

BYLAWS
OF
ALPHA DELTA KAPPA,
INCORPORATED

AMENDED 2019



ALPHA DELTA KAPPA

INTERNATIONAL HONORARY ORGANIZATION FOR WOMEN EDUCATORS

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ARTICLE I — NAME

The name of this corporation, which is currently Alpha Delta Kappa, shall be the name set forth from time to time in the Articles of Incorporation of the corporation. The original corporate charter was granted in the City of Jefferson by the State of Missouri on the 13th day of August, Nineteen Hundred and Forty-Seven, A D and amended to provide international status on the 31st day of March, Nineteen Hundred and Fifty-Six, AD shall be The Alpha Delta Kappa Sorority, Incorporated, herinafter referred to as Alpha Delta Kappa.

ARTICLE II — PURPOSE

The corporation is organized and operated exclusively for charitable, educational, and other exempt purposes specified in Section 501(C) (3) of the Internal Revenue Code of 1986, as amended, and its activities shall be subject to the limitations that are from time to time described in the Articles of Incorporation and Constitution. Subject to the foregoing, the mission and principle purpose of the corporation shall be:

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

ARTICLE III — MEMBERSHIP

Section 1. Membership in Alpha Delta Kappa shall be by invitation only and shall be affected through organizing new chapters and through increasing membership in established chapters.

Section 2. To be eligible for active membership in Alpha Delta Kappa, a woman

- a. Shall be employed under contract in teaching, in administration or some specialized field of education.
- b. Shall meet one (1) of the following requirements:
 - (1) Shall have graduated from an accredited college or university with a degree in education.
 - (2) Shall, in the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the state in which she is employed.
 - (3) Shall, in a country other than the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the country in which she is employed.

Section 3. To be eligible for membership in Alpha Delta Kappa, a woman who is retired must meet the following requirements:

- a. Shall have met one of the following requirements:
 - (1) Shall have graduated from an accredited college or university with a degree in education.
 - (2) Shall, in the United States, have met the requirements for teacher certification, administrative certification, or certification in a specialized field of education in the state in which she was employed.
 - (3) Shall, in a country other than the United States, have met the requirements for teacher certification, administrative certification, or certification in a specialized field of education in the country in which she was employed.
- b. Continues to demonstrate a genuine interest and active involvement in the current educational process.

Section 4. To be invited to membership in a new chapter, a woman shall be approved by a screening committee of active Alpha Delta Kappa members. The screening committee shall consist of active members working to establish the new chapter.

Section 5. Election procedures for membership in an established chapter shall be as follows:

- a. The candidate shall be sponsored by one (1) and endorsed by two (2) active members of the chapter and shall be personally known to her endorsers.
- b. The name and qualifications of each proposed member with the signatures of her endorsers shall be presented on Form H-151 at a regularly scheduled business meeting of the chapter. At this time opportunity shall be provided for the members to discuss her qualifications before her name appears on the ballot.
- c. The candidate shall receive the unanimous, affirmative vote by ballot of the active chapter members.
- d. The candidate may be invited to attend meetings prior to the election process.
- e. The chapter president shall inform all active members of the voting procedures.
 - (1) Any active member unable to attend the meeting established for voting shall deliver her ballot to the membership chairman on or before the day of the meeting at which the chapter vote shall be cast. Voting by e-mail or fax is permitted.
 - (2) Should the ballot of the member voting in absentia fail to reach the membership chairman by the day established for voting, it shall be considered an affirmative vote.
- f. The responsibilities of the membership chairman in the election of new members shall be to
 - (1) Provide printed ballots with space thereon for explanations of reasons for any negative vote.
 - (2) Give each active member present at the meeting a ballot.
 - (3) Send a ballot to each active member prior to the meeting at which a membership vote will occur. Include the qualifications of each proposed member, voting instructions, and the date of the meeting at which the chapter will vote.
 - (4) Supervise balloting at the chapter meeting established for voting by allowing each member

- present to mark and turn in her ballot. At the same time and in the presence of the chapter, she should present any previously submitted ballots.
- (5) Open and count the ballots after voting and announce the results to the chapter immediately.
- (a) A negative vote with no reason shall be considered an affirmative vote.
- (b) When only one (1) negative vote is received, the written reason shall be read to the chapter, and its validity, in accordance with chapter bylaws and/or policies and procedures manual, shall be determined by a majority vote of chapter members present. If the reason is not valid according to chapter vote, it shall be considered an affirmative vote.
- (c) When more than one (1) negative vote is received, the chapter shall, by majority vote, decide whether to read the written reasons and determine the validity of the negative votes.
- (6) Notify, in accordance with chapter bylaws and/or policies and procedures manual, a proposed member who receives the unanimous affirmative vote of the chapter and provide her with an application for membership in Alpha Delta Kappa. This form and fees are to be returned to the chairman within one (1) month.
- (7) Remit the membership fee with the application form to International Headquarters upon the initiation of each new member. The badge shall be acquired for presentation during the initiation ceremony.

Section 6. Membership in Alpha Delta Kappa shall be classified as Active, Active on Leave, Sustaining, Life, Honorary, Service and Limited, and shall be governed by the following regulations:

- a. **ACTIVE MEMBER** An active member shall abide by the rules of her chapter; pay all chapter, state, provincial or national and International dues, fees and assessments; attend meetings as required by her chapter bylaws and/or policies and procedures manual; maintain high moral and professional standards; wear the Alpha Delta Kappa badge/international pin.
- (1) Retirement from the teaching profession under retirement policies of the state, provincial or national board of education shall not affect the active status of a member.
- (2) Separation from the teaching profession shall not affect the active status of a member.
- (3) An active member who is a member of International Chapter shall not be a member at the chapter, state, provincial or national level of Alpha Delta Kappa while she is serving on International Chapter. She shall have voting privileges only at the International level.
- b. **ACTIVE ON LEAVE** Active on leave is a special status requested by a member and granted by a majority vote of the chapter for a period of one (1) year. Requested extensions of one (1) year shall be permitted by a majority vote of the chapter. (Continued extensions may be granted to a member who, because of unusual circumstances, can no longer fulfill her obligations and responsibilities as an active member of Alpha Delta Kappa.)

- (1) Reasons for granting active on leave status shall be prolonged personal or family illness, professional study or obligations, teaching abroad, temporary move from the chapter area, honorary professional assignment or other reasons acceptable to the chapter.
 - (2) A member granted active on leave status shall pay all chapter, state, provincial or national and International dues, fees and assessments to the chapter treasurer. She shall not be required to attend chapter meetings, to hold office or to serve on committees. She shall not vote on new members.
 - (3) Active on Leave is a chapter level status and not reported to Headquarters.
- c. **SUSTAINING MEMBER** A sustaining member is an active member who is not affiliated with a chartered chapter.
- (1) A sustaining member shall
 - (a) Pay her state, provincial or national and International dues, fees and assessments to the state, provincial or national treasurer where she resides.
 - (b) Notify the state, provincial or national treasurer and Headquarters within thirty (30) days of any change of address.
 - (2) A sustaining member who has moved to a nation in which there is no Alpha Delta Kappa organization must send dues, fees and assessments directly to International Headquarters. She shall notify Headquarters of any change of address within thirty (30) days.
 - (3) Failure of a member to fulfill her obligations shall be cause for termination of membership. (See Article III, Sections 10 & 12.)
 - (4) A sustaining member shall have the privileges of a vote at International conventions only if she occupies a position or holds an office that would entitle her to a vote. State, provincial or national bylaws and/or policies and procedures manual shall govern her voting privileges at those levels.
- d. **LIFE MEMBER** A life member shall comply with all provisions affecting an active member except that she shall pay no annual dues. Life members by tenure shall pay the annual life member by tenure dues. Life member by tenure was discontinued September 1, 1961.
- e. **HONORARY MEMBER** The title of honorary member may be conferred upon a woman for life. This membership shall entitle her to all privileges other than those of holding office, making motions and voting, unless she was initiated prior to August 1971. Honorary membership in Alpha Delta Kappa shall be governed by the following regulations:
- (1) Chapter Honorary Member
 - (a) A chapter shall have no more than two (2) honorary members with the exception of Fidelis chapters, which may have more. (See Article IV, Section 8. b. (4))
 - (b) A chapter honorary member shall not be under contract to a school system at the time of her election or initiation nor engaged as a professional educator.

- (c) Qualifications of a proposed chapter honorary member shall be approved by Headquarters prior to her election.
 - (d) A chapter honorary member shall not have been a member of Alpha Delta Kappa.
 - (e) A chapter honorary member shall have made an outstanding contribution to the field of education, the sciences, the humanities, or the arts on a local, state, provincial or national level.
 - (f) A chapter honorary member shall be elected by the same election procedures as those used to elect new members.
 - (g) A chapter honorary member shall pay no dues, fees or assessments. The annual honorary dues and the cost of the Alpha Delta Kappa chapter honorary pin presented to the honorary member shall be met by the chapter.
 - (h) A chapter honorary member shall be permitted to transfer to another chapter when invited.
- (2) State, Provincial or National Honorary Member
- (a) The proposed honorary member's application shall be approved by Headquarters prior to her election.
 - (b) An honorary member shall
 1. Have made an outstanding contribution to the fields of education, humanities, sciences or arts on a state, provincial or national level.
 2. Not be under contract to a school system at the time of her election or initiation nor engaged as a professional educator.
 3. Not have been an active member of Alpha Delta Kappa.
 4. Be elected by a majority of the delegates present and voting at the convention.
 5. Pay no dues, fees and assessments. The annual honorary dues and the cost of the Alpha Delta Kappa state/provincial/national honorary pin presented to the honorary member shall be met by the respective state, province or nation.
 - (c) There is no limit to the number of honorary members a state, province or nation may have.
- (3) International Teacher Education (ITE) Honorary Member
- (a) The proposed honorary member's application shall be approved by Headquarters prior to election.
 - (b) An International Teacher Education (ITE) Honorary Member shall
 1. Have been a recipient of an Alpha Delta Kappa ITE scholarship.
 2. Have made a significant impact on her sponsoring chapter and its members.
 3. Possess strong leadership qualities and effective interpersonal communication skills.
 4. Be committed to the goals of Alpha Delta Kappa.
 5. Help publicize Alpha Delta Kappa as an organization to groups in other parts of the world.
 6. Be elected by the same election procedures as those used to elect new members.
 7. Have access to the Alpha Delta Kappa website and member publications.
 8. Have no financial obligation. The cost of the Alpha Delta Kappa honorary pin presented to the ITE Honorary member shall be paid by the sponsoring chapter.
 - (c) A chapter may initiate an unlimited number of ITE Honorary members

- f. **SERVICE MEMBER** The title of service member may be conferred upon a member of Headquarters' staff.
- (1) A person eligible for membership shall
 - (a) Have been a member of Headquarters' staff for at least three (3) years.
 - (b) Be approved by and invited by International Chapter.
 - (2) The service member shall have no voting privileges unless the service member occupies a position or holds an office that would entitle the service member to vote.
 - (3) The service member shall
 - (a) Be presented with the Alpha Delta Kappa Service Pin, the cost of which shall be met by Alpha Delta Kappa.
 - (b) Pay no dues, fees or assessments.
- g. **LIMITED MEMBER** If a member becomes permanently incapable of fulfilling her obligations and responsibilities as an active member of Alpha Delta Kappa, a chapter may request her membership status be changed to that of limited member. Such a change in status shall be decided by Headquarters and shall be based on the information received from her chapter's executive board.
- (1) A member shall be considered incapable of fulfilling her obligations and responsibilities if she has permanent physical or mental challenges that prevent her from participating in chapter activities.
 - (2) A member with limited status shall be exempt from any financial obligations to Alpha Delta Kappa and shall receive publications until her chapter has notified Headquarters that it is no longer feasible for these publications to be received.
 - (3) Status as a limited member shall remain in effect until member joins Omega Chapter.
 - (4) A member must not have an outstanding dues balance to be considered for limited status.

Section 7. TRANSFER OF MEMBERSHIP

- a. An active member shall be permitted to transfer from one (1) chapter to another without a vote by the receiving chapter members.
- b. An active member moving from another locality shall be invited into membership in an established chapter without a vote by chapter members.
- c. The receiving chapter president, the chapter membership chairman or chapter treasurer shall complete the electronic/online Chapter Transfer Form as directed on the Alpha Delta Kappa Website. The member shall inform her former chapter of the decision to transfer her membership. Headquarters does not arrange or approve transfers.
- d. A sustaining member may become a member of a chapter through transfer.

Section 8. RESIGNATION

- a. An active chapter member who desires to resign from Alpha Delta Kappa shall notify her chapter president, chapter treasurer, or the chapter membership chairman who shall inform the chapter members. The chapter president, chapter treasurer or the chapter membership chairman shall resign the member on the electronic/online member's Directory profile.
- b. A sustaining member who wishes to resign shall notify the S/P/N treasurer. The S/P/N treasurer shall notify Headquarters.
- c. Resignation from Alpha Delta Kappa shall be considered automatic resignation from the chapter, state, provincial or national, and International organization and all the privileges of membership in Alpha Delta Kappa shall be revoked.

Section 9. REINSTATEMENT

- a. A former member of Alpha Delta Kappa may be reinstated into a chapter by
 - (1) Petitioning the chapter in which she wishes to become an active member.
 - (2) Receiving the same approval by vote as for any new active member of the chapter.
 - (3) Completing and returning a Petition for Reinstatement Form to Headquarters accompanied by payment of current International dues and reinstatement fee.
 - (4) Paying the current chapter and state, provincial or national dues.
 - (5) Receiving notification from Headquarters that the reinstatement process has been completed.
- b. A former member of Alpha Delta Kappa, with no chapter affiliation available, may be reinstated into sustaining membership in the state, province or nation, by
 - (1) Petitioning the S/P/N executive board in which she wishes to become a sustaining member. Receiving approval by vote of the S/P/N executive board.
 - (2) Completing and returning a Petition for Reinstatement Form to Headquarters accompanied by payment of current International dues, and reinstatement fee.
 - (3) Paying current state, provincial, or national dues.
 - (4) Receiving notification from Headquarters that the reinstatement process has been completed.
- c. A life member may be reinstated by
 - (1) Petitioning Headquarters.
 - (2) Paying the current chapter and state, provincial or national dues and the current reinstatement fee. (Her status as a life member shall not have been changed.)
- d. All reinstatements are subject to International Chapter approval.

Section 10. TERMINATION OF MEMBERSHIP

- a. The termination of a membership in Alpha Delta Kappa shall be made by International Chapter.
- b. Membership in Alpha Delta Kappa shall be subject to termination for failure to
 - (1) Be loyal to the ideals and objectives of Alpha Delta Kappa.
 - (2) Be an active, participating member, attend chapter meetings, serve in official capacities and contribute to the good of the organization.
 - (3) Assume financial obligations of Alpha Delta Kappa.
 - (4) Maintain high standards of personal, social and professional conduct.

- c. Failure to meet any of the membership requirements shall be just cause for termination of membership.
- d. A member is delinquent if her International, state, provincial, national or chapter dues, or other assessments are not postmarked by January 31. If these dues or other assessments are still not received at Headquarters by May 1, membership shall be terminated.
- e. The chapter executive board shall determine whether any of the above deficiencies exist, except for the financial obligations, and shall call a special meeting of the chapter to consider the point(s) of concern, provided that the member under review shall have received written notification at least ten (10) days prior to the special meeting.
 - (1) If two-thirds (2/3) of the total membership vote by written ballot in favor of revoking the membership, the chapter executive board shall submit a petition giving the reasons for revoking the membership to the state, provincial or national executive board for review.
 - (a) A member must be present at the special meeting to be eligible to vote.
 - (b) A record must be made of which chapter members voted without resulting in a record of the actual votes of the members.
 - (c) The wording shall be straightforward, i.e., “Should (member’s name)’s membership in Alpha Delta Kappa be terminated? YES NO”
 - (2) The report of the action of the state, provincial or national executive board shall be sent to Headquarters which shall notify the member of her suspension, and this shall remain in effect until final action is taken by International Chapter.
 - (3) The member shall have the right of appeal at any of the steps prior to the final action of International Chapter.
 - (4) International Chapter shall notify the International Vice President of the Region, the state, provincial or national president, the chapter and the member of the final decision.

Section 11. OMEGA CHAPTER

- a. Omega Chapter shall be comprised of deceased members.
- b. A memorial service for members deceased during the biennium shall be held at each International convention.
- c. The membership badge/international membership pin shall become a part of the personal effects of a member of Omega Chapter.

Section 12. DUES, FEES AND ASSESSMENTS

- a. The annual International dues shall be due January 1 and delinquent if postmarked after January 31. A penalty per capita shall be imposed for dues postmarked after January 31.
- b. The annual International dues shall be paid by Active, Active on Leave, and Sustaining members.
 - (1) A life membership shall be available and may be purchased by a member who has been active for at least three (3) years. After purchase, life members shall pay no annual dues.
 - (2) A life member by tenure shall pay the annual life member by tenure dues.

- (3) All state/provincial/national, ITE and chapter honorary members shall have their annual honorary dues paid by the respective S/P/N or chapter.
- c. Members shall pay such other fees or assessments voted by the delegate assembly at International convention.
 - d. If a proposed fee or assessment to be voted upon by the delegates shall exceed ten percent (10%) of the International dues, all chapters shall be notified ninety (90) to one hundred twenty (120) days prior to International convention.
 - e. The membership fee for prospective members shall be set by the International Executive Board.
 - f. Dues and fees for members of chapters outside the United States shall be set by the International Executive Board.
 - g. State, provincial or national dues shall be set by the state, provincial or national organization and shall be collected by the state, provincial or national treasurer.
 - h. Chapter dues shall be set by the chapter and shall be collected by the chapter treasurer.
 - i. A member elected to International Chapter shall pay, during her term as an International Officer, the annual International Chapter dues and the required registration fee at International Convention.

ARTICLE IV — CHAPTER ORGANIZATION

Section 1. A new chapter shall be organized with the cooperation and direction of Headquarters, the state, provincial or national president and membership consultant and, when appropriate, the International Executive Board.

- a. Application for organizing and installing a new chapter shall be made in writing to the state, provincial or national president and to the state, provincial or national membership consultant. Upon receipt of their approval, application shall be made in writing to Headquarters.
- b. All new chapters must receive final approval from Headquarters who will furnish materials and instructions for prospective members and will assign the official Greek letter name to the new chapter. (Under no circumstances shall any other name be used.)
- c. Upon receipt of the applications for membership, the membership fee and the badge/international pin orders, Headquarters shall extend an initiation invitation to each prospective member.
- d. A new chapter may be installed, and a charter granted when a minimum of twelve (12) prospective members have been initiated.
- e. Alpha Delta Kappa members who transfer into the new chapter at the time of organization shall be included in the charter members.
- f. A new chapter shall set up its local organization in accordance with state, provincial or national bylaws and/or policies and procedures manual, and International Bylaws.

Section 2. A new chapter may be organized by colonization. The same procedures for the organization of other new chapters shall be followed except:

- a. Application for colonizing shall be made in writing to the state, provincial or national president and state, provincial or national membership consultant. Upon receipt of their approval, application shall be made in writing to Headquarters.
- b. Five (5) to nine (9) volunteer members of an established chapter shall become the nucleus for the new chapter provided that the established chapter is left with at least twelve (12) members.
- c. Members of established chapters wishing to transfer to a new chapter formed by colonization shall be permitted to do so provided that their chapters are left with at least twelve (12) members.
- d. Sustaining members may become part of a chapter formed by colonization.
- e. The newly established chapter formed by colonization shall be installed and shall be granted a charter when at least twelve (12) new and/or transfer members have been initiated and/or colonized. The new initiates and transfer members shall constitute the charter members of the chapter. The officers shall be elected from the any of the chapter members.

Section 3. A new chapter may be organized by division. A chapter may divide into two (2) chapters with a minimum of twelve (12) active members as members of the new chapter. The original chapter shall be left with at least twelve (12) active members. Members forming the new chapter shall be charter members of that chapter. Headquarters will assign the name of the new chapter.

Section 4. A chapter may organize a group of retired members from within the chapter who may meet separately from the regular chapter, allowing the retired members to plan alternative meeting times and programs that better meet their needs and interests, provided that doing so does not leave the regular chapter with fewer than twelve (12) members. Guidelines and forms are available from Headquarters or may be printed from the website.

Section 5. Two or more chapters may merge into one chapter when one or more of the chapters has exhausted all possible strategies for membership growth and viability. The merged chapters will decide which chapter name to retain. Guidelines and forms are available from Headquarters or may be printed from the website.

Section 6. A chapter shall keep itself viable by adding one (1) new member for each member in the chapter who is no longer actively engaged in the teaching profession and one (1) new member for each life member who has been reinstated.

Section 7. A Fidelis chapter may merge with a non-Fidelis chapter. The Fidelis chapter name shall be retired. The Fidelis group may meet separately from the rest of the chapter and plan its own programs. The chapter shall be responsible for officers, reporting and dues collection for the combined chapter. Guidelines and forms are available from Headquarters or may be printed from the website.

Section 8. A Fidelis chapter may be organized in an area where there are members not actively engaged as professional educators to provide an opportunity for more flexible meeting times and programming and to provide an additional chapter and voting unit for the state, province or nation.

a. Fidelis Chapter Organization

- (1) A Fidelis chapter may be organized and receive a Fidelis scroll when ten (10) members not actively engaged in education have affiliated.
- (2) When a group has informed their chapter(s) of the desire to form a Fidelis chapter, application for organizing and installing the Fidelis chapter shall be made in writing to the state, provincial or national president and to the state, provincial or national membership consultant. Upon receipt of their approval, application shall be made in writing to Headquarters.
- (3) Headquarters will send the necessary forms and materials to the person in charge of organizing the Fidelis chapter. Headquarters shall notify the appropriate state, provincial or national president when organization has been completed.
- (4) Fidelis chapters shall elect officers whose terms shall be for one (1) year with the privilege of reelection. Officers shall be elected no later than May 1. The newly elected secretary shall provide a list of officers to Headquarters, the International Vice President of the Region and the state, provincial or national president.

b. Fidelis Chapter Membership

- (1) Retired educators who are chapter members or sustaining members in the area or who move into the area may transfer their membership to a Fidelis chapter.
- (2) A member not actively engaged as a professional educator may transfer to a Fidelis chapter provided that her former chapter is left with at least twelve (12) members.
- (3) Fidelis chapters shall be eligible to recruit and initiate retired educators who meet the eligibility for membership. (See Article III, Section 3.)
- (4) When invited, an honorary member may transfer into a Fidelis chapter. A Fidelis chapter may invite more than two (2) honorary members through transfer.
- (5) A member of a Fidelis chapter may automatically return to the chapter from which she originally transferred.

c. Fidelis Chapter Operation

- (1) A Fidelis chapter shall be organized as an integral part of Alpha Delta Kappa. Although its programming and interests may vary from that of other chapters, it is expected to maintain the high standards of altruism, ethics and purposes of Alpha Delta Kappa.
- (2) Members of Fidelis chapters shall pay International dues and state, provincial or national dues. A Fidelis chapter shall pay the regular ITE annual obligation.
- (3) A Fidelis chapter shall submit required reports.
- (4) A Fidelis chapter organized in an area where there is a city/area council of chapter presidents is a member of that council and shall participate in council activities.
- (5) A Fidelis chapter organized in an area where there is a district is a member of that district and shall participate in district activities.
- (6) A Fidelis chapter shall have voting delegates at International and state, provincial or national conventions.
- (7) A member of a Fidelis chapter has all the rights to higher office and to serve on state, provincial or national and International committees if she fulfills the qualifications of having served full terms as required for holding office on each level.

Section 9. Official notification in writing must be given Headquarters, the International Vice President of the Region and the state, provincial or national executive board at least sixty (60) days in advance before any chapter may disband and cease to function.

ARTICLE V — SUSPENDING AND REVOKING OF CHARTERS

Section 1. The charter of a chapter of Alpha Delta Kappa shall be subject to suspension and may be revoked under certain conditions. To remain active, chapters shall:

- a. Observe the state, provincial or national bylaws and/or policies and procedures manual, the International Bylaws and the Constitution of Alpha Delta Kappa.
- b. Update amendments to the chapter bylaws and/or policies and procedures manual within the normal time limits as required by the state, provincial or national bylaws and/or policies and procedures manual, the International Bylaws and the Constitution of Alpha Delta Kappa.
- c. Assume financial obligations for Alpha Delta Kappa dues and fees.
- d. Be punctual with reports and answer communications relative to the chapter.
- e. Participate in state, provincial or national and International conventions and regional conferences, whenever possible.
- f. Keep the chapter viable by initiating new members regularly.

Section 2. International Headquarters shall be authorized to determine whether to suspend the chapter for not assuming financial obligations. Headquarters will notify the S/P/N president, president-elect and membership consultant prior to suspension.

Section 3. State/Provincial/National officers shall call a special meeting of the chapter members to discuss the conditions of disbanding/suspending and to consider ways and means for solving the problem(s) of the chapter provided notice of such meeting shall be sent from the state, provincial or national president to the chapter members. The state, provincial or national president or her designee shall conduct the meeting in person or through electronic means. The International President, the International Vice President of the Region and The International Vice President for Membership shall be consulted as needed and kept informed.

Section 4. The chapter shall relinquish its charter immediately if a satisfactory solution for continuance of the chapter is unattainable.

Section 5. The decision to reinstate a chapter or revoke a chapter charter shall rest with International Chapter.

Section 6. The decision as to the individual membership status of members of a chapter whose charter has been revoked will rest with International Chapter.

ARTICLE VI — INTERNATIONAL EXECUTIVE BODIES

Section 1. The Executive Board shall consist of those members designated in Article IV of the Constitution.

Section 2. International Chapter shall be the official body of International Officers and shall be comprised of the International Officers and the Executive Board members.

- a. International Chapter, acting as a body, shall transact such business as the International Executive Board may delegate to it; have the power to suspend a state, provincial or national organization, to grant and revoke chapter charters, and to withdraw and reinstate individual memberships; set the time and location, and establish the rules and regulations of the International convention; and make plans, subject to the authority of the Executive Board, for implementing the adopted policies of the organization.
- b. International Chapter shall meet twice a year or as meetings are called by the International President.

ARTICLE VII — OFFICERS

Section 1. INTERNATIONAL The officers of Alpha Delta Kappa shall be International President, International President-Elect, International Vice Presidents of the Regions, International Vice President for Membership, and Immediate Past International President.

- a. Eligibility
 - (1) A candidate for an International Office shall have been an active member for at least eight (8) consecutive years from the date of initiation or the date of her reinstatement to the date of election; shall be an active member at the time of her nomination; shall have within the last ten (10) years attended two (2) International conventions and two (2) regional conferences prior to her nomination; shall be registered and attending the Convention at which she is nominated.
 - (2) A candidate eligible for the office of International President or International President-Elect shall have served a term as International Vice President of a region.
 - (3) A candidate for International Office other than International President or International President-Elect shall have served a term as a chapter president and shall have completed a term as a state, provincial or national president. A two-year term served as a state, provincial or national chairman appointed by Headquarters to establish a state, provincial or national organization shall fulfill the requirement of a term as a state, provincial or national president.
 - (4) A candidate for the office of International Vice President for Membership shall have served a term as a Regional Membership Consultant, or as an International Vice President of a Region.
 - (5) A member with prior service as International Vice President for Membership, may offer to serve a second term, for a total of four (4) years in the position, if elected.
- b. Nomination
 - (1) The names of all candidates whose qualifications have been cleared by the Candidate Qualifications Committee shall be placed in nomination.
 - (2) Additional nominations from the floor shall be made in accordance with the current edition of Robert's Rules of Order Newly Revised provided that the member making the nomination shall present to the Chair a signed statement from the Candidate Qualifications Committee verifying the eligibility of the nominee.

c. Election and Installation

- (1) Election shall be by ballot.
- (2) Election of International Officers, other than the International Vice Presidents of the Regions, shall require a majority vote of the official delegates present and voting at the Convention.
- (3) Election of International Vice Presidents of the Regions shall take place at the same time as the election of other International Officers. The balloting shall be by regions; a majority of the official delegates present and voting from each respective region shall elect.
- (4) In the event the first ballot fails to give a majority vote to one (1) candidate for any International office, the second ballot shall contain the names of the two (2) candidates receiving the highest number of votes on the first ballot.
- (5) International Officers shall be installed at the International Convention at which they are elected. Any exception to this ruling shall be affected only through the suspension of these Bylaws.

d. Term of Office

- (1) The term for all International Officers shall be two (2) years or until a successor has been elected. The exception that the IVP for Membership may serve a second term.
- (2) An International Officer shall hold only one (1) office at any given time.
- (3) An International Officer shall not succeed herself unless International Chapter had appointed her to complete the unexpired term of office due to a vacancy.
- (4) The International Vice President for Membership may serve a second term as sited in Article VII, Section 1 a. (5).

e. Vacancies shall be filled in accordance with the provisions in the Constitution of Alpha Delta Kappa.

f. Duties. Each member of International Chapter shall submit to Headquarters prior to each International Chapter meeting a report of her activities and prior to the International Convention shall submit for publication a report of her activities during her term of office.

- (1) The International President shall serve as a goodwill ambassador of Alpha Delta Kappa; work in close cooperation with Headquarters; plan the agenda for and preside at International Chapter meetings; appoint committees; serve on the Executive Board during her term as International President and Immediate Past International President; work with the International Vice Presidents of the Regions in coordinating the regional conferences; attend all regional conferences and other professional meetings as required; vote only to make or to break a tie, unless the vote is by ballot; visit the Convention site; prepare the Convention program and proofread it, if feasible; preside at the International Convention at the conclusion of her term of office.
- (2) The International President-Elect shall serve as a member of International Chapter and the Executive Board; work closely with the International President and Headquarters; preside at meetings in the absence of the International President or when requested to do so; attend meetings as authorized by the International President, International Chapter or Headquarters; and serve as chairman of International Council of Presidents.
- (3) The Immediate Past International President shall attend all International Chapter meetings and submit reports of her activities; serve as a member of the International Executive Board; and serve in an advisory capacity to International Chapter. In the event of a vacancy in the office of International President, the Immediate Past International President shall assume the office for the unexpired term.

- (4) The International Vice Presidents of the Regions shall be the chief officers of the region and shall conduct the business of the region; serve as members of the International Chapter; serve as liaison between the International Membership Committee and states, provinces and nations in the region; attend state, provincial and national conventions in their regions as authorized by International Chapter; attend and preside at the regional meetings held at the International Convention; work in close cooperation with the International President to determine goals for the region and make plans for their implementation. Each International Vice President of a region shall act in an advisory capacity to the state, provincial or national presidents of the region; appoint a regional sergeant-at-arms, a regional historian, a regional chaplain and a regional secretary to serve during her term of office and instruct them in the discharge of the functions which ordinarily are associated with their respective offices; be in charge of arrangements for a regional conference at which she shall preside, for which she may appoint a regional conference treasurer.
- (5) The International Vice President for Membership shall serve as a member of International Chapter; serve as liaison between International Chapter and the International Membership Committee; chair the International Membership Committee; establish membership goals, implement strategies to promote membership development; coordinate activities of the regional membership consultants; promote effective partnerships between the seven International Vice Presidents of the Regions and regional membership consultants; monitor regional and state/provincial/national membership action plans and provide feedback; analyze and distribute membership data; implement international expansion initiatives; formulate plans for seminars at International Convention and regional conferences; conduct membership seminar at International Convention; update the Membership Development Manual and make recommendations to International Chapter regarding membership issues.

Section 2. State, provincial or national (S/P/N) officers shall be president, president-elect, secretary, treasurer, historian, chaplain and immediate past S/P/N president. The offices of vice president for membership, corresponding secretary and sergeant-at-arms may be optional. The eligibility for all state, provincial or national officers must be as defined in International Bylaws. A president of the state/provincial/national council of chapter presidents, vice president for membership, other vice president(s) or secretary(s) may be elected if authorized by respective governing bylaws and/or policies and procedures manual which shall define the eligibility for and responsibilities of such offices. (Vice presidents do not automatically succeed to the office of president.)

a. Eligibility

- (1) A candidate shall be
 - (a) An active chapter member.
 - (b) Registered and attending the convention at which she is nominated, elected, and installed.
An exception to this ruling shall be affected by a two-thirds (2/3) vote of the delegate assembly.
- (2) A candidate for any S/P/N office shall have held an elected chapter office. A sustaining member, having served previously as an elected chapter officer, shall be eligible to serve as a state, provincial, or national officer.

- (3) A candidate for president or president-elect shall have served one (1) term as a chapter president and shall have served at least one (1) term on the respective executive board as an elected officer or as president of the council of chapter presidents.
 - (4) State, provincial or national presidents and presidents-elect shall not hold a chapter office.
- b. A candidate qualifications committee shall present to the state, provincial or national convention a slate containing the names of all candidates for office whose credentials have been received by the committee in the prescribed manner and whose qualifications have been certified as having met the eligibility requirements of the International Bylaws. Since this committee does not serve to nominate, it shall not recruit candidates for office. It is possible to present an incomplete slate. The candidate qualifications committee will notify the chapters early in the biennium about where to obtain application forms and the deadline involved.
 - c. Additional nominations may be made from the floor provided that the consent of the nominee shall first have been obtained; and provided further that the person making the nomination shall present to the Chair a statement signed by the chairman of the candidate qualifications committee certifying the eligibility of the nominee.
 - d. Election and installation of state, provincial or national officers.
 - (1) The election shall be held at the S/P/N convention in the even-numbered years no later than June 30.
 - (2) Election procedures shall be specified in the bylaws and/or policies and procedures manual and a majority of the delegates registered and voting shall elect.
 - (3) An officer shall be installed at the convention at which she is elected and shall assume the duties of her office immediately following her installation. Any exception to this ruling shall be affected only through the suspension of the bylaws and/or policies and procedures manual.
 - (4) The president of the S/P/N council of chapter presidents shall be elected by the members at the council meeting held during convention unless the duties of this office shall have been delegated to another elected officer. The president of the council shall be installed with other officers at the convention.
 - e. The term for all state, provincial and national officers shall be two (2) years or until a successor has been elected. A state, provincial or national officer shall not succeed herself unless she has served less than a full term, with the exception being the treasurer, secretary and/or the vice president for membership who may be elected for one (1) additional term only.
 - f. Vacancies in offices, except that of president, shall be filled by the executive board.
 - (1) Should the office of president become vacant, the immediate past president shall complete the unexpired term. If the immediate past president is not available, the president-elect shall become acting president, leaving the office of president-elect vacant. She shall serve in this capacity until the regular election in the even-numbered year, at which time she shall be installed as S/P/N president.

- (2) Should the office of president-elect become vacant, the executive board shall fill the vacancy with a member who previously has completed a term on the executive board and who meets the qualifications for the office of acting president-elect. She shall serve until an election can be held at the convention scheduled in the next even-numbered year; both a president and president-elect shall be elected at that time unless the office was vacated because the president-elect became acting president. In that case, only a president-elect would be elected.
- g. The executive board shall be comprised of the elected officers, the immediate past president and the president of the S/P/N council of chapter presidents.
- (1) The executive board shall meet at the beginning and close of the convention and at other times necessary to conduct the business of the state, province or nation.
 - (2) The executive board shall
 - (a) Conduct the business of the state, province or nation during the interim between conventions and biennially report business transacted by the board.
 - (b) Have the authority to establish districts and to determine the boundaries of such districts.
 - (c) Have the authority to form city/area councils of chapter presidents within the state, province or nation, and to allocate constituent chapters to each council.
 - (d) Set the time and place for the convention.
 - (e) Plan an effective, continuing membership program.
 - (f) Recommend that the treasurer be bonded.
 - (g) Approve a budget to be adopted by the delegates to the convention.
 - (h) Elect a candidate qualifications committee.
 - (3) When the executive board determines that an officer has failed to perform her duties, the board may declare the office vacant.
- h. Duties of the State, Provincial or National officers
- (1) The president shall be chairman of the executive board; preside at all meetings and the convention; appoint all committees except the candidate qualifications 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 chapters 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.
 - (2) 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.

- (3) The immediate past S/P/N president shall serve in an advisory capacity to the state/province/nation; serve as a member of the International Council of Presidents; serve as a delegate to the International Convention; complete the unexpired term of the S/P/N president if the office of president becomes vacant.
- (4) The 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, province or nation and its officers to be transferred to her successor. If the state, province, or nation does not have a corresponding secretary, the secretary would assume the duties of corresponding secretary stated in Article VII, Section 2 h. (6).
- (5) The vice president for membership shall serve as the S/P/N membership consultant; collaborate with the Regional Membership Consultant and the International Vice President of the Region; evaluate S/P/N membership information; promote the formation of new chapters; and assist with chapter recruitment and retention efforts.
- (6) 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.
- (7) The treasurer shall have charge of all monies and remit International dues of sustaining members to International Headquarters postmarked 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.
- (8) The historian shall collect all information pertinent to the history of Alpha Delta Kappa; assemble items of interest in the archives book, including both a written and a pictorial history, and display the book at state, provincial or national and regional meetings; send to the regional historian and International Historian any 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.
- (9) 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.
- (10) The chaplain shall have charge of devotions at all meetings; may assist in the installation of new officers; prepare devotions or prayers at the request of the president.
- (11) The president of the S/P/N 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 S/P/N council of chapter presidents' meeting held at the convention.

Section 3. Each chapter of Alpha Delta Kappa shall have a president, president-elect and/or vice president, secretary, treasurer and immediate past president. The offices of corresponding secretary, historian, sergeant-at-arms and chaplain shall be optional.

- a. The election of chapter officers shall occur no later than May 1 of even-numbered years. (Fidelis chapters may elect officers annually.) A chapter officer shall assume the duties of her office immediately following her installation.
- b. A candidate for a chapter office shall be an active member and shall be nominated in accordance with the chapter bylaws and/or policies and procedures manual.
- c. The term for a chapter officer shall be for two (2) years or until her successor shall have been elected. (Fidelis chapter officers are exempted.)
 - (1) A chapter officer who has served a full term may succeed herself for one (1) consecutive term.
 - (2) A chapter officer who has served less than a full term may succeed herself for one consecutive term.
- d. The executive board of the chapter shall be comprised of the elected chapter officers and the immediate past chapter president.
 - (1) The executive board shall have a minimum of three (3) board meetings a year.
 - (2) Vacancies in offices, except that of president, shall be filled by the executive board. The same member may not be asked to fill a vacancy in the same office more than once. Should the office of president become vacant, the immediate past president shall complete the unexpired term. If she is not available, the executive board shall fill the vacancy with a member who has previously completed a term as chapter president. In a new chapter (which would not have an immediate past president) when the office of president becomes vacant, the executive board shall fill the vacancy.
- e. Duties
 - (1) The chapter president shall preside at all meetings of the chapter; serve as chairman of the executive board; preside at the initiation of new members and the installation of new chapters; shall be responsible for six (6) copies of the Alpha Delta Kappa Ceremonies; keep a permanent file of all materials pertinent to her office to be transferred to her successor; become familiar with the duties of each office and check to see that the officers have the supplies necessary for carrying out their duties; remind officers to send in all reports promptly; appoint committees as needed to carry out chapter objectives; report annually to state, provincial or national president in the format that she requests and serve on the state/provincial/national council of chapter presidents.
 - (2) The president-elect or vice president shall assume the duties of the president in her absence or if she is temporarily unable to perform the duties of her office. She shall take part in the ceremonies; be the chairman of the program committee; supervise the compilation of the yearbook and serve on the state/provincial/national council of chapter presidents.
 - (3) The immediate past chapter president shall serve in an advisory capacity to the chapter; serve on the state/provincial/national council of chapter presidents; complete the unexpired term of the chapter president if the office of president becomes vacant; and is eligible for the office of president of the state/provincial/national council of chapter presidents.

- (4) The secretary shall keep the minutes of all meetings, read them as directed by the president, assist the president in handling correspondence, mail reports of chapter meetings annually and keep a current record of names and addresses of chapter members.
- (5) The treasurer shall collect dues and assessments and shall be the custodian of all chapter funds; make regular reports to the chapter members; pay all bills as directed by the executive board; send International dues and ITE payment to International Headquarters postmarked by January 1 (delinquent if postmarked after January 31); remit dues to the state, provincial or national treasurer; submit required annual financial reports to the state treasurer; chapters in the United States of America and the Commonwealth of Puerto Rico file IRS forms; be familiar with classification of members; keep an itemized record of all receipts and expenditures and present the record for annual audit.
- (6) The historian shall collect items of interest regarding chapter activities and shall arrange them in the archives, including both a written and a pictorial history; shall take part in the ceremonies as required; and shall send appropriate materials to state, provincial or national historians to be considered for inclusion in the state, provincial or national archives.
- (7) The sergeant-at-arms shall perform duties assigned to her for regular meetings and initiation ceremonies and perform such other duties as may be assigned to her.
- (8) The chaplain shall have charge of devotions at chapter meetings, installations and other fraternal functions.

ARTICLE VIII — COMMITTEES

Section 1. International

- a. Standing or special committees may be authorized by vote of the delegates at International convention, by action of International Chapter, or by action of the Executive Board.
 - (1) Committees and their chairmen shall be appointed by the International President following each International convention except for the International Membership Committee. The International Membership Committee is chaired by the International Vice President for Membership and includes the regional membership consultants appointed by the International President. Vacancies on committees shall be filled in the same manner as original appointments are made.
 - (2) Duties of committees shall be prescribed by the Bylaws, by the International convention, by International Chapter, or by the Executive Board.
 - (3) The chairman of each of the following standing committees shall present a report of the activities and recommendations of the committee at International convention: Altruistic, Archives, Bylaws, Candidate Qualifications, Educational Symposium, Excellence in Education, Living Memorial Scholarship, Membership, Resolutions, and World Understanding.
 - (4) A member may serve no more than two (2) terms as chairman of the same International committee.
- b. The following shall be designated as standing International committees: Altruistic, Archives, Bylaws, Candidate Qualifications, Educational Symposium, Excellence in Education, Living Memorial Scholarship, Membership, Resolutions, and World Understanding.

Section 2. State, Provincial or National Committees

- a. Standing or special committees, except the candidate qualifications committee, which is elected by the executive board, shall be appointed by the president as authorized or required by International and state, provincial or national bylaws and/or policies and procedures manual.
- b. The chairman of a standing or special committee shall
 - (1) Report to the convention or to the executive board as requested by the president.
 - (2) Serve no more than two (2) consecutive terms as chairman of the same state, provincial or national standing committees.
- c. The following shall be designated as standing committees: Alpha Delta Kappa Month, altruistic, budget, bylaws, candidate qualifications, fraternity education and membership. The state, province or nation may establish additional standing or special committees.

Section 3. Chapter Committees

- a. Standing and special committees, except the nominating committee, which is elected by the members, shall be appointed by the president as authorized or required by International Bylaws, state, provincial, national bylaws and/or policies and procedures manual, or chapter bylaws and/or policies and procedures manual.
- b. Chairmen shall report at chapter meetings as directed by the president or as requested by members.
- c. The following shall be designated as standing committees: Alpha Delta Kappa Month, altruistic, budget, bylaws, fraternity education, membership and nominating. Additional standing or special committees may be established by the chapter.

ARTICLE IX — INTERNATIONAL CONVENTION

An International convention shall be held biennially in the odd-numbered years unless otherwise ordered by International Chapter.

Section 1. International Chapter shall select the locations and dates of the International conventions.

Section 2. It shall be the purpose of the International convention to receive reports of International officers and committees for the current biennium; to act on bylaws, resolutions and other business presented to the convention; to offer professional development and/or personal enrichment workshops; to develop leaders and promote membership; to elect and install International Officers for the ensuing biennium.

Section 3. Official delegates to the International convention shall be as set forth in the Rules of Convention.

Section 4. At each business session, a quorum shall consist of a majority of the authorized delegates registered and voting.

ARTICLE X — INTERNATIONAL COUNCIL OF PRESIDENTS

Section 1. The state, provincial or national presidents, immediate past presidents, the presidents-elect, and the International President-Elect, shall comprise the International Council of Presidents. This Council is not a policy-making body.

Section 2. A meeting of the International Council of Presidents shall be held in conjunction with the International Convention.

- a. The chairman of the International Council of Presidents shall be the International President-Elect.
- b. It shall be the purpose of the Council meeting to bring together the president, the president-elect and immediate past president of each state, province, or nation to exchange ideas and to promote the purposes of Alpha Delta Kappa.

ARTICLE XI — REGIONS AND REGIONAL CONFERENCES

Section 1. At the discretion of International Chapter, a number of states, provinces or nations in a geographically convenient area shall be grouped together to form a region. The geographic boundaries may be changed by action of International Chapter.

Section 2. A regional conference shall be held biennially in each region in the even-numbered years at a time and place designated by International Chapter.

- a. The purpose of the conference shall be to develop effective leaders by providing leadership training programs and programs which promote the ideals and objectives of Alpha Delta Kappa.
- b. A formal notice of the conference shall be sent by the International Vice President of the Region to all chapter and state, provincial or national presidents in the region as soon as the date is established.
- c. A registration fee to cover the necessary expenses of the conference will be paid by each member attending.

Section 3. The necessary and reasonable expenses of operating the region shall be defrayed in accordance with the normal budgetary procedures of Alpha Delta Kappa.

ARTICLE XII — STATE, PROVINCIAL AND NATIONAL CONVENTIONS

Section 1. A state, provincial or national convention shall be held biennially in each state, province or nation no later than June 30 of the even-numbered years at a time and place designated by their executive board. Meetings held in the odd-numbered years and special meetings shall be governed by state, provincial or national bylaws and/or policies and procedures manual.

Section 2. It shall be the purpose of the convention to develop a closer association of members through workshop participation; to broaden fraternity education; to report to the membership; to conduct state, provincial or national business; to adopt a budget; to elect and install officers; to provide for a meeting for the S/P/N council of chapter presidents.

Section 3. Delegates to the convention shall be authorized by provisions in the bylaws and/or policies and procedures manual. A quorum shall consist of a majority of delegates registered and voting.

ARTICLE XIII — STATE/PROVINCIAL/NATIONAL COUNCILS OF CHAPTER PRESIDENTS

The state/provincial/national council of chapter presidents shall be comprised of the president, immediate past president and the president-elect and/or vice president of each chapter.

- a. The state/provincial/national council of chapter presidents shall meet in accordance with provisions in the respective state, provincial or national bylaws and/or policies and procedures manual.
- b. The president of the state/provincial/national council of chapter presidents shall be elected by the council members at the council meeting held in conjunction with the state, provincial or national convention unless the duties of this office have been delegated to another elected officer.
 - (1) If an election is to be held, a majority of the council members present, and voting shall elect either a current chapter president or an immediate past chapter president.
 - (2) Candidates for office shall be presented by the candidate qualifications committee of the state, province or nation.

ARTICLE XIV — DISTRICTS

Many states, provinces and nations may find it advisable to have divisions. The authority to establish divisions rests with the state, provincial or national executive board. [See Article VII, Section 2.g. (2) (b).] These divisions shall be referred to as districts. Districts are not policy-making bodies. They are governed and operated in accordance with the respective state, provincial or national bylaws and/or policies and procedures manual. Written guidelines which contain district purposes, and which give direction for operation shall be developed.

ARTICLE XV — CITY/AREA COUNCILS OF CHAPTER PRESIDENTS

A city/area council of chapter presidents is suggested for areas where there are two (2) or more chapters.

- a. The purposes of the city/area council of chapter presidents are
 - (1) To coordinate the work of chapters in the area.
 - (2) To enable chapters to have closer fraternal relationships.
 - (3) To assist with transfers.
 - (4) To assist with prospective members and installing new chapters.
- b. Council membership shall consist of the president, the president-elect and/or vice president and immediate past president of each chapter.
- c. Officers shall be an elected president, secretary and any other officer deemed necessary.

- d. The council shall meet a minimum of two (2) times a year to make plans for the Alpha Delta Kappa year. A report of the meetings shall be sent to the state, provincial or national president and the president of the council of chapter presidents.

ARTICLE XVI — CHAPTER MEETINGS

The purpose of the chapter meeting shall be to encourage fellowship among Alpha Delta Kappas; to share in programs related to the ideals and purposes of the organization; to conduct chapter business; to elect and install officers.

- a. Chapters shall hold at least nine (9) meetings during the calendar year. A portion of each meeting shall be devoted to fraternity education with one (1) meeting held in observance of Founders' Day.
- b. The schedule of chapter meetings shall be in the chapter bylaws and/or policies and procedures manual. The meeting place shall be arranged by the chapter members under the direction of the program chairman.
- c. Special meetings may be called by the president or the executive board and shall be called upon the written request of five (5) members of the chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, three (3) days' notice shall be given.
- d. Chapter bylaws and/or policies and procedures manual shall state a specific number of members to constitute a quorum except for the voting on new members and honorary members. (See Article III. Membership, Section 5 c.)
- e. Attendance by a quorum of the chapter members at district, state, provincial, national or regional meetings shall take the place of a chapter meeting.

ARTICLE XVII — STATE, PROVINCIAL OR NATIONAL AND CHAPTER BYLAWS

Section 1. Each state, province or nation shall adopt its own bylaws and/or policies and procedures manual, which must be in compliance with the International Constitution and Bylaws. Each biennium, the state, provincial or national bylaws chairman shall send, for certification, a current copy of the state, provincial or national bylaws or the official policy statement from the policies and procedures manual, that satisfies the requirement of the Internal Revenue Service for states of the United States of America and the Commonwealth of Puerto Rico, to the chairman of the International Bylaws Committee by October 15 of even-numbered years.

Section 2. The chapters shall adopt bylaws and/or policies and procedures manual, which must be in compliance with the International Constitution and Bylaws and the state, provincial or national bylaws and/or policies and procedures manual. Each biennium, the chapter bylaws chairman shall send, for certification, a current copy of the chapter bylaws or the official policy statement, from the chapter policies and procedures manual, that satisfies the requirement of the Internal Revenue Service for states of the United States of America and the Commonwealth of Puerto Rico, to the chairman of the state, provincial or national bylaws committee by March 15 of odd-numbered years.

ARTICLE XVIII — PUBLICATIONS

Section 1. The official publications of Alpha Delta Kappa shall include the Constitution, the Bylaws, the *KAPPAN* and the archived issues of the Columns.

Section 2. Publication of authorized revisions of the Constitution and Bylaws shall be under the authority of the Executive Director.

Section 3. The *KAPPAN*, the official magazine of the organization, shall be published six (6) times annually. It shall be mailed to each active member and to each honorary member.

ARTICLE XIX — PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and consistent with the Constitution and Bylaws of Alpha Delta Kappa.

ARTICLE XX — SUSPENSION OF BYLAWS

Section 1. In the event that it becomes expedient to suspend the International Bylaws or state, provincial or national bylaws, a three-fourths (3/4) vote of the delegate assembly shall be required. This suspension shall not be applied to any voting which requires balloting.

Section 2. In the event that it becomes expedient to suspend the chapter bylaws, a three-fourths (3/4) vote of a quorum of the chapter membership shall be required. This suspension shall not be applied to any voting, which requires balloting.

ARTICLE XXI — AMENDING OF BYLAWS

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the official delegates present and voting at any regular International convention provided that a copy of the proposed amendment shall have been sent to all chapters at least ninety (90) and not more than one hundred twenty (120) days before the International convention, provided further that the amendment shall have been proposed by the International Executive Board, by International Chapter, by the International Bylaws Committee, by a state, provincial or national executive board, or by a chapter.

Section 2. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment to these bylaws shall become the law of Alpha Delta Kappa at the close of the International convention at which it shall have been adopted.

Section 3. State, provincial and national executive boards shall determine the time limits for processing amendments to their bylaws. Proposed state, provincial and national bylaws amendments shall be sent to all chapters at least thirty (30) and not more than ninety (90) days prior to the respective convention.

Section 4. Chapter executive boards shall determine the time limits for processing amendments to their bylaws. Proposed chapter bylaws amendments shall be given to all members at least thirty (30) and not more than ninety (90) days prior to the meeting at which bylaws amendments will be considered for adoption.