsible for the purchase and the presentation of the honorary pin for their Honorary Member.

### HISTORY/AUTHORIZATION

<b><u>SOURCE</u></b>	<b><u>ACTION</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>
G.C. Minutes	Consensus	Aug. 5-6, 1971	p. 4
G.C. Minutes	Adopted	July 20, 1989	p. 4

**ALPHA DELTA KAPPA**

## INTERNATIONAL EXECUTIVE BOARD POLICY/PROCEDURE

**SUBJECT:** STATES/PROVINCES/NATIONS

**SECTION:** S/P/N and Chapter Bylaws

**Page:** 1 of 1

**Version**  
**Date:** November 2017

**POLICY:** Each state, province or nation and chapter shall adopt its own bylaws and/or policies and procedures manual, which must be in compliance with the International Constitution and Bylaws

**PROCEDURE:** Each biennium, the state, provincial or national bylaws chairman shall send for certification, a current copy of the state, provincial or national bylaws or the official policy statement from the policies and procedures manual to the chairman of the International Bylaws Committee. This is due by October 15 of even-numbered years and must satisfy the requirements of the Internal Revenue Service.

Each biennium, the chapter bylaws chairman shall send for certification, a current copy of the chapter bylaws or the official policy statement from the policies and procedures manual to the chairman of the state, provincial or national bylaws committee. This is due by March 15 of odd-numbered years and must satisfy the requirements of the Internal Revenue Service.

(The official policy statement that satisfies the requirements of the Internal Revenue Service applies only to the United States of America and the Commonwealth of Puerto Rico.)

### OFFICIAL POLICY STATEMENT:

Alpha Delta Kappa (S/P/N or chapter) whose charter is dated (date of S/P/N or chapter charter), is governed by the Bylaws of Alpha Delta Kappa, Amended (year of most recent International Convention).

At the time a biennial review of bylaws is required, this policy statement will be submitted and will serve to indicate our adherence to the International Bylaws. We shall not need to present a separate document of (S/P/N or chapter) bylaws at that time.

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

### HISTORY/AUTHORIZATION

#### **SOURCE**

I.C. Minutes

#### **ACTION**

Adopted

#### **DATE**

November 17, 2014

#### **PAGE**

p. 6

**ALPHA DELTA KAPPA**