

LOUISIANA

Alpha Delta Kappa



POLICIES AND PROCEDURES

MANUAL

2024-2026

INTERNATIONAL HONORARY ORGANIZATION for WOMEN EDUCATORS

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PURPOSE

This policies and procedures manual is our supplement to the International Bylaws of Alpha Delta Kappa our primary governing document. We use these policies and procedures to keep Louisiana members and leaders informed, coordinate events, and maintain consistency from year to year within our organization. This manual and all revisions will be available to Louisiana members through the Louisiana website and emailed to chapter presidents and the State Leadership team.

STATE LEADERSHIP TEAM

The State Leadership Team shall comprise the State Executive Board and the Advisory Council. (past state presidents, current state committee chairman, and district chairmen).

STATE EXECUTIVE BOARD

The Louisiana Executive Board shall comprise the president, president-elect, immediate past president, vice president for membership, secretary, treasurer, historian, and sergeant-at-arms/chaplain.

Responsibilities: In addition to the other duties given in the state and International bylaws, the State Executive Board shall

1. Attend all state meetings.
2. Submit Executive Board reports to the state secretary prior to the Executive Board meeting.
3. Prepare a written biennium report to be sent to the secretary six (6) weeks prior to the state convention. These documents are published electronically to all Louisiana members prior to the state convention.
4. Fill vacancies in state offices except that of the president, until an election is held.

Meetings:

1. The Executive Board shall meet at the beginning and the close of the state convention. Responsibilities / Guidelines are set forth in the Louisiana Alpha Delta Kappa bylaws and the current Louisiana Policy and Procedure Manual.
2. The State President shall be chairman of the executive board and preside at all meetings and at the state convention.
3. The State President shall set the date, time, location, and agenda for Executive Board meetings. There should be at least two (2) meetings/year. Other meetings may be called, if necessary, at the discretion of the president and/or a majority of the State Executive Board.
4. The State President shall inform the Executive Board and Advisory Council of meetings 30 days in advance.
5. The Executive Board shall be advised by an advisory council, which will consist of past state presidents, current state committee chairmen, and the six district chairmen. They will be invited to attend each executive board meeting to provide support and advice

regarding current issues listed on the executive board meeting agenda. The advisory council members will not have a vote on the state executive board.

Communications:

The secretary shall email a draft copy of the minutes of the State Executive Board meetings to each member in attendance within thirty (30) days of the meeting.

Electronic/Virtual Meetings:

1. State Executive Board meetings can be held virtually if circumstances beyond our control prevent in-person meetings.
2. Between regularly scheduled State Executive Board meetings, items of business may need to come before the State Executive Board. At the discretion of the state president, these items may be presented to the board electronically. This may be done by video/audio conferencing and/or email.
3. An email should be sent only to the State Executive Board members and include the process or agenda to be followed, with any necessary documents.

Electronic/Virtual Voting:

1. For voting, the email must include a formally stated motion, and if needed, a request for a second and directions for discussion and reply.
2. When a second has been received, the president will inform the State Executive Board, restate the motion, and open the floor for discussion.
3. After allowing all members of the State Executive Board to reply in discussion, directions will be given for using an online voting tool.
4. Voting will be done by replying only to the state president, with a copy going to the state sergeant-at-arms for verification.
5. The president will keep a record of actions on this motion and will inform the State Executive Board of the result of the vote.
6. If there is an electronic vote, the board will need to ratify the vote at their next meeting, which has minutes taken. If the vote was taken at an electronic meeting where minutes were taken, then this does not need to be done. The recording secretary will also keep a record of the motion and voting results for her files.

DUTIES OF STATE OFFICERS

State officers' duties are outlined in the International Bylaws of Alpha Delta Kappa, together with the current Louisiana Policy and Procedure Manual.

Officer Transition:

The new officers assume the duties of their office immediately following their installation and work directly with the previous state officer to become familiar with all of the forms and responsibilities until **June 1st** after the state convention.

1. Previous state officers will complete all end-of-biennium reports required by regional and/or International that are due by June 31st after the state convention and work with

the new state officer so that forms and responsibilities for the new biennium can begin June 1st after the state convention.

2. The State Officer shall provide an “end of term” report of her time in office to the state president 6 weeks prior to the state convention, to be included in the Officer and Committee Reports. This document is published and distributed electronically to the members prior to the state convention.

PRESIDENT

Refer to the President's Duties and Responsibilities on the International Website in the Resource Library.

1. Receive and maintain a copy of each chapter’s newsletters and shall receive and maintain a copy of each chapter’s Annual Chapter Highlights Summary.
2. Appoint Committee Chairmen except for the Candidate Qualifications Committee, which the Executive Board elects at the first executive board meeting of a president’s term.

PRESIDENT-ELECT

Refer to the President-Elect's Duties and Responsibilities on the International Website in the Resource Library.

1. Collect monthly chapter minutes from the chapter secretaries.
2. Conduct the Council of Chapter Presidents meeting at the state convention.

VICE PRESIDENT FOR MEMBERSHIP

Refer to the Vice President for Membership's Duties and Responsibilities on the International Website in the Resource Library.

1. Serve as the state membership chairman.

SECRETARY

Refer to the Secretary's Duties and Responsibilities on the International Website in the Resource Library.

1. Take the minutes at the meeting of the Council of Chapter Presidents at the state convention.
2. Email a draft copy of the minutes of the State Executive Board meetings to each member in attendance within thirty (30) days of the meeting.
3. File minutes of the executive board meeting as part of the state archives.
4. Send correspondence as requested by the State President.
5. Send a card in the name of Alpha Delta Kappa, in the event of the death of a parent or a spouse of a current Executive Board Member or a Past State President.

CHAPLAIN

Refer to the Chaplain's Duties and Responsibilities on the International Website in the Resource Library.

1. Obtain a list of members who join the Omega Chapter from the State President, Vice-President for Membership, State Treasurer, and chapter presidents.
2. Responsible for planning, securing all necessary paraphernalia required, and conducting an appropriate memorial service at the state convention for deceased members' induction into the Omega Chapter.
 - a. Compile a list of members who join the Omega Chapter during the biennium.
 - b. Obtain personal information on such members, if possible, for the memorial service.
 - c. Plan and conduct the memorial service at the state convention each year during the biennium.
 - d. Prepare and arrange for the printing of memorial service programs.
 - e. Keep a file of services presented at state conventions.
3. Send a condolence to the chapter of the Omega sister

TREASURER

Refer to the Treasurer's Duties and Responsibilities on the International Website in the Resource Library.

Assist the President with a memorial of \$100 from the state treasury to be allocated to the current state altruistic project in honor of a current Executive Board Member or a Past State President who has passed away.

SERGEANT-AT-ARMS

Refer to the Sergeant-at-arms Duties and Responsibilities on the International Website in the Resource Library.

HISTORIAN

Refer to the Historian's Duties and Responsibilities on the International Website in the Resource Library.

STATE ARCHIVES

The state historian prepares the state archives to be presented to the state president at the end of her term of office. The past state president retains the archives of her term. Those state archives (works in progress or completed archives) may be displayed at the state conventions and at the Gulf Region conference that immediately follows her term of office.

IMMEDIATE PAST PRESIDENT

Refer to the Immediate Past President's Duties and Responsibilities on the International Website in the Resource Library.

1. Work with the six Louisiana District Chairmen to assist chairmen and their chapters regarding responsibilities of the district officers, their scholarship and altruistic projects,

Founders' Day, chapter officer training workshops and other district-related events.

STATE STANDING COMMITTEES

Each committee shall consist of a chairman, appointed by the state president, and additional members as needed. The number of members on a committee and the selection of these members shall be the responsibility of the state president and the committee chairman. The state president is an ex officio member of all state committees, except the candidate qualifications committee.

Louisiana Alpha Delta Kappa State Standing Committees shall be Alpha Delta Kappa Month, Altruistic, Budget, Bylaws, Candidate Qualifications, Fraternity Education, and Membership. The state special committees shall be Advisory, Courtesy, Disaster Relief, Excellence in Education, International Convention, Resolutions, Scholarship, State Convention, Technology and Ways and Means.

Committee duties are set forth in the International Bylaws of Alpha Delta Kappa and the current Louisiana Policy and Procedure Manual.

Committee Transition:

1. The new committee chairmen assume the duties of their office immediately following the state convention, with the previous state committee chairman to become familiar with all of the forms and responsibilities until **June 1st** after the state convention.
2. Previous state committee chairmen will complete all end-of-biennium reports required by regional and/or international, due by June 31st after the state convention.

Responsibilities of the Committee Chairmen:

1. Send names of committee members to the State President by June 1st after the state convention.
2. Prepare an article for the state newsletter as needed or requested by the state president.
3. Prepare a report to be presented at Executive Board meetings of committee progress.
4. Invited to attend Executive Board meetings. The committee member is not a member of the board; therefore, she may not make a motion, nor does she vote. The chairman may bring forth motions to the state Executive Board on behalf of the committee.
5. Determine the number and location of meetings for their committee team.
6. Provide an "end of term" report of her time in office to the state president 6 weeks prior to the state convention, to be included in the Officer and Committee Reports. This document is published and distributed electronically to the members prior to the state convention.
7. Serve no more than two (2) consecutive terms as Chairman of the same standing or special committee.

ALPHA DELTA KAPPA MONTH

Responsibilities:

1. Compile a state report and display on the Alpha Delta Kappa Month activities from artifacts/materials received from chapters.
2. Contact each chapter president by the first of August, giving reason for the celebration and compile a list of suggestions for activities and projects to be shared with chapters. This can be done in the state newsletter.
3. Work with the immediate past president to coordinate with the district chairman to prepare Founder's Day programs.
4. Display the Louisiana Alpha Delta Kappa Month materials at the state convention.

ALTRUISTIC

Responsibilities:

1. Compile a state report on chapter altruism from reports received from each chapter and submit according to the deadlines established by International.
2. Inform members through the state website and the state newsletter of the state altruistic projects.
3. Make available on the state website information concerning the altruistic report that is due each spring, including the deadline for the report.
4. Verify data from chapter altruistic reports that are sent to International and submit the State Altruistic Report online by March 15, which is based on state altruistic activities.
5. Report state altruistic events at the state convention.

BUDGET

The State Treasurer, State President-Elect, and the State President shall serve on the Budget Committee, with the State Treasurer serving as the chairman.

Responsibilities

1. Prepare a budget for each of the years in the two (2) year period. The budget shall be approved by the Executive Board prior to the state convention and approved by membership at the state convention.
2. Supply to the members of the State Executive Board copies of the proposed budgets at least two (2) weeks prior to the pre-convention board meeting, for their consideration at the pre-convention board meeting.

3. Present the proposed budgets for adoption at the state convention.

Subcommittee of Budget Team:

Audit Team:

1. Audit the treasurer's books after July 1 of even years.
2. Review checkbook items with the transaction report.
3. Review cancelled checks with bank statements.
4. Review the reconciliations of the bank statements.
5. Write statements of audit in the checkbook and a written report: Audited and certified to be accurate on date, followed by signatures of the committee members.

Ways and Means:

The Ways and Means committee will be a subcommittee of the Budget Committee, as needed, to provide activities and/or sale items to be used as additional income for special projects. These sales can take place at district, state, regional, and/or international events for purchases made by any Alpha Delta Kappa member.

Responsibilities:

1. Research the feasibility of sales and get final executive board approval.
2. Maintain an inventory of items for sale to raise funds, and have a sales table at state, regional, and International meetings, conferences, and conventions.
3. Assist with the purchase, selling, collection, and accountability of sales and report this to the state treasurer after each event.
4. Funds raised at the Gulf Conference and International Convention will be allocated to the State Altruistic Project or State Scholarship. (As required by the International Policy and Procedures.)

Expenses:

International Convention - State President, State President-Elect, State Vice-President for Membership, and the Immediate Past State President to attend the International Convention (registration, room, travel, \$12/meal, excluding those covered by registration) and the registration fees for the remaining state officers.

Regional Conference - Expenses (registration, room, travel, and \$12/meal, excluding those covered by registration) shall be paid for the State President, State President-Elect, the Immediate Past State President, and the Vice President for Membership **and the registration fees for the remaining state officers.**

State Convention - All Executive Board members are to attend the state convention. (registration, room, travel, and \$12/meal, excluding those covered by registration, as the budget allows).

Fun Day – In-state and out-of-state guests will receive a thank-you gift for attending.

District workshops and Executive Board meetings shall be paid for as the budget will allow.

BYLAWS

The Bylaws Chairman shall be the State Immediate Past President.

Responsibilities:

1. Review state bylaws within ninety (90) days after the International Convention.
2. Remind chapter presidents to update chapter bylaws as the new biennium begins. Current templates and guidelines for chapter bylaws will be made available. Chapter presidents and/or chapter bylaws chairman shall send a digital copy of the updated chapter bylaws to the State Immediate Past President by December 31st of the first biennium year via email. The State Immediate Past President will send each chapter president a letter of certification by March 15th of the odd-numbered year.
3. Shall prepare a complete copy of the newly revised bylaws, and send a copy to the State Executive Board Members, Chapter Presidents, District Chairmen, and any other persons as deemed necessary.
4. Submit to the State Executive Board all proposals for changes, additions, and revisions. The recommended changes should be sent to the chapter presidents, the State Executive Board, and the District Chairmen at least thirty (30) days and not more than ninety (90) days prior to the state convention.
5. Work with the appointed Parliamentarian at the state convention as to the procedure for presentation to the state delegates for ratification during the convention agenda.
6. Receive and review district guidelines to determine if they are in alignment with the International Bylaws and Policies and Procedures of Louisiana Alpha Delta Kappa. Districts shall submit district guidelines to the state bylaws by June of even-numbered years.
7. Aid chapters in revising and/or developing chapter policies and procedures manuals.

CANDIDATE QUALIFICATIONS

The Candidate Qualifications Committee Chairman shall be elected by the State Executive Board at the first executive board meeting of a president's term.

Responsibilities:

1. Compose a letter explaining the requirements of the state officers and the deadline for returning completed applications. The letter and an application will be sent to the chapter presidents by April 30th of the odd-numbered year. Candidate Qualification applications should be returned to the Candidate Qualification chairman by November 1st, before the state convention.
2. Check all credentials of the candidates before submitting them to the delegates at the state convention.
3. Announce the slate of state officer nominees to the chapter presidents by February 1st, before the state convention. Note: Nominees should consider a state office position before agreeing to a

chapter office position for the following biennium. State presidents and presidents-elect shall not hold a chapter office, according to the International Bylaws.

4. Prepare official ballots for voting at the state convention.
5. Post all candidates' information and pictures on a display board at the state convention.
6. Available at the state convention to receive the credentials for any candidate to be nominated from the floor at a designated time on Friday night of the state convention, and if there are nominations received, these should be announced at the start of the election of the state officers process.

COURTESY

Responsibilities:

1. Assist the State President in all situations involving extending courtesies to visiting International, Regional officers, and out-of-state Alpha Delta Kappa sisters.
2. Assist the local State Convention Committees regarding courtesies planned for convention delegates and guests.

DISASTER RELIEF

A disaster shall be defined as any act of nature that causes destruction, such as wind, water (flooding), or fire.

Responsibilities:

1. Publicize the Disaster Relief Assistance through the state newsletter, state website, and communication with district and chapter presidents.
3. Select three LA Alpha Delta Kappa members for a committee. The committee shall distribute the donated funds as needed.
4. Applications for the Louisiana relief will be sent to the Disaster Relief Chairman. An application form is attached in the appendix. The recipients are free to use the money as needed—personal or professional. In case of a major disaster affecting many LA Alpha Delta Kappa sisters, the committee may dispense with the application form requirement and work directly with the chapter presidents, treasurers, and victims for the disbursement of funds.
5. All donated funds should be sent directly to the International Foundation. The committee chair will work with the Treasurer, and she will disburse checks to either individual members or to chapters for disbursement to sisters who are victims.
6. Funds will be distributed only to current Alpha Delta Kappa members in good standing. A chapter president can disburse funds from the State Treasurer to affected sisters. Disaster funds can also be disbursed to a sister in a state or International Alpha Delta Kappa organization. Work with the president, who can authorize the disbursement of an initial amount of up to \$150 per request for immediate disaster relief if there are sufficient funds in the Emergency Relief Fund for the disbursement. To disburse more than \$150, the State

Executive Board must approve the request.

7. Keep accurate records of all funds received and disbursed.
8. Send a note of acknowledgement for every donation received for the Disaster Fund.

EXCELLENCE IN EDUCATION

Responsibilities:

1. Encourage members to recognize educational excellence at the chapter level through planning activities, making presentations, and participating in educational development opportunities that promote excellence in the education profession.
2. Communicate with chapter presidents to encourage excellence in education programming ideas, deadlines, and award information to be included in the chapter newsletters.
3. Publicize deadlines to ensure that completed nomination forms are electronically submitted to International Headquarters by November 1 in the odd-numbered years and that completed nomination packets are electronically submitted no later than January 15 of the even-numbered years.
4. Encourage all members who were nominated prior to November 1 to submit the Application Packet and two letters of professional reference to Kaleidoscope prior to January 15.
5. Review and evaluate all application packets using Kaleidoscope's online review portal service, between January 20 and February 15 of even-numbered years.
6. Email each nominee who applies an electronic copy of the Excellence in Education Nominee Introduction Page to fill out and return electronically. The state recipient's Introduction Page shall be emailed to the Region Excellence in Education Chair and to the Headquarters Scholarship and Grants Coordinator.
7. Send a letter to the non-recipients following the S/P/N convention and a letter of congratulations to the state recipient.
8. Consult with the state president about recognition to be presented by the state president or her designee to the LA Excellence in Education Award recipient at the state convention.
9. Announce the Louisiana recipient of the Excellence in Education Award at the State Convention.

FRATERNITY EDUCATION

Responsibilities:

1. Shall carry out Fraternity Education programs as requested by the State President.
2. May work with the chapter Fraternity Education Committee Chairman to ensure the planning of Fraternity Education Programs at each meeting.
3. Plan a fraternity education program for the state convention.

MEMBERSHIP

Responsibilities:

1. Plan with the state president the membership growth in the state, both within established chapters and the sponsoring of new chapters. Consider the potential for establishing new chapters within the biennium.
2. Implement appropriate intervention strategies with chapters identified as needing revitalization.
3. Identify chapters that have more than 50% members who are no longer engaged in education, or chapters that have 12 or fewer members. Work with chapters to implement strategies for growth and/or achieving a balance between actively engaged and non-engaged education.
4. Encourage chapters to participate in the International Membership Initiative campaign, as well as the state membership initiative.
5. Visit chapters to facilitate good communication and knowledge of any membership concerns for that chapter.
6. Assist prospective new members who have indicated an interest in Alpha Delta Kappa in connecting with a chapter near their residence location or local school system.
7. Assist sustaining members to become affiliated with chapters within their area.
8. Support new chapters formed during the biennium with personal visits, phone calls, and emails.
9. Communicate with chapters to provide support where needed regarding membership questions and concerns.
10. Prepare and present the status of state membership at a Council of Chapter Presidents Meeting at the state convention.

INTERNATIONAL CONVENTION

Responsibilities:

1. Promote attendance at the International Convention.
2. Assist the State President in extending courtesies to Louisiana state delegates, alternate delegates, members, and their families in attendance at the International Convention.
3. Plan with the State President the Louisiana Night Out at the International Convention.

RESOLUTIONS

Responsibilities:

1. Prepare, in cooperation with the Chapters, Districts, and the State Executive Board, appropriate resolutions to be transmitted to the International Resolutions Committee.
2. Prepare, in cooperation with the State Executive Board and the Chapters, appropriate resolutions to be considered at the State Convention.
 - a. Prepare a copy of the proposed resolutions and send a copy to each Chapter, District Chairman, and the State Executive Board Members, at least thirty (30) days, and not exceeding ninety (90) days, prior to the State Convention.
 - b. Keep a file of impending proposed resolutions.

SCHOLARSHIPS

Responsibilities:

1. Responsible for revising the guidelines for the State Scholarship and Mini-Scholarships. The chairman shall submit said guidelines for approval to the State Executive Board.
2. Provide guidelines and application forms via the President's newsletter to each chapter in the state, as scholarships become available.
3. Guidelines and applications will be posted on the state website.
4. Relay to the President and Treasurer the decisions of the committee.
5. Inform the recipient of the addresses of the Scholarship Chairman and the State President.
6. Keep on file all records of recipients currently enrolled in school. After the recipient graduates, the Scholarship Chairman will write a final report which will include the recipient's name, home address, photograph, dates of scholarship, total amount granted, the university attended, and the chapter that sponsored the recipient, and file the report within the permanent

file of the Scholarship Committee. All other records may be destroyed.

7. Inform all applicants of their status regarding the Mini-Scholarships. The Scholarship Chairman will also send a list of the recipients to the State President for publication in the state newsletter.

Louisiana State Scholarships

a. Mildred McCormick Memorial Scholarship

The Mildred McCormick Memorial Scholarship is awarded to a full-time student of junior or senior status enrolled in education at an accredited institution of higher learning in Louisiana. This scholarship is funded by members of Louisiana Alpha Delta Kappa. When paying state dues, \$1 of each member's dues is earmarked for this scholarship. A local chapter of Alpha Delta Kappa must sponsor an applicant.

Mini scholarships are available to any active member in good standing. The deadline for application to the State Scholarship Chairman is April 15 of each year, and will be awarded no later than June 1 for use after that date.

This scholarship is funded by members of Louisiana Alpha Delta Kappa. Each chapter gives twenty (\$20) dollars each year when paying their state dues. Additional funds may be provided as memorials, in honor of a person, or for altruistic purposes.

b. Agnes Miller Mini Scholarship

The scholarship was established in 1994 for the professional development or creative classroom endeavor, to honor Agnes Miller, who was the first State President of Alpha Delta Kappa in Louisiana. * *The 2018 - 2020 State Executive Board, on the recommendation of the State Budget Committee, approved that this scholarship may also be used to assist sisters in traveling to regional conferences and the international conference to participate in professional development seminars.*

Louisiana Alpha Delta Kappa may award a total of seven hundred fifty dollars (\$750) in mini scholarships annually. Awarded based on merit, the maximum scholarship is \$250.

Mini scholarships are available to any active member in good standing. The deadline for application to the State Scholarship Chairman is April 15 of each year, and will be awarded no later than June 1 for use after that date.

See the appendix for scholarship applications.

TECHNOLOGY

Responsibilities:

1. Maintain the state website.
2. Directed by the state president, president-elect, or vice-president of membership. Other state

officers, committee and district chairmen, and chapter presidents, who would like something posted on the website, would make requests through the state president.

3. Update the website monthly or as needed.
4. Consists of one volunteer from each district (6) to assist chapters as needed with technology training and assistance, such as chapter websites, uploading scrapbook pages or pictures to the state historian twice during the biennium, and to the technology chairman for the state website.

STATE CONVENTION

Held in even-numbered years, no later than June 30 (Usually the first or second weekend in March). The convention site will be selected on a rotating basis by district. It shall be the purpose of the State Convention to conduct state business, to elect and install State Officers, and to provide for a meeting of the Chapter Presidents' Council. The Past State Presidents' Convention Registration fee shall be reduced by \$25.

Responsibilities:

1. Responsible for arrangements for the State Convention.
2. Work closely with the State President in coordinating convention plans.
3. Keep a record of all convention expenses and submit a preliminary report to the State Executive Board at the post-convention board meeting. A final report will be presented at the next board meeting after the convention.
4. Appoint a State Convention Treasurer who shall be responsible for the disbursement of the monies received or allocated for the State Convention expenses.

Preplanning:

1. The State President and State Executive Board select or approve the place and time at least two (2) years in advance.
2. Convention Chairman shall be chosen immediately after the site is approved:
 - a. In cooperation with the President, choose a convention Treasurer.
 - b. Appoint convention committees such as:
 - 1) Registration
 - 2) Packets
 - 3) Hospitality
 - 4) Transportation
 - 5) Committee for meals and social functions
 - 6) Publicity
 - 7) Music
 - 8) Any other as needed
 - c. Inspect Convention facilities
 - d. Obtain all arrangements and agreements with the hotel in writing.

- e. See that adequate facilities are available for all meetings and displays.
 - f. Check periodically on arrangements.
 - 1) Rooms promised
 - 2) Piano or organ
 - 3) Lecterns
 - 4) Sound system
 - 5) Seating arrangements
 - 6) Locations of head tables
 - 7) Availability of flag
 - 8) Restroom facilities
 - 9) Water and glasses for speaker's table
 - g. Determine if there is additional cost for meeting rooms, extra microphones, piano, sound systems, etc.
 - h. Freeze food prices and other costs to be covered by registration fee before the fee is set.
- 3. The State President and/or State Executive Board selects the theme for the convention.
- 4. The State Executive Board should control programs as well as other planning.
- 5. Publicity
 - a. Local committee sends each chapter advance information as to time, place and other necessary items by the State President's newsletter.
 - b. Prepare newspaper releases to be sent to chapters for use in their local papers.
 - c. Obtain picture and biographical information from International Representatives for news stories.
- 6. International Representative
 - a. Arrangements for meeting representatives, housing, and transportation to and from the airport.
 - b. The State President or someone designated by her should serve as hostess for the representative.
- 7. Other
 - a. Convention Chairman should meet with the State Executive Board and present all plans for approval (need not all be done at first meeting together).
 - b. Set registration fee, deadline for registration, late registration, late registration fee, if any.
 - c. Set up guidelines to clarify handling and disbursing of convention money.
 - d. Convention Chairman should meet and communicate with Chapter Presidents in the host district to coordinate convention activities.
 - e. The State President-Elect shall conduct the meeting of the Council of Chapter Presidents held in conjunction with the state convention, and the state secretary will take the minutes.
 - f. The State Convention is a shared responsibility among the districts due to the declining membership. The convention would still take place in the designated district, but responsibilities would be shared among three districts as stated below.

7. Funds will be budgeted for the convention site. Any funds remaining after all the payments of the state convention will remain designated for the next state convention.
8. The Convention registration will include registration fee, convention meals, and other items included by the convention team.

DISTRICT ROTATIONS

2026 District I, District II and District VI (North)
2028 District III, District V and District IV (South)
2030 District II, District VI and District I (North)
2032 District V, District IV and District III (South)
2034 District I, District II and District VI (North)

STATE OFFICER CANDIDATES REQUIREMENTS

1. A candidate for a state office shall be an active member.
2. A candidate for a state office shall be registered and attend the state convention at which she is nominated and elected. An exception to this ruling shall be affected only by a two-thirds (2/3) vote of the delegate assembly.
3. A candidate for the office of State President, or State President-Elect, shall have served one term as Chapter President and shall have served on the State Executive Board for at least one term as an elected officer.
4. A candidate for any other state officer shall have held an elected chapter office.
5. State President or State President-Elect shall not hold a chapter office.
6. If no member meets the above qualifications for a slated state officer, but the member agrees to be nominated for a vacant state office, the member can be put on the election slate of officers for voting by the delegates and presented at the state convention. If the member is elected, a mentor will be assigned to the new state officer to assist the new officer in her responsibilities.

PROCEDURE FOR ELECTION OF STATE OFFICERS

The election of Louisiana State Officers is held at the State Convention in even-numbered years, and the term of office is two (2) years, or until a successor has been selected. A State Officer shall not succeed herself unless she has served less than a full term, with the exception being the Treasurer and the Recording Secretary, who may be elected for one additional term only.

The Louisiana State Officers are installed at the final banquet of the state convention, at which they are elected and assume the duties of their respective offices.

An application and a cover letter will be sent to the chapters no later than April 30th of the year preceding the state convention. Applications for the State Offices must be received by the

Chairman of the Candidate Qualifications Committee no later than November 1 of the year prior to the State Convention. A list of applicants whose credentials have been received by the committee in the prescribed manner and whose qualifications have been certified by the committee as meeting the eligibility requirements will be sent to the chapters no later than February 1 of the year in which the election is held. Ballots will be made from this list.

Additional nominations may be made from the floor, provided that the consent of the nominee shall first have been obtained; and provided further, that the person making the nomination shall present to the Chair a statement signed by the Chairman of the Qualifications Committee certifying the eligibility of the nominee. The Chairman of the Qualifications Committee will be stationed at a designated time and place on Friday night of the State Convention.

There will be a display posting all candidate information at the State Convention. All candidates will be introduced to the convention body.

If the slate of candidates has only one person nominated for each office, the state president declares the election effective by unanimous consent or acclamation.

All candidates will be introduced to the convention body.

In the event that a state officer cannot complete their term, the following procedure will take place.

1. The state president will ask for nominations(s) or pursue a candidate for the vacant office as soon as possible from the executive board.
2. The state president will make sure that the nominee(s) meet the required candidate qualifications.
3. The state president will call for an e-vote from the state officers on the executive board. After the vote, if a majority of state officers vote in favor of the nominee, a vote will be ratified at the next scheduled executive board meeting.
4. The new officer will complete the rest of the biennium term.

DISTRICTS

Responsibilities:

1. Districts are not policy-making bodies. They are governed and operated in accordance with the respective Louisiana Policy and Procedures Manual and Article IV in the current Bylaws of Alpha Delta Kappa, Inc.
2. The distinct purposes of the six districts are the following:
 - a. To provide a strong, vital, supporting link between the chapters and the state.
 - b. To provide a line of communication between the chapters and the state.
 - c. To create closer fraternal relations among chapters.
 - c. To provide workshops which include guidance for chapter growth and chapter officer training.
 - d. To provide opportunities for leadership development.

e. The State Immediate Past President will work with the District Chairmen to assist and support the districts for a direct line of communication with the state executive board.

f. District chairmen are encouraged to attend state executive board meetings and participate on the Advisory Council when scheduled by the state president. (2 times/year)

3. Six (6) districts have been established by the Louisiana executive board. The Six (6) districts are included in the following two major geographical areas of the state and include the following chapters:

a. North – District I

District II (Mu, Alpha Sigma, Alpha Phi, and Beta Mu, Omicron);

District VI (Delta, Kappa, Tau, Upsilon, Alpha Epsilon,
Alpha Kappa, Alpha Chi, and Beta Iota).

b. South – District III (Nu, Alpha Alpha, Alpha Nu, and Alpha Tau);

District IV (Eta, Alpha Lambda, Alpha Psi, Beta Alpha, Beta Zeta
and Beta Eta);

District V (Beta, Chi, Alpha Xi, and Beta Beta).

4. The districts shall meet annually to implement the adopted purposes of the district. This meeting can be held in conjunction with an annual district event (such as chapter officer training, Founders' Day, initiation of new members in the district, etc.) or separately. Each chapter should be represented at the district meetings by the chapter president or another appointed chapter officer.

5. Each district will have a rotation list of chapters within the district to determine the chapter that is in leadership for the biennium, in the rotation for the state convention site, and in leadership for any district events during the biennium (Founders' Day, chapter officer training, etc.). A joint Founders' Day program is encouraged each year of the biennium.

6. Each district shall elect from the chapter in leadership: a chairman, secretary, and treasurer, and any other officer deemed necessary. A chairman-elect (from the next chapter in the rotation) should be elected. It is encouraged to have an immediate past district chairman (from the previous chapter in the rotation) to remain on the District Board. One person can hold the secretary/treasurer position.

7. Chapter presidents in each district should share member contact information and a list of the annual programs, scholarship, and altruistic activities with the district officers and other chapter presidents in their district. This information can be used so that chapters can meet together with common programs and enjoy fellowship.

8. Each District should organize an altruistic fund and a scholarship fund.

9. Each District treasurer should collect a small assessment fee from each chapter member for district dues each biennium to defray expenses for district events (i.e. Founders Day, district chapter officer workshop, etc.), and to fund a scholarship and altruistic projects.

10. The district is encouraged to support the District Chairman (help with registration fees) so they can represent the district at the state convention and regional conference. The district chairman would report at the district meeting after attending the convention and/or conference.

11. Each District should have written District Guidelines, and these should be updated biannually. The written guidelines should include the following content:
 - a. A list of chapters in the district.
 - b. A chapter rotation list to determine the leadership chapter for a given biennium, currently and in the future.
 - c. A chapter rotation list to determine the leadership chapter for Founders' Day for a given year and the chapter officer training for a given biennium.
 - d. A list of District officers for the biennium, their responsibilities, and the chapter name.
 - e. Scholarship and altruistic project for the biennium, district dues and treasurer budget (income and expenses), and dates, time, location, and for the biennium's future district events.
 - f. Before each state convention, a new slate of district officers should be elected. This slate of district officers should be given to the Immediate Past State President to be shared with the new state officers after the convention.

CHAPTER OF DISTINCTION AWARD

This honor is bestowed on the chapter/chapters meeting the most guidelines. The state president will award guidelines established by the State Executive Board. Chapters will begin earning credit on June 1st after the state convention.

The top chapters receiving the highest number of points in the state will receive a certificate at the State Convention. See the appendix for the guidelines.

DUES, FEES, ASSESSMENTS

1. Each member shall pay dues, such payment to be made to the Chapter Treasurer, who will forward such dues to the State Treasurer no later than December 31st. State dues shall become delinquent if not postmarked by January 31st and subject to a late fee as determined by the State Executive Board.
2. New members and Chapter Installations
 - a. Members initiated or chapters installed between January 1 and August 31 shall not pay chapter, state and district dues the year of initiation. The new member shall pay International dues and is suggested to purchase the Alpha Delta Kappa badge.
 - b. Members initiated or chapters installed between September 1 and December 31 shall pay chapter, state and district dues the year of initiation. The new member shall pay International dues and is suggested to purchase the Alpha Delta Kappa badge.
3. Chapters and chapter members who do not pay state dues, fees, and assessments thirty (30) days prior to the state convention in even-numbered years and by March 15th in odd-numbered years shall forfeit all rights and privileges in good standing in Louisiana Alpha Delta Kappa.
4. Louisiana state members' dues shall be \$15, with \$1 designated to the Mildred McCormick Scholarship Fund. A late fee of \$1/member will be charged after January 31st each year.

ADDITIONAL INFORMATION

STATE BANNER

The Louisiana state banner is displayed at state conventions, the Gulf Region conference, and the International convention, if requested. The state sergeant-at-arms or their designee is responsible for the care and storage of the banner, which should be kept in the provided case when it is not on display. It is the state sergeant-at-arms' responsibility to transport the banner to and from conventions and conferences. The state president may request that the state sergeant-at-arms or designee be responsible for hanging the banner at state conventions. The state sergeant-at-arms or designee is responsible for delivering the banner to the designated person or place at the Gulf Region conference and the International convention. It is also responsible for picking it up at the end of the convention or conference.

FOUNDERS' MONTH OBSERVANCES

The month of October each year is designated for the recognition and celebration of the founding of Alpha Delta Kappa. Founders' Month observances may be scheduled any time during the month of October. All chapters of a district shall meet together to pay tribute to the Founders of Alpha Delta Kappa.

RIGHT TO EDIT POLICIES AND PROCEDURES

The chairman of the policies and procedures committee shall be authorized to correct article and section designations, punctuation, and cross-references, and to make such other technical and conforming changes as may be necessary to reflect the intent of the assembly.

STATE THEME

The state president chooses the theme for her biennium, basing it on her own goals for Louisiana Alpha Delta Kappa during her biennium. She announces her theme immediately after her installation as president at the state convention.

Revision Date February 1, 2025

Appendix
REQUEST FOR DISASTER RELIEF ASSISTANCE
ALPHA DELTA KAPPA
REQUEST FOR DISASTER ASSISTANCE

(May be submitted by a sister needing assistance, by a chapter, or by another sister on behalf of the member.)

Sister needing assistance:

Current Address:

Telephone:

Cell:

E-Mail Address:

Chapter:

Is a replacement Alpha Delta Kappa badge needed?

Yes

No

Is the member able to pay for her Alpha Delta Kappa dues?

Yes

No

(If more space is needed in order to answer the following questions, use the back or attach another sheet.)

Please describe briefly the nature and extent of loss or damage:

Type(s) of aid needed:

(Example: money, store gift cards, school supplies. Be specific if gift cards need to be for a particular store.)

Any other pertinent information:

Name and chapter of the sister submitting the request:

Completed forms should be sent to: LA Disaster Relief Chairman

MILDRED MCCORMICK MEMORIAL SCHOLARSHIP REQUIREMENTS

The Mildred McCormick Memorial Scholarship is awarded to a full-time student of junior or senior status enrolled in education at an accredited institution of higher learning in Louisiana. This scholarship is funded by Louisiana Alpha Delta Kappa members. When paying state dues, \$1 of each member's dues is ear-marked for this scholarship. An applicant must be sponsored by a local chapter of Alpha Delta Kappa. It is understood that by signing this application form the applicant agrees to the following conditions:

1. The applicant must have at least a 3.0 (A=4.0) grade point average with no failing grade (F) for the semester prior to application.
2. The applicant must have financial need.
3. A recipient of the scholarship must follow regulations set forth by Louisiana Alpha Delta Kappa.
4. The applicant may be the child of an Alpha Delta Kappa member. Each member gives one (1) dollar annually, which is included in the fifteen (15) dollar state dues. Additional money can be given to this fund as memorials, or in honor of a person, or for altruistic purposes.

The deadline for application to the State Scholarship Chairman is October 15 (fall semester) or April 15 (spring semester) of each year and will be awarded no later than December 1 (fall semester) or June 1 (spring semester) for use after that date.

The scholarship amount will not exceed \$1200 per year and will be awarded \$600 per semester. Note that scholarship recipients attending a college or university on a quarter system will receive \$600 per semester for two (2) quarters—fall and spring.

Louisiana Alpha Delta Kappa Mildred McCormick Memorial Scholarship

Application

The Mildred McCormick Memorial Scholarship is awarded to a full-time student anticipating junior or senior status enrolled in education at an accredited institution of higher learning in Louisiana.

An applicant must be sponsored by a local chapter of Alpha Delta Kappa. The application can be carried over to the next year with an updated college transcript. By signing this application form it is understood that the applicant meets the following eligibility standards:

1. The applicant must have at least a 3.0 grade point average with no failing grade (F) for the semester prior to application.
2. The applicant must have financial need.
3. The applicant for the scholarship must follow regulations set forth by Louisiana Alpha Delta Kappa.
4. The applicant may be the child of an Alpha Delta Kappa member.

NAME _____ PHONE _____
Last, First Area Code & Number
MAILING ADDRESS _____ Number &
Street City/State Zip /Parish
HOME ADDRESS _____ Number &
Street City/State Zip/ Parish
DATE OF BIRTH _____ CLASSIFICATION _____ (Sophomore, Junior, Senior)
INFORMATION ABOUT YOUR FAMILY: Full Name/ Employment
FATHER/GUARDIAN _____
MOTHER _____

SPOUSE _____

Is mother an Alpha Delta Kappa member? _____ yes _____ no

If so, _____ (Chapter Name)

If you still live with and/or are supported by your parents, how many dependents are supported by your parents?

If you have children whom you are supporting, then list their names and ages.

Louisiana Alpha Delta Kappa Mildred McCormick Memorial Scholarship Scholarship Recommendation

TO: _____ Reference's Name and Title (please print or type)

RE: _____ Applicant's Name (please print or type)

This applicant has given your name as a person who can provide a reference on his/her qualifications and character. We want to award scholarships based upon future effect on education, need of the applicant, grade point average, professional pursuits and extra-curricular activities. We appreciate your assistance. The completed form should be returned to the sponsoring Chapter's President.

	Above Average	Average	Below Average	No Opportunity to Observe
Leadership Skills				
Intellectual Ability				
Scholarship				
Future Instructional Skill				
Efforts Toward Professional Growth				
Standing in School				
Financial Need				
Your General Estimate				

Additional Remarks _____

Thank you for your time and assistance. Please sign below and return to the address listed below.

Signature _____ Title _____ Date _____

Return to: _____

Louisiana Alpha Delta Kappa Mildred McCormick Memorial Scholarship

Information about your Educational Background:

Name of High School from which you graduated: _____

Location of this High School (city, parish): _____

Year of Graduation: _____

List all of your High School honors, club memberships, offices held:

Name of College(s)/University(ies) attended (starting with the earliest): Institution Years Attended

Number of hours accumulated to date: _____

Current grade point average: _____

Anticipated date of graduation: _____

Field of education in which you are majoring: _____

List all extracurricular activities in which you are now involved:

List all honors you have received at the collegiate level, including offices held:

List your special interests and hobbies: _____

Information on your Financial Resources:

Other scholarships: _____ On-/Off-
campus employment: _____

Briefly state your reason for applying for this scholarship, giving pertinent points to prove worthiness and need. (Additional page(s) may be attached.)

This application must be accompanied by the following:

- A recommendation form from a faculty member of the College of Department of Education at the institution the applicant attends.
- A recommendation form from a person not related to the applicant
- A transcript of college credits earned to date

This completed application must be returned to the sponsoring chapter.

I certify that the information presented in this application is true and correct.

Signature of Applicant: _____ Date: _____

Chapter sponsoring application: _____

Signature of Chapter President: _____ Date: _____

DISCLAIMER: We do not share your information.

AGNES MILLER MEMORIAL MINI SCHOLARSHIP REQUIREMENTS

The scholarship was established in 1994, for the professional development or creative classroom endeavor, to honor Agnes Miller who was the first State President of Alpha Delta Kappa in Louisiana. * *The 2018 - 2020 State Executive Board on the recommendation of the State Budget Committee approved that this scholarship may also be used to assist sisters in traveling to regional conferences and the international conference to participate in professional development seminars.*

Louisiana Alpha Delta Kappa may award a total of seven hundred fifty dollars (\$750) in mini scholarships annually. Awarded on the basis of merit, the maximum scholarship is \$250.

Mini scholarships are available to any active member in good standing. Deadline for application to the State Scholarship Chairman is April 15 of each year and will be awarded no later than June 1 for use after that date.

This scholarship is funded by Louisiana Alpha Delta Kappa members. Each chapter gives twenty (\$20) dollars each year when paying their state dues. Additional funds may be given as memorials, in honor of a person, or for altruistic purposes.

If making this request on behalf of another sister, please complete the information below. Signature of sister making the request _____ Chapter _____

Agnes Miller Memorial Mini-Scholarship

Application—Cover Sheet

The scholarship was established in 1994, for professional development or creative classroom endeavor, to honor Agnes Miller, who was the first state president of Louisiana Alpha Delta Kappa. * The 2018 - 2020 State Executive Board on the recommendation of the State Budget Committee approved that this scholarship may also be used to assist sisters in traveling to regional conferences and the international conference to participate in professional development seminars. Louisiana Alpha Delta Kappa may award a total of seven hundred fifty dollars.

Louisiana Alpha Delta Kappa will award three mini-scholarships during each year of the biennium in an amount not to exceed two hundred fifty dollars (\$250) each. The mini-scholarships are based on merit.

Mini-scholarships are available to any active member in good standing. Deadline for application to the State Scholarship Chairman is April 15 of each year and will be awarded no later than June 1 for use after that date.

Please complete the information listed below and the attached application form to apply for the Agnes Miller Mini-Scholarship. Please do not make any specific references to your school, your system, or use your name on the *application form*.

NAME _____ MAILING
ADDRESS _____

Number & Street City/State Zip
HOME ADDRESS _____

Number & Street City/State Zip CHAPTER _____ PRESIDENT'S
NAME _____
TELEPHONE _____ (HOME) _____ (WORK) _____ SCHOOL _____
PARISH _____

DATE OF APPLICATION _____
APPLICANT'S SIGNATURE _____

Louisiana Alpha Delta Kappa Agnes Miller Memorial Mini-Scholarship *Application*

Current Professional Position_____

Applying for funds to_____

Date_____ **Location**_____ **Registration Fee**_____

Other anticipated expenses_____

TOTAL Projected Expense_____

Amount Requested (Maximum...\$250)_____

Will you receive other funding assistance (school district, Title 1, your chapter)?___yes ___ no **Purpose of conference/meeting/seminar/creative endeavor:**

Benefits:

/my school/

My students/

My chapter and I will receive from this mini-scholarship: