

ALPHA DELTA KAPPA

LOUISIANA DISTRICT III

GUIDELINES 2022-2024 Amended October 9, 2022

1. The following chapters are included in District III:
  - Nu, Lake Charles
  - Alpha Alpha, Lafayette
  - Alpha Nu, New Iberia/Delcambre
  - Alpha Tau, Jefferson Davis Parish
2. District III Chairman shall serve the office for two years and be selected in the fall of odd-numbered years and take office after the State Convention.
  - a. An alphabetical listing of the chapters is used to determine the District Chairman, providing the chapter has been chartered for at least six years.
    - Nu, Lake Charles 2022-2024
    - Alpha Alpha, Lafayette 2024-2026
    - Alpha Nu, New Iberia 2026-2028
    - Alpha Tau, Jefferson Davis Parish, 2028-2030
  - b. If officer training is scheduled for District III in even-numbered years, the District Chairman shall coordinate necessary arrangements.
  - c. The hosting chapter may charge a registration fee to pay for expenses at District meetings.
  - d. District III shall meet annually in the Fall. The District Chairman shall conduct the meeting.
3. Joint activities for Founders' Day are encouraged.
  - a. A joint Founders' Day program shall be held on the second Sunday of October.
  - b. The time and place will be determined by the hosting chapter.
    - Nu, 2022
    - Alpha Alpha, 2023
    - Alpha Nu, 2024
    - Alpha Tau, 2025
  - c. The hosting chapter shall rotate alphabetically each year.

4. Officers selected for a two-year period include:
  - a. Chairman:
    1. Provide leadership in the District
    2. Appoint special committees as needed
    3. Coordinate planning of District meetings
    4. Preside at District meetings
    5. Represent District at conventions, seminars, and/or conferences
    6. Present a District report at District meetings
    7. Keep communication lines open to chapters and the state president
  - b. Chairman-Elect:
    1. Shall assume the duties of the chairman in her absence or if she is temporarily unable to perform her duties
    2. Perform any duties assigned to her by the chairman.
  - c. Secretary:
    1. Take the minutes of all District meetings
    2. Take care of correspondence of all District meetings
    3. Keep and pass on a portfolio containing records of committee meetings, minutes of District meetings and correct guidelines.
  - d. Treasurer:
    1. Collect District dues with notice sent to each chapter by November 15
    2. Disburse funds in a financially responsible manner as directed by the Chairman from an account accessible by at least two(2) members
    3. Maintain itemized records of expenditures
    4. Submit D1 Audit Report to State Treasurer annually.
    5. Keep and pass on portfolio containing financial statement

\*The office of secretary and treasurer may be held by one person.

- e. Immediate Past District Chair:
  1. Review and update District Guidelines, with proposed changes forwarded to chapters prior to Fall District meeting of even-numbered years.
  2. Select a committee to assist in these duties.
  3. Discuss proposed changes at Fall District meeting, even-numbered yrs.

\*Each chapter in the District is assessed \$3.00 per member each year for dues to the District. This money is to be used to reimburse the chairman for administrative costs (up to \$100 with receipts), to register the chairman for the state convention and the Gulf Regional Conference, with \$200 aside to defray expenses of the District meetings. (This proposal was voted and changed by District membership at the October 9, 2022 District III meeting.)

#### DISTRICT III CHAIRPERSONS 2022-2024

Wanda Duran	Bunny LeDoux
1411 Tanya Lane	3802 Yale Street
Lake Charles, La. 70611	Lake Charles, La. 70607
<a href="mailto:miwduran@cs.com">miwduran@cs.com</a>	<a href="mailto:rjledoux@bellsouth.net">rjledoux@bellsouth.net</a>
337-855-1436	337-477-3345
337-274-5300	337-302-6676

#### DISTRICT III SECRETARY 2022-2024

JoLynn Marcantel  
1209 8<sup>th</sup> Street  
Lake Charles, La. 70601

#### DISTRICT III TREASURER 2022-2024

Marie DeLord  
6080 Bayou Serpent  
Lake Charles, La. 70615

#### DISTRICT III CHAIRMAN-ELECT 2024-2026

Jane Crews (Alpha Alpha)  
100 Teal Lane #5, Lafayette, La. 70507  
[janecrews@prodigy.net](mailto:janecrews@prodigy.net)  
337-654-4991

