

California Alpha Delta Kappa

POLICY & PROCEDURES



Updated January 1, 2024

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PREFACE - 1994

The State Executive Board of California Alpha Delta Kappa (1992 - 1994) adopted these policies and procedures on March 12, 1994.

Since research to formulate the policies and procedures covered only the past 20 years (1972 - 1992), the Executive Board agreed actions dated March 12, 1994, included those that are recent as well as those adopted prior to 1972.

It is the intention of these policies and procedures to be a guide to future state executive boards in conducting the business of California Alpha Delta Kappa

Mayme Chinn, Chair

Eleanor Bendell

Verna Simmons

Dorothy Vaio

April 24, 1994

PREFACE - 2002-2004

The State Executive Board of the California Alpha Delta Kappa (2002 - 2004) has updated and revised the *Policy and Procedure Manual*. As of 2004, twelve (12) manuals have been printed, one for each of the nine Executive Board members, and three (3) additional manuals. Two (2) of the three additional manuals will be kept in the State President's file; one (1) additional manual will be kept in the Recording Secretary's file.

The Immediate Past State President will be responsible for seeing that when changes are made to the *Policy and Procedure Manual* these additional manuals are also updated.

Anna Konstantopoulos
State President 2002-2004

Donna W. Ray
Immediate Past State President 2002-2004

Linda Futterer
Immediate Past State President 2006-2008

PREFACE - 2012-2014

A major goal of the State Executive Board of California Alpha Delta Kappa is to focus on moving the state organization into the digital era. The financial records have been transferred by Treasurer Diana Galvan from pencil/ledger into a Quicken accounting format, the President's Newsletter, as well as other communications and documents are available digitally, and the California website, with the guidance of the Webmaster, is an ever-evolving means of communication throughout the state.

In order for the *Policy and Procedures Manual* to remain current and reflect present-practice, this document has been put into digital format by Immediate Past President Susan Raffo and Diana Galvan and revised to reflect California Alpha Delta Kappa in the 21st Century and beyond.

State Executive Board 2012-2014

Mollie Acosta
State President

Susan Raffo
Immediate Past State President

Diana Galvan
State Treasurer

PREFACE - 2014-2018

Following the major achievement of digitizing the *Policy & Procedures Manual* in 2014, Mollie Acosta and Mary Ann Englehart worked tirelessly throughout their terms as Immediate Past President to review and update every policy. Documents were projected from the Immediate Past President's computer. As changes were discussed and approved by the state executive board, the Immediate Past President entered those changes into the file. All changes and updates were reviewed and voted on by the entire state executive board.

The Immediate Past President will continue to update the *Policy & Procedures Manual* as necessary.

The *Policy and Procedures Manual* is posted on the CA website.

Diana Galvan
Immediate Past President 2018-2020

SECTION A

ORGANIZATIONAL STRUCTURE

SECTION A: ORGANIZATIONAL STRUCTURE

STATE BYLAWS

POLICY:

California adopted Bylaws that are governed by and in compliance with the Alpha Delta Kappa International Constitution and Bylaws.

PROCEDURE:

1. The State Bylaws Chair will ensure that the *California State Bylaws* are revised and certified by the International Bylaws Committee at the beginning of each biennium.
2. The California Bylaws Chair shall send for certification, a current copy of the State Bylaws, or the official policy statement from the *California Policy and Procedures Manual* to satisfy the requirement of the Internal Revenue Service.
3. The *California State Bylaws* will be posted on the California website, easily accessible to all members. Every member is entitled to access a copy of this document.
4. The State Bylaws Chair will monitor the website to ensure that the bylaws are revised and current.
5. A member may download a hardcopy of the state bylaws from the California website.

HISTORY/AUTHORIZATION

Mar 12, 1994	Ex Bd Motion	Mar 9, 2013	Ex Bd Motion
July 6, 2013	Intl Bylaws Amended	May 3, 2014	State Conv
Jan 10, 2015	Ex Bd Motion	Oct 7, 2023	Document Edit

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SECTION A: ORGANIZATIONAL STRUCTURE

POLICY & PROCEDURES

POLICY:

In order for the California State Executive Board to perform its duties and fulfill its responsibilities, these policies and procedures are adopted and implemented.

PROCEDURE:

1. The *California Policy and Procedures* will be reviewed and revised as necessary by the California State Executive Board each biennium.
2. Any and all policy and or procedural changes must be approved by the State Executive Board in the form of a motion and will be recorded in the Executive Board minutes by the Secretary.
3. The Immediate Past State President will be responsible for maintaining an up-to-date *Policy and Procedures* document and present it to the state president to have the webmaster post it on the State website.

HISTORY/AUTHORIZATION

Mar 12, 1994 Ex Bd Motion	Mar 9, 2013 Ex Bd Motion
Aug 23, 2014 Ex Bd Motion	Jan 21 2023

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SECTION A: ORGANIZATIONAL STRUCTURE

HISTORY OF CALIFORNIA POLICY AND PROCEDURES

POLICY:

In order for the California State Executive Board to perform its duties and fulfill its responsibilities, these policies and procedures are adopted and implemented.

HISTORY:

1990-1992: The California State President appointed board members to serve on a committee: The Written Policies and Procedures Committee. At the direction of the State President, the Committee began reading the State Board Minutes of the past twenty (20) years to identify actions, which have served as policies and procedures for California Alpha Delta Kappa.

1992-1994: The California State President appointed the same committee to develop the Policies and Procedures documents into a written format to include dates, authorization, and current procedures. The format is to reflect the progress of policies from their inception to the most recent revision. The State Executive Board adopted the written *Policy and Procedures Manual* on March 12, 1994.

2002-2004: The California State President with the help of the Immediate Past State President, updated and revised the *Policy and Procedures Manual* to reflect current practice in the state. In future biennia, the Immediate Past State President is responsible for maintaining all policies and procedures each biennium.

2012-2014: The California State President charged the Immediate Past President to change the organizational structure and create a digital format for the *Policy and Procedures Manual* to be uploaded and maintained, along with financial records, communications and other documents relevant to the operation of the State Executive Board, on the Executive Board link of the California website.

2018-2020: The position of webmaster was created.

HISTORY/AUTHORIZATION

Appointed 1991	Ex Bd Committee	Mar 12, 1994	Ex Bd Motion
2004	Ex Bd Motion	Aug 23, 2014	Ex Bd Motion
Jan 10, 2015	Ex Bd Motion	2023-2024	Document Edit

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SECTION A: ORGANIZATIONAL STRUCTURE

COUNCILS

POLICY:

California chapters are organized into councils determined by the State Executive Board. The purposes of the Councils are:

1. To coordinate the work of chapters within the Council.
2. To enable chapters to have closer fraternal relationships.
3. To assist with transfers.
4. To assist with pledging and installing new chapters.
5. To plan district conferences
6. To determine the Noel Leonard Leadership Grant recipients.

(Article XV, International Bylaws)

PROCEDURE:

1. The Councils shall be composed of the chapter presidents, past presidents and presidents-elect/vice-presidents of the chapters within that Council.
2. Councils shall meet a minimum of two times per year.
3. Councils will plan a District Conference based on the rotation wheel determined by the State Executive Board.
4. Councils will choose a recipient of the Noel Leonard Leadership Grant for first timers to the State Convention. The Council will determine a method for making that choice.
5. The Council president or her designee is eligible to receive the Noel Leonard Leadership Grant for attending the Regional Conference.
6. Councils may plan joint programs, handbooks, etc.
7. All decisions made by a Council will be done by consensus. Councils are not voting bodies.

HISTORY/AUTHORIZATION

Nov 5, 2016 Ex Bd Motion

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SECTION A: ORGANIZATIONAL STRUCTURE

COUNCIL ORGANIZATION - OFFICERS

POLICY:

The councils shall be composed of the presidents, past presidents and presidents-elect/vice-presidents of the chapters within that council. Each council will have a president, secretary and any other office deemed necessary. (*Article XV, International Bylaws*)

PROCEDURE:

1. Council members will elect a president, secretary and any other office deemed necessary by the council. Alternately, councils may determine a wheel of rotation for the offices of the council.
2. Council officers will hold office for one biennium.
3. Each office will be held by council members of different chapters.
4. The determination of electing officers or development of a wheel will include all chapter representatives within the Council and will be done by consensus.

HISTORY/AUTHORIZATION

Nov 5, 2016 Ex Bd Motion

Nov 3, 2018 Document Edit

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SECTION A: ORGANIZATIONAL STRUCTURE

COUNCIL-CHAPTER ALIGNMENT

POLICY:

Each California Chapter shall be affiliated with a Council determined by the State Executive Board.

PROCEDURE:

The Immediate Past President will update this affiliation list at the end of each biennium.

NORTHERN DISTRICT

Delta	Golden Gate	Peninsula/S.Bay	Peralta	Sierra
Alpha Phi	Beta	Alpha Lambda	Alpha	Beta Eta
Beta Alpha	Phi	Beta Kappa	Alpha Alpha	Beta Tau
Beta Upsilon	Alpha Psi	Beta Pi	Alpha Nu	
Gamma Lambda	Beta Xi	Beta Rho	Alpha Rho	
		Gamma Beta		

VALLEY DISTRICT

Fresno/Modesto	Bakersfield
Gamma	Lambda
Xi	Theta
Beta Phi	

MARINA DISTRICT

Channel Islands	Orange Coast
Alpha Iota	Delta
Beta Theta	Pi
	Zeta
	Gamma Mu
	Gamma Nu
	Gamma Tau

SOUTHERN DISTRICT

Inland Cities	San Diego
Iota	Eta
Tau	Psi
Alpha Delta	Beta Omicron
Alpha Pi	
Beta Iota	
Gamma Eta	
Gamma Zeta	
Fidelis Iota	

HISTORY/AUTHORIZATION

Oct 7, 2000	Ex Bd Motion	Oct 5, 2002	Ex Bd Motion
Jan 27, 2007	Ex Bd Motion	Mar 13, 2010	Ex Bd Motion
Nov 6, 2010	Ex Bd Motion	Aug 17, 2012	Ex Bd Motion
Jan 12, 2013	Ex Bd Motion	Oct 6, 2018	Ex Bd Motion
Nov 3, 2018	Ex Bd Motion	Nov 8, 2020	Ex Bd Motion
May 26, 2021	Ex Bd Motion	Jan 7, 2023	

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SECTION A: ORGANIZATIONAL STRUCTURE

MEMBERSHIP CATEGORIES

POLICY:

California Alpha Delta Kappa offers a variety of membership categories. They include:

Active Member	Active on Leave
Limited Member	Life Member
Sustaining Member	

PROCEDURE:

1. An Active Member regularly attends chapter meetings and has met financial obligations for California and International Alpha Delta Kappa.
2. An Active on Leave member meets the financial obligations for California and International Alpha Delta Kappa but is excused from other chapter obligations and duties for one year. This designation must be approved by the chapter members.
3. In the past, a Life Member paid a one-time fee of seven hundred dollars (\$700) to become a Life Member of California Alpha Delta Kappa. These Life Memberships are still valid, but no new purchased Life Memberships will be allowed. (See p. A21 #4 *International Bylaws*.)
4. A Chapter Honorary Member is voted on by the chapter members and does not meet membership qualifications. The chapter is responsible for her dues and fees to California and International Alpha Delta Kappa. Each chapter may have up to two (2) Honorary Members. An Honorary Member has no voting privileges.
5. A Limited Member no longer has financial obligations to California and International Alpha Delta Kappa due to permanent physical or mental challenges that prevent her from participating in chapter activities. An application for Limited Status must be made to International Alpha Delta Kappa Headquarters online using the "Request for Limited Status" located on the International website under "Chapter Documents". The application must be approved by International Headquarters.
6. A Sustaining Member is an active member and has no chapter affiliation for reasons as stated in the International Bylaws. She must fulfill financial obligations to both California and International Alpha Delta Kappa. The State Treasurer will update the Directory on the International website when notified of any changes in the status of a Sustaining Member.

HISTORY/AUTHORIZATION

Mar 12, 1994	Ex Bd Motion	Nov 5, 2011	Ex Bd Motion
Aug 18, 2012	Ex Bd Motion	Jan 12, 2013	Ex Bd Motion
Oct 5, 2019	Ex Bd Motion	Mar 12, 2022	Ex Bd Motion

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SECTION A: ORGANIZATIONAL STRUCTURE

STATE INCOME

POLICY:

Income for operational costs is generated from state membership dues.

PROCEDURE:

Dues will be collected each year of the biennium from the membership.
(See Sec C: Finance/Income)

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

Jan 10, 2015 Ex Bd Motion

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SECTION A: ORGANIZATIONAL STRUCTURE

DUES FROM INITIATES

POLICY:

During each calendar year (January-December), new initiates will submit their California dues to the Chapter Treasurer for submission to the State Treasurer by December 31.

PROCEDURE:

1. Chapters are encouraged to initiate pledges January through April of each year; however, initiation may take place at any time during the year.
2. Upon initiation, submission of International form H-103 is to be completed online.
3. International dues for new initiates will be prorated throughout the year. Dues for those initiated January 1 through May 31 shall be \$40.00. Dues for those initiated June 1 to December 31 shall be \$20.
4. California dues from all chapter sisters, including the year's initiates, are to be collected and submitted to the State Treasurer by December 31.

HISTORY/AUTHORIZATION

Nov 15, 2008: Ex Bd Motion

Oct 5, 2019: Ex Bd Motion

Nov 8, 2020: Ex Bd Motion

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SECTION A: ORGANIZATIONAL STRUCTURE

STATE DUES

POLICY:

The annual state dues for California Alpha Delta Kappa members will be \$25.00 unless changed by a vote of delegates at a State Convention.

PROCEDURE:

1. The chapter treasurer will collect and remit the dues to the State Treasurer by December 31 of each year.
2. A late dues fee will be assessed for each member whose state dues are not received by January 31. (See Sec C: Finance/Income)

HISTORY/AUTHORIZATION

May 2, 1992: Ex Bd Motion	May 6, 2002: Ex Bd Motion
Aug 18, 2012: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	

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SECTION A: ORGANIZATIONAL STRUCTURE

LATE DUES FEE

POLICY:

A five dollar (\$5.00) per member late fee penalty will be charged for dues received after January 31.

PROCEDURE:

1. The chapter treasurer will collect members' dues by December 31. (See State Dues)
2. Members not paying dues on time will be assessed five-dollar (\$5.00) penalty fees for both the State and International dues.
3. The five dollar (\$5.00) late fee penalties will be added to the member payment and forwarded to the California State Treasurer and to International Headquarters.
4. State late fees will be allocated to the Altruistic line item.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Jan 7, 2016: Ex Bd Motion
Aug 18, 2012: Ex Bd Motion	Jan 10, 2015: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	Nov 8, 2020: Ex Bd Motion

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SECTION A: ORGANIZATIONAL STRUCTURE

TERMINATION OF MEMBERSHIP

POLICY:

All requests from chapters for termination of an individual member in Alpha Delta Kappa must follow the procedure as defined in the International Bylaws. (*ARTICLE III, Section 9*)

PROCEDURE:

1. Termination of membership is made by International Chapter if a member fails to meet any of the membership requirements as stated in the International Bylaws.
2. Failure to pay delinquent International, state, and/or chapter dues or other assessments by May 1, will result in termination.
3. International Chapter will notify the member, chapter, state president, and Regional IVP of terminations.

HISTORY/AUTHORIZATION

1993: Intl Bylaws Revised
Oct 5, 2019: Ex Bd Motion

2011: Intl Bylaws Revised

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SECTION A: ORGANIZATIONAL STRUCTURE

STATE LIFE MEMBERSHIP

POLICY:

California State Life Membership will be awarded to the Immediate Past State President.

PROCEDURE:

1. The Immediate Past State President will receive a Life Membership at the end of her term in recognition of her service to California Alpha Delta Kappa and her name will be added to the Life Membership list.
2. As a State Life Member, no state dues will be assessed. However, the member will continue to be responsible for her International and chapter dues.
3. The State Treasurer will issue and maintain records of all recipients of Life Memberships.

HISTORY/AUTHORIZATION

Mar 14, 1994: Ex Bd Motion	Oct 7, 2008: Ex Bd Motion
Aug 18, 2012: Ex Bd Motion	Jan 10, 2015: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION A: ORGANIZATIONAL STRUCTURE

PAST STATE PRESIDENTS' ADVISORY COUNCIL

POLICY:

The role of the Past State Presidents' Council shall be advisory and used only at the discretion of the Executive Board.

PROCEDURE:

1. The Immediate Past State President is on the Past Presidents' Advisory Council upon installation as Immediate Past State President and is the liaison between the Council and the State Executive Board.
2. The Past State Presidents' Advisory Council will be composed of all past state presidents.
3. The Past State Presidents will meet at the State Convention in the even year of the biennium.

HISTORY/AUTHORIZATION

Jan 17, 1981: Ex Bd Motion
Aug 18, 2012: Ex Bd Motion

Mar 12, 1991: Ex Bd Motion
Jan 22, 2022: Ex Bd Motion

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SECTION B

EXECUTIVE BOARD

SECTION B: EXECUTIVE BOARD

EXECUTIVE BOARD OFFICERS

POLICY:

The California State Executive Board Officers are:

PRESIDENT
PRESIDENT-ELECT
IMMEDIATE PAST PRESIDENT
VICE-PRESIDENT for MEMBERSHIP
TREASURER
SECRETARY
HISTORIAN / SERGEANT-AT-ARMS
CHAPLAIN

PROCEDURE:

1. Eligibility for seeking a state office is defined in the International Bylaws.
2. Officers are elected by a vote of the delegates to the State Convention in even numbered years.
3. Officers are installed at the Convention at which they are elected.
4. The term of state office is defined in the International Bylaws.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Consensus	Aug 27, 1997: Ex Bd Consensus
Nov 8, 2015: Ex Bd Motion	May 4, 2018: Ex Bd Motion
Nov 3, 2018: Ex Bd Motion	

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SECTION B: EXECUTIVE BOARD

STATE STANDING COMMITTEE CHAIRS

POLICY:

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

**Alpha Delta Kappa Month
Altruistic
Budget
Bylaws**

**Candidate Qualification
Fraternity Education**

In addition to these, California has designated the following State Standing Committees:

**Altruistic Reporting
Resolutions
Scholarship**

**State Altruistic Project
World Understanding
Technology**

PROCEDURE:

1. The duties of the State Membership Chair shall be assumed by the State Vice-president for Membership.
2. The duties of the State Alpha Delta Kappa Month State Chair and the State Fraternity Education State Chair shall be assumed by the State President-elect.
3. The duties of the Altruistic Chair shall be divided between the State Altruistic Reporting Chair and the State Altruistic Project Chair.
4. Each Chair will follow the job description as outlined in the California Manual for State Officers, Standing Committees, and State Convention Chairs.
5. Funds are budgeted to support each of the Standing Committee Chairs to complete their duties and for leadership training. Other expenses must be approved by the Executive Board.
6. The California Manual for State Officers, Standing Committees, and State Convention Chairs will be posted on the California website and updated as needed.
7. Chairs will be trained by a previous Chair.
8. Materials, including flash drives or digital folders, will be passed on to the new Chair.

HISTORY/AUTHORIZATION

Nov 2, 2013: Ex Bd Motion

Nov 8, 2015: Ex Bd Motion

Mar 12, 2022: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

MANUAL: STATE OFFICERS

POLICY:

The Manual (handbook) for State Officers shall be reviewed by the State Executive Board each biennium and revised as needed.

PROCEDURE:

1. The State President shall direct each State Board officer to review/revise her duties, taking into consideration the recommendations of the previous State Officer as stated in her Convention Report.
2. Revised officer duties will be placed on an Executive Board meeting agenda for approval.

HISTORY/AUTHORIZATION

Oct 6, 1984: Ex Bd Consensus	Mar 12, 1994: Ex Bd Motion
Jan 9, 2001: Ex Bd Motion	Nov 8, 2015: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

IMMEDIATE PAST STATE PRESIDENT ELECTED TO INTERNATIONAL

POLICY:

An Immediate Past State President, elected to International, will continue as a resource to the State Executive Board.

PROCEDURE:

1. If the Immediate Past State President is elected to International office, she will continue to serve on the State Executive Board as a resource.
2. She will participate as a non-voting member with State Executive Board expenses paid.

HISTORY/AUTHORIZATION

Oct 5, 1975: Ex Bd Motion

Mar 12, 1994: Ex Bd Motion

Oct 5, 2002: Ex Bd Motion

Nov 8, 2015: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

VACANCIES ON THE EXECUTIVE BOARD

POLICY:

Vacancies on the Executive Board will be filled in accordance with the International Bylaws, (*ARTICLE VII, Section 2f*)

PROCEDURE:

1. Vacancies in offices, except the President, will be filled by the Executive Board.
2. If the office of President becomes vacant, the Immediate Past President will complete the unexpired term. If the Immediate Past President is unavailable, the President-elect will become the acting president until the regular election at the State Convention. The office of President-elect remains vacant.
3. If the office of President-elect becomes vacant, the Executive Board fills the position with a member who has completed a term on the executive board and meets all other qualifications for the office.

HISTORY/AUTHORIZATION

1993: Intl Bylaws Revised
Nov 8, 2015: Ex Bd Motion

2003: Intl Bylaws Revised

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SECTION B: EXECUTIVE BOARD

BIENNIUM CALENDAR:

District Conferences, State Board Meetings, Regional and International Events

POLICY:

At the beginning of each biennium, the State Executive Board shall establish a calendar of District Conferences, State Board Meetings, Regional and International events.

PROCEDURE:

The biennium calendar will be posted on the California website.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

Mar 9, 2002: Ex Bd Motion

Nov 8, 2015: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

REGULAR BOARD MEETINGS

POLICY:

The State Executive Board will hold regularly scheduled meetings during each biennium. The meetings may be held in person or virtually.

PROCEDURE:

1. Eight Executive Board meetings will be scheduled during the biennium.
2. The Executive Board meeting will coincide with each of the district conferences.
3. The Executive Board will meet at the convention site immediately preceding and following the State Convention in the even year of the biennium.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Oct 6, 2001: Ex Bd Motion
Nov 8, 2015: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

SPECIAL BOARD MEETINGS

POLICY:

The State Executive Board may hold special meetings.

PROCEDURE:

The State Executive Board shall hold special meetings under the following conditions:

1. Within 48 hours' notice, at the call of the President or, in her absence or inability to act, by the next ranking officer of the Executive Board who is able to act.
2. At the written request of any five (5) voting members of the State Executive Board, in person or virtual meetings may be called with seven days' written notice. The request and notice must specify the purpose of the meeting and the sole business to be transacted at such meeting.
3. To make immediate decisions, the president or, in her absence or inability to act, the president-elect of the State Executive Board, may email or telephone to call a virtual meeting of members of the Executive Board. Any resulting action must be ratified at the next regular meeting in order to become an official act of the State Executive Board.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

Oct 6, 2001: Ex Bd Motion

Nov 8, 2015: Ex Bd Motion

Mar 22, 2022: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

EXECUTIVE BOARD TRAINING

POLICY:

The newly elected State Executive Board will participate in officer training.

PROCEDURE:

1. The new State President will organize and plan the agenda for the officer training at the beginning of a new biennium.
2. Work sessions will focus on the duties of each officer.
3. The Executive Board officers will act as trainers for chapter and council officers throughout the state.
4. If able, each State Executive Board officer will attend the Southwest Regional Conference to receive additional training in the duties of her office.
5. The cost of the training shall not exceed the budgeted amount in the Leadership Development line item of the California Alpha Delta Kappa state budget.
6. If additional funds are needed, prior Board approval is required.

HISTORY/AUTHORIZATION

Mar 9, 2013: Ex Bd Motion

Nov 8, 2015: Ex Bd Motion

Jan 22, 2022: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

STATE OFFICERS: Handbooks and Manuals

POLICY:

The following State Officers' Manuals and Handbooks will be available on the California Website to Executive Board members:

1. *California Alpha Delta Kappa Policy and Procedures*
2. *California Alpha Delta Kappa Manual for State Officers, State Standing Committee Chairs, and State Convention Chairs*
3. *Alpha Delta Kappa Presidents' Council Handbook*
4. *Membership Development Manual: Available on the International Website*

PROCEDURE:

1. The outgoing State Secretary will collect any hard copies from outgoing Executive Board members at the pre-convention Executive Board meeting.
2. *Alpha Delta Kappa Presidents' Council Handbook* will be uploaded on the California Website by the first district conference of the new biennium.

HISTORY/AUTHORIZATION

Jan 10, 2004: Ex Bd Motion	Nov 4, 2006: Ex Bd Motion
Mar 12, 2011: Ex Bd Motion	Nov 8, 2015: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

STANDING COMMITTEE and STATE CONVENTION CHAIRS: Handbooks and Manuals

POLICY:

The following State Officers' Manuals and Handbooks will be available on the California Website to all committee Chairs.

1. *California Alpha Delta Kappa Manual for State Officers, State Standing Committee Chairs, and State Convention Chairs*
2. *Alpha Delta Kappa Presidents' Council Handbook*
3. *Membership Development Manual*: available on the International Website

PROCEDURE:

1. The outgoing State Secretary will collect any hard copies and flash drives from outgoing Executive Board members at the pre-convention Executive Board meeting, with the exception of the Secretary's due to writing the *Convention Proceedings*.
2. *Alpha Delta Kappa Presidents' Council Handbooks* will be uploaded on the California Website by the first district conference of the new biennium.

HISTORY/AUTHORIZATION

Nov 2, 2013: Ex Bd Motion
Nov 8, 2015: Ex Bd Motion

Aug 23, 2014: Ex Bd Motion
Jan 7, 2023

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SECTION B: EXECUTIVE BOARD

LIAISONS TO CHAPTER PRESIDENTS' COUNCIL

POLICY:

The State Executive Board will be assigned as liaisons to the Chapter Presidents' Council in their districts as a resource.

PROCEDURE:

1. At the beginning of each biennium the State President will assign the members of the Executive Board to serve as liaisons.
2. Liaisons will report the activities of a council in a digital format to all members of the Executive Board. Liaison reports needing board attention will be discussed at Executive Board Meetings.
3. Liaison reports will be posted under Board Resources on the CA website.
4. Liaisons will assist with local issues, as needed.
5. Liaisons will be reimbursed for mileage, parking, and tolls for representing the Executive Board at any council meeting.
6. When more than one Executive Board member is assigned as liaison to a council, only one will be reimbursed for attending.
7. Liaisons are only reimbursed when attending a council meeting as the representative of the State Executive Board.

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Oct 6, 2012: Ex Bd Motion
Mar 9, 2013: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Nov 8, 2015: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion
Mar 12, 2022: Ex Bd Motion	

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SECTION B: EXECUTIVE BOARD

BONDING THE STATE TREASURER

POLICY:

The State Treasurer will be bonded.

PROCEDURE:

1. Bonding of the State Treasurer will be reviewed and renewed annually.
2. Funds will be set aside for bonding through a bonding insurance agency. (*See Sec C: Finance/Expense*)

HISTORY/AUTHORIZATION

Mar 3, 1973: Ex Bd Motion	Mar 12, 1994: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Nov 8, 2015: Ex Bd Motion

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SECTION B: STATE EXECUTIVE BOARD

PRESIDENT'S NEWSLETTER

POLICY:

The State President will communicate with the members in the state, region, and International through a series of eight (8) newsletters during the biennium.

PROCEDURE:

1. The newsletter will be published during the odd and even years of the biennium with four (4) per year.
2. Newsletters will be sent to the following:
 - a. All California members.
 - b. Southwest Regional President, Southwest Regional President-Elect, and Southwest Membership Consultant.
 - c. State Presidents of the Southwest Region
 - d. International Chapter
3. Newsletters will be distributed by e-mail and posted on the California website.

HISTORY/AUTHORIZATION

Mar 1, 1994: Ex Bd Motion	Oct 1, 1994: Ex Bd Motion
Aug 1, 1997: Ex Bd Motion	Oct 6, 2001: Ex Bd Motion
Oct 3, 2004: Ex Bd Motion	Mar 24, 2007: Ex Bd Motion
Nov 6, 2010: Ex Bd Motion	Mar 12, 2011: Ex Bd Motion
Nov 3, 2012: Ex Bd Motion	Nov 8, 2015: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	Mar 14, 2020: Ex Bd Motion
May 26, 2021: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

CALIFORNIA WEBSITE

POLICY:

The Executive Board will establish and oversee the maintenance of the California website.

PROCEDURE:

1. The State President will appoint the Technology Chair/Webmaster who will facilitate electronic communication, provide access to electronic resources on the California website, and will maintain/update documents and information on the CA website.
2. The website will provide links to officer and committee information, resources and materials.
3. The State President is responsible for monitoring needed website updates.
4. The State President will designate one Executive Board Member to act as liaison between the Executive Board and Technology Chair/Webmaster to update needed website changes as they occur during Executive Board meetings.
5. The Technology Chair/Webmaster will create a secure link that allows the Executive Board exclusive access to official documents.
6. Digital copies of state documents will be posted and maintained on the website: *Bylaws; Policy and Procedures; the Manual for Officers, State Standing Chairs, and State Convention Chairs.*
7. Other documents relevant to the operation of California Alpha Delta Kappa, as determined by the Executive Board, will also be posted on the website and maintained.
8. Digital links will be provided and maintained to Regional and International resources and materials, as well as other links deemed appropriate by the Executive Board, for the use of the general membership.

HISTORY/AUTHORIZATION

Oct 12, 2013: Ex Bd Motion

Nov 2, 2013: Ex Bd Motion

Nov 8, 2015: Ex Bd Motion

Mar 12, 2022: Ex Bd Motion

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SECTION B: EXECUTIVE BOARD

REVIEW OF RECOMMENDATIONS FOLLOWING STATE CONVENTION

POLICY:

The State Executive Board shall review the recommendations included in the Proceedings of the California State Convention as submitted for filing and publication by state officers, state standing committee Chairs, state convention Chairs and state convention committee Chairs.

PROCEDURE:

During the first year of the biennium following a California State Convention, the State Executive Board shall review the recommendations as presented by the immediate past state officers, state standing committee Chairs, state convention Chairs and state convention committee Chairs.

1. The Immediate Past Recording Secretary shall produce the *Proceedings of the State Convention* for distribution before the October Executive Board meeting of the new biennium. The cost to produce the Proceedings shall not exceed the line-item amount allocated in the CA Alpha Delta Kappa State Budget unless additional funds are approved by the Executive Board.
2. The State President shall place the review of recommendations on the agenda(s) for completion by the end of the first year of the biennium.
3. Any and all policy and or procedural changes must be approved by the State Executive Board in the form of a motion and will be recorded in the Executive Board minutes by the State Secretary.
4. The Immediate Past State President will be responsible for maintaining an up-to-date Policy and Procedures document, present any suggested changes to the Executive Board for approval and submit approved changes to the President to forward to the Webmaster to be placed on the State website.

HISTORY/AUTHORIZATION

Nov 15, 2008: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Aug 23, 2014: Ex Bd Motion	Nov 8, 2015: Ex Bd Motion
Mar 12, 2022: Ex Bd Motion	

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SECTION B: EXECUTIVE BOARD

STATE PRESIDENT'S GAVEL

POLICY: For Incoming State President:

The incoming State President will receive the badge of office and the wooden president's gavel during the installation ceremony.

PROCEDURE:

The outgoing State President will present the incoming State President with the wooden gavel along with the badge representing her office as part of the installation ceremony at State Convention. (*See State Convention*)

POLICY: For Outgoing State President:

The outgoing State President's name will be added to the permanent Lucite gavel plaque.

PROCEDURE:

1. The outgoing Immediate Past President will be responsible for having the permanent Lucite gavel plaque engraved with the name and term of the outgoing State President.
2. After the installation ceremony, the outgoing State President will receive the permanent Lucite gavel plaque for safekeeping until the end of her term on the Executive Board.
3. The bill for engraving will be submitted to the State Treasurer and paid from Courtesy. (*See Finance/Expense*)

HISTORY/AUTHORIZATION

Jan 1, 1994: Ex Bd Motion	Oct 6, 2001: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Nov 8, 2015: Ex Bd Motion

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SECTION C

FINANCE / INCOME

SECTION C: FINANCE / INCOME

STATE INCOME

POLICY:

Income for operational costs is generated from state membership dues.

PROCEDURE:

1. The State Treasurer will prepare the proposed state budget for the following biennium based on the number of dues-paying members in the state.
2. The State Treasurer collects chapter dues and presents a working budget, based on the projected income for the following biennium, to the Executive Board for its approval by the last Board meeting of the calendar year in the odd year of the biennium.
3. The State Treasurer gives a budget report and quarterly reports at each Executive Board meeting during the biennium.
4. The State Treasurer collects late dues fees. (*See Sec A: Late Dues Fees*)

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Jan 12, 2013: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION C: FINANCE / INCOME

STATE DUES

POLICY:

The amount for state dues for California Alpha Delta Kappa members shall be set by the delegates at State Convention.

PROCEDURE:

1. Each chapter treasurer shall collect International dues and fees prior to the due date and submit International dues and fees to International headquarters by December 31, and no later than January 31.
2. Each chapter treasurer shall collect state dues prior to the due date and submit state dues to the State Treasurer by December 31, and no later than January 31.
3. The collection of California state dues from new initiates is postponed until December of the year of initiation.
4. If an increase in dues were recommended by the Executive Board, a plan for the dues increase will be included along with the Proposed State Budget in the convention packet.
5. The plan shall include the rationale for and the amount of the increase.
6. The proposed dues increase will be voted on by the delegates at Convention and must pass with a two-thirds majority in order to be implemented.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion
Aug 23, 2014: Ex Bd Motion
Mar 12, 2022: Ex Bd Motion

Mar 12, 2011: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion

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SECTION C: FINANCE / INCOME

COLLECTION OF STATE DUES FROM INITIATES

POLICY:

During each calendar year (January-December), new initiates will submit their California dues to the Chapter Treasurer for submission to the State Treasurer by December 31, and no later than January 31.

PROCEDURE:

1. Chapters are encouraged to initiate pledges January through April of each year; however, initiation may take place at any time during the year.
2. Upon initiation, submission of International form H-103 is to be completed online.
3. International dues for new initiates will be prorated throughout the year. Dues for those initiated January 1 through May 31 shall be \$40.00. Dues for those initiated June 1 to December 31 shall be \$20.
4. California dues from all chapter sisters, including the year's initiates, are to be collected and submitted to the State Treasurer by December 31.

HISTORY/AUTHORIZATION

Nov 15, 2008: Ex Bd Motion	Mar 9, 2013: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	Oct 5, 2019: Ex Bd Motion
Nov 8, 2020: Ex Bd Motion	

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SECTION C: FINANCE / INCOME

FINANCIAL ACCOUNTS

POLICY:

Accounts will be established for the purpose of managing the financial obligations of California Alpha Delta Kappa.

PROCEDURE:

1. **General Checking Account** - The General Checking Account shall be used to pay expenses designated in the approved budget governing the California Alpha Delta Kappa Sorority.
 - a. **Chapter Dues and Late Dues Fees** shall be deposited into the General Checking Account.
 - b. **Donations to Altruistic** shall be tracked in a distinct category.
 - c. **Donations to Leadership** shall be in a distinct category.
 - d. **State Convention Account** – Operational funds in the amount of \$7500 shall be maintained in the General Checking Account as a distinct category until needed to finance start-up costs for the California State Convention.
7. **Scholarship Account** – The Scholarship account shall be an interest-bearing account, separate from the General Checking and Reserve Accounts, used to fund scholarships available to California Alpha Delta Kappa members. Monies expended will be from budgeted funds, gifts, endowments, sales, donations, interest, and other income as designated by the Executive Board. Scholarships available to members are: (*See Scholarships, Grants, and Awards*)
 - a. **Eleanor Bendell State Scholarshi**
 - b. **District Mini-Grants**
 - c. **California Excellence in Education Award**
8. **Reserve Account** – The Reserve Account shall, at a minimum, be equal to a year's operational costs and used only for fiscal emergencies as determined by the Executive Board. To be fiscally responsible, effort should first be made to reallocate projected line items to cover the emergency expenditure.
 - a. Interest accrued in the Reserve Account shall be transferred to the Scholarship Account and/or directed to altruistic gifts by the end of each biennium as determined by the Executive Board by the last meeting of the biennium. The exact amount transferred shall be reported by the first Executive Board meeting of the following biennium.
9. **Alpha Delta Kappa Foundation** – This is an investment account maintained by Alpha Delta Kappa International, Inc.
 - a. **Noel Leonard Leadership Grant** – This endowment by Noel Leonard shall fund grants to first-time attendees at the California State Convention and to District Council Presidents or their designees to attend Southwest Regional Conference, or other leadership training as needed.

HISTORY/AUTHORIZATION

Aug 23 2014: Ex Bd Motion	Jan 10, 2016: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	Jan 22, 2022: Ex Bd Motion
Mar 12, 2022: Ex Bd Motion	

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SECTION C: FINANCE / INCOME

INVESTMENTS

POLICY:

All investment decisions shall be made by the State Treasurer with State Board approval.

PROCEDURE:

1. All investment decisions shall be implemented and monitored by the State Treasurer with Executive Board approval.
2. Potential investment opportunities shall be researched and presented to the Executive Board for consideration.
3. The State Treasurer will present a written report including all account and investment balances at each Executive Board meeting.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Jan 3, 2003: Ex Bd Motion
Mar 9, 2013: Ex Bd Motion	Nov 2, 2013: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	

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SECTION C: FINANCES / INCOME

EXECUTIVE BOARD SALES

POLICY:

The Executive Board may sell items at district, state, regional, or international events.

PROCEDURE:

1. The State Treasurer will oversee any state authorized sales, i.e., pins, shirts, tote bags, note cards, etc.
2. All profits will be divided equally between the Scholarship Account and Altruistic Account.
3. A report of profits from the sales will be entered in the Executive Board minutes as part of the Treasurer's report.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Oct 6, 2012: Ex Bd Motion
Mar 9, 2013: Ex Bd Motion	Jan 10, 2016: Ex Bd Motion

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SECTION C

FINANCE / EXPENSE

SECTION C: FINANCE / EXPENSE

BUDGETED EXPENDITURES

POLICY:

All budgeted monies are to be used for the designated category as shown in the budget for each biennium. Funds in a budgeted category are transferable into another category during the biennium only upon approval of the Board.

PROCEDURE:

1. Expenditures exceeding the budgeted amount in a designated category shall be reviewed by the Executive Board.
2. If monies in a budgeted category are insufficient, monies may be transferred from another category during the biennium only upon approval of the Board and will be noted in the minutes.
3. At the conclusion of a biennium, any unused monies in a budgeted category may, at the discretion of the Executive Board, be transferred to that category in the next biennium's budget, or to the Scholarship account, the Altruistic subaccount, or the Leadership line item of the budget as needed, as long as the General Reserve account is fully funded. If the General Reserve account drops below the minimum one year's operational expenses, all unexpended funds will be placed in the General Reserve account.

HISTORY/AUTHORIZATION

Mar 10, 1979: Ex Bd Consensus	Oct 4, 1986: Ex Bd Consensus
Mar 12, 1994: Ex Bd Motion	No 6, 1999: Ex Bd Motion
Oct 27, 2007: Ex Bd Motion	Nov 2, 2013: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

STATE CREDIT CARD

POLICY:

The President, President-elect, and Treasurer will have a credit card to facilitate state business during the biennium based upon current *Policy and Procedures*.

PROCEDURE:

1. By July of the first year of the biennium, the State Treasurer will establish or re-establish the state business credit card to include the President, President-elect, and Treasurer.
2. The credit cards will be distributed by the Treasurer to the President and President-elect by the end of July the first year of the biennium.
3. Copies of all receipts for credit card purchases are to be filed with the State Treasurer within 30 days of the purchase.

HISTORY/AUTHORIZATION

Jan 2009: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

TREASURER'S BOND

POLICY:

The bonding of the State Treasurer shall be renewed annually.

PROCEDURE:

The State Treasurer shall pay the bonding company to renew the bond in October of each year of the biennium.

HISTORY/AUTHORIZATION

Mar 9, 2013: Ex Bd Motion

Jan 10, 2016: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

EXECUTIVE BOARD MEETING REIMBURSEMENTS

POLICY:

Executive Board members attending Executive Board meetings shall be reimbursed for their expenses.

PROCEDURE:

Original receipts must accompany all requests for reimbursement. Executive Board members will complete a Reimbursement Request Form and provide receipts to the State Treasurer at the Executive Board meeting.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the Executive Board meeting using the least expensive means of transportation which may include:
 - a. Airline coach fare
 - b. Personal vehicle, mileage at \$0.60 per mile
 - c. Car rental
 - d. Hotel Shuttles
 - e. Lyfts or Ubers
 - f. Carpooling when reasonable using b, c, d, or e
2. Parking tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense. Reservations will be arranged by the President-elect.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) of the cost.
 - b. Board members desiring a single room shall be billed for half (1/2) of the room cost.
4. Per diem of thirty-five dollars (\$35.00) per night shall be allowed. While meals will not be reimbursed, the per diem may be used to offset meal expenses.

NON-REIMBURSABLE EXPENSES:

1. Meals
2. Personal phone calls, valet services, and any other personal service
3. Alcoholic beverages

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Nov 7, 1998: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Nov 9, 2002: Ex Bd Motion
Oct 2, 2004: Ex Bd Motion	Nov 7, 2009: Ex Bd Motion
Mar 9, 2013: Ex Bd Motion	Jan 10, 2016: Ex Bd Motion
Mar 11, 2023: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

PER DIEM

POLICY:

Per diem shall be paid to Executive Board members at the rate of twenty-five dollars (\$25.00) for each overnight stay required while attending to state business.

PROCEDURE:

1. Executive Board members will be paid for each overnight stay required while attending Executive Board meetings.
2. Per diem is not a line-item expense for International Convention nor Southwest Regional Conference. Since the International Convention and Southwest Regional Conference are not intended to conduct official California Alpha Delta Kappa business, the Executive Board members are not paid per diem for attending.
3. In the event that a Special Executive Board meeting is called to conduct official California Alpha Delta Kappa business, per diem will be paid.

HISTORY/AUTHORIZATION

May 4, 2002: Convention Budget Guidelines	Nov 7, 2009: Ex Bd Motion
Jan 9, 2010: Ex Bd Motion	Mar 13, 2010: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

STATE OFFICER LEADERSHIP TRAINING

POLICY:

The newly elected Executive Board will attend the State Officers' Leadership Training.

PROCEDURE:

1. The State Officers' Leadership training takes place in the summer at the beginning of the new biennium.
2. In addition to the newly elected Executive Board, at least one Past State Treasurer will be in attendance.
3. If the Immediate Past State Treasurer is unable to attend the training, the President will invite a Past State Treasurer by May 31 to assist with training the new State Treasurer and the Executive Board.
4. If a Past State Treasurer is invited, she will receive the same reimbursement as the Executive Board.
5. If the State Treasurer is continuing to serve on the Executive Board, an invitation for another Past State Treasurer will not be extended.
6. The cost of the training shall not exceed the budgeted amount in the Leadership Development line item of the California Alpha Delta Kappa state budget.
7. Use of the Noel Leonard Leadership Account may be considered for funding or partial funding the State Officers' Leadership Training.
8. If additional funds are needed, prior Board approval is required.

HISTORY/AUTHORIZATION

Jan 2009: Ex Bd Motion

Jan 22, 2022: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

STANDING COMMITTEE CHAIR EXPENSES

POLICY:

The Chair of a Standing Committee shall be reimbursed to help defray expenses incurred in fulfilling her responsibilities.

PROCEDURE:

1. Each Chair shall submit a report of her expenses including original receipts to the State Treasurer.
2. The Scholarship Chair shall be allowed sixty dollars (\$60.00) per year.
3. The Technology Chair shall be allowed eighty dollars (\$80.00) per year.
4. All other committee Chairs shall be allowed up to thirty dollars (\$30.00) for supplies, postage and printing.
5. When the duties of the above Chairs require travel, hotel expenses or other expenses, these may be reimbursed by pre-approval of the Executive Board and paid out of the State Committee Chair line item in the State Budget.

HISTORY/AUTHORIZATION

Oct 5, 1974: Ex Bd Motion	Mar 12, 1994: Ex Bd Motion
Nov 5, 2000: Ex Bd Motion	Jan 8, 2005: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

LIAISON TO COUNCILS

POLICY:

A designated visit by an Executive Board member to an assigned council shall carry travel reimbursement privileges.

PROCEDURE:

1. Each Board member shall be assigned as liaison to one or more councils.
2. Liaison visits to council meetings will be reimbursed at the current mileage rate (one Board member per Council meeting).
3. Board members will provide the State Treasurer with a Reimbursement Request Form listing location visited and number of miles requested for reimbursement, plus any additional costs for parking and/or tolls.
4. Expenses for additional contact to conduct official business shall be pre-authorized by the State Board (e-vote is acceptable).

HISTORY/AUTHORIZATION

Nov 13, 1976: Ex Bd Motion	Nov 4, 1978: Ex Bd Motion
Mar 12, 1994: Ex Bd Motion	Nov 7, 1998: Ex Bd Motion
Nov 7, 2002: Ex Bd Motion	Oct 2, 2004: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Jan 10, 2016: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

DISTRICT CONFERENCE REGISTRATION REIMBURSEMENT

POLICY:

The State Treasurer will reimburse the host council for the registration of Executive Board members at the district conference.

PROCEDURE:

1. The State Treasurer will RSVP for the Executive Board to the host council's invitation to the district conference.
2. The State Treasurer will pay the district conference registration fee for the Executive Board members. *(See Sec A: District/Councils)*

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion

Jan 10, 2016: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

REGIONAL CONFERENCE REIMBURSEMENT: Executive Board

POLICY:

California Alpha Delta Kappa will participate at the Southwest Regional Conference which is held in the even-numbered years.

PROCEDURE:

1. The official participants designated from the Executive Board shall be President, President-elect, Immediate Past President, Vice-President for Membership, and Treasurer. These officers shall be reimbursed for their expenses up to the budgeted amount.
2. Funding the expenses of the official Executive Board members will be included in the California Alpha Delta Kappa state budget, which will determine the amount of the Board members' expenses to be reimbursed.
3. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.
4. Itemized reimbursement requests with copies of all receipts are to be filed with the State Treasurer within thirty (30) days after the close of the conference.
5. The State Treasurer will reimburse the Board Member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the Regional Conference, using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d, or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the conference rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for conference
2. Meals

3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Jan 14, 1974: Ex Bd Motion
Mar 12, 1974: Ex Bd Motion	Mar 7, 1998: Ex Bd Motion
Nov 7, 1998: Ex Bd Motion	May 6, 2000: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Nov 9, 2002: Ex Bd Motion
Oct 2, 2004: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

REGIONAL CONFERENCE REIMBURSEMENT: Additional Officers

POLICY:

The budget will allow for three (3) additional Executive Board members, (those not fully budgeted): Chaplain, Secretary, Historian/Sergeant-at-Arms, to be partially or fully reimbursed for Regional Conference expenses, not to exceed the budgeted amount.

PROCEDURE:

1. Available money shall be divided equally among additional Board members attending the conference according to the following guidelines.
2. Itemized reimbursement requests with copies of all original receipts are to be filed with the State Treasurer within thirty (30) days after the close of the conference.
3. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the Regional Conference using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the conference rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for conference
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 4, 2002: State Budget Guidelines	Jan 10, 2004: Ex Bd Motion
Jan 8, 2011: Ex Bd Motion	Jan 10, 2016: Ex Bd Motion
Nov 3, 2018: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

STANDING COMMITTEE CHAIRS AT REGIONAL CONFERENCE

POLICY:

The state shall provide financial assistance for nine (9) Standing Committee Chairs to attend the leadership training sessions at the Southwest Regional Conference. This is an effort by the Executive Board to train committee Chairs to be potential state officers.

PROCEDURE:

1. Standing Committee Chairs are eligible to receive this training.
2. A stipend of one hundred dollars (\$100) to assist with expenses will be given to each state Chair attending the regional conference.
3. Upon verification of attendance, the State Treasurer shall pay the stipend within thirty days.

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Jan 14, 1974: Ex Bd Motion
Mar 12, 1994: Ex Bd Motion	Nov 5, 2000: Ex Bd Motion
May 4, 2002: Ex Bd Motion	Mar 13, 2010: Ex Bd Motion
Jan 10, 2016: Ex Bd Motion	

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SECTION C: REGIONAL CONFERENCE

GIFT PARTICIPATION

POLICY:

California will participate along with other states in the region in providing gifts as specified by the International Vice President (IVP) for the Region.

PROCEDURE:

1. The Executive Board will be notified if gifts need to be purchased as specified by the International Vice President (IVP).
2. The Executive Board will approve the purchase of gifts and assign the responsibility for purchasing the gift(s) to a board member.
3. The purchaser of the gifts will be reimbursed from the Courtesy line item in the budget.

HISTORY/AUTHORIZATION

Mar 9, 2018: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

STATE ALTRUISTIC PROJECT: Funding

POLICY:

Funds designated for the State Altruistic Project will be kept in the General Checking Account as a sub-account.

PROCEDURE:

1. All funds specified designated for the State Altruistic Project from donations, gifts, and sales will be kept in the General Checking sub-account.
2. Chapters throughout the state are encouraged to support the State Altruistic Project each year of the biennium through donations and/or gifts.
3. To fulfill the IRS requirements, a donation will be made to the State Altruistic Project each year of the biennium.
4. In order to determine the amount awarded to the State Altruistic Project in each year of the biennium, the Executive Board meeting will review the Altruistic sub-account at the March meeting. *(See Section E: State Altruistic Project: Monetary Award)*

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

Jan 10, 2003: Ex Bd Motion

Mar 6, 2016: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

REVIEW OF NOEL LEONARD LEADERSHIP ACCOUNT

POLICY:

The Executive Board shall review the Noel Leonard Leadership Memorial Grant Program and its account each biennium.

*This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.

PROCEDURE:

1. The State Treasurer will obtain and present the current status of the Noel Leonard Leadership Grant Memorial Program account during the Treasurer's Report at the November Executive Board meeting.
2. If the balance of the Noel Leonard account drops below \$36,500 (the amount of the initial deposit to the Alpha Delta Kappa Foundation), a loan from the General Checking Account may be made to subsidize the \$100 Noel Leonard Leadership grants for First-Time Attendees at State Convention, and for Council President, Secretary/Treasurer, or designee to attend the Southwest Regional Conference taking place during the following calendar year.
3. Repayment from the Noel Leonard account to the General Checking account will be made as soon as the Noel Leonard account balance increases in value by the amount of the subsidy.
4. The State Executive Board shall review the Noel Leonard Leadership Memorial Grant Program and its account relative to any outstanding loan balance at each Executive Board meeting. Money may be transferred to the appropriate line item to subsidize any other and additional leadership plans.
5. At the January meeting of the second year of the biennium, the award for this grant will be reviewed by the Executive Board. Depending upon the interest accrued from the Noel Leonard Memorial Grant account, the award may be adjusted according to the amount set by the Executive Board. The adjusted amount shall be allocated according to the grant as well as used for additional leadership opportunities for officers as the Executive Board deems important.

HISTORY/AUTHORIZATION

Nov 7, 2009: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Aug 23, 2014: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion
Oct 7, 2023 Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

NOEL LEONARD LEADERSHIP GRANT: Southwest Regional Conference

POLICY:

One grant of one hundred dollars (\$100) shall be offered to each of the eleven (11) Councils to encourage Council leadership (Council President, Secretary/Treasurer, or designee) to attend the Southwest Regional Conference in order to further facilitate leadership skills and enhance communication between the Executive Board and membership throughout the state.

*This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.

PROCEDURE:

1. The Noel Leonard Leadership Grant for Council Presidents, Secretary/Treasurer, or designee will be funded from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
2. Each council will select one recipient and submit that person's name to the State President by June 1 of even years.
3. The State President shall compile a list of qualified recipients and give a copy to the State Treasurer for payment.
4. In the event that the State Treasurer is unable to award the grant to eligible participants at the conference, checks will be mailed to them within thirty days.
5. The State Treasurer will request reimbursement from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
6. The State President shall:
 - a. Announce the recipients and report the grant distribution to the Executive Board at the October Executive Board meeting during the first year of the biennium.
 - b. Publish an announcement of recipients in the President's Newsletter during the fall of the first year of the biennium.

HISTORY/AUTHORIZATION

Mar 2008:	Ex Bd Motion	Nov 7, 2009:	Ex Bd Motion
Mar 13, 2010:	Ex Bd Motion	Nov 5, 2011:	Ex Bd Motion
Mar 6, 2016:	Ex Bd Motion	Nov 3, 2018:	Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

STATE CONVENTION REIMBURSEMENT: Executive Board

POLICY:

California Alpha Delta Kappa will participate at the California State Convention which is held in the even-numbered years. Official participants from the Board shall be reimbursed for expenses incurred according to the following procedures.

PROCEDURE:

1. The official participants designated from the Executive Board shall be President, President-elect, Immediate Past President, Vice-President for Membership, and Treasurer. These officers shall be reimbursed for their expenses up to the budgeted amount.
2. Itemized reimbursement requests with copies of all original receipts are to be filed with the State Treasurer within thirty (30) days after the close of the convention.
3. The State Treasurer will reimburse the Board Member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the State Convention, using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d, or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the convention rate. Executive Board Members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Jan 14, 1974: Ex Bd Motion
Mar 12, 1974: Ex Bd Motion	Mar 7, 1998: Ex Bd Motion
Nov 7, 1998: Ex Bd Motion	May 6, 2000: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Nov 9, 2002: Ex Bd Motion
Oct 2, 2004: Ex Bd Motion	Mar 9, 2013: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion
Nov 3, 2018: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

STATE CONVENTION REIMBURSEMENT: Additional Officers

POLICY:

The budget will allow for three (3) additional Executive Board members, (those not fully budgeted): Chaplain, Secretary, Historian/Sergeant-at-Arms, to be partially or fully reimbursed for State Convention expenses, not to exceed the budgeted amount.

PROCEDURE:

1. Available money shall be divided equally among additional Board members attending the conference according to the following guidelines.
2. Itemized reimbursement requests with copies of all original receipts are to be filed with the State Treasurer within thirty (30) days after the close of the convention.
3. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the State Convention using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Carpooling whenever possible using b. or c.
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the convention rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 4, 2002: State Budget Guidelines	Jan 10, 2004: Ex Bd Motion
Jan 8, 2011: Ex Bd Motion	Mar 9, 2013: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

STATE CONVENTION OPERATIONAL FUNDS (Seed Money)

POLICY:

Operational Funds (seed money) will be deposited and appear as a sub-account in the General Checking Account. (See: Section G: State Convention)

PROCEDURE:

1. Operational Funds (seed money) are available upon written request to the Executive Board by the State Convention Committee.
2. After all bills are paid at the conclusion of the Convention, the State Convention Treasurer will close all convention accounts and return all remaining funds to the state's General Checking Account.
3. At the recommendation of the State Convention Committee, any funds in excess of the seed money lent from the state-will be allocated to scholarship, altruistic and/or leadership projects.
4. At the fall Executive Board meeting during the first year of the biennium, the Board will review the State Convention Committee's recommendation, and vote to disburse any unexpended funds.
5. In the event that State Convention revenues do not cover the expenses of the State Convention, the remaining seed money will be returned to the state's General Checking Account. If needed, the shortfall will be covered using funds from the Reserve Account.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	April 1, 1996: State Convention
Jan 10, 2005: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	Jan 27, 2019: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

ELEANOR BENDELL STATE GRANT: Account Status

*This award was first given at the 1976 State Convention in San Francisco. Eleanor “Bendy” Bendell initiated the State Scholarship program as her signature project as California State President (1974-1976). Bendy always encouraged scholarship opportunities while she was the counselor at Fremont High School in Oakland, California and throughout her years as a member of Alpha Nu Chapter of California Alpha Delta Kappa. Following her death in 2013, CA Alpha Delta Kappa received a memorial gift of \$10,000 from her estate for continued support of the State Scholarship program.

POLICY:

The Executive Board will set the amount of the Eleanor Bendell State Grant.

PROCEDURE:

1. At the March Executive Board meeting in the first year of the biennium, the Executive Board will review the Scholarship Account. *(See Sec C: Finance/Expense)*
2. The amount of the Bendell State Grant will be determined based on the funds available.
3. The availability of the Eleanor Bendell State Grant and the established application will be advertised and published on the CA website. *(See Sec D: Scholarships, Grants & Awards)*

HISTORY/AUTHORIZATION

Mar 1986: Ex Bd Consensus	Mar 1994: Ex Bd Motion
Jan 1996: Ex Bd Motion	Aug 1997: Ex Bd Consensus
Mar 1998: Ex Bd Motion	Jan 8, 2005: Ex Bd Motion
Oct 2013: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	Oct 7, 2023: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

INTERNATIONAL EXCELLENCE IN EDUCATION AWARD

POLICY:

California Alpha Delta Kappa recipient of the Excellence in Education Award will be announced at the California State Convention.

PROCEDURE:

1. The purposes of this program are to recognize members for their outstanding contributions to education.
2. The State Excellence in Education Chair follows the timeline established by International Headquarters.
3. The member selected as the California Excellence in Education recipient will represent the state for consideration as the regional nominee from the Southwest Region.
4. The Excellence in Education Chair will announce the state recipient during her committee report at State Convention. (*See Sec G: State Convention*)
5. The recipient of the Excellence in Education Award will receive a two hundred dollar (\$200) monetary award.
6. Money for this award comes from the Scholarship Account.
7. If the member from California is selected as the Excellence in Education Award recipient for the Southwest Region, she will be considered for selection as the International Excellence in Education recipient at the International Convention.

HISTORY/AUTHORIZATION

Jan 8, 2005: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Aug 23, 2014: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

NOEL LEONARD LEADERSHIP GRANT: State Convention

POLICY:

The purpose of this grant is to encourage attendance at the California State Convention by sisters who are attending the convention for the very first time. One or more grants of one hundred dollars (\$100) shall be offered to each of the eleven (11) Councils based on the number of chapters in the Council. (For every four (4) chapters, the Council will qualify for one \$100 award.)

PROCEDURE:

1. The Noel Leonard Leadership Grant for First Time Attendees to the California State Convention will be funded from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
2. One or more grants of one hundred dollars (\$100) may be offered to each of the eleven (11) councils based on the number of chapters in the council. (For every four (4) chapters, the council will qualify for one \$100 award.)
3. Each chapter shall:
 - a. By the second council meeting of the second year of the biennium, each chapter within every council shall have the opportunity to nominate to the council one member who has not attended a California State Convention and who shows promise of leadership to the organization.
4. Each council shall:
 - a. At the second Council meeting, the Council President shall conduct a random drawing whereby the names shall be selected to receive the Noel Leonard Leadership Grant for First-Time Attendees.
 - b. The Council Secretary will submit the name(s) to the State President by April 1 of the second year of the biennium.
5. The State President shall compile a list of qualified recipients and give a copy to the Convention Registrar for verification of attendance. After verification of attendance, the State President will give a copy to the State Treasurer for payment.
6. In the event that the State Treasurer is unable to award the grant to eligible participants at the Convention, checks will be mailed to them within thirty days.
7. The State Treasurer will request reimbursement from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
8. The State President shall:
 - a. At the October Executive Board meeting during the first year of the biennium, announce the recipients and report the grant distribution to the State Executive Board.
 - b. Publish an announcement of recipients in the President's Newsletter during the fall of the first year of the biennium.

HISTORY/AUTHORIZATION

Mar 2008:	Ex Bd Motion	Nov 7, 2009:	Ex Bd Motion
Mar 13, 2010:	Ex Bd Motion	Nov 5, 2011:	Ex Bd Motion
Mar 6, 2016:	Ex Bd Motion	Nov 3, 2018:	Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

DISTRICT MINI-GRANTS

POLICY:

A District Mini-Grant may be awarded by the State to one member in each of the four California districts (Marina, Northern, Southern, Valley) each year of the biennium.

PROCEDURE:

1. The deadline for submitting the application for the District Mini-Grant to the State Scholarship Chair is October 30 of each year of the biennium.
2. The amount to be awarded in November will be set at the Executive Board meeting held during the March district conference each year of the biennium.
3. The money for these Mini-Grants will be drawn from the Scholarship Account.
4. Applications will be available on the California website, or by contacting the State Scholarship Chair or a member of the State Executive Board.
5. Applications will be reviewed by the State Scholarship Committee and scored according to a rubric. The highest scoring applicant in each district will be the recipient of that district's Mini-Grant.
6. Adjudicators who personally know an applicant will recuse themselves from scoring the applications.
7. The amount awarded will match the application's stated request or less.
8. All four (4) District Mini-Grants will be awarded each year of the biennium. To meet the IRS requirements for dispersing funds yearly, if a district has no applicant, that district's Mini-Grant will be awarded to the next highest scoring applicant no matter her district.
9. If fewer than four (4) applications are submitted, the remaining money will be returned into the State budget.

HISTORY/AUTHORIZATION

Mar 1, 1998: Ex Bd Motion	Jan 11, 2003: Ex Bd Motion
Jan 11, 2005: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	Oct 7, 2023: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board

POLICY:

California Alpha Delta Kappa will participate at International Convention which is held in the odd-numbered years. Official participants from the Board shall be reimbursed for expenses incurred according to the following procedures.

PROCEDURE:

1. The official participants designated from the Board shall be President, President-elect, Immediate Past President, Vice-president for Membership, and Treasurer
2. Funding the official Executive Board members will be included in the California Alpha Delta Kappa state budget, which will determine the amount of the Board members' expenses to be reimbursed.
3. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.
4. Itemized reimbursement requests with copies of all receipts are to be filed with the State Treasurer within thirty (30) days after the close of the conference.
5. The State Treasurer will reimburse the Board Member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the International Convention, using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the convention rate. Executive Board Members will make their own room reservations.
4. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
5. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Jan 14, 1974: Ex Bd Motion
Mar 12, 1974: Ex Bd Motion	Mar 7, 1998: Ex Bd Motion
Nov 7, 1998: Ex Bd Motion	May 6, 2000: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Nov 9, 2002: Ex Bd Motion
Oct 2, 2004: Ex Bd Motion	Mar 9, 2013: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion
Mar 12, 2022: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

INTERNATIONAL CONVENTION REIMBURSEMENT: Additional Officers

POLICY:

The budget will allow for three (3) additional Executive Board members, (those not fully budgeted): Chaplain, Secretary, Historian/Sergeant-at-Arms, to be partially or fully reimbursed for International Convention expenses, not to exceed budgeted amount.

PROCEDURE:

1. Available money shall be divided equally among additional Board members attending the convention according to the following guidelines.
2. Itemized reimbursement requests with copies of all receipts are to be filed with the State Treasurer within thirty (30) days after the close of the convention.
3. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the International Convention, using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyft or Ubers
 - f. Carpooling whenever possible using b, c, d, or e
2. Hotel expense at the convention rate. Executive Board Members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 4, 2002: Convention Budget Guidelines	Mar 9, 2013: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

GIFTS

POLICY:

A Courtesy line item in the California State Budget will fund gifts in recognition of the service and dedication to California Alpha Delta Kappa which shall be given on behalf of all members to a state officer and the outgoing state president at the end of their term of office on the Executive Board.

PROCEDURE:

1. The President-Elect will take responsibility for seeing that gifts are purchased and presented to the officers as part of the state convention presentations.
2. The Executive Board members completing their tenure shall be presented with a gift, not to exceed thirty-five dollars (\$35.00).
3. The gifts shall be budgeted under the Courtesy line item.
4. Original receipts must accompany all requests for reimbursement by the State Treasurer.

HISTORY/AUTHORIZATION

Oct 6, 1986: Ex Bd Consensus	Mar 12, 1994: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Mar 12, 2005: Ex Bd Motion
Mar 9, 2013: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion
Mar 9, 2018: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

HOSPITALITY

POLICY:

A Courtesy line item in the California State Budget will fund or partially fund expenses related to an informal get-together for California participants at International Convention, State Convention, and Southwest Regional Conference.

PROCEDURE:

1. When an event is planned, the State President may appoint a Hospitality Committee to coordinate the event.
2. This is not a budgeted event. Participants will share the total cost of the event unless the event is no-host.
3. The State Treasurer will collect monies from participants.
4. The State President will inform California members attending the International Convention of the event and the cost.

HISTORY/AUTHORIZATION

Jan 15, 1983: Ex Bd Motion	Jan 10, 2003: Ex Bd Motion
Mar 12, 2005: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion
Mar 9, 2018: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

MEMORIALS

POLICY:

The memory of a deceased California State President or a deceased International Officer from the state will be honored through the Alpha Delta Kappa Foundation Living Legacy Fund at International Headquarters.

PROCEDURE:

1. A one-hundred-dollar (\$100.00) contribution to the Living Legacy Fund will be approved by the State Executive Board and entered into the Executive Board minutes.
2. The family and the chapter of the sister honored will be notified of the contribution.
3. The State Treasurer will send a check to International Headquarters.
4. This memorial will be paid from the Altruistic expense category.

HISTORY/AUTHORIZATION

Jan 12, 1985: Ex Bd Minutes	Mar 12, 1994: Ex Bd Minutes
Jan 6, 2004: Ex Bd Minutes	Jan 7, 2006: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	Jan 22, 2022: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

RECOGNITION FOR MEMBER ELECTED TO INTERNATIONAL BOARD

To honor a member elected to the International Board, a Memorial Gold Leaf with the elected member's name on it is purchased by International Headquarters and added to the Leadership Tree at International Headquarters.

POLICY:

To honor a California member elected to the International Board, a twenty-five-dollar (\$25) donation will be made to the Honor a Sister program at International Headquarters.

PROCEDURE:

1. A twenty-five-dollar ((\$25) contribution to the Honor a Sister program will be approved by the State Executive Board and entered into the Executive Board minutes.
2. The State Treasurer will send a check to International Headquarters.
3. This memoriam will be paid from the Courtesy budget expense category.

HISTORY/AUTHORIZATION

Oct 9, 1999: Ex Bd Consensus

Mar 6, 2016: Ex Bd Motion

Nov 3, 2018: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

STATE HONORARY MEMBER: *Publication Fee*

*In 2013, the Executive Board voted to discontinue the State Honorary Member category. Currently there are no State Honorary Members.

POLICY:

The State will pay the publication fee for State Honorary Members.

PROCEDURE:

1. With Board approval, the State will pay the publication fees for State Honorary Members as requested by the State Vice President for Membership Chair at the first Executive Board meeting in each year of the biennium.

HISTORY/AUTHORIZATION

Sep 16, 1972: Ex Bd Motion	Oct 6, 2001: Ex Bd Motion
Mar 6, 2004: Ex Bd Motion	Oct 7, 2006: Ex Bd Motion
Nov 5, 2011: Ex Bd Motion	Mar 6, 2016: Ex Bd Motion

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SECTION C: FINANCE / EXPENSE

EXECUTIVE BOARD MEMBER REQUEST FOR ADVANCE

POLICY:

A state officer who is budgeted to attend International Convention and/or Regional Conference may request an advance of the budgeted allocation to offset allowable conference or convention expenses.

PROCEDURE:

1. The officer shall inform the State President and State Treasurer in writing of her request.
2. The officer requesting the advance payment shall submit a Reimbursement Request form including all receipts to verify her expenses.
3. Any portion of the advance not supported by receipts shall be returned to the state General Checking Account.

HISTORY/AUTHORIZATION

Mar 14, 1981: Ex Bd Motion	Mar 12, 1994: Ex Bd Motion
Oct 4, 2003: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	

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SECTION C: FINANCE / EXPENSE

COUNCIL REQUEST FOR ADVANCE FOR DISTRICT CONFERENCE

POLICY:

To establish parity among the councils, the Executive Board, may, upon request from the hosting council, provide a loan not to exceed five hundred dollars (\$500.00) drawn from the General Checking Account to offset pre-conference expenses.

PROCEDURE:

1. A district council president may ask the Executive Board for financial help in securing down payment on a venue or other pre-conference expenses required to host a district conference.
2. The Council's State Board Liaison is to be aware of this need, bring it to the attention of the State President elect, and work with the council in securing venues, ensuring all avenues have been explored to offset and hold down costs of hosting such a conference prior to this request.
3. Council liaison will inform the Executive Board of the issues involved and present the letter of request from this council to be acted upon by the Executive Board.
4. An amount not to exceed five hundred dollars (\$500.00) may be drawn from the General Checking Account, to be repaid at the conclusion of the district conference.
5. In the event a council is unable to repay the loan in full at the end of the district conference, the council will be assessed by the State Treasurer yearly until the debt has been repaid.

HISTORY/AUTHORIZATION

Jan 12, 2008: Ex Bd Motion

Mar 6, 2016: Ex Bd Motion

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SECTION D

SCHOLARSHIPS, GRANTS, AWARDS

SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

ELEANOR BENDELL STATE GRANT

*This award was first given at the 1976 State Convention in San Francisco. Eleanor “Bendy” Bendell initiated the State Scholarship program as her signature project as California State President (1974-1976). Bendy always encouraged scholarship opportunities while she was the counselor at Fremont High School in Oakland, California and throughout her years as a member of Alpha Nu Chapter of California Alpha Delta Kappa. Following her death in 2013, CA Alpha Delta Kappa received a memorial gift of \$10,000 from her estate for continued support of the State Scholarship program.

POLICY:

The Eleanor Bendell State Grant will be awarded to a member of California Alpha Delta Kappa for professional growth. Professional growth is defined as being enrolled in an academic degree program in an accredited college or university or a worthy project. This scholarship may be awarded to a California Alpha Delta Kappa member each biennium.

PROCEDURE:

1. The Executive Board will review the current Scholarship Account at the March Executive Board meeting in the first year of the biennium to determine the feasibility of awarding this scholarship at state convention. *(See Sec C: Finance/Expense Eleanor Bendell State Grant)*
2. If a scholarship is to be awarded, information will be announced at all district conferences, printed in the President’s Newsletter throughout the remainder of the biennium, and posted on the California website.
3. Monies expended will be from budgeted funds, gifts, endowments, sales, donations, interest, and other income as designated by the Executive Board. *(See Sec C Finance/Expense)*

HISTORY/AUTHORIZATION

1976: State Convention	Nov 5, 1983: Ex Bd Consensus
Mar 12, 1994: Ex Bd Motion	Jan 12, 2014: Ex Bd Motion
Jan 21, 2017: Ex Bd Motion	Oct 7, 2023: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS AND AWARDS

ELEANOR BENDELL STATE GRANT: Account Status

*This award was first given at the 1976 State Convention in San Francisco. Eleanor “Bendy” Bendell initiated the State Scholarship program as her signature project as California State President (1974-1976). Bendy always encouraged scholarship opportunities while she was the counselor at Fremont High School in Oakland, California and throughout her years as a member of Alpha Nu Chapter of California Alpha Delta Kappa. Following her death in 2013, CA Alpha Delta Kappa received a memorial gift of \$10,000 from her estate for continued support of the State Scholarship program.

POLICY:

The Executive Board will set the amount of the Eleanor Bendell State Grant.

PROCEDURE:

1. At the March Executive Board meeting in the first year of the biennium, the Executive Board will review the Scholarship Account. *(See Sec C: Finance/Expense)*
2. The amount of the grant will be determined based on the funds available.
3. Monies expended will be from budgeted funds, gifts, endowments, sales, donations, interest, and other income from the Scholarship Account as designated by the Executive Board.
4. The availability of the Eleanor Bendell State Grant will be advertised, and an application process will be established.

HISTORY/AUTHORIZATION

Mar 1986: Ex Bd Consensus	Mar 1994: Ex Bd Motion
Jan 1996: Ex Bd Motion	Aug 1997: Ex Bd Consensus
Mar 1998: Ex Bd Motion	Jan 8, 2005: Ex Bd Motion
Oct 2013: Ex Bd Motion	Jan 21, 2017: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS AND AWARDS

ELEANOR BENDELL STATE GRANT: Application Procedure

POLICY:

The Scholarship Committee will prepare, distribute, receive and review applications, and select a recipient for the Eleanor Bendell State Grant.

PROCEDURE:

1. The State President and the Scholarship Committee Chair will publicize this scholarship opportunity as soon as the amount is determined by the board in September and/or November in the odd year of the biennium via the President's Newsletter and posted on the California website, including the application, guidelines and rubric.
2. All documents will be reviewed and updated each biennium, as needed, before being publicized and distributed.
3. Applications accompanied by Guidelines and a rubric will be made available to chapters in print when requested and posted on the California website.
4. The deadline to submit applications will be two months prior to convention.
5. The Scholarship Committee will acknowledge the receipt of all applications.
6. Using a rubric, the Scholarship Committee will reach consensus on one (1) recipient prior to the state convention and inform the State President.
7. Committee members shall recuse themselves if any candidate is a member of their chapter or a personal friend.
8. The Scholarship Chair will announce the recipient at the State Convention. (See Sec G: *State Convention*)

HISTORY/AUTHORIZATION

Nov 13, 1976: Ex Bd Motion	Jan 20, 2001: Ex Bd Motion
Mar 8, 2003: Ex Bd Motion	Oct 2013: Ex Bd Motion
Jan 21, 2017: Ex Bd Motion	Jan 26, 2019: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

DISTRICT MINI-GRANTS

POLICY:

A District Mini-Grant may be awarded by the State to one member in each of the four California districts (Marina, Southern, Northern, Valley) each year of the biennium. If a district has no applicant, that district's Mini-Grant will be awarded to the next highest scoring applicant no matter her district. (See Sec C: Finance/Expense)

PROCEDURE:

1. The deadline for submitting the application for the District Mini-Grant to the State Scholarship Chair is October 30 of each year of the biennium.
2. The amount to be awarded in November will be set at the Executive Board meeting held during the March district conference each year of the biennium.
3. The money for these Mini-Grants is drawn from the Scholarship Account.
4. Applications will be available on the California website, or by contacting the State Scholarship Chair or a member of the State Executive Board.
5. Applications will be reviewed by the State Scholarship Committee and scored according to a rubric. The highest scoring applicant in each district will be the recipient of that district's Mini-Grant.
6. Adjudicators who personally know an applicant will recuse themselves from scoring the application.
7. The amount awarded will match the application's stated request or less.
8. All four (4) District Mini-Grants will be awarded each year of the biennium. To meet the IRS requirements for dispersing funds yearly, if a district has no applicant, that district's Mini-Grant will be awarded to the next highest scoring applicant no matter her district.
9. If fewer than four (4) applications are submitted, the remaining money will be returned to the State Budget.

HISTORY/AUTHORIZATION

Mar 1, 1998: Ex Bd Motion	Jan 11, 2003: Ex Bd Motion
Jan 11, 2005: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Mar 6, 2016: Ex Bd Motion	Jan 27, 2019: Ex Bd Motion
Oct 7, 2023: Ex Bd Motion	

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

BETTY ROSENBERG GOLDEN CHAPTER AWARD: *Outstanding State Chapter*

* This award was first given in 1996 and honors Elizabeth “Betty” Rosenberg, Past International President and Past California State President (1954-1956). Betty was a founding sister in California’s first chapter - Alpha Chapter in Oakland in 1953. Betty loved Alpha Delta Kappa and is an ever-present inspiration and role model for her California sisters.

POLICY:

The Betty Rosenberg Golden Chapter Award is presented at each State Convention to the outstanding chapter for the biennium. (See Sec G: *State Convention*)

PROCEDURE:

1. The California State President will publicize the Betty Rosenberg Golden Chapter Award at district conferences, in liaison reports, in the President’s newsletter, and on the California website throughout the biennium.
2. Applications accompanied by guidelines and a rubric will be made available to chapters in print and digitally on the website.
3. Applications and Guidelines documents will be reviewed and updated each biennium, as needed, before being distributed.
4. The deadline to submit the application to the State President is February 15 in the second year of the biennium.
5. Criteria for outstanding chapter include:
 - a. Interesting and innovative programs
 - b. Involvement in community altruistic projects
 - c. Contributions to a scholarship program
 - d. Representation and participation at the local, state, regional and International levels of Alpha Delta Kappa
6. Using the rubric, the State President will review and score all applications. The highest scoring applicant will be honored at the State Convention. The State President will acknowledge the receipt of applications.
7. The name of the Golden Chapter will be added to a plaque to be presented at State Convention. The chapter may keep the plaque until the last district conference before State Convention.

HISTORY/AUTHORIZATION

April 1994: State Convention	Oct 1, 2002: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Jan 21, 2017: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

MEMBERSHIP ACHIEVEMENT AND RECOGNITION CERTIFICATES

POLICY:

Membership Achievement and Recognition Awards will be presented to deserving chapters at district conferences during the first year of the biennium. (See Section G: State Convention, Membership Achievement and Recognition Certificates)

PROCEDURE:

1. Using the data reported in the *International Analysis of Chapter Details* following May 31 of the second year of the biennium, the State Vice-President for Membership of the previous biennium will review chapter membership information for both years of the biennium to determine recipients of the Membership Achievement and Membership Recognition Certificates.
2. A Membership **Recognition Certificate** is given to chapters that maintained membership throughout the previous biennium, not considering those members lost to Omega Chapter.
3. A Membership **Achievement Certificate** is given to chapters with a minimum increase of five (5) new or reinstated members during the previous biennium.

HISTORY/AUTHORIZATION

Oct 6, 1979: Ex Bd Motion	Mar 12, 1994: Ex Bd Motion
Jan 21, 2017: Ex Bd Motion	Jun 26, 2020: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

CHAPTER PERPETUAL MEMBERSHIP PLAQUE: *Outstanding Positive Net Growth*

POLICY:

The California Chapter Perpetual Membership Plaque will be presented at the appropriate district conference following the State Convention to the chapter with the highest sustained net growth for the two years of the preceding biennium. (See Sec G: *State Convention, Perpetual Membership Plaque*)

PROCEDURE:

1. The award is based on net growth, not including those members lost to Omega Chapter.
2. The award will be based on chapter membership information as of May 31 of the second year of the biennium. New members must be initiated by that date and Form H-103 must be submitted online.
3. Using the data reported in the *International Analysis of Chapter Details*, the State Vice-President for Membership of the previous biennium will review chapter membership information for both years of the biennium.
4. One chapter will be chosen to receive the Perpetual Membership plaque.
5. The name of the chapter receiving this recognition will be added to a plaque to be presented at the next appropriate district conference. The chapter may keep the plaque until the last district conference before the State Convention.
6. The winning chapter will be acknowledged in the President's newsletter following the district conference where the award is presented.
7. Criteria for recognition:
 - a. the highest percentage of net growth with a minimum increase of five (5) members in the biennium
 - b. maintaining and retaining membership in the chapter,
 - c. reinstating members
 - d. balancing active members with retired members
8. In case of a tie, the chapter with the greater percentage of active members to retired members will be selected as the recipient.

HISTORY/AUTHORIZATION

Oct 12, 2013: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Mar 11, 2017: Ex Bd Motion	Oct 5, 2019: Ex Bd Motion
Jun 26, 2020: Ex Bd Motion	Nov 8, 2020: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

NOEL LEONARD LEADERSHIP GRANT: First-time Attendees to State Convention

* This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.

POLICY:

The purpose of this grant is to encourage attendance at the California State Convention by sisters who are attending the convention for the very first time. One or more grants of one hundred dollars (\$100) shall be offered to each of the eleven councils based on the number of chapters in the council. (For every four (4) chapters, the council will qualify for one \$100 award.)

PROCEDURE:

1. The Noel Leonard Leadership Grant for First Time Attendees to the California State Convention will be funded from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
2. One or more grants of one hundred dollars (\$100) may be offered to each of the eleven councils based on the number of chapters in the council. (For every four (4) chapters, the council will qualify for one \$100 award.)
3. Each chapter shall:
 - a. By the second council meeting of the second year of the biennium, each chapter within every council shall have the opportunity to nominate one member who has not attended a California State Convention and who shows promise of leadership to the organization.
4. Each council shall:
 - a. At the second Council meeting, the Council President shall conduct a random drawing whereby the names shall be selected to receive the Noel Leonard Leadership Grant for First-Time Attendees.
 - b. The Council Secretary will submit the name(s) to the State President by April 1 of the second year of the biennium.
5. The State President shall compile a list of qualified recipients and give a copy to the Convention Registrar for verification of attendance. After verification of attendance, the State President will give a copy to the State Treasurer for payment.
6. In the event that the State Treasurer is unable to award the grant to eligible participants at the Convention, checks will be mailed to them within thirty days.
7. The State Treasurer will request reimbursement from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
8. The State President shall:
 - a. At the October Executive Board meeting during the first year of the biennium, announce the recipients and report the grant distribution to the State Executive Board.
 - b. Publish an announcement of recipients in the President's Newsletter during the fall of the first year of the biennium.

HISTORY/AUTHORIZATION

Mar 2008:	Ex Bd Motion	Nov 7, 2009:	Ex Bd Motion
Mar 13, 2010:	Ex Bd Motion	Oct 12, 2013:	Ex Bd Motion
Oct 5, 2019:	Ex Bd Motion		

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

NOEL LEONARD LEADERSHIP GRANT: *Southwest Regional Conference*

*This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.

POLICY:

One grant is awarded to each of the eleven (11) district councils to encourage the Council leadership to attend the Southwest Regional Conference in even years of the biennium in order to facilitate leadership skills and communication throughout the state. *(See Sec C: Finance/Expense; Districts/Councils; Regional Conference)*

PROCEDURE:

1. The Noel Leonard Leadership Grant for Council Presidents, Secretary/Treasurer, or designee will be funded from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
2. Each council will select one recipient and submit that person's name to the State President by June 1 of even years.
3. The State President shall compile a list of qualified recipients and give a copy to the State Treasurer for payment.
4. In the event that the State Treasurer is unable to award the grant to eligible participants at the conference, checks will be mailed to them within thirty days.
5. The State Treasurer will request reimbursement from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
6. The State President shall:
 - a. Announce the recipients and report the grant distribution to the Executive Board at the October Executive Board meeting during the first year of the biennium.
 - b. Publish an announcement of recipients in the President's Newsletter during the fall of the first year of the biennium.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

Aug 23, 2014: Ex Bd Motion

Jan 21, 2017: Ex Bd Motion

Nov 3, 2018: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

NOEL LEONARD LEADERSHIP GRANT: Additional Leadership Funding

*This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.

POLICY:

The Noel Leonard Leadership Grant fund may be used for leadership opportunities in addition to the First Timers at the State Convention and Council Presidents, or their designees, at the Regional Conference.

PROCEDURE:

The State Executive Board may choose additional leadership opportunities to be funded by the Noel Leonard Leadership Grant.

HISTORY/AUTHORIZATION

Jan 22, 2022: Ex Bd Motion

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SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

INTERNATIONAL EXCELLENCE IN EDUCATION AWARD

POLICY:

California Alpha Delta Kappa will participate in the International Excellence in Education Award.

PROCEDURE:

1. The purposes of this program are to recognize members for their outstanding contributions to education.
2. The State Excellence in Education Chair follows the timeline established by International Headquarters.
3. The member selected as the California Excellence in Education recipient will represent the state for consideration as the regional nominee from the Southwest Region.
4. Committee members shall recuse themselves if any candidate is a member of their chapter or a personal friend.
5. The Excellence in Education Chair will announce the state recipient during her committee report at State Convention. (*See Sec G: State Convention*)
6. The recipient of the Excellence in Education Award will receive a two hundred dollar (\$200) monetary award.
7. Money for this award comes from the Scholarship Account.
8. If the member from California is selected as the Excellence in Education Award recipient for the Southwest Region, she will be considered for selection as the International Excellence in Education recipient at the International Convention.

HISTORY/AUTHORIZATION

Jan 8, 2005: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Jan 21, 2017: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion

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SECTION E

ALTRUISTIC

SECTION E: ALTRUISTIC PROJECTS

STATE ALTRUISTIC PROJECT: Selection Process

POLICY:

California Alpha Delta Kappa delegates to the State Convention will select a State Altruistic Project at the beginning of each biennium. (See Section G: State Convention)

PROCEDURE:

1. The state Altruistic Project Chair will solicit project nominations from all chapters in the state at the beginning of the second year of the biennium through articles in the president's newsletter and postings on the California website.
2. Nomination forms will be available on the website, or by contacting the altruistic project Chair. The current project may be nominated again. A project may be the state altruistic project for a second biennium only.
3. All forms will be reviewed and updated each biennium by the state board, as needed, before being publicized and distributed.
4. Nomination forms are due by October 1 in the second year of the biennium.
5. Using a rubric, the Altruistic Project Committee members will review the nominations and select projects to be voted on by the delegates at the state convention.
 - a. If a committee member's chapter, or if the committee member is connected to the project, she will recuse herself from voting on that project.
 - b. Other reasons may exist that would force a committee member to recuse herself from a particular vote so that no challenge of impropriety may arise.
6. A written synopsis of the selected projects will be included in the convention packet distributed to all chapters.
7. The project receiving a simple majority of the votes of the delegates shall be selected. In the case of no majority, there will be a standing vote by the delegates to choose between the two projects receiving the highest number of votes during the first ballot.
8. The state altruistic project will be announced at the state convention.

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion	Nov 5, 2017: Ex Bd Motion
Nov 3, 2018: Ex Bd Motion	May 26, 2021: Ex Bd Motion
Jan 22, 2022: Ex Bd Motion	

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SECTION E: ALTRUISTIC PROJECTS

STATE ALTRUISTIC PROJECT: Monetary Award

POLICY:

The state Executive Board will set the amount of the state Altruistic Project award.

PROCEDURE:

1. No later than the March executive board meeting in each year of the biennium, the Board will review the altruistic account to determine the amount to be awarded. (See Finance/Expense)
2. The Altruistic Project will be funded as specified in the *Policy and Procedures* through donations, gifts, sales, and interest from the Scholarship Account.
 - a. All funds specified as designated for the state Altruistic Project from donations, gifts, and sales will be kept in the general checking sub-account.
3. To fulfill the IRS requirements, a donation will be made to the state Altruistic Project each year of the biennium.

HISTORY/AUTHORIZATION

Mar 1986:	Ex Bd Consensus	Mar 1994:	Ex Bd Motion
Jan 1996:	Ex Bd Motion	Aug 1997:	Ex Bd Consensus
Mar 1998:	Ex Bd Motion	Jan 8, 2005:	Ex Bd Consensus
Mar 15, 2008:	Ex Bd Motion	Aug 23, 2014:	Ex Bd Motion
Nov 5, 2017:	Ex Bd Motion		

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SECTION E: ALTRUISTIC PROJECTS

STATE ALTRUISTIC PROJECT: Funding

POLICY:

Funds designated for the State Altruistic Project will be kept in the General Checking Account as a sub-account.

PROCEDURE:

1. All funds designated for the State Altruistic Project from donations, gifts, and sales will be kept in the General Checking Account.
2. Chapters throughout the state will be encouraged to support the State Altruistic Project each year of the biennium through donations and/or gifts.
3. To fulfill the IRS requirements, a donation will be made to the State Altruistic Project each year of the biennium.
4. In order to determine the amount awarded to the State Altruistic Project in each year of the biennium, the Executive Board will review the altruistic sub-account at the March meeting. *(See Sec C: Finance/Expense State Altruistic Project)*

HISTORY/AUTHORIZATION

Jan 12, 1994: Ex Bd Motion

Jan 10, 2003: Ex Bd Motion

Nov 5, 2017: Ex Bd Motion

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SECTION E: ALTRUISTIC PROJECTS

INTERNATIONAL ALTRUISTIC PROJECT

POLICY:

The State Executive Board will encourage all chapters in California Alpha Delta Kappa to support International altruistic projects.

PROCEDURE:

1. International altruistic projects will be highlighted in the President's Newsletter, as a part of liaison reports, on the California website, and at district conferences.
2. Chapters and individuals will be encouraged to support International altruistic projects through donations and/or gifts.
 - a. Donations are to be made by check to the Alpha Delta Kappa Foundation with the specific project noted on the memo line.

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion

Nov 5, 2017: Ex Bd Motion

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SECTION E: ALTRUISTIC PROJECTS

EDUCATORS HELPING EDUCATORS IN CRISIS

POLICY:

Supporting educators, including those who are not Alpha Delta Kappa sisters, who have suffered losses through natural disasters or other crises, is consistent with the purposes of our organization. Therefore, a permanent fund to support California educators who have suffered losses through natural disasters or other crises will be maintained by California Alpha Delta Kappa.

PROCEDURE:

1. This fund will be comprised of voluntary contributions from California Alpha Delta Kappa sisters or other contributors. The fund will be categorized separately and maintained by the State Treasurer.
2. When a natural disaster or other crisis occurs, the State Executive Board will identify the event as a crisis and determine the details of how funds should be disbursed to California educators.
3. Funds will be distributed directly to affected educators.
4. Contributions will be accepted at any time.
5. When a natural disaster or other crisis occurs, the State President will offer the opportunity for donations through email blasts, the newsletter, the website and liaison contact.

HISTORY/AUTHORIZATION

Nov 6, 2016: Ex Bd Motion

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SECTION F

DISTRICTS / COUNCILS

SECTION F: DISTRICTS / COUNCILS

ROTATION: District Conferences and Executive Board Meetings

POLICY:

District Conferences in California shall coincide with executive board meetings on a rotational schedule.

PROCEDURE:

1. Each of the four districts will host two district conferences, one in each year of the biennium.
2. The locations of the District Conferences will rotate in the following order:
 - a. Northern
 - b. Valley
 - c. Marina
 - d. Southern
3. Councils within each district will determine the District Conference location.

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion

Nov 5, 2017: Ex Bd Motion

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SECTION F: DISTRICTS/COUNCILS

PRESIDENTS' COUNCIL HANDBOOK

POLICY:

The *Presidents' Council Handbook* will be published at the beginning of each biennium as a resource.

PROCEDURE:

1. The *Presidents' Council Handbook* will be updated by the state President-elect, and ready for distribution by the first district conference of the biennium.
2. The Handbook will be uploaded onto the California website and revised by the state President-elect.
3. One hard copy of the Handbook will be made available to the Executive Board and district council presidents.
 - a. A hard copy will be made available to any Past State President **upon request**.
4. The following sections are included in the *Presidents' Council Handbook*:
 - a. Biennium calendar
 - b. Organizational structure for California Alpha Delta Kappa
 - c. Directories for state, district, council, chapter, regional and International officers
 - d. Planning Tips for a district conference

HISTORY/AUTHORIZATION

Apr 29, 1984: Ex Bd Consensus	Oct 6, 1984: Ex Bd Consensus
Mar 12, 1994: Ex Bd Motion	Nov 5, 1994: Ex Bd Motion
Jan 20, 1996: Ex Bd Motion	Oct 4, 2003: Ex Bd Motion
Mar 15, 2008: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Nov 5, 2017: Ex Bd Motion	Oct 5, 2019: Ex Bd Motion

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SECTION F: DISTRICT/COUNCILS

DISTRICT CONFERENCE REGISTRATION REIMBURSEMENT

POLICY:

The State Treasurer will reimburse the host council for the registration of Executive Board members at the district conference.

PROCEDURE:

1. The State Treasurer will RSVP for the Executive Board to the host council's invitation to the district conference.
2. The State Treasurer will pay the district conference registration fee for the Executive Board members. (*See Sec C: Finance/Expense, District Conference*)

HISTORY/AUTHORIZATION

Nov 1972:	Ex Bd Motion	Mar 1994:	Ex Bd Motion
Aug 27, 1997:	Ex Bd Motion	Aug 23, 2014:	Ex Bd Motion
Nov 5, 2017:	Ex Bd Motion		

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SECTION F: DISTRICTS/COUNCILS

DISTRICT CONFERENCE FUNDING

POLICY:

To establish parity among the councils, the Executive Board may, upon written request, provide the host council with a loan to offset district pre-conference expenses.

PROCEDURES:

1. A District Council president may ask the State Executive Board for financial help in securing a down payment on a venue or other conference expenses required to host a District Conference.
2. If a pre-conference loan is requested, it may not exceed five hundred dollars (\$500), and will be drawn from the general checking account, and must be repaid to the State Treasurer at the close of the district conference.
3. The written request must include a statement explaining how funding sources have been reviewed, and that anticipated costs are reasonable prior to the request. If approved, the State Treasurer will send a check to the council president.
4. In the event that the council is unable to repay the loan in full at the end of the district conference, the State Treasurer will assess the council yearly until the loan has been repaid.

HISTORY/AUTHORIZATION

Jan 12, 2008: Ex Bd Motion

Aug 23, 2014: Ex Bd Motion

Nov 5, 2017: Ex Bd Motion

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SECTION F: DISTRICTS/COUNCILS

DISTRICT CONFERENCE FUND-RAISING

POLICY:

The host council may conduct fundraising activities at the conference to defray expenses of the conference.

PROCEDURE:

1. In accordance with California state law regarding conducting raffles, only ten percent of the proceeds may be used to pay the expenses of the district conference. The remaining ninety percent must be allocated to altruistic projects.
2. Funds remaining after expenses are met may be held for future pre-conference expenses.
3. 100% of the proceeds of fundraisers other than raffles, may be used for conference expenses or local, state or international altruistic projects and/or scholarships.

HISTORY/AUTHORIZATION

Oct 5, 1974: Ex Bd Motion	Oct 5, 1975: Ex Bd Motion
Jan 10, 1987: Ex Bd Motion	Mar 12, 1994: Ex Bd Motion
Aug 23, 2014: Ex Bd Motion	Nov 5, 2017: Ex Bd Motion

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SECTION F: DISTRICTS/COUNCILS

CHAPTER SALES AT DISTRICT CONFERENCES

POLICY:

Alpha Delta Kappa chapters may advertise and/or sell products/services at the District Conference held in the district in which the chapter is located. *“All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes. Raffles would be permitted if conducted in accordance with local S/P/N laws.” (International Policies and Procedures).*

PROCEDURE:

1. To sell items at district conferences, chapters are to request permission from host council in writing at least three months in advance. Host council will approve or disallow the request and notify the chapter within ten days of receiving the request. Host council has sole discretion, considering facility and program constraints, to grant or deny permission.
2. Chapters must be located in the district where they request permission to sell.
3. Chapters given permission by a host council to sell will pay that host council a non-refundable set-up fee of \$20.00.
4. The host council will assign the location of sales tables.
5. Sales are only to be conducted prior to and immediately following the conference, but not during the conference. The host council may choose to allow sales during meal breaks. A conference shall be defined as the time between the official convening and the adjournment.
6. All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes.
7. District Conference raffles may be permitted if conducted in accordance with California law. Raffles must be registered with the California Attorney General, Registry of Charitable Trusts (CA AOG, RCT) 60 days prior to the raffle. A chapter within the Host Council must register the raffle and report the raffle proceeds to the CA AOG, RCT after the raffle is held. Compliance with California law is required to maintain non-profit status.

HISTORY/AUTHORIZATION

Aug 27, 2016: Ex Bd Motion

Nov 5, 2017: Ex Bd Motion

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SECTION G

STATE CONVENTION

SECTION G: STATE CONVENTION

DISTRICT ROTATION

POLICY:

To ensure parity throughout the state, each district will, in turn, host the state convention.

PROCEDURE:

1. The Executive Board will communicate with the councils in the hosting district related to the responsibilities of hosting the State Convention. Councils in that district will submit a letter of invitation and support for the State Convention to the Executive Board during the first year of the biennium.
2. The rotation will be:

2022	Virtual
2024	Northern District
2026	Southern District
2028	Valley District
2030	Marina District
2032	Northern District
2034	Southern District
2036	Valley District
2038	Marina District
2040	Northern District
2042	Southern District
2044	Valley District

HISTORY/AUTHORIZATION

May 5, 1974: Ex Bd Motion	Jan 3, 2003: Ex Bd Motion
Mar 15, 2008: Ex Bd Motion	Nov 5, 2011: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Nov 2014: Ex Bd Motion
Nov 5, 2017: Ex Bd Motion	Jun 26, 2020: Ex Bd Motion
Mar 12, 2022: Ex Bd Motion	

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SECTION G: STATE CONVENTION

OPERATIONAL FUNDS (Seed Money)

POLICY:

Operational Funds (seed money) will be deposited and appear as a sub-account in the General Checking Account. (See Sec C: Finance/Expense)

PROCEDURE:

1. Operational Funds (seed money) are available upon written request by the State Convention Committee.
2. After all bills are paid at the conclusion of the Convention, the State Convention Treasurer will close all convention accounts and return seed money and unexpended funds beyond the seed money to the state's General Checking Account.
3. At the recommendation of the State Convention Committee, any unexpended funds beyond the seed money from the Convention will be allocated to scholarship, altruistic and/or leadership projects.
4. At the fall Executive Board meeting during the first year of the biennium, the Board will review the State Convention Committee's recommendation, and vote to disburse any unexpended funds.
5. If State Convention revenues do not cover the expenses of the State Convention, the remaining seed money will be returned to the state's General Checking Account. If needed, the shortfall will be covered using funds from the Reserve Account.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Apr 1, 1996: Ex Bd Motion
Jan 10, 2005: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Aug 23, 2014: Ex Bd Motion	Nov 5, 2017: Ex Bd Motion
Jan 26, 2019: Ex Bd Motion	Oct 5, 2019: Ex Bd Motion

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SECTION G: STATE CONVENTION

CONVENTION PACKET

POLICY:

In the January prior to the State Convention, a convention packet will be sent to the council and chapter presidents for distribution to delegates and members.

PROCEDURE:

1. The Convention packet will contain the following:
 - a. Cover letter from State President and Convention Chair
 - b. Registration and hotel information
 - c. Rules of Convention
 - d. Current Working Budget
 - e. Proposed Budget with Budget Descriptions
 - f. Slate of candidates for State Office
 - g. Nominations for State Altruistic Project
 - h. Proposed Bylaws amendments
 - i. Proposed Resolutions
 - j. Copy of criteria for the Noel Leonard Grant for First Timers to State Convention
2. The State Convention registrar will oversee the collation and distribution of the convention packet to the membership.
3. One hard copy of the packet will be mailed to:
 - a. Chapter presidents
 - b. International Chapter representative
 - c. Parliamentarian
4. Chapter presidents are to share the packet information with chapter membership.
5. The convention packet will be posted on the California website.

HISTORY/AUTHORIZATION

Nov 2, 2013: Ex Bd Motion

Nov 5, 2017: Ex Bd Motion

Jan 25, 2020: Ex Bd Motion

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SECTION G: STATE CONVENTION

RULES OF CONVENTION

POLICY:

The Rules of Convention will be presented to and voted on by the delegates at the Opening Session of the State Convention. *(A copy of the Rules of Convention will be maintained in the appendix of this document.)*

PROCEDURE:

1. A copy of the Rules of Convention will be included in the convention packet.
2. All changes to the Rules of Convention will be announced to the delegates.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

Oct 12, 2013: Ex Bd Motion

Nov 5, 2017: Ex Bd Motion

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SECTION G: STATE CONVENTION

DELEGATE STATUS

POLICY:

The Vice-President for Membership will notify chapters of the number of voting delegates allocated to that chapter.

PROCEDURE:

1. Six weeks prior to the convention the vice-president for membership will determine the number of delegates for each chapter based on the International membership records on file.
2. Six weeks prior to Convention, chapters will be notified of the number of delegates eligible to vote.
3. Each chapter is allowed one (1) delegate for every ten (10) active members with a minimum of one delegate per chapter.
4. Every ten (10) sustaining members are allowed one (1) delegate to be determined at a special meeting the first day of a state convention. The Vice-President for Membership will facilitate this meeting.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion
Nov 5, 2018: Ex Bd Motion

Oct 12, 2013: Ex Bd Motion

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SECTION G: STATE CONVENTION

REGISTRATION REFUNDS

POLICY:

The Executive Board may grant a partial refund for the State Convention registration fee after the registration deadline upon consideration of the extenuating circumstances.

PROCEDURE:

1. A member may request a partial refund for the State Convention registration fee.
2. Refunds may occur when a member is unable to attend the State Convention due to unexpected extenuating circumstances.
3. The member must submit a request in writing to the Executive Board giving reasons for a refund within 30 days following the State Convention.
4. The Executive Board will notify the member of its decision and the amount.
5. Should the State Convention be cancelled, all registration fees shall be refunded.

HISTORY/AUTHORIZATION

May 2, 1980: Ex Bd Motion	Mar 12, 1994: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Jan 19, 2018: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	Nov 8, 2020: Ex Bd Motion

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SECTION G: STATE CONVENTION

NOEL LEONARD LEADERSHIP GRANT: First-time Attendees to State Convention

* This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.

POLICY:

One grant is awarded to each of the eleven (11) district councils to encourage the selection one "first-timer" to represent the council and participate in the State Convention at the end of the biennium. (*See Sec C: Finance/Expense; Districts/Councils; State Convention*) The purpose of this grant is to encourage attendance at the California State Convention by sisters who are attending the convention for the first time. One or more grants of one hundred dollars (\$100) shall be offered to each of the eleven councils based on the number of chapters in the council. (For every four (4) chapters, the council will qualify for one \$100 award.)

PROCEDURE:

1. The Noel Leonard Leadership Grant for First Time Attendees to the California State Convention will be funded from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.
2. Beginning at the March district conference in the first year of the biennium, this "first-timers" grant opportunity for councils will be publicized at each district conference, in the liaison reports, in the President's Newsletter, and on the California website.
3. One or more grants of one hundred dollars (\$100) may be offered to each of the eleven councils based on the number of chapters in the council. (For every four (4) chapters, the council will qualify for one \$100 award.)
4. Each chapter shall:
 - a. By the second council meeting of the second year of the biennium, each chapter within every council shall have the opportunity to nominate to the council one member who has not attended a California State Convention and who shows promise of leadership to the organization.
5. Each council shall:
 - a. At the second Council meeting, the Council President shall conduct a random drawing whereby the names shall be selected to receive the Noel Leonard Leadership Grant for First-Time Attendees.
 - b. The Council Secretary will submit the name(s) to the State President by April 1 of the second year of the biennium.
6. The State President shall compile a list of qualified recipients and give a copy to the Convention Registrar for verification of attendance. After verification of attendance, the State President will give a copy to the State Treasurer for payment.
7. In the event that the State Treasurer is unable to award the grant to eligible participants at the Convention, checks will be mailed to them within thirty days.
8. The State Treasurer will request reimbursement from the Noel Leonard Leadership Grant account held by the Alpha Delta Kappa Foundation.

9. The State President shall:
- a. At the October Executive Board meeting during the first year of the biennium, announce the recipients and report the grant distribution to the State Executive Board.
 - b. Publish an announcement of recipients in the President's Newsletter during the fall of the first year of the biennium.

HISTORY/AUTHORIZATION

Mar 2008:	Ex Bd Motion	Nov 7, 2009:	Ex Bd Motion
Mar 13, 2010:	Ex Bd Motion	Oct 12, 2013:	Ex Bd Motion
Jan 19, 2018:	Ex Bd Motion	Oct 5, 2019:	Ex Bd Motion

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SECTION G: STATE CONVENTION

STATE CONVENTION REIMBURSEMENT: Executive Board

POLICY:

California Alpha Delta Kappa will participate at the California State Convention which is held in the even-numbered years. Official participants from the Board shall be reimbursed for expenses incurred according to the following procedures. (See Sec C: Finance/Expense)

PROCEDURE:

The official participants designated from the Executive Board shall be President, President-elect, Immediate Past President, Vice President for Membership, and Treasurer. These officers shall be reimbursed for their expenses up to the budgeted amount.

1. Itemized reimbursement requests with copies of all original receipts are to be filed with the State Treasurer within thirty (30) days after the close of the conference.
2. The State Treasurer will reimburse the Board Member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the State Convention, using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d, or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the convention rate. Executive Board Members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Jan 14, 1974: Ex Bd Motion
Mar 12, 1974: Ex Bd Motion	Mar 7, 1998: Ex Bd Motion
Nov 7, 1998: Ex Bd Motion	May 6, 2000: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Nov 9, 2002: Ex Bd Motion
Oct 2, 2004: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Jan 19, 2018: Ex Bd Motion	

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SECTION G: STATE CONVENTION REIMBURSEMENT

STATE CONVENTION REIMBURSEMENT: Additional Officers

POLICY:

The budget will allow for three (3) additional Executive Board members, (those not fully budgeted): Chaplain, Secretary, Historian/Sergeant-at-Arms, to be partially or fully reimbursed for State Convention expenses, not to exceed the budgeted amount. (See Sec C: Finance/Expense)

PROCEDURE:

Available money shall be divided equally among additional Board members attending the convention according to the following guidelines.

1. Itemized reimbursement requests with copies of all original receipts are to be filed with the State Treasurer within thirty (30) days after the close of the convention.
2. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the State Convention using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the convention rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 4, 2002: Ex Bd Motion	Jan 10, 2004: Ex Bd Motion
Jan 8, 2011: Ex Bd Motion	Jan 19, 2018: Ex Bd Motion
Nov 3, 2018: Ex Bd Motion	

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SECTION G: STATE CONVENTION

PROPOSED BUDGET AND BUDGET DESCRIPTIONS

POLICY:

The Proposed Budget and Budget Descriptions for the new biennium and the current operating budget will be included in the convention packet for delegates.

PROCEDURE:

1. The State Treasurer along with the State Budget Committee will prepare the Proposed Budget along with the Budget Descriptions for the new biennium.
2. The State Treasurer will present the Proposed Budget and Budget Descriptions to the Executive Board for its approval before the Convention Packet deadline in January preceding the convention.
3. The approved Proposed Budget and Budget Descriptions will be included in the convention packet in January.
4. The current Operating Budget will include:
 - a. Budgeted amount for each category
 - b. Expenditures to date for each category
 - c. Balance for each category
5. The Proposed Budget and Budget Descriptions will include:
 - a. Budgeted amount for each category
 - b. Proposed expenditures for each category
 - c. Rationale and descriptions for each category

HISTORY/AUTHORIZATION

Jan 11, 1986: Ex Bd Motion	Jan 9, 1988: Ex Bd Motion
Mar 12, 1994: Ex Bd Motion	Jan 10, 2004: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Jan 19, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

CONVENTION PROCEEDINGS/REPORTS

POLICY:

Proceedings of the Convention, Convention Financial Report, and new Bylaws will be prepared for distribution at the first district conference following the State Convention.

PROCEDURE:

1. The State President will select three members who will attend the convention to read and edit the convention proceedings. These members will be notified prior to the State Convention and be given the script by the State President. This will enable the readers to follow the proceedings and make notes for future reference when editing the minutes.
2. The State Secretary will compile all the minutes of the convention and send a draft to the three readers and the Immediate Past President.
3. After editing the minutes, the readers will send drafts to the State Secretary who will make appropriate corrections or additions. Corrected minutes will be returned to the readers for final approval.
4. Readers will review and notify the State Secretary that the minutes were read, revised and approved. The State Secretary will note at the end of the minutes the final approval by the committee, including committee member names and date approval was received.
5. After final approval, the State Secretary will print the *Proceedings of the Convention* for distribution to the State Executive Board at the first District Conference after the State Convention. The cost to produce the State Proceedings of Convention shall not exceed the line-item amount allocated in the CA Alpha Delta Kappa State Budget unless additional funds are approved by the State Executive Board.
6. The *Proceedings of the Convention* will be uploaded to the Convention link on the California website for all attendees, past state presidents, chapter and council presidents and other members. Hard copies will be available for a fee upon request.
7. The *Proceedings of the Convention* will contain the minutes of the executive board meetings, minutes of the business session, financial report, and officer and committee reports including their recommendations, rules of convention, and appendices.
8. The amended state bylaws will be uploaded to the Bylaws link on the California website.

HISTORY/AUTHORIZATION

Mar 3, 1973: Ex Bd Motion	Nov 3, 1984: Ex Bd Motion
Mar 12, 1994: Ex Bd Motion	Mar 12, 2005: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Jan 19, 2019: Ex Bd Motion
Mar 12, 2022: Ex Bd Motion	

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SECTION G: STATE CONVENTION

CANDIDATE QUALIFICATION: Selection of Chair and Committee

POLICY:

The Executive Board will elect the Candidate Qualification Committee Chair and the Committee.

PROCEDURE:

1. Nominations for the Candidate Qualification Committee will be made by the incoming State President to the Executive Board for consideration.
2. The Executive Board will elect the Chair of the Candidate Qualification Committee and the Committee members by the first regular board meeting in the first year of the biennium.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Jan 10, 2004: Ex Bd Motion
Mar 13, 2010: Ex Bd Motion	Nov 5, 2011: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	May 4, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

CONVENTION CHAIRS

POLICY:

The State Convention Committees/Chairs shall include:

1. Convention Chair and/or Co-Chair
2. Convention Registration Chair
3. Convention Treasurer
4. Convention Decorations Chair
5. Convention Balloting Committee Chair
6. Convention Music Chair
7. Convention Technology Chair

PROCEDURE:

1. The Chairs will:
 - a. Be selected by the State President.
 - b. Receive their Chair binders/folders from the State President for use during their term.
 - c. Review recommendations from their previous Chair found in the *Proceedings of Convention* from the last state convention.
 - d. Attend the Pre-convention Expanded Executive Board meeting held on Friday of the State Convention.

HISTORY/AUTHORIZATION

Mar 15, 2020: Ex Bd Motion

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SECTION G: STATE CONVENTION

CONVENTION CHAIRS: Procedural Manual

POLICY:

Each convention Chair will maintain a procedures manual to assist in future planning.

PROCEDURE:

1. The convention Chairs will work with the Convention Chair and the State President to run the State Convention.
2. The *Procedural Manual* should include samples to assist future Chairs: photos, forms, letters, charts, digital records, etc.
3. The *Procedural Manual* along with all committee materials will be given to the new state president within one (1) month after the convention is adjourned.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

Oct 12, 2013: Ex Bd Motion

Jan 19, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

BALLOTING COMMITTEE

POLICY:

The Balloting Committee conducts elections at the State Convention in accordance with procedures set by the Executive Board.

PROCEDURE:

1. The Balloting Committee will be composed of one member from each of the four districts.
2. The Chair will attend the Pre-convention Expanded Executive Board meeting held on Friday of the State Convention to receive instructions for conducting the election.
3. During the election, committee members monitor the balloting, count the ballots, and maintain security.
4. The Chair of the Balloting Committee will report the results of the election during the business meeting and submit a written report to the State Recording Secretary to be included in the convention proceedings.

HISTORY/AUTHORIZATION

Mar 8, 1986: Ex Bd Consensus	Mar 12, 1994: Ex Bd Motion
Aug 23, 2014: Ex Bd Motion	Jan 19, 2018: Ex Bd Motion
Nov 8, 2020: Ex Bd Motion	

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SECTION G: STATE CONVENTION

ELECTION OF STATE OFFICERS

POLICY:

When only one person is running for each state office, the election can be accepted by acclamation.

PROCEDURE:

1. The Balloting Committee Chair will announce at the state convention prior to the election that only one person is being offered for each office.
2. Following the Balloting Committee Chair's announcement, the State President shall announce to the delegates that the election of state officers is accepted by acclamation.
3. The ballot will not list the names of those who have offered for state offices.

HISTORY/AUTHORIZATION

May 23, 2021: Ex Bd Motion

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SECTION G: STATE CONVENTION

REPORTS: Executive Board and Standing Committee Chairs

POLICY:

The Executive Board Officers and Standing Committee Chairs will prepare final reports for the State Convention.

PROCEDURE:

1. A digital copy of the final report must be filed with the State Recording Secretary 30 days prior to the State Convention in even years.
2. Reports given during the State Convention are not to be longer than three (3) minutes.
3. All materials, thumb drives, etc. will be brought to the post-convention meeting to be turned in. *(See Sec B, Executive Board, State Officers: Handbooks and Manuals and Section B, Executive Board, Standing Committee Chairs and State Convention Chairs Handbooks and Manuals).*

HISTORY/AUTHORIZATION

Jan 1976:	Ex Bd Consensus	Mar 1994:	Ex Bd Motion
Oct 12, 2013:	Ex Bd Motion	Jan 19, 2018:	Ex Bd Motion
Oct 5, 2019:	Ex Bd Motion		

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SECTION G: STATE CONVENTION

REPORTS: Convention Chair, Convention Registrar and Convention Treasurer

POLICY:

Convention Chairs will prepare final State Convention reports for the Executive Board.

PROCEDURE:

1. The Convention Chair, Registrar, and Treasurer will make oral reports to the Executive Board at the Post-convention meeting following the State Convention.
2. These oral reports will be a summary of convention activities and will not last longer than three (3) minutes each.
3. The final report of Convention Committee activities must be submitted by all convention Chairs to the State Recording Secretary by July 1 for inclusion in the *Proceedings of the State Convention*.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Oct 6, 2001: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Jan 19, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

STATE ALTRUISTIC PROJECT: Selection Process

POLICY:

California Alpha Delta Kappa delegates to the State Convention will select a State Altruistic Project at the beginning of each biennium. (*See Sec E: Altruistic*)

PROCEDURE:

1. The State Altruistic Project Chair will solicit project nominations from chapters throughout the state at the beginning of the second year of the biennium through articles in the President's Newsletters and postings on the California website.
2. Nomination forms will be available on the website, or by contacting the altruistic project Chair. The current project may be nominated again. A project may be the state altruistic project for a second biennium only.
3. All forms will be reviewed and updated each biennium by the state board, as needed, before being publicized and distributed.
4. Nomination forms are due by October 1 in the second year of the biennium.
5. Using a rubric, the Altruistic Project Committee members will review the nominations and select projects to be voted on by the delegates at the state convention.
 - a. If a committee member's chapter, or if the committee member is connected to the project, she will recuse herself from voting on that project.
 - b. Other reasons may exist that would force a committee member to recuse herself from a particular vote so that no challenge of impropriety may arise.
6. A written synopsis of the selected projects will be included in the convention packet distributed to all chapters.
7. The project receiving a simple majority of the votes of the delegates shall be selected. In the case of no majority, there will be a standing vote by the delegates to choose between the two projects receiving the highest number of votes during the first ballot.
8. The state altruistic project will be announced at the state convention.

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion
Jan 22, 2022: Ex Bd Motion

Jan 19, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

MEMBERSHIP ACHIEVEMENT AND RECOGNITION CERTIFICATES

POLICY:

Membership Achievement and Recognition Awards will be presented to deserving chapters at district conferences during the first year of the biennium. (See Sec D: Scholarships, Grants, Awards; Membership Achievement and Recognition Certificates)

PROCEDURE:

1. Using the data reported in the *International Analysis of Chapter Details* following May 31 of the second year of the biennium, the State Vice-President for Membership of the previous biennium will review chapter membership information for both years of the biennium to determine recipients of the Membership Achievement and Membership Recognition Certificates.
2. A Membership **Recognition Certificate** is given to chapters that maintained membership throughout the previous biennium, not considering those members lost to Omega Chapter.
3. A Membership **Achievement Certificate** is given to chapters with a minimum increase of five (5) new or reinstated members during the previous biennium.

HISTORY/AUTHORIZATION

Oct 6, 1979: Ex Bd Motion	Mar 12, 1994: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Jan 19, 2018: Ex Bd Motion
Jun 26, 2020: Ex Bd Motion	

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SECTION G: STATE CONVENTION

CHAPTER PERPETUAL MEMBERSHIP PLAQUE: *Outstanding Positive Net Growth*

POLICY:

The California Chapter Perpetual Membership Plaque will be presented at the appropriate district conference following the State Convention to the chapter with the highest sustained net growth for the two years of the preceding biennium. (See Sec D: *Scholarships, Grants, Awards; Chapter Perpetual Membership Plaque*)

PROCEDURE:

1. The award is based on net growth, not including those members lost to Omega Chapter.
2. The award will be based on chapter membership information as of May 31 of the second year of the biennium. New members must be initiated by that date and Form H-103, along with required fees, received by International Headquarters.
3. Using the data reported in the *International Analysis of Chapter Details*, the State Vice-President for Membership of the previous biennium will review chapter membership information for both years of the biennium.
4. One chapter will be chosen to receive the Perpetual Membership plaque.
5. The name of the chapter receiving this recognition will be added to a plaque to be presented at the next appropriate district conference. The chapter may keep the plaque until the last district conference before the State Convention.
6. The winning chapter will be acknowledged in the President's newsletter following the district conference where the award is presented.
7. Criteria for recognition:
 - a. the highest percentage of net growth with a minimum increase of five (5) members in the biennium
 - b. maintaining and retaining membership in the chapter,
 - c. reinstating members
 - d. balancing active members with retired members
8. In case of a tie, the chapter with the greater percentage of active members to retired members will be selected as the recipient.

HISTORY/AUTHORIZATION

Oct 12, 2013: Ex Bd Motion

Aug 23, 2014: Ex Bd Motion

Jan 19, 2018: Ex Bd Motion

Jun 26, 2020: Ex Bd Motion

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SECTION G: STATE CONVENTION

INTERNATIONAL EXCELLENCE IN EDUCATION AWARD

POLICY:

California Alpha Delta Kappa recipient of the Excellence in Education Award will be announced at the State Convention. *(See Sec D: Scholarships, Grants, Awards)*

PROCEDURE:

1. The purposes of this program are to recognize members for their outstanding contributions to education.
2. The State Excellence in Education Chair follows the timeline established by International Headquarters.
3. The member selected as the California Excellence in Education recipient will represent the state for consideration as the regional nominee from the Southwest Region.
4. The Excellence in Education Chair will announce the state recipient during her committee report at the State Convention.
5. The recipient of the Excellence in Education Award will receive a two hundred dollar (\$200) monetary award.
6. Money for this award comes from the Scholarship Account. *(See Sec C: Finance/Expense)*
7. If the member from California is selected as the Excellence in Education Award recipient for the Southwest Region, she will be considered for selection as the International Excellence in Education recipient at the International Convention.

HISTORY/AUTHORIZATION

Jan 8, 2005: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Jan 19, 2018: Ex Bd Motion	

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SECTION G: STATE CONVENTION

ELEANOR BENDELL STATE GRANT: Presentation

*This award was first given at the 1976 State Convention in San Francisco. Eleanor “Bendy” Bendell initiated the State Scholarship program as her signature project as California State President (1974-1976). Bendy always encouraged scholarship opportunities while she was the counselor at Fremont High School in Oakland, and throughout her years as a member of Alpha Nu Chapter of California Alpha Delta Kappa. Following her death in 2013, CA Alpha Delta Kappa received a memorial gift of \$10,000 from her estate for continued support of the State Scholarship program.

POLICY:

The State Scholarship Committee will announce the recipient of the Eleanor Bendell State Grant. (See Sec D: Scholarships, Grants, and Awards)

PROCEDURE:

1. The Scholarship Committee will reach consensus on one recipient prior to the State Convention and inform the State President.
 - a. Committee members shall recuse themselves if any candidate is a member of their chapter or a personal friend.
2. The State Scholarship Chair/Committee will announce the recipient at the State Convention.
3. The recipient of the State Scholarship will present the project as part of the State Convention in the next biennium.

HISTORY/AUTHORIZATION

Oct 12, 2013: Ex Bd Motion

Jan 19, 2018: Ex Bd Motion

Nov 3, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

BETTY ROSENBERG GOLDEN CHAPTER AWARD: *Outstanding State Chapter*

* This award was first given in 1996 and honors Elizabeth “Betty” Rosenberg, Past International President and Past California State President (1954-1956). Betty was a founding sister in California’s first chapter - Alpha Chapter in Oakland in 1953. Betty loved Alpha Delta Kappa and is an ever-present inspiration and role model for her California sisters.

POLICY:

The Betty Rosenberg Golden Chapter Award is presented at each State Convention to the outstanding chapter for the biennium. *(See Sec D: Scholarships, Grants, Awards)*

PROCEDURE:

1. The deadline to submit the application to the State President is February 15 in the second year of the biennium.
2. Criteria for outstanding chapter include:
 - a. Interesting and innovative programs
 - b. Involvement in community altruistic projects
 - c. Contributions to a scholarship program
 - d. Representation and participation at the local, state, regional and International levels of Alpha Delta Kappa
 - e. Consideration of pearls earned
3. Using the rubric, the State President will review and score all applications. The highest scoring applicant will be honored at State Convention.
4. The name of the Golden Chapter will be added to a plaque to be presented at State Convention. The chapter may keep the plaque until the last district conference before the State Convention.
5. The State President will acknowledge the receipt of applications.

HISTORY/AUTHORIZATION

April 1994: State Convention	Oct 1, 2002: Ex Bd Update
Oct 12, 2013: Ex Bd Motion	Jan 19, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

INSTALLATION OF EXECUTIVE BOARD

POLICY:

The newly elected State Executive Board will be installed at the State Convention.

PROCEDURE:

1. The Balloting Committee Chair will announce the newly elected State Executive Board as part of the balloting report during the business session.
2. The incoming President may designate the installing officer.
3. The Immediate Past President will present the newly installed State President with the badge of her office, as well as the President's wooden gavel.
4. The newly installed State President will present the Immediate Past President with her badge of service as State President.
5. The outgoing Immediate Past President will present the new Immediate Past President with the permanent Lucite Presidents' gavel plaque for safekeeping. (See: *Sec B: Executive Board, State Presidents' Gavel*)

HISTORY/AUTHORIZATION

Jan 18, 1980: Ex Bd Consensus	Mar 12, 1994: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Mar 9, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

STATE PRESIDENT'S PERMANENT GAVEL PLAQUE

POLICY:

The outgoing State President's name will be added to the permanent Lucite President's gavel plaque. *(See Sec B: Executive Board, State President's Gavel)*

PROCEDURE:

1. The outgoing Immediate Past President will be responsible for having the permanent Lucite President's gavel plaque engraved with the name and term of the outgoing State President.
2. After the installation ceremony, the outgoing State President will receive the permanent Lucite gavel plaque for safekeeping until the end of her term on the Executive Board.
3. The bill for engraving will be submitted to the State Treasurer and paid from Courtesy. *(See Sec C: Finance/Expense, Gifts)*

HISTORY/AUTHORIZATION

Jan 1, 1994: Ex Bd Motion	Oct 6, 2001: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Mar 9, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

PAST STATE PRESIDENTS' DINNER

POLICY:

A no-host dinner for Past State Presidents will be arranged to celebrate fellowship.

PROCEDURE:

1. The dinner will be planned for the Friday evening, prior to the State Convention.
2. The Immediate Past State President will arrange the dinner.
3. All Past Presidents will be notified by the Immediate Past State President regarding the time and place of the dinner.

HISTORY/AUTHORIZATION

Jan 18, 1980: Ex Bd Consensus	Mar 12, 1994: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Mar 9, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

PAST STATE PRESIDENTS' FUND-RAISING PROJECT

POLICY:

The Past State Presidents may organize a fundraising event during the State Convention to support scholarship, leadership and/or altruism.

PROCEDURE:

1. The out-going Immediate Past President organizes and supervises the fund-raising project at the State Convention.
2. The Immediate Past State President contacts the Past Presidents to determine the type of fundraising activity and the beneficiary of the funds.
3. The outcome of this fundraising event will be announced during the banquet at State Convention, and the funds will be given to the State Treasurer.
4. Any fund-raising event will comply with California state laws regarding raffles and other charitable fund-raising activities. The Immediate Past State President's chapter will file for the raffle permit.

HISTORY/AUTHORIZATION

Jan 18, 1980: Ex Bd Consensus:	Mar 12, 1994: Ex Bd Motion
Oct 12, 2013: Ex Bd Motion	Mar 9, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

CHAPTER SALES

POLICY:

The Executive Board may allow California Alpha Delta Kappa chapters to advertise and/or sell products/services at State Convention to benefit chapter altruistic projects. *“All proceeds from sales/services must be placed in Alpha Delta Kappa chapter accounts and used solely for altruistic purposes. Raffles would be permitted if conducted in accordance with local and S/P/N laws.” (International Policies and Procedures. “S” refers to State)*

PROCEDURE:

The State Convention Chair will have the sole responsibility of consideration to allow chapter sales at the State Convention.

1. Chapters must submit an application to the State Convention Chair to sell items at the State Convention in writing at least thirty (30) days in advance of the State Convention. The State Convention Chair has sole discretion after considering facility and program constraints, to grant or deny permission.
2. The application must be accompanied by a donation to benefit the State Altruistic Project; the amount of the donation to be determined by the Executive Board, and that amount stated on the application.
3. Applications will be available on the State website and from the State Convention Chair.
4. All proceeds from sales/services must be used solely for altruistic purposes.
5. All Alpha Delta Kappa International guidelines regarding sales of products/services must be complied with to maintain non-profit status.

HISTORY/AUTHORIZATION

Oct 12, 2013: Ex Bd Motion

Mar 9, 2018: Ex Bd Motion

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SECTION G: STATE CONVENTION

GIFT PARTICIPATION

POLICY:

Gifts honoring service and participation will be presented to the outgoing state president and those state officers who are not returning to the Executive Board during the State Convention.

PROCEDURE:

1. If the amount of the gift exceeds \$35, the president-elect will ask for approval from the board.
2. The Executive Board will approve the purchase of gifts.
3. All gifts will be reimbursed from the Courtesy line item in the budget. (See Sec C: *Finance/Expense, Gifts*)

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion

Mar 9, 2018: Ex Bd Motion

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SECTION H

REGIONAL CONFERENCE

SECTION H: REGIONAL CONFERENCE

STATE BOARD PARTICIPATION

POLICY:

The State Board will officially represent California Alpha Delta Kappa at the Regional Conference in the even year of the biennium.

PROCEDURE:

1. The official Executive Board members representing the state at the Regional Conference are President, President-elect, Immediate Past President, Vice-President for Membership, and Treasurer. These officers shall be reimbursed up to the budgeted amount.
2. Funding the expenses of the official Executive Board members will be included in the California Alpha Delta Kappa state budget, which will determine the amount of the Board members' expenses to be reimbursed.
3. Funds may be moved to the Regional Conference line items at the approval of the Executive Board. *(See Sec C: Finance/Expense Regional Conference Reimbursement.)*
4. Additional Executive Board officers may also be designated to attend the Regional Conference: Secretary, Historian/Sergeant-at-Arms, and Chaplain.
5. Each Executive Board officer should try to attend the Regional Conference.
6. Each officer who attends will participate in job-specific workshops during the conference to receive training in the duties and responsibilities of her office.

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion	Mar 9, 2018: Ex Bd Motion
Oct 5, 2019: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

REGIONAL CONFERENCE REIMBURSEMENT: Executive Board

POLICY:

Official participants at the Regional Conference from the Executive Board will be reimbursed for expenses incurred according to the following procedures.

PROCEDURE:

1. The official participants designated from the Executive Board shall be President, President-elect, Immediate Past President, Vice-President for Membership and Treasurer.
2. Funding the expenses of the official Executive Board members will be included in the California Alpha Delta Kappa state budget, which will determine the amount of the Board members' expenses to be reimbursed.
3. Funds may be moved to the Regional Conference line items at the approval of the Executive Board. *(See Sec C: Finance/Expense Regional Conference Reimbursement.)*
4. Itemized reimbursement requests with copies of all receipts must be filed with the State Treasurer within thirty (30) days of the close of the conference.
5. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the conference site, using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate. The state will pay either the mileage or coach fare, whichever is lowest.)
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyft or Ubers
 - f. Carpooling whenever possible using b, c, c, or e
2. Parking, tolls, tips, ground transportation, baggage up to two (2) checked bags
3. Hotel expense at the conference rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for conference
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Jan 14, 1974: Ex Bd Motion
Mar 12, 1994: Ex Bd Motion	Mar 7, 1998: Ex Bd Motion
Nov 7, 1998: Ex Bd Motion	Jan 9, 1999: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Mar 9, 2018: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

REGIONAL CONFERENCE REIMBURSEMENT: Additional Officers

POLICY:

The budget will allow for three (3) additional Executive Board members, (those not fully budgeted): Chaplain, Secretary, and Historian/Sergeant-at-Arms, to be partially or fully reimbursed for Regional Conference expenses, not to exceed the budgeted amount.

PROCEDURE:

1. Available money shall be divided equally among additional Board members attending the conference according to the reimbursable expenses as outlined below.
2. Itemized reimbursement requests with copies of all original receipts are to be filed with the State Treasurer within thirty (30) days after the close of the conference.
3. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the Regional Conference using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate
 - c. Car rental
 - d. Hotel Shuttle
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d, or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the conference rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for conference
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 4, 2002: State Convention	Jan 6, 2004: Ex Bd Motion
Mar 9, 2013: Ex Bd Motion	Oct 12, 2013: Ex Bd Motion
Mar 9 2018: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

STANDING COMMITTEE CHAIRS AT REGIONAL CONFERENCE: STIPEND

POLICY:

Standing Committee Chairs who attend the leadership training sessions at the Southwest Regional Conference will receive a stipend.

PROCEDURE:

1. A stipend of one hundred dollars (\$100) to assist with expenses will be given to each state Chair attending leadership training at the regional conference. *(See Sec C, Regional Conference)*
2. Upon verifying attendance, the State Treasurer shall pay the stipend within thirty days.

HISTORY/AUTHORIZATION

Mar 9, 2018: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

NOEL LEONARD LEADERSHIP GRANT: *Southwest Regional Conference*

* This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.

POLICY:

One grant is awarded to each of the eleven (11) district councils to encourage the council leadership to attend the Southwest Regional Conference in even years of the biennium in order to facilitate leadership skills and communication throughout the state. (See Sec C: *Finance/Expense; Scholarships, Grants & Awards; Regional Conference*)

PROCEDURE:

1. This grant provides assistance for the council leadership, President or Secretary/Treasurer or designee, to attend the Regional Conference held during the summer after the state convention.
2. Beginning at the March district conference in the first year of the biennium, this leadership grant opportunity for councils will publicized at each district conference, in the liaison reports, in the President's Newsletter, and on the California website.
3. Each council will select one recipient and submit that person's name to the State President by June 1 of even years.
4. The State President shall compile a list of qualified recipients and give a copy to the State Treasurer for payment.
5. In the event that the State Treasurer is unable to give the grant to the eligible participants at the conference, checks will be mailed to them within thirty days.
6. At the October Executive Board meeting of the first year of the biennium, a grant distribution report will be presented at part of the Treasurer's report to the Executive Board, and recipients will be recognized in liaison reports, the President's Newsletter, and on the California website.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Mar 9, 2018: Ex Bd Motion	Jan 26, 2019: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

GIFT PARTICIPATION

POLICY:

California will participate along with other states in the region in providing gifts as specified by the International Vice President (IVP) for the Region.

PROCEDURE:

1. The Executive Board will be notified if gifts need to be purchased as specified by the International Vice President (IVP).
2. The Executive Board will approve the purchase of gifts and assign the responsibility for purchasing the gift(s) to a board member.
3. The purchaser of the gifts will be reimbursed from the Courtesy line item in the budget.

HISTORY/AUTHORIZATION

Aug 23, 2012: Ex Bd Motion

Mar 9, 2018: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

HOSPITALITY SUITE

POLICY:

If feasible, a room suitable for hospitality (larger sleeping room/suite) will be arranged.

PROCEDURE:

1. A suite will provide a convenient location for hospitality, informational meetings for California members, receptions, and other state functions.
2. A suite will provide accommodations for Executive Board members in attendance at the Regional Conference.
3. A suite must also provide adequate sleeping accommodations for at least three (3) people.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

May 4, 2002: State Convention

Oct 12, 2013: Ex Bd Motion

Mar 9, 2018: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

HOSPITALITY EVENT

POLICY:

An informal event may be planned for California members attending the Regional Conference

PROCEDURE:

1. If an event is planned, the State President may appoint a Hospitality Committee to coordinate the event.
2. This is not a budgeted event. Participants will share the total cost of the event.
3. The State Treasurer will collect monies from participants.
4. The State President will inform California members attending the Regional Conference of the event and the cost.

HISTORY/AUTHORIZATION

Jan 21, 2017: Ex Bd Motion

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SECTION H: REGIONAL CONFERENCE

CHAPTER SALES

POLICY:

Upon consideration of current circumstances, the Executive Board may allow California Alpha Delta Kappa chapters to advertise and/or sell products/services at Regional Conferences to benefit chapter altruistic projects. *“All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes. Raffles would be permitted if conducted in accordance with local and S/P/N laws.”* (International Policies and Procedures)

PROCEDURE:

California Alpha Delta Kappa chapters may submit an application to the State Executive Board to sell items at a Regional Conference. The State Executive Board will have the sole responsibility of consideration to allow chapter sales at a Regional Conference.

1. The State Executive Board has sole discretion, considering facility and program constraints, to grant or deny permission.
2. Applications are available on the State website. Hard copies are available upon request.
3. All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes.
4. Chapters must comply with all Alpha Delta Kappa International guidelines regarding sales of products/services in order to maintain non-profit status.

HISTORY/AUTHORIZATION

Jan 21, 2017: Ex Bd Motion

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SECTION J

INTERNATIONAL CONVENTION

SECTION J: INTERNATIONAL CONVENTION

STATE BOARD PARTICIPATION

POLICY:

The State Board will officially represent California Alpha Delta Kappa at the International Convention in the odd year of the biennium.

PROCEDURE:

1. The official Executive Board members representing the state at the International Convention are President, President-elect, Immediate Past President, Vice-President for Membership, and Treasurer.
2. Funding the official Executive Board members will be included in the California Alpha Delta Kappa state budget, which will determine the amount of the Board members' expenses to be reimbursed.
3. Funds may be moved to the International Conference line items at the approval of the Executive Board.
4. Additional Executive Board members may be designated to attend the International Convention: Secretary, Historian/Sergeant-at-Arms, Chaplain.
5. Each Executive Board officer should try to attend the International Convention.

HISTORY/AUTHORIZATION

Aug 23, 2014: Ex Bd Motion	Mar 9, 2018: Ex Bd Motion
Jan 26, 2019: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION J: INTERNATIONAL CONVENTION

INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board

POLICY:

Official participants at the International Convention from the Executive Board will be reimbursed for expenses incurred according to the following procedures.

PROCEDURE:

1. The official participants designated from the Executive Board shall be President, President-elect, Immediate Past President, Vice-President for Membership and Treasurer.
2. Funding the official Executive Board members will be included in the California Alpha Delta Kappa state budget, which will determine the amount of the Board members' expenses to be reimbursed.
3. Funds may be moved to the Regional Conference line items at the approval of the Executive Board. *(See Sec C: Finance/Expense Regional Conference Reimbursement.)* Itemized reimbursement requests with copies of all receipts must be filed with the State Treasurer within thirty (30) days of the close of the convention.
4. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the convention site, using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate. (The state will pay either the mileage or coach fare, whichever is lowest.)
 - c. Car rental
 - d. Hotel Shuttles
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d, or e
2. Parking, tolls, tips, ground transportation, baggage up to two (2) checked bags
3. Hotel expense at the convention rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 7, 1972: Ex Bd Motion	Jan 14, 1974: Ex Bd Motion
Mar 12, 1994: Ex Bd Motion	Mar 7, 1998: Ex Bd Motion
Nov 7, 1998: Ex Bd Motion	Jan 9, 1999: Ex Bd Motion
Oct 6, 2001: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Mar 9, 2018: Ex Bd Motion	Mar 12, 2022: Ex Bd Motion

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SECTION J: INTERNATIONAL CONVENTION

INTERNATIONAL CONVENTION REIMBURSEMENT: Additional Officers

POLICY:

The budget allows funds for three (3) additional Executive Board members, those not fully budgeted: Chaplain, Secretary, and Historian/Sergeant-at-Arms, to be partially or fully reimbursed for International Convention expenses, not to exceed the budgeted amount.

PROCEDURE:

1. Available money shall be divided equally among additional Board members attending the convention according to the reimbursable expenses listed below.
2. Itemized reimbursement requests with copies of all original receipts are to be filed with the State Treasurer within thirty (30) days after the close of the conference.
3. The State Treasurer will reimburse the Board member within thirty (30) days of receipt of the completed reimbursement request.

REIMBURSABLE EXPENSES:

1. Direct transportation to and from the site of the International Convention using the least expensive means of transportation which may include:
 - a. Airfare at coach rate
 - b. Personal vehicle, mileage at current reimbursement rate. (The state will pay either the mileage or coach fare, whichever is lowest.)
 - c. Car rental
 - d. Hotel Shuttles
 - e. Lyfts or Ubers
 - f. Carpooling whenever possible using b, c, d, or e
2. Parking, tolls, tips, ground transportation, baggage, up to two (2) checked bags
3. Hotel expense at the convention rate. Executive Board members will make their own room reservations.
 - a. Husbands, family members, and/or friends of Executive Board members who share the room shall pay half (1/2) the cost.
 - b. Board members desiring a single room shall be billed for the other half (1/2) of the room cost.

NON-REIMBURSABLE EXPENSES:

1. Registration fee for convention
2. Meals
3. Personal calls, valet services, and other personal services
4. Alcoholic beverages

HISTORY/AUTHORIZATION

May 4, 2002: State Convention	Aug 23, 2014: Ex Bd Motion
Mar 9, 2018: Ex Bd Motion	Nov 3, 2018: Ex Bd Motion

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SECTION J: INTERNATIONAL CONVENTION

GIFT PARTICIPATION: Regional International Vice President

POLICY:

California will participate, along with other states in the region, in honoring the incoming International Vice President(s) (IVP) for the region as specified by International.

PROCEDURE:

1. At the request of the outgoing IVP, California will join with the other states in the Southwest Region to present a gift to the incoming International Vice President (IVP).
2. The State President shall purchase the gift and be reimbursed from the courtesy line item in the budget. The amount will be no more than twenty-five dollars (\$25).
3. This gift is presented during the International Convention.

HISTORY/AUTHORIZATION

Mar 8, 1975: Ex Bd Motion	Nov 1, 1986: Ex Bd Motion
Mar 12, 1994: Ex Bd Motion	Aug 23, 2014: Ex Bd Motion
Mar 9, 2018: Ex Bd Motion	

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SECTION J: INTERNATIONAL CONVENTION

HOSPITALITY EVENT

POLICY:

An informal event may be planned for California members attending the International Convention.

PROCEDURE:

1. When an event is planned, the State President may appoint a Hospitality Committee to coordinate the event.
2. This is not a budgeted event. Participants will share the total cost of the event unless the event is no-host.
3. The State Treasurer will collect monies from participants.
4. The State President will inform California members attending the International Convention of the event and the cost.

HISTORY/AUTHORIZATION

Jan 15, 1983: Ex Bd Motion

Jan 11, 2003: Ex Bd Motion

Oct 12, 2013: Ex Bd Motion

Nov 5, 2016: Ex Bd Motion

Mar 9, 2018: Ex Bd Motion

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SECTION J: INTERNATIONAL CONVENTION

HOSPITALITY SUITE

POLICY:

If feasible, a room suitable for hospitality (larger sleeping room/suite) will be arranged.

PROCEDURE:

1. A suite will provide a convenient location for hospitality, informational meetings for California members, receptions, and other state functions.
2. A suite will provide accommodations for Executive Board members in attendance at the International Convention.
3. A suite must also provide adequate sleeping accommodations for at least three (3) people.

HISTORY/AUTHORIZATION

Mar 12, 1994: Ex Bd Motion

May 4, 2002: State Convention

Oct 12, 2013: Ex Bd Motion

Nov 5, 2016: Ex Bd Motion

Mar 9, 2018: Ex Bd Motion

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SECTION J: INTERNATIONAL CONVENTION

CHAPTER SALES

POLICY:

Upon consideration of current circumstances, the Executive Board may allow California Alpha Delta Kappa chapters to advertise and/or sell products/services at International Conventions to benefit chapter altruistic projects. *“All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes. Raffles would be permitted if conducted in accordance with local and S/P/N laws.” (International Policies and Procedures)*

PROCEDURE:

California Alpha Delta Kappa chapters may submit an application to the State Executive Board to sell items at International Conventions. The State Executive Board will have the sole responsibility of consideration to allow chapter sales at International Conventions.

1. The State Executive Board has sole discretion, considering facility and program constraints, to grant or deny permission.
2. Applications are available on the State website. Hard copies are available upon request.
3. All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes.
4. Chapters must comply with all Alpha Delta Kappa International guidelines regarding sales of products/services in order to maintain non-profit status.

HISTORY/AUTHORIZATION

Jan 21, 2017: Ex Bd Motion

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APPENDICES

APPENDIX #1

RULES GOVERNING THE CONVENTION

California Alpha Delta Kappa State Convention Rules Governing the Convention

All members shall receive credentials and badges from the registration desk as follows:

Each state executive board member	1 vote
Each past state president	1 vote
Each Chair of a state committee	1 vote
Each Chair of a state convention	1 vote
Each president of a chapter presidents' council or her alternate	1 vote
One delegate (or alternate) for every ten (10) active members in a chapter, with a minimum of one delegate per chapter	1 vote
One delegate for every ten (10) sustaining members or major fraction thereof registered and attending the convention, delegate(s) to be determined by the sustaining members who shall meet and select their delegate the first day of the convention	1 vote

These rules will become effective for this convention, if adopted, at the opening of the convention.

No delegate shall be entitled to more than one vote. No voting proxy shall be allowed. The delegate shall cast the vote. In her absence, the alternate shall vote, but in no case may both vote.

All delegates and alternates shall be active members of California Alpha Delta Kappa.

Any member may speak, but only delegates may make motions or vote.

All members are required to wear the convention status badge to attend business meetings.

All delegates shall be seated in the delegate section.

A quorum shall consist of a majority of the registered delegates. A quorum, once established, shall be considered as established for the entire convention.

All sessions will begin promptly at the hour announced. Doors will be closed during speeches, musical numbers, and reports.

The state president shall appoint a committee of three to approve and correct the convention minutes.

The report of the program Chair, when adopted, shall become the order of business of the convention.

The procedure for making a motion shall be as follows:

1. When the presiding officer shall call for the presentation of the motion, it shall be presented by the sponsoring delegate as follows: "Madam President, I (name and name of chapter), move ..."
2. The president shall then call for a second. If seconded, the motion shall be written and signed by the mover and shall be handed to the convention secretary.
3. The president shall then call for discussion. Each motion may be discussed for ten (10) minutes unless two-thirds vote consent is obtained to extend the time, with no members speaking for more than three (3) minutes.
4. At the conclusion of the discussion of the motion, the vote shall be taken.

Amendments to the bylaws shall become effective at the close of the convention unless otherwise specified before their adoption.

An officer-elect will take possession of her office at the post-convention expanded executive board meeting.

Committee or officer reports will be presented orally, if directed by the state president. Oral reports will be limited to three (3) minutes. Officer reports are limited to three (3) minutes. A delegate may make a motion for officer reports to be filed after the presentation of the reports from the president, president-elect, and vice president.

Any member may rise to a point of order any time she feels that the argument is contrary to law, the Constitution of Alpha Delta Kappa, or the Rules of Convention.

The convention timer will be the official timekeeper and shall give the signal for stopping the reading or discussion.

All matters of procedure shall be decided by:

1. The Constitution of Alpha Delta Kappa
2. The California State Bylaws
3. The Convention Rules
4. Robert's Rules of Order, Newly Revised

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APPENDIX #1A

RULES GOVERNING THE CONVENTION – VIRTUAL CONVENTION

California Alpha Delta Kappa State Convention Modified Rules Governing Convention

All members shall receive information regarding their delegate status.

Each state executive board member	1 vote
Each past state president	1 vote
Each Chair of a state committee	1 vote
Each Chair of a state convention	1 vote
Each president of a chapter presidents' council or her alternate	1 vote
One delegate (or alternate) for every ten (10) active members in a chapter, with a minimum of one delegate per chapter	1 vote
One delegate for every ten (10) sustaining members or major fraction thereof registered and attending the convention, delegate(s) to be determined by the sustaining members who shall meet through Zoom and select their delegate the first day of the convention	1 vote

These rules will become effective for this virtual convention, if adopted during the voting process, at the opening of the convention.

No delegate shall be entitled to more than one vote. No voting proxy shall be allowed. The delegate shall cast the vote. In her absence, the alternate shall vote, but in no case may both vote.

All delegates and alternates shall be active members of California Alpha Delta Kappa.

Items requiring discussion or motions will not be presented at the virtual convention. Therefore, there will be no discussion or motions made. An opportunity for online input will be made to the delegates on a date prior to the virtual convention.

An online voting program such as Survey Monkey will be used for delegate voting. All delegates will be sent instructions on when and how to vote.

A quorum will not be established due to the nature of the virtual process.

The virtual convention will begin promptly at the hour announced. The business meeting will be conducted followed by the initiation of new state officers.

The report of the program Chair, when adopted, shall become the order of business of the convention.

The state president shall appoint a committee of three to approve and correct the convention minutes.

An officer-elect will take possession of her office at the post-convention expanded executive board meeting.

Committee or officer reports will be presented orally, if directed by the state president. Oral reports will be limited to three (3) minutes. Officer reports are limited to three (3) minutes. A delegate may make a motion for officer reports to be filed after the presentation of the reports from the president, president-elect, and vice president.

The Omega service may take place later on the same day.

All matters of procedure shall be decided by:

1. The Constitution of Alpha Delta Kappa
2. The California State Bylaws as aligned with International Bylaws
3. The Convention Rules
4. Robert's Rules of Order, Newly Revised

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Revised January 2022

APPENDIX #2

FORMATTING NOTES

- This document is in **Arial** font.
- Section Titles and subtitles (including 'Policy', 'Procedure' and 'History/Authorization' are bolded and in font size 12.
- The body of the policy and procedure is in font size 11.
- Section references within the body of the policy and/or procedure are in italicized font size 10.
- Section Titles use the **Normal** Style
- Section Subtitles are italicized by using the **Heading 2** (formatted in Arial font size 12 italicized) in **Styles**. Doing this allows the subtitles to appear in the **Table of Contents**.
- The **History/Authorization Table** was recreated in 2022 to accommodate updates in the Word program.
- When using numbered lists, care should be taken to **use the Microsoft Word formatting tools** in order to insure sequential numbering and consistent spacing throughout the document.
- Hyperlinked **Bookmarks** are used to create the *Return to Table of Contents* feature.

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