

Alpha Delta Kappa District IV Guidelines

Revised (1/2018)

I. Membership

District IV membership shall consist of all duly-initiated Alpha Delta Kappa members holding active membership in chapters within the parishes of Ascension, East Baton Rouge, and Livingston.

II. District Meetings & Founders Day Meetings

There will be at least one (1) district meeting a year at the district workshop or at the Founders' Day banquet.

Workshop

An officer's training workshop shall be held on even-numbered years as designated by the State Executive Board. The workshop shall include a business meeting to introduce the incoming District Chairman according to the chapter rotation, a District IV Treasurer's Report, fraternity education, and any other business deemed necessary.

- A. The State Executive Board shall set the time and date.
- B. The District Chairman and her chapter shall assume all other responsibilities.

III. District Officers

The officers shall be Chairman, Vice Chairman, Secretary, and Treasurer.

- A. The term of office shall be two (2) years.
- B. The Chairman shall be a past chapter president.
- C. The Chairman, Secretary, and Treasurer shall be from the same chapter in a Greek alphabet rotation order.
- D. The Vice Chairman shall be from the next chapter in district rotation.

IV. Duties of District IV Officers

Chairman

- Preside at district meetings.
- Appoint standing and special committees as the need arises.
- Assist the State President in planning District Workshop.
- Report the district fraternal / expansion activities to the State President.
- Assist the State Officers in promoting membership and growth within the district.

Vice Chairman (From Next Chapter in Greek Alphabet)

- Preside in the place of the Chairman when the latter is absent or unable to perform the duties of her office.
- Train to assume the office of Chairman the following biennium.
- Assist the Chairman, as requested.

Secretary

- Keep minutes of all district meetings.
- **E-mail** a copy of minutes to District IV chapter presidents.

Treasurer

- Collect dues from chapter treasurers by March 1st of each year.
- Notify chapters of any assessments and/or delinquent payments.
- Provide an annual statement for each chapter's files of dues received.
- Make disbursements as directed by the Chairman and/or guidelines.

V. District Council

The membership of the council shall be composed of the president and/or representative of each chapter within the district.

The District Chairman shall be the presiding officer but will vote only to break a tie.

The Chapter Presidents shall be the voting body.

A. The term of office shall be two (2) years.

B. The duties of the council shall be to:

- Assist the district officers in effectively disseminating information to the chapters.
- Supervise the Kathleen G. Clements Memorial Scholarship at LSU.
- Support any district-wide altruistic project.
- Promote active participation in district activities.
- Review the district guidelines each biennium, or as the need arises, and present any proposed revisions to the district membership.

VI. District Council Meetings

The council shall meet at least one (1) time per year.

The Chairman can call additional meetings, if the need arises.

A quorum shall be a majority of the voting members present or **by e-mail vote**.

A two-third (2/3) vote shall pass any action.

VII. Dues

The chapter treasurer shall be responsible for sending the chapter's district dues and scholarship contribution to the district treasurer by March 1st each year as requested by e-mail.

The total dues for District IV shall be six dollars (\$6.00) per member annually. Dues shall be collected and dispersed as follows by the chapter treasurer:

- A. One dollar (\$1.00) per member annually for district operational expenses:
 - a. Host chapter for Founders' Day Event will receive \$200 to defray cost of decorations, programs, meals for International/State officers, etc.
 - b. Any surplus money should be deposited into host chapter's Scholarship or Altruistic Fund.

NOTE: This money will be sent to District IV treasurer by March 1st.

- B. Two dollars (\$2.00) per member annually for the Kathleen G. Clements Memorial Scholarship at LSU.
 - a. This scholarship will be given to LSU in the even-numbered years.
 - b. Amount of scholarship will vary according to membership in District IV.

NOTE: This money will also be sent to District IV treasurer by March 1st. *Total per member due to District IV treasurer by March 1st--\$3.00.*

- C. Specified assessment of three dollars (\$3.00) per member shall be collected annually for altruistic project selected by host chapter for Founders' Day Event.

NOTE: This money will be sent to host chapter for Founder's Day Event with reservations in September as stated in *VIII. Alpha Delta Kappa—Founders Day Celebration Section D.*

VIII. Alpha Delta Kappa Month – Founders Day Celebration

An event shall be held each year in the month of October to honor Alpha Delta Kappa's founders and to enjoy district-wide fraternal fellowship.

- A. All responsibilities for the function shall be assumed by one chapter in the Greek rotation order.
- B. The sponsoring chapter will receive a check from the District Treasurer in September in the amount of \$200 to help defray some of the costs of this celebration as stated in *VII. Dues Section A. of the District IV Guidelines.*
- C. The cost of the function shall be set by the sponsoring chapter and one check from each chapter shall be collected by the sponsoring chapter's treasurer.
- D. District altruistic project will be selected by the sponsoring chapter and funded by the \$3 per chapter member as stated in *VII. Dues Section C. of the District IV Guidelines.*

DISTRICT IV DUES: 2 Collection Dates Every Year

SEPTEMBER: \$3 per member for District Altruistic Project – send check with Founders’ Day Reservations

MARCH 1st: \$3 (dues + scholarship) per member for District IV Dues

Name of Chapter: _____

Name of Chapter President: _____

E-mail of Chapter President: _____

Name of Chapter Treasurer: _____

E-mail of Chapter Treasurer: _____

Number of Active Members on February 1st _____

Please send this form and a check of \$3.00 per member for District IV dues.

Mail to DISTRICT IV Treasurer:

Carol Robertson
8250 Evergreen Dr.
Denham Springs, LA 70726