

## Florida Alpha Delta Kappa

### New Member Process

**The following is an overview of steps for inviting, initiating, and registering new members:**

- Before inviting a prospective member, be sure she meets the qualifications as described in the International Bylaws (Article III; Sections 1-3).
- Invite the prospective member to meetings and other Alpha Delta Kappa events/activities. There is no required number of times a guest must attend meetings before being invited to join. (Note: This step MAY take place after voting.)
- The prospective member shall be sponsored by 1 active member of the chapter.
- The name and qualifications of the prospective member shall be presented during a regularly scheduled business meeting. You may use the old H-151 or similar form. At this time, chapter members would discuss the qualifications of the prospective member.
- The prospective member is voted on. The vote may take place in person at a meeting or be done electronically via email or other digital method. The prospective member must receive a majority affirmative vote of all active chapter members. (Note: This step MAY take place before inviting a prospective member to meetings and other Alpha Delta Kappa events/activities.) If voting electronically, if a member's vote does not reach the Chapter Membership Chairman by the established deadline, it is considered an affirmative vote.
- The Chapter President or Chapter Membership Chairman shall notify the prospective member who receives a majority vote of the chapter.
- An initiation ceremony is held. The chapter shall acquire a badge for presentation during the ceremony. (Note: This step MAY take place after the new member registers/joins online.)
- The Chapter Membership Chairman assists the new member with the online join process. (Note: This step MAY take place before the initiation ceremony.) Before beginning the process, be sure to note the following:
  - Know the sponsoring member's name and membership ID number.
  - The new member will need to set up her account with a personal username and password.
  - The new member will need to have a credit card ready for dues payment.
  - At the end of the online process, confirmation emails should be sent to the following people:
    - Chapter President: \_\_\_\_\_
    - Chapter Membership Chairman: \_\_\_\_\_
    - Chapter Treasurer: \_\_\_\_\_
    - State President: \_\_\_\_\_
    - State Vice President for Membership: \_\_\_\_\_
    - State Treasurer: \_\_\_\_\_
- After completing the online join process, the new member must send \$10 to the State Treasurer for state dues and pay applicable chapter and district dues.