

ARTICLE I—NAME

The name of this organization shall be Minnesota Delta Chapter of The Alpha Delta Kappa Sorority, Incorporated. Minnesota Delta Chapter was chartered on August 19, 1952 in Rochester, Minnesota.

ARTICLE II—PURPOSE

The purpose of Minnesota Delta Chapter of Alpha Delta Kappa shall be to promote the purposes set forth in ARTICLE II of the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE III—MEMBERSHIP

Refer to ARTICLE III in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, for information on membership, transfer, resignation, reinstatement, termination, Omega Chapter, and dues, fees, and assessments. See also the Minnesota Delta Chapter Policies and Procedures Manual for dues, fees, and assessments.

Section 1. Election procedures for membership

- a. When only one (1) negative vote is received, the written reason shall be read to the chapter, and its validity, following discussion, 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.
- b. A proposed member who receives an affirmative vote shall be notified within one week following the meeting at which she was accepted.

Section 2. Dues

- a. A portion of chapter dues may be used to help defray expenses for a delegate(s) to attend International, regional, state, and district meetings.
- b. The amount and use of the delegate fund shall be as designated in the approved chapter budget and the Minnesota Delta Chapter Policies and Procedures Manual.

ARTICLE IV—CHAPTER ORGANIZATION

Refer to ARTICLE IV in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE V—SUSPENDING AND REVOKING OF CHARTERS

Refer to ARTICLE V in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE VI—INTERNATIONAL EXECUTIVE BODIES

Refer to ARTICLE VI in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE VII –OFFICERS

Refer to ARTICLE VII, Section 3 in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Minnesota Delta Chapter Policies and Procedures Manual.

Minnesota Delta Chapter 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.

Section 1. Nomination

- a. A nominating committee shall be elected no later than January of even-numbered years and shall present a list of candidates at the March meeting.
- b. Additional nominations may be made from the floor at the May meeting, provided the consent of the nominee shall first have been obtained.

Section 2. Election and Installation

- a. Election shall be by ballot and requires a majority vote of members present at the April meeting of even- numbered years.
- b. Chapter officers are installed at the May meeting of even numbered years

Section 3. Duties of the chapter officers shall be as designated in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Minnesota Delta Chapter Policies and Procedures Manual.

ARTICLE VIII—COMMITTEES

Refer to ARTICLE VIII, Section 3 in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Minnesota Delta Chapter Policies and Procedures Manual.

Section 1. The following shall be designated as standing committees of Minnesota Delta Chapter: AΔK Month, altruistic, auditing, budget, bylaws/policy, fraternity education, membership, nominating, program, publicity, scholarship, and ways and means.

- a. Standing and special committees and their chairmen, except the nominating committee, which is elected by the members, shall be appointed by the chapter president following her election in the spring of even-numbered years or when the committee is established.
- b. A majority of members present at a regular business meeting or the chapter executive board may establish additional standing and special committees.

Section 2. Duties of the chapter committees shall be as designated in the Minnesota Delta Chapter Policies and Procedures Manual.

ARTICLE IX—INTERNATIONAL CONVENTION

Refer to ARTICLE IX in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE X—INTERNATIONAL COUNCIL OF PRESIDENTS

Refer to ARTICLE X in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE XI—REGIONS AND REGIONAL CONFERENCES

Refer to ARTICLE XI in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated. Delta Chapter is in the North Central Region, one of the seven regions in Alpha Delta Kappa.

ARTICLE XII—STATE CONVENTION

Refer to ARTICLE XII in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Minnesota Bylaws, for information and number of chapter delegates to the state convention.

ARTICLE XIII—STATE COUNCIL OF CHAPTER PRESIDENTS

Refer to ARTICLE XIII in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Minnesota Bylaws.

ARTICLE XIV—DISTRICTS

Refer to ARTICLE XIV in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, the Minnesota Bylaws, and the Minnesota Policies and Procedures Manual for district purposes and guidelines. Minnesota does not currently have districts.

ARTICLE XV—CITY/AREA COUNCILS OF CHAPTER PRESIDENTS

Refer to ARTICLE XV in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated. See also the Minnesota Bylaws. Minnesota does not currently have city/area councils.

ARTICLE XVI—CHAPTER MEETINGS

Refer to ARTICLE XVI in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

Section 1. Minnesota Delta Chapter meets the first Tuesday of each month, September- May, unless otherwise approved by the chapter executive board.

- a. Joint meetings, such as celebrating Founders' Day programs in October, are encouraged with another chapter or other chapters or the district or the city/area council of chapter presidents.
- b. A quorum of fifteen members is required to transact business at chapter meetings.

ARTICLE XVII—CHAPTER BYLAWS

Refer to ARTICLE XVII in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Minnesota Bylaws.

Section 1. The chapter shall adopt bylaws and/or policies and procedures manual, which must be in compliance with the International Constitution and Bylaws and the Minnesota Bylaws and/or the Minnesota Policies and Procedures Manual. Each biennium, Minnesota Delta Chapter bylaws chairman shall send, for certification, a current copy of the chapter bylaws or the official policy statement, from the Delta 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 Minnesota bylaws committee by March 15 of odd-numbered years.

ARTICLE XVIII—PUBLICATIONS

Refer to ARTICLE XVIII in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and the Minnesota Bylaws.

ARTICLE XIX—PARLIAMENTARY AUTHORITY

Refer to ARTICLE XIX in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE XX—SUSPENSION OF BYLAWS

Refer to ARTICLE XX in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

ARTICLE XXI—AMENDING OF BYLAWS

Refer to ARTICLE XXI in the current Bylaws of The Alpha Delta Kappa Sorority, Incorporated.

Section 1. Chapter bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular business meeting provided that a copy of the proposed amendments shall have been provided to all members at least thirty (30) and not more than ninety (90) days prior to the meeting at which the proposed bylaws amendments will be considered for adoption.

- a. A copy of proposed amendments to Minnesota Delta Chapter Bylaws shall be provided to all members in November of even-numbered years. In January, the proposed amendments are considered and amendments to the chapter bylaws are adopted.
- b. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment to these bylaws shall become the law of Minnesota Delta Chapter at the close of the meeting at which it shall have been adopted.

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**REVIEW OF CHAPTER BYLAWS OF DELTA CHAPTER
MINNESOTA S/P/N**

Name of Reviewer: _____ Date: _____

PROCEDURE - Assemble the following resources: Current International Bylaws, S/P/N Bylaws, Chapter Bylaws Template (Format That Mirrors International Bylaws), Chapter Bylaws Review Sheet and chapter bylaws to be reviewed. Check the chapter bylaws article by article as they compare to the International Bylaws.

Check specifically but not exclusively for the following: (“Y” indicates the chapter has complied; “N” indicates the chapter has not complied or the requirement is incomplete; “DNA” indicates Article III “does not apply” to Fidelis chapters.) The chapter bylaws should follow the template found on the Alpha Delta Kappa website to be sure all information is included and is correct.

Specific Articles: (chapters are required to supply information) The Article contains information that specifies the following:

___ ARTICLE I — NAME (the name of the chapter organization and date the chapter was chartered.) -

ARTICLE I — NAME (Suggested wording follows)
The name of this organization shall be _____ S/P/N
_____ Chapter of The Alpha Delta Kappa Sorority,
Incorporated. _____ Chapter was chartered on _____
_____ (date) in _____,
_____ (city, S/P/N).

___ ARTICLE III – MEMBERSHIP (how the chapter establishes the validity of a negative vote AND when to notify a proposed member who receives the unanimous affirmative vote of the chapter - Section 1)

___ ARTICLE VII – OFFICERS (the nomination procedures for officers – Section 1)

___ ARTICLE VIII – COMMITTEES (how committee appointments are authorized – Section 1a and 1b)

___ ARTICLE XVI – CHAPTER MEETINGS (the schedule of chapter meetings AND a specific number of members to constitute a quorum)

___ ARTICLE XVII – CHAPTER BYLAWS (the March 15 of odd-numbered years deadline for chapter bylaws to be submitted to the S/P/N bylaws chairman for review – Section 1)

___ ARTICLE XXI – AMENDING OF BYLAWS (time limits for processing amendments to chapter bylaws – Section 1)

General Information:

Though the details below are important and encouraged, an “N” on general information will not necessarily prevent certification of bylaws.

___ Include in the document on the last page the month and year the chapter bylaws were amended.

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___ Numbering of Articles – Article numbers and titles are the same as in the International Bylaws with the exception of these three listed which should read, as follows: Article XII – State, Provincial or National Convention; Article XIII – State, Provincial or National Council of Chapter Presidents; and Article XVII – Chapter Bylaws, just as on the template.

___ Article XIV – DISTRICTS (which district the chapter is in and when that district meets)

___ Article XV - CITY/AREA COUNCILS OF CHAPTER PRESIDENTS (Choice of third sentence found in Chapter Template, depending on S/P/N's having these councils or not)

___ References to International Bylaws, S/P/N bylaws and chapter policies follow a consistent format

___ Bylaws contain little repetition of information in Articles of the International Bylaws.

___ Spelling and grammar are correct.

___ Bylaws are free of errors. (If errors are found: list Article number, error, and suggest appropriate correction.)

Commendations:

Suggestions/Recommendations:

Bylaws recommended for Certification: _____ Yes _____ No

Signature: _____
(S/P/N Bylaws Chairman)

Date: _____

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S/P/N Chapter (Name) Alpha Delta Kappa
(Name)

Official Policy Statement

(International Bylaws Article XVII, Section 2--Alternative for Chapter Bylaws)

The name of this organization shall be (S/P/N name)____ (Chapter name)____ of The Alpha Delta Kappa Sorority, Incorporated. (Chapter name____) Chapter was chartered on (date)_____ in (city)_____, (S/P/N)_____.

(S/P/N name) _____ (Chapter name) _____ Chapter is governed by the most current

International Bylaws of The Alpha Delta Kappa Sorority, Incorporated, and Amended at the International convention held in odd-numbered years.

Each biennium, this official policy statement shall be submitted to the (S/P/N name) _____bylaws chairman by (date set by S/P/N bylaws and/or S/P/N policies and procedures manual)____and will indicate adherence to the **International Bylaws** and usage of (Chapter name) _____ chapter bylaws. Chapter Policies and Procedures Manual as an alternative for

Replace (S/P/N) with the name of your state (for example, North Carolina), your province (for example, Ontario) OR your nation (for example, Jamaica). Fill in Greek letter name for (Chapter name).

(Subject to change by IRS regulations and/or AΔK International

policy) (S/P/N name)_____(Chapter name)

_____ Chapter President _____

Signature of President_____ Date_____

(S/P/N name)____(Chapter name)_____ Chapter Treasurer_____

Signature of Chapter Treasurer_____ Date_____

Voted to suspend (S/P/N name)_____(Chapter name)_____ Bylaws on Date_____

This Official Policy Statement shall appear as the first page of the Policies and

Procedures Manual for those chapters that have suspended their individual chapter bylaws. This satisfies the requirement of the Internal Revenue Service for chapters in the USA and Puerto Rico.

[Revised December 2015]

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TITLE - (S/P/N name)____(Chapter name)____Policies and Procedures Manual

TABLE OF CONTENTS - listing of individual sections and page numbers

POLICY AND PROCEDURE MANUAL

Purpose of Manual – sample statement "This policies and procedures manual is our supplement to Alpha Delta Kappa International Bylaws, Revised 20 _____, our primary governing document. We use these policies and procedures to keep (S/P/N name) _____ (chapter name) _____ members and leaders informed, coordinate events, and maintain consistency from year to year within our organization."

Availability

Who receives a copy

Is it available on S/P/N or chapter website?

Procedure for development and revision Responsibility

Timeframe

The Official Policy Statement, if chapter bylaws are suspended, is to be submitted to (S/P/N name) bylaws chairman, for certification by the date in (S/P/N name) bylaws and/or the (S/P/N name) policies and procedures manual

EXECUTIVE BOARD

Compositio

n Meetings

Number required

Responsibility for site arrangement When

Attendance at meetings

Who attends?

Voting, non-voting members Quorum

Duties and responsibilities of the

members Procedure for filling vacancy

CHAPTER OFFICERS

Office—list all officers

Eligibility requirements for office

Duties and responsibilities particular to chapter and in addition to those listed in the International Bylaws of Alpha Delta Kappa

Nomination and Installation process, timeline

CHAPTER STANDING COMMITTEES

Committee—list of standing committees, how authorized (elected or appointed) Purpose

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Composition

Number of members

Eligibility requirements, if any, to serve on committee

Duties and Responsibilities of committee and committee chair

CHAPTER SPECIAL OR AD HOC COMMITTEES

Committee

Purpose

Elect

Elected or

Appointed Composition

Number of members

Eligibility requirements, if any, to serve on committee

Duties and Responsibilities of committee and committee chair

MEMBERSHIP

Notification of proposed member

Specific chapter requirements (one chapter has “pledges” attend a year before initiation; one chapter may require three chapter visits before the vote, etc.)

COURTESIES – EXECUTIVE BOARD MEMBERS, OFFICERS, COMMITTEES, MEMBERS

When gifts given/courtesies

extended Amount spent

Whose responsibility

Protocol for visits from International Chapter

members Protocol for S/P/N President’s visits to chapter

Responsibilities of S/P/N and S/P/N

President Responsibilities of chapter

FINANCIAL

Fiscal Year –June 1—May

31 Chapter Dues

Procedure for setting of chapter

dues Current amount of chapter dues

Date

due

Late

fees

Amount

Other fees/assessments

Procedure for setting

fees/assessments Amount of current

fees/assessments Date due

Responsibility for filing IRS 990N e-Postcard to IRS and due no later than Oct. 15

Submit copy of e-Postcard Acceptance receipt to S/P/N treasurer and to
Headquarters Approximate dates of any reports or fees due to state/international
Procedure for dealing with any monies left at the end of the fiscal
year Procedure for funding delegates to International Convention
Procedure for funding for officers at Regional Conferences

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Reimbursement of expenses Process for reimbursement Who and what paid Vouchers/receipts needed Mileage

Amount per mile

Who eligible to receive

Vouchers/Receipts –timeline to be filed and paid C-1 Report filed to S/P/N treasurer by June 30

MEETINGS

Number per year (Minimum: 9meeting per year Schedule of meetings (For example, third Tuesdays, etc.) Time of meetings

Location

Quorum—Actual number of members needed for a quorum stated

Out-of-Chapter Meetings – Council, District (Name, if appropriate), S/P/N, Regional (Name of region), International

PUBLICATIONS

Chapter Newsletter

Whose responsibility

Number required

Publication schedule

Submission

deadlines

Who receives copies

How published – hard copies, emailed, posted on chapter or S/P/N

website Chapter Yearbook/Directory

Whose

responsibility

Contents

Preparation

deadline Who

receives copies

How published – hard copies, emailed, posted on chapter or S/P/N website

Confidentiality Statement – example based on New Mexico’s Policy and

Procedure

Manual – “This information is CONFIDENTIAL for Alpha Delta Kappa use only. Information in the Chapter Directory MAY NOT BE GIVEN OUT OR SOLD.”

CHAPTER ALTRUISTIC PROJECT(s)

List of current projects

Description

Process for establishment/selection of chapter altruistic project(s)
Process for funding project(s) – member assessment, fundraisers
Process for announcement of chapter altruistic project(s)

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CHAPTER AWARDS/RECOGNITIONS

List of current awards/recognitions
Description/purpose
Selection
process When
presented
Responsible person – purchasing gifts or awards, inscriptions

CHAPTER SCHOLARSHIPS

List of current
scholarships
Description/purpose
Amount of scholarship
Selection process
When presented
Procedure for funding – member assessment, fundraisers
Responsibility for investment decisions regarding scholarship
funds

BYLAWS

Procedure and timeline for review, revision and amending of chapter
bylaws Procedure for suspending the chapter bylaws
Availability of chapter bylaws to members
Submission of chapter bylaws to state for
certification
Responsibility
Timeframe for submission
Official Policy Statement, if chapter bylaws are suspended, is to be submitted to
(S/P/N name)____bylaws chairman for certification by the date in (S/P/N name)
_____bylaws or (S/P/N name)_____policies
and procedures manual

CHAPTER BANNER

Where and when displayed
Who responsible for storage and care

S/P/N Chapter (Name) Alpha Delta Kappa
(Name)

Official Policy Statement

(International Bylaws Article XVII, Section 2--Alternative for Chapter Bylaws)

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(S/P/N name)____ (Chapter name) ____ Chapter is governed by the most current

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(Chapter name) ____ chapter bylaws. Chapter Policies and Procedures Manual as an alternative for

Replace (S/P/N) with the name of your state (for example, North Carolina), your province (for example, Ontario) OR your nation (for example, Jamaica). Fill in Greek letter name for (Chapter name).

(Subject to change by IRS regulations and/or AΔK International

policy) (S/P/N name)_____(Chapter name)

____ Chapter President ____

Signature of President_____Date_____

(S/P/N name)____(Chapter name)____ Chapter Treasurer_____

Signature of Chapter Treasurer_____Date_____

Voted to suspend (S/P/N name)____(Chapter name)____ Bylaws on Date_____

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[Revised December 2015]

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**REVIEW OF OFFICIAL POLICY STATEMENT OF THE POLICIES & PROCEDURES
MANUAL**

_____ (Chapter) _____ (S/P/N) Alpha Delta Kappa

Reviewer _____ Date _____

Check specifically for the following: (a "Y" indicates the chapter has complied, an "N" indicates the chapter has not completed the item).

_____ 1. Current Official Policy Statement

_____ 2. Charter date included

_____ 3. _____ (Name of chapter) President has signed and dated the statement

_____ 4. _____ (Name of chapter) Treasurer has signed and dated the statement

_____ 5. Indicated date the _____ (Name of chapter) Bylaws were suspended

Commendations:

Suggestions/Recommendations:

Official Policy Statement Certified: _____ Yes _____ No

Review compiled by _____ Date _____