

**Duties of the State, Provincial, or National Officers**  
Bylaws of The Alpha Delta Kappa, Inc. Amended 2021  
Article VII – Officers Section 2, State Officers

The **President** shall be chairman of the executive board, preside at all meeting and the convention; appoint all committees except the candidate qualification committee; be ex-officio member of all committees except the candidate qualifications committee; assist the membership consultant in formulating plans for expansion and chapter membership growth; interpret international and state, provincial or national policies to chapter through correspondence and visits; complete and submit reports as required by International Officers and Headquarters; plan and make all arrangements for the convention and submit a convention report to Headquarters and the International Vice President of the Region; be a member of the International Council of Presidents and a delegate to the International Convention; keep a file of all pertinent materials including a copy of all minutes, financial reports, yearly reports and reports made to International Officers or to Headquarters and pass them on to her successor.

The **President-Elect** shall assume the duties of president in her absence or if she is temporarily unable to perform her duties; be a member of the International Council of Presidents and a delegate to the International Convention; and perform any duties assigned to her by the president or by the executive board.

The **Immediate Past President** shall serve in an advisory capacity to the state; serve as a member of the International Council of Presidents; serve as a delegate to the International Convention; complete the unexpired term of the state president if the office of president becomes vacant.

The **Recording Secretary** shall keep an accurate record of the proceedings of all meetings of the executive board and of the convention and shall be prepared to present them at the request of the president. She shall preserve in a permanent file all records and letters of value to the state and its officers to be transferred to her successor. If the state does not have a corresponding secretary the secretary would assume the duties of corresponding secretary stated in Article VII, sec 2h.

The **Corresponding Secretary** shall conduct all correspondence; mail the call to all meetings; may assist the president in editing and mailing the newsletter; maintain an orderly file of correspondence of value and have it available at meetings.

The **Treasurer** shall have charge of all monies and remit international dues of sustaining members to International Headquarters by January 1 (delinquent if postmarked after January 31); serve as a member of the committee to prepare a budget for each year of the biennium to be approved by the delegates to the convention; pay all bills upon authorization of the board or president; submit required annual financial reports to Headquarters; states of the United States of America and the Commonwealth of Puerto Rico file IRS forms; keep an itemized record of all receipts and expenditures in a permanent file; and present the record for audit at the conclusion of the biennium.

The **Historian** shall collect all information pertinent to the history of the state; assemble items of interest for the archives, including both a written and a pictorial history, and display the archives at state, provincial or national and regional meetings; send any requested material appropriate to be considered for inclusion in the regional or International archives; advise chapter historians; arrange and supervise the display of archives at the convention.

The **Sergeant-at-Arms** shall be the doorkeeper at meetings; assist the president and committees in coordinating activities at meetings; if requested, have charge of counting the ballots for the election of officers at the convention.

The **Chaplain** shall have charge of thoughts for the day at all meetings; may prepare or assist with the memorial program; may assist in the installation of new officers.

The **President of the State Council of Chapter Presidents** shall be a member of the executive board and shall attend all meetings; coordinate the activities of the districts; serve in an advisory capacity to city/area councils of chapter presidents; plan the agenda and preside at the council of chapter presidents' meeting held at the convention.

Reference: *Bylaws of The Alpha Delta Kappa Sorority, Incorporated Amended 2021*. Article VII Section 2h Duties of the State, Provincial or National officers, pages 19-20.

Refer to *Hawai'i Alpha Delta Kappa Policies and Procedures Manual Approved 2020* for duties specific to Hawai'i, pages 1-10.