

# Florida Alpha Delta Kappa Policies and Procedures Manual

Revised June 18, 2024

## PREFACE

The policies listed in this manual have been established for Florida Alpha Delta Kappa and are organized into four sections for locating the course or principles of action adopted by the sorority that are not addressed in the Florida State Bylaws.

**SECTION I** contains policies concerning Chapters and General Membership, Area Council of Chapter Presidents, and Districts.

**SECTION II** addresses policies concerning Duties and Responsibilities of the State Executive Board and Duties and Responsibilities of the Individual State Executive Board Members.

**SECTION III** discusses policies dealing with State Convention.

**SECTION IV** outlines policies for State Committees, both Standing Committees (17) and Special Committees as needed (6.)

## SECTION I

### A. Chapter and General Membership

1. Chapters shall not schedule meetings or activities which will conflict with International Convention, Gulf Region Conference, State Convention, State Leadership Seminars for Membership and Committees, nor their respective district Meetings.
2. A Florida Alpha Delta Kappa member may attend as many as four (4) Alpha Delta Kappa chapter meetings out of state and/or in state and have that attendance count for her own chapter. The chapter visited shall count her as a visitor. It shall be the responsibility of the member to notify her chapter's secretary prior to her chapter meeting. State Executive Board members may substitute district meetings for chapter meetings missed.
3. The State President's newsletter shall be shared with chapter members.
4. State Dues:
  - a. The annual state dues shall be due to the state treasurer by January 1, and delinquent if postmarked received after January 31. A two dollar (\$2) per capita penalty shall be imposed for dues postmarked after January 31.
  - b. Proposed increases in dues fees, or assessments shall be voted on by the delegates to the state convention.
  - c. Members initiated, or reinstated, shall pay state dues for the current calendar year upon initiation or reinstatement.
5. Chapters shall budget funds for representation at International, regional, state, and district meetings.
6. Each chapter shall submit a state hospitality assessment of five dollars (\$5.00) annually, payable with state dues.
7. Individual members/chapters shall obtain the approval of the State Executive Board before requesting donations from members throughout the state or conducting statewide fundraising (promoted through state publications) other than ways & means at State Leadership or State Convention.
8. If the status of a chapter is in question, the chapter, BEFORE CONSULTING INTERNATIONAL HEAD- QUARTERS, shall request advice from the State President, any other Executive Board member or the District Chairman.
9. Chapters shall notify the State President, State Treasurer, and State Chaplain of the death of an Alpha Delta Kappa sister in a timely manner.
10. Chapters shall notify the State President, State Treasurer, and State Vice President for Membership of initiation of new Alpha Delta Kappa sisters immediately after initiation along with sending state dues.
11. Chapter officers shall follow the *AΔK Officer's Calendar-Deadline and Events Timeline*.
12. The State President and State President-Elect shall hold only one office at any given time and shall not hold an office on the district level nor the chapter level when serving on the state level. A member elected to International Chapter shall not serve in an elected nor appointed leadership capacity in Florida Alpha Delta Kappa.

## **B. Area Councils of Chapter Presidents**

1. Councils of Chapter Presidents shall not schedule meetings or activities which conflict with International Convention, Gulf Region Conference, State Convention, State Leadership Seminars for Membership and Committees, nor their respective District Meetings.
2. Area Councils of Chapter Presidents shall obtain the approval of the State Executive Board before requesting donations from members throughout the State or conducting statewide fundraising (promoted through state publications) other than ways & means at State Leadership or State Convention.
3. One copy of the two-year report shall be mailed or emailed to the State President and State Secretary by April 1 of the even-numbered year to be posted on the state website.

## **C. District Chairman and Districts**

### **1. District Chairmen**

- a. The District Chairmen shall keep the lines of communication open. They are encouraged to communicate with and visit chapters in their districts and report chapter status to the State Vice-President for Membership and the State President of the Council of Chapter Presidents.
- b. The District Chairmen shall attend all state meetings and are encouraged to attend Gulf Region Conference and International Convention.
- c. The District Chairman and Chairman-Elect shall submit requests for District Meeting dates as directed at the January State Leadership Seminar for Membership and Committees in the even-numbered year of the biennium. The State President shall publish the dates after they are confirmed.
- d. District Chairmen shall cash state checks promptly.
- e. Each District Chairman shall provide three copies of her biennium report as follows: one copy for the district's files and one copy to the State President and a State Secretary by April 1 of the even-numbered year to be posted on the state website.

### **2. Districts**

- a. Districts shall notify the State Executive Board Members of their meetings and furnish any pertinent information, such as type or timing of food if provided, lodging suggestions, time of meeting, maps and directions to the meeting places, addresses, telephone numbers, and contacts, no later than thirty (30) days prior to the meeting date.
- b. Districts shall provide a district sergeant-at-arms or designee to greet State Officers.
- c. Districts shall assist the state by striving to receive 100% of all reports (Altruistic, Bylaws, CNA, Cash Flow, H-114, and 990-e) by the designated due date.
- d. Districts shall provide courtesy meals for State Executive Board Members, when meals are part of the District Meeting.
- e. Districts shall obtain the approval of the State Executive Board before requesting donations from the members throughout the state or conducting statewide fundraising (promoted through state publications) other than ways & means at State Leadership or State Convention

## **SECTION II - STATE EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES**

### **A. State Executive Board Duties**

#### **1. Meetings:**

- a. The State Executive Board shall meet at the beginning and close of the state convention; and shall meet one or more times each year, as necessary to conduct state business.
- b. State Executive Board Members shall participate in officer training. Board Members shall attend district meetings when possible; and shall respond promptly to invitations from districts, councils of chapter presidents, and chapters, whether accepting or declining. If a board member's attendance status changes, she is responsible for notifying the State President and district chairman of the change promptly. If the district has incurred the cost, it is the responsibility of the State Board Member to reimburse the district promptly.
- c. All members shall attend Leadership Seminars for Membership and Committees, State Convention, Gulf Region Conference, International Convention, Board Retreat, and the accompanying meetings, district meetings, called meetings, and chapters or council meetings as requested; and shall participate in ceremonies when asked.
- d. State Executive Board Members shall be notified five (5) days in advance of any called State Executive Board Meeting, except in an emergency.
- e. The State Executive Board shall be able to conduct business by electronic means, such as telephone, email, and virtual.

## 2. Finances

- a. The State Executive Board Members shall be paid an attendance reimbursement for up to 4 district meetings each year of the biennium (not including their own), State Leadership, state convention, Gulf Region conference and international convention they attend.
- b. State Executive Board Members shall cash checks promptly.
- c. Any State Executive Board Member's unbudgeted expenditure, if reimbursement is requested, must have prior approval from the State President.

## 3. Reporting

Each Executive Board Member shall provide three copies of her biennium report as follows: one for her notebook, a copy mailed or emailed to the State President and State Secretary by April 1 of the even-numbered year to be posted on the state website.

## 4. Files

- a. The Florida State President's files shall be purged every biennium. The specific files to be purged of irrelevant material shall be that of the third biennium before the current term. The committee to perform this task shall be comprised of the State President and the Immediate Past State President or a substitute appointed by the State President.
- b. The Florida State Officers' files shall be purged every biennium. The specific files to be purged of irrelevant material shall be that of the third biennium before the current term. The committee to perform this task shall be comprised of the current state officer of the office whose files are being purged and the immediate past officer or a substitute appointed by the State President. Financial documents shall be kept for 8 years (4 biennia) and all meetings minutes shall be kept indefinitely.

## B. Duties and Responsibilities of the State Executive Board Members

1. **The STATE PRESIDENT** shall be chairman of the State Executive Board and shall be consulted to carry out any business of the State.
  - a. **Executive Duties:** shall conduct at least two Executive Board Meetings yearly; and shall preside at all meetings and at the State Convention.
  - b. **Committees:** She shall appoint all committee chairmen except the candidate qualifications chairman, who is elected by the State Executive Board; shall send committee guidelines to all chairmen prior to the fall meetings; shall be an *ex-officio* member of all committees except the candidate qualifications committee; shall be a member of the budget committee; and shall assist the State Vice-President for Membership in formulating plans for expansion and chapter growth.
  - c. **Communications:** She shall publish and distribute ten monthly newsletters per year to the chapters; shall send the State Chaplain a list of Omega members; shall interpret International and state bylaws and policies to chapters through correspondence and visits; shall communicate with and/or visit chapters; shall communicate with chapters when assistance is needed on forms and/or duties of chapter officers; and shall complete and submit reports as required by International Officers and International Headquarters.
  - d. **Chapter Assistance Reporting:** She shall remind chapters of form reporting due dates.
  - e. **State Convention:** She shall plan and make all the arrangements for the State Convention with the help of the state convention committee chairman/co-chairmen and shall submit a Convention Report Form to International Headquarters and Gulf Region President.
  - f. **International Convention:** She shall be a member of the International Council of Presidents and a delegate to the International Convention.
  - g. **Records/Files:** She shall keep a file of all pertinent materials, including the Florida Charter, written history, correspondence on any legal matters, and reports made to International Officers or to International Headquarters; and shall transfer files and equipment to her successor in a timely manner.
2. **THE STATE PRESIDENT-ELECT** shall have served as a chapter president and shall have served at least one term on the State Executive Board.
  - a. **Official Duties:** She shall preside in the absence of the State President; shall attend State Leadership Seminars for Membership and Committees, district meetings, called meetings, and chapter or council meetings as requested; and shall be a member of the International Council of Presidents and a delegate to the International Convention.
  - b. **State Website:** She shall assist the technology committee in compiling information for the Florida website. She will also aid chapters with directory-based information.

- c. **Committee Work:** She shall serve as chairman of the President-Elects/Vice Presidents Committee; shall serve on the State Budget Committee.; and shall distribute information and forms for the collection of incoming officers for the next biennium.
    - d. **Altruistic Project:** She shall be responsible for overseeing a statewide altruistic project of her choice.
3. **The STATE SECRETARY** shall keep the official records and communicate with the membership, Headquarters, and the public.
  - a. **Minutes:** She shall keep the minutes of all state meetings, State Executive Board meetings, and all called meetings and shall provide each Executive Board member with a copy of the minutes of the meetings; shall keep minutes in a record book, and shall have all minutes ready to read as directed by the State President; and shall include in the minutes of the State Convention a report of significant happenings at the luncheon, banquet, and recommitment breakfast, as well as action taken during the business sessions.
  - b. **Inventory:** She shall maintain an accurate inventory of state equipment, materials, and records.
  - c. **Online business:** She shall record all business and voting conducted by email, telephone, and virtual.
  - d. **Correspondence:** She shall prepare, and mail correspondence as directed by the State President and the State Executive Board; shall read correspondence at meetings; shall maintain a file of all correspondence.
  - e. **Recording Points:** She shall maintain records of points for Chapter Distinction Awards.
  - f. **Records/Files:** She shall maintain the previous biennium committee records, with the exception of Disaster Relief, which shall be kept for 8 years (4 biennia).
4. **The STATE TREASURER** shall be the custodian of the finances.
  - a. **Dues:** She shall collect all State dues and assessments, including State dues for new initiates throughout the year; and shall collect International and State dues from sustaining members; and shall send a list of all dues paid to the State President, State President-Elect, the State President of the Council of Chapter Presidents, and Vice-President for Membership in either hard copy or digital format.
  - b. **Budgeted Items:** She shall pay all budgeted monies and those authorized by the Executive Board; shall keep an itemized record of receipts and expenditures in a permanent file; and shall order a Past State President's pin in February of even- numbered year.
  - c. **Reports:** She shall provide a copy of the treasurer's report to each member of the State Executive Board and those in attendance at the Leadership Seminars for Membership and Committees; and shall provide a copy of the treasurer's update for the biennium to each member of the State Executive Board at the State Convention.
  - d. **State Convention:** She shall assist the Chairman of the State Candidate Qualifications Committee by certifying the eligibility of the candidates; shall communicate the number of current paid chapter members to the state convention treasurer and the credentials chairman to determine the number of delegates to which each chapter is entitled; and shall assist the State Sergeant-at-Arms at the State Convention by certifying the eligibility of the voting delegates
  - e. **Accountability:** She shall be bonded when necessary; when necessary, shall prepare or have prepared by an accountant approved by the State Executive Board, for an approved fee, Form 990 each fiscal year and submit it to the Internal Revenue Service in Atlanta, Georgia, before October 15 of that year; and shall notify a family member of memorial contributions made in honor of a deceased member, if requested.
  - f. **Audit/Review:** She shall have the books reviewed by a committee or an accountant approved by the State Executive Board for a negotiated fee each biennium prior to the State Convention.

5. **The STATE HISTORIAN** shall be the keeper of the archives.
  - a. **Histories:** She shall update the written state history every two years. She shall collect information from chapters; shall maintain one album designated for the state archives and one album to be presented to the outgoing State President at the fall Leadership Seminars for Membership and Committees following her biennium. And she shall keep the archives for the three biennia before the current term and condense the histories for all other biennia and shall return the extra pictures to the chapters.
  - b. **Equipment:** She shall be the custodian of all equipment and materials related to the State's written or pictorial history per inventory.
  - c. **Submissions:** She shall send requested information to the Regional and International Historians.
  
6. **The STATE SERGEANT-AT-ARMS** shall always stand ready to assist the State President as the need may arise.
  - a. **Flags and Banner:** She shall be responsible for displaying the American flag, the state banner, and the Florida state flag at Leadership Seminars for Membership and Committees, State Convention, International Convention, Gulf Region Conference, and at other meetings as requested by the State President.
  - b. **State Convention:** She shall assist at the state convention with the physical facilities and voting; and shall provide pages, timekeepers, and assistant sergeants-at-arms with approval of the State President by April 15 (including a written list) for all state convention events and activities. She shall provide pages for Past Florida State Presidents and others as needed.
  - c. **State Leadership:** She shall assist at the Leadership Seminars for Membership and Committees; provide pages for Past Florida State Presidents and others as needed; and provide assistant Sergeant-at-Arms when needed for Leadership activities.
  
7. **The STATE CHAPLAIN** shall present inspirational thoughts.
  - a. **Reflections:** She shall present thoughts for the day at the Leadership Seminars for Membership and Committees, State Board meetings, State Convention, and at other meetings as requested by the State President.
  - b. **Omega Chapter:** She shall maintain a list of Omega members; shall plan and conduct the State Convention Memorial Service honoring Omega Chapter members and deceased Alpha Delta Kappa Association members; shall send invitations to the Memorial Service to the family members of past presidents; and shall send cards to chapters and families of recent Omega members.
  - c. **Recording:** She shall provide a list of recent Omega members to the State Historian for inclusion in the archives.
  
8. **The STATE VICE-PRESIDENT FOR MEMBERSHIP** shall serve as chairman of the Membership Committee.
  - a. **Growth:** She shall work with the State President, the State Executive Board, and district and chapter membership chairmen when formulating plans for membership growth and advise them of membership data; shall keep an updated copy of the Alpha Delta Kappa Membership Development Manual and be familiar with its contents; shall encourage statewide recruitment, retention, and reinstatement of members; and shall facilitate updating the Florida state map indicating the location of chapters.
  - b. **Planning:** She shall determine potential for new chapter growth and work with sponsoring chapters, state and district officers; shall provide follow-up support for new chapters.
  - c. **Reporting:** She shall submit monthly articles to the State President for inclusion in the State newsletter; shall present membership information at State Leadership Seminars for Membership and Committees and at District meetings; she shall complete the State Needs Assessment and End of Biennium Reflection by the designated due dates.
  - d. **Chapter Assistance:** She shall aid with the completion of the Chapter Needs Assessment (CNA). She will then analyze the data and provide feedback to the State Executive Board, District Membership Chairmen, and Chapter Membership Chairmen. She shall assist chapters with the disbanding or merger process.

9. **The STATE PRESIDENT OF THE COUNCIL OF CHAPTER PRESIDENTS** shall work with councils and chapter presidents and shall assist the State President in workshops.
- a. **Qualifications:** A candidate for the President of the Council of Chapter Presidents shall be a current chapter president or immediate past chapter president, shall be endorsed by her chapter, and shall submit her qualifications to the state candidate qualifications committee in the prescribed manner. She shall be elected at the meeting of chapter presidents at the state convention.
  - b. **Councils:** She shall visit area councils when invited; shall serve as advisor to the area councils.
  - c. **Aiding Chapter Presidents:** She shall meet with chapter presidents at the State Leadership Seminars for Membership and Committees and may visit chapters when invited; shall help clarify chapter presidential duties and responsibilities; shall assist chapter presidents in understanding their responsibilities, such as completing forms, following time lines, and encouraging member participation; shall address chapter concerns and highlight chapter successes; shall assist chapter presidents in strengthening leadership skills.
  - d. **Recording:** She shall be responsible for recording the receipt of monthly chapter minutes; shall inform the Vice-President for Membership of any chapter issues; and shall assist the State Vice-President for Membership with sustaining members.
  - e. **State Convention:** She shall plan the agenda, appoint members as assisting officers, including a recording secretary, and preside at the meeting of the Council of Chapter Presidents at the state convention. A copy of the minutes shall be given to the State Recording Secretary and the new President of the Council of Chapter Presidents by June 1 of the even numbered year. She shall organize the Presidents' Walk.
10. **The IMMEDIATE PAST STATE PRESIDENT** shall serve as advisor.
- a. **Courtesies:** She shall purchase gifts for the State President on behalf of the executive board, including the holiday gift, the birthday gift, and the State Convention courtesy gift.
  - b. **Service:** She shall complete the unexpired term of the State President if the office becomes vacant; shall serve as a delegate to the International Council of Presidents; and shall serve on the Gulf Region Board as an appointed officer.
  - c. **State Convention:** Along with the outgoing board members, she shall be responsible for a skit at the State Convention's Sunday morning breakfast.

### **SECTION III—STATE CONVENTION**

#### **A. Finances:**

1. The State President and Convention Committee will create a budget for the convention.
2. Registration fees will be determined by the budget.
3. The State Convention shall be financed by registration fees.
4. The State Convention shall be self-supporting and shall include items such as programs, favors and decorations in its budget.
5. The State Executive Board shall determine the disposition of excess monies from the state convention.
6. The State Convention Chairman in consultation with the State President shall select a Convention Treasurer to keep accurate records of all expenses and to pay all bills.
7. The State Convention Committee shall receive a monetary advance to conduct business before receipt of registrations, if needed.
8. The State Convention Treasurer shall return monies advanced by the State within thirty (30) days after the close of the State Convention. By the fall meeting following the State Convention, the balance of convention monies shall be tendered to the State Executive Board, who shall determine its disposition.

## **B. Business:**

1. There shall be no roll call of Chapters at the State Convention.
2. In the event that any state committee has Co-Chairmen, or any chapter has co- presidents, only one shall have a vote.
3. Reports of State Executive Board Members, State Committee Chairmen, and District Chairmen shall be made available to members attending the State Convention.
4. A court reporter/stenographer may be asked to record the business at business sessions if deemed necessary.
5. It is recommended that a registered or certified parliamentarian be acquired for all business sessions.
  
6. The rotation for state convention sites shall begin as follows: Northwest (2026), South (2028), Northeast (2030), East Central (2032), and West Central (2034). State Convention responsibilities will be assumed by chapters in the closest proximity to the convention location.

## **C. Courtesies:**

Special courtesies for the outgoing State President shall include a gift from the State, purchased by the State courtesy committee, and a reception which will be included in the State Convention budget.

## **SECTION IV—STATE COMMITTEES**

### **A. POLICIES FOR ALL STANDING AND SPECIAL COMMITTEES**

1. According to International By-Laws revised 2019 article VIII section 2 b(2), “The chairman of a standing or special committee shall serve no more than two(2) consecutive terms as chairman of the same State, Provincial, or National standing committees.
2. Any unbudgeted prior committee expenditures must have prior approval from the State Executive Board.
3. The chairman shall submit a list of active committee members to the State President at the January Leadership Seminar for Membership and Committees in the even- numbered year.
4. One copy of the two-year report, including a list of committee members, shall be sent to the State President and State Secretary by April 1 of the even year to be posted on the state website.
5. The chairman shall complete the notebook, including the names of the committee members, the reports compiled at the State Leadership Seminar for Membership and Committees, and a report for the two-year period. The notebook shall be filed with the State Secretary at State Convention.
6. Committee chairmen are encouraged to submit articles for the state newsletter when applicable.

### **B. STANDING COMMITTEES**

#### **1. ALPHA DELTA KAPPA MONTH/FRATERNITY EDUCATION COMMITTEE**

**POLICY:** The Alpha Delta Kappa Month Committee shall assist in developing State public relations projects for Chapter use and assist chapters, districts, and the State Executive Board with fraternity education.

#### **GUIDELINES:**

- a. The committee shall be comprised of at least one member from each of the districts.
- b. The committee shall work closely with the State Executive Board to promote the policies, procedures, protocol and history of Alpha Delta Kappa.
- c. The committee shall assist the State President with fraternity education/Alpha Delta Kappa Month presentations at State Leadership Seminars for Membership and Committees upon request.
- d. The committee shall assist chapters and districts with fraternity education/Alpha Delta Kappa Month information upon request.

## **2. ALTRUISTIC COMMITTEE**

**POLICY:** The Altruistic Committee shall keep an accurate record of all scholarships given within the state, along with the number of hours of service and additional monetary donations given in the name of Alpha Delta Kappa and shall use this information to compile a report to be submitted to the State President and the Regional Altruistic Chairman.

### **GUIDELINES:**

- a. The District Altruistic Chairmen shall be members of the State Altruistic Committee and shall attend State Leadership Seminar for Membership and Committees.
- b. The initial duty of the Altruistic Chairman shall be to review the reports of the previous biennium and to inform the committee of the information received. The committee members (District Altruistic Chairmen) shall forward this information to the chapter Altruistic Chairmen.
- c. The committee member from each district shall assist chapters with reporting online by the designated due date.
- d. The Chairman and / or the district committee member shall attend her district meeting to promote altruism and to encourage timely reporting of all altruistic projects.

## **3. BUDGET COMMITTEE**

**POLICY:** The Budget Committee, which shall be comprised of the State President, the State President- Elect, the State Treasurer, and other members appointed by the State President, shall prepare and present to the State Convention an annual budget showing allocations over a two-year period.

### **GUIDELINES:**

- a. After reviewing the current budget and actual state expenses, the committee shall propose changes to the State Executive Board for approval at the State Executive Board meeting in the fall of the odd-numbered years.
- b. Following the January State Leadership Seminar for Membership and Committees of the even-numbered, years the committee shall send copies of the proposed budget to the chapters thirty (30) to ninety (90) days before the State Convention via the state newsletter.
- c. The State Treasurer shall present the budget at the State Convention for approval by the membership.

## **4. BYLAWS COMMITTEE**

**POLICY:** The Bylaws Committee shall revise state bylaws to conform to International Bylaw changes after International Convention; shall prepare and present proposed amendments to the State Bylaws to the Executive Board and the State Convention; shall notify each chapter of changes which become effective immediately upon adoption; and shall send two copies of the state bylaws to the Chairman of the International Bylaws Committee.

### **GUIDELINES:**

- a. The Bylaws and Resolutions Committee shall review chapter bylaws and policies for compliance with International and state bylaws and policies.
- b. The Committee shall aid chapters in writing their bylaws.
- c. The Committee shall make editorial changes as necessary.
- d. The Committee shall review the Florida state bylaws and state policies to ascertain that they do not conflict.
- e. The Committee shall revise State Bylaws to conform to International Bylaws.
- f. All proposed bylaws changes shall be submitted to the Bylaws Committee prior to the fall Leadership Seminar for Membership and Committees in the odd-numbered year. The committee shall present proposed changes to the State Executive Board at their meeting prior to this fall Leadership Seminar for Membership and Committees meeting.
- g. Recommended State Bylaws changes shall be published for the chapters at least thirty (30) and no more than ninety (90) days before the state convention.
- h. The chairman shall prepare and present proposed amendments to the State Bylaws at the state convention.



## **5. CANDIDATE QUALIFICATIONS COMMITTEE**

**POLICY:** The Candidate Qualifications Committee, elected by the State Executive Board, shall prepare a ballot containing the names of all candidates whose qualifications meet the requirements of the State and International By-laws.

### **GUIDELINES:**

- a. The Candidate Qualifications Committee shall prepare an application form in compliance with International and approved by the State Executive Board, and accompanied by a cover letter of explanation including the schedule of events for all board members written by the current President-elect.
- b. The committee shall send to each Chapter President an application form for State Office. The form shall be sent via the State President's Newsletter.
- c. A member of the Candidate Qualifications Committee who chooses to run for a state office shall resign from the committee.
- d. The Chairman shall submit only the names of the candidates to the State Treasurer for verification that the members are in good standing.
- e. The committee shall certify all credentials for applicants received by the deadline as determined by the committee and shall present their names to the State President for presentation at the January Leadership Seminar for Membership and Committees in the even-numbered year.
- f. The information received by the Candidate Qualifications Committee shall be kept confidential and shared only with the State President and State President-Elect until presented at the January State Leadership Seminar for Membership and Committees.
- g. The Chairman shall submit prepared information sheets of all candidates' credentials to the State President at the State Leadership Seminar for Membership and Committees in the even-numbered year for publication in the February or March newsletter.
- h. Applications for nominations from the floor shall be received by the Chairman no later than one week prior to the opening of State Convention. Prior to nominations from the floor, the committee shall certify all credentials of late applicants.
- i. The Chairman shall post the application forms, including pictures, in a designated place at the State Convention.
- j. The Chairman shall prepare and print the official ballot, if necessary.
- k. If necessary, the Chairman and tellers shall count the ballots and report the results of the voting to the membership at the State Convention and shall seal and file the results, ballots, and tally sheets with the State Secretary, who shall destroy them after thirty (30) days.
- l. The Chairman shall file all candidates' applications with the newly elected State Historian.

## **6. COLLEGIATE CLUB COMMITTEE**

**POLICY:** The Collegiate Club Committee shall be responsible for coordinating efforts to start and sustain Alpha Delta Kappa Collegiate Clubs.

### **GUIDELINES:**

- a. The committee shall work with sponsoring chapters and advisors to help maintain the viability of existing Alpha Delta Kappa Collegiate Clubs.
- b. The committee shall provide assistance to chapters which are working toward establishing a new Alpha Delta Kappa Collegiate Club.
- c. The committee will assist with connecting Alpha Delta Kappa Collegiate Club graduates with Alpha Delta Kappa chapters.

## **7. COURTESY / HOSPITALITY COMMITTEE**

**POLICY:** The Courtesy Committee shall be responsible for courtesies extended to visiting International and Regional Officers and to the State Executive Board Members; and shall coordinate courtesies at the State Convention.

### **GUIDELINES:**

- a. The State Courtesy Committee shall be the official hostesses at State functions and perform other duties as requested by the State President.
- b. The committee shall select a gift from the membership for the State President at the conclusion of the biennium and present it at the State Convention.

- c. The committee shall select a gift from the membership for a Florida member who is elected to serve as President of Gulf Region or another International Office.
- d. The committee may provide other courtesies when appropriate and within the budget.
- e. The committee is funded by the hospitality fee collected with state dues.

## **8. DISASTER RESPONSE COMMITTEE**

**POLICY:** The Disaster Response Committee shall provide emergency relief from the State Disaster Fund or money collected by donation for any incident/event occurring within the State of Florida, which affects or threatens the health, safety, or well-being of current Florida Alpha Delta Kappa members or its chapters. Only current members of Florida Alpha Delta Kappa may apply for disaster response funds.

### **GUIDELINES:**

- a. The committee shall be comprised of a Chairman, the State President, the State Treasurer, and other members appointed by the State President.
- b. The committee shall act as a liaison to ascertain needs following a disaster by distributing Disaster Response forms.
- c. The Chairman shall be responsible for collecting the request for assistance forms and shall disseminate appropriate information to the committee members.
- d. The committee shall make recommendations regarding the distribution and amount of funds and other forms of assistance.
- e. The committee shall report the recommendations to the State President.
- f. The State President shall designate a committee member responsible for sending acknowledgments for all donations received.
- g. The State President shall instruct the State Treasurer to disburse assistance to be accompanied by a note of explanation.
- h. Disasters occurring outside the state of Florida will be addressed by the State Executive Board for possible donations to be sent as relief.
- i. At the conclusion of each disaster disbursements, the committee will provide a detailed report of receipts and disbursements.

## **9. EXCELLENCE IN EDUCATION AWARD COMMITTEE**

(This committee operates on International's calendar – odd-numbered year to odd- numbered year.)

**POLICY:** The Excellence in Education Award Committee shall be responsible for selecting Florida's Excellence in Education Award recipient.

### **GUIDELINES:**

- a. The Excellence in Education Chairman shall be responsible for selecting three committee members and one non- member from the educational community who live in her immediate area to serve as members of the committee. The committee shall begin work following the International Convention.
- b. The committee shall be responsible for advertising this award by submitting three (3) articles for the State President's newsletter, reviewing applications, selecting Florida's recipient, sending her application to International, announcing the Excellence in Education Award recipient at the state convention, providing recognition if she becomes the Gulf Region recipient, and disposing of all applications and judging materials prior to the State Convention.
- c. The Chairman shall present a framed certificate and award/gift to the recipient at the State Convention.
- d. The budgeted amount shall be used for the award and certificate and reimbursement of costs for Gulf Region Conference with no more than one third (1/3) going to the award.
- e. Recipients who are Gulf Region winners will receive funds to help with attendance of the International Convention.

## **10. FLORIDA ALPHA DELTA KAPPA SCHOLARSHIP HOUSE COMMITTEE**

**POLICY:** The Florida Alpha Delta Kappa Scholarship House Committee shall be attentive to the needs of the facility and residents and shall report the needs immediately to the State Executive Board; shall maintain contact with the Southern Scholarship Foundation concerning the House; and shall be a liaison between the Southern Scholarship Foundation and the State Executive Board.

## **GUIDELINES:**

- a. The Florida Alpha Delta Kappa Scholarship House Committee shall visit the Scholarship House regularly and report to the State President its status and needs of the residents.
- b. The committee shall provide a log for recording gifts received for the house and a guest book for registering visitors to the house.
- c. The Chairman shall maintain a petty cash fund of \$500 to be used at her discretion for House expenses. The State Treasurer shall replace money spent from this fund as soon as receipts are submitted.
- d. The committee shall request approval of the State President and/or the State Executive Board of any expenditures over one hundred (\$100) dollars.
- e. The committee shall review the contents of the house and report needs to the Executive Board at the Leadership Seminars for Membership and Committee.

## **11. HONORIS CAUSA COMMITTEE**

**POLICY:** The Honoris Causa Committee shall give special recognition to outstanding members for continuous Alpha Delta Kappa work and service, thus inspiring and encouraging members to excel in leadership in Florida Alpha Delta Kappa.

### **GUIDELINES:**

- a. The Honoris Causa Committee shall be comprised of former honorees, having representation across the state.
- b. The Honoris Causa Committee shall consult with the State Treasurer about ordering the apple charms at the beginning of the biennium.
- c. The committee shall review the application and rubric, which shall be approved by the State Executive Board, and shall then send the approved application form and rubric to the chapter presidents via the State President's newsletter.
- d. A nominee's chapter, the District Chairman, or a State Executive Board member may submit nominations for the Honoris Causa Award.
- e. Using the rubric, the committee shall review and select recipients, not to exceed seven (7) per biennium.
- f. The committee shall keep all information confidential with only the recipient's chapter president being notified of her selection.
- g. The committee shall have the apple charms engraved with the Honoris Causa date of receipt.
- h. The recipient shall receive a certificate modestly framed.
- i. The Honoris Causa Committee shall not exceed their budget.

## **12. LEADERSHIP SEMINAR ARRANGEMENTS COMMITTEE**

**POLICY:** The State Leadership Seminar Arrangements Committee is a special committee established for the biennium to aid the State President and the State Executive Board members with seminar arrangements.

### **GUIDELINES:**

- a. The State Leadership Seminar Arrangements Special Committee shall work closely with the State President and the State Treasurer.
- b. The committee shall assist the State President in arranging for the State Leadership Seminars for Membership and Committees during the biennium.
- c. The committee shall assist the State President in planning and providing food and beverages for the State Leadership Seminars for Membership and Committees during the biennium.
- d. The committee shall have the responsibility for setting up the food table decorations and clean-up of the food and meeting tables after the meeting.
- e. The Chairman and State President shall receive the registration count from the State Treasurer.
- f. The State Treasurer shall arrange for nametags to be available at registration.
- g. The committee shall be responsible for registration tables with the assistance of the State Treasurer.
- h. The Chairman shall submit to the State Treasurer an itemized bill for expenditures not to exceed two hundred dollars (\$200) per meeting.
- i.

### **13. MEMBERSHIP COMMITTEE**

**POLICY:** The Membership Committee shall be responsible for planning with the State President and Vice-President for Membership regarding membership growth and expansion in the state; shall advise chapters regarding sponsorship of new chapters; and shall assist existing chapters to remain viable.

#### **GUIDELINES:**

- a. The Membership Committee shall be comprised of the District Membership Chairmen or designee, with the State Vice President for Membership serving as the Chairman; they shall attend State Leadership Seminar for Membership and Committees.
- b. The committee shall work with District Officers and Consultants to keep chapters viable; shall mentor and assist chapters in expanding and enriching membership; shall advise existing chapters on the sponsoring of new chapters; and shall communicate regularly with the new chapters.
- c. The committee shall utilize effective means of communication concerning existing chapters' memberships and membership status (i.e., transfers, resignations) based on information received from the State Vice- President for Membership and International Headquarters.
- d. The committee shall assist with the affiliation of sustaining members identified by International Headquarters. Updates shall be shared among committee members.
- e. The committee shall provide to the State Vice-President for Membership any information needed for inclusion in the state newsletter.
- f. The committee shall assist in updating the Florida map by identifying locations of existing chapters.

### **14. MUSIC COMMITTEE**

**POLICY:** The Music Committee shall offer guidance to chapters in enriching their programs with music; shall cooperate with the State President in planning music for state functions; and shall provide song sheets as needed.

#### **GUIDELINES:**

- a. The Music Committee shall work closely with the State President in preparing appropriate music for the State Leadership Seminars for Membership and Committees and State Convention.
- b. The Chairmen shall prepare music for the State Convention with the approval of the State President and State Convention Chairman.
- c. The committee shall support the State Chorus.
- d. The committee shall assist the State Chaplain with the Memorial Service as requested.

### **15. PAST STATE PRESIDENTS' SCHOLARSHIP COMMITTEE**

**POLICY:** The Past State Presidents' Scholarship Committee shall coordinate the ongoing scholarship program.

#### **GUIDELINES:**

- a. The committee shall review guidelines each biennium and adjust them as appropriate. Those guidelines shall include the number of scholarships; the amount of the scholarship(s); relationship of Alpha Delta Kappa member, if any; course of study in education; the Florida college or university; and the number of written references to be obtained.
- b. The Chairman shall prepare written publicity about the scholarship(s) to be included in the state newsletter and an oral report to be presented at the Leadership Seminars for Membership and Committees when asked.
- c. The committee shall prepare two (graduate and undergraduate) one-page application forms which shall include the applicant's expected date of graduation and a statement that funds will be available the following fall term after presentation. After approval by the State Executive Board, applications shall be distributed throughout the state digitally when possible. Forms shall be available at Leadership Seminars for Membership and Committees.
- d. The committee shall receive completed applications accompanied by the applicants' transcripts; statements of financial need; and short biographical sketches.

- e. On the advice of the Treasurer, the committee shall determine the number of scholarships and amount each year.
- f. The Scholarship Committee shall screen applications and submit those meeting the criteria to the final selection committee, comprised of at least three Past State Presidents.
- g. Prior to awarding the scholarship, the Chairman shall submit to the State Treasurer each recipient's information including her name, student number, and the name and address of the college or university to be attended as well as the office which shall receive funds.
- h. The recipient(s) of the scholarship(s) shall be named at the State Leadership and/or State Convention.
- i. To ensure continuity, at least one member of the committee shall continue to serve on the committee during the following biennium.
- j. The committee shall encourage donations from the chapter members for this (these) scholarship(s).

## **16. POLICIES COMMITTEE**

**POLICY:** The Policies Committee shall review existing state policies to ascertain that they are clearly stated.

### **GUIDELINES:**

- a. The Policies Committee shall review state policies and work with the Bylaws Committee to ascertain that the policies and state bylaws are not in conflict.
- b. The committee shall provide assistance to chapters in writing their policies.

## **17. RESOLUTIONS COMMITTEE**

**POLICY:** The Resolutions Committee shall screen all resolutions to be sent to the International and state convention; and shall; present the courtesy resolution at state convention.

### **GUIDELINES:**

- a. The committee shall submit to the State President an article notifying chapters of the opportunity to submit resolutions. This article shall be published in a spring newsletter of the odd-numbered year.
- b. All proposed resolutions shall be submitted to the Resolutions Committee prior to the fall Leadership Seminar for Membership and Committees in the odd-numbered year.
- c. The committee shall study all resolutions submitted by the chapters; shall forward pertinent resolutions to the International Resolutions Committee, after being approved by the State Executive Board; and shall compile and edit the resolutions to be presented at the state convention.
- d. The committee shall keep a file of all resolutions received.
- e. The committee shall write the courtesy resolution to be presented at the state convention.

## **18. STATE CONVENTION COMMITTEE**

**POLICY:** The State Convention Committee shall be responsible to the State President and shall give a final report to the State Executive Board at its fall executive board meeting held at the Leadership Seminar for Membership and Committees following the State Convention.

### **GUIDELINES:**

- a. The State Convention Committee shall review reports of previous conventions.
- b. The Chairman and the State President shall establish as many committees as necessary to prepare for the convention.
- c. The committee shall work closely with the State President and the State Executive Board in preparation for the Convention.
- d. The Chairman shall select a Convention Treasurer to keep accurate records of all expenses and to pay all bills.
- e. The committee shall receive a monetary advance to conduct business before receipt of registrations if needed.
- f. The Convention Treasurer shall return monies advanced by the State within thirty (30) days after the close of the State Convention. By the fall meeting following the State Convention, the balance of convention monies shall be tendered to the State Executive Board, who shall determine its disposition.
- g. The State Convention Treasurer shall obtain a copy of the number of current paid chapter members from the State Treasurer to determine the number of delegates to which each chapter is entitled.

- h. In the event of convention cancellation, following the reconciliation of expenses, refunds of unused registration funds will be returned in no later than 30 days.

## **19. TECHNOLOGY COMMITTEE**

**POLICY:** The Technology Committee shall be responsible for exploring ways to use technology to improve communication.

### **GUIDELINES:**

- a. The committee shall aid in the development and maintenance of the Florida Alpha Delta Kappa website.
- b. The committee shall provide audio-visual assistance when asked with appropriate notice.
- c. The Technology Committee will work with the State Convention Committee on technology needs including contracts.

## **20. WAYS AND MEANS COMMITTEE**

**POLICY:** The Ways and Means Committee shall raise funds for the State general operating account.

### **GUIDELINES**

- a. The Ways and Means Committee shall be responsible for executing the fund-raising projects for the State.
- b. The committee shall suggest fundraising projects, and the purchase of said items shall be subject to approval by the State President.
- c. The Chairman shall give to the Executive Board a periodic accounting of the status of the ways and means funds and supplies.

## **21. WORLD UNDERSTANDING COMMITTEE**

**POLICY:** The State World Understanding committee shall collect and distribute materials designed to promote world understanding.

### **GUIDELINES:**

- a. The State World Understanding Committee shall develop a list of S/P/N resource persons who are knowledgeable in World Understanding. These may be future presenters on the topic.
- b. The committee shall make chapters aware of World Understanding activities, events, and involvement in the state.
- c. The committee shall provide articles for the State newsletter promoting world understanding.
- d. When requested the committee shall communicate with the World Understanding Regional Chairman.

## **C. STATE SPECIAL COMMITTEES (AS NEEDED)**

### **1. AD HOC STUDY COMMITTEE**

**POLICY:** The Ad Hoc Study Committee is a special committee appointed to review specific topics, study areas of concern, and make recommendations for future planning.

### **GUIDELINES:**

- a. The committee shall work under the direction of the State President on items approved by the State Board.
- b. The committee may determine the priority of assigned studies and shall keep the State President always informed on the progress so that the State Board may make assignment adjustments as appropriate.
- c. The committee shall be charged with the responsibility of making recommendations to the State Board as to the feasibility of the projects.
- d. Where appropriate, the committee shall formulate plans for development and outlines for implementation of the projects.

## **2. DISTRICT CHAIRMEN COMMITTEE**

**POLICY:** The State President designee shall serve as the Chairman of the District Chairmen Special Committee and shall be responsible for meeting with the District Chairmen at the State Leadership Seminar for Membership and Committees and shall serve as a liaison between the district officers and the Executive Board.

### **GUIDELINES:**

- a.** The District Chairmen Committee shall be comprised of each of the District Chairmen and District Chairmen-Elect from the Florida Alpha Delta Kappa districts.
- b.** The committee shall address issues that will assist the District Chairmen in serving the members of their district.
- c.** The Chairman of the District Chairmen shall review meeting protocols at the beginning of the biennium.
- d.** The committee shall compile a list of district meeting dates for the upcoming biennium at the January Leadership Seminar for Membership and Committees of the even-numbered year.