

**LOUISIANA ALPHA DELTA KAPPA  
DISTRICT V GUIDELINES  
(Revised October, 2022)**

**A. ORGANIZATION**

1. As per current Louisiana State Bylaws, The Louisiana Chapters of Alpha Delta Kappa Sorority, Inc. (AΔK) shall be divided into six (6) districts named numerically.
2. District V shall include the following parishes: Assumption, Jefferson, Lafourche, Orleans, Plaquemines, Terrebonne, St. Bernard, St. Charles, St. James, St. John the Baptist, and St. Tammany.
3. District V shall include the following AΔK Chapters:
  - Beta - Metairie
  - Chi - Lafourche Parish
  - Alpha Xi - Metairie
  - Beta Beta - Slidell
  - and any new chapters in the above listed parishes
4. New Chapters shall be organized under the direction of AΔK International Headquarters (see Article IV, International Bylaws).

**B. LEADERSHIP**

1. District V leadership shall come from chapters in the alphabetical rotation order (using the Greek alphabet) as follows:
  - Beta
  - Chi
  - Alpha Xi
  - Beta Beta
2. A newly organized chapter shall follow the above listing, providing that the chapter has been chartered at least six (6) years.
3. Officers of District V shall be:
  - Chairman
  - Chairman - Elect
  - Secretary / Treasurer
  - Immediate Past District Chairman
  - a. The Chairman, Secretary / Treasurer shall be a member of the chapter hosting the Biennial District Workshop / Meeting.
  - b. The Chairman-Elect shall be a member of the chapter hosting the following Biennial District Workshop / Meeting.

### C. MEETINGS

1. A Biennial District Workshop/ Meeting shall be held in even-numbered years, with the date determined by the State Executive Board and the site determined by the District V Officers.
2. An annual District V Founder's Day / Scholarship Luncheon / Meeting shall be held every October to honor the founders of AΔK and to present the District V Scholarship. It will be hosted by the Chapter serving as District Chair. State officers attending the luncheon are guests of the District if funds are available.
3. Additional meetings may be held as desired or required.

### D. ASSESSMENTS

1. Annual dues for District V chapters shall be four dollars (\$4.00) per member and shall be collected from each member as part of her annual chapter dues.
2. These dues shall be paid by the Chapter Treasurer to the District Secretary / Treasurer by December 31st of each calendar year.
3. Three dollars (\$3.00) of each four dollars (\$4.00) collected as dues shall be designated as scholarship funds. The remaining dollar (\$1.00) from each sister's dues shall be used for expenses incurred by the District in carrying out its duties.
4. Any unused District V funds shall be turned over to the succeeding District V Secretary / Treasurer.

### E. CRITERIA FOR DISTRICT V SCHOLARSHIPS

1. The annual scholarship shall be known as the Alpha Delta Kappa Louisiana District V Scholarship.
2. District V Scholarship recipients shall be students from the following universities on a rotation basis: Nicholls State, Southeastern, and University of New Orleans.
3. Recipients must be honor students in their senior year, must be recommended by the Dean of the College of Education and must be present at the luncheon meeting in October to receive the scholarship.
4. An alternate shall be selected in the event that the first choice recipient is unable to attend.

### F. RESPONSIBILITIES OF DISTRICT OFFICERS

1. The District V Chairman shall:
  - a. provide leadership in the District
  - b. direct the setting of District goals to reflect International and State goals,
  - c. appoint special committees as needed,

- d. set the place for and coordinate the planning of the Biennial Workshop / Meeting, and the annual Founder's Day / Scholarship Luncheon / Meeting,
  - e. preside at District meetings,
  - f. be a member of the planning committee when the Gulf Regional Conference is held in Louisiana,
  - g. represent the District at AΔK conventions, seminars and / or conferences,
  - h. report all District activities to the State President,
  - i. assist chapters in pledging / initiation ceremonies when invited,
  - j. present District report at the State Convention,
  - k. keep and pass on records of District activities and,
  - l. insure that reports of District Chapters are collected in a timely manner.
  
2. The District V Chairman-Elect shall
  - a. assume the duties of the chairman in her absence or if she is temporarily unable to perform her duties and
  - b. perform any duties assigned to her by the chairman.
  
3. The District V Secretary / Treasurer shall
  - a. take care of all District correspondence,
  - b. record minutes of all District meetings,
  - c. read minutes at all District meetings,
  - d. keep a portfolio containing minutes and District correspondence,
  - e. collect all District funds,
  - f. pay all District bills,
  - g. keep updated financial records,
  - h. present a report at each District meeting,
  - i. keep a portfolio of financial records and receipts and
  - j. pass on the portfolio to her successor.
  
4. The District V Immediate Past Chairman shall
  - a. review and update District V Guidelines biennially and
  - b. present the proposed revisions for approval to the District membership at a Founders' Day / Scholarship Luncheon / or District Meeting.