ALPHA DELTA KAPPA MEMBERSHIP

The name of this organization shall be Minnesota Alpha Phi Chapter of The Alpha Delta Kappa Sorority, Incorporated. Alpha Phi Chapter was chartered on October 11, 1982, in Park Rapids, Minnesota. Alpha Phi chapter of Minnesota Alpha Delta Kappa policies shall be in compliance with the most recent version of International Bylaws and the bylaws of Minnesota Alpha Delta Kappa.

PURPOSE:

* To give recognition to outstanding women educators.
* To build a fraternal fellowship among women in the field of education that will add to their effectiveness in the promotion of excellence in education.
* To promote high standards of education and thereby strengthen the status and advancement of the education profession.
* To promote educational and charitable projects and activities, to sponsor scholarships, to further and maintain worthy standards in the field of education and to cooperate with worthy community programs relating to education and charities.
* To contribute to world understanding, goodwill and peace through an international fellowship of women educators united in the ideals of education.

ELIGIBILITY: To be eligible for active membership in AK, a woman…

* Shall have been in the education profession for two (2) or more years.
* Shall be employed under contract in teaching, in administration or some specialized field of education.
* Shall meet one (1) of the following requirements:

(1)Shall have graduated from an accredited college or university with a degree in education.

 (2) Shall, in the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the state in which she is employed.

(3) Shall, in a country other than the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the country in which she is employed.

ALPHA PHI CHAPTER GUIDELINES

MEMBERSHIP

 To be invited to membership in the Alpha Phi chapter a member shall inform the president of the sponsorship of an individual. All chapter members will be notified of the name of a potential member. Anyone with concerns about that individual becoming a member needs to notify the president by a date designated at that time. If there are no concerns, the president will notify the sponsoring member to invite the individual to a meeting. If there is a concern, the president will confer with other members and make a decision as to whether or not this person should become a member.

PLEDGING and INITIATION

 Pledging and initiating of members should take place sometime between January and July of the current year. This will place new members on the next year’s dues schedule. New members who join before January will be assessed dues for the entire current year. Pledging ceremony is optional. Initiation ceremony is required. Badges for new members will be purchased by the chapter.

DUES

 Members are assessed dues for National, State and Chapter, payable to the chapter by January 1st. Honorary members shall pay the chapter dues only. They are not responsible for National or State Dues. The chapter is responsible for honorary members’ publishing fees. Members whose dues aren’t received at International Headquarters before January 31st are delinquent. There is a late fee of $5.00 for each member. Delinquent members lose all voting privileges and publications until their dues are paid.

BADGE ETIQUETTE

 The AK badge is a means of fraternal identification and should not be worn as jewelry. It should be worn at all chapter, S/P/N, regional and international meetings of the sorority. It may be worn on other appropriate occasions such as educational meetings and when traveling.

 The badge is worn over the heart with only one guard. It should never be worn below other pins or on identification badges or ribbons.

 President’s badge with the gavel permanently attached should be in possession of the current president until presented to the incoming president in succession.



BUSINESS MEETING AGENDA GUIDELINE

Call to Order & Welcome

Inspirational reading

Secretary’s Report

Treasurer’s Report

Committee Report

Correspondence

Old Business

New Business

Announcements

Meeting Fundraiser

Adjournment

Lamp of ADK

Program

ANNUAL PROGRAM BOOKLET

 The program plan for the year should be established during the summer months. The President and President-Elect should be responsible for this with input from members. It is the duty of the President-Elect to oversee the implementation of the programs. The Yearbook will include chapter officers/chairs, members’ information, dates/locations of meetings, delegation of hostesses and programs. Other necessary information may be included.

FRATERNITY EDUCATION

 Fraternity education may be an entire meeting’s program or it shall be a smaller part of each meeting. Founder’s Day in October requires some fraternity education or special acknowledgement.

MEETINGS

Alpha Phi Chapter meets on the third Monday of each month September through May unless otherwise approved by the chapter executive board. The October meeting may be a joint Founders’ Day meeting. A quorum of one-half (1/2) of the members is required to transact business at Alpha Phi Chapter meetings.

MEETING FUNDRAISER

 A fundraiser is held at each meeting for the purpose of making designated donations or adding to the Ways and Means fund for the operation of the chapter.

ALTRUISM

 Altruism is described as an unselfish regard for the interests of others. Since the founding of Alpha Delta Kappa in 1947, a main emphasis has been on altruistic projects. Together its members combine their energies and talents to enrich their lives and the lives of others through heartwarming, community-based altruistic projects. Altruism can be in the form of monetary gifts, scholarships or volunteer service.

Altruistic Projects are designated at the chapter, state or international level. The chapter will designate altruistic projects which will be supported through donations or volunteer help. Members are responsible for recording their own altruistic contributions on the chapter’s altruistic form and submitting that form to the altruistic chairperson by February 15.

CONFERENCES and CONVENTIONS

 A state convention is held biennially in the state no later than June 30th of the even-numbered years. State conferences are held in the odd-numbered years. The regional conference is held biennially in each region in the even-numbered years. An international convention is held biennially in the odd-numbered years. Alpha Phi has established a Delegate Fund. This fund assists members to attend Alpha Delta Kappa conventions/conferences. (See Delegate Fund)

 Alpha Phi will pay for registration for the voting delegate(s) to conventions and for the registration for the chapter president for conferences.

Voting Delegates to the Convention shall consist of:

* 1 voting delegate for each chapter
* an additional voting delegate for every increment of 10 members,

 following the first 10 members

* The president of each chapter shall be an official delegate.
* Sustaining members and honorary members shall not have a vote at state meetings.

DELEGATE FUND

 To encourage participation in Alpha Delta Kappa conventions or conferences funds will be available for Alpha Phi members. Members are eligible to apply to the Chapter Delegate Fund to assist with expenses with a maximum amount of $50 per person for state events. An application must be submitted prior to the event. Members must submit receipts and a report of the activity within 30 days after the event for reimbursement.

 Alpha Phi members of the Ways and Means Committee approve the distribution of these funds. The quantity and amount of the monetary awards would be determined by the fund balance available. Members of the chapter will raise money for this purpose.

 \*See Appendix IV for Delegate Fund Application

SCHOLARSHIP

AK SCHOLARSHIPS & GRANTS - Promoting educational excellence for members, there are a variety of programs available.

1. Regional Scholarships - $2,500 awarded annually in each region

2. Regional Mini-Scholarship - $21,000 annually awarded to members to attend workshops, seminars and conferences for personal and professional growth and development. Maximum award of $300 individually, members need not be actively teaching.

3. Living Memorial Scholarship - $2,500 annual scholarship for a member’s professional growth through travel and to develop classroom materials.

4. Fine Arts Grant - A $5,000, $3,000 and $1,000 grant awarded in the categories of painting - all media and strings. These are over a 2-year period to any qualified person.

5. Agnes Shipman Robertson Memorial Scholarship - Awarded for students to study at the Missouri-Kansas City Conservatory of Music.

6. AK Scholarship - Awarded for students to study at the Kansas City Art Institute.

Local president and State Scholarship Chairperson have additional information and applications.

ALPHA PHI SCHOLARSHIP - Since 1985 Alpha Phi chapter has given scholarships to college students with education majors who are graduates of Nevis, Menahga or Park Rapids high schools. Application deadline will be Sept. 30th with notification of awards by mid-November. Annual fundraising will be done to finance scholarships with 80% of the funds for scholarship and 20% for Ways/Means.

 \*See Appendix V and VI for rules and application.

MEMORIALS

 Memorial donations are received and deposited into the Alpha Phi Scholarship Fund. An acknowledgment note is written by the treasurer to the family noting the name of the person(s) making the donation(s) and the purpose of the scholarship unless the donor requests that said acknowledgement is not necessary.

PEARLS OF ACHIEVEMENT

Chapters earn “pearls” from June 1 through May 31 each year. One “pearl is awarded for the attainment of each of the criteria listed up to a maximum of seven. A chapter will be recognized as a 7 “pearl” chapter if it meets at least seven of the criteria listed, including the first three which are required; a 6 “pearl” chapter if it meets any six criteria, etc. Final determination of a chapter’s pearls will be based on paperwork received and processed at Headquarters by May 31.Chapters will be recognized annually with a “Pearls of Achievement” certificate mailed to the chapter

president following the end of the reporting period and the specific “Pearl” designation earned by each chapter will be reported in the KAPPAN Directory each fall.

Criteria (\* Required for Seven Pearl Awards):

\*1. Positive chapter growth by May 31.

\*2. IRS Form 990; 990-EZ; OR 990-N ePostcard must be filed with the IRS by the 15th day of the fifth month following the chapter‟s fiscal year-end, with a copy of the confirmation/receipt sent to International Headquarters.

\*3. Timely Reporting

a. Annual Chapter Highlights Summary (H-114) submitted to Headquarters by August 1, reporting meetings from June 1 through May 31 (can be submitted online);

b. H-138 Member Payment Record with dues and fees paid to Headquarters and postmarked no later than January 31.

4. Even year Chapter Needs Assessment filed with the S/P/N and regional membership consultant October 1 of even year. Odd year Chapter Needs Assessment filed with the S/P/N and regional membership consultant by October 1 of odd year. (Can be submitted online or via email.)

5. Chapter Balance (15 or more members with at least 50 percent of the members actively engaged/employed in education).

6. Retention Rate of 90 percent or higher [Number of members at chapter year end (May 31 of current year) minus any new members divided by the number of members at the chapter year beginning (June of last year)].

7. Chapter represented at International Convention (for the reporting period June 1 – May 31).

8. Observed Alpha delta Kappa Month and reported it on the H-114 Annual Chapter Highlights Summary form submitted to International Headquarters.

9. Colonized or sponsored a new chapter.

**CHAPTER OFFICERS**

The election of chapter officers shall occur no later than May 1 of even-numbered years. A chapter officer shall assume the duties of her office immediately following her installation. A candidate for a chapter office shall be an active member and shall be nominated in accordance with our chapter policies and procedures manual. The term for a chapter officer shall be for two years . A chapter officer who has served a full term shall not succeed herself other than the treasurer and/or recdording secretary who may be elected for one additional term only.

PRESIDENT

* Keeps a permanent file of all materials to be transferred to her successor
* Plans agenda and presides at all chapter meetings
* Serves as chairperson of the executive board
* Presides at the initiation of new members & installation of officers
* Is familiar with the duties of each officer and checks to see they have necessary supplies to carry out their duties
* Utilizes the Chapter Schedule of Forms & reminds officers to send reports promptly
* Appoints committees as needed to carry out sorority objectives
* Reports annually to State President
* Serves on the state chapter presidents’ council
* Presides at the initiation of new members
* Is responsible for six (6) copies of the Alpha Delta Kappa Ceremonies
* Oversees submission to state officers of following:
	+ Biennium Chapter History
	+ ADK Month Report
	+ Altruistic Report Form
	+ History Report
	+ Biannual Chapter Highlights Summary (H-114) w/ President’s signature
	+ Membership Record Update Report to International by May 1st
	+ H-119 Change of Status - due immediately upon any change of status
	+ H-124 Application for Honorary Membership - due per occurrence
	+ H-154 Reinstatement Form - due per occurrence

PRESIDENT ELECT

* Assumes the duties of the president in her absence or if temporarily unable to perform her duties
* Takes part in ritual services
* Chairs the program committee and supervises the compilation of the program book
* Requests recording secretary send copy of program book to State President by Oct. 1st.

RECORDING SECRETARY

* Keeps the minutes of all meetings
* Emails the minutes of all meetings to the chapter members
* Sends chapter minutes to Big Sister following each meeting
* Sends chapter program book to State President & Big Sister by Oct. 1st.
* Transfers all records to her successor

CORRESPONDING SECRETARY

* Files H-114 Biannual Chapter Highlights Summary with state corresponding secretary
	1. June 1st for December thru May
	2. December 1st for June to November
* Assists the president in handling correspondence
* Completes and mails reports of chapter meetings annually
* Keeps a current record of names/addresses of chapter members
* Transfers all records to her successor

TREASURER

* H-138 Members’ Payment Record \*postmarked by Jan. 1st - delinquent postmarked after Jan. 31st
* C-1 Annual Chapter Reporting Form - due to State Treasurer 4 weeks after end of fiscal year
* Collects dues and assessments
* Shall be the custodian of all chapter funds
* Pays all bills as directed by executive board
* Makes regular reports to chapter members
* Sends International dues, publication fee and ITE fee to Headquarters postmarked by Jan. 1st- delinquent if postmarked after Jan. 31st
* Distributes membership cards
* Remits dues to State Treasurer
* Submits required annual financial report to state treasurer
* Files IRS forms
* An acknowledgment note is written by the treasurer to the family noting the name of the person(s) making the donation(s) and the purpose of the scholarship unless the donor requests that said acknowledgement is not necessary.
* Sends thank you note for all monetary contributions made by someone from outside our chapter membership
* Keeps itemized records and presents for annual audit

HISTORIAN

* Collects items of interest regarding chapter activities and arranges them in archives of written and pictorial history
* Takes part in ritual services as required
* Sends appropriate materials to State Historian to be considered for inclusionin State or National archives
* Works with chapter president to submit Biennium Chapter History Report

CHAPLAIN

* Provides inspirational reading at meetings
* Shall have charge of devotions at installations and other fraternal functions

IMMEDIATE PAST CHAPTER PRESIDENT

* Serves in an advisory capacity to the chapter
* Serves on the state council of chapter presidents

**COMMITTEE CHAIRPERSONS**

STANDING COMMITTEES

MEMBERSHIP

Chapter Chairperson is responsible for the following:

* Receives the membership materials from her predecessor
* Assesses membership
* Assists with setting membership goals, formulates and submits Membership Action Plan to State Membership Chair
* Responds to individual membership questions and requests
* Utilizes and disseminates membership information and materials
* Provides overall coordination of the new member process, including:
* reviews new membership requirements with members
* meets with the applicant to explain purposes of the sorority, her

 responsibilities and obligations of members and to answer questions

* handles administrative procedures related to the prospective new member(s) including obtaining completed Membership Application (H-103/131) and fees
* sends forms and fees to International Headquarter
* assists the president with the initiation ceremonies
* completes the Report of Initiation of Chapter Pledges (Form H-133 following the initiation and sends it to the specified locations
* involves new member(s) in a meaningful way as soon as possible
* checks that newly initiated members have received their member’s packet within four to six weeks from International Headquarters
* Keeps a record of membership enrollment numbers
* Maintains a membership file to pass on to her successor
* Facilitates the transfer of pertinent membership materials to her successor and confers with her about her new position

ALTRUISTIC

 Chapter Chairperson is responsible for the following:

* Receives altruistic materials from her predecessor
* Provides each member with an Altruistic Reporting Form

 (See Appendix II)

* Provides members an opportunity at meetings to note on their forms; hours, monetary donations, etc performed for AK or Alpha Phi
* Collects and compiles the number of volunteer hours or monetary donations in February
* Sends a report to State Altruistic Chair by March 15th
* Reports same information to the chapter
* Transfers all records to her successor

SCHOLARSHIP

Chapter Chairperson is responsible for the following:

* Receives scholarship materials from her predecessor
* Notices should be distributed to the local papers in December

 (See Appendix V)

* Applications and information should be distributed to school counselors

 (See Appendix VI and VII)

* Application deadline is September 30 with notification of awards by mid-November.
* Scholarship chair and a committee of 2-3 members will review applications with names not identified to determine a recipient
* Annual awards are usually $500. to be determined by the chapter
* Transfers all records to her successor

COURTESY

The Chairperson will acknowledge events in a member’s life by sending an appropriate card and/or gift as noted in these guidelines:

* Upon the death of a member - a memorial gift of $25 to the scholarship fund and a green plant for the funeral, value approximately $25
* Upon the death of a member’s first degree of kindred (parent, sibling, child, spouse, significant other) – a card
* During extended illness of a member – a card
* Acknowledging special events of a member to include, but not limited to: special honor, advanced degree or awards – a card
* Acknowledging members who become Silver, Gold or Sapphire Sisters – a card
* Upon retirement of current member – a gift not to exceed $20

PUBLICITY

* Chapter Chairperson is responsible for the following:
* Receives scholarship materials from her predecessor
* Responsible for all publicity and public relations for Alpha Phi
* Compiles press releases for publication regarding chapter activities
* During October sends a letter to the editor concerning the Founder’s Day Proclamation in Minnesota
* Works with Fraternity Education Chair to present a professional image of AK
* Submits information or articles for the state newsletter and Kappan as appropriate
* Transfers all records to her successor

FRATERNAL EDUCATION

Chapter Chairperson is responsible for the following:

* Receives fraternal education materials from her predecessor
* Keeps a file of resource materials and activities for implementation of fraternity education at chapter meetings
* Plans and presents fraternity education activities for one entire program or it shall be included with each meeting
* Prepares and presents a program in October in observance of
Founder’s Day
* Submits the Governor of Minnesota’s proclamation of Alpha Delta Kappa Month to local papers and schools
* Encourages members during the month of October to provide additional opportunities to honor our Founders and bring special recognition to our members, other educators and the education profession in general.
* Transfers all records to her successor

SPECIAL COMMITTEES

BYLAWS

A committee of 3-4 members will be formed to update chapter bylaws as necessary after International or State conventions for conformity. The updated bylaws will be sent to the state bylaws chairperson for certification. Copies will then be distributed to chapter members.

Any proposed amendments will be presented by the bylaw committee to the chapter for consideration and forwarded to state or international bylaws chairpersons for their respective consideration.

Chapter bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular business meeting provided that a copy of the proposed amendments shall have been provided to all members at least thirty(30) and not more than ninety (90) days prior to the meeting at which the proposed bylaws amendments will be

considered for adoption.

NOMINATING

Committee members are elected no later than January of the even-numbered years. Committee members are responsible for the following:

* Develop a slate of chapter officers for consideration of the members
* Present the slate of candidates to the members at the April meeting
* Elections will be held in April with installation in May

WAYS & MEANS

 The Ways/Means Committee makes recommendations for ways to raise money for chapter operating/general account. Monthly meeting fundraiser money and 20% of scholarship fundraisers will be used for this purpose. Other monies needed to maintain the budget will need to be determined.

 This committee will review applications for the Delegate Fund and determine awards. The quantity and amount of the monetary awards would be determined by the fund balance available.

AUDIT/BUDGET

 A committee consisting of the Treasurer and 2 members will conduct a review of all financial records to verify figures for the C-1 report. This report prepared in June is mailed to the state treasurer and presented to the chapter at the September meeting. A written report is submitted to the chapter president.

 This committee will also prepare a budget for the coming year based on the number of paying members, previous budgets and actual expenses. The proposed budget is presented to the membership at the September meeting for approval. Funds in excess of the budget for the future year should be transferred to the Scholarship account at the September meeting.

POLICY

Original 2006

Linda Schissel

Carol Szymczak

Kathy Thompson

Updated 2008

Mary Garlie

Linda Schissel

Updated 2010

Mary Frahm

Linda Schissel

Linda Szuszitzky

Carol Szymczak

Updated 2015

Mary Frahm

Jo Judson

Mary Garlie