



ALPHA DELTA KAPPA

Louisiana District II Guidelines

I. The following chapters are included in District II:

Iota - Natchitoches

Mu – Alexandria

Alpha Theta – Alexandria

Alpha Sigma – Leesville

~~Alpha Phi – Pineville~~

Beta Mu – Deridder

II. Joint activities for Founders' Day are held in the odd years. The District Chairman will host the program and will determine the time and place of the program.

The District Chairman order is as follows:

Iota - Natchitoches, 2014-2016

Mu – Alexandria, 2016-2018,

Alpha Theta – Alexandria, 2018-2020

Alpha Sigma – Leesville, 2020-2022

~~Alpha Phi – Pineville, 2022-2024~~ *disbanded 2018-2020*

Beta Mu – Deridder, 2012-2014

III. Each chapter in District II is assessed \$2.00 per member each year. The district dues are sent to the District II Chairman by December 31. These dues will be used to defray administrative costs (up to \$50 with receipts), to register the chairman and secretary / treasurer for state convention, and to cover cost of District II Founder's Day meeting.

IV. Officers are a two-year period and include:

A. Chairman:

1. Be a member of the current District II Chairman chapter
2. Provide leadership in the District
3. Appoint special committees as needed
4. Set the place for, send invitations for, coordinate planning of any other District meetings
5. Preside at District meetings
6. Represent District at conventions, seminars, and /or conferences
7. Present a District report at State convention and District Meetings
8. Keep communication line open to chapters and the state president
9. Write all appropriate reports

B. Chairman Elect:

1. Will become chairman within two years when her chapter is District II Chairman
2. Perform any duties assigned to her by the chairman

C. Secretary:

1. Be a member of the current District II Chairman chapter
2. Take minutes at all District II meeting
3. Take care of correspondence for District II
4. Maintain and pass on records of committee meetings, minutes of District II meetings, guestbook and correct guidelines
5. Write all appropriate reports

D. Treasurer:

1. Be a member of the current District II chairman chapter
 2. Disburse funds as directed by the Chairman
 3. Maintain itemized records of expenditures
 4. Maintain and pass on financial records
 5. Write all appropriate reports
- (The office of secretary and treasurer may be held by one person)

E. Membership Consultant

1. Be immediate past chairman
2. Assist in expansion efforts
3. Report District II fraternal / expansion activities to the State President
4. May be called upon to insure reports of District chapters are collected in a timely manner
5. Biennially, update District II guidelines with proposed changes and forward to chapters
6. Write all appropriate reports