

LOUISIANA ALPHA DELTA KAPPA
DISTRICT VI GUIDELINES
2022

I. Membership

District VI membership shall consist of all duly-initiated Alpha Delta Kappa members holding active membership in chapters within the parishes of Caddo, Bossier, and Webster parishes. The chapters represented in District VI are Delta, Kappa, Tau, Upsilon, Alpha Epsilon, Alpha Kappa, Alpha Chi, and Beta Iota.

II. District Officers

A. The officers shall be chairman, chairman-elect and secretary/treasurer.

1. The term of office shall be two (2) years.
2. They shall take office at the District Workshop or at a separate District Executive Board meeting following the District Workshop.
3. The chairman shall be the past chapter present of the chapter listed on the rotation schedule.
4. The chairman-elect shall be from the rotation as followed for the chairman.
5. The secretary/treasurer shall be chosen by the chairman.

III. District Officers Duties

A. Chairman

1. Preside at the District Workshop and executive board meetings.
2. Appoint standing and special committees as the need arises.
3. Assist the state president in planning and conducting the district workshop.
4. Represent the district at the state convention, the Gulf regional conference and the International convention.
5. Assist the state membership chairman in promoting growth within the district.
6. Assist the chapters in pledging/initiating ceremonies when requested.
7. Report the district Alpha Delta Kappa Month activities to the state ADK Month Chairman. (Example: pictures from luncheon, articles, etc.)
8. Report any district altruistic activities to the state altruistic chairman.

B. Chairman-Elect

1. Preside in the absence of the chairman.
2. Train to assume the chairmanship the coming biennium.
3. Assist the chairman when called upon to do so.

C. Secretary/ Treasurer

1. Keep the minutes of all district and executive board meetings.
2. Email a copy of the minutes to the district executive board members within one month following a meeting.
3. Collect dues from the chapter treasurers by Jan. 31 of each year.
4. Notify chapters of any assessments and/or delinquent payments.
5. Provide an annual financial statement for each chapter's file.
6. Make disbursements as directed by the chairman.

IV. District Executive Board

A. Structure of the District Executive Board

1. The membership of the district executive board includes the president, president-elect and the immediate past-president of each chapter within the district.
2. The district chairman shall be the presiding officer, but will not vote unless to break a tie vote.

- B. Duties of the District Executive Board
 - 1. Assist the district officers in effectively disseminating information to the chapters in the district.
 - 3. Determine and support any district-wide altruistic project.
 - 3. Promote active participation of the chapters in district activities.
 - 4. Review the district guidelines each biennium, or as the need arises and present any proposed revisions.

- V. District Executive Board Meetings
 - A. District executive board shall meet at least three (3) times each year.
 - 1. After the Founders' Day / Scholarship Luncheon in October.
 - 2. After the Initiation Luncheon in February.
 - 3. In the summer, TBA.
 - 4. The district chairman may call additional meetings should the need arise.

 - B. Quorum
 - 1. A quorum shall be 2/3 of the voting members present.
 - 2. There must be a 2/3 vote of voting members present to pass any action.
 - 3. A chapter alternate may attend as a messenger only.

- VI. Dues
 - A. The chapter treasurer shall be responsible for sending her chapter's dues to the district treasurer by January 31 of each year. The dues are \$4.00 per member.
 - B. The dues are for the following expenses:
 - 1. District Executive Board expenses such as postage, printing, etc.
 - 2. Courtesy
 - 3. Scholarship/ Altruistic in the amount of \$250.00
 - 4. A stipend of \$100.00 will be paid for the District Chairman or designated representative to attend the state convention, Gulf Regional conference, and international convention. Pays for special guests' meals at the two luncheons.

- VII. Founders' Day/ Scholarship Luncheon
 - A. The Founders' Day/ Scholarship Luncheon shall be each year in the month of October to honor the sorority founders, recognize our scholarship recipients and enjoy district-wide fellowship.
 - 1. Designated by the rotation chart as revised 2021
 - 2. The cost of the luncheon shall be set by the host chapter and one check from each chapter and a list of attendees shall be collected by the host chapter.
 - 3. It will be determined annually if the district has funding to pay for guests' lunches or If chapters will be assessed.
 - 4. Each chapter in the district will make a donation of \$20.00 to the host chapter for door prizes.

- VIII. A. A luncheon shall be held each year in the month of February to initiate new members into the district's chapters and enjoy district-wide fellowship.
 - 1. The responsibilities for the function shall be assumed by the chapter which is designated by the rotation chart as revised 2021.
 - 2. The cost of the luncheon shall be set by the host chapter and one check from each chapter and a list of attendees shall be collected by the host chapter.
 - 3. It will be determined annually if the district has funding to pay for guests' lunches or if chapters will be assessed.
 - 4. Each chapter in the district will make a donation of \$20.00 to the host for door prizes.

- IX. Rotation Schedule – see separate page