

LOUISIANA

Alpha Delta Kappa

POLICIES AND PROCEDURES MANUAL

REVISED 2020



INTERNATIONAL HONORARY ORGANIZATION for WOMEN EDUCATORS

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PURPOSE

This policies and procedures manual is our supplement to Alpha Delta Kappa International Bylaws, Revised **2020** our primary governing document. We use these policies and procedures to keep Louisiana members and leaders informed, coordinate events, and maintain consistency from year to year within our organization. This manual and all revisions will be available to Louisiana members.

Items noted in purple are policies and procedures updated and voted on by the State Executive Board.

STATE EXECUTIVE BOARD

The Louisiana Executive Board shall be composed of the state elected officers, the president and the immediate past state president.

Louisiana Guidelines:

1. The Executive Board shall meet at the beginning and close of the state convention. Guidelines as set forth in the International Bylaws of Alpha Delta Kappa, Incorporated, Amended **2020**, and the **current** Louisiana Policy and Procedure Manual.
2. The State President shall be chairman of the executive board; and preside at all meetings and at the state convention.
3. The State President shall set the date, time, location and agenda for Executive Board meetings. There should be at least two (2) meetings/year. The State President shall inform **the** Executive Board **and Advisory Council** of meetings 30 days in advance.
4. **The executive board shall be advised by an advisory council which will consist of past state presidents, current state committee chairmen and the six district chairmen. They will be invited to attend each executive board meeting to provide support and advice regarding current issues listed on the executive board meeting agenda. The advisory council members will not have a vote on the state executive board.**

STATE OFFICERS

Louisiana Alpha Delta Kappa State Officers shall be president, president-elect, vice-president for membership, secretary, treasurer, historian, **chaplain/sergeant-at-arms**, and immediate past president.

Louisiana Guidelines:

Guidelines as set forth in the International Bylaws of Alpha Delta Kappa, Incorporated, amended **2020**, together with **the current** Louisiana Policy and Procedure Manual shall constitute duties for the state officers.

The new officers assume the duties of their office immediately following their installation and work directly with the previous state officer to become familiar with all of the forms and responsibilities until June 1st after the state convention.

- 1. Previous state officers will complete all end of biennium reports required by regional and/or international, that are due by June 31st after the state convention and work with the new state officer so that forms and responsibilities for the new biennium can begin June 1st after the state convention.**
- 2. The State Officer shall provide an “end of term” report of her time in office to the state president by November 30th before the state convention, to be included in the Officer & Committee Reports. This document is published and distributed to delegates at the state convention.**
3. The state president shall receive and maintain a copy of each chapter’s newsletters and shall receive and maintain a copy of each chapter’s **Annual Chapter Highlights Summary.**
4. The State President-Elect shall collect monthly chapter minutes from the chapter secretaries.
5. The President-Elect shall conduct the Council of Chapter Presidents meeting at the state convention.
6. The Vice-President for Membership shall serve as the state membership chairman.

7. **The State Secretary will take the minutes at the meeting of the Council of Chapter Presidents at the state convention.**
8. The State Secretary will file minutes of the executive board meeting as part of the state archives.
9. **The State Secretary will send correspondence as requested by the State President.**
10. The State Chaplain shall obtain a list of members that join the Omega Chapter from the State President, Vice-President for Membership, State Treasurer and chapter presidents.
11. The State Chaplain shall be responsible for planning, securing all necessary paraphernalia required **and conducting an appropriate** memorial service at the state convention for deceased members' induction into **the** Omega Chapter.
12. The State Chaplain shall send a card of condolence to the chapter of the Omega sister prior to the state convention, **and** send an invitation to the family members to attend the Memorial Service at the state convention.
13. **The State Immediate Past President shall work with the six Louisiana District Chairmen to assist chairmen and their chapters regarding responsibilities of the district officers, their scholarship and altruistic projects, Founders' Day, chapter officer training workshops and other district-related events.**
14. Upon the death of a current Executive Board Member or a Past State President, a memorial of \$100 **from the state treasury** is to be made to the **current** state altruistic project.
15. In the event of the death of a parent or a spouse of a current Executive Board Member or a Past State President, a card in the name of Alpha Delta Kappa is to be sent by the State President.

STATE COMMITTEES

Louisiana Alpha Delta Kappa State **Standing** Committees shall be Alpha Delta Kappa Month, Altruistic, Budget, Bylaws, Candidate Qualifications, Fraternity Education **and Membership**. **The state special committees shall be Advisory, Courtesy, Disaster**

Relief, Excellence in Education, International Convention, Resolutions, Scholarship, State Convention, Technology and Ways and Means.

Louisiana Guidelines:

Guidelines as set forth in the International Bylaws of Alpha Delta Kappa, Incorporated, amended **2020**, and **the current** Louisiana Policy and Procedure Manual, shall constitute the duties of the State Committee Chairman and the State Committee. The new committee chairmen assume the duties of their office immediately following the state convention with the previous state committee chairman to become familiar with all of the forms and responsibilities until June 1st after the state convention.

1. Committee Chairmen are appointed by the State President with the exception of the Candidate Qualifications Committee, which is elected by the Executive Board **at the first executive board meeting of a president's term.**
2. **Previous state committee chairmen will complete all end of biennium reports required by regional and/or international, due by June 31st after the state convention and work with the new state committee chairmen so that forms and responsibilities for the new biennium can begin June 1st after the state convention.**
3. **Committee Chairmen will assume their full responsibilities by June 1st after the state convention.**
4. **Committee Chairmen will send names of committee members to the State President by June 1st after the state convention.**
5. **All** Committee Chairmen shall provide an "end of term" report of her time in office **to the state president, by November 30th before the state convention** to be included in the Officer & Committee Reports. This document is published and distributed to delegates at the state convention.
6. A member shall serve no more than two (2) consecutive terms as Chairman of the same standing **or special** committee.

DISTRICTS

Louisiana Guidelines:

1. **Districts are not policy-making bodies. They are governed and operated in accordance with the respective Louisiana Policy and Procedures Manual and Article IV in the current Bylaws of Alpha Delta Kappa, Inc.**

2. The distinct purposes of the six districts are the following:
 - a. To provide a strong, vital, supporting link between the chapters and the state.
 - b. To provide a line of communication between the chapters and the state.
 - c. To create closer fraternal relations among chapters.
 - d. To provide workshops which include guidance for chapter growth and chapter officer training.
 - e. To provide opportunities for leadership development.
 - f. The State Immediate Past President will work with the District Chairmen to assist and support the Districts for a direct line of communication with the state executive board.
 - g. Districts chairmen are encouraged to attend state executive board meetings and participate on the Advisory Council when scheduled by the state president. (2 times/year)
3. Six (6) districts have been established by the Louisiana executive board. The Six (6) districts are included in the following two major geographical areas of the state and include the following chapters:
 - a. North – District I (Omicron, Rho and Beta Lambda);
District II (Iota, Mu, Alpha Sigma, Alpha Phi, and Beta Mu);
District VI (Delta, Kappa, Tau, Upsilon, Alpha Epsilon,
Alpha Kappa, Alpha Chi, and Beta Iota).
 - b. South – District III (Nu, Alpha Alpha, Alpha Nu, and Alpha Tau);
District IV (Eta, Alpha Lambda, Alpha Psi, Beta Alpha,
Beta Zeta and Beta Eta);
District V (Beta, Chi, Alpha Xi, and Beta Beta).
4. The districts shall meet annually to implement the adopted purposes of the district. This meeting can be held in conjunction with an annual district event (such as chapter officer training, Founders' Day, initiation of new members in the district, etc.) or separately. Each chapter should be represented at the district meetings by the chapter president or another appointed chapter officer.
5. Each district will have a rotation list of chapters within the district to determine the chapter who is in leadership for the biennium, in the rotation for the state convention site and in leadership for any district events during the biennium (Founders' Day, chapter officer training, etc.). A joint Founders' Day program is encouraged each year of the biennium.
6. Each district shall elect from the chapter in leadership: a chairman, secretary, and treasurer and any other officer deemed necessary. A

- chairman-elect (from the next chapter in the rotation) should be elected. It is encouraged to have an immediate past district chairman (from the previous chapter in the rotation) to remain on the District Board. A secretary/treasurer can be held by one person.
7. Chapter presidents in each district should share member contact information and a list of the annual programs, scholarship and altruistic activities with the district officers and other chapter presidents in their district. This information can be used so that chapters can meet together with common programs and enjoy fellowship.
 8. Each District should organize an altruistic fund, and a scholarship fund.
 9. Each District treasurer should collect a small assessment fee from each chapter member for district dues each biennium to defray expenses for district events (i.e. Founders Day, district chapter officer workshop, etc.), and to fund a scholarship and altruistic projects.
 10. The District is encouraged to support the District Chairman (help with registration fees) so they can represent the district at the state convention and regional conference. The District chairman would report at the district meeting after attending the convention and/or conference.
 11. Each District should have written District Guidelines and these should be updated biannually. The written guidelines should include the following content:
 - a. A list of chapters in the district.
 - b. A chapter rotation list to determine the leadership chapter for a given biennium currently and in the future.
 - c. A chapter rotation list to determine the leadership chapter for Founders' Day for a given year and the chapter officer training for a given biennium.
 - d. A list of District officers for the biennium, their responsibilities and chapter name.
 - e. Scholarship and altruistic project for the biennium, district dues and treasurer budget (income and expenses), and dates, time, location and for the biennium's future district events.
 - f. Before each state convention, a new slate of district officers should be elected. This slate of officers should be given to the State Immediate Past President to be shared with the new state officers after the state convention.

ALPHA DELTA KAPPA MONTH

Louisiana Guidelines:

1. The Alpha Delta Kappa Month Chairman shall compile a state report and display on **the** Alpha Delta Kappa Month activities from artifacts/materials received from chapters.
2. The Alpha Delta Kappa Month Chairman shall display the Louisiana Alpha Delta Kappa Month materials at the **state convention**.

ALTRUISTIC

Louisiana Guidelines:

1. The Altruistic Chairman shall compile a state report on chapter altruism from reports received from **each** chapter **and submit according to the deadlines established by International**.
2. The Altruistic Chairman shall send the Louisiana Altruistic Report to the Gulf Regional Chairman and the Louisiana state president **and submit according to deadlines established by International**.
3. The Altruistic Chairman shall report state altruistic events at the state convention.

BUDGET

Louisiana Guidelines:

1. The State Treasurer, State President-Elect and the State President shall serve on the Budget Committee with the State Treasurer serving as the chairman.
 - a. **A Ways and Means committee will be a subcommittee of the Budget Committee, as needed, to provide activities and/or sale items to be used as additional income for special projects. These sales can take place at district, state, regional and/or international events for purchases made by any Alpha Delta Kappa member.**
 - b. **Members of the Ways and Means will research the feasibility of sales and get final executive board approval.**
 - c. **Members of the Ways and Means will help with the purchase, selling, collection and accountability of sales and report this to the state treasurer after each event.**

2. The Budget Committee shall prepare a budget for each of the years in the two (2) year period. The budget shall be approved by the Executive Board prior to the state convention and approved by membership at the state convention.
3. The Budget Committee shall take into consideration all necessary expenses for the State President, State President-Elect, **State Vice-President for Membership**, and the Immediate Past State President to attend the International Convention (registration, room, travel, \$12/meal excluding those covered by registration) and the registration fees for the remaining state officers.
4. The Budget Committee shall take into consideration all necessary expenses for the State Executive Board to attend the state convention (registration, room, travel, \$12/meal excluding those covered by registration, as budget will allow). Regional conference expenses (registration, room, travel, \$12/meal excluding those covered by registration) shall be paid for the State President, State President-Elect, the Immediate Past State President and the Vice President for Membership. District workshops and Executive Board meetings shall be paid for as the budget will allow.
5. The Budget Committee shall supply to the members of the State Executive Board copies of the proposed budgets at least two (2) weeks prior to the pre-convention board meeting, for their consideration at the pre-convention board meeting.
6. The Budget Chairman shall present the proposed budgets for adoption at the state convention.

BYLAWS

Louisiana Guidelines:

1. The Bylaws Chairman shall be the State Immediate Past President.
2. The Bylaws Chairman shall review state bylaws within ninety (90) days after International Convention.
3. **The Immediate Past President will remind chapter presidents to update chapter bylaws as the new biennium begins. Current templates and guidelines for chapter bylaws will be made available. Chapter presidents and/or chapter bylaws chairman shall send a digital copy of the updated chapter bylaws to the State Immediate Past President by December 31st of the first biennium year via email. The State Immediate Past President will send each chapter president a letter of certification by March 15th of the odd-numbered year.**
4. The Bylaws Chairman **and the committee**, with the help of the State President, shall prepare a complete copy of the newly revised bylaws, and send a copy to the State

Executive Board Members, Chapter Presidents, District Chairmen, and any other persons as deemed necessary.

5. The Bylaws Chairman shall submit to the State Executive Board all proposals for changes, additions, and revisions. The recommended changes should be sent to the chapter **presidents**, the State Executive Board, and the District Chairmen at least thirty (30) days and not more than ninety (90) days prior to the state convention.
6. The Bylaws Chairman should work with the appointed Parliamentarian at the state convention as to the procedure for presentation to the state delegates **for ratification during the convention agenda.**

CANDIDATE QUALIFICATIONS

Louisiana Guidelines:

1. The Candidate Qualifications Committee Chairman shall be elected by the State Executive Board at the first executive board meeting of a president's term.
- ~~2.~~ The Candidate Qualifications Committee shall compose a letter explaining requirements of the state officers and the deadline for returning completed applications. The letter and an application will be **sent to the chapter presidents by April 30th of the odd-numbered year. Candidate Qualification applications should be returned to the Candidate Qualification chairman by November 1st before the state convention.**
3. The Candidate Qualifications Committee shall check all credentials of the candidates before submitting them to the delegates at the state convention.
4. **The slate of state officer nominees will be announced to the chapter presidents by February 1st before the state convention. Note: Nominees should consider a state office position before agreeing to a chapter office position for the following biennium. State presidents and presidents-elect shall not hold a chapter office, according to the International Bylaws.**
5. The Candidate Qualifications Committee shall prepare official ballots for voting **at the state convention.**
6. The Candidate Qualifications Committee shall post all candidates' information and pictures on a display board at the state convention.
7. The Candidate Qualifications Committee shall be available at the state convention to receive the credentials for any candidate to be nominated from the floor **from 9-10 p.m. on Friday night of the state convention and if there are nominations received, these should be announced at the start of election of the state officers process.**

COURTESY

Louisiana Guidelines:

1. The Courtesy Committee Chairman shall work with the State President in all situations involving extending courtesies to visiting International **and** Regional officers.
2. The Courtesy Chairman shall work with and assist the local State Convention Committees in regard to courtesies planned for convention delegates and guests.

DISASTER RELIEF

Louisiana Guidelines:

1. A disaster shall be **defined as** any act of nature that causes destruction such as wind, water (flooding), or fire.
2. In case of a disaster in Louisiana, the Disaster Relief Chairman shall select three LA Alpha Delta Kappa members for a committee. The committee shall distribute the donated funds.
3. Applications for the Louisiana relief will be sent to the Disaster Relief Chairman. An application form is attached in the appendix. The recipients are free to use the money as needed—personal or professional. In case of a major disaster affecting many LA Alpha Delta Kappa sisters, the committee may dispense with the application form requirement and work directly with the chapter presidents and treasurers and victims for disbursement of funds.
4. All donated funds **should be sent directly to the International Foundation**. The committee chair will **work with** the Treasurer and she will disburse checks to either individual members or to chapters for disbursement to sisters who are victims.
5. Funds will be distributed only to current Alpha Delta Kappa members in good standing. A chapter president **can** disburse funds **from the State Treasurer** to affected sisters. **Disaster funds can also be disbursed to a sister in a state or International** Alpha Delta Kappa organization.
6. **This committee** will send a note of acknowledgement for every donation received for the Disaster Fund.

EXCELLENCE IN EDUCATION

Louisiana Guidelines:

1. The Excellence in Education Chairman will select three (3) people to serve with her as her committee.
2. The Excellence in Education Chairman **will provide information regarding** guidelines and applications to the chapter presidents via the State President's newsletter. **Applications are posted 90-60 days before the scholarship deadline online at the Alpha Delta Kappa website and are submitted directly to International.**
3. The Excellence in Education Chairman will meet with the committee and will review and evaluate the nomination packets, on each one's merit, between February 15th and March 1st of even numbered years.
4. The Excellence in Education Chairman will notify the State President and International Headquarters the name of the nominee. The announcement of the nominee will be made by International Headquarters.
5. **The state winner will be announced at the state convention and then be encouraged to attend the Gulf Regional Conference following the state convention as a state nominee.**

FRATERNITY EDUCATION

Louisiana Guidelines:

1. The Fraternity Education Chairman shall carry out Fraternity Education programs as requested by the State President.
2. The Fraternity Education Chairman may work with chapter Fraternity Education Committee Chairman, to ensure the planning of Fraternity Education Programs at each meeting.
3. **The Fraternity Education Committee should plan a fraternity education program for state convention.**

MEMBERSHIP

Louisiana Guidelines:

1. The State Vice-President for Membership shall be an elected state office with a job description as stated in Alpha Delta Kappa International Bylaws, Revised 2019, our primary governing document.
2. The State Vice-President for Membership shall be chairman of the Membership Committee. **The president, president-elect, and immediate past president shall serve as a member of the Louisiana membership team and will attend any membership seminars at the regional conference or international convention.**
3. The State Vice-President for Membership in cooperation with the State President shall maintain current state membership information.
4. The State Vice-President for Membership shall work with International Headquarters, the Gulf **Regional** Membership Chairman and with the State Executive Board to foster membership growth within the chapters.
5. The State Vice-President for Membership shall represent the chapters in the state at the annual leadership seminars conducted by International Headquarters and report pertinent information to the chapters.
6. The State Vice-President for Membership shall prepare and present the status of state membership at a Council of Chapter Presidents Meeting at the state convention.
7. The State Vice-President for Membership shall work with the State President in analyzing geographical areas for potential growth through the establishment of new chapters and colonization.
8. The State Vice-President for Membership shall be responsible for receiving and analyzing all communications from International Headquarters pertaining to expansion, and disseminating said information to responsible persons and chapters throughout the state.
9. The State Vice-President for Membership shall assist the State President, the Expansion Department at International Headquarters, and the District Chairmen in the planning and establishing of new chapters within the state.
10. The State Vice-President for Membership shall assist the State President in analyzing the roster of sustaining members and take the necessary steps in encouraging their affiliation with local chapters.

11. The State Vice-President for Membership shall assist, when requested, with the charter of new chapters within the state.
12. The State Vice-President for Membership shall continually encourage all chapters to study and follow the guidelines for establishing new chapters as set forth in the Membership Development Manual updates and changes published by International Headquarters.
13. The State Vice-President for Membership shall secure a Chapter Needs Assessment-Even and Odd Years from each chapter and submit according to deadlines established by International.

INTERNATIONAL CONVENTION

Louisiana Guidelines:

1. The International Convention Chairman shall promote attendance to the International Convention.
2. The International Convention Chairman shall assist the State President in extending courtesies to **Louisiana** state delegates, alternate delegates, members and their families in attendance at International Convention.

RESOLUTIONS

Louisiana Guidelines:

1. The Resolutions Chairman shall be appointed by the State President.
2. The Resolutions Chairman shall prepare, in cooperation with the Chapters, Districts, and the State Executive Board, appropriate resolutions to be transmitted to the International Resolutions Committee.
3. The Resolutions Chairman shall prepare, in cooperation with the State Executive Board and the Chapters, appropriate resolutions to be considered at the State Convention.
 - a. The Resolutions Chairman shall prepare a copy of the proposed resolutions and send a copy to each Chapter, District Chairman, and the State Executive Board Members, at least thirty (30) days, and not exceeding ninety (90) days, prior to the State Convention.
 - b. The Resolutions Chairman shall keep a file of impending proposed resolutions.

SCHOLARSHIPS

Louisiana Guidelines:

1. The Scholarship Chairman shall be responsible for revising the guidelines for the State Scholarship and Mini-Scholarships. The chairman shall submit said guidelines for approval to the State Executive Board.
2. The Scholarship Committee shall provide guidelines and application forms via the President's newsletter to each chapter in the state, as scholarships become available.
3. The Scholarship chairman shall relay to the President and Treasurer the decisions of the committee.
4. The Scholarship Chairman shall inform the recipient of the addresses of the Scholarship Chairman and the State President.
5. The Scholarship Chairman shall keep on file all records of recipients currently enrolled in school. After the recipient graduates, the Scholarship Chairman will write a final report which will include the recipient's name, home address, photograph, dates of scholarship, total amount granted, the university attended, and the chapter who sponsored the recipient, and file the report within the permanent file of the Scholarship Committee. All other records may be destroyed.
6. The Scholarship chairman shall inform all applicants of their status regarding the Mini-Scholarships. The Scholarship Chairman will also send a list of the recipients to the State President for publication in the state newsletter.
- 7.

TECHNOLOGY

Louisiana Guidelines:

1. **The Technology Chairman shall have the responsibility of maintaining the state website.**
2. **The Technology Chairman shall be directed by the state president, president-elect or vice-president of membership. Other state officers, committee and district chairmen and chapter presidents, who would like something posted on the website, would make requests through the state president.**
3. **The Technology Chairman would update the website monthly.**

4. **The Technology Committee would consist of one volunteer from each district (6) to assist chapters as needed with technology training and assistance, such as chapter websites, uploading scrapbook pages or pictures to the state historian twice during the biennium and to the technology chairman for the state website.**

STATE CONVENTION

Louisiana Guidelines:

1. The State Convention Chairman shall be responsible for arrangements for the State Convention.
2. The State Convention Chairman shall work closely with the State President in coordinating convention plans.
3. The State Convention Chairman shall keep a record of all convention expenses and submit a preliminary report to the State Executive Board at the post-convention board meeting. A final report will be presented at the next board meeting after the convention.
4. The State Convention Chairman will appoint a State Convention Treasurer who shall be responsible for the disbursement of the monies received or allocated for the State Convention expenses.
5. The State Convention registration fee shall be waived for past state presidents.
6. **The State Convention shall be held in even numbered years no later than June 30.** The convention site will be selected on a rotation basis of districts. It shall be the purpose of the State Convention to conduct state business, to elect and install State Officers and to provide for a meeting of the Chapter Presidents' Council.

Preplanning:

1. The State President and State Executive Board selects or approves place and time at least two (2) years in advance.
2. Convention Chairman shall be chosen immediately after site is approved.
 - a. In cooperation with the President choose a convention Treasurer.
 - b. Appoint convention committees such as:
 - 1) Registration
 - 2) Packets
 - 3) Hospitality
 - 4) Transportation
 - 5) Committee for meals and social functions

- 6) Publicity
 - 7) Music
 - 8) Any other as needed
 - c. Inspect Convention facilities
 - d. Obtain all arrangements and agreements with the hotel in writing.
 - e. See that adequate facilities are available for all meeting and displays.
 - f. Check periodically on arrangements.
 - 1) Rooms promised
 - 2) Piano or organ
 - 3) Lecterns
 - 4) Sound system
 - 5) Seating arrangements
 - 6) Locations of head tables
 - 7) Availability of flag
 - 8) Restroom facilities
 - 9) Water and glasses for speaker's table
 - g. Determine if there is additional cost for meeting rooms, extra microphones, piano, sound systems, etc.
 - h. Freeze food prices and other costs to be covered by registration fee before the fee is set.
3. The State President and/or State Executive Board selects the theme for the convention.
4. The State Executive Board should control programs as well as other planning.
5. Publicity
- a. Local committee sends each chapter advance information as to time, place and other necessary items by State Presidents newsletter.
 - b. Prepare newspaper releases to be sent to chapters for use in their local papers.
 - c. Obtain picture and biographical information from International Representatives for news stories.
6. International Representative (Assigned by Grand Chapter)
- a. Arrangements for meeting representatives, housing, transportation to and from the airport.
 - b. The State President or someone designated by her should serve as hostess for representative.
7. Other

- a. Convention Chairman should meet with the State Executive Board and present all plans for approval (need not all be done at first meeting together).
- b. Set registration fee, deadline for registration, late registration, late registration fee, if any.
- c. Set up guidelines to clarify handling and disbursing of convention money.
- d. Convention Chairman should meet and communicate with Chapter Presidents in the host district to coordinate convention activities.
- e. **The State President-Elect shall conduct the meeting of the Council of Chapter Presidents held in conjunction with the state convention and the state secretary will take the minutes.**
- f. **" It was recommended by the Budget Committee and approved by the State Executive Board."**

The State Convention is a shared responsibility among the districts due to the declining membership. The convention would still take place in the designated district, but responsibilities would be shared among three districts as stated below.

DISTRICT ROTATION

2022	District VI with District I and District II (North)
2024	District IV with District III and District V (South)
2026	District I with District II and District VI (North)
2028	District III with District V and District IV (South)
2030	District II with District VI and District I (North)
2032	District V with District IV and District III (South)

STATE OFFICER CANDIDATES REQUIREMENTS

1. A candidate for a state office shall be an active member.
2. A candidate for a state office shall be registered and attend the state convention at which she is nominated and elected. An exception to this ruling shall be affected only by a two-thirds (2/3) vote of the delegate assembly.
3. A candidate for the office of State President, or State President-Elect, shall have served one term as Chapter President and shall have served on the State Executive Board for at least one term as an elected officer or as President of the Council of Chapter Presidents.
4. A candidate for any other state officer shall have held an elected chapter office.
5. State President or State President-Elect shall not hold a chapter office.

6. If there is no member who meets the above qualifications for a slated state officer, but the member agrees to be nominated for a state office that is vacant, the member can be put on the election slate of officers for voting by the delegates and presented at the state convention. If the member is elected, a mentor will be assigned to the new state officer to assist the new officer in her responsibilities.

PROCEDURE FOR ELECTION OF STATE OFFICERS

The election of Louisiana State Officers is held at the State Convention in the even numbered years and the term of office is two (2) years, or until a successor has been selected. A State Officer shall not succeed herself unless she has served less than a full term, with the exception being the Treasurer and the Recording Secretary, who may be elected for one additional term only.

The Louisiana State Officers are installed at the final banquet of the state convention at which they are elected and assume the duties of their respective offices.

An application and a cover letter will be sent to the chapters no later than **April 30th** of the year preceding **the state** convention. Applications for the State Offices must be received by the Chairman of the Candidate Qualifications Committee no later than **November 1** of the year preceding the State Convention. A list of the applicants whose credentials have been received by the committee in the prescribed manner and whose qualifications have been certified by the committee as having met eligibility requirements will be sent to the chapters no later than **February 1st** of the year in which the election is held. Ballots will be made from this list.

Additional nominations may be made from the floor, provided that the consent of the nominee shall first have been obtained; and provided further, that the person making the nomination shall present to the Chair a statement signed by the Chairman of the Qualifications Committee certifying the eligibility of the nominee. The Chairman of the Qualifications Committee will be stationed from 9-10 p.m. on Friday night of the State Convention.

If the slate of candidates has only one person nominated for each office, the state president declares the election effective by unanimous consent or acclamation.

In the event that a state officer cannot complete their term, the following procedure will take place.

- 1. The state president will ask for nominations(s) or pursue a candidate for the vacant office as soon as possible from the executive board.**

2. **The state president will make sure that the nominee(s) meet the required candidate qualifications.**
3. **The state president will call for an e-vote from the state officers on the executive board. After the vote, if a majority of state officers vote in favor of the nominee, a vote will be ratified at the next scheduled executive board meeting.**
4. **The new officer will complete the rest of the biennium term.**

There will be a display posting all candidate information at the State Convention. Applications must be received no later than 10 p.m. on Friday of the state convention.

All candidates will be introduced to the convention body.

- **I wish to add the rules of the convention for voting and how delegates are determined.**

CHAPTER OF DISTINCTION AWARD

This honor is bestowed on the chapter/chapters meeting the most guidelines. The state president will award guidelines **established by the State Executive Board. Chapters will begin earning credit June 1st after the state convention.**

The top chapters receiving the highest number of points in the state will receive a certificate at the State Convention. **See appendix for the guidelines.**

DUES, FEES, ASSESSMENTS

1. Each member shall pay dues, such payment to be made to the Chapter Treasurer who will forward such dues to the State Treasurer no later than December 31st. State dues shall become delinquent if not postmarked by January 31st and subject to a late fee as determined by the State Executive Board.
2. Members initiated or chapters installed shall pay state dues and assessment by December 31st, regardless of date of initiation or installation.
3. Annual State Scholarship assessments of members shall be paid by the Chapter Treasurer to the State Treasurer by December 31st.

4. Chapters and chapter members who do not pay state dues, fees and assessments thirty (30) days prior to the state convention in even numbered years and by March 15th in odd numbered years shall forfeit all rights and privileges in good standing in Louisiana Alpha Delta Kappa.

5. Louisiana state member's dues shall be **\$15** with \$1 designated to the Mildred McCormick Scholarship **Fund**. A late fee of \$1/member will be charged after January 31st **each year**.