

**ILLINOIS**

**ALPHA DELTA KAPPA**

**POLICIES AND PROCEDURES**

**MANUAL**

**REVISED 2022**

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## ILLINOIS POLICIES AND PROCEDURES MANUAL

This policies and procedures manual is our supplement to Alpha Delta Kappa International Bylaws, Revised 2021, our primary governing document. We use these Policies and Procedures to keep Illinois Alpha Delta Kappa members and leaders informed, coordinate events, and maintain consistency from year to year within our organization. Policies and Procedures in this manual are in accordance with International Bylaws and International Policies.

1. All members of the Illinois Alpha Delta Kappa Executive Board and chapter presidents receive an electronic copy of the Illinois Policies and Procedures Manual in PDF format. One printed/hard copy of the manual will be given to the State President at the beginning of her biennium. Chapters may request a hard copy of the manual. The Immediate Past President and the state bylaws committee will have an electronic version of the manual in Word format to be used for editing and updating the during the biennium. The state bylaws chair will provide a copy of the Illinois Policies and Procedures Manual for posting on the Illinois Alpha Delta Kappa website.
2. The development and revision of this manual is the responsibility of the bylaws committee with input from the executive board, committee chairmen and the membership.
3. The bylaws committee shall review the Policies and Procedures Manual biennially.
4. Policy changes may be made by majority vote of the Illinois Executive Board. Policy changes will be reported to chapter presidents by posting on the Illinois Alpha Delta Kappa website and/or printed in the state president's newsletter. Alpha Delta Kappa International Bylaws supersede the policies in this manual.

The Official Policy Statement shall be submitted by October 15 of even-numbered years to the International Bylaws Chair.

### Executive Board

- I. The executive board shall be comprised of the elected officers, the immediate past president, the vice presidents of the districts, and the president of the state council of chapter presidents.
- II. Meetings
  - A. The executive board shall have six (6) regular meetings during the biennium and

- may be conducted electronically.
  - B. There shall be one each year in September, one each year in January or February, one following a district meeting, and one in conjunction with the state convention.
  - C. The state president determines the dates and locations for the state board meetings and informs state board members of the meeting schedule.
  - D. Committee chairpersons shall be present at each executive board meeting.
  - E. At executive board meetings, only elected officers may vote.
- III. Attendance at meetings: All members of the board are expected to attend all meetings.
- IV. Quorum: A majority of the voting members of the executive board shall constitute a quorum for the transaction of business.
- V. Procedure for filling vacancy: The state executive board shall appoint a qualified member to fill the vacancy in any elected state office.
- VI. Electronic Vote: At the discretion of the state president, the state board may be requested to conduct business electronically. The state president will present the business item to board members through electronically and request a motion and second to the motion. The motion will be sent electronically to voting members along with guidelines for discussion, voting and the deadline for casting votes. Once all votes have been cast and/or the deadline for voting has passed, the state president will inform the board of the outcome.

## State Officers

- I. The officers for Illinois Alpha Delta Kappa shall be president, president-elect, secretary, treasurer, historian, chaplain, immediate past president, corresponding secretary, sergeant-at-arms, the vice president of each district, vice president for membership and the president of the state council of chapter presidents.
- II. Eligibility requirements for office
- A. A candidate for a state office shall be an active chapter member, in good standing.
  - B. If possible, a candidate for a state office shall be registered and in attendance at the state convention at which she is nominated and elected. In the event of an incomplete slate, eligibility and attendance requirements will be followed as designated by International Bylaws. ~~An exception to this rule shall be effected only by 2/3 vote of the delegate assembly.~~
  - C. A candidate for the office of president-elect shall have served a term as chapter president and shall have served at least one term on the state executive board as an elected officer.
  - D. A candidate for the office of president of the Illinois council of chapter presidents shall be currently serving as a chapter president.

- E. A candidate for the office of district vice president shall have held an elected chapter office and shall have attended at least one (1) district meeting.
- F. A candidate for any other state office shall have held an elected chapter office.
- G. A state officer shall NOT succeed herself unless she has served less than a full term, with the exception being the treasurer and/or the recording secretary who may be elected for one (1) or more additional terms at the discretion of the state president.
- H. Any office may be shared by two members; service as a co-officer shall qualify as a prerequisite for future office.
- I. The state president and president-elect shall NOT hold chapter office.

### III. Duties and responsibilities of state officers

#### The president shall:

1. Call and preside at the executive board meetings.
2. Supervise the planning of and preside at the state convention.
3. Appoint a parliamentarian and the chairmen and members of the state standing committees, except the candidate qualifications committee, and serve as an ex officio member of all committees except the candidate qualifications committee which is elected by the state executive board.
4. Direct the installation of new chapters and the re-activation of inactive chapters within the state.
5. Contact all chapters, bi-monthly August through June, by newsletter and, if possible, by a visit.
6. Be a member of the International Council of Presidents and a state delegate to the International Convention.
7. Instruct all state officers and committee chairpersons to make themselves familiar with their duties and remind them to complete their work at the time designated.
8. Complete and submit reports as required by Headquarters.

#### The president-elect shall:

1. Perform all the duties and be vested with all the powers of the president in her absence or temporary disability.
2. Study carefully the duties and responsibilities of the president, and make herself thoroughly familiar with state and International Bylaws so that she may assume the office of president at any time she may be required to do so.
3. Perform such duties assigned to her by the president or by the state executive board.
4. Arrange for the state convention site.
5. Be a member of the International Council of Presidents and a state delegate to the International Convention.
6. Be responsible for executive board courtesy.
  - a. She shall collect an amount from each member of the executive board at the first board meeting to cover the cost of courtesies. She shall have the option of collecting additional funds if expenses so require during the biennium.

b. Appropriate cards, gifts, and memorials shall be sent for illnesses, deaths, and other situations according to the established guidelines. (*Refer to “Courtesies” in this manual.*)

The recording secretary shall:

1. Keep and report the minutes of each and every Illinois Alpha Delta Kappa meeting.
2. Send the minutes of the executive board meetings and the state convention to each board member and the International Vice President for the North Central Region *at least two weeks prior to the next meeting.*
3. Request names of the to the state convention from the convention chairman at least one week prior to the convention.
4. Should the state have only one (1) secretary, the duties of the corresponding secretary shall be assumed by the recording secretary.

The corresponding secretary shall:

1. Be responsible for the official correspondence of Illinois Alpha Delta Kappa. All letters should be typewritten.
2. File all correspondence in such a manner that it can be made available at any or all state meetings.
3. Report to Headquarters the addresses of all members of a newly installed chapter within the state.

The treasurer shall:

1. Collect state dues and any assessments voted by the state and disburse them as directed.
2. Keep an accurate record of all receipts and disbursements and submit a written report at each executive board meeting and the state convention.
3. Sign all checks and vouchers.
4. Close the books on May 31<sup>st</sup> of each year. Books will be submitted to the audit committee by June 15<sup>th</sup>. The IRS report will be sent to Headquarters no later than July 15<sup>th</sup>.
5. Collect the state and International dues, fees and assessments from all sustaining members who reside in Illinois and forward such monies to Headquarters as collected.
6. Be a member of the budget committee.
7. Purchase the past president’s badge and deliver it to the state convention in the even-numbered years
8. Arrange bonding with approval of state executive board.
9. File IRS forms as required.

The historian shall:

1. Write the biennial history of Illinois Alpha Delta Kappa.
2. Be the keeper of the state archives (records) and may keep the following items on file: charter, history of Illinois Alpha Delta Kappa, labeled pictures of state

- officers, state convention programs, executive board and state convention minutes, committee reports, various important items from chapters, or other items designated by the executive board.
3. Present a visual display of her work at the state convention and at the regional conference.
  4. Send to the regional historian and International Historian all materials appropriate to be considered for inclusion in the regional and/or International archives.

The chaplain shall:

1. Open each state meeting with prayer.
2. Assist the state president in the installation of new state officers.
3. Keep records of members entering Omega Chapter.
4. Conduct a memorial service at state convention.

The sergeant-at-arms shall:

1. Assist in coordinating the activities of state meetings in such a way that there will be harmonious functioning at all times.
2. At the direction of the state president, have charge of the counting of ballots at state meetings.
3. Stand ready at all times to assist the state president as the need may arise.

The immediate past president shall:

1. Advise the president.
2. Be a member of the International Council of Presidents and a state delegate to the International Convention.
3. Complete the unexpired term of the state president if the office of president becomes vacant.
4. Update the Policies and Procedures Manual at the direction of the executive board and the bylaws chairperson.

The vice presidents of the districts shall:

1. Perform the duties as outlined in Section VI of the current Illinois District Organization Policies. (*Refer to "Districts" in this manual.*)
2. Appoint a 2<sup>nd</sup> vice president and a secretary-treasurer.

The vice president(s) of membership shall:

1. Serve as the state membership consultant.
2. Collaborate with the Regional Vice President for Membership and the International Vice President of the Region.
3. Evaluate state membership information.
4. Promote the formation of new chapters.
5. Serve as delegate to the International Convention.
6. Assist with chapter retention and recruitment efforts.

The president of the Illinois council of chapter presidents shall:

1. Be an immediate past chapter president.
2. Perform the duties as detailed in the Handbook of the Council of Chapter Presidents and the International Bylaws.

## Illinois Standing Committees

- I. Standing committees established by the International Bylaws are Alpha Delta Kappa Month, altruistic, budget, bylaws, candidate qualifications, fraternity education, and membership. Other standing committees established by Illinois Alpha Delta Kappa are audit, electronics/communications/media, excellence in education, legislation, music, scholarship, state convention, website coordinator, and world understanding.
- II. Special committees may be appointed as deemed necessary.
- III. Committee chairpersons are appointed by the state president, with the exception of the candidate qualification committee which is elected by the executive board, following each state convention in even-numbered years or when the committee is authorized by the executive board.
- IV. A member shall serve no more than two (2) consecutive terms as the chairperson of the same committee, or until a successor has been appointed.
- V. General duties and responsibilities of committee chairpersons
  - A. Committee chairpersons shall be present at each executive board meeting and give an oral report of the work of the committee.
  - B. They shall provide the state recording secretary, president, and president-elect with a copy of their reports while including one additional written copy in the committee's file.
  - C. A final oral report of the biennium's activities shall be given at the state convention. A written report may be required for inclusion in the convention packet.
  - D. Committee chairpersons shall transfer all records, including notebook, to her successor at the post-convention meeting.
- VI. Duties and responsibilities of committees and committee chairpersons

### Alpha Delta Kappa Month

The Alpha Delta Kappa Month chairperson shall provide suggestions to chapters regarding appropriate activities and events in observation of Alpha Delta Kappa Month.



### Altruistic

1. The altruistic chairperson shall compile a bi-annual written state report on chapter altruism from the reports received from chapters. An updated oral report shall be presented at the fourth (September) and the sixth (state convention) executive board meetings.
2. The Illinois altruistic report shall be sent to the regional altruistic chairperson each year.
3. The chairperson shall prepare and present an altruistic status report at each executive board meeting.
4. The chairperson shall arrange sales displays at state board meetings, district meetings, state convention, regional conference and International convention. Profits go to support the state altruistic projects.

### Audit

1. The audit committee shall consist of three (3) members, one from each district.
2. The chairperson shall be one of these three members rotated among the districts according to the executive board meeting rotation at district meetings. (*Refer to "Districts" in this manual.*)
  1. These members shall examine the records of the state treasurer by June 15<sup>th</sup>.

### Budget

1. The state treasurer and state president-elect shall serve on the budget committee. The committee shall also include two (2) other members who reside in districts other than that of the budget committee chairperson. All three districts shall be represented.
2. The budget committee shall prepare a budget for a two-year period, broken into two (2) one-year budgets for IRS purposes.
3. The budget chairperson shall supply to the members of the state executive board copies of the final draft of the proposed budget at least two (2) weeks prior to the fifth (January or February) executive board meeting.
4. The state executive board shall endorse the proposed budget at the fifth (January or February) executive board meeting.
5. The proposed budget shall be sent to the chapter presidents at least two (2) weeks prior to the convention, and also shall be included in the convention packet.
6. The budget chairperson shall present to proposal to the delegates for adoption at the state convention.

### Bylaws/Policies and Procedures Manual

1. The bylaws chairperson shall review state bylaws after International Convention. (Following International Convention, the bylaws chairperson shall review the Illinois Policies and Procedures Manual to ensure they are in accordance with Alpha Delta Kappa International Bylaws and Policies.)
2. Proposals for changes, additions, and revisions shall be submitted to the state executive board by the fifth (January or February) executive board meeting. If Illinois bylaws are in effect, recommended changes and resolutions should be

- mailed to the state executive board and all chapters at least thirty (30) days and not more than ninety (90) days prior to the meeting at which the proposed bylaws amendment will be considered for adoption.
3. The chairperson shall present recommended changes and resolutions to the state delegates at the state convention.
  4. An electronic copy of the revised Illinois bylaws or Illinois Policies and Procedures Manual shall be sent via email to each Chapter president and posted on the Illinois Alpha Delta Kappa website. Additional copies may be made as needed. The International Bylaws chairperson and International Headquarters shall each be provided one (1) copy.
  5. The chairperson shall prepare, in cooperation with the chapters, councils of chapter presidents, districts, and state executive board, appropriate resolutions to be submitted to the International Resolutions Committee for consideration at the next International convention.
  6. If applicable, the bylaws chairperson will submit the Official Policy Statement to The International Bylaws Chairman, indicating adherence to the Alpha Delta Kappa International Bylaws and the Illinois Policies and Procedures Manual becomes Illinois Alpha Delta Kappa's governing document.

#### Candidate Qualifications

1. Three (3) members of the candidate qualifications committee, one from each district, shall be elected by the state executive board upon recommendation of the state president at the fall meeting in even-numbered years. The state president shall appoint a chairperson from one of the three elected members, rotated among the districts according to the executive board meeting rotation at the district meetings. (*Refer to "Districts" in this manual.*)
2. The committee shall publish the requirements for state officers and set a deadline for returning applications. This information and applications shall be included in the state newsletter.
3. The committee shall check the credentials of all candidates before submitting them to the delegates at the state convention.
4. The committee shall post all candidates' information and pictures on posters at the state convention.
5. The committee shall prepare paper ballots when necessary.

#### Electronics/Communications/Media

1. Study the various facets of the International website and become familiar with the steps in setting up chapter websites.
2. Offer assistance to state board members having trouble accessing the International website.
3. Use e-mail or snail mail to make three contacts a year with all chapter presidents. Offer assistance in accessing the International website and setting up chapter websites.
4. Encourage each chapter to choose a chapter technology chairman who could build

a chapter website through International. Offer help and give suggestions on how the chapter could benefit from such a site.

#### Excellence in Education Award

1. International will send information, guidelines, and deadlines in the autumn after International Convention.
2. Illinois Alpha Delta Kappa will present a \$250 monetary award to the recipient of the Illinois Excellence in Education Award for classroom use. (approved by EB 9/18/21)

#### Fraternity Education

1. The fraternity education chairperson shall provide information regarding the history and procedures of the organization. This information could include ideas for skits and ceremonies, informational games, and so on.
2. Information shall be shared via the state newsletter and programs at district meetings and state convention.

#### Legislation

1. The legislation chairperson shall gather information regarding current and pending legislation affecting education.
2. The information shall be made available at state board meetings, district meetings, state convention, and through the state newsletter.

#### Membership

1. The vice president(s) for membership shall work with the state president to maintain current state membership information.
2. The vice president(s) for membership shall work with the regional and international vice presidents for membership to foster membership growth within chapters.
3. The vice president(s) for membership shall compile information received from each chapter's Needs Assessment form and report to the Regional Vice President for Membership.
4. The vice president(s) for membership shall represent the chapters in the state at membership seminars offered at regional conference and International Convention and report information to the chapters.
5. The vice president(s) for membership shall encourage sustaining members to affiliate with a local chapter.
6. The vice president(s) for membership shall work with the state president in identifying areas in which to establish new chapters.
7. The vice president(s) for membership shall assist with the pledging, initiation, and installation of new members and new chapters throughout the state.

#### Music

1. The music chairperson shall work with the state chaplain to provide music for the memorial service at state convention.

2. The chairperson shall work with state president to direct and plan music for the district meetings or other meetings as needed.
3. Recruit members to be part of the state chorus at state convention.

#### Scholarship

1. The scholarship chairperson shall provide guidelines and application forms to chapters in the state each year.
2. The chairperson shall submit to the state executive board the committee's recommendations for scholarship recipients.
3. The chairperson shall inform the recipients of the procedures to follow in order to receive scholarship money from the state treasurer.

#### State Convention

1. The state convention chairperson(s) shall be responsible for all the arrangements for the state convention. The committee shall appoint a convention treasurer.
2. The chairperson(s) shall work closely with the state president and state treasurer in coordinating convention plans.
3. The chairperson(s) shall keep a record of all convention expenses and submit a preliminary report to the state executive board at the post-convention board meeting. The final report shall be given at the September board meeting after all expenses have been tallied.
4. The appointed convention treasurer shall be responsible for the disbursement of the monies received or allocated for the state convention expenses.
5. The convention treasurer will collect all monies for the convention from ALL attendees of the convention. Monies will be reimbursed to sisters who have monies budgeted, when vouchers are given to the state treasurer.

#### Website Coordinator

1. Shall work with the state president to update website with biennium information which includes President's Corner message, biennium theme and goals, state altruistic projects, state history, and graphics that relate to the theme.
2. Update the listing of state officers, committee chairpersons, and Big Sisters for the biennium and provide e-mail addresses for each.
3. Update Districts and Chapters pages containing a listing of state chapters by the district vice presidents. Provide a method for chapters to send information for pages that include a listing of chapter officers, committee chairpersons, chapter history, meeting information, and altruistic projects.
4. Continue to develop the idea exchange by adding teaching ideas, fundraising projects, program ideas, and chapter activities.
5. Work with the state president to provide electronic versions of the state newsletter as well as maintain a calendar of events.
6. Work with state officers, state committee chairpersons, and district vice presidents to provide news and information for state projects, district meetings, and the state convention.
7. Maintain web server account.

8. Helps with all new technology available.

### World Understanding

1. Assists the state president with the inclusion of world understanding presentations at conventions, conferences, and leadership meetings.
2. Serves as a consultant to chapters on world understanding efforts within the state.
3. Prepares the state world understanding report and submits it to the regional world understanding chairman by date specified on the report form.
4. Submits articles for the state newsletter as appropriate.
5. Creates/adds to a resource bank of materials, including speakers, books, websites, and global issues, and articles on cultural differences.

## Illinois Special or Ad Hoc Committees

I. Hospitality is a special committee and parliamentarian is a special appointee.

II. Duties and responsibilities

### Hospitality (at International Convention)

1. Take reservations and collect money for meals offered to Illinois attendees in the hospitality suite at the International Convention.
2. Order and obtain all supplies (food, drink, paper goods, etc.) necessary to serve meals as needed.
3. Recruit and enlist workers to prepare and serve meals and refreshments.
4. Not be a delegate to the International Convention.
5. Report to the executive board following the International Convention on the hospitality room.
6. Will have registration fees to the International Convention paid by the state board as well as  $\frac{1}{2}$  the cost of appropriate accommodations provided for the hospitality chairperson.

### Parliamentarian

1. The parliamentarian shall be an Alpha Delta Kappa member in good standing.
2. She shall be appointed by the president and serve during the tenure of office of that president.
3. She shall be allowed mileage and such other expenses as are allowed by the executive board.

## Region and Regional Conference

I. Illinois Alpha Delta Kappa is in the North Central Region, one of the seven regions in Alpha Delta Kappa.

- II. All members are encouraged to attend the conference that provides leadership and programs which promote the ideals and objectives of Alpha Delta Kappa.

## Courtesies

### Suggested expenditure/gift

#### I. Illness

- |   |   |
|---|---|
| A. Short term illness (Board member only)       | Card                                    |
| B. Extended illness (including hospitalization) |   |
| 1. Board member                                 | \$10 inspirational book, flowers, plant |
| 2. Immediate family*                            | Card                                    |
| 3. International Chapter                        | Card                                    |

#### II. Death

- |                              |   |
|------------------------------|---|
| A. Present board member      | \$25 monetary donation, planter<br>(Alpha Delta Kappa identified)                                       |
| B. Immediate family*         | \$10 monetary donation, inspirational<br>book given in name to school or<br>library, memorial to church |
| C. International Chapter     | \$10 – see above  |
| D. Past elected board member | \$10 – see above; children’s book<br>given in name to school or library                                 |

#### III. Other courtesies to present board members

- A. Anniversaries (25, 40, 50)
- B. Marriage
- C. Birth of a child
- D. Honor

\*Immediate family: husband, parent, child, and those who live within the household.

- IV. Each elected board member and committee chairperson will pay to the state president-elect at the September board meeting the amount determined necessary to cover the cost of the above courtesies. The state president-elect will have the option of collecting additional funds if expenses so require during the biennium.

## Financial

- I. The Illinois Alpha Delta Kappa fiscal year is June 1-May 31.
- II. The state treasurer is responsible for filing the IRS 990N e-Postcard and submitting a copy of IRA acceptance receipt to Headquarters by October 15 each year.
- III. Vouchers/Receipts: Reimbursement for budgeted expenses will be made by the state treasurer upon receipt of a completed expense voucher including all necessary

receipts. Expense not specified in the budget must be approved by the state president. After approval and receipt of the completed expense voucher with receipts, the state treasurer will issue a check for reimbursement. All payment is made on a reimbursement-only basis. MONIES WILL NOT BE ADVANCED.

IV. State Dues

- A. State dues shall be paid annually by all members.
- B. A member initiated prior to June 1 shall pay state dues at the time of her initiation. A member initiated June 1 or after shall not be required to pay state dues until the following January.
- C. Date due: The chapter treasurers shall collect state dues from all members (except honorary) no later than January 31 of each year and forward them to the state treasurer.
- D. Late fees: A penalty determined by the state executive board shall be levied against the member or members whose dues are postmarked after January 31.

V. Reimbursement of expenses (executive board members and committee chairpersons)

- A. Reimbursements for attending state executive board meetings shall cover
  - 1. Mileage as stated in the budget.
  - 2. Overnight accommodations at ½ of a double room rate per sister, or less, if more than two (2) Alpha Delta Kappa sisters share a room.
- B. Reimbursements for attending district meetings follow the same guidelines as state board meetings.  
*Please note: Registration for the 3 P's, membership and altruistic chairpersons are covered by each district. (Refer to "Districts" in this manual.)*
- C. Reimbursements for attending regional conferences and International Conventions are as follows:
  - 1. Registration fees for the 3 P's are reimbursable expenses.
  - 2. Meals and transportation are not reimbursable expenses.
  - 3. Housing (½ of room) is a reimbursable expense for the 3 P's and altruistic and membership chairpersons.  
*Please note: When the budget allows a set amount or an amount not to be exceeded, a member will not receive a greater amount although her expenses exceed the amount allowed.*

VI. Fiscal responsibility: The budget is approved by the delegates at the state convention. The state executive board is accountable to these delegates, and the board makes every effort to stay within the budget. Unanticipated needs do arise. As unforeseen expenditures are made, the state board must determine which allocated monies in the budget can be shifted to cover the necessary, yet unbudgeted, expenses.

VII. Wire transfers are not allowed unless approved by the Executive Director at Headquarters.

## Publications

- I. Illinois Alpha Delta Kappa produces the following publications:
  - A. State newsletter is developed by the state president and sent electronically to executive board members and chapter presidents at least four (4) times a year.
  - B. Illinois Alpha Delta Kappa Policies and Procedures Manual is maintained and edited by the Immediate Past President and the state bylaws chair and is posted on the Illinois Alpha Delta Kappa website.

## Illinois Altruistic Projects

- I. The state president may establish a special altruistic project during her biennium.
- II. Information will be shared with the Executive Board and chapter presidents at state board meetings, on the Illinois Alpha Delta Kappa website and in the state president's newsletter.
- III. Proceeds raised for the state president's special altruistic project will be donated to the designated recipient.

## Illinois Awards/Recognitions

- I. Illinois Alpha Delta Kappa Honorary Member
  - A. State honorary member shall have no voting privileges.
  - B. She shall not transfer her membership to another state.
  - C. She shall not be informed that her name has been submitted or is being considered.
  - D. The state shall have no more than two (2) honorary members.

## Illinois Scholarships

### Illinois State Scholarship Guidelines

1. Applicant must be a resident of Illinois and must be majoring in education and pursuing teaching certification
2. Applicant must be a sophomore or junior enrolled in an institution of higher learning when he or she applies for the scholarship money.
3. Applicant must be recommended by an Alpha Delta Kappa member, not necessarily a relative.
4. Application form must be postmarked no later than date specified on the form.
5. There shall be three (3) \$1,000 yearly scholarships awarded, if there are that many eligible applicants.



6. A three (3) person committee, composed of Alpha Delta Kappa members, one (1) from each district, will recommend the scholarship recipients to the state board.
7. Scholarship winners will be announced at the Illinois state convention (even years) or at the spring board meeting (odd years).
8. Each recipient of a scholarship award must return verification of enrollment before that recipient's scholarship check will be issued.
9. The Illinois state treasurer, upon receiving verification of enrollment, will issue a check to each scholarship recipient each semester, for one-half of the yearly amount as stated above.
10. Neatness, completeness, and promptness count.

## State and Chapter Bylaws

- I. Each biennium, the state bylaws chairman shall send, for certification, the official policy statement, from the Illinois Policies and Procedures Manual, that satisfies the requirement of the Internal Revenue Service for states of the United States of America and the Commonwealth of Puerto Rico, to the chairman of the International Bylaws Committee by October 15 of even-numbered years. This procedure indicates Illinois Alpha Delta Kappa's adherence to the International Bylaws and the Illinois Policies and Procedures Manual instead of state bylaws.
- II. The chapters shall adopt bylaws and/or policies and procedures manual, which must be in compliance with the International Constitution and Bylaws and the Illinois Bylaws and/or the Illinois Policies and Procedures Manual. Each biennium, the chapter bylaws chairman shall send, for certification, a current copy of the chapter bylaws or the official policy statement, from the chapter policies and procedures manual, that satisfies the requirement of the Internal Revenue Service for states of the United States of America and the Commonwealth of Puerto Rico, to the chairman of the state bylaws committee by March 15 of odd-numbered years.

## Illinois Council of Chapter Presidents

- I. The purpose of the Illinois council chapter presidents is to exchange ideas with chapter presidents and to promote the purposes of Alpha Delta Kappa.
- II. The Illinois council of chapter presidents meets in conjunction with the state convention in even-numbered years.

## Districts

- I. The purpose of districting shall be to strengthen Illinois Alpha Delta Kappa through:
  - A. Closer communication between the chapters and the state executive board through the vice president of the district;

- B. A membership better informed about Alpha Delta Kappa program policies, projects, etc., through their attendance at and involvement in district meetings that include fraternity education workshops and other training opportunities;
  - C. Growth in chapters and in membership in established chapters in each district;
  - D. Better public relations within and among districts and in the state;
  - E. More and greater opportunities for fraternal fellowship for Illinois Alpha Delta Kappa;
  - F. Members who are better prepared and more qualified to assume the responsibilities as officers and committee members at the state, regional, and international level;
  - G. Development of the true spirit of sisterhood beyond the chapter level.
- II. The districts of Illinois Alpha Delta Kappa shall be named for the regions they represent: Northern, Central, and Southern. The number, names, and chapters included in each district shall be established by state executive board action.
- III. Membership in Illinois Alpha Delta Kappa districts shall consist of all active members and sustaining members of Alpha Delta Kappa.
- IV. District Meetings
- A. One-day district meetings shall be held in the spring of the odd-numbered years.
  - B. The dates shall be determined by the state president and the vice presidents/chairmen of the districts. These activities should be included:
    1. Fraternity education activities such as workshops, panels, symposiums, and skits.
    2. Personal growth activities.
    3. Professional growth activities.
    4. Altruistic sales.
  - C. The chapter of the newly-elected district vice president may have first option to host the district meetings. The district officers shall work with the chapter(s) to arrange the biennial meeting.
  - D. The district will be financially responsible for:
    1. State president, president-elect, immediate past president, altruistic and membership chairpersons, unless the meeting is in their home district.
    2. Special guests (speakers who are not members of Alpha Delta Kappa), International Chapter guests, etc.
  - E. Special district meetings may be called by the district vice president and the state president as deemed necessary.
  - F. Voting at district meetings: All active members and sustaining members of the district attending are eligible to vote. All voting will be determined by a simple majority.
- V. District Officers
- A. The district vice president shall appoint a 2<sup>nd</sup> vice president and secretary-treasurer as soon as possible after the state convention.
  - B. Eligibility: The vice president and 2<sup>nd</sup> vice president of the

district shall have attended at least one (1) previous district meeting and have held an elected chapter office.

C. Term of office: The term of office for district officers shall be two (2) years. A district officer who has served a full term shall not succeed herself.

D. Duties and responsibilities

1. The vice president of the district shall appoint committee chairpersons and others as needed, shall preside at district meetings, and conduct any necessary business of the district. She shall attend each state executive board meeting and file a report at said meeting. She shall keep in communication with chapters within her district, writing a letter of introduction to each chapter shortly after taking office.
2. The vice president of the district shall act as liaison among chapters, presidents' councils, and the state executive board. She shall be available to attend individual chapter meetings when invited.
3. The vice president of the district shall attend other district meetings whenever possible.
4. The district officers shall work with the state membership chairperson(s) for the growth in the district.
5. Each district officer and committee chairperson are to maintain a file which is to be passed to her successor immediately after installation of new officers.
6. At the end of her term, the vice president of the district shall prepare a final written report.

## VI. Executive Board Meeting Rotation

2023-Southern  
2025-Central  
2027-Northern

2029-Southern  
2031-Central  
2033-Northern

2035-Southern  
2037-Central  
2039-Northern

## VII. District Finances

- A. Each chapter in the district is to be assessed \$10 for the biennium to help defray the cost of the district meeting. This assessment shall be paid to the secretary-treasurer by January 31 of the odd-numbered years.
- B. In order to keep costs at a minimum, simplicity and economy shall be stressed in planning the district meeting.
- C. The district's financial records shall be audited between March 1 and April 15 of the even-numbered years. Following completion of the payment of bills for the district meeting, up to \$400 shall be retained in the district treasury to be passed on to the succeeding district vice president as a start-up fund. The remainder is to be forwarded to the state treasurer.
- D. Each chapter in the district is invited to apply for a \$400 state altruistic award for a local charity. Applications from the chapters are judged by a district committee appointed by the district vice president and announced at the district meeting.

- VIII. Transfer Procedures: A chapter desiring to transfer from one district to another must submit a written request to the state executive board. The request must include the reason for wanting the transfer and a petition signed by a majority of active members. This must be received by January 1, and voted on by the executive board before a transfer can be made.

## City/Area Councils of Chapter Presidents

Chapters may belong to an area council of chapter presidents.

## State Convention

Illinois Alpha Delta Kappa shall have a two-day convention, no later than June 30<sup>th</sup>, lasting from Friday evening until Sunday noon in the spring of the even-numbered years. The convention site shall be selected by the incoming state president and executive board. The executive board shall approve the appointment of a convention chairperson(s) who are from an area near the convention site. She/they will report to all state executive board meetings. The chairperson(s) shall delegate chapters to help. The board shall approve the major decisions for the convention including finance and agenda.

### I. Site

- A. State executive board selects or approves place and time at least two (2) years in advance.
- B. Convention co-chairpersons shall be chosen immediately after a site is approved. The convention co-chairpersons should conduct the following:
  - 1) Choose a convention treasurer
  - 2) Appoint convention committees such as:
    - a) Registration
    - b) Packets
    - c) Hospitality
    - d) Transportation
    - e) Meals and social functions
    - f) Publicity
    - g) Music
    - h) Entertainment and speakers
    - i) International Chapter guest hostess
  - 3) Inspect convention facilities
  - 4) Obtain all arrangements and agreements with hotel in writing
  - 5) Determine that adequate facilities are available for meetings and displays
  - 6) Check periodically on arrangements.
    - a) Rooms promised
    - b) Piano
    - c) Lecterns
    - d) Sound system

- e) Seating arrangements
  - f) Locations of head tables
  - g) Availability of flag, displaying of chapter banners
  - h) Restroom facilities
  - i) Water and glasses for speakers' table
  - 7) Determine if there is additional cost for meeting rooms, extra microphones, piano, sound system, etc.
  - 8) Freeze food prices and other costs to be covered by registration fee before final fee is set.
- B. President selects theme for convention.
- C. Registration fees, deadlines, and late registration fees should be established. Guidelines should be set to clarify handling and disbursing of convention money.
- D. Publicity
- 1. Send advance information to each chapter regarding time, place, registration, and other necessary items.
  - 2. Prepare news releases for use in local newspapers.
  - 3. Obtain biographical information from International Representative.
- E. International Representative (assigned by International Chapter).
- 1. The state president shall designate a sister to serve as hostess for an International Representative. This hostess should not be on the state board or have any other duties at the convention.
  - 2. The state president shall make arrangements for meeting the International Representative – her lodging and transportation to and from airport, if necessary.
  - 3. The International Representative/s' convention registration/s, lodging/s, and meals shall be paid by the state. International will provide the state president with a number of representatives that may be attending.
- F. All past state presidents are guests with their meal (if provided) paid at the Illinois council of chapter presidents. Monies for this are to be paid from the convention fund.
- G. At state convention, elected officers and standing committee chairpersons may vote. These votes are separate from chapter delegates' votes. Each chapter is allowed two (2) votes above and beyond those cast by members serving in the above positions. (*Refer to Rules Governing the Convention, Appendix A.*)
- II. Election and Installation of State Officers
- A. The election of Illinois state officers takes place at the state convention in even-numbered years.
- a. Election shall be by ballot and by a majority of the delegates registered and voting.
  - b. Official delegates shall be each elected state officer, each past state president, each state committee chairman, and two (2) delegates from each chapter.
  - c. Each delegate has only one vote.

- d. In the event the first ballot fails to give a majority to one (1) candidate for any office, the second ballot shall contain the names of the two (2) candidates receiving the highest number of votes on the first ballot.
- e. If the slate of officers has only one member nominated for each office, the state president shall declare the election effective by unanimous consent or acclamation.
- B. The term of office is two (2) years, or until a successor has been elected.
- C. State officers are installed at the banquet of the state convention at which they are elected, and assume the duties of their offices immediately following their installation.
- D. An application will be sent to the chapters in the state newsletter in the fall prior

to the state convention. Applications must be received by the chairperson of the candidate qualifications committee by the established deadline.

- E. A list of candidates whose qualifications have been certified as having met eligibility requirements will be sent to the chapters by March 1. Ballots will be prepared from this list.
- F. Additional nominations may be made from the floor, provided that the consent of the nominee shall first have been obtained and also provided that the person making the nomination shall present to the chair a statement signed by the chairperson of the candidate qualifications committee certifying the eligibility of the nominee.
- G. The president of the Illinois council of chapter presidents is elected at the Illinois council of chapter presidents' meeting during the state convention. The candidate qualifications committee shall process the application for this office. This officer's term is two (2) years, and she shall be installed at the same time as the other officers.
- H. In the event an eligible candidate cannot attend the convention at which she is nominated to be elected and installed, the delegates will vote to accept the candidate for election by a two-thirds (2/3) vote. If elected, the absent officer will have her name read in the Officer Installation Ceremony.
- I. In the event the candidate qualifications committee presents an incomplete slate of candidates, a candidate, without eligibility, willing to be nominated for a vacant office may be accepted by the following process:
  - 1) The delegates will vote by ballot, to accept the nomination of the candidate by a two-thirds (2/3) vote. If adopted, the name of the candidate shall be added to the slate of candidates.
  - 2) Previous notice shall be provided.

## Alpha Delta Kappa Month/Founders' Day

- I. Purpose of Alpha Delta Kappa Founder's Month is to formally celebrate the Founders of Alpha Delta Kappa.

II. Chapters are encouraged to celebrate Founders' Day by doing special projects or programs for the purpose of establishing good, basic public relations, while at the same time promoting Alpha Delta Kappa

III. Founders' Day is celebrated during the month of October.

## Big Sister/Mentor Program (Elected Officers, Committee Chairpersons, and Past State Presidents)

### I. Purpose of the Big Sister/Mentor Program

- A. To act as a liaison between the state and chapter level.
- B. To provide assistance when chapters need advice, guidance, and encouragement.
- C. To foster and encourage chapter membership growth as well as develop chapter leadership.
- D. To acquaint new chapters and officers with procedures, goals, and expectations.
- E. To give members a feeling that they are in a professional social sisterhood.
- F. To bring chapter concerns to the Illinois executive board so executive board can be knowledgeable of their concerns.

### II. To keep in touch with the chapter, the Big Sister/Mentor will

- A. Send a note of greeting to the chapter assigned. Be sure to include name, address, phone number, and e-mail address.
- B. Ask the chapter to send the yearbook so that plans can be made to visit a chapter meeting.
- C. Offer to answer questions and help solve problems. Some areas that a chapter might wish to have help are: fraternity education, programming, altruistic projects, membership, and organizing meetings.
- D. Invite the chapter president to share her concerns with you in a separate note, e-mail, or phone call.
- E. Send seasonal greetings.

Appendix A

RULES GOVERNING THE CONVENTION  
ILLINOIS ALPHA DELTA KAPPA

The rules for the convention are read and voted on at each convention. Rules that we used during the last convention:

|   |        |
|---|--------|
| Delegates to the Convention shall consist of:   |        |
| Each Member of the State Executive Board        | 1 vote |
| Each State Standing Committee Chairman          | 1 vote |
| Each Chapter Delegate (each chapter may have 2) | 1 vote |
| Each Past State President                       | 1 vote |
| State Parliamentarian                           | 1 vote |

Each Chapter shall be entitled to two official delegates. These delegates must be active members. In the event a delegate comes under more than one of the above classifications, she shall have only one vote. Each Chapter may have two alternates who vote only in the absence of regular delegates.

Upon arrival at the state Convention, all delegates shall register and secure credentials from the desk for admittance into the Delegate Section.

When the Presiding Officer shall call for the presentation of motions, the procedure for offering a motion shall be to obtain the floor by rising after the floor has been yielded. If a member rises before the floor has been yielded or is standing at the time, she cannot obtain the floor provided anyone else rises afterward and addresses the chair.

Motions shall be presented by the sponsoring delegate as follows:

“Madame Chairman, (Delegate’s Name) of \_\_\_\_\_ Chapter, I move.....”

The Chairman shall then call for a second. If seconded, the motion shall be written and signed by the mover and the seconder and handed to the Convention Secretary.

The Chairman shall then have the motion read by the secretary followed by a call for discussion. Each motion may be discussed eight minutes, by two persons in favor of and two in opposition to each motion, each speaking no more than two minutes, unless 2/3 vote consent is obtained to extend the time.

Any member, other than a delegate, may take part in the discussions; but only delegates may make motions and vote.

The Convention Secretary shall be the official timekeeper. Please stop reading or discussion when the signal is given.

At the conclusion of the discussion of a motion, it shall be voted on by the delegates of the Convention.

Manner of voting shall be by acclamation, except for election of officers, which shall be by ballot if there is more than one candidate for any office. If nominations are made from the floor, proper written qualifications and the consent of the nominee must accompany such nominations. When voting by acclamation, if there is doubt as to which side is in the majority, the Presiding Officer shall ask for a standing vote.

Proposed resolutions and amendments may be presented and debated in the same manner as provided for motions.

The State Sergeant-at-Arms shall have full charge of admission and conduct of all delegates, members, and visitors during this Convention. All matters of procedure shall be decided by (1) the Constitution and Bylaws of Alpha Delta Kappa, (2) Illinois Alpha Delta Kappa Bylaws, (3) these Rules, (4) Robert’s Rules of Order.