

POLICIES AND PROCEDURES
PA ALPHA CHAPTER

April 2013

Revised March 2015, 2017, 2019, 2020, 2021, 2025, **2026**

Alpha Delta Kappa Pennsylvania Alpha Chapter whose charter is dated October 9, 1954, in Allentown, PA is governed by the current Bylaws of the Alpha Delta Kappa Sorority, Incorporated.

We recognize that our Pennsylvania bylaws do not call for separate bylaws for each of the chapters.

At the time a biennial review of bylaws is required that this policy statement be submitted and will serve to indicate our adherence to International Bylaws. We shall not need to present a separate document of PA Alpha bylaws at that time.

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POLICIES AND PROCEDURES MANUAL

This Policies and Procedures manual is our supplement to the current Alpha Delta Kappa International Bylaws, our primary governing document. We use these policies and procedures to keep PA Alpha chapter members and leaders informed, coordinate events, and maintain consistency from year to year within our organization.

1. The manual will be distributed to all chapter members. It will be published on PA Alpha's website and will be available to state and international bodies.
2. The development and revision of this manual is the responsibility of the Bylaws Committee with input from the membership. This is an ongoing process to be revised when necessary to meet current needs and practices.
3. The Bylaws Committee shall review the Policies and Procedures manual annually.
4. 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.

EXECUTIVE BOARD

1. The Executive Board of PA Alpha chapter shall be comprised of the elected chapter officers and the immediate past president.
2. The Executive Board shall have a minimum of three (3) board meetings a year. The location of the meetings will be determined by the chapter president. When held at a restaurant, each sister will pay for her own meal.
3. One of the Executive Board meetings shall be held in the summer for chapter planning for the upcoming program year. The remaining meetings shall be at the discretion of the chapter president.
4. All chapter officers and the immediate past president shall attend Executive Board meetings. Chapter members may be invited to attend if they are scheduled to present a report.
5. A quorum for Executive Board meetings is five (5).
6. Vacancies in offices, except that of president, shall be filled by the Executive Board. The same member may not be asked to fill a vacancy in the same office more than once. Should the office of president become vacant, the immediate past president shall complete the unexpired term. If she is not available, the

Executive Board shall fill the vacancy with a member who has previously completed a term as chapter president.

OFFICERS

1. Alpha Chapter shall have a President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Chaplain and Immediate Past President.
2. A candidate for a chapter office shall be an active member and nominated in accordance with chapter procedures. Consent of each candidate for an elected office must be procured before placing her name on the ballot.
3. The Recording Secretary shall keep the minutes of all meetings and shall read them as directed by the president. She shall send a copy of the minutes to the state president monthly.
4. The Corresponding Secretary shall assist the president in handling correspondence; complete and mail reports of chapter meetings annually; keep current record of names and addresses of chapter members; record attendance of each member at meetings.
5. There is a line item in the chapter budget for Officer Expenses. Officers should submit receipts to the Chapter Treasurer for reimbursement as they occur.

COMMITTEES

Alpha Chapter shall have the following standing committees: AΔK Month, Altruistic, Auditing, Budget, Bylaws, Courtesy, Communications / Technology, Fraternity Education/ World Understanding, Membership, Nominating, Program/Yearbook and Ways and Means.

General Rules for Committees

- ❖ Committees are appointed by the President at the beginning of a new biennium.
- ❖ The Chairman of each committee is designated by the President.
 - The President-Elect is the chairman of the Program Committee.
 - The Treasurer is a member of the Budget Committee.
 - The Corresponding Secretary is a member of the Altruistic Committee.
- ❖ One member of each committee is carried over from the previous committee.
- ❖ One member of each committee is the liaison between the committee and the Executive Board.
- ❖ Committees submit budget recommendations to the Budget Committee by March 1st.
- ❖ Special and/or Ad Hoc Committees are created as needed.

AΔK Month Committee

- A. Plans activities for professional recognition of AΔK during October, AΔK Month.
- B. Conducts a Founders' Day Service at the October meeting.
- C. Provides information about Alpha Chapter's AΔK Month activities at the request of the PA AΔK Month Chairman.
- D. Selects, jointly with the Membership Committee, the recipient of the After-School Enrichment Grant.

Altruistic Committee

- A. Promotes altruistic projects through chapter and individual participation; one chapter project always being the annual scholarship.
- B. Plans a calendar of altruistic projects for the program year.
- C. Notifies the Program Chairman if a chapter meeting is needed to complete an altruistic project.
- D. Presents the proposed altruistic projects and expenses for the year for approval by the membership at the September meeting.
- E. Selects a scholarship recipient each year.
 - 1. Sends applications and cover letters between February 28th and March 15th of each year to all high schools in areas where chapter members teach/have taught.
 - 2. Maintains an April 15th deadline for receiving applications.
 - 3. Meets to review all applications by April 30th.
 - a. Ranks the applications/applicants according to criteria.
 - b. Lists the top three applicants in the scholarship file.
 - 4. The Corresponding Secretary notifies the candidate, guidance counselor and school principal of the selection May 1st. All applicants will be notified by May 15th.
 - 5. Awards the scholarship in two checks sent in August and January.
 - a. The recipient must send documentation to the Corresponding Secretary that he/she is currently enrolled as a full-time student.
 - b. Should a scholarship recipient decide not to pursue college studies, a degree with an Education Major or not be a full-time student, the scholarship amount will be awarded to the next criteria ranked candidate.
- F. Files the annual altruistic report with the State Chairman by March 15th.

Auditing Committee

- A. Audits Treasurer's book/records annually.
- B. Meets with Treasurer during June for auditing.

- C. Reports at the September meeting.
- D. Treasurer and President are ex-officio members of the committee.

Budget Committee

- A. Prepares an annual budget for the fiscal year, June 1st to May 31st.
- B. Receives budget requests from officers and committees by March 1st.
- C. Develops an annual budget.
 - 1. Consults with the current Treasurer, who is a member of the committee.
 - 2. Compares allocations of moneys in the previous budget to actual expenses.
 - 3. Prepares budget using the “Chapter Cash Flow” (formerly C-1) format.
- D. Submits budget for approval at the May meeting.
- E. Reviews the year-to-date totals and budget between the February and March meetings.
 - 1. Reports balances to the membership.
 - 2. Make recommendations regarding possible adjustments of fund balances at the April meeting.
 - 3. The balances of the checking and money market savings accounts should be no more than 25% of the operating budget. The budget committee will present to the membership proposals for excess balances.
- F. Monitors the “PA Alpha Chapter Memorial Scholarship Fund” in the ADK Foundation
 - 1. Follow the Altruistic and Scholarship Reserve Fund Guidelines of the ADK Foundation
 - 2. Report on the status of the Fund to the membership.

Bylaws Committee

- A. Informs members of Bylaws passed at International Convention.
- B. Reviews Chapter Policies and Procedures annually.
- C. Receives recommended changes to Chapter Policies and Procedures from the membership.
- D. Presents changes for approval by the membership at the March meeting with recommendations for printing.
- E. Sends the policy statement to the State Bylaws Chairman by March 15th of the odd-numbered year.

Courtesy Committee

- A. Extends courtesies to visiting International, Regional, State or District

- Officers, and sends remembrances to chapter members.
- B. Receives notification from the president when remembrances are needed.
(It is the responsibility of all members to notify the president.)
- C. Follows guidelines:
1. Hospitalization overnight or recuperation of five days or more: send an appropriate gift (flowers, plant, gift card).
 2. Serious illness of five days or more: send an appropriate gift.
 3. Other illnesses or injuries: send card.
 4. Death of a member, member's immediate family (parent, sibling, spouse or child) or household member: send a sympathy bouquet or contribution to charity in name of AΔK.
 5. Death of member's relative other than previously stated: send a sympathy card.
 6. Death of a member with no immediate survivor: send bouquet to funeral or contribution to charitable organization in the name of AΔK.
 7. Marriage or birth of baby: provide a gift selected by the committee.
 8. Remembrances shall not exceed \$25 except for the death of a member. That remembrance shall be \$50.

Communications/Technology Committee

- A. Notifies chapter members prior to regular or special meetings and at times as directed by the President.
- B. Develops and maintains a chapter website and chapter g mail.
- C. Assigns members of the committee to contact members by phone and/or e mail and to maintain the chapter website and g mail.
- D. Establishes schedule for monthly messages:
1. President-Elect and President finalize plans.
 2. President contacts communication committee chairperson **ten days** prior to meeting date and gives message that includes name of key hostess and a reminder to contact key hostess if plans change.
 3. Chairperson contacts the committee with message.
 4. Committee contacts members on assigned list and reports those attending to chairman.
 5. Chairman contacts key hostess with count **five days** before the meeting; contacts President with names of who is/is not attending.

Fraternity Education/World Understanding Committee

- A. Informs the membership of the history of the sorority, the organization

and work of the International Chapter, the scholarship and altruistic programs, and the status and responsibility of membership.

- B. Gives a Fraternity Education presentation (5 minutes or less) at each chapter meeting.
- C. Keeps a file of materials used at meetings to be passed on to her successor (responsibility of chairman).
- D. Encourages the chapter to contribute to world understanding, good will and peace.
- E. Provides experiences for world understanding at chapter meetings, by sharing related literature and/or having speaker on a related topic.

Membership Committee

- A. Assesses membership needs of the chapter: including recruitment, retention and rededication.
- B. Maintains a list of, and initiates contact with, former sisters in good standing to determine their interest in rejoining Alpha Delta Kappa.
- C. Submits the Chapter Needs Assessment to International Headquarters between August 1st and 31st.
- D. Reminds members of their responsibility to be active in recruitment.
- E. Encourages members to announce to the membership the name and educational background of a prospective member attending a chapter meeting.
- F. Uses guidelines for prospective members:
 - 1. Focus on considering teachers currently active in education.
 - 2. Consider retired teachers eligible for membership when referred by members.
 - 3. Prospective members should attend at least three meetings before an invitation to become a member is issued.
 - 4. Provide prospective members with membership materials available from Headquarters.
- G. Distributes copies of the Chapter Policies and Procedures to new members.
- H. Files copies of all membership forms with the Chapter President.
- I. Selects, jointly with the ADK Month, the recipient of the After-School Enrichment Grant.

Nominating Committee

- A. Chapter elects a nominating committee at the January meeting of even years.
- B. Prepares a slate of officers designated in International Bylaws Article VII Section 3a.
- C. Uses the following guidelines when nominating a President and President-Elect.
 - 1. Impress upon a candidate for the office of President-elect the importance of succeeding the President.

2. In the event the above cannot be fulfilled, any qualified member can be nominated to the office of President without being President-Elect.

Program/Yearbook Committee

- A. Plans and schedules programs for the coming year cognizant of potential conflicts (Election Day or holidays).
- B. The President-Elect is the chairman of this committee.
 1. Updates yearbook information.
 2. Includes the following in the yearbook:
 - a. Title Page
 - b. Chapter Officers
 - c. Members (name, name of spouse, title, address, phone number, e-mail address, position, school)
 - d. Members' birthdays
 - e. Committees
 - f. Programs
 - g. Procedures for communicating messages
 - h. State Officers
 - i. International Officers and Headquarters' address
 - j. "The Lamp of Alpha Delta Kappa"
- C. Distributes directions to meetings as needed.

Ways and Means

- A. Facilitates fund raising. (The responsibility to raise funds lies with all members.)
- B. Notifies the program chairman if a meeting is needed to complete a Ways and Means project.
- C. Presents a list of suggested fund raisers for approval at the September meeting.
- D. Keeps a record of fundraising projects undertaken. Records shall include information on individual fundraisers, cost involved, profits realized, and funds raised by members vs. non-members.

PROTOCOL FOR VISITING DIGNITARIES

1. The visitor pays for her own travel and performs duties as assigned by the chapter president (i.e., installs new officers.)
2. The chapter will pay for the visitor's meal if it is a dinner meeting.

FINANCIAL POLICIES

1. The fiscal year for Pennsylvania Alpha chapter shall be June 1 to May 31.
2. Dues shall be \$95.00 per year.
 - a. International dues are \$31.00
 - b. State dues are \$20.00
 - c. Publication Fees are \$9.00
 - d. Chapter dues are \$35.00
3. Dues must be paid by December 15th of each year.
4. Fees and assessments beyond the dues shall be voted on by the chapter at a regularly scheduled meeting.
5. The treasurer shall annually file the e-post card to the IRS by October 15th.
6. A delegate fund is included in every budget to cover expenses for International Conventions and Regional Conferences.
 - a. International Convention delegate receives \$1,500.
 - b. Regional Conference delegate receives \$900.
 - c. The budget includes \$1,200 annually to cover these costs.
 - d. The delegate will receive the monies in May prior to the conference/convention.

CHAPTER DELEGATES

1. Alpha Chapter's delegate shall be chosen from the Executive Board beginning with the president, in successive order as stated in the International Bylaws Article VII, Section 3.
2. In the event that no Executive Board Member is able to attend the conference or convention, a delegate shall be selected from the membership.
3. The delegate will receive her funding in May prior to the conference or convention.
4. The delegate shall provide receipts for her expenditures, not to exceed the designated amount.
5. The delegate shall report on the conference/convention at the September meeting.
6. An alternate delegate shall be selected for the International Convention. She shall be responsible for her own expenses.

MEETINGS

1. Pennsylvania Alpha Chapter meets nine times each year – if

possible.

2. Meetings are held the first Tuesday of the month in September through December, April and May and begin at 7:00 p.m.
3. Meetings are held the first Saturday of the month in January through March and begin at 10:00 a.m.
4. Thirty minutes before each meeting is reserved for refreshments and socialization.
5. Meetings are held at members' homes or community and church facilities.
6. In the event of a calendar conflict (Election Day, holiday) the date shall be adjusted by the recommendation of the program committee.
7. The purpose of the chapter meeting shall be to encourage fellowship among Alpha Delta Kappas; to share in programs related to the ideals and purposes of the sorority; to conduct chapter business; to elect and install officers.
8. A quorum for deciding business matters is a majority of active members (50% +1)
9. Members are encouraged to attend District, State, Regional and International meetings.

PUBLICATIONS – See Program/Yearbook Committee

ALTRUISTIC PROJECTS

1. Altruistic Projects include:
 - a. Monetary gifts to support charities or organizations.
 - b. Making gifts (blankets, teddy bears) for agencies.
 - c. Collections for community non-profits (canned goods, school supplies, items for shelters, books for children).
 - d. Scholarship.
2. Altruistic Committee recommends altruistic projects for the program year at the September meeting. Membership votes on the recommendations.
3. Funding of Altruistic Projects comes from fundraisers and dues.

SCHOLARSHIP

PA Alpha Chapter Memorial Scholarship Fund was established by Elizabeth Stackhouse. It is presented in memory of Omega members. Monies are in the named account in the

Alpha Delta Kappa Foundation. The vision is for the interest in the Fund to fully support the scholarship.

1. The scholarship is presented to a high school senior who will be attending college as a fulltime student to pursue a degree in education.
2. The scholarship is a minimum of \$1,000 (or more as determined by the budget) and given in two increments at the beginning of each semester (August and January).
3. Members of the Altruistic Committee organize the process for selection of the recipient and select the winner. (See Altruistic Committee for details!)
4. The scholarship recipient is announced at the May meeting. The student and the school guidance counselor and the principal are notified of the selection by May 1st.
5. Funding comes from interest on CDs that are designated for scholarship and from fund raisers.
6. The treasurer is responsible for investment of the scholarship fund with input from chapter members.

AFTER SCHOOL ENRICHMENT GRANT

1. The After-School Enrichment Grant was established in 2018 to support new ideas and practices for after school enrichment programs.
2. This \$400 grant is designed to help fund successful strategies that prepare students to be lifelong learners through after school programs. If multiple people apply for the grant, money will be divided among selected projects.
3. The applicant must be a PA certified educator in any field of education and presently active in the education profession.
4. The Membership Committee and the Alpha Delta Kappa Month Committee (as a joint committee) organize the process for receiving applications, the selection of recipient(s) and notifying applicants of their status.
5. Awardees are expected to attend an AΔK meeting to share the results of the project(s).

