

HANDBOOK

OF

THE ALPHA DELTA KAPPA SORORITY, INCORPORATED

November 2015



ALPHA DELTA KAPPA

INTERNATIONAL HONORARY ORGANIZATION FOR WOMEN EDUCATORS

ALPHA DELTA KAPPA
OFFICER AND COMMITTEE MANUAL

I.	INTERNATIONAL.....	1
A.	International Chapter	
1.	International Officers	
a.	International President	
b.	International President-Elect	
c.	International Vice Presidents of the Regions	
d.	International Vice President for Membership	
e.	International Historian	
f.	International Sergeant-at-Arms	
g.	International Chaplain	
h.	Immediate Past International President	
2.	Executive Board Members	
a.	Chairman	
b.	Members	
c.	Executive Director	
3.	President, International Council of Presidents	
B.	International Council of Presidents	
1.	President	
2.	Secretary	
3.	Sergeant-at-Arms	
4.	Chaplain	
C.	International Standing Committees	
1.	Altruistic	
2.	Bylaws	
3.	Candidate Qualifications	
4.	Excellence in Education	
5.	Living Memorial Scholarship	
6.	Membership	
7.	Resolutions	
8.	World Understanding	
II.	REGIONS.....	7
A.	Officers	
B.	Elections	
C.	Committees	
D.	Duties of Officers	
1.	International Vice President	
2.	Secretary	
3.	Treasurer (Optional)	
4.	Historian	
5.	Sergeant-at-Arms	
6.	Chaplain	

III.	STATES/PROVINCES/NATIONS	8
	A. Officers	
	B. Elections	
	C. Standing Committees	
	D. Executive Board	
	E. Duties of Officers	
	1. President	
	2. President-Elect	
	3. Vice President(s)	
	4. Recording Secretary	
	5. Corresponding Secretary	
	6. Treasurer	
	7. Historian	
	8. Sergeant-at-Arms	
	9. Chaplain	
	10. President of the S/P/N Council of Chapter Presidents	
	11. Immediate Past President	
	F. Duties of Standing Committees	
	1. Alpha Delta Kappa Month	
	2. Altruistic	
	3. Budget	
	4. Bylaws	
	5. Candidate Qualifications	
	6. Fraternity Education	
	7. Membership	
	8. World Understanding (Optional)	
IV.	DISTRICTS WITHIN A STATE/PROVINCE/NATION	13
V.	CITY COUNCILS.....	13
	A. Purposes	
	B. Membership	
	C. Officers	
	D. Meetings	

VI.	CHAPTERS.....	14
A.	Officers	
B.	Elections	
C.	Committees	
D.	Executive Board	
E.	Duties of Officers	
	1. President	
	2. President-Elect/Vice President	
	3. Recording Secretary	
	4. Corresponding Secretary (Optional)	
	5. Treasurer	
	6. Historian (Optional)	
	7. Sergeant-at-Arms (Optional)	
	8. Chaplain (Optional)	
	9. Immediate Past President	
F.	Duties of Standing Committees	
	1. Alpha Delta Kappa Month	
	2. Altruistic	
	3. Budget	
	4. Bylaws	
	5. Fraternity Education	
	6. Membership	
	7. Nominating	
	8. World Understanding (Optional)	

**ALPHA DELTA KAPPA
FRATERNITY EDUCATION**

I.	HISTORY AND PURPOSES.....	18
A.	Sorority Founding	
B.	Mission Statement	
C.	Purposes	
D.	Historical Highlights	
II.	ORGANIZATIONAL STRUCTURE AND GOVERNANCE.....	21
A.	Chapters, Districts, States/Provinces/Nations, Regions	
B.	International Executive Board	
C.	International Chapter	
D.	Organization’s Development	
E.	International Headquarters Staff	
III.	PROGRAMS AND SERVICES.....	23
A.	Conventions, Conferences, Workshops	
B.	Altruism	
1.	International Altruistic Projects	
2.	Scholarships and Grants	
C.	Alpha Delta Kappa Association	
D.	Alpha Delta Kappa Month	
E.	Publications	
F.	Alpha Delta Kappa International Website	
G.	Official Jewelry and Recognition Awards	
IV.	MEMBERSHIP	26
V.	FRATERNITY SYMBOLISM.....	26
A.	The Alpha Delta Kappa Badge	
B.	Temple Corner	
C.	Alpha Delta Kappa Crest	
D.	The Alpha Delta Kappa Logo	
E.	The Password and Handshake	
1.	Password	
2.	Handshake	
F.	AΔK Memorial Markers	
G.	Alpha Delta Kappa City Sign	
H.	Greek Alphabet	
I.	State/Provincial/National Banners	
J.	Alpha Delta Kappa Song	
K.	Alpha Delta Kappa Ritual Equipment	
L.	Definitions of Special Groups	
M.	Alpha Delta Kappa Acronyms	

**ALPHA DELTA KAPPA
CODE OF ETHICS**

FIRST PRINCIPLE — Selection of Members34

SECOND PRINCIPLE — Initiation of Members35

THIRD PRINCIPLE — Fraternal Growth of Members35

FOURTH PRINCIPLE — Organizational Relationship35

**ALPHA DELTA KAPPA
PROTOCOL MANUAL**

I.	PROTOCOL.....	36
II.	IMPORTANCE OF PROTOCOL TO ALPHA DELTA KAPPA MEMBERS.....	36
III.	PROTOCOL FOR ALPHA DELTA KAPPA MEMBERS.....	36
IV.	PROTOCOL FOR OFFICERS	36
V.	STANDARD OPERATING PROCEDURES FOR ALPHA DELTA KAPPA REPRESENTATIVES AND GUEST SPEAKERS.....	37
VI.	STANDARD OPERATING PROCEDURES FOR ALPHA DELTA KAPPA DIGNITARIES.....	37
VII.	RESPONSIBILITIES OF THE PROTOCOL CHAIRMAN/SERGEANT-AT-ARMS	38
VIII.	PRECEDENCE FOR ALPHA DELTA KAPPA OFFICERS	39
IX.	INSTALLATION.....	40
X.	BALLOTS.....	40
XI.	RECEIVING LINES	40
XII.	ADDRESSING DIGNITARIES AT CONVENTIONS AND CONFERENCES	40
XIII.	STATE, PROVINCIAL OR NATIONAL CONVENTIONS.....	40
XIV.	HEAD TABLE FOR MEAL FUNCTIONS: CHAPTER, S/P/N AND REGION.....	41
XV.	HEAD TABLE FOR BUSINESS MEETINGS: CHAPTER, S/P/N AND REGION	41
XVI.	HEAD TABLE FOR MEAL FUNCTIONS AND BUSINESS MEETINGS: INTERNATIONAL CONVENTION.....	41
XVII.	STANDING COMMITTEE RECOGNITION.....	41
XVIII.	ALPHA DELTA KAPPA BADGE	41
	TABLE DIAGRAMS	43

**ALPHA DELTA KAPPA
SCHOLARSHIPS AND GRANTS**

INTRODUCTION.....	49
I. LIVING MEMORIAL SCHOLARSHIP.....	49
II. REGIONAL PROFESSIONAL DEVELOPMENT SCHOLARSHIPS.....	50
III. REGIONAL MINI-SCHOLARSHIPS	51
IV. FINE ARTS GRANTS.....	51
V. INTERNATIONAL TEACHER EDUCATION SCHOLARSHIPS.....	51
VI. MARIE NEAL MEMORIAL SCHOLARSHIP	52
VII. AGNES SHIPMAN ROBERTSON MEMORIAL SCHOLARSHIP.....	52
VIII. ALPHA DELTA KAPPA SCHOLARSHIP.....	53
IX. THE MAXINE B. PETTIBONE SCHOLARSHIP.....	53
X. THE ALPHA DELTA KAPPA FUTURE EDUCATOR SCHOLARSHIP.....	53
XI. THE EXCELLENCE IN EDUCATION AWARD	53
XII. ALPHA DELTA KAPPA INNOVATION GRANT.....	53
XIII. ALPHA DELTA KAPPA CLASSROOM GRANT.....	53

ALPHA DELTA KAPPA
OFFICER AND COMMITTEE MANUAL

I. INTERNATIONAL

A. International Chapter

1. International Officers

a. International President

- (1) Works in close cooperation with Headquarters, exchanging pertinent correspondence and keeping Headquarters informed of her Alpha Delta Kappa activities.
- (2) Serves as a goodwill ambassador for Alpha Delta Kappa.
- (3) Plans the agenda for and presides at International Chapter meetings.
- (4) Votes only to make or break a tie, unless the vote is by ballot.
- (5) Appoints committees.
- (6) Serves on the Executive Board.
- (7) Works with the International Vice Presidents in coordinating the regional conferences.
- (8) Attends all regional conferences and other professional meetings as required.
- (9) Plans the International convention.
- (10) Presides at the International convention at the conclusion of her term and presents a report of her two-year term.
- (11) Ensures that the International Chapter Policies and Procedures are current.

b. International President-Elect

- (1) Works in close cooperation with the International President and Headquarters.
- (2) Attends all International Chapter meetings and submits reports of her activities.
- (3) Presides at meetings in the absence of the International President or when requested to do so.
- (4) Attends state/provincial/national, regional, and other professional meetings as authorized by the International Chapter or the Executive Board.
- (5) Serves on the Executive Board.
- (6) Presents a report of her two-year term at the International convention.

c. International Vice Presidents of the Regions

- (1) Serve as chief officers of their regions. As members of the International Membership Committee, they conduct the business of the regions and assume responsibility for promoting the growth and development of Alpha Delta Kappa in their regions.
- (2) Work in close cooperation with the International President and the International President-Elect to set regional goals and make plans for their implementation.
- (3) Appoint regional conference chairman/chairmen and regional officers, including the secretary, historian, sergeant-at-arms, chaplain, and treasurer (optional) and instruct them in their duties.
- (4) Appoint regional committees necessary to carry on the work of the regions.

- (5) Attend International Chapter meetings and submit reports of their activities.
 - (6) Act in an advisory capacity to the state/provincial/national presidents in their regions, through visits and correspondence, to help build stronger state/provincial/national organizations.
 - (7) Attend state/provincial/national conventions in their regions as authorized by the International Chapter.
 - (8) Plan the regional conferences with the assistance of the International President, the International Vice President for Membership, the regional officers and committees.
 - (9) Instruct the Immediate Past International Vice Presidents on their leadership roles for the regional conferences.
 - (10) Preside at the regional conferences.
 - (11) Preside at any regional meetings held at the International convention and present a report of their two-year terms at the regional functions.
- d. International Vice President for Membership
- (1) As Chairman of the International Membership Committee
 - (a) Serves as chairman of the International Membership Committee which consists of the regional membership consultants and International Vice Presidents of the seven regions.
 - (b) Is a voting member of International Chapter.
 - (c) Prepares progress reports for International Executive Board and International Chapter after each International Membership Committee meeting.
 - (d) Makes committee report during International convention business session.
 - (2) As International Membership Committee Member
 - (a) Plans and coordinates the membership seminar during the International convention.
 - (b) Plans and coordinates membership seminars and membership workshop for regional conferences.
 - (c) Monitors individual region's membership growth analysis and makes recommendations for improvement as needed.
 - (d) Oversees Membership Team for Success Model.
 - (e) Develops strategies to nurture chapters in becoming more actively functioning and revitalized.
 - (f) Reviews and revises membership brochures.
 - (g) Selects a theme for the biennium in conjunction with the International theme.
 - (h) Discusses and resolves membership issues and concerns.
 - (i) Reviews and revises Membership Development Manual biannually.
 - (j) Reviews and develops membership incentives, as needed.
 - (k) Presents membership awards during regional conferences and International convention.
 - (l) Assists in developing membership communications (**KAPPAN**, Website).
 - (m) Develops new membership tools.
 - (n) Reviews and revises the membership mission statement, goals and objectives.

- e. International Historian
 - (1) Takes responsibility for all materials sent to her for the International Alpha Delta Kappa Archives and may assist with appropriate storage of archival materials.
 - (2) Prepares archives for the pictorial display at the International convention. Archives may be in paper or electronic format.
 - (3) Attends all International Chapter meetings and submits reports of her activities.
 - (4) Prepares information for historians at all levels regarding content, preparation, display and disposition of archives.
 - (5) Presents a report of her two-year term at the International convention.
- f. International Sergeant-at-Arms
 - (1) Attends International Chapter meetings and submits reports of her activities.
 - (2) Assists the International President in coordinating meeting activities.
 - (3) Serves as the official doorkeeper at International Chapter meetings and at the International convention.
 - (4) Provides guidance to assistant sergeants-at-arms and pages in the performance of International convention duties that include:
 - (a) Checking credentials of all persons admitted to the convention floor.
 - (b) Working closely with the House Committee in all sessions (e.g., seating arrangements, receiving lines).
 - (5) Presents a report of her two-year term at the International convention.
- g. International Chaplain
 - (1) Attends International Chapter meetings and submits reports of her activities.
 - (2) Prepares and delivers thoughts for the day and invocations at International Chapter meetings as directed by the International President and at the International convention.
 - (3) Submits two copies of each thought for the day and invocation to Headquarters.
 - (4) Prepares and presents a memorial service for the International convention.
 - (5) Offers suitable devotions as needed for ritual services and meal functions conducted at the International convention and at International Chapter meetings.
 - (6) Presents a report of her two-year term at the International convention.
- h. Immediate Past International President
 - (1) Attends all International Chapter meetings and submits reports of her activities.
 - (2) Serves as a member of the Executive Board.
 - (3) Serves in an advisory capacity to International Chapter.
 - (4) Serves as the liaison to past International/Grand Presidents and Past Executive Board Chairmen
 - (5) Completes the unexpired term if the office of International President becomes vacant.
 - (6) Presents a report of her two-year term at the International convention.
- i. President, International Council of Presidents (See Section I.B.1.)

2. Executive Board Members
 - a. Chairman
 - (1) Is the Chief Executive Officer of the sorority.
 - (2) Calls Executive Board meetings as deemed necessary.
 - (3) Plans the agenda for and presides at Executive Board meetings.
 - (4) Works in close cooperation with the executive(s) at Headquarters.
 - (5) Attends International Chapter meetings and submits reports of her activities; completes committee assignments including the review and development of policies and procedures, and manages the finances and other business of the organization.
 - b. Members
 - (1) Attend Executive Board meetings; complete committee assignments including the review and development of policies and procedures, and manage the finances and other business of the sorority.
 - (2) Attend International Chapter meetings and submit reports of their activities.
 - (3) Present a biennial report at the International convention.
 - c. Executive Director
 - (1) Attends Executive Board meetings.
 - (2) Attends International Chapter meetings and submits reports of her activities.
 - (3) Arranges for the recording of proceedings of all International Chapter and Executive Board meetings, as well as, for the International convention.
 - (4) Prepares necessary correspondence.
 - (5) Manages Headquarters operations, including office and staff, information systems and budget.
 - (6) Presents a biennial report at the International convention.
- B. International Council of Presidents
 1. President
 - a. Works in close cooperation with the International President and the International Vice Presidents.
 - b. Serves as a member of International Chapter, attending meetings and submitting reports of her activities.
 - c. Plans the agenda for and presides at the meeting of the International Council of Presidents in conjunction with the International convention.
 - d. Appoints the secretary, sergeant-at-arms and chaplain and instructs them in their duties.
 - e. Appoints committees needed for the functioning of the Council during the International convention.
 - f. Submits a written report to the Council and to the International convention.
 - g. Prepares communications related to the Council meeting to be included in the International Vice Presidents' newsletters or mailings from Headquarters.
 2. Secretary
 - a. Keeps an accurate record of the Council meeting.
 - b. Submits a copy of the proceedings of the Council meeting to the Council President, the International President and the International President-Elect.

3. Sergeant-at-Arms
 - a. Assists the Council President as needed.
 - b. Serves as the official doorkeeper during the Council meeting, requiring proper identification.
 - c. Appoints assistant sergeants-at-arms, as needed.
 4. Chaplain
 - a. Prepares and delivers the thought for the day during the Council meeting.
 - b. Assists the Council President as needed.
- C. International Standing Committees
1. Altruistic
 - a. Prepares a report of the chapter and state/provincial/national altruistic activities, based on reports received from the regional chairmen, for presentation at the International convention.
 - b. Makes recommendations, as necessary, on revision of any report forms used in collecting the information.
 - c. Chairman prepares a committee report and makes recommendations.
 2. Bylaws
 - a. Reviews all proposed bylaws amendments submitted by Executive Board, International Chapter, states/provinces/ nations and/or chapters electronically or by phone, chairman (only) discusses proposed Bylaws amendments with International Chapter Bylaws and Resolutions Committee chairman; where necessary, corresponds with submitters on their proposed amendments; consolidates submissions where feasible; prepares the final listing of proposed amendments; and submits the final listing to Headquarters and the International Chapter Bylaws and Resolutions Committee chairman by March 1 prior to International Convention for issuance.
 - b. Chairman presents the proposed amendments to the International convention for consideration.
 - c. Chairman prepares a committee report and makes recommendations.
 - d. Chairman submits to Headquarters those amendments adopted by the International convention delegates.
 - e. Chairman certifies state/provincial/national bylaws.
 3. Candidate Qualifications
 - a. Meets at Headquarters in November of even-numbered years to review the completed candidate information forms and determines if the candidates meet eligibility requirements.
 - b. Designs and proposes candidate questions to International President, International Executive Board Chairman and Executive Director.
 - c. Revises the candidate information and cover letter as necessary.
 - d. Displays the candidate information at the International convention.

The chairman will:

 1. Conduct candidate information meeting.
 2. Introduce candidates at the International convention.
 3. Assign designees to introduce candidates at the Regional luncheons.
 4. Prepare a committee report and make recommendations.
 4. Excellence in Education
 - a. Follows the Excellence in Education Award Program Guidelines
 - b. Promotes the International Excellence in Education Award program by encouraging each chapter to provide information to all members.

- c. Publicizes deadlines to ensure that completed nomination forms are sent to International Headquarters postmarked by December 1 in the odd-numbered years and that completed nomination packets are received by the S/P/N Excellence in Education Chairman no later than February 1 of the even-numbered years.
- d. Announces the International recipient of the Excellence in Education Award at the International Convention held in each odd-numbered year.
- 5. Living Memorial Scholarship
 - a. Screens the submitted Living Memorial Scholarship applications, identifying those applicants who meet eligibility requirements; reviews the applications; and selects the scholarship recipient.
 - b. Reviews the progress reports submitted by the recipient both during and after the scholarship period.
 - c. Makes recommendations as necessary on revision of the Living Memorial Scholarship application form and fact sheet describing the scholarship.
 - The chairman will:
 - 1. Select two committee members in her geographic area.
 - 2. Prepare a committee report and make recommendations.
- 6. Membership
 - a. Operates under the leadership of the International Vice President for Membership
 - b. Designs, coordinates and promotes the ongoing membership development program for the sorority.
 - c. Provides leadership in membership development and maintains proficiency in membership marketing skills.
 - d. Develops and implements tools and strategies to foster the continuation of Alpha Delta Kappa.
 - e. Plans and conducts membership development activities, training sessions and seminars at regional conferences and International conventions.
 - f. Establishes and maintains open lines of membership-related communications among all levels.
 - g. Works closely with Headquarters, the Executive Board and International Chapter to ensure the implementation of an effective, ongoing membership program.
 - h. Evaluates current demographics and reviews economic and social trends as they relate to membership needs and organizational changes.
 - i. Prepares reports for each Executive Board and International Chapter meeting.
 - j. Submits suggestions for revisions to the International Membership Committee Guidelines by October 15 of even-numbered years.
 - k. Prepares a report to be presented at the International convention.
 - l. Submits any recommendations to the next International Membership Committee.
- 7. Resolutions
 - a. Reviews all resolutions submitted by chapters and/or states/provinces/nations at Headquarters in early December of even-numbered years; discusses the submissions with International Chapter (chairman only); where necessary, corresponds with submitters on their resolutions, consolidates submissions where feasible; and prepares a listing of

resolutions and submits the listing to Headquarters by March 1 prior to International Convention for issuance. The chairman will:

- (1) Present the resolutions to the International convention for consideration.
- (2) Prepare a committee report and make recommendations.
- (3) Submit to Headquarters an annotated copy of the resolutions indicating the disposition of each resolution.

8. World Understanding
 - a. Screens proposed International World Understanding projects according to guidelines.
 - b. Coordinates voting at the regional conferences to select an International project.
 - c. Assists the International President in the preparation of world understanding presentations for the International Convention.
 - d. Assists the Education Symposium chairman for the International Convention in obtaining speakers and developing workshops on world understanding.
 - e. Solicits articles and information for the world understanding page of the Alpha Delta Kappa website.
 - f. Coordinates world understanding efforts between regions.

II. REGIONS

- A. Officers: International Vice President, secretary, treasurer (optional), historian, sergeant-at-arms and chaplain.
- B. Elections
 1. International Vice President elected by each region during the International convention.
 2. Other officers appointed by the International Vice President.
- C. Committees: established by the International Vice President as needed.
- D. Duties of Officers
 1. International Vice President: See Section I.A.1.c.
 2. Secretary
 - a. With the International Vice President, appoints recorders to assist with collecting and preparing the daily conference highlights.
 - b. Is responsible for the preparation of the daily conference highlights.
 3. Treasurer and/or Registrar (optional)

The treasurer and/or registrar works under the leadership of the International Vice President of the Region in all responsibilities which may include the following:

 - a. Assists with financial planning for the conference.
 - b. Establishes a checking account in conjunction with the International Vice President of the Region.
 - c. Pays bills as authorized by the International Vice President of the Region.
 - d. Receives conference registrations.
 - e. Provides conference attendance lists to the registration committee and to state/provincial/national presidents.
 4. Historian
 - a. Collects information/materials from state/provincial/national presidents and historians pertinent to the history/activities of the region.

- b. Prepares the regional archives book and displays the book at the regional conference.
 - c. Arranges for photographs to be taken during the regional conference for the regional and International archives.
 - d. Displays the regional archives at the International convention.
 - e. Writes the regional history for the biennium and sends it to Headquarters.
 - f. Presents the regional archives book to the Immediate Past International Vice President at the next regional conference.
 - g. Archives may be saved digitally.
5. Sergeant-at-Arms
- a. 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 regional seminar and regional functions at the International convention.
 - b. Works to determine the seating arrangements for meal functions and the protocol for receiving lines for the regional conference, with the assistance of the International Vice President.
 - c. Assists the International Vice President, regional conference chairmen and committees in coordinating conference activities.
6. Chaplain
- a. Prepares and delivers devotions/thoughts for the day during the regional conference based on the theme(s) selected.
 - b. Prepares and delivers devotions during regional functions at the International convention.

III. STATES/PROVINCES/NATIONS

- A. Officers: president, president-elect, immediate past president, recording secretary, corresponding secretary, treasurer, historian (optional), sergeant-at-arms (optional) and chaplain (optional). (Note: Offices of vice president(s), vice president for membership, secretary(s), and president of the council of chapter presidents may be elected if authorized by governing bylaws.)
- B. Elections: Officers are elected at state/provincial/national conventions in the spring of even-numbered years.
- C. Standing Committees: Alpha Delta Kappa Month, altruistic, budget, bylaws, candidate qualifications, excellence in education (optional), fraternity education, membership, world understanding (optional) and any other committees authorized by governing bylaws.
- D. Executive Board: Composed of elected officers, immediate past president, and the president of the council of chapter presidents.
- E. Duties of Officers
 - 1. President
 - a. Serves as chairman of the executive board.
 - b. Plans agenda for and presides at executive board meetings and the state/provincial/national convention.
 - c. Votes only to make or break a tie unless the vote is by ballot.
 - d. Appoints all committees except the candidate qualifications committee.
 - e. Serves as ex-officio member of all committees, except the candidate qualifications committee.

- f. Monitors and guides the activities of state/provincial/national officers and committee chairmen in the fulfillment of their duties.
 - g. Leads in the development of goals for the biennium and presents these goals to the executive board and the membership.
 - h. Maintains communications with chapters through visits, individual correspondence and newsletters to chapter presidents.
 - i. Confers with Headquarters and state/provincial/national membership chairman to formulate plans for new chapters and growth within chapters.
 - j. Interprets International and state/provincial/national bylaws, policies and procedures to chapters through communications and visits.
 - k. Maintains a file of pertinent state/provincial/national materials (including board minutes, financial reports, annual reports, and reports made to International Officers and Headquarters) and passes the file on to her successor.
 - l. Compiles/submits all reports required by International President, International Vice President and Headquarters.
 - m. Reviews all forms submitted by chapters and responds to their questions and requests for assistance.
 - n. Plans/makes all arrangements for the state/provincial/national convention and submits a report to Headquarters and to the International Vice President.
 - o. Serves as a member of the International Council of Presidents.
 - p. Serves as a delegate to the International convention.
2. President-Elect
- a. Assumes duties of the president in her absence or if she is temporarily unable to perform her duties, or if the President turns the gavel over to her in a meeting.
 - b. Performs any duties assigned to her by the president or by the executive board.
 - c. Serves as a member of the International Council of Presidents.
 - d. Serves as a delegate to the International convention.
3. Vice President for Membership (Optional)
- a. Reports all membership information received from International Headquarters to the S/P/N executive board.
 - b. Chairs the S/P/N Membership Committee.
 - c. Leads the S/P/N Membership Team in its responsibilities as listed on the Membership Team for Success Model, found in the Membership Development Manual.
 - d. Performs duties as described in the S/P/N bylaws or policies and procedures.
4. Vice President(s) (Optional)
(Note: Performs duties as specified in governing bylaws.)
5. Recording Secretary
- a. Records the minutes of all executive board meetings, the convention and any other called meetings.
 - b. Presents the minutes at the president's request.
 - c. Maintains a permanent file of all records and letters of value to the state/province/nation and its officers, and transfers them to her successor.

6. Corresponding Secretary
 - a. Prepares correspondence as directed by the president.
 - b. Mails notification of all executive board meetings, if requested.
 - c. Assists the president or newsletter editor in editing/mailing the state/provincial/national newsletter.
 - d. Maintains a correspondence file and makes it available at all meetings.
7. Treasurer
 - a. Administers the operating account(s) of the state/province/nation, keeping itemized records of all receipts and expenditures in a permanent file.
 - b. Collects International dues and publication fees from sustaining members and remits them to Headquarters.
 - c. Collects state/provincial/national dues from chapter treasurers.
 - d. Disburses the funds as directed by the president or by the executive board and according to approved guidelines.
 - e. Serves on the budget committee.
 - f. Submits required annual financial reports to Headquarters.
 - g. Files Internal Revenue Service (IRS) forms or electronic reports, as required.
 - h. Prepares and presents financial statements in compliance with the IRS requirements using the reporting forms provided by Headquarters.
 - i. Makes the records available for audit at the conclusion of the biennium.
8. Historian
 - a. Collects information pertinent to the history/activities of the state/province/nation.
 - b. Prepares the archives and displays them at state/provincial/national and regional meetings.
 - c. Sends materials appropriate for consideration for inclusion in regional and International archives to the regional historian and International Historian.
 - d. Advises chapter historians on the content and format of chapter archives and histories.
 - e. Arranges for and supervises the display of chapter and state/provincial/national archives at the state/provincial/national convention.
 - f. Writes the state/provincial/national history for the biennium for inclusion in the official state/provincial/national archives.
9. Sergeant-at-Arms
 - a. Serves as official doorkeeper at the state/provincial/national convention and other meetings, requiring proper identification for admission to business meetings.
 - b. Assists the president and committees in coordinating meeting activities.
 - c. Preserves order as the chair may direct.
 - d. Assists in the installation of new state/provincial/national officers, if requested.
 - e. Serves as protocol officer for state/provincial/national functions, if requested.
 - f. 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) Counting the ballots in the election of officers.

10. Chaplain
 - a. Prepares and presents devotions at all state/provincial/national meetings.
 - b. Prepares and delivers devotions/thoughts for the day at the request of the president.
 - c. Assists in the installation of new state/provincial/national officers.
 - d. Prepares and presents a memorial service for the state/provincial/national convention.
11. President of the Council of Chapter Presidents
 - a. Plans the agenda for and presides at the council of chapter presidents.
 - b. Coordinates the activities of any district councils and serves in an advisory capacity to any city councils.
12. Immediate Past President
 - a. Serves in an advisory capacity to the state/province/nation.
 - b. Serves as a member of the International Council of Presidents.
 - c. Serves as a delegate to the International convention.
 - d. Completes the unexpired term of the president if the office of president becomes vacant.
 - e. Is eligible for the office of President of the International Council of Presidents.
- F. Duties of Standing Committees
 1. Alpha Delta Kappa Month
 - a. Provides suggestions to chapters regarding appropriate activities and events in observation of Alpha Delta Kappa Month.
 2. Altruistic
 - a. May conduct research on an altruistic program and make recommendations to the state/provincial/national executive board.
 - b. Carries out plans for any altruistic programs as directed.
 - c. Prepares the state/provincial/national altruistic report and submits it to the regional altruistic chairman by the date specified on the reporting form.
 3. Budget
 - a. Prepares a state/provincial/national budget for each year of the biennium and guidelines for the disbursement of funds for consideration at the time specified by the bylaws, by agreement of the convention, or as requested by the president.
 - b. Includes in the proposed budget estimated income and projected expenses for the year, such as:
 - (1) Allowances for board members to attend board meetings.
 - (2) Board members' expenses to state/provincial/national and regional meetings/seminars and to the International convention.
 - (3) Stationery and postage.
 - (4) Expenses, excluding travel, for the International Representative(s) assigned to state/provincial/national meetings.
 - (5) Maintains a courtesy fund to extend courtesies to outgoing officers and visitors.
 4. Bylaws and/or Policies and Procedures Manual
 - a. Follows the Guidelines for Developing State/Provincial/National Bylaws.
 - b. Reviews all proposed amendments to state/provincial/national bylaws; discusses them with the executive board, and presents them to the convention.

- c. Updates the state/provincial/national bylaws to bring them in line with changes in the International Bylaws.
 - d. Sends updated state/provincial/national bylaws to the chairman of the International Bylaws Committee for certification.
 - e. Reviews chapters' bylaws and determines their certification status.
 - f. Notifies chapters of the status of their bylaws.
 - g. Distributes state/provincial/national bylaws.
5. Candidate Qualifications
- a. Prepares the candidate information form and notifies chapters as to where to obtain the forms and the deadlines involved.
 - b. Reviews the candidate information forms submitted for members to be advanced for state/provincial/national office, and determines if the candidate meets eligibility requirements.
 - (1) Only those forms completed according to established rules and submitted by the set deadline will be considered.
 - (2) If there is an office for which no one has been nominated, nominations should be made from the convention floor; provided the consent of the nominee has been obtained and that eligibility requirements have been certified by the Candidate Qualifications Committee.
 - (3) If an additional nominee desires to offer for an office with previously certified nominees, such nominations should be made from the convention floor; provided that consent of the nominee has been obtained and that eligibility requirements have been certified by the Candidate Qualifications Committee.
 - c. Displays the candidate information of all eligible candidates at the state/provincial/national convention.
 - d. Presents all eligible candidates to the convention delegates.
 - e. Prepares a committee report and presents it to the convention.
6. Excellence in Education
- a. Distributes information and nomination forms as requested to members wishing to nominate a colleague.
 - b. Mails completed nomination forms to International Headquarters for forwarding to the appropriate S/P/N chairman.
 - c. The chairman shall send the nominee a standardized letter requesting her to submit:
 - (1) vita,
 - (2) personal statement outlining her most noteworthy professional accomplishments, and
 - (3) letters of reference from two professional colleagues.
 - d. The chairman shall acknowledge receipt of all nomination packets.
 - e. Between February 15 and March 1 of even-numbered years, the Excellence in Education Award Committee, acting as a panel of judges, shall review and evaluate all nomination packets and select one recipient. The chairman shall keep all nomination packets except the S/P/N recipient.
 - f. The S/P/N chairman shall mail the recipient's nomination packet and all adjudication forms to Headquarters via "U.S. Certified Mail or Province/Nation equivalent" by March 15 of even-numbered years. All other nomination packets will be kept by the chairman and destroyed following the International convention.

- g. S/P/N recipients will be strongly encouraged to attend their S/P/N Conventions.
- 7. Fraternity Education
 - a. Provides suggestions and materials to chapters in support of fraternity education.
 - b. Carries out plans for fraternity education programs as directed.
- 8. Membership
 - a. With the state/provincial/national president and Headquarters, plans for membership growth, both within existing chapters and in the sponsoring of new chapters.
 - b. Reviews the responsibilities of the state/provincial/national membership team as defined in the Membership Team for Success Model, found in the Membership Development Manual.
 - c. Conducts an analysis of existing chapters' membership and membership actions (transfers, resignations, etc.), and provides guidance to chapter leadership.
 - d. Conducts an analysis to determine the state/provincial/national potential for new chapters and advises existing chapters on the sponsoring of new chapters.
- 9. World Understanding (Optional)
 - a. Assists the S/P/N presidents with the inclusion of world understanding presentations at the S/P/N conventions, conferences and leadership meetings.
 - b. Serves as consultant to chapters on world understanding efforts within each S/P/N.
 - c. Prepares the state/provincial/national world understanding report and submits it to the regional world understanding chairman by date specified on the reporting form.

IV. DISTRICTS WITHIN A STATE/PROVINCE/NATION

States, provinces, and nations may find it advisable to have divisions known as districts. The authority to establish districts rests with the state/provincial/national executive boards. Districts are not policy-making bodies and are governed and operated in accordance with respective state/provincial/national bylaws. Officers, committees, and their duties shall be determined as stated in the state/provincial/national bylaws and/or state/provincial/national policy handbooks. Written guidelines which contain district purposes and which give direction for operation should be developed; these purposes and directions may include:

- A. To provide a strong, vital, supporting link between the chapters and the state/province/nation.
- B. To provide a line of communication between the chapters and the state/province/nation.
- C. To create closer fraternal relationship among chapters.
- D. To provide workshops which include guidance for chapter growth and chapter officer training.
- E. To provide opportunities for leadership development.

V. CITY COUNCILS

- A. Purposes
 - 1. Facilitate the work of the chapters in the area.

2. Create closer fraternal relationships among chapters.
 3. Participate in joint expansion activities.
 4. Serve as clearing houses for pledges when new chapters are organized.
 5. Assist with member transfers.
 6. Advise and/or assist chapters in solving problems.
- B. Membership: chapter presidents, immediate past chapter presidents and chapter presidents-elect or vice presidents.
- C. Officers: president, secretary and any other officers deemed necessary.
- D. Meetings: A minimum of two meetings per year.

VI. CHAPTERS

- A. Officers: president, president-elect and/or vice president, immediate past president, recording secretary, corresponding secretary (optional), treasurer, historian (optional), sergeant-at-arms (optional) and chaplain (optional).
- B. Elections: Officers are elected no later than May 1 of even-numbered years, with installation following soon after, so that they may plan the coming year's program.
- C. Committees: Alpha Delta Kappa Month, altruistic, budget, bylaws, fraternity education, membership, nominating, world understanding (optional) and any other committees deemed necessary for conducting chapter business.
- D. Executive Board: composed of the elected chapter officers and the immediate past chapter president.
- E. Duties of Officers
1. President
 - a. Serves as chairman of the executive board and holds a minimum of three executive board meetings per year.
 - b. Plans the agenda and presides at the chapter meetings.
 - c. Votes only to make or break a tie unless the vote is by ballot.
 - d. Presides at the initiation service ritual.
 - e. Presides at the installation of new chapters, if requested.
 - f. Serves on the state/provincial/national council of chapter presidents.
 - g. Is responsible for the chapter's ritual booklets and materials and retains them in her possession, except when actually in use.
 - h. Maintains a permanent file of all materials pertinent to the office and passes the file on to her successor.
 - i. Instructs the officers in the performance of their duties and provides them with the supplies necessary to carry out their duties.
 - j. Reminds officers to send in all reports promptly.
 - k. Appoints all committees except the nominating committee.
 - l. Monitors and guides the activities of officers and committee chairmen in the fulfillment of their duties.
 - m. Is familiar with the types of membership status.
 - n. Completes Report for Member Changes (Form H-119) as necessary and files electronically or mails as directed on the paper copy.
 - o. Checks on the following with regard to supplies and required forms:
 - (1) Supplies: In August, Headquarters sends a packet of materials to the chapter president that includes materials for the treasurer, corresponding secretary (or recording secretary) and membership chairman. The president provides the materials to the corresponding secretary (or

- recording secretary) and membership chairman. The president also checks that all materials listed on the contents sheets are enclosed.
- (2) Annual Chapter Highlights Summary (Form H-114): The corresponding secretary completes and sends form to International Headquarters by August 1. In September, the corresponding secretary sends a copy of the chapter yearbook to the S/P/N president. The president checks with the corresponding secretary to ascertain that the chapter yearbook is sent to the S/P/N president annually and that the H-114 is being sent annually to Headquarters.
 - (3) Record of Payment (Form H-138): The president checks with the treasurer regarding payment of chapter, state/provincial/national, and International dues and publication fees. The president and the treasurer investigate reasons why any members are delinquent in the payment of their dues.
 - (4) Officers' and Committee Chairmen's Files: The president checks with all officers and committee chairmen at the conclusion of their term to make sure that their files are turned over to the new officers and committee chairmen.
2. President-Elect/Vice President
 - a. Assumes the duties of the president in her absence or if she is temporarily unable to perform her duties.
 - b. Performs any duties assigned to her by the president or by the executive board.
 - c. Participates in the pledge ceremony and the initiation service ritual.
 - d. Serves as chairman of the program committee and supervises the compilation of the yearbook.
 - e. Serves on the state/provincial/national council of chapter presidents.
 3. Recording Secretary
 - a. Takes the minutes for all meetings (regular, special and executive board).
 - b. Presents the minutes at each meeting.
 - c. Sends a copy of the chapter minutes to the S/P/N president monthly.
 4. Corresponding Secretary (Optional)
 - a. Handles all chapter correspondence.
 - b. Reads correspondence at the president's request.
 - c. Completes and sends the Annual Chapter Highlights Summary (Form H-114) to International Headquarters by August 1.
 - d. Maintains a current record of chapter members' names and addresses.
 - e. Sends a copy of the chapter yearbook to the S/P/N president in September.
 5. Treasurer
 - a. Administers the operating account(s) of the chapter, keeping itemized records of all receipts and expenditures in a permanent file.
 - b. Collects chapter, state/provincial/national and International dues, fees and assessments.
 - c. Disburses funds as directed by the president or by the executive board.
 - d. Makes regular reports to chapter members.
 - e. Sends International dues, publication fees, and ITE payment (Form H-138) to Headquarters, postmarked by January 31.
 - f. Distributes membership cards. (Optional—Treasurer may print from the website for distribution.

- g. Sends state/provincial/national dues to state/provincial/national treasurer.
 - h. Submits required annual financial reports to the state treasurer.
 - i. Files Internal Revenue Service (IRS) form(s), or other tax form(s), as required.
 - j. Is familiar with the membership status of all members.
 - k. Makes the records available for the annual or biennial audit.
6. Historian (Optional)
- a. Collects information pertinent to the history/activities of the chapter.
 - b. Prepares the chapter archives. Archives may be in paper or electronic formats.
 - c. Displays the archives at chapter meetings and other meetings (district, state/provincial/national) as requested.
 - d. Sends to the state/provincial/national historian materials appropriate for consideration for inclusion in the state/provincial/national and regional archives.
 - e. Participates in the initiation service ritual.
 - f. Writes the chapter history for the biennium.
7. Sergeant-at-Arms (Optional)
- a. Serves as the official doorkeeper at chapter meetings.
 - b. Performs duties assigned to her at regular meetings.
 - c. Presents the pledges to the membership chairman at the pledge service.
 - d. Participates in the initiation service ritual.
8. Chaplain (Optional)
- a. Has charge of devotions at all chapter meetings, installations, and other fraternal functions.
 - b. Participates in the initiation service ritual.
9. Immediate Past President
- a. Serves in an advisory capacity to the chapter.
 - b. Serves on the state/provincial/national council of chapter presidents.
 - c. Completes the unexpired term of the president if the office of president becomes vacant.
- F. Duties of Standing Committees
1. Alpha Delta Kappa Month
- a. Makes recommendations for appropriate activities and events in observation of Alpha Delta Kappa Month.
 - b. Carries out appropriate activities and events as requested.
2. Altruistic
- a. Makes recommendations for altruistic projects.
 - b. Carries out altruistic projects as requested.
 - c. Completes and forwards the chapter altruistic report each year to the state/provincial/national altruistic chairman by the requested date.
3. Budget
- a. Prepares an annual budget and presents it to the members for consideration.
 - b. Includes in the proposed budget all income and expense categories for the year/biennium.
4. Bylaws
- a. Follows the Guidelines for Developing State/Provincial/National/Chapter Bylaws.

- b. Updates chapter bylaws as necessary after the International convention and state/provincial/national convention to conform to International and state/provincial/national bylaws.
 - c. Sends updated chapter bylaws to state/provincial/national bylaws chairman for certification.
 - d. Presents proposed amendments to the chapter for consideration.
 - e. Forwards any proposed amendments to state/provincial/national bylaws to the state/provincial/national bylaws chairman for consideration.
 - f. Forwards any proposed amendments to the International Bylaws to the International Bylaws Committee Chairman for consideration.
 - g. Distributes chapter bylaws to chapter members and new initiates.
5. Fraternity Education
- a. Plans and presents a fraternity education activity for each meeting.
 - b. Prepares and presents one meeting program a year in observance of Founders' Day.
6. Membership
- a. Utilizes the Membership Development Manual to:
 - b. Assess membership needs of the chapter.
 - c. Set membership goals, formulate and submit Chapter Needs Assessment to the state/provincial/national membership consultant, with the Executive Board.
 - d. Provide overall coordination of the new member process, including the following:
 - (1) Supply members with the Prospective Member Recommendation (Form H-151) and review membership requirements.
 - (2) Meet with the applicant(s) to explain purposes of the sorority, and responsibilities and obligations of members and to answer questions.
 - (3) Handle the voting process for new members, including preparing the ballot, supervising the balloting, and announcing results.
 - (4) Handle administrative procedures related to the prospective new member(s), including obtaining completed Membership application, H-103/131, and fees.
 - e. Send forms and fees to International Headquarters.
 - f. Assist the president with the pledge (optional) and initiation ceremonies.
 - g. Complete the Report of Initiation of Chapter Pledges (Form H-133) following the initiation and send it to the specified locations electronically or by mail.
7. Nominating
- a. Develops a slate of chapter officers for consideration by chapter members.
 - b. Presents the slate of officers to the members.
8. World Understanding (optional)
- a. Coordinates world understanding efforts within the chapter.
 - b. Completes and forwards the chapter world understanding report each year to the state/provincial/national world understanding chairman by the requested date.

FRATERNITY EDUCATION

The purpose of this handbook section is to provide fraternity education information to members. Knowledge of Alpha Delta Kappa's history, organizational structure, programs and traditions will bring added meaning to the honor of having been invited into membership. A portion of each chapter meeting should be devoted to fraternity education. The following topics are covered in this section.

- I. History and Purposes
- II. Organizational Structure and Governance
- III. Programs and Services
- IV. Membership
- V. Fraternal Symbolism

I. HISTORY AND PURPOSES

A. Sorority Founding

Alpha Delta Kappa was founded in 1947 by Agnes Shipman Robertson, Marie Neal, Marion Southall and Hattie Poppino. They were visionary women who saw a need to recognize and support the professional efforts of outstanding women educators. More than 32,000 members in more than 1,200 chapters around the world have discovered the many opportunities provided by membership in Alpha Delta Kappa. These opportunities include recognition of their commitment to educational excellence, personal and professional growth, and collectively channelling energies for the good of their schools, communities, the teaching profession and the world. Headquartered in Kansas City, Missouri, Alpha Delta Kappa has chapters in the 50 states of the United States and Puerto Rico, Australia, Canada, Jamaica and Mexico.

B. Mission Statement

Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding.

C. Purposes

The purposes of Alpha Delta Kappa are:

- *To give recognition to outstanding women educators who are actively engaged in teaching, in administration, or in some specialized field of the teaching profession.
- *To build a fraternal fellowship among women in the teaching profession which will add to their effectiveness in the promotion of excellence in education.
- *To promote high standards of education and thereby strengthen the status and advancement of the teaching profession.
- *To promote educational and charitable projects and activities, to sponsor scholarships, to further and maintain worthy standards in the field of education and to cooperate with worthy community programs relating to education and charities.
- *To contribute to world understanding, goodwill and peace through an international fellowship of women educators united in the ideals of education.

D. Historical Highlights

- | | |
|------|--|
| 1947 | Alpha Delta Kappa was issued a charter by the state of Missouri on August 13, 1947. |
| 1948 | First chapter was chartered — Kansas Alpha, Olathe, KS. |
| 1951 | “The Lamp of Alpha Delta Kappa,” the official Alpha Delta Kappa song, with words by Carolyn Southall and music by Richard Southall, was copyrighted. |
| 1955 | First National Convention was held — Conrad Hilton Hotel, Chicago, IL, August 8-10, 1955. |
| 1956 | Alpha Delta Kappa was authorized by the state of Missouri to establish chapters in other countries. |

- 1956 First Headquarters building was purchased — 6339 Main, Kansas City, MO. Purchase financed by debentures issued by the Alpha Delta Kappa Housing Corporation and sold to members. The bonds were paid off on maturity.
- 1957 First International chapter was installed — Ontario Alpha, Windsor, Ontario, Canada.
- 1959 First International Convention was held — Deauville Hotel, Miami Beach, FL, August 9-13, 1959.
- 1959 Alpha Delta Kappa received associate membership status in the World Confederation of Organizations of the Teaching Profession (WCOTP).
- 1959 First International Woman of Distinction (Honorary Member) was elected — Dr. Margaret Blair Johnstone.
- 1959 First scholarship program — Living Memorial Scholarship — was authorized for development.
- 1961 Alpha Delta Kappa Association was founded by Ernest Hill of Alabama.
- 1963 First International Teacher Education (ITE) Scholarships were awarded.
- 1965 Present Headquarters building was constructed — 1615 West 92nd St., Kansas City, MO. The 1963 International Convention delegates voted to finance construction by having each chapter be responsible for a \$6.00 per member fee. The building was dedicated debt free.
- 1968 First Regional Scholarships were awarded.
- 1969 First Fine Arts Grants were awarded.
- 1969 Founder and Executive Treasurer Marie Neal died.
- 1970 First Marie Neal Memorial Scholarship was awarded by Baker University, Baldwin City, KS from a perpetuating endowment established by Alpha Delta Kappa.
- 1971 First Living Memorial Scholarship was awarded.
- 1971 Founder Marion Southall died.
- 1975 First International Education Program (IEP) grant was awarded.
- 1975 Headquarters expansion was completed, debt free, after the 1973 International Convention delegates voted to finance the expansion by having each chapter be responsible for an \$8 per member fee.
- 1975 Alpha Delta Kappa Week was established for the second full week of October by a vote of the delegates at the International Convention in Los Angeles.
- 1976 First International Teacher Education (ITE) Tea was held to recognize recipients of ITE scholarships.
- 1977 First Fidelis chapter was installed.
- 1981 International Education Program Grants were expanded to include members' children.
- 1981 St. Jude Children's Research Hospital, Memphis, TN became the first International altruistic project.
- 1983 Alpha Delta Kappa Foundation, established to administer the scholarships and grants, obtained a ruling from the IRS qualifying it under Internal Revenue Code Section 501(c)(3) as a charitable organization allowing donations to be tax deductible.
- 1986 Founder Hattie Poppino died.
- 1987 Founder and Executive Director Emeritus Agnes Shipman Robertson died.
- 1989 First Agnes Shipman Robertson Memorial Scholarship was awarded by the University of Missouri—Conservatory of Music, Kansas City, MO, from a perpetuating endowment established by Alpha Delta Kappa.
- 1991 First Regional Mini-Scholarships were awarded.
- 1991 Pediatric AIDS Foundation, Santa Monica, CA, became the second International altruistic project.
- 1991 October became Alpha Delta Kappa Month by a vote of the delegates at the International Convention in Nashville.
- 1993 WCOTP changed guidelines. Alpha Delta Kappa no longer qualified for membership.
- 1993 First International convention held outside of the United States, the 18th International Convention, took place at the Westin Harbour Castle Hotel, Toronto, Ontario, Canada, July 19-22, 1993.
- 1993 Alpha Delta Kappa Scholarship endowment was presented to the Kansas City Art Institute, Kansas City, MO.
- 1995 Alpha Delta Kappa Foundation Heritage Society and Hall of Benefactors established.
- 1997 Alpha Delta Kappa's 50th Anniversary Celebration was held as part of the 1997 International Convention, Kansas City, MO, July 8-12, 1997.

- 1997 First Alpha Delta Kappa Scholarship to commemorate the sorority's 50th Anniversary was awarded by the Kansas City Art Institute, Kansas City, MO.
- 1997 Susan G. Komen Breast Cancer Foundation (now named "Susan G. Komen for the Cure"), Dallas, TX, was chosen by International Convention delegates as an International altruistic project, replacing the Pediatric AIDS Foundation.
- 1997 Alpha Delta Kappa International Website went on-line.
- 1999 "Grand Chapter" title changed to "International Chapter."
- 2000 Life member of the International Executive Board, Pauline M. Graham, died.
- 2000 Handshake and Password became optional. Nonmembers were invited to attend initiations.
- 2000 The format for S/P/N bylaws was standardized.
- 2001 Five-Year Strategic Plan was implemented.
- 2001 International Vice Presidents of the Regions became members of the International Membership Committee.
- 2001 The office of International Vice President for Membership, beginning with the 2003 - 2005 biennium, was approved by the International Convention.
- 2001 The format for chapter bylaws was standardized.
- 2001 Mothers' Honor Roll was established.
- 2001 Speakers' Bureau was approved by the International Executive Board.
- 2001 Excellence in Education Award was approved.
- 2001-2006 First Strategic Plan was implemented
- 2003 Excellence in Education Award was implemented.
- 2004 Moratorium on Fine Arts Grants was implemented.
- 2005 January 1: A moratorium was placed on the establishment of new Fidelis chapters by the International Chapter.
- 2005 International President's Fund was approved and implemented.
- 2006 The revised Fine Arts Grants program was implemented.
- 2007 Established Leadership Legacy Fund within the Foundation
- 2007 Discontinued the Speakers' Bureau
- 2007 Introduced Building Our Foundation Fund Drive
- 2007 First Jacqueline Loughheed World Understanding Lecture Series speaker introduced
- 2007 Established Provincial/National Leadership Development Fund
- 2007 Foundation Fund Drive was approved and implemented.
- 2007-2012 Second Strategic Plan was implemented.
- 2008 Discontinued the International Woman of Distinction Program
- 2009 First International World Understanding Project, Project S.A.V.E., to build an Alpha Delta Kappa school in Ta Rinh, Viet Nam through donations, was implemented.
- 2009 The Making A Better World Initiative was introduced to promote and recognize Alpha Delta Kappa members who make outstanding contributions by advancing cross-cultural learning and relationships and/or increasing awareness and involvement in global issues.
- 2009 Chapter Challenge was approved and implemented.
- 2009 Recognizing Excellence for Doing Good Program was introduced to recognize Alpha Delta Kappa members who are making a difference in everyday ways in their communities and in their profession outside of Alpha Delta Kappa.
- 2011 International World Understanding Project Guidelines were developed by the International World Understanding Committee and approved by the International Executive Board.
- 2011 Chapter Challenge Fund Drive was completed.
- 2012 Alpha Delta Kappa sisters selected a new International World Understanding Project, Project H.O.P.E. Alpha Delta Kappa and Bridge Builders International joined forces to construct a school in Juanjui, San Martin, Peru.
- 2012 Honor a Sister Program was approved and implemented.
- 2012 Foundation Fund Drive was completed.
- 2013 Delegates to the 2013 International Convention chose St. Jude Children's Research Hospital and the Alzheimer's Association as Alpha Delta Kappa's two International altruistic projects.
- 2013 Third International Strategic Plan was implemented.
- 2013 Project H.O.P.E. received contributions of more than \$72,000 to construct a school in Juanjui, San Martin, Peru.

- 2013 Final donations to Project S.A.V.E. were received in September, bringing the total donations to \$91,000. The donations funded construction of the Alpha Delta Kappa School in Ta Rinh, a sister school in Ta Ri, and an addition to the school in Hein An, Viet Nam.
- 2013-2015
 - Created four new scholarships: Maxine B. Pettibone Scholarship, Future Educator Scholarship, Classroom Grant and Innovation Grant
 - Created an Alpha Delta Kappa Facebook page
 - Created a new category of honorary membership for AΔK-ITE scholars
 - Directed the engraving of an Alpha Delta Kappa memorial design on the headstone of Founder Agnes Shipman Robertson
 - Made bylaws for chapters and S/P/Ns optional
- 2014-2015 More than \$73,000 was raised for Project B.O.O.K.S. to purchase a bookmobile and educational materials for the Cheyenne River Lakota/Sioux Indian Reservation in South Dakota
- 2015 Discontinued publication of the **Columns** newsletter and began publishing six issues of the **KAPPAN** annually.
- 2015 The first Alpha Delta Kappa Collegiate Club was formed at Ball State University
- 2015 Allowed each chapter to have two alternates and two delegates to the International Convention
- 2015 Discontinued ITE Weekend events at International Headquarters in odd-numbered years
- 2015 Funded ITE scholars' presentations at International Convention

II. ORGANIZATIONAL STRUCTURE AND GOVERNANCE

A. Chapters, Districts, States/Provinces/Nations, Regions

Chapters are the foundation of the organization. All members are encouraged to serve on committees and participate as officers when the opportunity presents itself. Involvement goes hand in hand with member satisfaction. Additional leadership roles are available to members at the district, state/provincial/national, regional and International levels. The more than 1,200 chapters are grouped into seven regions — Gulf, North Central, Northeast, Northwest, South Central, Southeast and Southwest. The states/provinces/nations (S/P/Ns) belonging to each region are as follows:

<u>GULF</u>	<u>NORTH CENTRAL</u>	<u>NORTHEAST</u>	
Alabama	Illinois	Connecticut	
Florida	Indiana	Delaware	
Georgia	Iowa	Maine	
Jamaica	Manitoba	Massachusetts	
Louisiana	Michigan	New Hampshire	
Mississippi	Minnesota	New Jersey	
Puerto Rico	Nebraska	New York	
	North Dakota	Ohio	
	Ontario	Pennsylvania	
	South Dakota	Rhode Island	
	Wisconsin	Vermont	
<u>NORTHWEST</u>	<u>SOUTH CENTRAL</u>	<u>SOUTHEAST</u>	<u>SOUTHWEST</u>
Alaska	Arkansas	Kentucky	Arizona
Idaho	Kansas	Maryland	Australia
Montana	Mexico	North Carolina	California
Oregon	Missouri	South Carolina	Colorado
Washington	Oklahoma	Tennessee	Hawaii
Wyoming	Texas	Virginia	Nevada
		West Virginia	New Mexico
			Utah

B. International Executive Board

The International Executive Board, presently an 11-member body, is charged with the financial and policy-making responsibility of the sorority. The Board meets six times each biennium to conduct sorority business. It is composed of six four-year

Members (two of whom are elected by convention delegates), one two-year Member (also elected by convention delegates), the International President, the International President-Elect, the Immediate Past International President and the Executive Director. All members of the Board, with the exception of the Executive Director, are voting members. The Chairman of the Executive Board is elected to a two-year term by the Board.

The Alpha Delta Kappa Constitution was amended in May 1995 with a phased-in plan to change the size and composition of the Executive Board. This was done in order to comply with the new Chapter 355 "Missouri Nonprofit Corporation Act," effective July 1, 1995. The Executive Board composition changed as follows: After July 1, 1995, the Executive Board no longer elected six-year Members; the term of office of these Members is now four years; two four-year Members are elected each biennium by the Executive Board; and one four-year Member and one two-year Member are elected by the delegates at the International convention.

C. International Chapter

The International Chapter is composed of the International Officers (International President, International President-Elect, seven International Vice Presidents of the Regions, International Vice President for Membership, International Historian, International Sergeant-at-Arms, International Chaplain and Immediate Past International President), the members of the Executive Board and the President of the International Council of Presidents. The International Chapter meets five times during the biennium and implements the adopted policies of Alpha Delta Kappa.

D. Organization's Development

Agnes Shipman Robertson, one of the four Founders of Alpha Delta Kappa, served as National President from the sorority's founding in 1947 until 1955. The Executive Board at that time was comprised of Agnes Shipman Robertson, National President; Marie Neal, Executive Secretary-Treasurer; Marion Southall; Hattie Poppino; and Marian Neal. Floy Melson (KS) was appointed to replace Marian Neal upon her resignation. In 1956 with the resignation of Marion Southall and Hattie Poppino from the Executive Board, Pauline Martin Graham (MO Sigma) and Maye Payne (AR Alpha), both past state presidents and field representatives, were elected to fill the vacancies.

At the 1957 National Convention, Alpha Delta Kappa's Constitution was amended, adding the now International President and Immediate Past International President to the Executive Board. In 1961, a Rotating Member was added. In 1969, following Marie Neal's resignation, the Board was expanded to include the International President-Elect, the Executive Secretary and the Executive Treasurer. By 1975 the Executive Board was comprised of nine members, three of whom were designated as Rotating Members. At the 1979 International Convention, the Executive Board was increased to 10 members with the addition of a two-year Rotating Member elected by the convention delegates. Since 1987, and for 10 years thereafter (1987-1997), the Executive Board was a nine-member body when the Executive Secretary and Treasurer were no longer a part of the Executive Board. The secretary was changed to the Executive Administrator in May of 1990 and when Executive Treasurer Ruth Calhoun died in 1978, June Watson was hired as Treasurer. After June Watson's death in 1998, the Treasurer's duties were absorbed by International Headquarters.

After the 1955 National Convention, the Grand Chapter was created and National Officers were elected. Vera Neel McCauley (TX Beta) became the first elected National President of Alpha Delta Kappa. The Grand Chapter was made up of the elected National Officers and the Executive Board. Pauline Martin Graham became the first International Grand President in 1957 when Alpha Delta Kappa was authorized to establish chapters in other countries.

In 1957, the Constitution was amended to provide for dividing Alpha Delta Kappa into five regions with an International Vice President elected for each region. This organizational structure was an important step in the growth of the sorority and strengthened International Chapter by adding five members, thus increasing its size to 16.

In 1959, the Executive Board added the President of the State Presidents' Council to the International Chapter. The 1963 International Convention increased the regions to eight, thus increasing the International Chapter to 20. In 1966, the Constitution was amended to add the Administrative Assistant to International Chapter and in 1990 the position title was changed to Executive Administrator. In 1969, the regions were reduced to seven, with an organizational system of 20 "provinces" (unrelated to Canada's provinces) and a chairman for each province. In 1971, the organizational structure of provinces and the offices of province chairmen were abolished by the vote of the International Convention delegates. In 1975, the name of the State Presidents' Council was changed to the International Council of Presidents by vote of the S/P/N presidents. In 2015, the title "Executive Administrator" was changed to "Executive Director."

E. International Headquarters Staff

The many programs, services and activities of Alpha Delta Kappa require professional staff support. The Headquarters staff is composed of the Executive Director and secretarial and clerical personnel working in the areas of accounting, publications, membership, scholarships and grants, meeting planning, mailings and billings, member database management and jewelry/recognition awards. The staff is under the direction of the Executive Director by direction of the Executive Board, International Chapter and regulations adopted at conventions. Specialized professional services are contracted with certified public accountants and attorneys in matters of taxes, annual audits, insurance, law and investments.

III. PROGRAMS AND SERVICES

A. Conventions, Conferences, Workshops

Opportunities for networking, as well as professional and personal growth, are readily available at monthly chapter meetings, district workshops, state/provincial/national leadership training sessions and conventions, regional conferences and International conventions.

State/provincial/national conventions are generally held in the spring of even-numbered years, while some hold annual conventions. Regional conferences are held in the summer of even numbered years while International conventions are held in July of odd-numbered years.

The following list shows the locations of the sorority's National (1955 and 1957) and International (1959 and thereafter) conventions with presiding National/International Presidents:

Conventions

1955	Chicago, IL	Agnes Shipman Robertson	1985	Las Vegas, NV	Grace Hager Andrews
1957	Kansas City, MO	Vera Neel McCauley	1987	Atlanta, GA	Mayme Chinn
1959	Miami Beach, FL	Pauline Martin Graham	1989	Seattle, WA	Lucille G. Sebren
1961	Denver, CO	Betty Rosenberg	1991	Nashville, TN	Ruth H. Walsh
1963	Pittsburgh, PA	Nellie I. Morris	1993	Toronto, ON	Joan S. Ojala
1965	Seattle, WA	Odell Smith	1995	San Francisco, CA	Patti M. Abbott
1967	Minneapolis, MN	Ruth I. Golden	1997	Kansas City, MO	Melba M. Priestley
1969	Kansas City, MO	Jean Mersereau	1999	Louisville, KY	CeCe Hall
1971	New York, NY	Stella B. Dennison	2001	Boston, MA	Jacquie Lougheed
1973	Miami Beach, FL	Margaret Orlich	2003	Dallas, TX	Betty Nan Carroll
1975	Los Angeles, CA	Ruth Calhoun	2005	Orlando, FL	Colleen Jacobson
1977	Chicago, IL	Mildred J. McCormick	2007	San Diego, CA	Connie W. Cathey
1979	San Antonio, TX	Mildred C. Wright	2009	Greensboro, NC	Ann Hudson
1981	New Orleans, LA	Harriett A. Simmons	2011	Chicago, IL	Jane Miller
1983	Washington, DC	Nina Svoboda	2013	Washington, DC	Mitzi Holmes
			2015	Salt Lake City, UT	June Bellamy

B. Altruism

Alpha Delta Kappa members make a difference. Around the world, members combine their energies and talents to enrich their lives and the lives of others through thousands of heartwarming, community-based altruistic projects. Because of these projects, it is a brighter day in a nursing home; a mother has a second chance at learning to read; a local hospital has a much-needed piece of new equipment; and there are scholarships to send bright young students to college to become teachers. In addition, Alpha Delta Kappa nurtures its own members by providing them with scholarships for personal and professional development. During the 1990s, in any one biennium, Alpha Delta Kappa members were giving over four million dollars in monetary gifts and scholarships; and were providing over one million hours of volunteer service to their communities. At the 2011 International Convention, it was reported that Alpha Delta Kappa members had given over 14 million dollars in monetary gifts and scholarships; and provided nearly two million hours of volunteer service to their communities during the 2009-2011 biennium.

1. International Altruistic Projects

The delegates at the 1981 International Convention voted to support St. Jude Children's Research Hospital of Memphis, TN, through its International altruistic project. Since that time, individual members, chapters and International have contributed nearly one million dollars to help this institution in its battle against catastrophic childhood diseases.

The delegates at the 1991 International Convention voted to continue its support of St. Jude Children's Research Hospital and to add a second International altruistic project — the Pediatric AIDS Foundation of Santa Monica, CA, which is devoted to raising funds for pediatric AIDS research and education.

The delegates at the 1997 International Convention voted to continue support of St. Jude Children's Research Hospital and to support the Susan G. Komen Breast Cancer Foundation of Dallas, Texas, as its second International altruistic project. The Foundation is dedicated to raising funds to eradicate breast cancer as a life-threatening disease by advancing research, education, screening and treatment. In 2007, the Foundation changed its name to Susan G. Komen for the Cure.

The delegates at the 2013 International Convention voted to continue supporting St. Jude Children's Research Hospital and to support Alzheimer's Association of Chicago, Illinois.

2. Scholarships and Grants

Alpha Delta Kappa promotes educational excellence through the establishment of its scholarships and grants programs. Biennially, it awards over a quarter of a million dollars in scholarships and grants through its scholarship programs. Details on these programs may be found in the "Scholarships and Grants" section of this handbook.

C. Alpha Delta Kappa Association

Alpha Delta Kappa members enjoy the support of the Alpha Delta Kappa Association (AΔKA), an organized group of husbands, brothers and fathers who gather during conventions and conferences. The group was founded in 1961 in Denver, CO by Ernest Hill, husband of Irene Hill. Through the years, AΔKA has grown from 33 to more than 300 members.

D. Alpha Delta Kappa Month

Alpha Delta Kappa Week was first established in 1975 as the second week of October. During this week, chapters, states, provinces and nations were encouraged to celebrate our Founders, as well as sharing Alpha Delta Kappa with our schools and communities. In 1991, the week was changed to the month of October to provide additional opportunities to honor our Founders, bring special recognition to our members and to other educators, and the education profession in general.

E. Publications

Communication is the key to a viable organization. A number of publications are produced for the membership through Headquarters.

- * The **KAPPAN**, our membership journal, is published six times a year. It features general interest articles, many of which are written by the membership. It also features honors conferred, chapter and state/provincial/national news and scholarship reports. The **KAPPAN** is emailed to every member and is available via the website.
- * The Alpha Delta Kappa Handbook is mailed to each member when she is initiated. The Handbook includes the Bylaws, Officer and Committee Manual, and sections on Fraternity Education, the Code of Ethics, Protocol, and Scholarships and Grants.
- * Other publications: Constitution, special bulletins mailed to chapter and S/P/N presidents, the Membership Development Manual, booklet of ceremonies, the International and International Chapter brochures, scholarships and grants brochures, membership brochures and chapter supply packets are available to members.
- * New Member Packet: Sent when Headquarters has received and processed the new member's application, fee and initiation date on Form H-133. The packet includes a membership card and certificate, insurance brochure, Affinity Card brochure, Handbook, Bylaws and an Alpha Delta Kappa bookmark as our gift.

F. Alpha Delta Kappa International Website

Find Alpha Delta Kappa on the Internet at www.alphadeltakappa.org; e-mail: headquarters@alphadeltakappa.org. The Alpha Delta Kappa International website went on-line in May 1997 and includes a public portion and members-only, password-protected sites. Call International Headquarters or send an e-mail if you need assistance accessing the site.

The website provides another means of communication between International Headquarters and the entire membership of the organization. It also provides many more Fraternity Education and professional development opportunities.

Members may: download forms or complete on-line forms; enjoy an on-line tour of International Headquarters; hear audio clips of Founder Agnes Shipman Robertson; see the most current issue of the **KAPPAN** and regional newsletters; access a current directory of chapter, state/provincial/national, regional and International officers; view state/provincial/national and regional websites hosted by the International site; access podcasts; and much more. Members may submit fraternity education ideas to the website. The Alpha Delta Kappa International website is updated often and features frequent new resources.

G. Official Jewelry and Recognition Awards

International Headquarters coordinates and distributes a wide array of Alpha Delta Kappa official jewelry and recognition award items. Order forms and photographs of the available items are featured in the **KAPPAN**.

H. Other Services

Alpha Delta Kappa provides other services such as its credit card program and the online Violet Shop, with revenues supporting the Alpha Delta Kappa Foundation.

IV. MEMBERSHIP

Educators eligible for membership in Alpha Delta Kappa shall be actively engaged in the field of education, administration or some specialized field of the teaching profession and shall have been in said profession for two or more years. Actively engaged in the field of education includes those who are educators of students in public, private or parochial schools, as well as in accredited colleges and universities that offer degree programs. Specialized fields of the teaching profession may include educators such as those who are counselors, special education instructors, curriculum development coordinators, etc.

Membership in Alpha Delta Kappa is a privilege not to be taken lightly. Members are expected to (1) abide by the principles and policies of Alpha Delta Kappa as established in the Constitution and Bylaws; (2) be loyal to the ideals and objectives of Alpha Delta Kappa; (3) be an active, participating member, attending chapter meetings, serving in official capacities and contributing to the good of the sorority; (4) assume financial obligations of Alpha Delta Kappa; and (5) maintain high standards of personal, social and professional conduct. From time to time, family or career obligations present circumstances that challenge one's participation. When this occurs, a member should consult the Bylaws and discuss one's situation with the chapter president. Under special circumstances, active-on-leave or sustaining member status may be a viable alternative to resignation.

V. FRATERNITY SYMBOLISM

Many of the rich traditions and symbolisms associated with Alpha Delta Kappa are borrowed from the Greek system. They add special meaning and significance to Alpha Delta Kappa ceremonies.

A. The Alpha Delta Kappa Badge

The official Alpha Delta Kappa badge is an emblem of fraternal identification. Purchase of the badge is required of all members at the time of application.

The badge is worn at all sorority meetings and at other educational meetings. The correct placement of the badge is over the heart on a single garment or an outfit. It

is placed above all other Alpha Delta Kappa pins. It is not worn with formal attire, on a lapel, or attached to a ribbon. It may be attached to a support base (backing). The badge is worn with only one guard, which should be placed to the left and level with the pearls at the base of the badge. The illustrations on page 29 show the proper placement of the Alpha Delta Kappa badge and guard. Special pins and guards, other than the official badge and “K” guard, are available to recognize a person or to honor an office. Photographs of all available recognition items and an order form are located on the back pages of the **KAPPAN**.

B. Temple Corner

The badge depicts the Temple Corner. The elements of its design have special meaning to Alpha Delta Kappa members. Therefore, the temple corner is never reproduced for use on stationery, program covers, napkins and the like. The Temple Corner, protected by copyright law, is used only at initiations. Chapters may purchase the 6” by 9” Temple Corner plaque for ceremonial use. Order forms are available in the **KAPPAN**. Chapters may also choose to handcraft a replica of the plaque.

C. Alpha Delta Kappa Crest

The crest is a symbol used for decoration whenever an Alpha Delta Kappa emblem is needed. The design of the crest distinguishes it from the official badge. It is composed of an elongated shield divided into three diagonal fields. The top field contains the violet, our symbolic flower. In the narrow middle field there are three stars to represent the three parts of our trilogy. The lower field is inscribed with the three temple columns. At the base of the shield is a scroll bearing the Greek symbol for DELTA and the words ALPHA and KAPPA on either side. At the top edge of the shield is the Greek letter “K” which comprises the guard on the official Alpha Delta Kappa badge. Encircling the “K” is a wreath of laurel leaves. The crest may be reproduced and used whenever an Alpha Delta Kappa emblem is needed. (See the illustrations on page 30.) An 8”x10” photograph of the crest is available from Headquarters for a nominal fee.

D. The Alpha Delta Kappa Logo

The triangular logo is the sorority’s most recognizable design. It also is copyrighted but may be reproduced by members for their use as an imprint on various items. (See the illustrations on page 30.)

E. The Password and Handshake

1. Password

Commencing in June 2000, the password was no longer required for entrance into Alpha Delta Kappa business meetings. If a member wishes to continue to use the password to enter a business meeting, this is her option. The password is explained to new member(s) during a meeting where only members are present. The explanation appears in the Alpha Delta Kappa Ceremonies Booklet. The password is given verbally only to Alpha Delta Kappa members and never appears in print.

2. Handshake

The Alpha Delta Kappa handshake was retired in May 2000, and therefore is no longer required for entrance into Alpha Delta Kappa business meetings. However, if a member wishes to continue to use the handshake, this is her option. The handshake is explained in the Alpha Delta Kappa Ceremonies Booklet.

F. AΔK Memorial Markers

AΔK Memorial Markers may be used solely on a burial marker or in a memorial

service. They must be purchased from Headquarters and may not be reproduced in any form. A 3 1/2 x 4" marker is available, as well as a 5/8" marker for urns and columbaria.

G. Alpha Delta Kappa City Sign

A camera-ready Alpha Delta Kappa City Sign design is available at no cost from International Headquarters. Chapters or districts wishing to erect a city sign must have it made to specified guidelines by a local sign maker and follow community regulations for its placement.

H. Greek Alphabet

The name of the sorority and the chapter names are derived from the Greek alphabet. Members should be familiar with the Greek letters and their correct pronunciations. (See the listing that follows on page 31.)

Chapter names are assigned by Headquarters in alphabetical order within each state, province and nation. When the entire Greek alphabet is used, it is started over using "Alpha" before each Greek letter (e.g., Alpha Alpha to Alpha Psi; Beta Alpha to Beta Psi). The letter Omega is reserved for the chapter comprised of deceased members. The proper name of a chapter is the name of the state, province or nation followed by the Greek letter(s) (e.g., VA Tau, TX Zeta Alpha).

I. State/Provincial/National Banners

State/Provincial/National banners measure 30 inches wide by 40 inches long (30" x 40") and are constructed of flame-retardant materials. The Temple Corner may not be used in the design.

J. Alpha Delta Kappa Song

"The Lamp of Alpha Delta Kappa"

To Alpha Delta Kappa,
We pledge our loyalty;
To sisters who are always true,
We'll ever faithful be;

The sacred lamp of learning
upon our altar stands;
Its radiant glow will e'er bestow
a light to all the lands.

Words: Carolyn Southall

Music: Richard Southall

Copyright: 1951

Sheet music is available at a nominal fee from Headquarters. In addition to "The Lamp of Alpha Delta Kappa," sheet music is available for the "Friendship Song"; "Golden Moments"; "Caring, Sharing, Achieving," written for the 1993 International Convention; "Dare to Venture," written for the 1995 International Convention; a collection of "Golden Anniversary Songs," written for the 1997 50th anniversary of Alpha Delta Kappa; "Hand in Hand," written for the 1999 International Convention; "A Universe of Promise," written for the 2001 International Convention; "Light the Way," written for the 2003 International Convention.

K. Alpha Delta Kappa Ceremony Equipment

* Cornucopia: Purchased locally or handcrafted.

* Temple Corner Plaque: Purchased through Headquarters or handcrafted; size is 9" high by 6" wide.

- * AΔK Block Greek Letters: Purchased locally or handcrafted; size is approximately 8" high.
- * Violets: A cluster of purple violets, either real or artificial.
- * Candles: Preferably olive green.
- * Tablecloth: Preferably white; table covering should not distract from the ritual equipment.

L. Definitions of Special Groups

- * All Sincer: A member who has attended all International conventions since being initiated and has attended at least three International conventions.
- * All Timer: A member who has attended all International conventions and the 1955 National Convention.
- * DoDo: A member who has served as a Province Chairman. (Note: The designation, Province Chairman, was a United States designation that is no longer used.)
- * First Timer: A member who is attending her first state/provincial/national convention, her first regional conference, or her first International convention.
- * Diamond Sister: A person who has been an Alpha Delta Kappa member for 60 or more years, not necessarily consecutively.
- * Golden Sister: A person who has been an Alpha Delta Kappa member for 50 or more years, not necessarily consecutively.
- * Sapphire Sister: A person who has been an Alpha Delta Kappa member for 35 or more years, not necessarily consecutively.
- * Silver Sister: A person who has been an Alpha Delta Kappa member for 25 or more years, not necessarily consecutively.
- * Heritage Society: Members who notify Headquarters that a provision for the Foundation has been made in a will or estate plan become members of the Heritage Society. Names are published in the **KAPPAN** and on the International Website. Once the gift is received from the estate, the name is added to the Hall of Benefactors book.
- * Hall of Benefactors: Members who make current cash gifts of \$500 or more become members of the Hall of Benefactors. Names are recorded in the Hall of Benefactors book maintained at Headquarters and published in the **KAPPAN** and on the International Website.
- * International Council of Presidents (ICP): 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.
- * Jetaneer: A member who has attended any seven International conventions, not necessarily consecutively.
- * Little Wig: A past International Chapter member.
- * Regioneer: A member who has attended five regional conferences, not necessarily consecutively.

M. Alpha Delta Kappa Acronyms:

- * AΔK (Alpha Delta Kappa)
- * AΔKA (Alpha Delta Kappa Association)
- * ICP (International Council of Presidents)
- * IMC (International Membership Committee)
- * ITE (International Teacher Education)
- * IVP (International Vice President)
- * S/P/N (state/province/nation)

ALPHA DELTA KAPPA BADGE WEAR IT RIGHT



Alpha Delta Kappa Badge



Alpha Delta Kappa International Badge

ALWAYS OVER THE HEART

- Only one guard
- One guard designating office, if applicable
- Other pins under official badge
- Ribbon or name tag on right
- On a single garment or ensemble, not on the lapel
- Line up the top of the guard with the pearls at the bottom of the badge.
- Guards added to the International badge should be to the left and slightly below the badge.

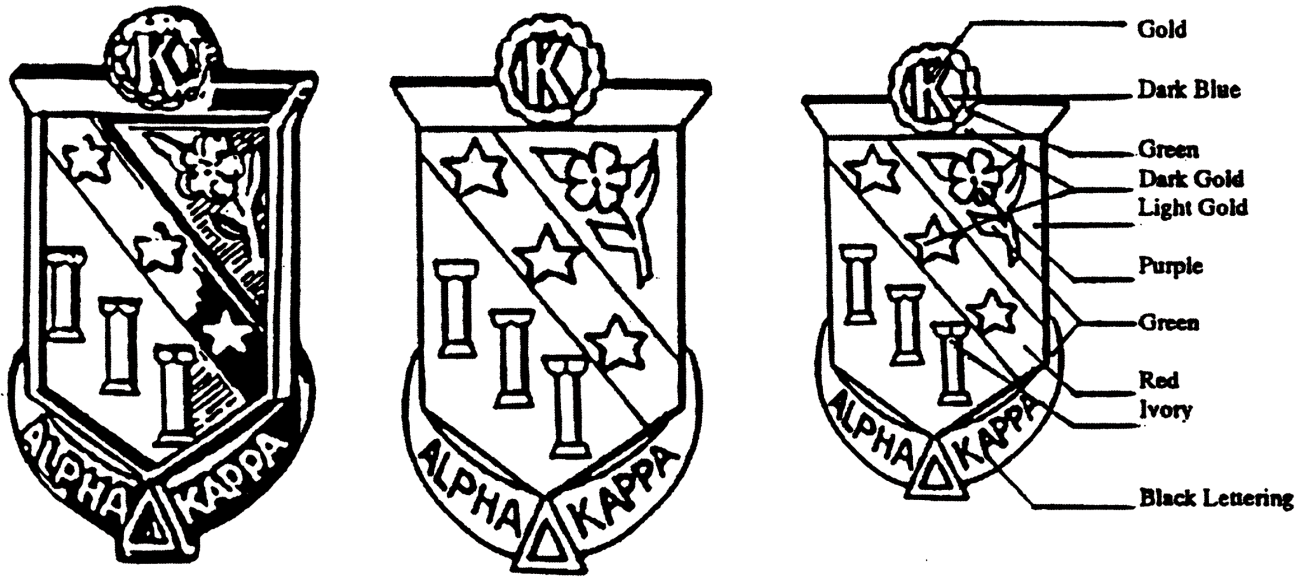


Example: Badge with Past Chapter President's Guard and Silver Sister Recognition Pin underneath.
Silver Sister Guard/Pin—May be worn as a pin or attached to the official badge to replace the standard "K" guard.

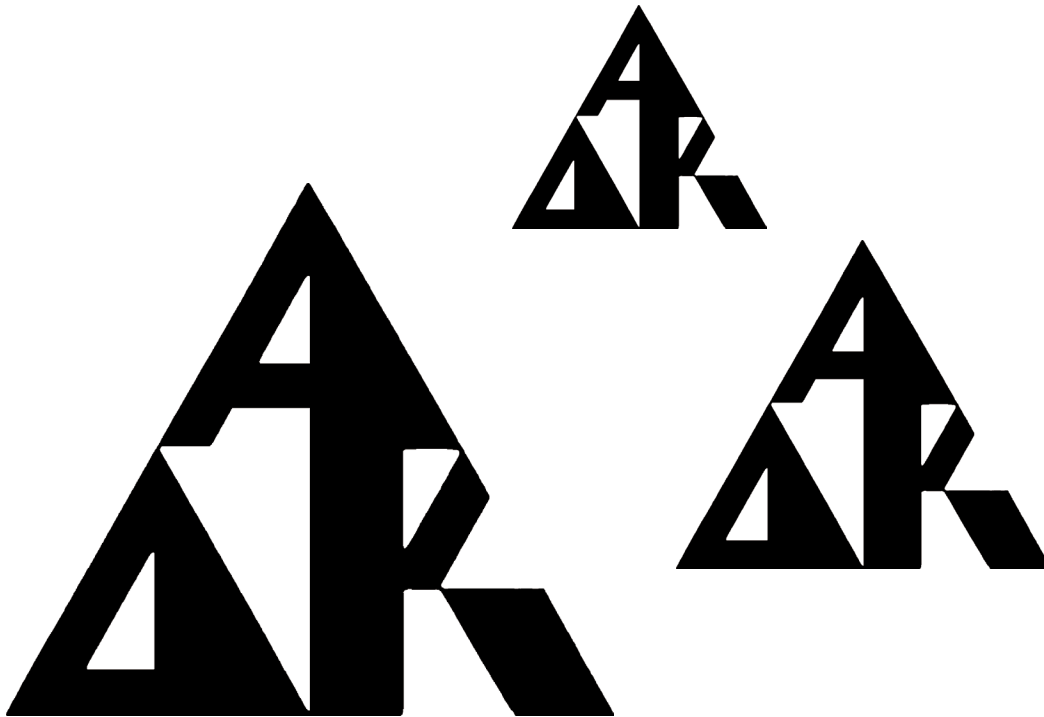


Example: Badge with 35-Year Charm

Alpha Delta Kappa Crest



Alpha Delta Kappa Logo



GREEK ALPHABET

SYMBOL FONT*	GREEK	NAME OF LETTER	PRONUNCIATION
A	Α	Alpha	'äl-fə
B	Β	Beta	'bā'tə
G	Γ	Gamma	'ga-mə
D	Δ	Delta	'del-tə
E	Ε	Epsilon	'ep-sə-län
Z	Ζ	Zeta	'zā-tə
H	Η	Eta	'ā-tə
Q	Θ	Theta	'thā-tə
I	Ι	Iota	ī-'ō-tə
K	Κ	Kappa	'ka-pə
L	Λ	Lambda	'lam-də
M	Μ	Mu	'mü
N	Ν	Nu	'nü
X	Ξ	Xi	'zī
O	Ο	Omicron	'ō-mə-krän
P	Π	Pi	'pī
R	Ρ	Rho	'rō
S	Σ	Sigma	'sig-mə
T	Τ	Tau	'taú
U	Υ	Upsilon	'üp-sə-län
F	Φ	Phi	'fī
C	Χ	Chi	'kī
Y	Ψ	Psi	'sī
W	Ω	Omega	ō-'mā-gə

*Highlight the letter in the document and use the Symbol FONT to change to Greek.

CODE OF ETHICS FOR ALPHA DELTA KAPPA

We, the members of Alpha Delta Kappa, hold these truths to be self-evident:

- * That the primary purpose of Alpha Delta Kappa shall be to develop strong professional recognition for women educators.
- * That the achievements of Alpha Delta Kappa shall be in the areas of education, altruism and world understanding
- * That Alpha Delta Kappa shall have a strong fraternal fellowship, which is valuable both professionally and socially.
- * That Alpha Delta Kappa shall promote the highest standards of education, thereby strengthening the status of the teaching profession.

This Code of Ethics, the basic principles herein enumerated, shall apply to all persons initiated into Alpha Delta Kappa.

FIRST PRINCIPLE — Selection of Members

The selection of each member shall be determined by her qualifications — educationally, professionally and socially. The strength of the chapter is determined by the strength of the individual members; likewise, the ultimate strength of Alpha Delta Kappa is determined by the strength of the chapter.

In fulfilling the obligations of this first principle, the prospective member shall be informed of the following:

1. History of Alpha Delta Kappa.
2. Purpose of Alpha Delta Kappa.
3. Policies of Alpha Delta Kappa.
4. Responsibilities of members to Alpha Delta Kappa.

SECOND PRINCIPLE — Initiation of Members

The prospective member shall become an active member of Alpha Delta Kappa when properly initiated.

In fulfilling the obligations of this second principle:

1. The initiate shall be initiated in a dignified manner.
2. The initiate shall have full instructions in the Constitution, Bylaws and policies of Alpha Delta Kappa.

THIRD PRINCIPLE — Fraternal Growth of Members

Fraternal unity in Alpha Delta Kappa strengthens the individual member and the organization.

In fulfilling the obligations of this third principle:

1. The member shall establish friendly and cooperative relationships.
2. The member shall conduct herself in such a manner as to reflect the ideals as expressed in the initiation oath of Alpha Delta Kappa.
3. The member shall be free to express her impressions and convictions on all subjects relevant to Alpha Delta Kappa.
4. The member shall communicate all Alpha Delta Kappa matters through the proper channels.
5. The member shall not use Alpha Delta Kappa for personal gain.

FOURTH PRINCIPLE — Organizational Relationship

The position of honor occupied by Alpha Delta Kappa results from its uniqueness and quality of professional and social relations.

In fulfilling the obligations of this fourth principle:

1. Friendly, cooperative and constructive relationships with other organizations shall be used to further the effectiveness of Alpha Delta Kappa.
2. Educational ideas for the good of the profession shall be studied with an open mind.
3. Membership in Alpha Delta Kappa prepares women educators for leadership roles not only within Alpha Delta Kappa but also in other professional organizations.

PROTOCOL

I. Protocol

A. Definition

1. Protocol is a code prescribing correct formal procedure and can be adapted to the requirements of each occasion.
2. Protocol is a code of etiquette, a pattern of behavior which is accepted as the most desirable way to show recognition and honor to those in positions of leadership.

B. Origin

1. Protocol comes from the Greek word "protokollon" which comes from "protos" meaning first and "kolla" meaning glue.
 - a. It was the first leaf (date and contents) glued onto the rolls of papyrus at the opening of a document.
 - b. It was the original copy or draft of a document.
2. Old French "protocolle" means minutes of a document.
3. Protocol became a code of precedence/status and correct procedure in diplomatic exchange and state ceremonies.
4. Protocol became synonymous with etiquette.

II. Importance of Protocol to Alpha Delta Kappa Members

- A. Gives dignity to the organization.
- B. Helps members develop pride in Alpha Delta Kappa.
- C. Shows respect and courtesy to members.
- D. Binds members together with a common heritage and fraternal fellowship.
- E. Ensures continuation of the rituals of Alpha Delta Kappa.
 1. Initiation ceremony makes members aware of the goals and objectives of Alpha Delta Kappa.
 2. Founders' Day reminds members of their heritage.
 3. Installation of officers provides the opportunity for members to renew their vows to support their leaders.
- F. Provides a suggested formula for seating and introductions for special occasions.

III. Protocol for Alpha Delta Kappa Members

- A. All members of Alpha Delta Kappa have rights and privileges.
- B. Protocol demands that members:
 1. Set a good example of the principles of Alpha Delta Kappa.
 2. Become familiar with the Bylaws and Handbook.
 3. Attend meetings regularly, assume financial obligations and participate in chapter activities.
 4. Wear the badge correctly.
 5. Use correct parliamentary procedure.

6. Attend conferences and conventions.
7. Are courteous and respectful to one another.

IV. Protocol for Officers

- A. Execute the responsibilities of her office to the best of her ability.
- B. Learn Alpha Delta Kappa Bylaws and contents of the Officer and Committee Manual.
- C. Know *Robert's Rules of Order Newly Revised*.
- D. Provide model behavior and leadership.
- E. Treat members with respect and understanding.
- F. Know the Alpha Delta Kappa Code of Ethics.

V. Standard Operating Procedure for Alpha Delta Kappa Representatives and Guest Speakers

- A. Extend a written invitation to those participating on the program.
- B. Provide the following information:
 1. Date, time and place of event.
 2. Speaking expectations:
 - a. Bring greetings or offer welcome
 - b. Subject of address
 - c. Time allotted for address
 3. Dress for functions.
 4. Housing and meal arrangements.
- C. Assign a host to accompany representatives from the hotel room to the meeting rooms or convention center in the hotel.
- D. Provide airport pick up and return.
- E. Provide a gift, if necessary.
- F. Write a thank you note.

VI. Standard Operating Procedure for Alpha Delta Kappa Dignitaries

- A. Customary practice is to rise when a Grand Entrance begins and to remain standing until all persons in the procession are seated.
- B. Courteous practice is to rise and applaud when an International Officer or International Representative is introduced. It is necessary to rise only once in her honor at the same function.
- C. When a state, provincial or national president is a guest at an S/P/N or chapter meeting and is introduced, she should be honored by the assembly's rising and applauding.
- D. Introductions
 1. In making introductions of the sisters seated at a head table, the usual practice is to begin with the person sitting at the far left of the presiding officer and move in order toward the podium. Next, begin with the person sitting at the far right of the presiding officer and move in order toward the [guest or president]. If there is an International/state guest sitting to the right of the presider, the group rises when she is introduced.
 2. After the head table is introduced, other introductions may be made.
- E. In making introductions, which include visiting officers, current officers take

precedence over the past officers. For example:

1. Current International Vice President for Membership
 2. Visiting current S/P/N president(s) (Alphabetical by S/P/N) (Out-of-region, alphabetical by S/P/N)
 3. Past International President
 4. Past International Executive Board Chairman
 5. Past International Vice President of another region
- F. Regional Conference Suggested Introduction Order (It may be adapted to a chapter, district, S/P/N, region, or International's needs, traditions, or specific situations.)
1. Head Table
 2. Regional Committee chairmen, including newsletter editor
 3. International Executive Board members in the region
 4. International Officers in the region
 5. Other Executive Board members – current – then, past
 6. Other International Officers
 7. S/P/N Presidents – alphabetical by S/P/N
 8. S/P/N Presidents-Elect – alphabetical by S/P/N
 9. Immediate Past S/P/N Presidents – alphabetical by S/P/N
 10. International Service – conference region
 11. Out-of-Region Guests
 12. Past International Chapter Members from the conference region
 13. Past International Chapter Members from outside the conference region
- G. When an International, regional, state, provincial or national officer is invited to a function, all expenses will be paid by those issuing the invitation unless other provisions have been made.
- H. As sisters in Alpha Delta Kappa, first names are used.

VII. Responsibilities of the Protocol Chairman/Sergeant-At-Arms

- A. Know the rules of protocol.
- B. Assist the President or presiding officer as needed.
- C. Provide fraternity education regarding protocol to members.
- D. Plan and check (1) the seating arrangements of honored guests and those at the head table, and (2) the order in the receiving line of formal, social and business functions.
- E. Notify those having special seating or those who are to be in the receiving line.

VIII. Precedence for Alpha Delta Kappa Officers (See Protocol Precedence Chart on following page)

Protocol Precedence Chart

Revised 2015

Chapter	District	State/Province/Nation	Region	International
President	Presiding Officer	President	IVP	President
S/P/N Representative	S/P/N President	IC Representative	President	Chairman, Ex. Board
IC members	Vice Chairman	President-Elect	Ex. Bd. Representative	President-Elect
President-Elect/VP	District Secretary	IPP	IPIP	IPIP
IPP	District Treasurer	VP's	Secretary	Board – 4 yr VC of EB
Recording Secretary	District Chaplain	Recording Secretary	Historian	4 yr
Corresponding Secretary	P, CCP	Corresponding Secretary	Sergeant-at-Arms	4 yr
Treasurer	Chapter presidents	Treasurer	Chaplain	4 yr
Historian	Other S/P/N officers	Historian	Ex. Bd. in region	4 yr
Sergeant-at-Arms		Sergeant-at-Arms	Int. officers in region	2 yr
Chaplain	OR	Chaplain	Other Ex. Bd. members	Gulf IVP
Other S/P/N officers		P, CCP	Other IC members	North Central IVP
District officers	Presiding Officer	District Chairmen	S/P/N presidents	Northeast IVP
	S/P/N President	Int. Chapter members		Northwest IVP
	S/P/N President-Elect	Other S/P/N presidents		South Central IVP
	IP S/P/N President			Southeast IVP
	S/P/N Recording Secretary			Southwest IVP
	S/P/N Corresponding Secretary			IVP Membership
	S/P/N Treasurer			Historian
	S/P/N Historian			Sergeant-at-Arms
	S/P/N Sergeant-at-Arms			Chaplain
	S/P/N Chaplain			P, ICP
	P, CCP			Ex. Administrator

Precedence charts are guidelines for use at Alpha Delta Kappa functions. They may be adapted to a chapter, district, S/P/N, region, or International's needs or specific situations.

IX. Installation – Chapter and state/provincial/national officers according to the VIII Precedence for Alpha Delta Kappa Officers chart – shall be installed in reverse order, i.e., District Chairmen, President of CCP (if a separate office), Chaplain, ... , and President.

X. Ballots – Candidates listed on ballots shall be listed according to this protocol manual, page 38, VIII, Protocol Precedence Chart.

XI. Receiving Lines

- A. The conference/convention chairman or hostess stands beside the guest of honor (who takes precedence in the line) and nearest the door through which the membership enters.
- B. Persons in the receiving line should wear chapter symbols and identifying name. If members are in formal dress, a name card on a nearby table is customary.
- C. If the receiving line is too long or cumbersome, it is permissible to separate the line into smaller groups stationed at various sections of the room.
- D. One proceeds down a receiving line.

XII. Addressing Dignitaries at Conventions and Conferences

- A. When an officer or committee chairman gives a report, dignitaries should be addressed in order of precedence beginning with the presiding officer. If several members of a group are at a function, address the International President, the Chairman of the Executive Board and then group the remainder (e.g., members of International Chapter, S/P/N executive board members). Dignitaries should be addressed by their offices or positions, followed by their first names (e.g., International President Agnes).
- B. If many reports are to be given to the assembly, the members can agree to dispense with some or all of the addressing protocol.

XIII. State, Provincial or National Conventions

- A. The International Representative is the main speaker at a convention. She should attend pre and post convention executive board meetings. She may also install new state, provincial or national officers, if requested in advance.
- B. International Headquarters pays the transportation of the International Representative to a convention.
- C. The state, province or nation is expected to pay for meals, registration fee, and lodging of the International Representative.
- D. Well in advance of the convention, the president should provide the International Representative with the following: the S/P/N theme; the convention theme and

program; the S/P/N bylaws and proposed amendments; the proposed resolutions; the proposed budget. She should also suggest suitable clothes for the weather and functions; make travel suggestions; and make lodging reservations.

- E. A member should be assigned to meet the Representative at the airport, take her to her hotel, accompany her to meetings, take care of departure details and do whatever else she can to make her feel welcome.

XIV. Head Table for Meal Functions: Chapter, S/P/N and Region

- A. The presiding officer sits in the center. If there is a lectern in the center, she sits to the right of the lectern (see diagrams on pages 42-45). If the presiding officer is not the mistress of ceremonies, the mistress of ceremonies sits to the left of the lectern.
- B. The guest speaker, unless there is an International Representative present, sits to the right of the person presiding.
- C. A visiting International Officer or International Representative takes precedence over all officers except the S/P/N president or International Vice President who is presiding.
- D. Others are seated according to their official precedence alternating right and left from the center of the table.
- E. If someone other than the mistress of ceremonies is to introduce the guest speaker, she should sit next to the speaker.
- F. Reserved tables in front of the head table may be provided for people who cannot be accommodated at the head table.
- G. All persons having special seating should be notified in advance.
- H. Place cards should be provided for persons having special seating.
- I. Past International Officers and past S/P/N presidents should be recognized and/or seated at special tables. (It is not necessary that they be seated at the head table.)

XV. Head Table for Business Meetings: Chapter, S/P/N and Region

- A. The presiding officer is seated in the center. If there is a lectern, she is seated to the right of the lectern.
- B. When an International Representative is present, she sits to the right of the presiding officer.
- C. The parliamentarian should be seated behind the president.
- D. Other officers are seated according to their official precedence, alternating right and left from the center of the table.

XVI. Head Table for Meal Functions and Business Meetings: International convention (See diagram on page 46.)

XVII. Standing Committee Recognition

- A. The presiding officer shall recognize the chairmen of standing committees, alphabetically by committee, at the opening session of the convention/

conference.

- B. Members of standing committees shall be recognized at the time of the committee report. If no report is given during the meeting, the committees shall be recognized at the closing session of the convention/conference.

XVIII. Alpha Delta Kappa Badge

- A. The Alpha Delta Kappa badge is a means of fraternal identification and is not to be worn as jewelry.
- B. Purchase of the badge is required of all members at the time of application.
- C. The badge should be worn at all chapter, S/P/N, regional and International meetings of the sorority.
- D. The badge may be worn on other appropriate occasions such as educational meetings and when traveling.
- E. The badge is worn **OVER THE HEART**. (See Fraternity Education, page 29.)
- F. Only one guard shall be worn with the badge.
- G. The badge should never be worn below other pins.
- H. The badge should not be worn on identification badges or ribbons.
- I. The badge may be worn on pantsuits that are considered appropriate professional attire.
- J. The badge may be worn on the jacket of a dress or outer apparel that is considered part of an ensemble, but not on the lapel.
- K. The badge is not to be worn on formal dress.
- L. The International Chapter Guard may continue to be worn by a member after she is no longer on International Chapter.

Chapter Head Table

Historian	C Secretary	Immediate Past President	IC/Region/State Rep	President	Podium	President-Elect	R Secretary	Treasurer	Sergeant-at-Arms	Chaplain
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Seating chart including an International/regional/state representative
XXXXXXXXXXXX

Audience

Chaplain	Historian	C Secretary	IPP	President	Podium	President-Elect	R Secretary	Treasurer	S-A-A
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Typical seating chart

S-A-A	Treasurer	IPP	President	Podium	President-Elect	Secretary	Historian	Chaplain
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Seating chart with only one secretary

Chaplain	Treasurer	IPP	President	Podium	President-Elect	Secretary	Historian or S-A-A
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Seating chart with one secretary-- and either the historian or S-A-A not utilized

Treasurer	IPP	President	Podium	President-Elect	Secretary	Chaplain
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Seating chart with one secretary-- and neither a historian nor S-A-A

Notes: Many chapters do not use a formal seating arrangement –they use rounds, theater style, restaurant table etc. The charts are provided for the occasions when chapters need a formal meeting design.

District

P, CCP	Treasurer	Immediate Past President	International Representative	Presiding Officer	Podium	S/P/N President	Vice Chairman	Secretary	Chaplain
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Seating chart including an International/regional/S-P-N representative

XXXXXXXXXXXXXX

Audience

7 5 3 1 2 4 6 8

Chaplain	Secretary	Vice Chairman	Presiding Officer	Podium	S/P/N President	IPP	Treasurer	P, CCP
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Typical seating chart

9.	7.	5.	3.	1. Presiding Officer	Podium	2. S/P/N President	4.	6.	8.	10.
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Seating Chart template in which districts may place their officers in order of precedence. (See order of precedence table on page ___.)

Notes: S/P/Ns which are divided into districts are led by a District Chairman, District Vice President, or District President.

These District seating diagrams are used as guidelines. District offices may vary from S/P/N to S/P/N.

State/Province/Nation Head Table

11	9	7	5	3	1	2	4	6	8	10		
P, CCP	Sergeant- at-Arms	Treasurer	R Secretary	Immediate Past President	Int. Rep	President	Podium	President - Elect	Vice President	C Secretary	Historian	Chaplain

Seating chart with a Membership VP

XXXXXXXXXXXXXXXXXXXX

Audience

9	7	5	3	1	2	4	6	8	10		
Chaplain	Historian	C Secretary	IPP	Int. Rep	President	Podium	President- Elect	R Secretary	Treasurer	S-A-A	P, CCP

Seating chart with no Membership VP

Chaplain	Historian	C Secretary	IPP	President	Podium	President- Elect	R Secretary	Treasurer	S-A-A	P, CCP
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Seating chart without an International Rep or Membership VP

Notes: When the table is rectangular, the positions stay in the same precedent order as they wrap around the table.

These S/P/N seating diagrams are used as guidelines. S/P/N Bylaws, Policies and Procedure Manuals, and traditions may influence seating arrangements.

Regional Head Table

Conference Chairman/ Co-chairman	Regional Sergeant-at-Arms	Regional Secretary	International President	International VP	Podium	Executive Board Representative	IP IVP	Regional Historian	Regional Chaplain	Conference Co-Chair/ Vice Chairman
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Typical seating chart

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Audience

Conference Chairman	Regional S-A-A	Regional Secretary	International President	International VP	Podium	Executive Board Rep	Executive Board Rep	IP IVP	Regional Historian	Regional Chaplain	Conference Co-Chair
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Seating chart when there are 2 Executive Board representatives

Reserved Tables for:

- (Second Head Table or Rounds or Front Row)
- Current International Chapter//International Executive Board Members
- International Headquarters Staff (Executive Administrator)
- S/P/N Presidents/P's (Optional)
- Past International Officers (Optional)

Notes: If more than one International Representative is assigned, they sit next to each other between the lectern and the regional historian.

Regional co-chairmen are seated on either end (at the discretion of the IVP).

These regional seating charts are used as guidelines. They may be adapted to a region's needs, traditions, or specific situations.

International Convention Head Table

A
U
D
I
E
N
C
E

	Executive Administrator	
	International Sergeant-at-Arms	
	IVP for Membership	
	Executive Board – 2 years	Elected last conv.
	IVP –	
	Executive Board – 4 years	Elected by EB last biennium
	IVP -	
	Executive Board – 4 years	Elected 4 yrs ago
	IVP -	
	Immediate Past International President	
	Executive Board Chairman	
	International President	Parliamentarian
	Lec tern	
	International President-Elect	
	IVP – P-E’s region	
	Executive Board – 4 years	Elected by EB 4 yrs ago
	IVP –	
	Executive Board – 4 years	Elected by EB last biennium
	IVP –	
	Executive Board – 4 years	Elected last conv.
	IVP -	
	International Historian	
	International Chaplain	
	President, International Council of Presidents	

International Board Room Seating

Pictures of Four Founders

Credenza with name plates & International Flags	IPIP	International President	Executive Administrator	
		Water Pitcher	President-Elect/Minutes	Entrance to Room
		Vice-chairman of Executive Board	Sergeant-at-Arms	Snack Table
Chairman of Executive Board				

Executive Board members, IVP's, and other International Chapter officers are intermixed in the open seats.

SCHOLARSHIPS AND GRANTS

The fourth purpose of Alpha Delta Kappa is “to promote educational and charitable projects and activities, to sponsor scholarships, to further and maintain worthy standards in the field of education and to cooperate with worthy community programs relating to education and charities.” To carry out this purpose, Alpha Delta Kappa has established the following scholarships and grants:

- I. Living Memorial Scholarship
- II. Regional Professional Development Scholarships
- III. Regional Mini-Scholarships
- IV. Fine Arts Grants
- V. International Teacher Education Scholarships
- VI. Marie Neal Memorial Scholarship
- VII. Agnes Shipman Robertson Memorial Scholarship
- VIII. Alpha Delta Kappa Scholarship
- IX. Maxine Pettibone Scholarship
- X. Future Educators Scholarship
- XI. Excellence in Education Award
- XII. Innovation Grant
- XIII. Classroom Grant

The scholarships and grants are funded from accumulated and current interest income and restricted contributions which, in accordance with Internal Revenue Service (IRS) regulations, are set aside for charitable and educational purposes. In addition, there is an annual chapter assessment designated for the International Teacher Education Scholarships.

The Alpha Delta Kappa Sorority, Incorporated established the Alpha Delta Kappa Foundation to administer the Alpha Delta Kappa scholarships and grants. In 1984, a ruling was obtained from the IRS stating that the Alpha Delta Kappa Foundation qualified under Internal Revenue Service Code Section 501(c)(3) as a charitable organization. Donations to the Alpha Delta Kappa Foundation are tax deductible.

Current information on Alpha Delta Kappa scholarships and grants may be found in the scholarship brochures included in the S/P/N and chapter presidents’ packets mailed each August. These brochures contain up-to-date information on the history, program goals, funding level, application process, applicant qualifications and recipient responsibilities for each scholarship and grant awarded by Alpha Delta Kappa. Information is also available from International Headquarters and the Alpha Delta Kappa International Website at www.alphadeltakappa.org.

I. LIVING MEMORIAL SCHOLARSHIP

The Living Memorial Scholarship is the oldest of all Alpha Delta Kappa scholarships. At the 1957 International Convention, guidelines were adopted for administering an annual scholarship. The monies for the scholarship were accumulated by using a portion of each initiation fee. At the 1959 International Convention, S/P/N presidents presented monetary gifts from their respective states/provinces/nations to augment the Living Memorial Fund which had been accumulating through gifts since the beginning of Alpha Delta Kappa.

At the 1961 International Convention, the delegates voted to invest this fund until there was sufficient income to award the scholarship. The first Living Memorial Scholarship was awarded in 1971. The completed application and one copy must be returned to the Living Memorial Scholarship chairman via regular mail and one copy via regular mail to International Headquarters by February 15. Winner will be announced March 15.

Program Goals

- * To provide an opportunity for professional growth through travel away from one's home environment.
- * To expand one's knowledge and develop materials for use in the classroom.
- * To promote World Understanding.
- * To provide an incentive to enrich the lives of students by imparting to them expanded knowledge in a selected field of education.

Qualifications

- * Shall have paid membership dues by the scholarship deadline.
- * Is actively engaged in education.
- * Has not received an Alpha Delta Kappa scholarship or grant within the past two years.
- * Shall not be a member of the International Executive Board, a member of International Chapter, a member of International scholarship boards or committees, a substantial contributor to the Alpha Delta Kappa Foundation or a relative of any of the aforementioned groups.

II. REGIONAL PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

The first Regional Scholarships were awarded in 1968 to the Gulf and Great Lakes Regions. Thereafter, two regions each year received these scholarships on a rotating basis. Action taken by the Executive Board in 1978 made it possible for each region to receive a scholarship for 1978-1979 and each ensuing year. The name of the scholarship was changed in 2004. Today, two members in each of the seven regions are awarded a Regional Professional Development Scholarship. The completed application and one copy must be returned to your Regional Scholarships Program Committee Chairman via regular mail and one copy via regular mail to International Headquarters postmarked by January 31. Winners will be notified by April 15.

Program Goals

- * To encourage opportunities for professional growth and development.
- * To enrich the educational experiences of children and youth.
- * To meet the increasing demands for requirements of National Board Certification, certification, recertification and post-graduate degrees..

Qualifications

- * Shall have paid membership dues by the scholarship deadline.
- * Shall not be a member of the International Executive Board, a member of International Chapter, a member of International scholarship boards or committees, a substantial contributor to the Alpha Delta Kappa Foundation or a relative of any of the aforementioned groups.
- * Has not received an Alpha Delta Kappa scholarship or grant within the past two years.

III. REGIONAL MINI-SCHOLARSHIPS

Begun in 1990, the first Alpha Delta Kappa Regional Mini-Scholarships were awarded in 1991. These scholarships, under the umbrella of the Regional Scholarships, are given annually in the spring and fall to members for continuing professional and personal enrichment through attendance at non-AΔK sponsored seminars, workshops and conferences. Each region receives a sum of money biannually to fund the scholarships. A maximum dollar amount per mini-scholarship is specified. Applications for activities taking place between November 15 and May 15 must be postmarked no later than October 15. Applications for activities taking

place between May 15 and November 15 must be postmarked no later than April 15. To be eligible for a Regional Mini-Scholarship, an AΔK member shall not have received a Regional Mini-Scholarship during the current fiscal year (June 1-May 31).

Program Goals

- * To promote continuing professional growth and development.
- * To provide opportunities for personal and professional enrichment.
- * To encourage commitment to educational excellence.

Qualifications

- * Shall have paid membership dues by the scholarship deadline.
- * Shall not be a member of the International Executive Board, a member of International Chapter, a member of International scholarship boards or committees, a substantial contributor to the Alpha Delta Kappa Foundation or a relative of any of the aforementioned groups.
- * Members who have received a Mini-Scholarship remain eligible to receive other Alpha Delta Kappa scholarships and grants. A member may receive only one Mini-Scholarship grant per fiscal year (June 1-May 31).

IV. FINE ARTS GRANTS

The Fine Arts Grant(s) are used to promote study and awareness of the Arts for students. The Arts are defined as dance, music, theater and visual arts. The award may be used to implement activities in one discipline or to integrate any or all of the others. The grants are available to Alpha Delta Kappa members, both actively teaching and retired. Grant projects should focus on individual schools, groups of students in a school district or community organization, such as after-school or summer camps. A fund of \$10,000 has been established to be awarded as a single grant or to be divided among two or more applicants.

Members interested in applying for the grant may secure an application from the chapter president or download a copy from the Alpha Delta Kappa International Website at www.alphadeltakappa.org. The deadline for submission is February 15 of each year. Recipient(s) are notified by May 1 of the same year. Grant recipients are acknowledged at the regional conferences and International conventions.

V. INTERNATIONAL TEACHER EDUCATION SCHOLARSHIPS

In 1961, Alpha Delta Kappa unanimously adopted the concept for the International Teacher Education (ITE) Program as its international altruistic program — a program designed, at that time, to bring women students to the United States for their final year in teacher education. In 1963, the first three AΔK-ITE students arrived from Switzerland, Germany, and Argentina. Currently, the program is for students from countries other than the United States for graduate studies in education. Doctoral study is beyond the scope of the program. Recipients may apply for a second year.

Program Goals

The goals of the International Teacher Education Program provide students from countries other than the United States the following opportunities:

- * To study in American universities and colleges;
- * To learn about the philosophy of education, methods, and materials of instruction in the United States;
- * To observe democracy in action;
- * To share their experiences with people both in the United States and abroad.

Qualifications

- * Applicants must be single women with no dependents and maintain that status throughout the scholarship period to retain the scholarship.
 - * Applicants must be at least 20 years of age and not more than 35 years of age at the time of the application deadline of January 1, in the year study is to begin.
 - * Applicants must be non-U.S. citizens living outside of the United States and must maintain that residency status from the time of application to the awarding of the scholarship.
 - * Applicants shall rank academically in the top 25 percent of their class.
 - * Applicants should have well-rounded personalities and display strong leadership qualities.
 - * Applicants shall display a genuine interest in the promotion of better world understanding through education.
 - * Applicants shall have the ability and the willingness to adapt readily to new situations.
 - * Applicants shall have received an undergraduate degree and be eligible to receive a master's degree. Doctoral study is beyond the scope of this program.
 - * Recipients are required to carry sufficient credit hours to qualify as a full time student.
 - * Applicants shall plan to enter the teaching profession or be engaged in the teaching profession.
 - * Applicants shall not be Alpha Delta Kappa members.
- Completed applications must be received by Alpha Delta Kappa International Headquarters on or before January 1.

VI. MARIE NEAL MEMORIAL SCHOLARSHIP

A scholarship in honor of Alpha Delta Kappa Founder Marie Neal was established in 1970 at Baker University, Baldwin City, KS. Baker University administers this perpetuating endowment and awards an annual scholarship to a young woman choosing to enter the teaching profession. Applications may be requested from Baker University, Baldwin City, KS 66006.

VII. AGNES SHIPMAN ROBERTSON MEMORIAL SCHOLARSHIP

A scholarship in honor of Alpha Delta Kappa Founder Agnes Shipman Robertson was established in 1987 at the University of Missouri-Conservatory of Music, Kansas City, MO. The University of Missouri, Kansas City (UMKC) administers this perpetuating endowment and awards scholarships to students studying at the Conservatory of Music in Kansas City. Applications may be requested from UMKC, Conservatory of Music, 4949 Cherry, Kansas City, MO 64110.

VIII. ALPHA DELTA KAPPA SCHOLARSHIP

In 1993, the Alpha Delta Kappa Foundation established an unrestricted endowment to be administered by the Kansas City Art Institute, an internationally recognized school of art located in Kansas City, Missouri. The first Alpha Delta Kappa Scholarship was awarded in 1997 to commemorate the 50th anniversary of Alpha Delta Kappa. Contact the Advancement Office at the Kansas City Art Institute, 4415 Warwick Boulevard, Kansas City, MO 64111.

IX. THE MAXINE B. PETTIBONE SCHOLARSHIP — 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 convention or regional conference(s). The fall semester scholarship application must be postmarked or received electronically on or before March 1 and the spring semester scholarship must be postmarked or received electronically on or before September 1.

- X. THE ALPHA DELTA KAPPA FUTURE EDUCATOR SCHOLARSHIP — Awarded to assist education majors in their final two semesters of coursework with tuition, room and board and course materials. Applicant shall be recommended by a current Alpha Delta Kappa member. This scholarship was developed for students who display potential to be excellent educators. The Future Educator Scholarship will be awarded annually to one recipient from each of the seven Alpha Delta Kappa regions. The scholarship application packet must be postmarked or received electronically on or before March 1. An electronic version can be obtained at alphadeltakappa.org.
- XI. THE EXCELLENCE IN EDUCATION AWARD — Recognizes members of Alpha Delta Kappa for their outstanding contributions to education. To be eligible, the nominee shall have paid membership dues, be actively engaged in the education profession and be under contract in teaching, administration or some specialized field of education. Nominated by a colleague or parent, nominees' adjudication is based on professional dedication, knowledge, skills, professional achievement and success, school/community collaboration, contributions to the educational process and active involvement in Alpha Delta Kappa. Nomination forms are available on the International website and by request from International Headquarters, (800) 247-2311. Please return to Alpha Delta International Headquarters, 1615 W 92nd St., Kansas City, MO 64114, postmarked by December 1 (odd year).
- XII. ALPHA DELTA KAPPA INNOVATION GRANT — 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 was developed for teachers who display characteristics of excellent educators. The Innovation Grant will be awarded annually to a maximum of five recipients from each of the seven Alpha Delta Kappa regions.
- XIII. ALPHA DELTA KAPPA CLASSROOM GRANT — The Alpha Delta Kappa Classroom Grant is designed to assist creative, innovative educators who are 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 was developed for teachers who display characteristics of excellent educators. The AΔK Classroom Grant will be awarded annually to a maximum of five recipients from each of the seven Alpha Delta Kappa regions.