

GEORGIA
ALPHA DELTA KAPPA
POLICIES AND PROCEDURES
MANUAL
2022-2024

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INTRODUCTION

The Internal Revenue Service requires upon the dissolution of the corporation's states, Commonwealth of Puerto Rico, or any chapters within, the assets of the state or chapter(s) having assets which remain after payment of its obligations has been made or provided for, and after return, transfer, or conveyance of assets held upon condition requiring such return, transfer, or conveyance, shall be transferred to one or more nonprofit organizations whose purposes are substantially similar to those for which the corporation is organized and which at the time of such distribution are described in section 501 (c) (3) of the Code and exempt from tax under section 501(a) of the Code

This Policies and Procedures Manual, the governing document of Georgia Alpha Delta Kappa, in conjunction with the Alpha Delta Kappa International bylaws, defines the responsibilities of the state officers and advisory council. It gives written form to policies, guidelines and practices which have been used over the years. This manual is a living document subject to change as circumstances change within the organization.

The Policies and Procedures Manual may be posted and made available on the state website.

These written policies will be an invaluable source of information for the on-going operation of Georgia Alpha Delta Kappa.

I. EXECUTIVE BOARD

A. Membership

President, President-elect, Immediate Past President, Vice President for Scholarships, Vice President for Membership, Secretary, Treasurer, Historian, Chaplain, and Sergeant-at-Arms

B. Expenses

Travel expenses (mileage) at rate designated by the executive board will be paid to each member personally driving to the September executive board meeting and the January district chairman meeting, for each year of the biennium [See standing rules, #5].

Monies designated in the state budget will be paid to executive board members attending regional conference and International convention. Other expenses for state officers are budgeted [See GA Alpha Delta Kappa budget, administrative expenses]. The state treasurer will reimburse expenses [See Policies and Procedures Manual: Treasurer].

C. Officer Responsibilities

1. Assume duties June 1 following installation at state convention.
2. Serve as a member of the executive board.
3. Attend executive board meetings and submit a brief written report of official activities since the last meeting.
4. Serve as mentor of chapter or district as requested by the state president.
5. Keep complete and accurate files. Complete check sheet for verification of chapter accomplishments if requested by Cornucopia Award chairman.
6. Serve as a state delegate at state convention.
7. Send a written summary of the biennial activities of the office to the state president to be placed on the state website. The president will specify date.

8. Present an abbreviated oral report of the activities of the office during the biennium at state convention, if requested.
9. Maintain a permanent file/electronic file of all records of office and transfer to successor at the transitional executive board meeting or at a time scheduled by the incoming state president. Exception to this transfer time is granted by the executive board to the state treasurer who must retain financial records for the filing of audits and Internal Revenue Service forms.
10. Attend regional conferences and International convention.
11. Accept invitations to district and chapter functions whenever possible.
12. Submit articles when requested by the state president for inclusion in the state newsletter.

II. Duties of Officers

A. President

1. Serve as a member of the State Membership Team.
2. Serve as chairman of the executive board.
3. Coordinate date and site for state meetings.
4. Prepare agenda for and preside at executive board meetings and state convention.
5. Appoint state committee chairmen except the candidate qualifications chairman. The candidate qualifications chairman and committee members are elected by the executive board.
6. Appoint a minutes' approval committee comprised of three executive board members.
7. Appoint scholarship auditing committee composed of three (3) members of the scholarship committee.
8. Serve as ex-officio member of all appointed committees, except for the candidate qualifications committee.
9. Assist the vice president for membership in formulating plans for new chapters and chapter membership growth.
10. Interpret International bylaws, policies and procedures as requested.
11. Complete and submit state report (H-142) to Headquarters. The report is submitted in December and June of each year.
12. Maintain communication with chapters, district, executive board and advisory council via electronic resources, state newsletter, visits, calls, letters, and workshops.
13. Serve as the state representative at district meetings. If unable to attend, appoint a state representative from the executive board.
14. Guide and monitor activities and projects of executive board and committee chairmen.
15. Review forms submitted by chapters, respond to questions and requests, and maintain a file for each chapter by district.
16. Keep a file of pertinent materials (including copy of minutes, financial reports, annual reports, and reports made to International Officers and Headquarters) and pass them to successor.
17. Obtain executive board approval for disbursement of funds not budgeted. Instruct treasurer in disbursement of these funds.
18. Maintain upkeep of state equipment.
19. Provide each chapter president and district chairman with an appropriate form for use in providing information for the state directory.
20. Publish monthly state newsletter June-May. Send to Headquarters, International Chapter, Gulf Region S/N Presidents, Georgia State Executive Board, Advisory Council, and Chapter Presidents.

21. Direct the disbursement of the Disaster Relief Fund when a need arises. [See disaster relief guidelines.]
22. Complete and submit a check sheet as requested by Cornucopia Award chairman.
23. Plan and conduct a summer leadership workshop for chapter presidents.
24. Plan and conduct a winter workshop for district chairmen during the first year of the biennium and for district chairmen and district chairmen-elect during the second year of the biennium.
25. Facilitate the chapter mentor program and the assignment of mentors.

Gulf Conference

26. Attend the Gulf regional conference as a representative of the state, serving in all capacities as requested by the Gulf International Vice President.
27. Arrange for hotel accommodations for the president and president-elect. Include a hospitality room (Georgia suite), if feasible.
28. Plan for state meeting and arrange for a state picture.
29. Participate in the purchase of a gift for the Gulf IVP as instructed. Request for reimbursement should be made to the Georgia treasurer.
30. Plan for an open house when outgoing Gulf IVP is from Georgia.

International Convention

31. Serve as a delegate and lead the Georgia delegation.
32. Serve as a member of International Council of Presidents.
33. Arrange hotel accommodations for the president and president-elect. Include a hospitality room (Georgia suite), if feasible.
34. Coordinate with the state courtesy/hospitality chairman to plan a special event for Georgia sisters and guests.
35. Arrange for a state picture to include all members and guests.

State Convention

36. Work with the president-elect and convention co-chairman to establish the date, theme, anticipated room requirements and budget of the state convention. Hotel accommodations should include guest room block, lodging for the International representative and rooms for all planned activities and meetings.
37. Prepare the convention program and arrange for its printing. Compile biennium reports of officers, committee chairmen and district chairmen. These reports will be posted to the Georgia Alpha Delta Kappa website.
38. Serve as presiding officer at all functions.
39. Assist host district in planning the reception honoring the executive board, past state presidents and the International representative to the convention.
40. Make initial contact with the International representative assigned to state convention advising her of responsibilities, as directed by Headquarters, no later than January 31.
41. Work with the courtesy chairman to establish expenses for the International representative (i.e., rooms, meals, registration, gift, and fruit basket). [See courtesy guidelines.]
42. Following the convention, complete and submit state convention report (H-134) and state officer form (H-155) to Headquarters and International officers as indicated on the form.
43. Appoint a balloting chairman if the state sergeant-at-arms is a candidate for office.

44. Assist in the initiation of new members at district meetings, if requested.

B. President-Elect

1. Serve as a member of the State Membership Team.
2. Preside in the absence of the president.
3. Serve on the Georgia Executive Board and the International Council of Presidents.
4. Serve as a delegate to state and International conventions.
5. Assist the president in whatever capacity requested.
6. Serve as chairman of Fun Day to be held in odd-numbered years.
7. Receive Fun Day start-up funds from state treasurer and open bank account.
 - a. Work closely with state president, executive board and district chairmen in the planning and implementation of all phases of state Fun Day, including date, site, theme, program, budget, etc., as deemed necessary.
 - b. Work with site personnel in planning meal functions and facilities to accommodate all meetings and activities. Work with state president to make lodging arrangements for International representative. If Gulf IVP attends Fun Day as International representative, expenses are paid from Fun Day registration funds.
 - c. Organize committees and assign responsibilities to districts.
 - d. Provide information concerning date, site, program, and costs to state president for inclusion in the state newsletter.
 - e. Provide registration information to state president for mailing/emailing to chapters.
 - f. Tally registration forms and record fees received.
 - g. Coordinate Fun Day activities.
 - h. Work with the state altruistic chairman to plan a C2O hands-on service project for Fun Day.
 - i. Pay all bills for the event (Fun Day) by May 15. Send a Fun Day financial report to the state treasurer by June 30 to be included in the State Cash Flow Statement to Headquarters.
 - j. Give a financial report to executive board at the September executive board meeting following Fun Day.
 - k. Send remaining funds to state treasurer for deposit in Savings Contingency Fund.
8. Serve as chairman of state convention [See Alpha Delta Kappa S/P/N convention guidelines provided by Headquarters].
 - a. Work closely with state president, executive board and host district chairman in the planning and implementation of all phases of state convention including site, date, program, budget, etc., as deemed necessary.
 - b. Consult with president concerning any contractual agreements.
 - c. Negotiate costs of lodging and meal functions. Work closely with state president and host district chairman to set up a budget which may include room rental, audio/visual, piano rental, speaker fees, etc. Provisions are made for the executive board meeting and the memorial art through the state budget.
 - d. Work closely with host district chairman/convention co-chairman in organizing committees and assigning responsibilities.
 - e. Receive start-up money from the state treasurer and deposit money in convention bank account.
 - f. Provide information for inclusion in the state newsletter.
 - g. Distribute convention registration packet to chapter presidents, executive board, and advisory council members by February 1 of convention year. This mailing may be sent via email and as an

addition to the state newsletter. Chapter presidents are responsible for distributing to all members of their chapter the registration materials

- h. Receive registration forms and fees. Keep president informed regarding number registered, etc.
 - i. Work with hotel personnel in providing adequate facilities including meeting places, social functions, meal functions, audio visual aids, lighting needs, piano, physical arrangement of facilities and all other similar details.
 - j. Coordinate activities with convention co-chairman at each event.
 - k. Give acceptance speech at the installation banquet.
 - l. Preside at the transitional breakfast; present the appointed committee chairmen and the state theme and logo for the upcoming biennium.
 - m. Preside at the post-convention transitional executive board/advisory council meeting.
 - n. Pay all bills to hotel and other expenses incurred by chapters and districts to be submitted by May 15. Receipts are required for reimbursement.
 - o. Prepare a report of the convention, including financial report, and present at the September executive board meeting following the event.
 - p. Submit an annual financial report to the state treasurer by June 30 to be included in the annual Cash Flow Statement to Headquarters. Send a copy to the state president.
 - q. Send remaining monies to the state treasurer for deposit in the State Contingency Fund.
 - r. Work with the president-elect for the ensuing biennium, as she prepares to sign the preliminary facility contract for the state convention site indicating anticipated space requirements (i.e., number of guest rooms and meeting rooms).
- 9. Serve on auditing committee for state financial report at the end of the biennium.
 - 10. Prepare to assume the presidency at the end of the current biennium (on June 1).
 - 11. Complete a check sheet as requested by Cornucopia Award chairman.
 - 12. Assist in the initiation of new members at district meetings, if requested.

C. Immediate Past President

- 1. Serve as a member of the State Membership Team.
- 2. Fill the office of president if that office becomes vacant.
- 3. Serve as a member of the executive board.
- 4. Serve as a member of International Council of Presidents.
- 5. Serve as liaison for the council of chapter presidents.
- 6. Attend the regional conference as a representative of Georgia Alpha Delta Kappa.
- 7. Serve as a delegate at state and International conventions.
- 8. Serve as a consultant to president and executive board as requested.
- 9. Present the past president's pin to the outgoing president.
- 10. Serve as state directory chairman.
- 11. Host a past state presidents' luncheon as a pre-convention function, honoring the state president. Lead an amusing segment featuring the state president. The luncheon cost for the state president and the International representative will be courtesy of Georgia past state presidents.
- 12. Serve on auditing committee for state financial records at the end of the biennium.
- 13. Serve as chairman of the Policies and Procedures committee. This committee will include the bylaws chairman, past state president and one executive board member to be appointed by the president.
- 14. Complete and submit a check sheet as requested by Cornucopia Award chairman.

D. Vice President for Scholarships

1. Serve as chairman of the scholarship committee.
2. Receive monies from past vice president for scholarships and open a bank account with consideration for the best return. Keep separate records of the State Scholarship, the Presidents' Scholarship, and the Ethel Kerlin Ward Scholarship. Use EIN number assigned by Headquarters (same as used by state treasurer.)
3. Prepare announcement for the state newsletter stating deadline date for payment of scholarship assessment.
4. Administer the State Scholarship program.
 - a. Accept State Scholarship assessment from chapters each year of the biennium; notify delinquent chapters as necessary. [See state scholarship guidelines.]
 - b. Receive and acknowledge contributions to State Scholarship program.
 - c. Receive interest from state treasurer by June 30th and credit it to the Ethel Kerlin Ward Scholarship Fund.
 - d. Provide a copy of guidelines and application forms to the chapter presidents in the district designated to receive the scholarship each year of the biennium. Copies of the State Scholarship guidelines and the application form are included in Appendix A.
 - e. Receive the applications postmarked by March 1.
 - f. Prepare form for adjudicating applications, which will be included in Appendix A.
 - g. Confer with and/or meet with the scholarship committee to evaluate applications.
 - h. Present recommended recipients and monetary amount of each scholarship to the executive board for approval.
 - i. Notify district chairman, sponsoring chapter presidents and applicants of the final selections.
 - j. Remit the complete amount of scholarship money to the Alpha Delta Kappa Scholarship recipient four to six weeks prior to the college/university registration day.
 - k. Maintain communication with scholarship recipients during the year.
 - l. Invite recipients from both years to the state convention awards luncheon. Sponsoring chapters are responsible for awards luncheon tickets for the students.
 - m. Notify district chairman and chapter presidents in the district scheduled to receive the scholarship the following year.
5. Administer the Presidents' Scholarship Program
 - a. Provide a copy of the guidelines and application forms to the membership through state, district and chapter meetings, state newsletter and individual requests each year of the biennium. Copies of the Presidents' Scholarship guidelines and an application are included in the appendix.
 - b. Receive and acknowledge contributions to the Presidents' Scholarship Fund.
 - c. Receive applications from members postmarked by February 1.
 - d. Prepare evaluation form.
 - e. Meet with committee to evaluate applications.
 - f. Make selections and recommend amount to be awarded to each recipient.
 - g. Present recommendations to executive board for approval.
 - h. Notify recipients.
 - i. Make payment to selected recipients, informing them of their responsibilities.
6. Administer the Ethel Kerlin Ward Scholarship Fund.

- a. Receive and acknowledge contributions to the Ethel Kerlin Ward Scholarship Fund.
 - b. Present monetary gift, not to exceed \$500, to the Excellence in Education Award recipient. Interest and donations will be used to fund this scholarship.
 - c. Obtain a plaque for the Excellence in Education Award winner from Georgia Alpha Delta Kappa. Work with the Excellence in Education Chairman in ordering the plaque.
7. Prepare an annual report of scholarship disbursements for inclusion in the state altruistic chairman's report. Send a copy to the state president.
 8. Complete and submit a check sheet as requested by the Cornucopia Award chairman.
 9. At the conclusion of the biennium, make records of State Scholarship Fund, Presidents' Scholarship Fund and Ethel Kerlin Ward Scholarship Fund available for review and/or audit by an auditing committee.
 10. Obtain audit form from state treasurer and file as directed following the audit.
 11. Prepare a financial report of receipts and disbursements to present at each executive board meeting.
 12. Submit an annual financial report of the three scholarship programs to the State Treasurer by June 30 to be included in the State Cash Flow Statement S1 Report to Headquarters. Send a copy to the state president.
 13. Present committee's recommended changes to guidelines as needed.
 14. Present and/or recognize State Scholarship and Presidents' Scholarship recipients at the awards luncheon at state convention.
 15. Maintain scholarship archives.
 16. At the conclusion of the biennium, transfer monies to the newly elected vice president for scholarships by May 31.

E. Vice President for Membership

1. Serve as a member of the State Membership Team.
2. Keep an updated copy of the Alpha Delta Kappa Membership Developmental Manual and use as a training tool for district and chapter vice presidents for membership/membership consultants; encourage its use in district and chapters.
3. Analyze chapter's membership actions (transfers, resignations, etc.) and provide guidance to chapters as needed. Coordinate actions with assigned mentors.
4. Maintain a current roster of chapter membership consultants/vice presidents for membership.
5. Contact and offer assistance to chapters.
6. Encourage chapters to focus on the recruitment and retention of members.
7. Share membership information from Headquarters with the following:
 - a. State membership team (state president, state president-elect, state immediate past president)
 - b. District chairmen
 - c. District vice presidents for membership/district membership consultants
8. Work with district vice presidents for membership/district membership consultants to plan strategies for assisting chapters with membership growth, retention, and new chapter development.
9. Work with State Membership Team, district vice presidents for membership/district membership consultants, and Gulf Regional membership consultant and headquarters staff when formulating plans for membership growth, both within existing chapters and in sponsoring new chapters.
10. Determine the state's potential for new chapters and encourage existing chapters to sponsor new chapters.

11. Work with the sponsoring chapter on the following details for establishing a new chapter:
 - a. Survey area for growth potential.
 - b. Notify district vice president for membership/district membership consultant.
 - c. Upon receipt of final approval, follow instructions from Headquarters to complete the process.
 - d. Use the Alpha Delta Kappa Membership Developmental Manual throughout the process for guidance.
12. Work with State Membership Team, sponsoring chapter, and district in making plans for initiation of charter members and installation of officers.
13. Travel expenses (lodging/mileage) incurred while working with chapter development will be reimbursed not to exceed budgeted amount.
14. Work with local chapters to provide support to new chapters.
15. Analyze roster of sustaining members (from state treasurer) and take necessary steps in encouraging their affiliation with a chapter in their local area.
16. Maintain a log of all communications with chapters (letters, telephone calls, emails, etc.) noting the reasons for the communication. This is necessary to complete the S/P/N membership consultant's report.
17. Complete S/P/N membership consultant's report to the Gulf regional membership consultant semi-annually by dates designated by International Board.
18. Complete check sheet as requested by Cornucopia Award Chairman.

F. Secretary

1. Record the minutes of the transitional breakfast for the state convention at which elected.
2. Record minutes of all regular and special executive board meetings and keep a record of proceedings of the state convention.
3. Prepare a roll of executive board and advisory council members; call and record as requested.
4. Within four weeks of the meeting, send copies of executive board minutes and state convention proceedings to the minute's approval committee for editing and approval.
5. Distribute copies of minutes to executive board for final approval two weeks before the next meeting. Mail/email minutes to those not in attendance. Also distribute copies of minutes to advisory council members.
6. Distribute state convention proceedings to the incoming and outgoing executive board, advisory council, and chapter presidents within 90 days of the convention.
7. Present minutes of all meetings at the state president's request.
8. At the request of the president, mail or email notifications of the Executive Board/Advisory Council meetings:
 - In September, to the executive board/advisory committee.
 - In January of odd years, to the district chairmen.
 - In January of even years, to district chairman and district chairmen-elects.
 - Receive RSVPs for the same and notify the state president of those attending.
9. Send correspondence as directed by the state president.
10. Present correspondence at executive board meetings as directed by the state president.
11. Transfer correspondence to state historian.
12. Assist the state president in editing/distributing the state newsletter if asked to do so.

G. Treasurer

1. Set up an account at a financial institution convenient for the state treasurer, using the Employer Identification Number (EIN) assigned by Headquarters.
2. Receive chapter and district budgets by November 1; chapter Cash Flow Statements and district's D1 or D-1 EZ by June 30; and the chapter IRS 990-N e-Postcard Confirmations by October 15. These reports are required by the IRS to be in the State Treasurer's files.
3. Distribute GA 102 (State Scholarship Assessment Form), the GA 102 R (State Scholarship Assessment Form for Reinstated Members), the GA 103 (Georgia Payment Record for State Dues and State Courtesy/Hospitality Assessment Fee Form), the GA 103 R (Georgia Payment Record for State Dues and State Courtesy/Hospitality Assessment Fee Form for Reinstated Members) and the GA Chapter Roster Form each fall.
4. Distribute GA 102 (State Scholarship Assessment Form) and the GA 103 (Georgia Payment Record for State Dues and State Courtesy/Hospitality Assessment Fee Form) each fall.
5. Communicate with sustaining members:
 - a. Notify and collect International dues and publication fees, state dues, scholarship assessment and courtesy assessment.
 - b. Complete Chapter Roster for sustaining members and remit dues and publication fees to Headquarters.
 - c. Remit assessments to state vice president for scholarships and state courtesy chairman.
6. Keep an itemized record of all receipts and expenditures.
7. Present a financial report at executive board meetings, budget, and finance committee meetings, and at the state convention business session.
8. Maintain a file for each chapter including (a) Members Payment Record (Chapter Roster Form) and (b) Georgia Payment Record for State Dues and State Courtesy/Hospitality Assessment Fee Form (GA-103).
9. Purchase a past state president's pin to be presented to the outgoing president at the state convention.
10. Serve on the budget committee for the ensuing biennium; provide committee members with a report of expenditures for each budgeted item prior to the meeting.
11. Disburse funds as authorized by the budget and/or as directed by the state president or executive board.
12. File Internal Revenue Service (IRS) Form 990, if required [contact Headquarters before filing]; consult a CPA for assistance as directed by the executive board.
13. Make records available for review and/or audit by an auditing committee at the conclusion of the biennium. The auditing committee shall be composed of the immediate past president, president-elect and chairman of the budget and finance committee. The treasurer will be an ex-officio member.
14. By May 31, pay all bills prior to the conclusion of the biennium.
15. Transfer any interest earnings reflected on the January 31 and May 31 bank statements to the Ethel Kerlin Ward Scholarship Fund.
16. Transfer bank account files to the new treasurer at the end of the fiscal year (May 31) following the state convention.
17. Submit required cash flow report forms following the May 31 end of fiscal year by August 15 to headquarters.
18. Prepare a final biennium financial report to be presented at the September executive board meeting.

19. Conduct workshops for chapter and district treasurers to make them aware of IRS requirements, as needed.
20. Complete a check sheet as requested by Cornucopia Award chairman.

H. Historian

1. Collect information pertinent to the history/activities of Georgia Alpha Delta Kappa.
2. Communicate with chapter and district historians, requesting photos for the state archives (may be a digital photo book) using summer leadership workshops, the state newsletter and other resources.
3. Purchase needed material and submit expenses to the state treasurer prior to the end of each fiscal year of the biennium.
4. Prepare the archives (may be digital photo book.)
5. Inform chapter and district historians on the suggested content and format for the chapter/district archives/written history.
6. Arrange for and supervise the display of chapter, district and state archives at state convention.
7. Prepare and place a written history of the biennium in the official state historians' archives file (may use flash/thumb drive), as well as in the President's archives book.
8. In the event of a special occasion involving Georgia Alpha Delta Kappa, such as the 1987 International Convention in Atlanta, a separate archives book is prepared and will become a part of the state archives. [See state archives.]
9. Send materials and photos appropriate for inclusion in regional and International archives to the regional historian and the International Historian during the first year of the state biennium.
10. Invite the vice president of scholarships to display the scholarship archives at the state convention.
11. Prepare certificates of participation for chapters displaying archives books at state convention.
12. Present the archives book to the immediate past president at the first September executive board meeting following the state convention.
13. Complete and submit a check sheet as requested by Cornucopia Award chairman.
14. Assist in the initiation of new members at district meetings, if requested.

I. Sergeant-at-Arms

1. Serve as official doorkeeper at all state Executive Board meetings, state meetings and at state convention.
2. Arrange for, coordinate and direct assistant sergeant-at-arms/pages in the performance of duties at state convention, which includes setting up district standards for delegate seating and verifying delegate status.
3. Serve as protocol officer at the state convention; be familiar with the rules of protocol. (See International Handbook)
4. Direct the counting of votes at state convention if not a candidate.
5. Lead the grand entrance at state convention, if requested.
6. Assist in the memorial service and the installation of officers at state convention, if requested.
7. Assist the state president or presiding officer as needed.
8. Provide fraternity education to members regarding protocol.
9. Plan and check seating arrangements of honored guests and those at the head table or in the receiving line of formal, social, and business meetings. [See state president's seating chart plan]
10. Notify the people having special seating and/or placement in the receiving line.

11. Coordinate chapter presidents' walk at the direction of the state president and president-elect.
12. The newly installed sergeant-at-arms will secure district standards from the outgoing sergeant-at-arms and transport the standards to the next state convention site.
13. Assist in the initiation of new members at district meetings, if requested.

J. Chaplain

1. Provide a thought for the day at the transitional breakfast for the state convention at which elected.
2. Provide a thought for the day at each executive board meeting, at each state convention function, and at other occasions as requested by the president.
3. Provide thoughts for the day and/or blessings at any Alpha Delta Kappa function, when requested.
4. Assist in the initiation of new members at district meetings, if requested.
5. Coordinate with the chapter presidents to obtain the names of sisters who have joined the Omega Chapter.
6. Maintain a list of sisters who have joined the Omega Chapter from April 1 prior to the first year of the biennium until March 31 of the last year of the biennium. Coordinate information with state president and the state treasurer.
7. Send notes of condolence to the chapters and families of Georgia sisters who have joined the Omega Chapter.
8. Send flowers or a memorial gift in the event of the death of the state president, a past state president, or a current state executive board or advisory council member, according to family's wishes. The contribution may be made to the State Presidents' Scholarship Fund or a charity designated by the family. [See state courtesy guidelines for specified amount.]
9. Send cards of sympathy in the event of the death of past and present members of a Gulf Region S/P/N Executive Board or a member of International Chapter
10. Send flowers or a memorial gift in event of the death of the Alpha Delta Kappa Executive Director, the International President, Chairman of the Executive Board, or International Chapter member from Gulf Region. [See state courtesy guidelines for specified amount.]
11. Plan and conduct the memorial service at the state convention; arrange for the printing of the memorial service program.
12. Advise chapter presidents that the family of any Omega Chapter member be invited to the state convention memorial service. Request that chapter presidents notify chaplain of family members who plan to attend.
13. Maintain a list of chapter and district chaplains. Share thoughts for the day at memorial services as requested.
14. Send notes of condolence messages to sisters upon the loss of immediate family members (i.e., spouse, children, siblings, and parents).

III. ADVISORY COUNCIL

A. Membership

Membership of the advisory council shall consist of state committee chairmen, district chairmen and past state presidents.

B. Expenses

Travel expenses (mileage) at the rate designated by the executive board will be paid to each advisory council member personally driving to September executive board meetings. Mileage for the executive board/advisory council meeting held at any other times (i.e., state convention, state Fun Day) will not be reimbursed [See standing rules, #5].

Receipts are to be submitted to the state treasurer for reimbursement of expenditures for materials including mailing expenses; cost of reproducing materials for distribution at executive board meetings, state convention or to chapters/districts; and expenses incurred with activities and projects of the committee actions.

Monies designated in state budget will be paid to committee and district chairmen attending regional conference and International convention.

C. Advisory Council Responsibilities

1. State Committee Chairmen

See the standing committees and other state committees' section of this manual.

2. District Chairmen

See the district organization section of this manual.

3. Past State Presidents

- a) Serve as a permanent member of the advisory council
- b) Serve as a consultant to executive board members and to the district in which she is a member, as requested.
- c) Serve as a state delegate at the Georgia state convention.
- d) Assume additional responsibilities assigned by the state president.

IV. Standing Committees

A. Standing Committee Selection and General Responsibilities

Standing committees are Georgia Alpha Delta Kappa Month, Altruistic, Budget and Finance, Policies and Procedures, Candidate Qualifications, Fraternity Education and World Understanding.

Each committee, except the candidate qualifications committee, shall consist of a chairman who is appointed by the state president. The number of members on a committee and the selection of these members shall be the responsibility of the state president. The committee chairman is responsible for providing the leadership for the committee and for the individual chapters/districts throughout the state. The state president is an ex-officio member of all state committees, except for the candidate's qualifications committee.

B. Responsibilities of the Committee Chairmen

1. Serve as a member of the state advisory council.
2. Attend executive board/advisory council meetings and submit a brief written report of committee activities since the last meeting.
3. Conduct meetings with committee members as needed. Notify the members of the committee and the state president (as ex-officio member) of the date, time and place of meetings.

4. Familiarize committee members with their responsibilities.
5. Report periodically to the state president concerning the progress of work being done by the committee. Forward a copy of any communication to the state president for her files.
6. Prepare a written report of the committee activities for the biennium. Send to the state president for placement on the state website for membership viewing.
7. Present an abbreviated oral report at state convention upon the request of the state president.
8. Serve as a state delegate at state convention.
9. Attend regional conference and International convention.
10. As requested, submit articles to the state president for inclusion in the state newsletter.
11. Pass file to successor.

SPECIAL NOTE: Although the committee chairmen will be expected to attend specific executive board meetings, they are not members of the executive board, but of the advisory council. Therefore, they may not make a motion, nor do they have a vote. They may participate in discussion.

C. Duties of Standing Committee Chairmen

1. Alpha Delta Kappa Month

- a) Submit announcements of the observance of Alpha Delta Kappa Month to the state president to be included in the August-November state newsletters; remind chapters of the list of suggested projects and activities included in each chapter president's packet from Headquarters.
- b) Encourage 100% participation and reporting.
- c) Request that each chapter send Alpha Delta Kappa Month activity pictures and articles to the state historian and the state Alpha Delta Kappa Month chairman.
- d) Remind chapters to check Alpha Delta Kappa month activities on Form H-114 and submit the form to International Headquarters.
- e) Complete and submit annually a check sheet as requested by the Cornucopia Award chairman.
- f) Compile and share a list of suggested activities with chapter Alpha Delta Kappa Month chairmen.

2. Altruistic

- a) Research possible Fun Day altruistic projects and make suggestions and/or recommendations to the executive board.
- b) Plan and coordinate a hands-on project for Fun Day.
- c) Plan and carry out activities for altruistic project(s) selected by the executive board.
- d) Compile a list of suggested chapter and/or state projects and email them to chapter altruistic chairpersons.
- e) Receive chapter altruistic reports, compile and send a summary report to the Gulf Region altruistic chairman by the date specified on the S/P/N Altruistic Report.
- f) Encourage 100% participation and reporting.
- g) Complete and submit annually a check sheet as requested by the Cornucopia Award chairman.
- h) Present a summary report annually to the executive board and at state convention.

3. Budget and Finance

The committee shall consist of the state Budget and Finance chairman, state treasurer, state president-elect and at least one other member.

- a) Prepare annual budgets taking into consideration all necessary expenses for the biennium including the following:
 1. Travel expenses of the executive board/advisory council members when attending September executive board meetings and at the January district chairman meeting.
 2. Funds for state officers, state committee chairs and district chairmen who are fully registered and attending regional conference and/or International convention. No person shall be paid for serving as more than one Committee Chairman and/or Executive Board Officer.
 3. Communication Fund: Postage, newsletter, letterhead stationery, telephone, fax and Zoom account
 4. Publication of directories, handbooks, etc.
 5. Office equipment and maintenance as needed.
 6. Miscellaneous
- b) Send final copies of proposed budgets to the state president for inclusion in the pre-convention packet mailed at least 30 days prior to the convention.
- c) Present the proposed budgets for adoption by delegates at the state convention business meeting.

4. Bylaws

- a) Receive and review chapter bylaws or policy statement, both new and revised, to determine compliance with International Bylaws. Keep on file the most recent copy of each chapter's bylaws or policy statement.
- b) Receive and review district guidelines. File the most recent.
- c) Prepare and send electronically a certificate to each chapter president and district chairman whose bylaws or policy statements have been certified during the current biennium.
- d) Receive and compile recommended amendments to International Bylaws sent from chapters and/or the State.
- e) Prepare a list of proposed amendments to International Bylaws and submit to the state president.
- f) Prepare and present a courtesy resolution for approval by delegates at the close of the state convention business session.
- g) Send the International Bylaws chairman an updated copy of the International form stating Georgia complies with International Bylaws by October 15 of even numbered years.
- h) Complete and submit a check sheet as requested by the Cornucopia Award chairman.
- i) Make available, upon request, suggested templates for chapter Policies and Procedures.
- j) Encourage International Bylaws training at the district level for fraternity education within the chapter.
- k) Transfer a file (may use flash/thumb drive) of most current chapter bylaws or policy statements and district guidelines to the new bylaws chairman at the end of the biennium.

5. Candidate Qualifications

The committee consists of chairman and two other members. All are nominated and elected by the executive board. This election may take place at a post state convention executive board meeting or the September executive board meeting.

- a) Prepare and forward to state president a candidate qualifications form. Include a letter giving the deadline date and instructions for completing the form. The form and letter will be distributed in the state president's January newsletter the second year of the biennium.
- b) Receive completed information from candidates by date specified on the form; retain envelope for verification of postmark date. Applications may also be sent electronically to the chairman.
- c) Check the candidate's credentials, as given on the candidate qualifications form, to certify that eligibility requirements have been met, according to the qualifications given in International Bylaws.
- d) Maintain confidentiality. Candidate and office information may be shared only with the state president.
- e) After deadline, notify the state president that there is an office for which no one has offered. The vacancy will be announced in the state newsletter.
- f) Send the candidate information to the state president to be included in the pre-convention packet.
- g) Inform the Cornucopia Award chairman of chapter members who have qualified for state office.
- h) After consulting with the state president, select a topic to which the candidates will respond when they are presented to the delegates at the state convention. Notify each candidate of this topic at least 30 days in advance.
- i) Prepare ballots for the election of officers at the state convention if the manual check system is used; make all necessary arrangements if electronic system is used.
- j) Post candidate qualifications forms/pictures on a highly visible bulletin board at the state convention.
- k) Check credentials and verify eligibility of any candidate meeting the deadline to be nominated from the floor. [Deadline – 9:00 P.M. Friday]
- l) Present the candidates at the business session.
- m) If voting manually, distribute ballots for the election of officers with the aid of the state sergeant-at-arms.
- n) Assist the state sergeant-at-arms or balloting chairman in counting the votes.
- o) Assist the state sergeant-at-arms or balloting chairman in preparing the results of balloting to be reported to the delegates. The state president will declare an election/no election.
- p) If additional voting/recount is necessary, continue to assist with balloting.
- q) Immediately following the announcement of the election results, post candidate qualification forms and pictures of newly elected officers.

6. Fraternity Education

- a) Develop fraternity education materials and suggestions suitable for use at chapter meetings, district meetings, Founders' Day, state Fun Day, and state convention.
- b) Maintain a current file with updated index of fraternity education information.
- c) Present program and/or activities on fraternity education at state Fun Day and/or state convention as requested by the state president.
- d) Assist the chapter fraternity education chairmen in planning interesting and innovative fraternity education programs by providing copies of materials upon request.

7. World Understanding

- a) Become familiar with International information on world understanding via the website, articles in the *KAPPAN* and suggested readings.

- b) Be available to present programs at district meetings, chapter meetings, and the state meetings as requested.
- c) Provide a list of suggested activities, books, and other resources for use by the chapters and the districts.
- d) Compile and publish a list of outstanding World Understanding programs.

V. Other State Committees

Duties of Other State Committee Chairmen

A. Cornucopia Award

1. Forward a copy of the Cornucopia Award requirements and checklist to state president for distribution at summer leadership training.
2. Send a check sheet for verification of chapter accomplishments to the following:
 - a. state president – timely annual reporting of GA-101, H-114, chapter minutes and newsletters, chapter representation at International Convention and/or Gulf Regional conference, chapter members serving at district and state levels, chapter presidents' attendance at summer leadership (mini-retreat) and chapter officers' participation in district or regional training.
 - b. state president-elect –timely reporting of chapter Fun Day participation, chapter state convention participation, chapter Connect to Others (C2O) activity and World Understanding activity.
 - c. state treasurer – timely reporting of the GA Chapter Roster Form; Georgia Payment Record for State Dues and State Courtesy/Hospitality Assessment Fee Form (GA-103); chapter cash flow statement; 990-N IRS e-Postcard Confirmation and Chapter Budget with delegate funding line item.
 - d. state historian – timely reporting of chapter contributing to the state archives by April 1 of even-numbered year
 - e. Alpha Delta Kappa Month chairman – timely reporting of annual chapter Alpha Delta Kappa Month report.
 - f. altruistic chairman – timely reporting of chapter's annual chapter Altruistic Report.
 - g. bylaws chairman – timely submission of updated and certified chapter bylaws.
 - h. district chairmen – chapter participation at district meetings
 - i. vice president for scholarships – timely annual payment of chapter scholarship assessment.
 - j. vice president for membership – verification of membership requirement by maintaining 100% retention of members or increase total membership by initiation, transfer, or reinstatement of one member.
 - k. immediate past president – timely reporting of GA-104.
3. Use check sheet to determine chapters qualified for the award.
4. Prepare certificates for presentation at state convention.
5. Present certificates at the state convention as directed by the state president.
6. Submit any recommendations for revisions in the requirements to the executive board for approval.

B. Courtesy/Hospitality

1. Receive chapter courtesy fees from the state treasurer. [See state courtesy guidelines.]
2. Establish an account at a convenient financial institution. Use the Employer Identification Number (EIN) assigned by Headquarters.
3. Send notes of congratulations at the request of the state president to members who have received special honors or recognitions.
4. Send get-well messages to Georgia sisters who have an extended illness.
5. Send flowers or gift to state officers or advisory council members who are hospitalized. [See state courtesy guidelines for specified amounts.]
6. Send notes or cards to state officers or advisory council members who have out-patient surgery.
7. Consult state president to establish courtesy budget for International representative to state convention. [See courtesy guidelines for included items.]
8. Forward check for Georgia's contribution to Gulf Region International Vice President's biennial gift as directed by state president.
9. Purchase a gift for any Georgia member serving on the International Chapter to be given at International convention at the end of the biennium. [See state courtesy guidelines for specified amount.]
10. Complete a check sheet for verification of chapter participation as requested by Cornucopia Award chairman.
11. Purchase a gift for the outgoing state president for presentation at the state convention. [See state courtesy guidelines for specified amount.]
12. Provide a courtesy favor for the state president, president-elect, immediate past president, and the International representative at the state convention. [See state courtesy guidelines for specified amount.]
13. Be responsible for any courtesies extended to state, regional or International Officers, or any other as directed by the state president. [See state courtesy guidelines for specified amount.]
14. Serve as hostess at Executive Board/advisory council meetings and in the Georgia suite at regional conference, International and state conventions; assist the host district at the state convention reception.
15. Coordinate an event for Georgia sisters and other guests at the Gulf Regional Conference and International Convention. This may be a meal event or tour.
16. Purchase and present a gift to the IVP of Gulf Region when she makes her official visit.
17. Submit an annual financial report to the state treasurer by June 30 for inclusion in the state Cash Flow Statement to Headquarters. Send copy to the state president.
18. Transfer remaining courtesy funds and records to the succeeding chairman no later than May 31.

C. Directory

The immediate past president shall serve as the chairman.

1. Work with the state president to determine the content, format and deadline for the new directory.
2. Prepare the state directory, organizing information in a logical order so that it can be posted on the Georgia State Website.
3. Include a complete listing of current International Chapter Officers with addresses.
4. Include a listing of state officers, state committee chairmen and past state presidents with chapters, addresses, telephone numbers and email addresses.

5. Utilize information received from chapters and districts to prepare directory information including the names, addresses, telephone numbers and email addresses of district officers, chapter officers and chapter members.
6. The directory will be posted on the Georgia website. Members wanting a printed copy will be assessed the cost of printing.

D. Disaster Relief

1. Keep records of the disaster relief account and, when necessary, plan and execute fund-raising projects. Deposit funds with the state treasurer.
2. Upon the notification of a member's loss, the state president will contact the committee chairman who will communicate with the member regarding their loss.
3. Make recommendations to the executive board regarding disbursement of funds.

E. Excellence in Education.

1. Promote the Excellence in Education Award and encourage nominations.
2. Receive nominations for the Excellence in Education Award.
3. Utilize the adjudication form from International Headquarters in selecting the recipient.
4. Notify the state president and vice president for scholarships of the selection.
5. Present award together with the Ethel Kerlin Ward Scholarship at state convention.
6. Present the Excellence in Education Award winner with a plaque from Georgia Alpha Delta Kappa. Work with the VP for Scholarship in ordering the plaque.
7. Remit recipient application to Gulf Excellence in Education Chairman.

F. Music

1. Coordinate music for state convention and other state functions.
2. Encourage the singing of "*The Lamp of Alpha Delta Kappa*" and "*The Georgia Alpha Delta Kappa Song*" at chapter, district and state meetings.
3. Organize and lead a Georgia chorus at the request of the state president.
4. Compile and serve as a custodian of a file of music appropriate for Alpha Delta Kappa functions.

G. Telecommunication

1. Maintain the state website
2. Update necessary forms as requested by the President on the website
3. Encourage the use of the State and International websites

VI. DISTRICT ORGANIZATION

A. Procedures of Organization

The state shall be divided into geographical districts and organized according to the following procedures:

1. A district shall be composed of chapters located in that geographical area.
2. There shall be at least one district meeting each year.
3. Officers of each district shall be district chairman, chairman-elect, vice president for membership, secretary (recording and/or corresponding), treasurer, historian, sergeant-at-arms, and chaplain. Districts may choose to appoint a membership consultant rather than a vice president for membership.

4. District officers shall be elected by the members attending the district meeting in the spring of even-numbered years. They shall assume the duties of their office at the same time as state officers (June 1). A candidate for district chairman shall have served as a chapter president.
5. District officers shall work with chapters, under the direction of the state president, on new chapter growth, initiation, fraternity education or other identified needs.
6. District chairmen serve as members of advisory council and, in that capacity, report to the executive board and are delegates at state convention. Districts do not have delegates at International convention.
7. Chairman of the district in which the state convention is held will be co-chairman of the convention committee.
8. Each district establishes dues and an annual budget.
9. The district treasurer shall prepare an annual financial report for inclusion in the state treasurer's annual financial report to Headquarters. Send copy to the state president and to the state treasurer.

B. Number of Districts

Currently there are ten districts in Georgia: Albany, Athens, Atlanta, Augusta, Columbus, Dalton, Decatur, Golden Isles, Heart of Georgia and Marietta.

C. Responsibilities of the District Chairman

SPECIAL NOTE: Please review the guidelines for your district and identify the additional duties and responsibilities that have been assigned and are expected of you as you serve as district chairman.

The district chairman's duties and responsibilities of leadership are as follows:

1. Provide leadership for the district and encourage the development of leadership within the individual chapters in the district.
2. Organize and coordinate the designated activities of the district with the state president (i.e., summer leadership workshop).
3. Appoint a budget committee.
4. Coordinate the election of a nominating committee whose purpose is to present a slate of district officers. By April 1 of even-numbered years, file GA 105 with the state president.
5. Represent district at meetings, conferences and conventions as requested.
6. Prepare agenda and preside at district meetings.
7. Serve as the facilitator of communication between the state president and chapter presidents within the district regarding chapter reporting, dues, assessments, and general leadership training. Officer training during each biennium is recommended.
8. Produce a district newsletter quarterly or more frequently as deemed necessary.
9. Lead or assist in planning District activities for Fun Day.
10. Complete check sheet for verification of chapters' accomplishments as requested by Cornucopia Award chairman.
11. After consultation with membership, may offer an invitation for the district to host state convention. This is done at a September executive board meeting at least four years prior to that convention.
12. The chairman of the district hosting the state convention will work with the state president and host district in selection of a suitable facility to receive the Omega memorial art. [See Memorial Art guidelines.]
13. Serve as mentor for chapter(s) as requested by the state president.

14. Ensure that the district treasurer prepares an annual financial report for inclusion in the state treasurer's annual report to Headquarters.
15. Appoint a committee to revise/update the district guidelines and submit them to the state bylaws chairman by March 15 of the odd-numbered years.
16. Throughout the biennium, prepare and submit reports at the executive board/advisory council meetings as requested.
17. Prepare and submit a written biennial report to be sent to chapter presidents via email and posted on the state website. Present a brief oral report at the state convention if requested.

VII. ANNUAL OBSERVANCES

A. Alpha Delta Kappa Month

The month of October is a celebration of our Alpha Delta Kappa heritage. This is the time we inform others in the field of education and the public about Alpha Delta Kappa. The outstanding work in education, altruism and scholarship is recognized. Members participate in many creative activities to observe this special month. Special recognition is given to members, other educators, students and community leaders in the name of Alpha Delta Kappa. Newspaper articles, billboards, posters and radio and TV spots highlight our sorority and its outstanding accomplishments. This month is used as a public relations spotlight for Alpha Delta Kappa and a time of re-dedication for its membership.

B. C2O Project

The C2O Project (Connecting to Others) was started during the 2012-2014 biennium. The intention of this project is to encourage chapters to connect with their communities by doing altruistic project(s) with and for community groups. This project is to be a hands-on initiative for chapter members. Chapters are encouraged to do at least one C2O Project a year. If a chapter wants to qualify for the Cornucopia Award, a C2O Project is required.

C. Founders' Day

Founders' Day is observed during Alpha Delta Kappa Month in October of each year. District chairmen are encouraged to include a Founders' Day program at fall district meetings. The purposes of Founders' Day are to pay tribute to the founders of Alpha Delta Kappa and to enhance the pride each member shares in her sorority. [See International fraternity education section for assistance with historical information.]

VIII. STATE ARCHIVES

The state historian collects and compiles material for the state archives book, which should include both a pictorial and written history of the state each biennium. The state archives book is displayed at the state convention and regional conference. The archives book for each biennium is presented to the state president. A copy of the written history is filed inside the archives book. A copy of the written history remains with the state historian. The archives books for special occasions (i.e., 1987 International Convention, Atlanta) remain with the State Historian as well. Both will be part of the state archives and passed to succeeding state historians.

IX. STATE BANNER

The Georgia State Banner is displayed at state and International conventions. The state president is responsible for the care and storage of the banner when it is not on display. The state president will arrange for the transportation of the banner to and from conventions and the conference. The president is responsible for delivering the banner to the designated person or place at the International convention and is also responsible for securing it at the end of the convention. The state banner may be replaced at the direction of the executive board, using International guidelines. Disposal of replaced banner shall be at the discretion of the executive board.

X. STATE COMMUNICATIONS

A. **Monthly State Newsletter**

The state president, with assistance of the state secretary, is responsible for the publication of the state newsletter for June through May.

The newsletter is mailed or electronically transmitted to the following:

1. International Headquarters
2. International Chapter members
3. Gulf Region state/national presidents
4. State executive board and advisory council
5. Chapter presidents
6. Others

B. **State Directory**

This publication includes a listing of International Chapter members, Georgia executive board members, advisory council members, chapter officers, chapter members, district officers and other pertinent information. The directory is posted and made available on the state website and updated as needed. Members wanting a printed copy will be assessed the cost of printing. The state directory is presented (on a thumb drive) to the Gulf Region International Vice President at International Convention. For additional information see the section other committees under directory.

C. **State Policies and Procedures Manual**

The manual is a comprehensive and detailed statement of the policies and procedures of Georgia Alpha Delta Kappa. The executive board and advisory council shall receive proposed revisions to the policies and procedures manual for consideration at the annual executive board meetings. The manual shall be reviewed by the policies and procedures committee chaired by the immediate past president each biennium and revised when necessary. When revised, the date of the revision will be on each page to avoid confusion. Serving on the committee is the Immediate Past State President and two additional past state presidents.

XI. STATE CONVENTION

A. Purpose, Registration Packet, Displays, Activities

A state convention is held biennially in the spring of even numbered years at a time and place designated by executive board. (See Appendix E for Rotation of Host District(s)).

It shall be the purpose of the convention to conduct state business; to elect and install officers; to report to the membership; to approve a budget for the ensuing biennium; to give recognition for excellence; to develop closer association among members; to broaden fraternity education; and to provide for a meeting for the council of chapter presidents. [See International Bylaws Article XII, and Georgia Policies and Procedures Manual – state convention.]

A convention registration packet will be mailed electronically by February 1 of the convention year to all chapter presidents, executive board/advisory council members and International representative. This packet contains registration information for members and guests, a tentative schedule and other pertinent information. At least 30 days prior to the convention, the state president emails a pre-convention packet containing the proposed bylaws amendments, proposed budgets, and candidates for office to those listed above.

The state banner is displayed at the convention as well as banners of each district. Chapter, state, district and scholarship archives are displayed at scheduled times throughout the convention. There may be pre-convention tours and/or workshops as location and opportunity afford.

The memorial painting or other media is given to honor the memory of sisters who have joined the Omega Chapter during the biennium preceding the state convention. The art is displayed throughout the convention to honor these members. The cost, including an engraved plaque, is not to exceed \$1000.00. The guidelines are as follows:

1. The district hosting the state convention selects a facility to receive the memorial art within their district.
2. The state president appoints a committee to oversee the process for choosing the artist and the artwork for the facility.
3. The memorial art committee contacts the facility for input regarding the art (size, subject, type, etc.)
4. The host district or individual members submit names of artists to be considered to create the painting, with first consideration being given to artists in the host district.
5. The interested artists submit a portfolio of work to be reviewed by the memorial art committee.
6. The memorial art committee chooses the artist and a letter of agreement, which includes cost, is signed by the artist and the state president.
7. The memorial art committee may also choose to purchase a completed work that is representative of the area where the convention is being held or where the facility is located, rather than have an artist create a new one.

A past state presidents' luncheon is given as a pre-convention function to honor the retiring state president [See executive board under immediate past president]. For more information about planning and delegation of duties. [See executive board under president-elect.]

B. Format

The suggested convention format will follow International guidelines and is as follows:

1. executive board/advisory council meetings before and after the convention
2. opening session (guests welcome)
3. reception honoring International Board members, state executive board and past state presidents
4. council of chapter presidents' meeting
5. general business session
6. luncheon (awards given)
7. workshops as needed (may promote fraternal, professional or personal growth)
8. memorial service
9. banquet (focused on out-going president; may have a speaker; installation of officers)
10. transitional breakfast

C. Location, Theme, Installation, Presentation of Gifts, Presentation of Pins, Presentation of Ethel Kerlin Ward Scholarship

1. Location of the convention
 - a. Invitation to host the state convention is offered by a district chairman at the September executive board meeting at least four years prior to the convention and is subject to executive board approval. Tentative dates for the convention are usually set during the ICP meeting at Gulf Regional conference to avoid conflicts with other S/P/N.
2. Convention theme
 - a. The convention theme is chosen by the state president.
3. Installation of state officers
 - a. The International representative may be asked to install state officers. The president should request her services when providing information as instructed by Headquarters. [Prior to a state convention, Headquarters provides the state president with information and instructions pertaining to the International representative.]
4. Presentation of gift to the International representative
 - a. The state courtesy chairman presents a gift to the International representative on behalf of the state.
5. Presentation of gift to the outgoing state president
 - a. The state courtesy chairman purchases the state gift and presents it to the outgoing president prior to the close of the convention.
6. Presentation of state president's pin and past president's pin
 - a. Following installation of new officers, the outgoing state president presents the newly installed president a state president's pin. This pin is to be worn during her biennium as Georgia Alpha Delta Kappa president.
 - b. The past state president from the previous biennium presents the immediate past president a past state president's pin. This pin becomes the personal property of the recipient to be worn at her discretion. The state treasurer is responsible for the purchase of pins.

7. Presentation of the Ethel Kerlin Award Scholarship

- a. The Ethel Kerlin Ward Scholarship will be presented to the Excellence in Education Award recipient at the state convention.

XII. GENERAL INFORMATION

A. Council of Chapter Presidents

The council is made up of Georgia chapter presidents, presidents-elect and immediate past presidents. The state immediate past president will serve as the liaison for members of the council. Prior to Fun Day and state convention, a meeting will be facilitated by the state immediate past president and state president. This may be a virtual meeting.

B. Disaster Relief Fund

This fund was established in 1994 to assist Georgia Alpha Delta Kappa members in the event of a disaster. The state president shall appoint a disaster relief committee and chairman which is representative of various geographic areas of the state.

Upon the notification of a Georgia Alpha Delta Kappa member's loss, the committee chairman will communicate with the member regarding their loss. The disaster relief committee will make recommendations to the executive board regarding the disbursement of \$500.00 per event.

In the event of a disaster to a Gulf Region S/P/N, where there is a loss to one or more Alpha Delta Kappa members, \$250 per disaster (for support) will be sent to the Alpha Delta Kappa State's Treasurer.

The fund is sustained by voluntary contributions from chapters and/or members and, when necessary, by a fund-raising project. Priority of funds will go to Georgia sisters. The state treasurer will receive and keep a record of funds received. She will disburse funds as directed by the executive board. Disbursement of monies is dependent on funds available. If there are other considerations, the executive board will assess the need for further assistance for each event.

C. Mentor Program Guidelines

The purpose of the Georgia Alpha Delta Kappa mentor program is to provide support and assistance to chapters. Special bonds are created through sharing ideas, answering questions, and handling any concerns that may arise. Always remember to HAVE FUN and MAKE MEMORIES along the way!

1. The state president or her designee will assign chapter mentors.
2. Guidelines will be distributed via email and the state website to both chapter president and mentors.
3. Mentor will receive chapter president contact information and contact the chapter president.
4. Mentors may be invited to attend summer or fall district officer workshops.
5. Handling concerns should be done discreetly and confidentially. Contact the state membership team (president, president-elect, immediate past president and vice president for membership) if you have any concerns, especially regarding the Chapter's inability to secure officers or its short- or long-term survival/continuation.
6. Chapter mentors' responsibilities include:
 - a. Visiting the assigned chapter in person or via zoom when able to do so.
 - b. Contacting the chapter president utilizing phone calls, emails and notes.

- c. Sending reminders of forms and their due dates.
 - d. Providing materials for program which may include fraternity education, personal enrichment or professional growth, as requested.
 - e. Sending reminders about district, state, regional and International events and activities.
 - f. Contact State President when needed regarding chapter concerns.
7. Chapter presidents' responsibilities include:
- a. Sending a copy of GA 101 Form – Chapter Calendar of Meetings – to the mentor each year.
 - b. Inviting your mentor to chapter meetings.
 - c. Mailing or emailing a copy of each chapter newsletter to your mentor.
 - d. Contact State President when needed regarding chapter concerns.

FOR BOTH MENTORS AND CHAPTER PRESIDENTS:

- a. Give interesting suggestions for program topics from other chapters.
- b. Participate in the chapter's program, altruism project, C2O project and other activities if asked to do so.
- c. Personal phone contact is always great every so often—don't just text or email.
- d. Keep up-to-date information. Use the Georgia website. Gently remind the chapter president of due dates for forms.
- e. You are a wealth of knowledge and encouragement, not a dictator or an administrator. Don't nag with "We do it this way in my chapter." Chapters are unique. There is no right or wrong way to run a meeting. Use your words gently, not authoritatively.
- f. Give **positive** feedback.. Encourage protocol of Alpha Delta Kappa and Lead by example.

D. Minutes Approval Committee

This committee, composed of executive board members, is appointed by the state president for the purpose of expediting executive board meetings by eliminating the reading of lengthy minutes. The committee will proofread a draft of minutes provided by the secretary within four weeks of the meeting. Any corrections are reported back to the secretary promptly.

The biennial minutes approval committee will serve as the state convention minutes approval committee. The committee will serve through the convention business session and the transitional executive board/advisory council meeting.

E. New Chapter Organization

A chapter considering organizing or sponsoring a new chapter should consult International Bylaws Article IV, The Alpha Delta Kappa Membership Development Manual, Section 5, and Georgia Policies and Procedures Manual for procedures.

F. Parliamentarian

The parliamentarian is appointed by the state president to serve as consultant. Responsibilities of the parliamentarian are as follows:

- 1. To advise the state president on the business of the day at executive board meetings when requested by the president.

2. To be familiar with state and International Bylaws and Robert's Rules of Order.

A professional parliamentarian may serve during the business session at state convention, if monetarily feasible. The state parliamentarian will serve in the absence of a professional parliamentarian.

G. Scholarships

Georgia Alpha Delta Kappa offers two scholarships for the benefit of both students and members. A third scholarship is given to the Georgia recipient of the Excellence in Education Award. Scholarship guidelines and applications are obtained from the vice president for scholarships.

1. The State Scholarship

Funded by an annual member assessment the Georgia Alpha Delta Kappa State Scholarship is awarded annually to qualified full-time college students. Each chapter within a designated district may nominate one applicant. Applicants may include, but are not limited to, sons, daughters, or grandchildren of Alpha Delta Kappa members. District rotation is defined in scholarship guidelines.

2. Presidents' Scholarship

Established to honor past state presidents, this scholarship is available to members annually. Its purpose is to assist members in attending personal or professional continuing education programs, not for credit towards a degree program. The funding is sustained by donations from members and/or other individuals.

3. Ethel Kerlin Ward Scholarship

In her will, Ethel Kerlin Ward, Georgia State President 1960-62, bequeathed funds to Georgia Alpha Delta Kappa. At the September 2003 meeting, the executive board voted to establish a scholarship in Ethel's name. This scholarship is given to the recipient of Georgia's Excellence in Education Award. The funding for this scholarship is sustained by the interest from the original endowment, as well as by donations from members and/or other individuals.

H. State Altruistic Project

The Ronald McDonald House Charities was selected as the ongoing state altruistic project during the 2000-2002 biennium.

I. State Fun Day

Begun in 1980, Fun Day is a business-free day of fun and fellowship held in the spring before International convention. The purpose is to encourage enthusiasm and attendance at the International convention (taken from *The First Fifty Years*). This is a time for ways and means sales, a service project, and a luncheon. The state president-elect coordinates the activities for Fun Day, involving each district.

J. Workshops

1. Summer Leadership Workshop

Summer leadership workshops are conducted each summer by the state president. The locations and times for these workshops will be determined by the state president in consultation with district chairmen. The district chairman is to be present the first summer and the chairman and the chairman-elect for the second summer

leadership workshop if one is held. The first summer of the biennium each chapter should be represented by the president and the second summer both the president and the president-elect should attend, if held. Other officers may attend at the discretion of the state president.

2. District Chairman Workshop

District chairman workshops are conducted by the state president in January of each year and are primarily planning times for state functions such as Fun Day, International convention, regional conference, and state convention. District chairmen-elect are invited to the workshop the second year of the biennium.

3. District Workshop

A district workshop is held by each district either in the summer or fall of the first biennial year. The purpose of this workshop is for officer and general membership training.

XIII. PROTOCOL

Alpha Delta Kappa protocol is a code of etiquette which defines the most desirable way to show recognition and honor to those in positions of leadership and to conduct oneself at sorority functions.

The sergeant-at-arms oversees protocol. She must be familiar with the rules and lead others in observing them.

A. International Guidelines

Our International Alpha Delta Kappa Handbook section on protocol states the importance of using protocol.

Guidance is given in the following areas:

- for Alpha Delta Kappa members
- for officers
- procedure for Alpha Delta Kappa dignitaries
- precedence for Alpha Delta Kappa officers: International Chapter, region, state/province/nation, district, and chapter
- receiving lines
- addressing dignitaries at conventions and conferences
- S/P/N conventions
- head tables: meal function, business meetings
- Alpha Delta Kappa Badge

B. Basic Protocol for Georgia Alpha Delta Kappa

International Chapter, state/provincial/national, and district officers should always be introduced at meetings. It is courteous to rise and applaud for state president and/or ranking officers. It is necessary to rise only once in her/their honor at the same function.

Georgia Alpha Delta Kappa state officers and members of the advisory council should be invited to district meetings. The state president or her representative will be the guest of the district. All other officers will be paying guests.

Use first name salutations to all sisters unless addressing the chair during a meeting. Title (Mrs., Miss, Ms., Dr.) are not used in addresses.

In the presentation of those seated at a head table, applause is withheld until all are presented.

When wearing the official Alpha Delta Kappa badge, know its correct placement.

Chapter/state presidents and district chairmen should thank each officer and chairman at the end of the term of office, by a note for their contribution to the work of the chapter/state/district during her term.

Protocol gives dignity to Alpha Delta Kappa and helps to develop pride in our organization. We are bound together with a common heritage and fraternal fellowship.

XIV. STANDING RULES FOR GEORGIA ALPHA DELTA KAPPA

- A. Annual state dues shall be \$11.00. A \$1.00 per member penalty shall be assessed after January 31. Dues shall be established by the convention delegates.
- B. An annual state scholarship assessment shall be \$4.00 per member, payable to the vice president for scholarships by January 1 of each year.
- C. A courtesy fee of \$1.00 per member shall be remitted to the state treasurer by January 1 of each year.
- D. A newly initiated member will pay no state dues and fees (\$0.00) until January 1 of the year following her initiation.
- E. Reinstated members (January 1- May 31) shall pay all state dues and fees (\$16.00). Reinstated members (June 1- December 31) shall pay prorated state dues and fees (\$8.00).
- F. Interest earned on the Georgia Alpha Delta Kappa state account shall be transferred semi-annually to the State Scholarship Fund by July 31 and January 31.
- G. Travel expenses for executive board and advisory council members driving to executive board meetings shall be paid at a rate of \$.60 per mile. No mileage shall be paid for meetings held in conjunction with conventions/conferences.
- H. The budget committee shall exist of state budget committee chairman, state treasurer, state president-elect and one other member.
- I. State officers, state committee chairmen and/or district chairmen serving in more than one leadership position may receive state reimbursement and stipends for only one state position.
- J. The fiscal year shall be June 1 through May 31. A reserve fund shall include funds for six months operating expenses following July 1 of even numbered years.
- K. The proposed budget shall be mailed to chapter presidents, executive board, and advisory council members thirty (30) days prior to the biennial convention.
- L. The treasurer shall have the authority to pay items as authorized in the state budget or as directed by the president.
- M. The vice president for scholarships shall disburse funds as directed in the scholarship guidelines.
- N. The courtesy chairman shall pay bills as directed by the president.
- O. The retiring treasurer, vice president of scholarships and courtesy chairman's responsibilities shall cease on May 31. All bills shall be presented for payment by May 15.
- P. The secretary shall distribute electronically to executive board and advisory council members a copy of the minutes two weeks prior to the next executive board meeting.
- Q. Convention minutes shall be distributed within ninety (90) days after the convention, following a review by the minute's approval committee.
- R. Convention reports, including the financial report, shall be presented at the September executive board meeting following the biennial convention.

XV. STATE COURTESY GUIDELINES

Courtesies extended on behalf of Georgia Alpha Delta Kappa are financed by member assessment of \$1.00 per member. These guidelines are an addendum to the responsibilities delineated in the Policies and Procedures Manual.

- A. Flowers or gifts to state officers or advisory council members who are hospitalized should have an approximate cost not to exceed \$100.00.
- B. Flowers or a memorial gift sent in the event of the death of the state president, a current state officer, a current advisory council member, or a past state president should have an approximate cost not to exceed \$100.00.
- C. Flowers or a memorial gift sent in the event of the death of the Alpha Delta Kappa Administrator, International President, Chairman of the Executive Board, or International Chapter member from Gulf Region should have an approximate cost not to exceed \$100.00
- D. The items to be included in the courtesy budget for the International representative to state convention will be as follows:
 - 1. gift (not to exceed \$50)
 - 2. room
 - 3. meals
 - 4. registration
 - 5. shuttle service (if needed).
- E. The state gift presented at the International convention at the end of the biennium to any Georgia member serving on International Chapter should have a cost of approximately \$75.00.
- F. The gift from the state for the outgoing president should have a cost of approximately \$250.00.
- G. State convention courtesy favors for the International representative, state president, state president-elect and immediate past state president should have an approximate total cost of \$100.00.
- H. Funds are available to the state president-elect at her request for state convention expenses.
- I. Gift for IVP of Gulf Region, attending Fun Day as her official visit, will not exceed \$50.00.

GEORGIA
ALPHA DELTA KAPPA
POLICIES AND PROCEDURES
MANUAL
APPENDICIES
2022-2024

GEORGIA ALPHA DELTA KAPPA**STATE SCHOLARSHIP GUIDELINES**

ARTICLE I – PURPOSE

Georgia Alpha Delta Kappa shall have as its altruistic project a scholarship fund for the purpose of aiding students who are pursuing a college degree. The student should be attending school as a full-time student.

ARTICLE II – FINANCES**Section 1: Fees**

This project shall be financed by a fee paid by each chapter member of Georgia Alpha Delta Kappa. Donations shall also be accepted.

- A. Scholarship fees shall be paid to the chapter treasurer.
- B. The chapter treasurer shall send the scholarship fees from her chapter to the vice president for scholarships.
- C. Scholarship fees to the Georgia Alpha Delta Kappa scholarship fund shall be payable by January 1 of each year and shall be delinquent after January 31.
- D. Donations may be sent to the vice president for scholarships at any time during the biennium.

Section 2: Disbursements

The number of students receiving scholarships and the amount of money to be issued shall be the decision of the scholarship committee and the executive board, however the scholarship award amount is typically \$1500. The decision shall be determined by the following:

- A. cash reserve in the scholarship treasury.
- B. chapter nominations from the designated district.

ARTICLE III – COMMITTEE**Section 1**

- A. state president
- B. state vice-president for scholarships
- C. chairmen of the two districts designated to select recipients of the state scholarship during the current biennium. The district chairmen shall serve both years of the biennium.
- D. two members appointed by the state president.

Section 2

The vice president for scholarships shall:

- A. receive scholarship fees and donations.
- B. serve as chairman of the scholarship committee.
- C. communicate with and receive applications from chapters in the designated district.
- D. forward copies of applications and adjudication forms to committee members.

- E. present the names and qualifications of the applicants and the scholarship committee’s recommendations to the executive board.
- F. arrange for a personal conference with the applicant and the scholarship committee if needed.
- G. keep a record of students receiving the scholarship and present the record to the next vice president for scholarships for future history.
- H. update the state scholarships archives.

ARTICLE IV – DISTRICT ROTATION

Scholarships shall be awarded by districts in the following rotational order:

2022-2023	Marietta	2028-2029	Heart of Georgia
2023-2024	Atlanta	2029-2030	Albany
2024-2025	Decatur	2030-2031	Augusta
2025-2026	Golden Isles	2031-2032	Athens
2026-2027	Columbus	2032-2033	Marietta
2027-2028	Dalton	2033-2034	Atlanta

Please note the years listed are the years the scholarship will be paid. Applications from that district will be the preceding year. For example, during the year 2022-2023 applications will be accepted from the Marietta District. Scholarship recipients from the Marietta District will receive their scholarship for the following school year, 2023-2024.

ARTICLE V – QUALIFICATION OF RECIPIENTS

Section 1: Students

- A. A student nominated for a Georgia Alpha Delta Kappa scholarship shall be a high school senior or college/university student with at least a B academic average and of high moral character. The scholarship recipient should be a full-time undergraduate or graduate student.
- B. A chapter, rather than an individual in the designated district, must recommend a student for consideration as a scholarship recipient. No chapter may submit more than one name. If needed, each district will have a process for sharing name(s) of qualified nominee(s) from chapter(s) who have more than one nominee with chapter(s) who do not have one. A chapter which is not in good standing because of nonpayment of any dues or assessments shall not be eligible to recommend a student.
- C. A chapter recommending a recipient must screen carefully and be sure the student plans to complete the college/university year. The recipient or the recommending chapter could be expected to refund the amount of financial aid received unless the recipient was providentially hindered. Each recipient of the scholarship will be advised of this stipulation upon the award of the scholarship. Should the recipient not complete the academic year, appropriate action will be determined by the executive board.
- D. The student must have made application to or be attending an accredited college/university. Preference shall be given to:
 - 1. students preparing to teach.
 - 2. daughters, sons, and grandchildren of Alpha Delta Kappa members.
 - 3. Alpha Delta Kappa members without regard to district.

Section 2: Members of Georgia Alpha Delta Kappa

- A. Any members of Georgia Alpha Delta Kappa, without regard to district, who takes a leave of absence from her regular professional position to study for an advanced degree, may become the recipient of the state scholarship. She must have been a member in good standing for four (4) years.
- B. No scholarship will be awarded to any member of an Alpha Delta Kappa family until at least three years have elapsed since a family member was the recipient of a Georgia Alpha Delta Kappa scholarship.
- C. An Alpha Delta Kappa member receiving the State Scholarship is not eligible for the Presidents' Scholarship during the same year.

ARTICLE VI – APPLICATION

Section 1: Student Application

- A. An application form, prepared by the scholarship committee, shall be sent to the chapter presidents in the designated districts by October 31. All requested information concerning the student must be returned to the vice president for scholarships no later than March 1.
- B. For consideration, the scholarship committee shall require:
 - 1. A letter of recommendation from the recommending chapter.
 - 2. A completed form.
 - 3. A letter from the applicant telling of activities and plans.
 - 4. High school or college/university transcripts and/or other vital records.
 - 5. A copy of the letter of acceptance from the college/university. (High School Seniors Only)
 - 6. Three letters of recommendation:
 - a. one from the high school counselor or the college/university academic advisor.
 - b. one from a person outside the family who knows the student.
 - c. one from a current or former teacher.
- C. All records of qualifications and letters of recommendation must be kept on file with the vice president for scholarships for two years.

Section 2: Members of Georgia Alpha Delta Kappa Application

- A. An application form, prepared by the scholarship committee, shall be sent by the vice president for scholarships to members requesting the application.
- B. For consideration, the scholarship committee shall require:
 - 1. A letter of recommendation from the member's chapter.
 - 2. A completed application form.
 - 3. A letter from the applicant stating the purpose of pursuing higher education, honors received, and the applicant's involvement in professional and civic organizations.
 - 4. College/university transcripts and/or other vital records.
 - 5. Two letters of recommendation:
 - a. one letter from a current or immediate past administrator or supervisor.
 - b. one letter from a person outside the family who knows the applicant.

- C. All records of qualifications, application and letters of recommendation must be kept on file with the vice president of scholarships for two years.

ARTICLE VII – OBLIGATIONS OF THE SCHOLARSHIP RECIPIENT

Section 1: Submit school calendar and registration dates to the vice president for scholarships 4-6 weeks prior to the college/university registration day.

GEORGIA ALPHA DELTA KAPPA
STATE SCHOLARSHIP APPLICATION FORM
HIGH SCHOOL SENIOR OR COLLEGE STUDENT

Complete and return to your nominating Alpha Delta Kappa chapter by February 1.

Name _____ Telephone _____

Address _____

Email _____ Parents' Name _____

Address _____

High School attended/attending _____ **High School GPA** _____ (min 3.0)

High School activities and organizations in which you participated* _____

College/University planning to attend _____

College currently attending _____ **College GPA** _____ (min 3.0)

College/University activities and organizations in which you participated * _____

College/University honors and awards received * _____

High School activities and organizations in which you participated * _____

Church and Community activities * (For all applicants) _____

Give any other information you would like considered _____

*Attach separate page, if necessary

THE HIGH SCHOOL SENIOR OR COLLEGE STUDENT APPLICATION SHOULD INCLUDE:

- | | |
|---|--|
| 1. A letter of recommendation from the sponsoring chapter. | 4. A copy of the college/university acceptance letter. |
| 2. A completed application form. | 5. A recent photograph (wallet size). |
| 3. A letter from the applicant indicating activities and plans. | |

HIGH SCHOOL SENIOR:

6. **OFFICIAL** High School transcript including GPA.
7. Three letters of recommendation:
 - a. one from high school counselor
 - b. one from current or former teacher.
 - c. one from a person outside of the family who knows the student.

COLLEGE STUDENT:

6. **OFFICIAL** College transcript including GPA.
7. Three letters of recommendation:
 - a. one from college academic advisor.
 - b. one from a current or former professor.
 - c. one from a person outside of the family who knows the student.

The chapter president will review and mail the completed application packet **postmarked by March 1st** to the VP for Scholarships whose address can be found in the state directory or on the GA AΔK website.

Signature of Applicant

Date

APPENDIX A

High School Senior or College Student Adjudication Form GEORGIA ALPHA DELTA KAPPA

The State Scholarship was established to aid students who need financial assistance while securing a college education. Qualifications of recipients include:

1. An undergraduate or graduate student with at least a B academic average and of high moral character.
2. The student must be recommended by a chapter within the district for which the scholarship is being awarded.
3. The student must have made application to or be attending an accredited college/university.
4. Preference will be given to students preparing to teach; daughter, sons, and grandchildren of Alpha Delta Kappa members; and Alpha Delta Kappa members without regard to district.
 - Letter of recommendation from the sponsoring chapter.
 - Completed application form.
 - Letter from applicant indicating activities and plans.
 - Official high school or college transcript including GPA (minimum 3.0).
 - College acceptance letter. (High School Seniors Only)
 - Recommendation letter from high school counselor or academic college/university advisor.
 - Recommendation letter from a person outside the family.
 - Recommendation letter from a current/former teacher or professor.
 - Recent photograph (wallet size).

Notes for reference:

Name _____ Chapter _____

Current Member Application

*Complete and return to State Vice President for Scholarships postmarked by **March 1.***

Name _____ Telephone _____

Address _____

Email _____ Date of AΔK Initiation _____

GPA (Minimum 3.0) _____

College/University planning to attend/attending _____

Degree Pursuing _____

Previous college(s) attended:

_____ Degree _____

_____ Degree _____

THE MEMBER APPLICATION SHOULD INCLUDE:

1. A letter of recommendation from the member's chapter.
2. A completed application form.
3. A letter from the applicant stating the purpose of pursuing higher education, honors received, and the applicant's involvement in professional and civic organizations.
4. Current official college/university transcript including GPA.
5. Two letters of recommendation:
 - a. one from a current or immediate past administrator or supervisor.
 - b. one from a person outside the family who knows the applicant.
6. A recent photograph (wallet size).

The chapter president will review and mail the completed application packet **postmarked by March 1** to the vice president for scholarships whose address can be found in the state directory or on the Georgia AΔK website.

Signature of Applicant

Date

APPENDIX A

State Scholarship Member Adjudication Form GEORGIA ALPHA DELTA KAPPA

The State Scholarship was established to aid members of Georgia Alpha Delta Kappa who need financial assistance while pursuing an advanced degree. Qualifications of recipients include:

1. Member must take a leave of absence from her regular professional position to study for an advanced degree.
2. She must have been a member in good standing for four (4) years.
3. No scholarship will be awarded to any member of an Alpha Delta Kappa family until at least three (3) years have elapsed since a family member was the recipient of a Georgia Alpha Delta Kappa Scholarship.
4. An Alpha Delta Kappa member receiving this state scholarship is not eligible for the presidents' scholarship during the same years.
 - Letter of recommendation from the member's chapter.
 - Completed application form.
 - Letter from the applicant stating the purpose of pursuing higher education, honors received and the applicant's involvement in professional and civic organizations.
 - Official current college/university transcript including GPA (minimum 3.0).
 - Recommendation letter from a current or past administrator or supervisor.
 - Recommendation letter from a person outside the family.
 - Recent photograph (wallet size).

Notes for reference:

Name _____ Chapter _____

ARTICLE I – PURPOSE

Georgia Alpha Delta Kappa has established a Past State Presidents' Scholarship fund for the purpose of assisting members who attend personal or professional continuing education programs. These scholarships are designed specifically for non-Alpha Delta Kappa sponsored conferences, conventions, seminars, and workshops and may not be used for college course credit or personal travel.

ARTICLE II – FINANCES

Section 1: Fees

This project shall be financed by:

- A. donations by members, other individuals, or chapters.
- B. state altruistic projects as needed.

Section 2: Disbursements

Recipients receiving aid and the amount, not to exceed \$500.00 per member, shall be the decision of the scholarship committee and the executive board. The decision shall be determined by:

- A. the cash reserve in the Past State Presidents' Scholarship treasury.
- B. the interest generated from available funds.
- C. the number of approved applications.

ARTICLE III – COMMITTEE

Section 1

The scholarship committee shall consist of the

- A. state president
- B. state vice president for scholarships
- C. chairman of the two (2) districts designated to select recipients of the state scholarship during the current biennium. The chairmen shall serve both years of the biennium.
- D. two members appointed by the state president.

Section 2

The vice president for scholarships shall:

- A. receive the scholarship monies and donations.
- B. serve as chairman of the scholarship committee.

- C. present the names and qualifications of the applicants to the scholarship committee and the recommendations of the scholarship committee to the executive board.
- D. award the scholarship(s) to the recipients(s) by June 1.
- E. provide each scholarship recipient with a scholarship report form.
- F. keep a record of the scholarship recipients(s) for the state scholarship archives.

ARTICLE IV – QUALIFICATIONS OF THE APPLICANT

Section 1

The recipient(s) of the Past State Presidents' Scholarship:

- A. shall have been a member of Georgia Alpha Delta Kappa for a minimum of three years.
- B. shall currently be in good standing at all levels of Alpha Delta Kappa; and
- C. may or may not be actively engaged in the education profession.

ARTICLE V – APPLICATIONS

Section 1

The application form:

- A. shall be obtained from the chapter president or state vice president for scholarships.
- B. must be postmarked or faxed no later than **February 1**.

Section 2

The scholarship committee shall require:

- A. completed application form.
- B. verification the signature of the applicant's chapter president.
- C. statement of plans for use of the scholarship to enhance professional or personal development.

Section 3

All records of qualifications and receipts shall be kept on file with the vice president for scholarships for two years.

ARTICLE VI – OBLIGATIONS OF THE SCHOLARSHIP RECIPIENT

Section 1

- A. Shall complete a Georgia Alpha Delta Kappa recipient's report form and present to the vice president for scholarships.
- B. Shall present proof of attendance to the vice president for scholarships (if retroactive) **within 30 days** following the conference, seminar, workshop, etc.
- C. Shall be required to repay the entire amount of the scholarship without interest if any violation(s) of the Past State Presidents' Scholarship guidelines occurs.
- D. Will be recognized at state conventions.

APPENDIX B

PAST STATE PRESIDENTS' SCHOLARSHIP APPLICATION
FORM
GEORGIA ALPHA DELTA KAPPA
PAST STATE PRESIDENTS' SCHOLARSHIP APPLICATION

*Complete and return to the Vice President for Scholarships postmarked **by February 1***

* A member may be awarded a scholarship only once during a biennium.

Name _____ Email _____

Address _____

Home Phone _____ Cell Phone _____

Chapter _____ District _____

Date of Initiation _____ (must have been a member at least 3 years)

School _____ System _____

Position _____

Applying for funds to attend: _____

Registration fee _____ Other anticipated expenses _____

Total Expected Expenses _____

Will you receive other financial assistance (school system or other means)? Yes _____ No _____

If yes, how much will you receive? _____

Purpose of Conference/Meeting/Seminar/Workshop:

Please list explicit educational benefits. I/my students/my school/my system/and/or my community will receive from my attendance:

The applicant should mail completed application to the VP for Scholarships. The address for VP for Scholarships can be found in the state directory or on the GA Alpha Delta Kappa website.

Signature of Applicant

Signature of Chapter President

*Scholarship will not be awarded until after the April executive board meeting. Please keep a copy of your registration receipt or certification of completion.

GEORGIA ALPHA DELTA KAPPA

The Past State President's Scholarship was established to assist members who attend personal or professional continuing education programs. Qualifications include:

1. shall have been a member of Georgia Alpha Delta Kappa for a minimum of three (3) years.
2. shall currently be in good standing at all levels of Alpha Delta Kappa.
3. may or may not be actively engaged in the education profession.

POINTS (100 total)

_____ (30) Personal or professional education program scheduled to attend.

_____ (30) Purpose of conference/meeting/seminar workshop.

_____ (30) Personal/student/professional benefits.

_____ (10) Professional appearance of the application form.

_____ **TOTAL POINTS**

Notes for reference:

Name _____ Chapter _____

GEORGIA ALPHA DELTA KAPPA**Timely Reporting:**

All required chapter reports are filed with the appropriate person and in accordance with the specified due date.

Membership:

Each chapter must end the biennium with AT LEAST the same number of members as they began the biennium with exception of members who have joined the Omega Chapter. This is accomplished by maintaining 100% retention of members or increase total membership by at least one (1) member through initiation of new member, transfer of membership or reinstatement. All forms and fees must be paid by April 1 of the even year of the biennium for the chapter to receive proper credit for Membership.

SECTION 1 REQUIRED**Reports to President:**

- GA 101 Chapter Calendar of Meetings, including C20 and fraternity education activities filed with the state president by October 1 annually.
- 9 sets of Chapter minutes are sent to state president within a month following each monthly meeting the first year of biennium/seven (7) sets of minutes the second year of biennium by April 1.
- Chapter president sends a minimum of five (5) chapter newsletters by April 1 each year to the state president.
- Chapter president attends state summer leadership training.

Reports to Immediate Past President

- GA-104: Chapter Officers Form due by June 1 beginning of biennium

Reports to VP for Membership

- Complete CNA by October 15 or date set by International.

Reports to State Treasurer:

- GA 103 Payment Record for State Dues, State Courtesy/Hospitality Assessment fee.
- Georgia Chapter Roster (form will be sent to chapter treasurers by the state treasurer by September 30)
- Chapter Budget to include line item for Delegate Funding.
- 990N IRS Postcard confirmation.
- Cash Flow Statement.

Reports to VP for Scholarship:

- GA 102 Ga Payment Record for State Scholarship Access Fee.

Report to Altruistic Chairman

- Chapter files altruistic report with the state altruistic chairman annually. Postmarked on or before March 15th.

Report to State Bylaws Chairman

- Chapter bylaws are updated and certified by state bylaws chairman. Postmarked on or before March 15 of the odd numbered (first) year of the biennium.

Report to State Alpha Delta Kappa Month Chairman

- Chapter celebrates Alpha Delta Kappa Month annually and reports activities to the state Alpha Delta Kappa Month chairman by **November 10**

Section 2: Minimum of 3 are REQUIRED.

- Chapter is represented at district meetings, State Fun Day and either Gulf Region or Intl Convention.
- Chapter contributes to the state archives by April 1 of even-numbered year.
- Chapter officers participate in district, State, Regional leadership training.
- Chapter is represented at the state convention.
- World Understanding Program is reflected on the GA 101 form.

GEORGIA ALPHA DELTA KAPPA

Mentor Program

-
1. Name of chapter _____
 2. What day of the month does your chapter meet? _____
 3. Chapter meeting time _____ 4. Number in chapter _____
 5. Number of members initiated during the biennium _____
 6. Number of members resigned or dropped due to non-payment of dues during the biennium _____
 7. Average attendance of chapter members at monthly meeting _____
 8. Number of pearls your chapter earned during this biennium _____
 9. As the upcoming chapter president what support will you need from a chapter mentor?

 10. List any suggestions you feel would help strengthen the chapter mentor program in Georgia.

 11. Understanding that chapters must be matched with a mentor whose schedule does not conflict with your meeting date and time, list suggested members from your district you recommend to mentor your chapter. Keep in mind those you list may not be your assigned mentor.
A. _____ B. _____
C. _____

APPENDIX D

GEORGIA AAK MENTOR VISITATION REPORT
GEORGIA ALPHA DELTA KAPPA

Mentor Program

DISTRICT _____

CHAPTER _____

DATE OF THE MEETING _____

CHAPTER PRESIDENT(S) _____

MEETING LOCATION _____

CHECK ALL THAT APPLY:

____ PROFESSIONAL DEVELOPMENT

____ PERSONAL ENRICHMENT

____ FRATERNITY EDUCATION

____ INITIATION

____ MEMORIAL SERVICE

____ INSTALLATION OF OFFICERS

____ SOCIAL

____ SILVER/GOLD/SAPPHIRE/DIAMOND SISTER CEREMONY

PROGRAM NAME _____

WOULD THIS BE AN INTERESTING PROGRAM TO SHARE WITH OTHER CHAPTERS? _____

SUGGESTIONS/RECOMMENDATIONS/COMMUNICATION FOR THE STATE EXECUTIVE BOARD:

ARE THERE ANY AREAS WHERE FURTHER ASSISTANCE IS NEEDED? _____

OTHER COMMENTS TO SHARE WITH THE PRESIDENT(S)? _____

SIGNATURE

DATE

THIS FORM SHOULD BE SENT TO THE PAST DISTRICT CHAIRMAN AND THE CHAPTER PRESIDENT. Only one needs to be sent/year even if the mentor visits more often.

APPENDIX D

**MENTOR PROGRAM EVALUATION
GEORGIA ALPHA DELTA KAPPA**

Mentor Program

CHAPTER PRESIDENTS: COMPLETE PART A
CHAPTER MENTORS: COMPLETE PART B

PART A:

CHAPTER NAME _____ DISTRICT _____

1. DID YOU INVITE YOUR MENTOR TO A CHAPTER MEETING? _____
2. CHECK THE CONTACT(S) YOU MADE WITH YOUR MENTOR:
_____ EMAIL _____ PHONE CALLS _____ TEXTS _____ VISITS
3. AS CHAPTER PRESIDENT, DID YOU USE THE KNOWLEDGE AND EXPERTISE OF YOUR MENTOR TO
BENEFIT YOUR CHAPTER? _____
4. IN WHAT WAYS HAS THE MENTOR PROGRAM BEEN BENEFICIAL TO YOUR CHAPTER?

-
5. WHAT SUGGESTIONS DO YOU HAVE TO IMPROVE THE PROGRAM?

.....
PART B:

YOUR MENTOR CHAPTER _____

1. DID YOU VISIT YOUR CHAPTER? _____
2. WHAT OTHER METHOD OF CONTACT DID YOU USE WITH THE CHAPTER? CHECK ALL THAT APPLY.
_____ EMAIL _____ PHONE CALLS _____ TEXTS _____ NOTES/CARDS
3. DO YOU FEEL YOU ASSISTED THE CHAPTER? _____ HOW? _____

-
4. WHAT SUGGESTIONS DO YOU HAVE TO IMPROVE THE PROGRAM? _____

RETURN THIS FORM VIA EMAIL OR REGULAR MAIL BY MARCH 31 OF EVEN YEAR TO THE PAST STATE PRESIDENT.

APPENDIX E

State Convention District Rotation

2024 - Augusta

2026 - Decatur

2028 - Heart of GA

2030 - Albany

2032 - Athens

2034 - Dalton

2036 - Atlanta

2038 - Golden Isles

2040 - Marietta

2042 – Columbus

2044 - Augusta

If desired, a district may pair with another district to host the state convention.

APPENDIX F

**GA 102
GEORGIA ALPHA DELTA KAPPA**

GA PAYMENT RECORD FOR STATE
SCHOLARSHIP ASSESSMENT FEE - \$4.00

(Due January 1, and Delinquent after January 31)

Chapter _____ District _____

Number of Members in Chapter (Total Number of Member's Names Listed on Chapter Roster): _____

Number of **Life Members** in Chapter (Do Pay State Scholarship Fee): _____

Number of **Limited Members** in Chapter (Do Not Pay Scholarship Fee): _____

Number of **Honorary Members** in Chapter (Do Not Pay Scholarship Fee): _____

Number of **Chapter Members** paying State Scholarship Fee _____ x 4.00 _____

Amount of Enclosed Check # _____ \$ _____ (send one check for \$4.00/member paying)

Make Check Payable to: **GEORGIA ALPHA DELTA KAPPA STATE SCHOLARSHIP FUND**

Complete and remit with payment to: **Kellie Hubbard, Vice President for Scholarship**
Georgia Alpha Delta Kappa
2171 Salem Chipley Road
Pine Mountain, GA 31822

Chapter Treasurer: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____ (for confirmation of receipt)

Date Submitted: _____ **(Please make a copy of this form for your Chapter Records)** _____

Date Received by State Vice President for Scholarships _____

APPENDIX F

GA 102-R
GEORGIA ALPHA DELTA KAPPA
GA PAYMENT RECORD for STATE
SCHOLARSHIP ASSESSMENT - \$4.00
REINSTATED MEMBERS AFTER JANUARY 31st

Georgia Chapter: _____ District: _____

Name(s) of **Reinstated Member(s)**: _____

Total Number of **Reinstated Members** paying State Scholarship Assessment: _____ x \$4.00 = \$_____

Amount of Enclosed Check: # _____ \$_____ (send one check for \$4.00/reinstated member paying)

Make Check Payable to: **GEORGIA ALPHA DELTA KAPPA STATE SCHOLARSHIP FUND**

Complete and remit with payment to: **Kellie Hubbard, Vice President for Scholarship**

Georgia Alpha Delta Kappa

2171 Salem Chipley Road

Pine Mountain, GA 31822

Chapter Treasurer: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____ (for confirmation of receipt)

Date Submitted: _____ (Please make a copy of this form for your Chapter Records.)

Date Received by State Vice President for Scholarships: _____

APPENDIX F

GA 103

GEORGIA ALPHA DELTA KAPPA

PAYMENT RECORD – STATE DUES - \$11.00

PAYMENT RECORD – STATE COURTESY/HOSPITALITY ASSESSMENT - \$1.00

(Due January 1, and Delinquent after January 31st)

Chapter _____ District _____

Total Number of Chapter Members (Names Listed on GA CHAPTER ROSTER): _____

Number of Life Members in Chapter (Do NOT pay State Dues & C/H Fees): _____

Number of Limited Members in Chapter (Do Not Pay State Dues & C/H Fee): _____

Number of Honorary Members in Chapter (Listed on Chapter Roster Do Not Pay Dues): _____

Number of Chapter Members paying State Dues _____ x \$11.00 = _____

Number of Members paying State Dues Late Fee _____ x \$1.00 = \$ _____

Number of Members paying State Courtesy/Hospitality Fee _____ x \$1.00 = \$ _____

Total Amount of Enclosed Check # _____ \$ _____ (send one check for \$12.00 / member paying)

Make Check Payable to: **GEORGIA ALPHA DELTA KAPPA**

Complete and remit with payment to: **Lisa Tilley, State Treasurer**
Georgia Alpha Delta Kappa
950 Livery Cir Street
Lawrenceville, GA 30046

Chapter Treasurer: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____ (for confirmation of receipt)

Date Submitted: _____ (Please make a copy of this form for your Chapter Records)

Date Received by State Treasurer _____

CORNUCOPIA REQUIREMENT

- 1) PLEASE INCLUDE A COPY OF YOUR CHAPTER ROSTER WITH THIS FORM AND CHECK
- 2) Send a copy of the CHAPTER ROSTER to GEORGIA STATE PRESIDENT

APPENDIX F

GA 103-R

GEORGIA ALPHA DELTA KAPPA

GA PAYMENT RECORD – STATE DUES - \$11.00

PAYMENT RECORD – STATE COURTESY/HOSPITALITY ASSESSMENT - \$1.00

REINSTATED MEMBERS AFTER JANUARY 31st

Chapter: _____ District: _____

Name(s) of **Reinstated Member(s)**: _____

Total Number of Reinstated Members paying State Dues: _____ x \$11.00 = \$_____

Total Number of Reinstated Members paying State Courtesy/Hospitality Assessment: _____ x \$1.00 = \$_____

Total Amount of Enclosed Check: # _____ \$_____ (send one check for \$12.00/reinstated member paying)

Make Check Payable to: **GEORGIA ALPHA DELTA KAPPA**

Complete and remit with payment to: **Lisa Tilley, State Treasurer**

Georgia Alpha Delta Kappa

950 Livery Cir Street

Lawrenceville, GA 30046

Chapter Treasurer: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____ (for confirmation of receipt)

Date Submitted: _____ (Please make a copy of this form for your Chapter Records.)

Date Received by State Treasurer: _____

APPENDIX F

Chapter Roster
GEORGIA ALPHA DELTA KAPPA

	ID	Name	Intl Dues	State Dues & Courtesy Hospitality Fee	State Scholarship Fee	District Dues	Chapter Dues
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Cornucopia Requirements:

- 1) Send a copy of this GA Chapter Roster form with the GA 103 Dues Payment form and state dues check.
- 2) Send a copy of this GA Chapter Roster form to State President Debbie Boswell

APPENDIX G **CANDIDATE INFORMATION FORM FOR STATE OFFICES**
GEORGIA ALPHA DELTA KAPPA

Candidate for the Office of State _____

(Name) (Area Code/Phone number)

(Street Address) (City/State/ Zip Code)

(Email)

Alpha Delta Kappa BACKGROUND

(Chapter) (District) (Year Initiated)

Officers or Chairmanships Held

International _____ Regional _____
State _____
District _____
Chapter _____

Conventions/Conferences/Meetings Attended (Indicate yrs.)

International _____ Regional _____
State _____
District _____

EDUCATIONAL AND PROFESSIONAL BACKGROUND

Graduate of _____ Degree _____
(College or University)

Present Professional Position _____ System _____

Other Professional Positions Held _____

Activities Outside of Education _____

RECOMMENDATIONS AND SIGNATURES

I, _____, recommend _____ for the office stated.
(Signature of Chapter Pres.)

Candidate's Signature _____

Please enclose 2 photographs (3x5 or 4x6) to be used in display at State Convention.

Return this form to: Sheila Miller, 4490 Bronte Ln, Douglasville, GA 30135 (MUST BE RECEIVED BY FEB. 14, 2024)

YOU MAY EMAIL Application and INCLUDE picture as JPEG. smillerjo@yahoo.com

APPENDIX H**GA 104
GEORGIA ALPHA DELTA KAPPA**

Chapter Officers for _____

District: _____ **Chapter** _____

Officer	Name	Address	Phone	Email Address
President				
President Elect				
Secretary				
Treasurer				
Historian				
Sgt-at-Arms				
Chaplain				
Immediate Past President				
Membership Assistant or VP for Membership				

Due to State President and President –Elect by May 1, 2024

[Fidelis Chapters file each year; remaining chapters even years.]

Debbie Boswell, President
1121 Dunbarton Trace
Brookhaven, GA 30319
debbie.adk@gmail.com

Terri Thompson, Pres-Elect
211 McEwen Ct.
Perry, GA 31069-7516
tlsthompson27@gmail.com

APPENDIX I**GA 105
GEORGIA ALPHA DELTA KAPPA**

District Officers for _____

District: _____

Officer/Chapter	Name	Address	Phone	Email Address
Chairman				
Chairman Elect				
Secretary				
Treasurer				
Historian				
Sgt-at-Arms				
Chaplain				
Immediate Past Chairman				
Membership Assistant or VP for Membership				

Due to State President and Imm, Past President by May 1, 2024

GEORGIA ALPHA DELTA KAPPA

Date submitted _____
District _____
Chapter _____
Chapter President _____
Alpha Delta Kappa Month Chairman _____
Email address for notification of Receipt: _____

List Publicity received:

List Community Projects:

List Recognitions of Educators

Special Functions:

Please send photographs of Alpha Delta Kappa Month activities with this form, either through email or postal service to:

Mary Lou Goehring, Georgia Historian (atlantaadk@gmail.com) and;

Barbie Whitley, Alpha Delta Kappa Month Committee Chairman (Whitley219@att.net)

If you email your photos, please note the names of the persons in the photo and the activity which is taking place. Use sticky notes to list persons in photos if using postal service.

If you include an email address when you send your report, I will send a confirmation of receipt and the date received. Remember your report/form is due December 1 and needs to reach me no later than December 1, annually.

APPENDIX K

DISASTER RELIEF APPLICATION GEORGIA ALPHA DELTA KAPPA

(This form may be submitted by a member in need of assistance, by a chapter, or by another member on behalf of a member.)

Name_____

Address_____

Chapter_____Telephone_____

E-mail_____

What is the nature and extent of the loss or damage? Please describe briefly; use back if needed.

Is a replacement AΔK badge needed? Yes No

Other pertinent information? Use back if needed.

*Mail or email this form to: Lee Mazzucco, Chairman Disaster Relief Committee
210 Cedar Cir, Fayetteville, GA 30214
ciao80lea@yahoo.com

APPENDIX L

GA 101

GEORGIA ALPHA DELTA KAPPA 2022-2023 CHAPTER CALENDAR OF MEETINGS

DUE TO STATE PRESIDENT BY OCTOBER 1

INTERNATIONAL THEME 2021-2023: "Share the Love"

GULF REGION THEME 2021-2023: "Alpha Delta Kappa Life"

STATE THEME FOR 2022-2024 BIENNIUM: "Inspiring Leaders"

DISTRICT THEME FOR 2022-2024 BIENNIUM:

CHAPTER THEME FOR 2022-2024 BIENNIUM:

Month/Day	Program Topic	Fraternity Education
Aug/___		
Sep/___		
Oct/___		
Nov/___		
Dec/___		
Jan/___		
Feb/___		
Mar/___		
Apr/___		
May/___		

Connect to Others (C2O) Program/Activity_____ Date_____

* Required to qualify for Cornucopia Award

World Understanding Program/Activity_____ Date_____

CHAPTER NAME _____ CHAPTER PRESIDENT _____

DISTRICT NAME _____

Be sure to include plans for 9 meetings, plus a Fraternity Education activity each month. Do NOT count a district meeting as one of your regular meetings unless the chapter has a quorum in attendance.

Send this form to the State President with courtesy copies to the State President-elect Terri Thompson (tlsthompson27@gmail.com), and your district chairman. The form to the state president must be postmarked on or before October 1.

GEORGIA ALPHA DELTA KAPPA



Officer/Committee Chairman Report

Name:

Position:

Date:

Officer/Committee Chairman Tasks and Activities Completed to date:

June to September 2022:

Conferences/Conventions Attended in Current Biennium to date:

Other AΔK Activities participated in this Biennium:

June to September 2022: