

# **California Manual**

**for**

 **State Officers**

 **State Standing Committees**

 **State Convention Chairmen**

# Table of Contents

<b>STATE OFFICERS .....</b>	<b>2</b>
<b>DUTIES OF CALIFORNIA EXECUTIVE BOARD .....</b>	<b>2</b>
Executive Board .....	2
State President .....	5
Immediate Past State President .....	8
State President-Elect .....	10
State Vice President for Membership .....	12
State Treasurer .....	15
State Secretary .....	19
State Historian .....	23
State Sergeant-at-Arms .....	25
State Chaplain .....	26
<b>STATE STANDING COMMITTEES .....</b>	<b>28</b>
<b>DUTIES OF STATE STANDING COMMITTEES.....</b>	<b>28</b>
Appointments .....	28
Committee Chairmen .....	29
Reimbursements for State Standing Committee Chairmen: .....	29
Northern and Southern Altruistic Reporting Chairmen .....	30
___ Lead Chairman .....	30
___ Altruistic Reporting Chairmen .....	30
___ State Altruistic Reporting Chairmen Timeline.....	32
State Altruistic Project Chairman .....	33
___ Altruistic State Project Committee Members .....	35
___ California State Altruistic Project Rubric .....	36
State Bylaws Chairman.....	37
State Candidate Qualifications Chairman .....	39
___ State Candidate Qualifications Committee .....	41
Excellence in Education .....	42
___ State Excellence in Education Chairman <b>shall:</b> .....	42
State Resolutions Chairman .....	45
State Scholarship Chairman .....	46
___ State Scholarship Committee .....	48
Eleanor Bendell California State Scholarship Award Guidelines .....	49

___ Eleanor Bendell California State Scholarship Award Application Process .....	51
___ Eleanor Bendell California State Scholarship Award Application Form .....	52
___ Chapter President's Recommendation .....	53
___ State Scholarship Evaluation Rubric .....	54
State World Understanding Chairman .....	55
State Technology Chairman/Webmaster .....	57
<b>STATE CONVENTION CHAIRMEN/COMMITTEES .....</b>	<b>59</b>
DUTIES OF THE STATE CONVENTION COMMITTEES/CHAIRMEN .....	59
State Convention Chairman .....	61
State Convention Registration Chairman.....	62
State Convention Treasurer .....	65
State Convention Decorations Chairman .....	67
State Convention Balloting Chairman.....	68
State Convention Balloting Committee.....	68
State Convention Balloting Committee.....	68
State Convention Music Chairman.....	70
State Convention Technology Chairman.....	71
<b>State Convention Responsibilities .....</b>	<b>72</b>
State President.....	72
State President-Elect .....	74
State Immediate Past President .....	76
State Vice-President for Membership.....	77
State Treasurer .....	79
State Secretary .....	81
State Historian/Sergeant-at-Arms.....	83
State Chaplain.....	85

# STATE OFFICERS

## DUTIES OF CALIFORNIA EXECUTIVE BOARD

### The Executive Board shall:

1. Adhere to International Bylaws, California Bylaws, and other California publications to determine specific procedures to carry out the duties of the office including installations.
2. Attend state convention, regional conference, and International convention, if feasible. Official participants at International convention/regional Conference shall be president, president-elect, immediate past president, vice president for membership, and treasurer. Officers pay their own registration fee and receive reimbursement for travel and hotel expenses. Per diem is paid only if a special executive board meeting is called. State officers who are not official participants and are not budgeted to attend regional conference may receive a stipend if monies are available in the fraternity education section of the budget.
3. Prepare and present self-introductions and leadership training workshops for district or regional conferences as directed by the state president and president-elect. Attend state-called meetings and/or implement a state-called meeting.
4. Fulfill the responsibilities as assigned by the state president as a liaison officer to a chapter presidents council(s) by availing themselves as resource personnel. Communicate with the assigned council(s) in person, by e-mail, fax, phone, and/or letter regularly.
5. Be familiar with policies governing Alpha Delta Kappa and with *Robert's Rules of Order, Newly Revised*.
6. Record motions on forms provided and give to the state secretary.
7. Update the manual for state officers and state committee/convention chairmen each biennium as necessary.
8. Select the state convention site from invitations received from chapter presidents' councils.
9. Authorize the formation of special committees with a specific task. If the Past State Presidents' Council is activated, it shall be for advisory purposes only and used at the discretion of the executive board.

10. Participate in district conferences held four times each year. Meet during the weekend of each district conference each year of the biennium for the state executive board meeting.
  - a. Guests are welcome at the executive board meeting even though they may not have presentations to make.
  - b. If an officer finds it impossible to attend all or part of a required meeting, she will notify the state president as far in advance of the meeting date as possible.
  - c. Schedule transportation to and from the site of the executive board meeting. If flying, use the lowest coach fare. If driving, mileage allowance is at the current rate set by the board. State treasurer will pay either the mileage, car rental, or coach fare, whichever is lowest. Incidental expenses such as parking, tip, tolls, and other expenses incurred while traveling on official business shall be reimbursed.
  - d. Postage, printing, and supply costs necessary for official business shall be reimbursed.
  - e. A per diem of \$25 for each overnight stay will be allowed for the two days of the district conference executive board meeting.
  - f. Submit original receipts with all requests for reimbursement to the state treasurer within thirty days of the event.
  - g. Husbands/friends of executive board members who share the hotel room shall pay half of the cost of the room.
11. A majority of board members must approve the transfer of monies in a budgeted category into another category.
12. Whenever possible, several estimates should be sought and considered before an expenditure is made. Expenditures exceeding previously purchased similar items by more than 10% should not be made without prior approval of the board.
13. Determine the outstanding chapter for each biennium. The recipient of the Betty Rosenberg Golden Chapter Award will be determined from guidelines listed in Policy and Procedures.
14. Grant California life membership to qualified members whose names, qualifications, and fees are submitted by a chapter.
15. Participate in decisions about state convention. Upon consideration of the extenuating circumstances, the executive board may grant partial refunds for the state convention after the deadline. All requests for refunds must be submitted in writing by June 1 following the convention.
16. Attend the state convention and perform the following duties.

- a. Attend the following functions:
    - i. Friday night executive board dinner
    - ii. Friday night welcome reception
    - iii. Friday night pre-convention executive board meeting and expanded executive board meeting
    - iv. Saturday business Session
    - v. Saturday luncheon
    - vi. Presidents' council meeting (Leadership Breakfast)
    - vii. President's reception
    - viii. Saturday night banquet
    - ix. President-Elect's reception (if there is one)
    - x. Installation of state executive board
    - xi. Sunday Omega service
    - xii. Sunday post-convention expanded board meeting. All members of both outgoing and incoming executive boards attend this meeting.
  - b. Sit at the head table at designated functions and business meetings.
  - c. Participate in group pictures of outgoing and incoming executive board.
17. Prepare an officer's report for the biennium and submit to the state recording secretary for inclusion in the state convention report. Include recommendations for the next biennium.

*Return to [TableofContents](#)*

## The State President shall:

1. Plan the agenda for and preside at all state meetings.
2. Be familiar with policies governing Alpha Delta Kappa and with *Robert's Rules of Order, Newly Revised*.
3. Oversee the state budget.
4. Organize and plan the agenda for the executive board training meeting at the beginning of the biennium.
5. Establish goals for the biennium, and present them to the executive board for acceptance at the post-convention executive board meeting following her installation.
6. Assign state officers to act as liaisons to communicate with council(s), representing the state executive board.
7. Appoint all state committee chairmen, except the candidate qualifications chairman.
  - a. Appoint standing committee chairmen by June 1, following state convention.
  - b. Appoint state convention chairman and convention committee chairmen.
  - c. Distribute committee job descriptions and digital files to chairmen following their appointment.
8. Submit name(s) for the candidate qualifications chairman to the executive board for election at the first regular executive board meeting following the state convention.
9. Handle incoming and outgoing correspondence pertaining to the state president's job responsibilities as appropriate.
10. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
11. Appoint sponsor(s) for any International Teachers in Education (ITE) student(s) placed in California.

12. Display the banner expressing her theme at the state convention and at each district conference.
13. Interpret International and state policies and procedures to chapters through correspondence and personal visits.
14. Work closely with International, regional and state vice president for membership to stimulate the growth of Alpha Delta Kappa.
15. Compile a state newsletter eight times per biennium; a copy will be uploaded to the California website. Oversee distribution of the newsletter to recipients as described in the Policy and Procedures Manual. Prepare a president's message for the website during months when a newsletter is not published.
16. Work closely with the webmaster to oversee that the content composed by officers and state chairmen is placed on the state website to insure ongoing, relevant communication with the members.
17. Officially represent California Alpha Delta Kappa at the Southwest regional conference and International convention. Submit original receipts for expenses up to the budgeted amount. Non-reimbursable expenses include registration fees, meals included in the registration, personal services, as outlined in the Policy and Procedures Manual.
18. Work closely with International Headquarters and the International convention committee in preparation for the convention; and with the southwest regional conference committee in preparation for the conference. Appoint members representing California to assist as needed.
19. Appoint a hospitality hostess for the International convention, as needed, who will work closely with International Headquarters and the convention committee.
20. Organize and preside over all functions of the state convention in even-numbered years.
  - a. Make the final decision for the location of the convention and approve all decisions regarding entertainment, decorations, etc.
  - b. Give the state officers form H-155, and the state convention report, H-134, to the International Vice President at the state convention.
  - c. Appoint a Balloting Committee Chairman for the state convention. Work with the chairman to appoint a Balloting Committee comprised of one member from each of the four districts.
  - d. Review and score all applications for the Betty Rosenberg Golden Chapter Award and announce the winner at the state convention. Obtain the



Golden Chapter Award plaque from the past winner, to be presented to the next recipient at the state convention in even years.

- e. Work with the state secretary to appoint readers to assist with the business of the state convention.
  - f. Prepare a script/agenda for the business meeting at the state convention; give a copy to the state secretary and to each reader.
  - g. Oversee the preparation and distribution of a convention financial report by the convention treasurer to the state executive board; completed by July 1, following the state convention.
  - h. Oversee the preparation and distribution of the Proceedings of Convention by the state secretary. The Proceedings of Convention will be uploaded to the California website for all attendees, past state presidents, chapter and council presidents and other members. Hard copies will be given to executive board members and will be available to those who requested it and paid a fee. Refer to the Policy and Procedures Manual.
21. Maintain the wooden president's gavel during her biennium. The newly elected president will receive it along with the badge representing her office as part of the installation ceremony, and will present it to the incoming president at the banquet following the state convention.
22. Transfer all files and materials to the new president by August following the state convention.
23. Complete reports as required by International Headquarters, using the biennium calendar published by Headquarters as a guide.
24. Submit the state president's report, H-142, to the International Vice President, twice a year: due June 30 and December 30.
25. Keep a complete file of all pertinent materials, including minutes, correspondence, financial reports and yearly reports.
26. Call any special meetings of the executive board provided all members are notified in writing two (2) weeks prior giving the time, place, and purpose of the meeting. Only items listed in writing can be considered at this special meeting.
27. Prepare an officer's report for the biennium and submit to the state secretary for inclusion in the Proceedings of Convention. Include recommendations for the next biennium.

[Return to Table of Contents](#)

Revised and Executive Board Approval January, 2019

## The Immediate Past State President shall:

1. Serve as parliamentarian at state executive board meetings.
2. Assist the state president and executive board members when necessary.
3. Be responsible for the updating of the California Policy and Procedures Manual.
4. Serve as the state membership expansion chairman by assisting the state president and state vice president/membership chairman:
  - a. In the formation of new chapters.
  - b. In the exploration of possibilities for future expansion.
5. Be responsible for publishing any revisions of the California Policy and Procedures Manual.
6. Handle incoming and outgoing correspondence pertaining to the state immediate past president's job responsibilities as appropriate.
7. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
8. Be responsible for the following duties at the California state convention.
  - a. Arrange for the engraving of the past presidents' perpetual gavel.
  - b. Read state convention correspondence at the Saturday business meeting of the convention,
  - c. Present past presidents' perpetual gavel to the outgoing state president at the state convention.
  - d. Organize and supervise the past presidents' fundraising event to support the state scholarship/altruistic project or as voted on by the past state presidents.
  - e. Arrange the Friday night no-host dinner for past state presidents. The immediate past president shall make arrangements for this dinner and shall notify all past state presidents of the time and place. This dinner shall be presided over by the previous biennium's immediate past president.
9. Be the custodian of the past presidents' perpetual gavel plaque given to her for safekeeping until the end of her term on the board.

10. Serve as a resource person to the state board if elected to International office. As an International officer shall participate as a non-voting member of the California state board with expenses paid.
11. Receive a life membership for California Alpha Delta Kappa upon retirement from the state board.
12. Officially represent California Alpha Delta Kappa at the International convention and regional conference. Submit original receipts for expenses up to the budgeted amount. Non-reimbursable expenses include registration fee, meals included in the registration, personal services, as outlined in the Policy and Procedures Manual.
13. Prepare an officer's report for the biennium and submit to the state secretary for inclusion in the Proceedings of Convention. Include recommendations for the next biennium.

*Return to [TableofContents](#)*

## The State President-Elect shall:

1. Preside at all state meetings in the absence of the state president.
2. Serve as chairman of fraternal education.
3. Revise the Presidents' Council Handbook at the beginning of her term of office.
  - a. Complete a master calendar for the biennium.
  - b. Update the directory of International and state officers and state committee chairmen.
  - c. Prepare a directory of council presidents and secretaries, and chapter officers.
  - d. Provide printed copies of the revised handbook by October 1 of the first year of the biennium. Distribute copies to council presidents, state officers, and past state presidents. Post a copy on the state website.
  - e. Request updated information from all recipients of the handbook throughout the biennium. Keep the state board informed of changes. Keep the state web site handbook up to date.
  - f. Review hotel bill at the end of the stay to insure accurate expenditures. Submit the bill to the state treasurer.
4. Handle incoming and outgoing correspondence pertaining to the state president-elect's job responsibilities as appropriate.
5. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
6. Assist councils in planning and conducting district conferences.
  - a. Direct all host council presidents to review the Presidents' Council Handbook section on planning district conferences.
  - b. Contact host council president regarding details of the conference.
  - c. Advise the host council at district conferences that it may participate in fundraising. Ninety percent of the proceeds must be given to altruistic and/or scholarship projects. Ten percent may be used to offset and defray expenses of conducting the raffle.
  - d. Remind the host council one of their chapters must have a California state raffle permit in order to conduct a raffle in accordance with California state law.
  - e. Advise the host council to look at the Presidents' Council Handbook for details regarding chapter sales at district conferences.
  - f. Advise the host council that no courtesy basket is necessary for the state board.

7. Work with the State Executive Board to make preparations for the conference.
  - a. Develop a program of fraternal education to be presented by the state board at the district conference, including introductions of state board members and acknowledgement of present and past leaders.
  - b. Delegate district conference responsibilities to individual board officers.
  - c. Arrange for hotel accommodations for board officers. Use state board credit card for accommodations. Obtain written confirmation of reservations. Be sure hotel allows cancellations.
  
8. Perform the following duties at the state convention.
  - a. Plan and preside at the presidents' council meeting. An invitation will be included in the state convention registration information.
  - b. Act as mistress of ceremonies at the Saturday night banquet.
  - c. Supervise purchasing and ordering of the past state president's pin and the state board's gift for the outgoing president.
  - d. Purchase gifts of appreciation for outgoing state officers who are leaving the board.
  - e. Prepare a banner and an acceptance speech.
  - f. Arrange for installation of officers. Contact the visiting International vice president regarding details of the installation.
  - g. Invite new state committee chairmen to attend the post convention board meeting on Sunday following convention.
  
9. Officially represent California Alpha Delta Kappa at International convention and Southwest regional conference.
  - a. Submit original receipts for expenses up to budgeted amount. Non-reimbursable expenses include registration fee, meals included in the registration, personal services, as outlined in the Policy and Procedures Manual.
  - b. It is customary for the presidents-elect to exchange small token gifts to the other presidents-elect attending both the regional conference and International convention.
  
10. Carry out other responsibilities as assigned by the state president.
  
11. Prepare an officer's report for the biennium and submit to the state secretary for inclusion in the Proceedings of Convention. Include recommendations for the next biennium.

[Return to Table of Contents](#)

Revised and Executive Board Approval January, 2019; January, 2022

## The State Vice President for Membership shall:

1. Act as presiding officer if the president, the president-elect, and the immediate past president are unable to carry out the duties of the office of president.
2. Serve as state membership chairman.
  - a. Provide support to chapters to maintain chapter balance.
    - i. Offer suggestions for retention and growth.
    - ii. Help in completing chapter needs assessment to determine chapter needs.
    - iii. Provide suggestions for meeting planning and organizing to meet chapter needs.
  - b. Assist chapters in membership recruitment by being available to answer questions concerning new member initiation, paperwork and dues involved.
  - c. Encourage development of new chapters by providing areas where chapters are needed and can grow and help in recruitment of new members in that area.
  - d. Work with the state president and southwest regional membership chairman in all matters pertaining to membership issues.
  - e. Attend membership workshops when attending regional conference or International conventions.
    - i. Learn and report to membership new ideas, themes and procedures for membership.
    - ii. Facilitate discussion of membership responsibilities.
    - iii. Revise procedural folders.
  - f. Obtain updated membership rosters from Headquarters prior to each district conference/executive board meeting, and use this information to prepare and present a membership report to the membership at the conference.
  - g. Inform chapters that the Chapter Needs Assessment (CNA) in the president's packet must be completed and submitted to International by August 31 every year, and that completed assessments earn the chapter a pearl.
  - h. Keep copies of returned Chapter Needs Assessments, answering any needs or concerns of the chapters.
  - i. Prepare a Membership Action Plan (MAP) for the State, to be presented at the second board meeting of the biennium. Goals will reflect:
    - i. The membership concerns in the state
    - ii. Plan to correct these concerns
    - iii. Plans for development and colonization
    - iv. Awards and incentives to chapters that continue to grow or retain members

- j. Assist state, regional, and International in helping members affiliate and connect with a chapter.
  - k. Know current policies of pledging and initiation.
  - l. Help chapters locate the initiation ceremonies on the international website.
  - m. Send letters of congratulation to the newly initiated members, chapters that have added new members and chapters that have received other awards that pertain to membership growth and retention.
  - n. Maintain a current membership file.
  - o. Communicate with sustaining members.
    - i. Invite them to the state convention giving them place and date.
    - ii. Provide them with information about chapters in their area.
  - p. Prepare reports of membership for the Southwest regional membership chairman in June and December each year of the biennium.
  - q. Provide information and state level support for chapters that are considering disbanding.
  - r. Eight weeks prior to state convention notify individual chapters of the number of voting delegates to which they are entitled. Also notify council presidents of their voting rights.
  - s. Provide an accurate membership count to the state sergeant-at-arms and to the state convention registration chairman six weeks prior to state convention for determining the number of voting delegates.
  - t. Prepare a membership report to be included in the convention minutes.
  - u. Prepare membership achievement awards for chapters who have initiated five (5) or more new members in the biennium and membership recognition awards for those chapters that have maintained membership.
  - v. Award the highest net growth chapter with the California membership trophy at the convention.
  - w. Officially represent California Alpha Delta Kappa at International Convention and regional conferences.
  - x. Attend all state executive board meetings, providing input, assuming assignments and carrying out all requests of the Board.
  - y. Write membership articles for the state newsletter as directed by the state president.
3. Handle incoming and outgoing correspondence pertaining to the state vice president for membership's job responsibilities as appropriate.
  4. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.

5. Prepare an officer's report for the biennium and submit to the state secretary for inclusion in the Proceedings of Convention. Include recommendations for the next biennium.

*Return to [TableofContents](#)*



## The State Treasurer shall:

1. Maintain and store financial records for California Alpha Delta Kappa.
2. Use computer accounting program selected by state executive board to track all California accounts.
3. Maintain and reconcile all banking and investment accounts for California Alpha Delta Kappa.
4. Make all investment decisions with the state executive board's approval and action recorded, and included in the executive board minutes.
5. Disburse all state funds as required by the executive board including payment of bills, reimbursements, scholarships, grants, and altruistic donations.
6. Establish and maintain a high interest bearing savings account for the purpose of accumulating interest and depositing donations for the California state scholarships, which are awarded each year of the biennium.
7. Divide all profits from state sales equally into the categories earmarked for California state scholarships and California state altruistic project funds.
8. Apply interest from the reserve account savings/investments equally between the state scholarship account and the California state altruistic project.
9. Track donations and deposits designated for the state altruistic project and disburse money to the project no less than annually, with a culminating gift at state convention.
10. Communicate with California chapter treasurers regarding payment of state dues and filing of required IRS and Franchise Tax Board e-Postcards and annual C-1 Annual Chapter Reporting Form and Audit reports. Track receipt of copies of the C-1 reports and verifications of both federal and state e postcard filings.
11. Collect all state dues by January 31 and late dues fee of \$5.00 for state dues paid or postmarked after February 1. The late fees will be categorized as altruistic income.
12. Send a letter to all sustaining members about their dues owed.
  - a. Collect International dues and publication fees and state dues from California sustaining chapter members.
  - b. Remit International dues for sustaining members to headquarters.

13. On the International website, make changes in the Directory for sustaining member changes such as Omega and changes to limited status.
14. Monitor the state budget and present a budget report of receipts and disbursements and current account balances at each executive board meeting.
  - a. Any monies left over in a budgeted category at the end of a fiscal year may be transferred to that category in the new budget or, at the direction of the executive board, may be moved to the scholarship account or leadership or altruistic budgeted line item as long as the reserve account is fully funded at one year's operational expenses.
  - b. At the March executive board meeting, the treasurer will present recommendations for unused monies.
15. Present vouchers with supporting receipts from officers and committee members for approval and payment at each executive board meeting.
16. Arrange for a tax accountant/bookkeeping service to compile and submit reports to the Internal Revenue Service of the Federal Government, to the Franchise Tax Board of the State of California, and International Headquarters for the fiscal years she is treasurer.
  - a. Provide quarterly reports of all transactions to the tax accountant.
17. Secure bonding of the state treasurer and renew it annually.
18. Provide International Headquarters with all required information by due dates from chapter C-1 reports, district D-1 or D1-EZ reports. Bring D-1 report forms to district conferences and give them to the council president.
19. Retain records according to the State and Chapter Record Retention Requirements document provided by International.
20. Send a \$100 contribution to the Living Legacy Fund in memory of a deceased California state president.
21. Send a \$100 contribution to the Alpha Delta Kappa Foundation in memory of a deceased International officer of the State.
22. Share information received from H-103 Membership Application Form and H-154 Request for Reinstatement with vice president for membership.
23. Facilitate transfer of checkbook, passbooks, quarterly bookkeeper audits and prior treasurer records by July 1 of each new biennium to the new state treasurer.

24. Serve as chairman of the state budget committee, and secure a member for the committee from each district.
  - a. Present a proposed budget for the next biennium and descriptions for expenditures to meet operational costs based on projected income generated from membership dues to the executive board for approval six (6) months prior to state convention.
  - b. Prepare proposed budget and descriptions for included in the pre-convention registration packet that is emailed to chapter presidents and posted on the California website in January of the convention year. Revisit proposed budget in March and if there is a proposed dues increase, a plan shall be included in the convention packet. The plan shall include the rationale for and the amount of the increase. The delegates at convention will vote to approve the increase of annual state dues.
  - c. Provide a financial statement of the current operating budget and all income and expenditures as of two weeks prior to the state convention to be distributed to all delegates in the convention packets.

25. Convention responsibilities:

- a. International convention responsibilities:
  - i. Provide reimbursement of budgeted item(s) for International convention previously approved by the board.
  - ii. Pay special event costs in full, after collecting monies from participants.
  - iii. Pay hospitality suite cost, according to Policy and Procedures.
- b. Regional conference responsibilities:
  - i. Provide reimbursement of budgeted item(s) for regional conference previously approved by the board.
  - ii. Pay special event costs in full, after collecting monies from participants.
  - iii. Pay hospitality suite cost, according to Policy and Procedures.
  - iv. Prepare and distribute checks to Noel Leonard Grant recipients.
- c. State convention responsibilities:
  - i. Present the proposed budget and descriptions to the delegation.
  - ii. Answer concerns/questions regarding the proposed budget and descriptions.
  - iii. Provide reimbursement of budgeted item(s) for state convention previously approved by the board.
  - iv. Provide a report at the October meeting that shows the return of the seed money after all bills have been paid.
  - v. At the October board meeting, the executive board will give the treasurer direction for allocation of any unused monies from the convention fund. Allocate unspent funds to the scholarship account, the California state altruistic project and/or the leadership line item.

- vi. Prepare and distribute checks to Noel Leonard Grant recipients.
- 26. Inform all chapter presidents of the guidelines and forms required by California state law for conducting raffles.
- 27. Handle incoming and outgoing correspondence pertaining to the state treasurer's job responsibilities as appropriate.
- 28. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
- 29. Prepare an officer's report for the biennium and submit to the state secretary for inclusion in the Proceedings of Convention. Include recommendations for the next biennium.

*Return to [TableofContents](#)*

## The State Secretary shall:

1. Record state executive board meeting minutes.
  - a. Follow agenda and keep an accurate record of the proceedings of all meetings of the board.
  - b. Bring the following supplies.
    - i. Notebook and/or laptop for recording
    - ii. Silent roll call forms
    - iii. Forms to write motions
    - iv. Necessary business supplies
  - c. Collect reports as presented.
  - d. Read any communications received.
  - e. Note the following in the minutes.
    - i. Member name and chapter
    - ii. Summary of the most recent Communications Log
    - iii. Officer making a motion and officer seconding motion
  - f. Type minutes, using bold print for motions moved, seconded and carried.
  - g. Send minutes digitally no more than three weeks after the meeting to two board members appointed by the president to review them for possible edits and/or revisions. After the review, make corrections.
  - h. After corrections have been made, send minutes digitally to executive board members no more than six (6) weeks after the meeting (or at least one week before the next board meeting, when the next meeting occurs sooner than six weeks).
  - i. Maintain copies of all minutes in digital form.
  - j. Prepare highlights of actions taken from executive board meeting minutes for the state newsletter.
2. Prepare for state convention.
  - a. Two months prior to the state convention, inform all state officers, state committee chairmen and state convention chairmen that their end-of-biennium reports are to be submitted to the state secretary one month prior to state convention for state board members and state standing committee chairmen, and by one month after the close of state convention for state convention chairmen.
    - i. Set parameters for the reports (i.e. font size, margins, etc.).
    - ii. Explain to board members and chairmen that their reports should summarize activities for the biennium and that they should make recommendations (numbered) for the future. Include an example report in the correct format.
  - b. In conjunction with the state president, appoint convention readers, recorders and timekeeper.

- i. In conjunction with the State president, arrange for tables and equipment for convention recorders and timekeeper.
    - ii. Provide timekeeper and recorders with instructions following the Rules of Convention.
3. Record state convention activities as outlined.
  - a. Pre-convention expanded executive board meeting
    - i. Have a list of committee chairmen on a silent roll call form.
    - ii. Collect any notebooks, files or electronic files from state board members and state committee chairmen, and obtain signatures to verify collection.
    - iii. Record minutes of the meeting.
  - b. State convention business meeting, banquet/installation and Omega service.
    - i. Obtain the following for recording minutes at the business meeting:
      1. Computer
      2. Two (2) recording devices (if required by the state president)
      3. One (1) stopwatch or smart phone
      4. Recording table equipped with masking tape, extension cords and marking pens
    - ii. Provide recorders a copy of the president's script and ensure that readers also have a copy, and provide instructions to record any deviations from the script in order to have an accurate record of the proceedings of the convention.
    - iii. Collect the following prior to the session or immediately following the presentation.
      1. Speeches given at convention
      2. Reports submitted
      3. Motions
    - iv. Record minutes.
    - v. At the end of the business session, collect from convention recorders and timekeeper all of the above mentioned supplies.
  - c. Post-convention executive board meeting
    - i. Give any materials for state committee chairmen to the incoming state president if an incoming chairman is not present.
    - ii. Distribute electronic files and other materials for state officers and state committee chairmen, and obtain signatures to verify items were received.
    - iii. Record the minutes.
  - d. Post-state convention
    - i. Type minutes of the convention business meeting and submit to readers who were designated by the state president prior to

convention to review and approve the minutes. Make any necessary corrections.

- ii. Minutes of the convention, titled Proceedings of Convention, shall include a record of all proceedings and copies of all programs and materials made available to attendees during the convention, copies of the text of speeches when possible, minutes of pre- and post-convention board and expanded board meetings, state board reports for the biennium, state committee chairmen's reports for the biennium, state convention chairman's report, state convention committee chairmen's reports, and the final convention budget.
  - iii. Proceedings of Convention should be completed by July 1 following the convention.
  - iv. After Proceedings of Convention have been finalized and approved, duplicate and distribute hard copies to State executive board members and attendees who purchased a copy.
  - v. Send Proceedings of Convention in digital format to the member designated to post them on the California state website.
  - vi. Hard copies of the minutes may be distributed during the fall conferences and via state board liaisons to avoid the cost of postage.
  - vii. Maintain a copy of approved Proceedings of Convention for the permanent record.
  - viii. Provide a hard copy of the approved Proceedings of Convention for the archives.
4. For state "called" board meetings, record the minutes of any special meetings called by the president or a majority of the board members.
  5. Prepare an officer's report for the biennium for inclusion in the Proceedings of Convention. Include recommendations for the next biennium.
  6. Write any responses to communications or letters from the state board as a whole as directed by the state president.
  7. Scan and save any legal correspondence.
  8. Keep the hard copies for the entire biennium of correspondence read by the state president.
  9. Handle incoming and outgoing correspondence pertaining to the state secretary's job responsibilities as appropriate.

10. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
11. Retain important information, according to International retention requirements, in digital format and hard copy, to be given to the next secretary:
  - a. Save electronic Google Sheets Communications Log according to retention requirements in b and c below.
  - b. Retain for eight (8) years correspondence on any legal matters.
  - c. Retain for four (4) years forms and correspondence for current biennium and immediate past biennium.

*Return to [TableofContents](#)*



## The State Historian shall:

1. Take photos of the chronological events of the current biennium, and be responsible for the selection of a photographer at state convention or as directed by the state president.
2. Use an online scrapbooking program to complete and publish an archive and book of biennium activities, pictures and memorabilia.
  - a. The book will be composed of current biennium pictures and memorabilia, and chapter and council pictures and memorabilia, as well as a written history of the biennium.
  - b. Provide training in the use of the selected online scrapbooking program during the first year of the biennium.
  - c. Include instructions for using the online program on the California Alpha Delta Kappa website.
  - d. Communicate with all chapter historians regarding creation of their pages and the deadline. (List of chapter historians to be obtained from state president-elect.)
3. Handle incoming and outgoing correspondence pertaining to the state historian's job responsibilities as appropriate.
4. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
5. Write articles for the state newsletter as requested by the state president. Contribute to the historian's page on the California Alpha Delta Kappa website.
6. Write an article with highlights and photos after each district conference for inclusion in the next president's newsletter.
7. Display the previous biennium's book at all district, state and regional conferences and meetings.
8. Display the state president's banner at all district conferences, Southwest Regional Conference (as requested by the state president and the International Vice President for Southwest Region) and the state convention.
9. Complete a written history of the biennium for the state president's files, California Alpha Delta Kappa website, and archive book.

10. Contact and remind chapter presidents and historians to bring chapter historians' books to the state convention.
11. Be responsible for the following at state convention:
  - a. Work with the state convention chairman in securing and supervising the archive display/room.
  - b. Prepare a sign-in and sign-out sheet for the chapter historians' books for the archive display/room. Include a receipt at sign-in and note who will pick up.
  - c. Prepare an announcement to be given at the Saturday business meeting regarding pick-up of the above chapter books either Saturday afternoon or no later than thirty (30) minutes after the banquet Saturday evening.
  - d. Include certificates of appreciation in each chapter's archives book brought to display at state convention.
12. At the state convention following her term as state historian, present the archives of the previous biennium to the immediate past president.
13. Prepare an officer's report for the biennium and submit to the state secretary for inclusion in the Proceedings of Convention. Include recommendations for the next biennium. Prepare one report for the office of historian/sergeant-at-arms.

*Return to [TableofContents](#)*

## The State Sergeant-at-Arms shall:

1. Handle incoming and outgoing correspondence pertaining to the state sergeant-at-arm's job responsibilities as appropriate.
2. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
3. Be responsible for the following at the state convention:
  - a. Assign and be responsible for assistant sergeants-at-arms and pages.
  - b. Inspect sashes and press them as necessary prior to the convention.
    - i. Distribute to and collect sashes from assistant sergeants-at-arms before and after the convention.
    - ii. Thank assistant sergeants-at-arms and pages following the convention.

*Return to [TableofContents](#)*

## The State Chaplain shall:

1. Provide opening and closing thoughts for eight (8) district conferences and ten (10) executive board meetings. The chaplain should be prepared with an additional inspirational thought for the meal at a district conference.
2. Keep a collection of inspirational readings used during the biennium, being conscious of the varied beliefs of members. Make thoughts available on the California website as requested by state president.
3. Handle incoming and outgoing correspondence pertaining to the state chaplain's job responsibilities as appropriate.
4. Maintain a communications log using the Google Sheets Communication Log that contains a summary of communications sent/received in all formats. Include date received/sent, name, office held and chapter of recipient or sender, format (i.e. email, letter), and brief statement of topic.
5. Keep an updated list of members for the Omega service at state convention.
6. Be responsible for the following duties at state convention.
  - a. Prepare opening and closing thoughts for the following events:
    - i. Friday evening expanded board meeting
    - ii. Saturday business meeting
    - iii. Saturday luncheon
    - iv. Saturday banquet
    - v. Post-convention board meeting
  - b. Plan and arrange the Omega service. Arrangements shall include:
    - i. Printed programs
    - ii. Flowers
    - iii. Inspirational thoughts
    - iv. Music
  - c. File a copy of inspirations used at the state convention and a copy of the Omega service program in the chaplain's file/folder.
7. Provide the state secretary with a copy of thoughts used at the executive board meetings for her minutes.
8. Provide a copy of all thoughts presented at meetings, district conferences and state convention to the webmaster to be placed on the California website.

9. Prepare an officer's report for the biennium and submit to the state secretary for inclusion in the Proceedings of Convention. Include recommendations for the next biennium.

*Return to [TableofContents](#)*

# STATE STANDING COMMITTEES

## DUTIES OF STATE STANDING COMMITTEES

The **State Standing Committees** as specified in the International Bylaws (ARTICLE VII, Section 2) will be:

**Altruistic  
Budget  
Bylaws  
Membership  
Candidate Qualifications  
Resolutions  
Fraternal Education  
Alpha Delta Kappa Month**

In addition to these committees, the California State Board has added:

**Scholarship  
World Understanding  
Technology**

The California State Board divided the Altruistic Committee into two separate Committees:

**Altruistic Reporting  
Altruistic Project**

### Appointments

1. The budget committee will be chaired by the state treasurer, and will be composed of the following: one past state treasurer, one current state officer, and one other member.
2. There are two altruistic reporting chairmen - one for the Northern/Valley Districts; another chairman for the Southern/Marina Districts.
4. The fraternity education and the Alpha Delta Kappa month committees will be chaired by the president-elect.
5. The membership committee is chaired by the vice president for membership.
  - a. The membership committee is comprised of the council of presidents and the State executive board.
6. The candidate qualification chairman will be approved at the first regular executive board meeting in the first year of the biennium.

## The Committee Chairmen shall:

1. Follow the job description as outlined in the California Manual for State Officers, Standing Committees, and State Convention Chairmen.
2. At the start of the biennium, attend the post-convention expanded board meeting following the state convention to receive notebooks/flash drive.
3. Maintain and update the chairman's flash drive and other materials.
4. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
5. Prepare a report to be read at the business meeting of the state convention if necessary and as directed by the state president.
6. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the convention.
7. Attend the post-convention executive board meeting to return the electronic files and any materials to the state secretary who will verify that all items have been returned.
8. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. (See below.)
9. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

## Reimbursements for State Standing Committee Chairmen:

1. State standing committee chairmen can receive reimbursement for expenses such as postage, printing, etc. with the submission of receipts to the state treasurer.
2. The scholarship chairman may receive up to sixty-dollars (\$60).
3. The technology chairman may receive up to eighty-dollars (\$80). All other standing committee chairman may receive up to thirty-dollars (\$30). If duties require travel, hotel, or other expenses, a request for reimbursement may be submitted prior to the expenditure by a standing committee chairmen for approval by the executive board.

[Return to TableofContents](#)

Revised and Executive Board Approval January, 2019; Revised August, 2021

## The Northern and Southern Altruistic Reporting Chairmen

The state president will appoint by July 1 of the first year of her biennium a reporting chairman for the Northern District and one for the Southern District. One will be designated to act as **Lead Chairman**.

### The Lead Chairman shall:

1. Compile a summary report of all chapter reporting forms to create the state altruistic report for each year of the biennium.
2. Send the compiled state altruistic report to the International altruistic chairman and the state president by April 15 each year of the biennium.
3. Retain all altruistic report forms for the biennium file.
4. Send a composite summary report of both years of the biennium to the International altruistic chairman, regional altruistic committee chairman, the state president, and state secretary by April 15 of the second year of the biennium.

### The Altruistic Reporting Chairmen shall:

1. At the start of the biennium, attend the post-convention expanded board meeting following the state convention to receive notebook/flash drive.
2. Create group email list of chapter presidents using information from the President's Council Handbook on the California website or obtain a list from the state president.
3. Email the ***Altruistic Reporting Form*** to all chapter presidents in their districts requesting that it be returned to her by March 15 each year of the biennium.
4. Send reminders to those chapters who have not submitted a report by March 15.
5. Provide a summary of chapter reporting forms from your districts to lead chairman by April 1 each year of the biennium. Return chapter reporting forms to lead chairman for the biennium file.
6. Maintain and update the chairman's flash drive and other materials.
7. Prepare a report to be read at the business meeting of the state convention as directed by the state president.



8. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.
9. Attend the post-convention expanded executive board meeting to return the electronic files and any materials to the state secretary who will verify that all items have been returned.
10. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. This report may be done individually or as a combined report of both chairmen. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
11. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$80.00 per year of the biennium for the technology chairman, up to \$60 for the scholarship chairman, and up to \$30.00 for all other chairmen.
12. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

**See the Altruistic Reporting Chairmen Timeline on the following page.**

Executive Board Approval March, 2020; Revised August, 2021

## State Altruistic Reporting Chairmen Timeline

### First year of the biennium:

- May
  - Chairmen attend State Post-Convention expanded board meeting.
  - Receive and become familiar with contents of Chairman notebook, binder, flash drive.
  - State President appoints Lead Chairman.
- October 1
  - Lead Chairman, in cooperation with the other chairman, will write a short article for the November President's newsletter and the state website.
- January
  - Chairmen will prepare a list of the chapter presidents in their districts including addresses, email addresses, and phone numbers from the President's Council Handbook located on the state website or obtain one from the state president.
  - Mail or email the *Altruistic Reporting Form* to each chapter president requesting that the forms be returned by March 15.
- March 15
  - Send reminders or call chapters who have not submitted a report.
- March/April
  - Compile a summary report of assigned districts' *Altruistic Reporting Forms*.
  - Lead chairman will combine the reports.
- April 15
  - Lead chairman will file the yearly report by April 15 per directions on the reporting form.
  - Email a copy of the report to the state president.

### Second year of the biennium:

- October through April 15 - Repeat first year activities
- April
  - Lead chairman will compile a summary report of both years of the biennium.
  - Both chairmen prepare a short historical narrative of their activity as a chairman including any recommendation(s) they would like the new state executive board to consider.
- May
  - Chairmen attend the pre and post state convention expanded board meetings.
  - Chairmen turn in state standing altruistic folders/binders/flash drives to the state secretary.

[Return to TableofContents](#)

## The State Altruistic Project Chairman shall:

1. At the start of the biennium, attend the post-convention expanded board meeting following the state convention to receive notebook/flash drive.
2. Contact state altruistic project committee members immediately after the state convention to develop their working relationship for the upcoming biennium.
3. By September 1, prepare a report for the first state newsletter of the biennium reporting on the newly selected state altruistic project.
4. In September of the second year of the biennium, contact the chapter that nominated the current altruistic project to determine if they wish to continue supporting that project. If so, that project will automatically be placed on the ballot at the next state convention.
5. Inform members that the California state altruistic project applications are available in an article prepared for the September newsletter in the second year of the biennium. Applications are due October 1 of the second year of the biennium.
6. Write a synopsis of all nominated projects. Send a copy to all members of the California state altruistic project committee for review.
  - a. The synopsis shall not include the name of the submitting chapter and shall be sent to committee members by October 15. Include the selection rubric (attached).
  - b. No more than four nominated projects shall be approved by the committee.
  - c. Committee members shall return their rubrics to the chairman by November 1.
  - d. After approval by committee, the synopsis of each nominated project shall be sent to the state president, state convention chairman, and state balloting chairman by November 15 of the second year of the biennium, in order that the synopses may then be included in the convention packet.
7. Inform all applicants of the projects selected for the ballot and thank them for their submission.
8. Present nominated projects at the state convention, to be voted on by the delegates.
9. Maintain and update the chairman's flash drive and other materials.

10. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.
11. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.
12. Attend the post-convention expanded executive board meeting and return the electronic files and any materials to the state secretary who will verify that all items have been returned.
13. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
14. After the state convention, in writing, inform the nominating chapter that its project was chosen.
15. Write to the contact(s) for the selected project to inform them of their selection as the Alpha Delta Kappa state altruistic project. Include information about Alpha Delta Kappa, when the award will be distributed, and an invitation to send a representative to the next district conference of the nominating chapter.
16. Inform the next California state altruistic project chairman of the selected project and what correspondence has been completed at that point.
17. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$30.00 per year of the biennium.
18. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

**The Altruistic State Project Committee Members shall:**

1. Receive applications for the proposed altruistic state projects from the state altruistic project chairman by October 15 of the second year of the biennium.
2. Review each submitted proposal and rate it according to the rubric provided by the chairman.
3. Provide rubric scores to the chairman by November 1 via email, phone, or written confirmation.
4. **See the reporting rubric on the following page.**

# California Alpha Delta Kappa

## California State Altruistic Project Rubric

Name of project: \_\_\_\_\_

Circle score.

1 = representing the project meets criteria least

5 = representing the project meets criteria strongly

1. Type of service provided by the organization.

1                      2                      3                      4                      5

2. Population served such as: seniors, children, disabled, etc.

1                      2                      3                      4                      5

3. Area served, such as City, State, National, International, etc.

1                      2                      3                      4                      5

4. Visibility (How well is the organization known?)

1                      2                      3                      4                      5

5. Sources of current funding (What is their current level of need in regard to our sorority's funding, great or small?)

1                      2                      3                      4                      5

Comments:

---

---

---

---

---

\_\_\_\_\_ **Committee Member Signature**

\* Generally, a project that receives an overall score of 20 to 25 would be placed on the ballot.

[Return to Table of Contents](#)

## The State Bylaws Chairman shall:

1. Propose amendments to the California Alpha Delta Kappa Bylaws.
2. Review proposed amendments received from the executive board.
3. Review proposed amendments from the membership. The proposed amendments must be received by the chairman no later than six months prior to the state convention.
4. Present to the executive board all proposed amendments from the bylaws committee six months prior, but no less than three months before the state convention.
5. Send a copy of the proposed bylaw amendments to the state president and state convention chairman by December 1 prior to the state convention so that copies may be included in the pre-convention packet and presented to the executive board.
6. Present proposed bylaw amendments at the state convention for discussion and consideration.
7. Be responsible for preparing a master copy for the printing/distribution and/or posting on the website of the revised California State Bylaws.
8. Submit a revised copy of the California State Bylaws to the chairman of the International Constitution and Bylaws Committee for certification by October 15 of the even numbered years.
9. Align California State Bylaws with current International Bylaws.
10. Be responsible for certifying that the bylaws of each chapter in the state of California conform to the International Constitution and Bylaws and to the California Alpha Delta Kappa Bylaws as directed by the state president. Chapter bylaws are due to the California bylaws chairman on October 15 of even years.
11. Maintain and update the chairman's flash drive and other materials.
12. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.

13. Attend the post-convention expanded board meeting and return the electronic files and any materials to the state secretary who will verify that all items have been returned.
14. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
15. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$30.00 per year of the biennium.
16. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to TableofContents](#)*



## The State Candidate Qualifications Chairman shall:

1. The California State Officer Candidate Application form and Information for Candidates for State Office are to be included in the state president's September newsletter of the second year of the biennium.
2. Prepare a spreadsheet containing candidates' information. If no one is running for an office, that office will still appear on the spreadsheet.
3. Provide each member of the candidate qualification committee with a copy of the spreadsheet for approval of candidates' qualifications by December 10 of the second year of the biennium.
4. Upon approval of candidate applications by the candidate qualification committee members, the chairman will provide the state convention registrar a copy of the spreadsheet by January 1 of the second year of the biennium to be included in the convention packet.
5. Inform each candidate that she has met requirements to run for office. Remind each candidate that if elected she will be required to remain for the post-convention expanded executive board meeting after the state convention and make plans accordingly.
6. Prepare a display board for the state convention that will have the candidates' pictures, resumes, and reasons for running for office. This is often displayed in the lobby area of the hotel. Do not include personal information of candidates such as phone numbers or addresses. Return original application to the applicant and retain a copy for the candidate qualifications notebook/file.
7. Accept candidate applications up to and including the first day of registration at the state convention for those seeking nomination from the floor. Establish a meeting time with the candidate qualifications committee to accommodate last day submission of applications. All candidates must be approved by the candidate qualification committee members prior to their nomination from the floor of the convention.
8. Present candidates at the state convention. State name, chapter and position being sought.
9. Maintain and update the chairman's flash drive and other materials.
10. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.

11. Attend the post-convention expanded executive board meeting and return the electronic files and any materials to the state secretary who will verify that all items have been returned.
12. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
13. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$30.00 per year of the biennium.
14. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*Return to [TableofContents](#)*

## The State Candidate Qualifications Committee shall:

1. Be familiar with the state bylaws governing candidate eligibility.
2. Review the information on all candidates sent to the candidate qualifications committee chairman.
3. Inform the candidate qualifications chairman whether or not each candidate meets the qualifications of the office. These findings should be communicated to the chairman within **one week** from receipt of the information by email, phone or in writing.
4. Meet with the candidate qualifications chairman on the first day of registration at the state convention to accommodate last day submissions of candidates.
5. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to TableofContents](#)*

## Excellence in Education

This \$5,000 award recognizes members of Alpha Delta Kappa for their outstanding contributions to education. To be eligible, the nominee must be an active member in good standing, be actively engaged in the education profession and be under contract in teaching, administration or some specialized field of education; exhibits exceptional professional dedication, knowledge and skills; is recognized as an outstanding educator by colleagues, parents and students; has made exemplary contributions to education; shows evidence of professional achievement and success; and demonstrates school/community collaboration.

Nominations are made by an Alpha Delta Kappa member or may be self-nominated. Nominations are made online on the Alpha Delta Kappa website, and are due November 1 of the odd numbered years. Adjudication criteria and a sample adjudication form are on the website as well. Nominees will receive the emailed application link by November 10 (odd year). Application deadline is January 15 of the even numbered years. A sample application and sample applicant introduction page are also on the Alpha Delta Kappa website.

The Excellence in Education timeline is as follows:

- California recipient is recognized at the state convention held in the spring, even-numbered year.
- California recipient is recognized at the regional conference, held in the summer of the even-numbered year, where a regional recipient is named.
- The seven regional recipients are recognized at International convention, held during July in the odd-numbered year, where the International recipient is named.

## The State Excellence in Education Chairman shall:

1. Be appointed by the state president. The state president shall notify International Headquarters of the name of the chairman by September 1 of the second year of the state's biennium.
  - a. The term of office for the chairman and the members shall be the biennium concluding with the International convention.
  - b. The state president shall appoint three members and one non-member from the educational community to serve as members of the committee. These committee members shall be selected by October 15 of the second year of the state's biennium. The state president shall notify International Headquarters of the names and email addresses of the committee members.

2. Committee members shall not be serving on chapter, S/P/N, regional or International scholarship or grant committees or be involved in any way with other Alpha Delta Kappa scholarship or grant programs.
3. Be prepared to provide information and nomination form access information to members. Inform members that nomination forms are due to International Headquarters by November 1 of the second year of the state's biennium. Inform applicants that state recipient will compete on the regional level, and if chosen as the regional recipient, will compete on the International level.
4. Receive completed nomination forms digitally from International Headquarters by November 15 (second biennium year). Share nomination forms with committee members if they have not received the forms from International Headquarters.
5. International will send the nominee(s) a letter requesting submission of the following to International. This information must be submitted by January 15 of the second year of the state's biennium.
  - a. Vita
  - b. Personal statement outlining her most noteworthy professional accomplishments.
  - c. Letters of reference from two professional colleagues
  - d. Head shot picture
6. International will acknowledge receipt of all nomination packets.
7. Nomination packets will be available online to the chairman and all committee members to adjudicate on an online form. Deadline for adjudication will be February 15 of the second year of the biennium. International will tally and determine the recipient. International will inform the chairman and the state president of the recipient.
8. International will maintain all nomination information. Information will be made available online for adjudication at the regional and international levels.
9. Work with the state president to determine the manner in which the award shall be presented at the state convention.
10. Maintain and update the chairman's flash drive and other materials.
11. At the end of the term of office, return the electronic files and any materials to the state secretary who will verify that all items have been returned.
12. Submit a Committee Chairman's Report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of

Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.

13. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$30.00 per year of the biennium.
14. Upon the appointment of the next Excellence in Education Chairman, turn over the updated Excellence in Education folders/binders/flash drive to the new chairman.
15. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to TableofContents](#)*

Executive Board Revision and Approval November, 2015; Revised August, 2021; Revised September, 2021  
pending Executive Board Approval

## The State Resolutions Chairman shall:

1. With the state president, prepare information to be publicized to all chapters/council regarding the process for submitting resolutions for consideration at the state convention with a due date of December 1 prior to the convention. See “Resolve to Write Resolutions” on the state website.
2. Compile resolutions offered by chapters, councils, or the state executive board for presentation at state convention.
3. Prepare resolutions for distribution/presentation as directed by the state president.
4. Report at the state convention all resolutions received by the opening session of that convention.
5. Prepare and read a closing resolution for the state convention.
6. Maintain and update the chairman’s flash drive and other materials.
7. Attend the pre-convention expanded executive board meeting to review the agenda for the state convention.
8. Attend the post-convention executive board meeting. Submit the flash drive and all materials pertaining to the office to the state secretary.
9. Submit a committee chairman’s report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman’s binder/folder.
10. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$30.00 per year of the biennium.
11. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to TableofContents](#)*

## The State Scholarship Chairman shall:

1. Chair the scholarship committee. Committee members are appointed by the state president. The committee is composed of a member from each of the four (4) districts.
2. Conduct the process of accepting and reviewing applications for the California District Mini-Scholarships as follows:
  - a. Scholarship guidelines will be reviewed by the executive board at the March executive board meeting of even years.
  - b. Be prepared to receive applications for scholarships by the due date of October 30 annually, for activities/projects occurring between December 1 through November 30.
  - c. The processing of applications by the scholarship chairman shall include the following:
    - i. Remove all names, chapters or personal identification on applications prior to sending to committee members.
    - ii. Direct the scholarship committee to evaluate applications using the established rubric and guidelines in order to select the most qualified recipient(s). The evaluations must be returned to the committee chairman within ten days.
    - iii. Write a note to all applicants thanking them for applying. The California District Mini-Scholarship recipients may be informed in this note of their selection,
    - iv. Inform the state president of the nominees and recipients.
    - v. Inform the state treasurer to provide a check to recipients of scholarships and include amounts.
3. Conduct the processing of applications for the Eleanor Bendell California State Scholarship as follows.
  - a. Scholarship guidelines will be reviewed by the executive board at the March executive board meeting of odd years.
  - b. The monetary award for the Eleanor Bendell California State Scholarship is determined no later than the November executive board meeting of the odd year.
  - c. Be prepared to receive applications for scholarships by the due date of March 1 of even years of the biennium.
  - d. The processing of applications by the scholarship chairman shall include the following:
    - i. Remove all names, chapters or personal identification on applications prior to sending to committee members.
    - ii. Direct the scholarship committee to evaluate applications using the established rubric and guidelines in order to select the most



- qualified recipient(s). The evaluations must be returned to the committee chairman within ten days.
- iii. Write a note to all applicants thanking them for applying. In these notes, all applicants should be encouraged to attend the California state convention to hear the recipient announced.
  - iv. Inform the state president of the nominees and recipient.
  - v. Inform the state treasurer to provide a check to the recipient of the Eleanor Bendell California State Scholarship and include the amount.
4. Work with the state president to determine how the Eleanor Bendell California State Scholarship recipient will be announced at the state convention.
  5. In January of the even year of the biennium, send a letter to the recipient of the Eleanor Bendell California State Scholarship from the immediate past biennium. In this letter, request her presence at the upcoming state convention and ask her to be prepared to present a five to fifteen minute presentation regarding her scholarship project. Contact the state president if more time is needed.
  6. Maintain and update the chairman's flash drive and other materials.
  7. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.
  8. Attend the post-convention expanded executive board meeting and return the electronic files and any materials to the state secretary who will verify that all items have been returned.
  9. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
  10. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$60.00 per year of the biennium.
  11. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to Table of Contents](#)*

**The State Scholarship Committee shall:**

1. Review scholarship applications for the District Mini-Scholarships and the Eleanor Bendell California State Scholarship in a timely manner following their respective due dates. These applications will have all names, chapters or personal identification removed.
2. Read, evaluate and score each application according to guidelines and criteria provided by the scholarship chairman. Return forms and score sheets given by the scholarship chairman within ten days.
3. Make suggestions for changes to the process to the scholarship chairman.
4. Recuse themselves if any candidate is a member of their chapter or a personal friend.

*[Return to TableofContents](#)*

## California Alpha Delta Kappa

### Eleanor Bendell California State Scholarship Award Guidelines

#### 1. General Regulations

- a. The award shall be given to a member of California Alpha Delta Kappa who is actively engaged in the field of education and is seeking professional growth. Professional growth is defined as enrollment in an advanced study program **or** engaged in creating or participating in a project that advances student/educator proficiency. Examples may include enrollment in an academic degree or certificate program in an accredited college or university, **or** creating curriculum that enriches and enables students to learn and teachers to teach.
- b. The scholarship is open to any Alpha Delta Kappa member who has been in good standing for the previous biennium. She shall remain in good standing for two years after the award is given, or the amount of the award is to be repaid to California Alpha Delta Kappa without interest.
- c. The recipient shall not have received any other Alpha Delta Kappa scholarship or grant, on any level, in the current biennium.
- d. Honorary members are not eligible for this award.
- e. The award may be given biennially at the state convention.
- f. The award shall be in the amount designated by the California state executive board.
- g. The scholarship opportunity will be publicized in the September and/or November newsletters in the odd year of the biennium by the California state president and by the California state scholarship chairman.
- h. If there is no qualified applicant in any given biennium, no award shall be given at that time.

#### 2. The Scholarship Committee

- a. The state scholarship committee consists of the chairman and a representative from each of the four districts of California Alpha Delta Kappa.
- b. The chairman and committee members are appointed by the state president.
- c. If a committee member resigns, she may be replaced by the state president.
- d. The committee shall use an established rubric to determine the recipient with emphasis on academic merit.

#### 3. The Application Process

- a. An applicant for the scholarship award must include a signed letter of recommendation from her chapter president mailed separately to the scholarship committee chairman.
- b. Applications must be received by March 1 of the even calendar year to the state scholarship chairman. Applications not received by the deadline will be disqualified.
- c. All application narratives must be submitted using a word processing program.
- d. Applicants will receive a notice from the state scholarship chairman as to their application status in a timely manner.
- e. Incomplete applications will not be considered.

4. Obligations of the Recipient
  - a. The recipient shall pursue the planned project or study in her submitted application proposal.
  - b. The recipient is obligated to report at the state convention two years after she receives the award.
  - c. The recipient should be willing to share her experiences with other Alpha Delta Kappa members.
  - d. The recipient agrees not to use the scholarship award project for personal profit other than professional growth on the salary schedule.
  
5. Notices to Chapters
  - a. Information concerning the scholarship award shall be included in the state president's newsletters. It will also be published on the California Alpha Delta Kappa website: [www.adkcalif.org](http://www.adkcalif.org).
  - b. If there are revisions to these guidelines, each chapter president will be notified in writing.
  - c. Applications and guidelines will be available from the state scholarship chairman.
  
6. Funding of the State Scholarship Award
  - a. Monies for the award will be derived from the State Scholarship Account Fund.
  - b. Donations to the state scholarship fund are encouraged.

*Return to [TableofContents](#)*

## California Alpha Delta Kappa

### Eleanor Bendell California State Scholarship Award Application Process

Please review the Eleanor Bendell California State Scholarship Award Guidelines (General Regulations, Selection Process, and Obligations of the Recipient) prior to submitting an application. Applicants must submit the Application Form and accompanying materials. The applicant's chapter president must submit the Chapter President's Recommendation Form and letter of recommendation. The application form and the chapter president's recommendation should be mailed separately to the California state scholarship chairman. Send by priority mail, with delivery confirmation, and received by March 1 of the second year of the biennium.

Applications are complete when the California state scholarship chairman has received the following items:

- From the applicant:
  1. Application form
  2. A recent photograph
  3. Resume
  4. Narrative of your project
- From the applicant's chapter president
  5. Chapter president's recommendation form and letter

*Return to [TableofContents](#)*

# Eleanor Bendell California State Scholarship Award Application Form

## I. Applicant Information.

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Home phone \_\_\_\_\_

Business phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Chapter \_\_\_\_\_

## II. Resume. Using a resume style, include the following information:

- A. Professional training (college university)
- B. Degrees and credentials currently held
- C. Professional experience (include: school, address, years of service, level/s taught, classification, etc.)
- D. Volunteer work (include offices and committees)
- E. Honors and Awards
- F. Alpha Delta Kappa
  - 1. Date of initiation
  - 2. Years as an active member
- G. Offices held in Alpha Delta Kappa
  - 1. Chapter level
  - 2. State level
  - 3. Regional level
  - 4. International level

III. The **college or university** you will be attending, if applicable (include your proposed plan of study and/or project and completion date)

IV. **Narrative of the professional growth plan.** Write a narrative of no more than three pages, double-spaced, describing your advanced study program or project with coursework that advances student/educator proficiency.

- 1. Describe the student/educator need(s) that led to your undertaking this study/project.
- 2. Present your plan for implementation of strategies, actions, materials, and activities to meet the needs described. Include a timeline and specific details.
- 3. Describe the desired student/educator outcomes and your evaluation plan.
- 4. Describe the impact of your study/project, including how you will share actions and results with others and sustainability for students/educator.
- 5. Provide a detailed budget that is linked to your plan, outcomes and impact.

**Eleanor Bendell California State Scholarship Award**  
**Chapter President's Recommendation**

Dear Chapter President:

The person named below is applying for the Eleanor Bendell California State Scholarship. Please complete the following as part of her application:

1. Your name and contact information.
2. Include a signed letter of recommendation on a separate sheet of paper. Please provide specific reasons for your recommendation of this applicant.
3. Mail this form and the letter of recommendation to the Eleanor Bendell California State Scholarship Chairman (available on the state web site).

All application materials must be received by March 1 of the second year of the biennium.

Chapter President's name \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

E-mail address \_\_\_\_\_

Chapter President's signature \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Email address \_\_\_\_\_

*Return to [TableofContents](#)*

## Eleanor Bendell California State Scholarship

### State Scholarship Evaluation Rubric

**Total Points Possible: 25**

Applicant # \_\_\_\_\_ Scored by \_\_\_\_\_ Total \_\_\_\_\_

1. Resume  
Includes specific information requested 1 point

2. Please score the application according to the following criteria in relation to professional growth, defined as enrollment in an advanced study program or engaged in creating or participating in a project that advances student/educator proficiency:

	1 to 2 points	3 to 4 points	5 to 6 points	Score
Need	No evidence of how program/project advances student/educator proficiency/growth	Some evidence of how program/project advances student/educator proficiency/growth	Clear evidence of how program/project advances student/educator proficiency/growth	
Plan	Missing or unclear implementation plan	Basic implementation plan	Clear and concise implementation plan	
Outcomes	No description of outcomes or plan for evaluation	Partial description of outcomes or limited plan for evaluation	Clear description of outcomes and clear plan for evaluation	
Impact (Ongoing, sharing with others)	No description of intended impact	Limited description of impact as to sustainability and/or sharing with others	Clear description of impact, including sustainability and sharing with others	
Budget	Not included or unclear	Budget included, but some expenses not clearly linked to plan	Clear budget with links to plan, outcomes and impact	

**Total Points for Application** \_\_\_\_\_

Return to: **Current State Scholarship Chairman**(See CA website: [adkcalif.org](http://adkcalif.org) - Awards, Grants, Scholarships for address)

[Return to TableofContents](#)



## The State World Understanding Chairman shall:

1. Serve as a world understanding resource person for the state executive board and for chapters.
2. Become familiar with the world understanding component of the Alpha Delta Kappa website.
3. Read the articles on world understanding in the KAPPAN.
4. Discuss with the state president the expectations for your role on the state executive board.
5. Create a list of authors and their book titles that have to do with world understanding.
6. Develop a list of resource persons knowledgeable about world understanding as possible future presenters on the topic.
7. Work with the chapters interested in having a chapter world understanding chairman.
8. Be prepared to provide workshops on world understanding at state conventions and conferences using such techniques as technology, photo and/or book displays.
9. Make chapters aware of world understanding activities, events and involvement in California by submitting items for the state newsletter on world understanding. This could include information about what chapters are involved with to promote world understanding, book reviews, information from the world understanding regional chairman and the International chairman of world understanding.
10. Encourage members to submit articles for the state newsletter or KAPPAN.
11. Consult with the regional world understanding chairman.
12. Maintain and update the chairman's flash drive and other materials.
13. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.
14. Attend the post-convention expanded executive board meeting and return the electronic files and any materials to the state secretary who will verify that all items have been returned.

15. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
16. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$30.00 per year of the biennium.
17. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*Return to [TableofContents](#)*

## The State Technology Chairman/Webmaster shall:

1. Work in conjunction with the state executive board to maintain the California Alpha Delta Kappa website in order to facilitate electronic communication and improve access to state, regional, and international electronic resources.
2. Upload materials relevant to the activities and functions of California Alpha Delta Kappa to the California Alpha Delta Kappa website.
3. Make corrections and updates to the California Alpha Delta Kappa website as advised by the state president.
4. Review website contents often to assure that information and forms are up to date.
5. Provide links to access forms and materials on the Regional or International websites.
6. Work with state president to email the president's newsletter to all California Alpha Delta Kappa members.
7. Share information regarding use of International and California websites with the California executive board.
8. Maintain and update the chairman's flash drive and other materials.
9. Facilitate communications between website providers and California Alpha Delta Kappa
  - a. Yearly, in January, verify with Word Press that Alpha Delta Kappa is the owner of the website. Wait for an email from Word Press.
  - b. Check on ipage.com to see when the domain name expires.
  - c. Manually renew the domain name of the website when needed.
10. Assist the archive chairman in establishing and maintaining a digital site for state and chapter archives. (Duties for this chairmanship will be developed as the website evolves.)
11. At the end of the biennium, attend the pre-convention expanded executive board meeting to review the agenda for the state convention.

12. Attend the post-convention expanded executive board meeting and return the electronic files and any materials to the state secretary who will verify that all items have been returned.
13. Submit a committee chairman's report electronically to the state secretary per her directions and due date. The report will be included in the Proceedings of Convention. Include recommendations for improvements. Include a copy of the report on a flash drive and in the chairman's binder/folder.
14. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer by the end of the state convention. The state budget allows for up to \$80.00 per year of the biennium.
15. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*Return to [TableofContents](#)*

# STATE CONVENTION CHAIRMEN/COMMITTEES

## DUTIES OF THE STATE CONVENTION COMMITTEES/CHAIRMEN

**The State Convention Committees/Chairmen shall be:**

**Convention Chairman or Co-Chairman  
Convention Registration Chairman  
Convention Treasurer  
Convention Decorations Chairman  
Convention Balloting Chairman  
Convention Music Chairman  
Convention Technology Chairman**

**The Committee Chairmen shall:**

1. Receive their chairman binders/folders/flash drives from the state president for use during their term.
2. Review recommendations from their previous chairman found in the Proceedings of Convention of the last state convention. Proceedings of Convention are posted on the California website.
3. Attend the pre-convention expanded executive board meeting at the state convention following the end of their biennium of service.
4. Submit their convention report electronically to the state secretary per her directions. Include recommendations for improvements. The report is due by June 1 following the convention. Include a copy of the report on a flash drive and in the chairman's binder/folder.
5. Update the chairman's flash drive and other materials.
6. Attend the post-convention board meeting at the end of the biennium and make arrangements to submit the flash drive and any other materials to the state president.
7. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer as soon as possible. File itemized expense statements with the convention treasurer no later than one month after the close of the state convention. Note line item for your chairmanship in the convention budget and remain within the budget.

8. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to TableofContents](#)*

Executive Board Approval March, 2020; Revised August, 2021

## The State Convention Chairman shall:

1. Assist the state president with the selection of a hotel site.
2. Assist the state president with:
  - a. Plans for an orderly state convention
  - b. Communications regarding the state conventions
  - c. Finalizing hotel choices for the state convention
  - d. Arrangement for speakers and entertainment
  - e. Hotel room arrangements, reception, registration areas, and with equipment needed, i.e. microphones, flags, podiums, tables for archives, tables for balloting, etc.
  - f. Reporting responsibilities at the state convention including thank you notes to individuals, chapters, councils
3. Attend the pre-convention expanded executive board meeting.
4. Present at the state convention a convention report, Rules of the Convention, the convention program with any necessary changes, and other necessary details as directed by the state president.
5. Announce all proposed changes in the convention rules to the delegates to insure complete understanding as needed.
6. Submit a convention report electronically to the state secretary per her directions. Include recommendations for improvements. The report is due by June 1 following the convention. Include a copy of the report on a flash drive and in the chairman's binder/folder.
7. Update the chairman's flash drive and other materials.
8. Attend the post-convention expanded executive board meeting at the end of the biennium and make arrangements to submit the flash drive and any other materials to the state president.
9. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer as soon as possible. File itemized expense statements with the convention treasurer no later than one month after the close of the state convention. Note line item for your chairmanship in the convention budget and remain within the budget.

10. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*Return to [TableofContents](#)*

Executive Board Approval March, 2020; Revised August, 2021



## The State Convention Registration Chairman shall:

1. Assist the state president with compiling pre-registration packets to be mailed in January of the convention year. Registration packets will contain:
  - a. Candidates for state office
  - b. Selected state altruistic projects
  - c. Proposed budget and budget item descriptions
  - d. Convention registration form
  - e. Hotel registration information
  - f. Tentative schedule of the convention
2. Work with state president to mail convention packets to chapter presidents, International Chapter representative and parliamentarian. Convention packet contents will be posted on the California website for all others who wish a hard copy.
3. Manage incoming registrations from members.
4. Report regularly to the state president regarding the number of registered members.
5. Compile registration packets to be used at the convention.
6. Attend the pre-convention expanded executive board meeting.
7. At the beginning of the Saturday business session, report responsibilities at the convention:
  - a. Convention report
  - b. Itemized report of delegates, members, guests
8. At the end of the Saturday business session, give a final report of attendance.
9. Submit a convention report electronically to the state secretary per her directions. Include recommendations for improvements. The report is due by June 1 following the convention. Include a copy of the report on a flash drive and in the chairman's binder/folder.
10. Update the chairman's flash drive and other materials.
11. Attend the post-convention board meeting at the end of the biennium and make arrangements to submit the flash drive and any other materials to the state president.

12. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer as soon as possible. File itemized expense statements with convention treasurer no later than one month after the close of the state convention. Note line item for your chairmanship in the convention budget and remain within the budget.
13. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*Return to [TableofContents](#)*

## The State Convention Treasurer shall:

1. Assist the state president with:
  - a. The establishment of a working budget, including line items for the state convention to be utilized during convention preparation.
  - b. Preparation of a form for submitting bills.
  - c. Establish a checking account for the convention. Be prepared to share state EIN number, letter on letterhead indicating convention treasurer's name, minutes from the executive board meeting indicating name of the convention treasurer, driver's license and another form of identification to establish signature cards.
  - d. Establish a master account at the convention hotel, if necessary.
  - e. Manage convention monies and payment of bills, including but not limited to raffle drawings, donations, etc.
  - f. Manage convention monies and payment of bills, including but not limited to raffle drawings, donations, etc.
2. Prepare a financial report of the state convention receipts and expenditures.
  - a. This financial report is due to the state president in charge of the convention within a month following the Convention for inclusion in the Proceedings of Convention.
  - b. If a final report is necessary, it must be submitted to the California State Executive Board by the following October executive board meeting.
  - c. This financial report is to include the printing of the convention minutes.
3. Return any monies remaining in the state convention operation money (seed money) loaned to the convention to the State Convention and Conference Operational Account via the current state treasurer. NOTE: The State Convention and Conference Operational Account is a revolving account that is to be self-supporting from one convention to the next. The IRS does not require that it be spent down. However, the interest must be spent according to its specified name and purpose.
4. Pay Convention registration for the parliamentarian and international representative.
5. Attend the pre-convention expanded executive board meeting.
6. Submit a convention report electronically to the state secretary per her directions. Include recommendations for improvements. The report is due by June 1 following the convention. Include a copy of the report on a flash drive and in the chairman's binder/folder.
7. Update the chairman's flash drive and other materials.

8. Attend the post-convention board meeting at the end of the biennium and make arrangements to submit the flash drive and any other materials to the state president.
9. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer as soon as possible. File itemized expense statements with the convention treasurer no later than one month after the close of the state convention. Note line item for your chairmanship in the convention budget and remain within the budget.
10. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*Return to [Table of Contents](#)*

## The State Convention Decorations Chairman shall:

1. Assist the state president with:
  - a. Coordinating decorations with the convention theme.
  - b. Selecting chapters and councils to assist with the decorations.
  - c. Supervising decorations at individual events.
  - d. Supervising signs and banners for selected areas as required.
2. Attend the pre-convention expanded executive board meeting.
3. Conduct decorations set-up for each event with assigned assistants.
4. Submit a convention report electronically to the state secretary per her directions. Include recommendations for improvements. The report is due by June 1 following the convention. Include a copy of the report on a flash drive and in the chairman's binder/folder.
5. Update the chairman's flash drive and other materials.
6. Attend the post-convention board meeting at the end of the biennium and make arrangements to submit the flash drive and any other materials to the state president.
7. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer as soon as possible. File itemized expense statements with the convention treasurer no later than one month after the close of the state convention. Note line item for your chairmanship in the convention budget and remain within the budget.
8. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to TableofContents](#)*

## The State Convention Balloting Chairman

1. Will be appointed by the state president.

## The State Convention Balloting Committee

1. Will be composed of one member from each District, appointed by the state president.

## The State Convention Balloting Committee shall:

1. Work with the state president to prepare ballots for the following:
  - a. Executive state officer applicants as presented by the candidate qualifications committee
  - b. California state altruistic project nominations as presented by the California state altruistic project chairman
  - c. Bylaws proposals as prepared by the state bylaws chairman
  - d. Resolutions as prepared by the state resolutions chairman
2. Prepare sign(s) to be used in the ballot room/area to direct members to their respective voting areas, to include:
  - a. Executive board state officers and immediate past state officers from the prior biennium
  - b. Past state presidents and sustaining members' delegate(s) (if ten (10) or more have registered) or alternates; plus presidents of council chapters (11) or alternates
  - c. State standing committee chairmen and convention chairmen
  - d. Northern, Valley, Marina and Southern district delegates or alternates
  - e. Provide a ballot box or boxes, pencils and supplies
  - f. Work with the convention chairman and state treasurer to establish a meeting on the posted agenda with the sustaining members in attendance (usually on Friday evening) to determine if a delegate(s) and alternate(s) are appropriate. One delegate per every ten (10) sustaining members
  - g. Obtain the voting roster from the convention registration chairman and the state vice president for membership. The voting roster lists the chapters and the number of delegates each chapter will have based on their membership as of March 1 of the convention year
  - h. Provide ballots for any second, third, or additional balloting, as required at the business meetings
3. Provide delegates with directions for balloting at the Saturday business meeting.
4. Report balloting results of the elections to the floor of the convention.

5. Attend the pre-convention expanded executive board meeting.
6. Update the chairman's flash drive and other materials.
7. Attend the post-convention board meeting at the end of the biennium and make arrangements to submit the flash drive and any other materials to the state president.
8. Submit a convention report electronically to the state secretary per her directions. Include recommendations for improvements. The report is due by June 1 following the convention. Include a copy of the report on a flash drive and in the chairman's binder/folder.
9. Maintain ballots for 48 hours after the election before destroying them.
10. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer as soon as possible. File itemized expense statements with the convention treasurer no later than one month after the close of the state convention. Note line item for your chairmanship in the convention budget and remain within the budget.
11. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

**The State Convention Balloting Committee shall:**

1. Conduct elections in accordance with procedures set by the executive board at the state convention.
2. Count the ballots at the state convention and report the results to the chairman of the balloting committee.

*[Return to TableofContents](#)*

## The State Convention Music Chairman shall:

1. Provide music for interludes at the state convention and for any other musical requirements of the convention at the request of the state president.
2. Assist the state chaplain with any music she may require for the Omega service.
3. Submit any original California Alpha Delta Kappa music and/or lyrics to the International Music Committee.
4. Attend the pre-convention expanded executive board meeting.
5. Update the chairman's flash drive and other materials.
6. Attend the post-convention board meeting at the end of the biennium and make arrangements to submit the flash drive and any other materials to the state president.
7. Submit a Convention Report electronically to the State Secretary per her directions. Include recommendations for improvements. The report is due by June 1 following the convention. Include a copy of the report on a flash drive and in the chairman's binder/folder.
8. Submit original receipts for expenses with all requests for reimbursement to the convention treasurer as soon as possible. File itemized expense statements with the convention treasurer no later than one month after the close of the state convention. Note line item for your chairmanship in the convention budget and remain within the budget.
9. Be prepared to mentor the succeeding chairman on the duties and deadlines of the committee.

*[Return to TableofContents](#)*



The State Convention Technology Chairman **shall:**

This section to be developed at a future time.

*Return to [TableofContents](#)*

## State Convention Responsibilities

### State President

1. Work with convention chairmen to plan and carry out the convention.
2. Write the convention script and conduct the business of the convention.
3. Compile all items for the convention packet (see P & P). Arrange for them to be printed.
4. Mail convention packets to all chapter presidents, the International Chapter representative to the convention, and the convention parliamentarian.
5. Post convention packet items on the state website.
6. Prepare electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.
7. Preside at the executive board meeting on Friday.
8. Conduct the expanded executive board meeting on Friday.
9. Organize all materials related to your position in digital files. Turn in all binders, manuals, and any materials (including flash drives) that accompany your position to the state secretary at the post-convention expanded executive board meeting.
10. Attend the Friday evening Meet and Greet.
11. Plan and attend the Friday evening State Board Dinner.
  - a. Purchase a personal "thank you" gift for board members.
12. Attend the Leadership Breakfast Saturday.
13. Invite past state presidents, chapter presidents and presidents-elect (or designee) with their banners to participate in the Parade of Presidents, hosting chapters entering first.
14. Attend the Saturday evening Presidents' Reception and the banquet following the reception.
15. Purchase or make favors for banquet attendees.
16. Prepare an outgoing speech for the banquet.
17. Make sure each officer to be installed has an escort.

18. Pass the president's guard on to the new president.
19. Work with incoming president and outgoing secretary to create a smooth transition and exchange of materials for new board members and new state chairmen at the beginning of post-convention expanded executive board meeting.
20. Purchase a personal "thank you" gift for state committee chairmen.
21. Write summary of the biennium for History of Alpha Delta Kappa document. Give to state historian for inclusion in the document posted on the California website..
22. Purchase small gift for southwest region presidents at the regional conference and International convention.
23. Preside over the post-convention expanded executive board meeting immediately following the Omega service.
24. Attend the post-convention executive board meeting following the post-convention expanded board meeting on Sunday.

*Return to [TableofContents](#)*

## State President-Elect

1. Order the past state president's badge guard to be presented to the immediate past president at banquet.
2. Prepare electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.
3. Purchase a "thank you" gift for the officers leaving the board - \$35 maximum (P & P); include a "thank you" gift for the outgoing state president. See below.
4. Purchase a "thank you" gift from our state for the International representative (something representative of our state).
5. Purchase a "thank you" gift from the board to the outgoing president; collect from each board member.
6. Attend the executive board meeting on Friday.
7. Attend the expanded executive board meeting on Friday.
8. Organize all materials related to your position in digital files. Turn in all binders, manuals, and any materials (including flash drives) that accompany your position to the state secretary at the post-convention expanded executive board meeting.
9. Attend the Friday evening Meet and Greet.
10. Attend the Friday evening State Board Dinner.
11. Plan and host the Leadership Breakfast Saturday morning.
  - a. Send an invitation to chapter/council presidents. Let them know this is open to everyone. There is a charge for the breakfast.
  - b. Create a theme for the breakfast.
  - c. Create an agenda and program cover.
  - d. Arrange for a recording secretary to take notes.
  - e. Give an Opening Thought for the Day, or arrange for a chaplain to do this.
  - f. Prepare a speech as the fraternal education/leadership part of the meeting. International may give direction/instruction on this
  - g. International representative *may* facilitate the business or have a message to deliver. Check with her.
12. Arrange for a President-Elect's Reception following the banquet *if desired*; contact the convention committee to help with arrangements as needed.
13. Attend the Presidents' Reception Saturday.
14. Serve as mistress of ceremonies at the banquet.

15. Present both immediate past president's badge guard and the gifts to outgoing officers during the banquet on Saturday evening at the state convention.
16. Prepare a biennium-banner with your logo and theme and an acceptance speech for the banquet.
17. Attend the post-convention expanded executive board meeting immediately following the Omega service on Sunday.
18. Work with the outgoing president to create a smooth transition and exchange of materials for new board members and new state chairmen at the beginning of post-executive board meeting.
19. Preside as president at the post-convention executive board meeting on Sunday morning, immediately following the post-convention expanded board meeting. Inform all officer candidates that they must attend this meeting should they be elected.
20. Recruit new state chairmen well in advance of the convention and ask them to attend the post-convention transition to receive their materials from the retiring chairmen.
21. Present name(s) of candidate(s) for the candidate qualifications chairman and committee members positions (P & P) to be approved by the executive board at the first (post) executive board meeting.
22. Other as directed by the president.

*Return to [TableofContents](#)*

## State Immediate Past President

1. Prepare electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.
2. Arrange for the lucite gavel plaque to be engraved and presented to the outgoing president at the banquet on Saturday of the convention.
3. Attend the executive board meeting on Friday.
4. Attend the expanded executive board meeting on Friday.
5. Organize all materials related to your position in digital files, including the updated Policy and Procedures flash drive. Turn in all binders, manuals, and any materials (including flash drives) that accompany your position to the state secretary at the post-convention expanded executive board meeting.
6. Attend the Friday evening Meet and Greet.
7. Arrange for a location (or work with state convention chairman to determine a location) and send invitations for the Past Presidents' Dinner on Friday. Inform the state convention chairman of the total for an accurate reservation number.
8. Coordinate the past presidents fund-raiser for the state scholarship or altruistic fund. Announce the results of the fund-raiser at the banquet on Saturday evening.
9. Assist sergeant-at-arms in lining up past presidents (most recent first) for entrance into the convention Saturday morning at 8:45.
10. Attend the Leadership Breakfast Saturday.
11. Present correspondence during the business meeting on Saturday.
12. Attend the President's Reception Saturday and the banquet following the reception.
13. Attend the post-convention expanded board meeting on Sunday morning immediately following the Omega Service.
14. Review and edit the Proceedings of Convention completed by the state secretary.
15. Other as directed by the president.

[Return to TableofContents](#)

## State Vice-President for Membership

1. Using International as a resource for official membership numbers as of March 1, notify each individual chapter president of the number of voting delegates for which her chapter qualifies **six weeks prior to the Convention**.
  - a. Each chapter is allowed one (1) delegate for every ten (10) active members with a minimum of one delegate per chapter.
  - b. Every ten (10) sustaining members are allowed one (1) delegate to be determined at a special meeting the first day of a state convention. Vice-president for membership will facilitate this meeting if enough sustaining members attend the convention.
2. Provide an accurate membership count to the state historian/sergeant-at-arms and to the state convention registration chairman **six weeks prior to the convention**, for the purpose of determining the number of voting delegates.
3. Prepare an electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.
4. Attend at the executive board meeting on Friday.
5. Attend the expanded executive board meeting on Friday.
6. Organize all materials related to your position in digital files. Turn in all binders, manuals, and any materials (including flash drives) that accompany your position to the state secretary at the pre-convention expanded executive board meeting.
7. Attend the Friday evening Meet and Greet.
8. Attend the Friday evening State Board Dinner.
9. Review the membership records for the biennium and create membership awards in accordance with the State Policy & Procedures Manual.
  - a. Present membership report and awards during the convention as scheduled.
  - b. Obtain Perpetual Membership Award from the previous winner.
  - c. Determine the new winner of Perpetual Membership Award according to official membership records and the State Policy and Procedures Manual and have the plaque engraved with the winning chapter name prior to the convention.
10. Assist the historian/sergeant-at-arms in coordinating volunteer sergeants-at-arms and with any other help she requires.
11. Attend the president's reception Saturday.

12. Attend the post-convention expanded board meeting on Sunday morning immediately following the Omega service.
13. Other as directed by the president.

*Return to [TableofContents](#)*



## State Treasurer

1. Prepare an electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.
2. Obtain a Certificate of Insurance for the convention from International Headquarters.
3. Prepare the proposed budget and budget item descriptions for the new biennium. Present them to the state executive board for approval by the October executive board meeting the last year of the biennium.
4. Communicate with Sustaining members, informing them of the Convention and delegate possibilities. Sustaining members may represent this chapter.
5. Create a form to be included on the State website for chapters to apply to sell items for altruistic fundraising at the Convention. Email the forms to all chapter presidents. The forms should be returned to the state treasurer along with a fee determined by the state board.
  - a. Collect and bank the fee charged.
  - b. Provide list of participating chapters to the convention chairman.
6. Attend the executive board meeting on Friday.
7. Attend the expanded executive board meeting on Friday.
8. Organize all materials related to your position in digital files Turn in all binders, manuals, and any materials (including flash drives) that accompany your position to the state secretary at the post-convention expanded executive board meeting.
9. Attend the Friday evening Meet and Greet.
10. Attend the Friday evening State Board Dinner.
11. Present the budget and budget item descriptions to the delegates and membership at the convention at the business session on Saturday. Answer any questions. Move the adoption of the budget and budget item descriptions for the new biennium.
12. Collect any money generated during the convention, and write any checks to cover scholarships or grants: Eleanor Bendell State Scholarship, Excellence in Education award, Noel Leonard First-Timers Grant, etc., in accordance with Policy & Procedures Manual.
13. Attend the Leadership Breakfast Saturday.

14. Attend the President's Reception Saturday and the banquet following the reception.
15. Attend the post-convention expanded executive board meeting on Sunday morning immediately following the Omega Service.
16. Other as directed by the president.

*Return to [TableofContents](#)*

## State Secretary

1. Prepare electronic officer's report after the convention and after the preparing of the Proceedings of Convention. Include specific recommendations.
2. Request reports to be included in the Proceedings of Convention from the following: state officers, standing committee chairmen, state convention committee chairmen, due four weeks prior to the convention (except for the convention committee chairmen). Include guidelines for formatting (text, size, etc.). Ask for *specific* recommendations and that the reports be sent electronically and included on their flash drives. Include a copy of the report from the previous biennium as a sample.
3. Attend and take minutes at the executive board meeting on Friday.
4. Attend and take minutes at the expanded executive board meeting on Friday.
5. Organize all materials related to your position in digital files. Turn over all binders, manuals, and any materials (including flash drives) that accompany your position to the new state secretary at the post-convention expanded executive board meeting. Retain what you need for completing the Proceedings of Convention.
6. Send a request 30 days in advance of the convention to all state officers and state committee chairmen, including convention chairmen, to bring updated flash drives and materials related to their positions to the convention to be turned in to you.
7. Collect all materials that accompany an officer or chairman position, excluding state convention chairmen – computer, archive books, office supplies, updated flash drives. Use a spreadsheet listing all positions to record the return of these items.
8. Work with the incoming state secretary to distribute returned materials to new officers and chairmen who are present at the Convention. The remainder will be distributed by the president or designee.
9. Attend the Friday evening Meet and Greet.
10. Attend the Friday evening State Board Dinner.
11. Work with the president to appoint two (2) readers to assist with taking minutes of business meeting.
12. Using the script of the convention, take minutes of the proceedings of the convention. Use a recording device as needed.

13. Attend the Leadership Breakfast Saturday.
14. Attend the President's Reception Saturday and the banquet following the reception.
15. Type the Proceedings of the Convention using past minutes as a model. Readers will review the final document and give comments. Make corrections if needed. Date of completion is July 1, (Policy & Procedures Manual). Submit it to the immediate past president for review.
16. With approval of the immediate past president, publish the Proceedings of Convention as follows: upload to the website; hard copies to new state executive board and members who request/pay for a hard copy. The Proceedings of Convention will be posted on the state website for anyone else wanting a hard copy.
17. Attend and take minutes at the post-executive expanded board meeting on Sunday morning immediately following the Omega Service. The incoming state secretary will take minutes of the executive board meeting following the expanded executive board meeting on Sunday.
18. Other as directed by the president.

*Return to [TableofContents](#)*

## State Historian/Sergeant-at-Arms

1. Prepare electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.
2. Take pictures of the various activities taking place during the convention weekend. Appoint some "assistant photographers" to cover events where you are unable to take the photographs yourself.
3. Attend the executive board meeting on Friday.
4. Attend the expanded executive board meeting on Friday.
5. Organize all materials related to your position in digital files Turn in all binders, manuals, and any materials (including flash drives) that accompany your position to the state secretary at the post-convention expanded executive board meeting.
6. Arrange with state convention chairman for the display of any chapter's archives; prepare a sign in/sign out sheet. Work with the convention chairman to appoint a "guardian" of the archives.
7. Prepare an announcement to be given at the Saturday business session regarding pick up of chapter archives immediately following the Saturday business session.
8. Include a Certificate of Appreciation in each chapter's archives brought to display at the convention. Your appointed "guardian" can do this for you.
9. Prepare the archives for the biennium **after** the conclusion of the state convention. Present the Historian's Book from previous biennium to the outgoing immediate past president at the banquet at the state convention. (Book may be unofficially presented earlier upon its completion.)
10. Attend the Friday evening Meet and Greet.
11. Attend the Friday evening State Board Dinner.
12. Attend the Leadership Breakfast Saturday.
13. Assign escorts (from volunteer sergeants-at-arms) for past state presidents during the Parade of Presidents.
14. Lead the assembly in the pledge; a color guard may present the flag.
15. Coordinate volunteer sergeant-at-arms. If insufficient convention attendees volunteer to serve on their registration forms, thirty days prior to the convention send an email request to the councils in the four districts to submit the names of

2-3 volunteers from each council to assist with doors at the various events, balloting, and elsewhere as needed.

16. Provide pressed (if necessary) sashes to volunteer sergeants-at-arms.
17. Give a small “thank you” gift to volunteer sergeants-at-arms when they turn in their sashes at the conclusion of Saturday’s business session. (Small chocolate bars with a note taped on are well received.)
18. Attend the President’s Reception Saturday and the banquet following the reception. Arrange a photo of all California sisters at the close of the reception
19. Assist the incoming state president to display her new banner at the Saturday evening banquet.
20. Attend the post-convention expanded board meeting on Sunday morning immediately following the Omega Service.
21. Other as directed by the president.

*Return to [TableofContents](#)*

## State Chaplain

1. Prepare electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.
2. Attend the executive board meeting on Friday.
3. Attend the expanded executive board meeting on Friday.
4. Organize all materials related to your position in digital files Turn in all binders, manuals, and any materials (including flash drives) that accompany your position to the state secretary at the post-convention expanded executive board meeting.
5. Attend the Friday evening Meet and Greet.
6. Attend the Friday evening State Board Dinner at the hotel.
7. Prepare a variety of "thoughts" appropriate to the various occasions during the convention: "Thought of the Day" to open/close the business proceedings at the Convention; "Thought of the Day" to open/close the executive board meeting and post-convention executive board meeting.
8. Prepare and coordinate the Omega Service (45 to 50 minutes), honoring sisters who have joined Omega Chapter during this biennium; coordinate needs with the state convention chairman and state president, including room set-up. \$100 has been budgeted for this.
  - a. Prepare the insert for the Omega Service program.
  - b. Locate the Silence signs or make new ones.
  - c. Prepare an attractive way to distribute any cards, etc (no cardboard boxes).
  - d. Coordinate with hosting council to pass out programs, hold Silence signs, and any other aspect of the service you need assistance with.
  - e. Recruit some volunteers to insert the programs into the program covers, or print program on the inside of the cover.
  - f. Keep in mind that this is a memorial service, not a religious service. As a multi-faith organization we must be mindful not to include specific religious references.
9. Attend the Leadership Breakfast Saturday.
10. Attend the Presidents' Reception Saturday banquet following the reception.
11. Attend the post-convention expanded executive board meeting on Sunday morning immediately following the Omega Service. See above for "Thought".
12. Other as directed by the president.

[Return to TableofContents](#)