

S/P/N (Name) Chapter (Name) Alpha Delta Kappa
Official Policy Statement

(International Bylaws Article XVII, Section 2--Alternative for Chapter Bylaws)

The name of this organization shall be (S/P/N name) _____ (Chapter name) _____ of The Alpha Delta Kappa Sorority, Incorporated. (Chapter name _____) Chapter was chartered on (date) _____ in (city) _____, (S/P/N) _____.

(S/P/N name)_____ (Chapter name) _____ Chapter is governed by the most current **International Bylaws** of The Alpha Delta Kappa Sorority, Incorporated, and Amended at the International convention held in odd-numbered years.

Each biennium, this official policy statement shall be submitted to the (S/P/N name) _____bylaws chairman by (date set by S/P/N bylaws and/or S/P/N policies and procedures manual) _____ and will indicate adherence to the **International Bylaws** and usage of (Chapter name) _____ Chapter Policies and Procedures Manual as an alternative for chapter bylaws.

Replace (S/P/N) with the name of your state (for example, North Carolina), your province (for example, Ontario) OR your nation (for example, Jamaica). Fill in Greek letter name for (Chapter name).

(Subject to change by IRS regulations and/or AΔK International policy)

(S/P/N name) ____ (Chapter name) _____ Chapter President_____

Signature of President_____ Date_____

(S/P/N name) ____ (Chapter name) _____ Chapter Treasurer_____

Signature of Chapter Treasurer_____ Date_____

Voted to suspend (S/P/N name)_____(Chapter name)_____Bylaws on Date_____

This Official Policy Statement shall appear as the first page of the Policies and Procedures Manual for those chapters that have suspended their individual chapter bylaws. This satisfies the requirement of the Internal Revenue Service for chapters in the USA and Puerto Rico.

[Revised December 2015]

TITLE - (S/P/N name) ____ (Chapter name) ____ Policies and Procedures Manual

TABLE OF CONTENTS - listing of individual sections and page numbers

POLICY AND PROCEDURE MANUAL

Purpose of Manual – sample statement "This policies and procedures manual is our supplement to Alpha Delta Kappa International Bylaws, Revised 20____, our primary governing document. We use these policies and procedures to keep (S/P/N name) ____ (chapter name) ____ members and leaders informed, coordinate events, and maintain consistency from year to year within our organization."

Availability

Who receives a copy

Is it available on S/P/N or chapter website

Procedure for development and revision

Responsibility

Timeframe

The Official Policy Statement, if chapter bylaws are suspended, is to be submitted to (S/P/N name) bylaws chairman, for certification by the date in (S/P/N name) bylaws and/or the (S/P/N name) policies and procedures manual

EXECUTIVE BOARD

Composition

Meetings

Number required

Responsibility for site arrangement

When

Attendance at meetings

Who attends?

Voting, non-voting members

Quorum

Duties and responsibilities of the members

Procedure for filling vacancy

CHAPTER OFFICERS

Office—list all officers

Eligibility requirements for office

Duties and responsibilities particular to chapter and in addition to those listed in the International Bylaws of Alpha Delta Kappa

Nomination and Installation process, timeline

CHAPTER STANDING COMMITTEES

Committee—list of standing committees, how authorized (elected or appointed)

Purpose
Composition
 Number of members
 Eligibility requirements, if any, to serve on committee
Duties and Responsibilities of committee and committee chair

CHAPTER SPECIAL OR AD HOC COMMITTEES

Committee
 Purpose
 Elected or Appointed
Composition
 Number of members
 Eligibility requirements, if any, to serve on committee
Duties and Responsibilities of committee and committee chair

MEMBERSHIP

Notification of proposed member
Specific chapter requirements (one chapter has “pledges” attend a year before initiation; one chapter may require three chapter visits before the vote, etc.)

COURTESIES – EXECUTIVE BOARD MEMBERS, OFFICERS, COMMITTEES, MEMBERS

When gifts given/courtesies extended
Amount spent
Whose responsibility
Protocol for visits from International Chapter members
Protocol for S/P/N President’s visits to chapter
 Responsibilities of S/P/N and S/P/N President
 Responsibilities of chapter

FINANCIAL

Fiscal Year –June 1—May 31
Chapter Dues
 Procedure for setting of chapter dues
Current amount of chapter dues
 Date due
 Late fees
 Amount
Other fees/assessments
 Procedure for setting fees/assessments
 Amount of current fees/assessments
 Date due
Responsibility for filing IRS 990N e-Postcard to IRS and due no later than Oct. 15
Submit copy of e-Postcard Acceptance receipt to S/P/N treasurer and to Headquarters
Approximate dates of any reports or fees due to state/international
Procedure for dealing with any monies left at the end of the fiscal year
Procedure for funding delegates to International Convention

Procedure for funding for officers at Regional Conferences

Reimbursement of expenses

Process for reimbursement

Who and what paid

Vouchers/receipts needed

Mileage

Amount per mile

Who eligible to receive

Vouchers/Receipts –timeline to be filed and paid

C-1 Report filed to S/P/N treasurer by June 30

MEETINGS

Number per year (Minimum: 9meeting per year

Schedule of meetings (For example, third Tuesdays, etc.)

Time of meetings

Location

Quorum—Actual number of members needed for a quorum stated

Out-of-Chapter Meetings – Council, District (Name, if appropriate), S/P/N, Regional (Name of region), International

PUBLICATIONS

Chapter Newsletter

Whose responsibility

Number required

Publication schedule

Submission deadlines

Who receive copies

How published – hard copies, emailed, posted on chapter or S/P/N website

Chapter Yearbook/Directory

Whose responsibility

Contents

Preparation deadline

Who receive copies

How published – hard copies, emailed, posted on chapter or S/P/N website

Confidentiality Statement – example based on New Mexico's Policy and Procedure

Manual – “This information is CONFIDENTIAL for Alpha Delta Kappa use only.

Information in the Chapter Directory MAY NOT BE GIVEN OUT OR SOLD.”

CHAPTER ALTRUISTIC PROJECT(S)

List of current projects

Description

Process for establishment/selection of chapter altruistic project(s)

Process for funding project(s) – member assessment, fundraisers

Process for announcement of chapter altruistic project(s)

CHAPTER AWARDS/RECOGNITIONS

List of current awards/recognitions

Description/purpose

Selection process

When presented

Responsible person – purchasing gifts or awards, inscriptions

CHAPTER SCHOLARSHIPS

List of current scholarships

Description/purpose

Amount of scholarship

Selection process

When presented

Procedure for funding – member assessment, fundraisers

Responsibility for investment decisions regarding scholarship funds

BYLAWS

Procedure and timeline for review, revision and amending of chapter bylaws

Procedure for suspending the chapter bylaws

Availability of chapter bylaws to members

Submission of chapter bylaws to state for certification

Responsibility

Timeframe for submission

Official Policy Statement, if chapter bylaws are suspended, is to be submitted to (S/P/N name) ___bylaws chairman for certification by the date in (S/P/N name) ___bylaws or (S/P/N name) ___ policies and procedures manual

CHAPTER BANNER

Where and when displayed

Who responsible for storage and care