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PREFACE

The *Manual of Policies and Procedures of Alpha Delta State Ohio* is a compilation of policies and procedures of Alpha Delta State Ohio, established by long practice, by official action of the State Executive Board, or by action at the State convention General Session. This *Manual* is not intended to restate what is clearly defined in the official documents of the Society, but rather to include those practices which are unique to Alpha Delta State.

References in this *Manual* are to be the *Constitution* of The Delta Kappa Gamma Society International, the *International Standing Rules, 2012*, and the *Bylaws of the Alpha Delta State Ohio, 2013*.

Changes or additions to the *Manual of Policies and Procedures of Alpha Delta State Ohio*, may be made by action of the State Executive Board or the State convention General Session.

When revisions to the *Constitution* and *International Standing Rules* of The Delta Kappa Gamma Society International, the *Bylaws of Alpha Delta State Ohio*, or by any vote of the State Executive Board or State convention General Session mandate changes in the *Manual*, the Policies and Procedures Committee shall make these changes known to the Alpha Delta State Executive Board.

Revision and reprinting of the *Manual* should be completed when the Executive Board deems advisable.

*In this document, the term “president” refers to the president of Alpha Delta State unless otherwise noted.

I. BOARDS AND SPECIAL PLANNING GROUPS

STATE EXECUTIVE BOARD

This make-up of and the duties of the State Executive Board are defined and interpreted in the *Constitution* (Art. VII. Sec. B) and the *Bylaws of Alpha Delta State Ohio* (Art.VII. Sec. A).

SPECIAL POLICIES AND PROCEDURES-ALPHA DELTA STATE

1. Meeting of the Executive Board shall be at least once a year.
2. Executive Board members should be notified at least four (4) weeks in advance of the meeting.
3. Information on major items of business to be considered, a tentative agenda, committee recommendations and copies of proposed budget should be available to Board members at least four (4) weeks in advance of the meeting. Information may be sent electronically and/or by USPS.
4. If a chapter president is unable to attend the State Executive Board meeting, she may appoint a representative from her chapter to take her place and fulfill her duties.
5. The only members attending meetings of the State Executive Board who may vote or make motions are the elected officers, the past presidents, and the chapter presidents or official representatives of chapter presidents.
6. State committee chairmen, the legislative advocate, coordinators, and liaisons are expected to attend Executive Board meetings.
7. Committee members, other appointed positions, or other members are expected to attend Executive Board meetings when given a special assignment by the president.
8. Members of the Society are encouraged to attend Executive Board meetings as observers, but may speak only upon invitation of the president.
9. Motions are to be written on official Alpha Delta State forms which are provided at meetings.
10. The written minutes of any Executive Board meeting are to be in the hands of the state president within four (4) weeks. Copies of these minutes are sent to the members of the Executive Board,

committee chairmen, the legislative advocate, the historian, and the liaison to the Ohio History Center with the agenda and other pertinent items as listed in number 3 above.

11. When a mail vote is taken on Executive Board business, the results are reported within two (2) weeks of the vote deadline and recorded in the official minutes.

STATE ADVISORY COMMITTEE

MEMBERS The State Advisory Committee is composed of the elected state officers, the treasurer, the editor, the parliamentarian, and the past presidents (BYLAWS, Art. VII, Sec. B1).

DUTIES Under the leadership of the president, the Advisory Committee gives in-depth study to matters pertaining to Alpha Delta State business and, when necessary, makes recommendations for action to the State Executive Board or State convention General Session in compliance with the Society *Constitution* policies and procedures adopted by the Executive Board or State convention General Session. The Advisory Committee serves as a sounding board and/or in an advisory capacity to committee chairmen, ad hoc committee, and convention steering committee.

AUTHORITY Any recommendation from the Advisory Committee to the State Executive Board or State convention General Session must be formulated in an officially scheduled Advisory Committee meeting. Motions supporting recommendations to be made to the State Executive Board or the State convention General Session shall be written on official Alpha Delta State forms. The Advisory Committee has no authority to spend money.

MEETINGS Meetings of the State Advisory Committee shall be held at least once a year. Additional meetings may be called by the president, if necessary, to discuss urgent business which cannot be delayed until the next regularly scheduled meeting.

The date and location for each meeting are determined by the president. Members of the Advisory Committee should be notified at least six (6) weeks prior to the date of a regular meeting (Art. VII, B3).

MINUTES Minutes of the meetings are prepared by the recording secretary, bear the signatures of the secretary and the president, and are distributed to all members of Advisory Committee, the legislative advocate, and the liaison to the Ohio History Center. The minutes shall be in the hands of the president within four (4) weeks after the meeting. Copies of the minutes are sent out, with the agenda, before each regularly scheduled meeting.

EXPENSES Expenditures for Advisory Committee meetings are paid by the State as provided in the budget.

STATE COMMITTEE CHAIRMEN AND OTHERS Upon their request or by the invitation of the president, chairmen of the State standing committees, the legislative advocate, chairmen of ad hoc committees, or other members with special State business assignment may attend the Advisory Committee meetings. Unless they are a member of the Advisory Committee, they have no voting privileges.

A. MARGARET BOYD OVERSEAS FOUNDATION BOARD OF TRUSTEES

The A. Margaret Boyd Overseas Foundation is administered by a Board of Trustees. The Foundation, an Alpha Delta State project formerly known as the A. Margaret Boyd Overseas Fellowship, is supported by voluntary contributions. This board must work within the bounds of the Articles of Incorporation of the A. Margaret Boyd Overseas Foundation.

The Board of Trustees is made up of nine members. The president, the first vice-president, the immediate past president, the treasurer (a non-voting member) and five members from each of the State's nominating areas to serve staggered terms of six years and are elected by the Alpha Delta State Executive Board. The duties of each member are spelled out in the *Bylaws* of the A. Margaret Boyd Overseas Foundation.

The Board of Trustees has the power to administer the affairs of the Foundation and formulate and carry out its program and policies. The Board of Trustees reports annually to the State Executive Board, providing a written financial report and written report of work, projects and policies of the Foundation.

The policies relating to selection of recipients and size and term of grants which governed the former A. Margaret Boyd Overseas Fellowship shall be binding upon the A. Margaret Boyd Overseas Foundation until changed by three-fourths vote of the Board of Trustees.

In addition to the management of the funds of the Foundation, the Board of Trustees has the following responsibilities in carrying out the study projects funded by the Foundation:

1. Foreign recipients:
 - a. To work with the International Institute of Education in selecting the foreign recipients of the fellowship.
 - b. To maintain a close personal contact with the recipients for the duration of their studies in Ohio.
 - c. To arrange schedules of visitation with Ohio chapters.
2. Ohio recipients:
 - a. To publicize the overseas study opportunities for Ohio members.
 - b. To receive and evaluate applications and select recipients for the stipends to be given.

II. STATE OFFICERS AND RELATED PERSONNEL

ELECTED OFFICERS

Alpha Delta State officers and related personnel and their duties are listed in detail in the *Constitution* (Art. VI) and the *Bylaws of Alpha Delta State Ohio* (Art. VI).

PAID PERSONNEL

The treasurer and the editor are approved by the Executive Board for terms of two years upon the recommendation of the Personnel Committee and are subject to review and reappointment. When a vacancy occurs in these positions, candidates are screened and recommended by the Personnel Committee. (For further detail see the Personnel Committee's *Procedure for Employing Paid Personnel*. BYLAWS, Art. VI, Sec. G.)

III. STATE COMMITTEES

Committee structure is outlined in the *Bylaws*, ARTICLE VIII.

These specifications are, of course, applicable to the Alpha Delta State Organization. The section on committees in this *Manual* makes reference only to those aspects of committee structure and work which are in some manner special as to policy or procedure in Ohio.

GENERAL PROCEDURES IN ALPHA DELTA STATE

1. All committees except the Nominations Committee are appointed by the president.
2. All committees must be informed of the time and location of the meeting at least four (4) weeks preceding the meeting. A meeting may be scheduled with less than four weeks lead time if committee members are polled for an acceptable meeting time to be conducted either in person or electronically. The president is an ex-officio member, without vote, of all committees with the exception of the Nominations Committee. All committee meetings shall be scheduled with the president's approval. (BYLAWS, Art. VIII, Sec. C.)
3. The duties of a committee are limited to those specified in the most recent publications, i.e., the *Constitution*, the *International Standing Rules*, the *Bylaws of Alpha Delta State Ohio* and the *Manual of Policies and Procedures of Alpha Delta State Ohio*. Any questions regarding the interpretation of the duties of a committee must be referred to the president for clarification.

4. Minutes of all committee meetings shall be sent to the president within ten days after the meeting.
5. Each committee chairman prepares a report to be included in the convention packets distributed to Executive Board members at State convention. Progress reports area limited to one-half page and final reports to one side of one page.
6. All communications and reports must be dated and must contain the name of the report.
7. Each committee chairman shall keep a file to be ready for the next chairman.
8. In odd-numbered years the incoming president should arrange a time and place for all retiring and new chairmen to meet for exchange of committee materials.

LEADERSHIP DEVELOPMENT COMMITTEE

The Leadership Development Committee is responsible for planning and implementing leadership programs. Under the direction of the president, the committee shall assist in planning State and area workshops. Upon request of the president, the committee shall be responsible for planning and conducting a workshop on leadership development at the State convention.

MEMBERSHIP COMMITTEE (CONSTITUTION, Art. VII, Sec. B, 7, BYLAWS, Art. VIII, Sec. D.)

STATE HONORARY MEMBERS State honorary members shall be women not eligible for active membership who have rendered notable service statewide to education or to women. They are elected to honorary membership in recognition of such service and shall be privileged to participate in all activities except holding office. No more than two individuals may be selected each biennium for such recognition.

INITIATION OF STATE HONORARY MEMBERS Initiation of State honorary members is held during the State convention. When circumstances warrant, the president may arrange for initiation at another meeting. The

president makes the arrangements for the orientation, the initiation and assigning of each new initiate to a chapter.

NECROLOGY SERVICE The necrology service at the convention should be a service by itself and should not be connected to any other session. In case of the death of a past Alpha Delta State president or State honorary member, the service includes an additional tribute.

CHAPTER LOCATIONS An up-to-date map showing where chapters are located shall be kept in the files of the Membership Committee and the president. This should be provided to members of the Executive Board, and published periodically in *The Voice of Alpha Delta State* for the benefit of the general membership.

HISTORIAN By past practice, the historian is a member of the Membership Committee. The expenses of the historian shall be considered in the budget of the Membership Committee.

NOMINATIONS COMMITTEE Elected (CONSTITUTION, Art. VIII, Sec. B, 8a, BYLAWS, Art. VIII, Sec. D4.)

1. The Nominations Committee in Alpha Delta State is composed of five members, one elected from each of the five areas.
2. The state is divided by counties into five nominating areas as follows:
 - Area I ~Northeast~ Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, Trumbull
 - Area II ~Southeast~ Ashland, Athens, Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Mahoning, Monroe, Morgan, Muskingum, Noble, Stark, Tuscarawas, Washington, Wayne
 - Area III ~Northwest~ Allen, Auglaize, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Mercer, Ottawa, Paulding, Putman, Sandusky, Seneca, Van Wert, Williams, Wood, Wyandot

Area IV ~Southwest~	Adams, Brown, Butler, Clermont, Clinton, Drake, Fayette, Gallia, Greene, Hamilton, Highland, Lawrence, Miami, Montgomery, Pike, Preble, Scioto, Shelby, Warren
Area V ~Central~	Champaign, Clark, Crawford, Delaware, Fairfield, Franklin, Hocking, Jackson, Knox, Licking, Logan, Madison, Marion, Meigs, Morrow, Perry, Pickaway, Richland, Ross, Union, Vinton

3. The president appoints the chairman from one of these five elected members.
4. In odd-numbered years, the Nominations Committee presents to the State organization a slate of one candidate for each elective state office together with one candidate from each area for the Nominations Committee. The committee also prepares a ballot for the election at the State convention General Session.
5. For the A. Margaret Boyd Board of Trustees Overseas Foundation, the Nominations Committee presents a slate of candidates for six year terms to the State Executive Board following the established plan of rotation. In 2013, one candidate each from Area II and Area III; in 2015, one candidate each from Area I and Area IV; and in 2017, one candidate from Area V; and continuing thereafter according to the same plan of rotation.
6. The slate of candidates should be published in *The Voice* at least one month before the convention.
7. Members of the Nominations Committee are expected to attend the Executive Board and Leadership Development Meetings in order to meet and know potential candidates for officer positions.

PROFESSIONAL AFFAIRS COMMITTEE

The work of the Professional Affairs Committee has been incorporated into the work of the Educational Excellence and Scholarship Committees.

WORLD FELLOWSHIP COMMITTEE

The World Fellowship Committee keeps members informed of International World Fellowship recipients who study in Ohio, maintains a personal contact with recipients who are in Ohio, and encourages chapters to arrange for collection of voluntary contributions to support the International program. Contributions are sent directly to International.

IV. NEW CHAPTERS (BYLAWS, Art. VIII, Sec. D2)

The title "Expansion" is replaced by "New Chapters".

The Membership Committee under the supervision of the president is responsible for planning expansion within the state. The president may appoint an Expansion Committee as needed.

Approval for organization of a new chapter is granted by the State Executive Board, which also determines the chapter territory. Once determined, this may only be changed with the approval of the State Executive Board.

Expenses incurred by the organizer of a new chapter for travel, telephone, mailing, printing, paper and other supplies, materials from headquarters and expenses of Alpha Delta State officers, who have a part in the installation, are paid by the State.

It is customary in Ohio to invite the State officers and the editor to be present at the installation of a new chapter.

Alpha Delta State Ohio presents a new chapter with a copy of the official red leather bound Bible, the cost of which comes from the budget of New Chapters, formerly known as the Expansion Committee. (Approved by the Executive Board on May 3, 1980.)

When a new chapter is approved and organized, the State Executive Board shall assign its name.

The Executive Board voted to hold in place and reuse the names of chapters

who have dissolved or merged. This includes 2004 Eta and Gamma Omega; 2005 Gamma Omicron; 2006 Delta Sigma and Delta Rho; 2007 Delta Beta and Delta Pi; 2008 Nu and Gamma Psi; 2010 Beta Beta, Beta Tau, Beta Phi, Delta Gamma, and Delta Sigma; 2011 Beta Mu and Beta Omicron merged with Gamma Beta; 2012 Xi merged with Gamma Eta; 2013 Beta Omega and Gamma Kappa; and 2014 Alpha Kappa and Beta Theta. No dates are listed for Gamma Epsilon, Delta Eta, Delta Omicron, and Gamma Tau merged with Beta Delta. There are 95 active chapters as of October 4, 2014.

V. AREAS OF ACTIVITY

STATE CONVENTION (BYLAWS, Art. XI, Sec. A)

SOCIETY POLICIES

1. The time and location of the State convention are delineated in the *Bylaws of Alpha Delta State Ohio*. (Constitution, Art. IX, Sec. B, 2e) The current Alpha Delta State president shall negotiate contracts for the convention of the next biennium.
2. The president is responsible for the State convention. She shall plan the program, secure speakers, arrange the agenda of business meetings and appoint committees. It is expected that she will consult and delegate specific duties with other officers, committee chairmen and convention committees.
3. The State convention coordinator and the steering committee shall be responsible for those duties assigned by the president.

OHIO POLICIES AND TRADITIONS

1. A State convention is held annually in the spring, usually in April or early May, avoiding religious holidays and Mother's Day weekend.
2. A convention budget will be prepared by the president and convention coordinator within the constraints of Alpha Delta State's budget. A registration fee shall be approved by the State Executive Board.

3. The State no longer pays the luncheon expense for the current chapter president or her official representative when she attends the Executive meeting at the State convention.
4. There should be no padding of meal costs except to make convenient round figures.
5. It is the practice to give a personal gift to the International representative and other Delta Kappa Gamma members who address major functions without further remuneration. The money comes from the convention budget. The selection of these gifts is the responsibility of the president who may in turn delegate it to someone else. Nonmembers who are major convention speakers, who receive honoraria, shall not receive personal gifts.
6. Beginning with the 1984 convention, an attendance plaque is awarded to the chapter having the highest percentage of its membership attending. An individual plate inscribed with the chapter's name and the year is added yearly. The chapter retains the plaque for the next year but must return it to the State for reissuing at the following convention.
7. Since 1998 an Appreciation Award may be presented during the convention to honor a member who has served Alpha Delta State for many years in a number of State offices and committees, but never has served as State president. The identity of the recipient is not released until the announcement and the award of a certificate and keepsake are presented. The president selects the recipient and the time of the presentation may vary.

WORKSHOPS (BYLAWS, Art. IX, Sec. B)

The president directs or delegates the planning and implementing of workshops with the assistance of the Leadership Development Committee.

AREA WORKSHOPS FOR CHAPTER PERSONNEL

1. In June or early July of even-numbered years a one-day workshop is held in one or more areas of the state.

2. This workshop is designed to give new chapter officers and committees a more thorough knowledge of the Society's purposes, policies, program and committee structure and to augment leadership skills and techniques.
3. Chapters are urged to send their president, other officers, and committee chairman and members to these workshops.

LEADERSHIP DEVELOPMENT WORKSHOP FOR STATE PERSONNEL

1. In late summer or early fall of odd-numbered years, a workshop is held for new State personnel: officers, committee chairman and committee members.
2. The major emphasis of the workshop is leadership development.
3. It further provides the opportunity for committees to organize and to plan work for the new biennium.

BIENNIAL SEMINAR

The Biennial Seminar, formerly known as the Golden Anniversary Seminar, was established in May 1987, with an accrued amount of \$44,060.00 donated by chapter members. The interest generated by the fund is to be used for the Biennial Seminar. Delta Kappa Gamma and other professional non-members may attend. This seminar is held in the summer during the second year of each biennium. The coordinator/s is/are appointed by the president.

A Biennial Seminar budget will be prepared by the president and Biennial Seminar coordinator within the constraints of the state budget.

COMMUNICATIONS AND PUBLICITY COMMITTEE (BYLAWS, Art. IX, Sec. E)

The Communications and Publicity Committee will promote both print and electronic communication throughout the state and aid in the publicity of all aspects of the Society.

The Communications and Publicity Committee will provide support to assist

chapters in effectively communicating with members and external groups. The committee will keep a list of Society publications and chapter newsletters, develop strategies for evaluating these and will recommend guidelines for conducting electronic meetings.

STATE EDITOR:

1. Is a member of the Society who receives a salary.
2. Is a member of the Communications and Publicity Committee.
3. Is an ex-officio member of the State Advisory Committee and the State Executive Board who serves without vote.

STATE WEBMASTER:

1. Maintains and updates the ADS website in a timely manner as needed in consultation with the president.
2. Follows the DKG guidelines for State websites.
3. Submits the website for a Seal of Approval to the International Communications Committee annually or established International timeline.
4. Keeps a secure back-up of the website.
5. Provides information, assistance and technical support to chapters creating websites.

PUBLICATIONS

1. The State publication is *The Voice of Alpha Delta State*.
2. A minimum number of issues will be determined by the current action of the State Executive Board.
3. Other publication may be prepared and distributed with the approval of the State Executive Board.

SCHOLARSHIP AND OTHER STUDY GRANTS

Alpha Delta State supports three study projects: the Delta Kappa Gamma Scholarships, the A Margaret Boyd Overseas Foundation and The Esther H. Strickland Student Teaching Grant.

STATE SCHOLARSHIPS

Alpha Delta State maintains a scholarship fund and program as provided in the *Constitution* (Art. X) from the State's share of the annual scholarship fee from each active and reserve member. Ohio has endowed or supports four named scholarships. It must be remembered that scholarships, as the term is used in Delta Kappa Gamma, must be awarded to a Delta Kappa Gamma member for graduate work only.

SCHOLARSHIPS

1. The Margaret L. White was established at The Ohio State University in 1943. This scholarship provides a stipend for graduate work in education with the amount being dependent on length of the period of study and university costs.
2. The Ruth Grimes Scholarship established at Miami University in 1951, provides a stipend for graduate work in education at Miami University for full or part-time study. (This was approved by the Executive Board on April, 2002.)

For the above scholarships, the Scholarship Committee must follow specifications and requirements for selection and notification of recipients as set forth in the scholarship agreement with The Ohio State University or Miami University. The State scholarship chairman should maintain communication with The Ohio State University and Miami University. The Scholarship Committee suggests that alumni of either university might designate their contributions to these scholarships.

3. The Annie Webb Blanton Scholarship, established in 1946, provides stipends for graduate study in education at any accredited university. Amounts of awards vary, depending on the length of the period of study, the degree and university costs. The Blanton Scholarship is supported from interest on invested funds, current scholarship fees, and \$5.00 chapter fees from chapters maintaining their own scholarship funds.

4. The State Leadership Memorial Scholarship (established at the State Executive Board Meeting, October 8, 2005) provides a stipend for graduate study at any accredited university for one recipient each year from interest on an invested fund. The amount of the award depends on the length of the period of study, the degree and university fees.

REQUIREMENTS

1. Applicants must be Delta Kappa Gamma, members in good standing who have held membership in an Ohio chapter for at least two years.
2. Applicants must be pursuing graduate work in education in an approved university and must meet entrance and grade point requirements of the graduate school.
3. Applicants for the White and Grimes scholarships must also meet additional specifications of the university set forth in the scholarship agreement with the university.
4. Applicants must meet reasonable standards as far as personality, scholarship, professional services, and other evidences of potentialities for future service to the Society and the educational profession.
5. Importance is attached to the contributions of the candidate to Delta Kappa Gamma and to education.

PROCEDURES

1. The candidate for an Alpha Delta State scholarship should direct inquires to and obtain application forms from the current State scholarship chairman or download forms from the Alpha Delta State's website.
2. Applications are due February 1.
3. A recipient shall receive no more than one Delta Kappa Gamma scholarship at a time.
4. Announcement of stipends granted is made at the State convention.
5. Recipients may use their stipends no earlier than the summer term after the State convention.

6. Immediately following the completing of her work, a scholarship recipient shall prepare and send to the editor of *The Voice*, an article describing her study and achievements while using the scholarship.
7. Awards from the Margaret L. White and the Ruth Grimes Scholarships are paid directly to the university.
8. The Annie Webb Blanton Scholarships are paid directly to the recipients.

Request for payment, accompanied by verification of enrollment, is to be sent to the Alpha Delta State president for approval. The president then forwards the request to the Alpha Delta State treasurer for payment.

A. MARGARET BOYD OVERSEAS FELLOWSHIPS

The A. Margaret Boyd Overseas foundation brings women teachers from foreign countries to Ohio to study and give Delta Kappa Gamma members of Ohio the opportunity to study abroad. This foundation is supported by voluntary contributions.

FELLOWSHIP FOR FOREIGN STUDENTS

1. A stipend of \$5000 is available annually for a woman educator from a foreign country to secure a post-graduate degree in the field of education at an Ohio college or university.
2. Delta Kappa Gamma works through the International Institute of Education in obtaining and supporting the foreign student.
3. The length of stay in the United States is twelve months. This time is divided between study, travel, and chapter visitations. The Board of Trustees of the Foundation can approve additional time and money.
4. Visitations to Ohio chapters are arranged through the Board of Trustees of the Foundation. It is intended that the recipient have the opportunity to learn about life and education in the United States through visits in homes, observations in schools, and attendance at conventions and

educational meetings. Chapters requesting a visitation assume responsibility for the recipient's travel, food, and lodging.

FELLOWSHIP FOR DELTA KAPPA GAMMA MEMBERS

1. A stipend not to exceed \$6000 is available annually to an Ohio member of Delta Kappa Gamma for one year of study in an overseas country.
2. In the event that no suitable applications are received for the full year of study, stipends are available for study abroad during the summer of any year. The stipend amount would be determined by the extent of the study.
3. A stipend not to exceed \$4000 is available annually for travel and study sponsored by The Delta Kappa Gamma Society International.
4. An applicant must have been a member of Delta Kappa Gamma for at least three years to qualify and must hold current membership in an Ohio chapter.

THE ESTHER H. STRICKLAND STUDENT TEACHING GRANT

Since 1960, Alpha Delta State has supported a statewide project of incentive grants for seniors in education at state-supported universities. The Strickland Grant, a responsibility of the Educational Excellence Committee, offers financial assistance to selected students, women and men, who will be engaged in pre-service teaching experience during the next academic year. Additionally, this State project is supported through voluntary contributions from chapters and individuals members. These grants are administered by the Scholarship and Grant Committee. Appropriate assistance for maintaining contact with recipients and for inviting eligible recipients to membership in Delta Kappa Gamma is provided by the Membership and Educational Excellence Committees.

1. The number and amount of grants is dependent on voluntary contributions and the collection at the State convention.
2. The number and amount of grants is announced annually at the State convention.

3. To be eligible, an applicant must have applied to one of the state universities in Ohio to student teach in the next academic year. Applications are available at student services offices of state-supported universities.
4. Selection is made on the basis of ability to profit from university education, sound professional objectives and financial need.
5. Recipients provide official verification of registration for student teaching along with their application. The Scholarship and Grant chairman sends the Alpha Delta State treasurer a voucher request for payment to the university.

EDUCATIONAL EXCELLENCE COMMITTEE

The Educational Excellence Committee shall be composed of five (5) members: a chairman, four (4) members from different chapters appointed by the president. The committee shall:

1. Organize to function as a committee of the whole to accomplish its responsibilities for personal and professional growth.
2. Promote programs and projects for excellence in education.
3. Identify long-term and short-term programs and projects that focus upon topics adopted by the Society.
4. Support programs of action that promote the personal well-being, intellectual growth and global awareness of women educators; encourage a focus on the arts at State conventions; and develop strategies that will enable chapters to encourage members to become leaders.
5. Encourage chapters to participate in programs that promote professional growth of women educators.
6. Study and recommend action on professional issues and shall urge the chapters to initiate, endorse and support desirable legislation or other suitable endeavors in the interest of education and of women educators.

ALPHA DELTA STATE LEGISLATIVE PROGRAM

Legislative activities are the responsibility of the Educational Excellence Committee.

LEGISLATIVE PLATFORM

Members of the Educational Excellence Committee, the legislative advocate, and chapter legislative representative are responsible for advising Alpha Delta State about legislative activities which are in keeping with the purposes of The Delta Kappa Gamma Society International. The platform is presented to the State convention for adoption of the legislative platform of Alpha Delta State. To fulfill the Society's 3rd and 4th purposes, Alpha Delta State will seek, initiate and support legislation in the following areas: Equal Educational Opportunity for all; Professional Responsibility for Curriculum Development; Financial Structure of Education, Professional Standards, Employment Conditions; and Professional Equality and Status of Women.

IMPLEMENTATION

The Alpha Delta State president appoints a legislative advocate, who also serves as a member of the Educational Excellence Committee. So that the legislative advocate may reflect the thinking of the members on the legislative platform and on bills introduced on subjects covered by the platform, as well as provide members information on bills, the following communication system is in effect:

1. Reporting by the legislative advocate will occur a minimum of four times per year.
2. Communications will be disseminated in *The Voice* twice per year, at State Executive Board meetings, on the Alpha Delta State's website, and through contacts with chapter legislative representatives.
3. Each chapter legislative representative is responsible for distributing, to chapter members, information that is in keeping with the Society's purposes.
4. Chapters desiring to be heard or requesting information may contact the state legislative advocate directly.
5. The legislative advocate, the Educational Excellence Committee and the president will maintain communication on legislative concerns.
6. The legislative advocate is available to chapters as a speaker at the chapter's expense.

VI. FINANCES

FUNDS

Alpha Delta State maintains the three funds as required by the *Constitution*: Permanent; Scholarship; and Available. (*Constitution*, ART. X, No. 1, 8 and 9). Two additional funds are supported by voluntary contributions: the A. Margaret Boyd Overseas Foundation and The Esther H. Strickland Student Teaching Grant.

A. MARGARET BOYD OVERSEES FOUNDATION (See page 5, 6, 18, 19)

This foundation is supported by voluntary contributions from chapters, individual members or friends of the Society. Contributions to the foundations are deductible by donors for federal income tax purposes as approved by the IRS. The purpose of the foundations is explained on pages 18 and 19 of this *Manual*. A nine-member board of trustees is responsible for administering the Foundation in keeping with the Articles of Incorporation of the foundation. (See pages 5 and 6)

THE ESTHER H. STRICKLAND STUDENT TEACHING GRANT (See pages 19, 20)

Money for this fund comes from voluntary contributions from chapters and individual members.

SIGNATURES

Monies are deposited in the name of the appropriate fund, Alpha Delta State, Delta Kappa Gamma, with the name of the Alpha Delta State treasurer on signature cards. The name of the Alpha Delta State president must also be recorded as an emergency signature with written instructions to the bank or banks that the president's signature alone be honored in case of an emergency.

SAFETY DEPOSIT BOX

The treasurer shall maintain two safety deposit boxes, one for Alpha Delta State and one for the A. Margaret Boyd Overseas Foundation. The names of

both the treasurer and the president shall be on the signature cards.

EXPENDITURE OF FUNDS

BUDGET

The annual operating budget is prepared by the Finance Committee which presents it for review, modification and adoption by the State Executive Board at the time of the State convention. The proposed budget must be sent to the Executive Board members at least four (4) weeks prior to the spring meeting. Electronic distribution and/or USPS may be used. Expenditures for any unbudgeted items shall be approved by the Executive Board.

All proposals for amendments to the *Bylaws of Alpha Delta State Ohio* and all recommendations for action by the State shall be accompanied by a statement of fiscal impact on current and future budgets.

SALARIES AND HONORARIA

The treasurer and the editor are paid a salary in an amount set by the State Executive Board. Local, state and federal fees are also paid by Alpha Delta State. The budget may include an honorarium for the webmaster. The legislative advocate no longer receives an honorarium.

ALLOWANCES FOR STATE, REGIONAL AND INTERNATIONAL MEETINGS

Expense allowance is made for travel, lodging, some meals and registration fees of State personnel at Society meetings under policy recommended by the Finance Committee and approved by the State Executive Board. Precise reimbursement ~ rate per mile, per diem allowances, etc. ~ is subject to change and is listed in detail on the currently effective “reimbursement policy” sheet of the Finance Committee. Reimbursement policy forms will be distributed to past presidents, officers, committee chairmen and related personnel at the beginning of each biennium. Team members and personnel are informed of any changes in the effective reimbursement policy during the course of the biennium.

EXPENSE REPORTS SHEETS

State officers, committee chairmen and other member whose expenses are paid under current reimbursement policy, must submit expense account with receipts attached, on official Alpha Delta State voucher or e-vouchers. An expense request, within the bounds of the officially adopted polices, must be approved and signed by the Alpha Delta State president, who then submits the voucher/s to the State treasurer for payment. Committee members attending a committee meeting submit vouchers to the committee chairman, who submits the voucher/s to the president. Expense reports must be sent to the president within ten (10) days of the meeting.

INVESTMENT GUIDELINES

1. To ensure that investment of funds is accomplished in a safe and secure manner.
 - a. Security of principal and interest shall be primary over yield.
 - b. Market speculation is not permissible.
2. To provide adequate liquidity to ensure that funds are available to meet cash needs of Alpha Delta State.
3. To develop an investment portfolio which will provide returns on Alpha Delta State funds.
 - a. Diversification and flexibility shall be two considerations.
 - b. Investments may be:
 - (1) Banks, Credit Unions and Savings & Loan Associations
 - (2) U.S. Securities guaranteed by the United States Government
4. Only financial institutions with banking facilities in Ohio may be used for the placement of Alpha Delta State funds.
5. Two signatures shall be on file at all financial institutions where Alpha Delta State money is invested or deposited.
 - a. State treasurer is the primary signer.
 - b. State president for emergency purposes.

6. Additional signatures required by homeland security laws shall be furnished to the financial institution for accounts and investments. (Approved by the Executive Board on May 6, 1995)

VII. ARCHIVES AND OPERATIONAL RECORDS

The archives and records system is designed for the following purposes:

1. To provide and preserve a permanent, accurate, and ongoing record of the history, business, and major activities of Alpha Delta State.
2. To provide State officers and related personnel with State records and other materials for effective operation of the Society's current program and business activities in Ohio.
3. To provide for smooth transition of materials from one biennium to the next as an aid to the continuity of work.

STATE ARCHIVES

The permanent State archives, as established in 1980, are maintained by the archivists of the *Ohio History Center* according to the written contractual agreement between Alpha Delta State and the *Ohio History Center*.

Materials placed in the State archives are those records, documents and all items which reflect the official business and major activities of Alpha Delta State from its beginnings and continuing indefinitely. The president, treasurer and the chairman of the Biennial Seminar are responsible for filing necessary documents.

The A. Margaret Boyd Overseas Foundation materials are maintained as a separate entity. The immediate past president and the chairman of the selections committee are responsible for filing necessary documents.

At the end of each biennium, archival materials shall be transferred to the *Ohio History Center* by the official Delta Kappa Gamma liaison, appointed by the president.

The Delta Kappa Gamma liaison shall work in cooperation with the *Ohio History Center* concerning proper procedures related to archival materials.

State officers and committee chairmen are to send the president two copies of each communication sent out by them. The president is to put one copy in the file to be given to the liaison at the end of the biennium.

FILES OF STATE OFFICERS, STATE COMMITTEE CHAIRMEN AND RELATED PERSONNEL

Each State officer and State committee chairman is expected:

1. To maintain a file of records and materials adequate to perform her constitutional duties and other special responsibilities.
2. To screen her file at the close of a biennium leaving materials of continuing value and removing other items.
3. To transfer her file to her successor with materials arranged chronologically according to categories.

The file of each State officer and State committee chairman should contain a current copy of the *Constitution*, the *International Standing Rules*, *Go-To Guide for Chapter Members*, *Bylaws of Alpha Delta State Ohio*, and the *Manual of Policies and Procedures of Alpha Delta State Ohio*.

Members of State committees whose duties involve the keeping of records of a special nature are also responsible for the maintenance of working files. Included in this category are the editor, member of the Communications and Publicity Committee; the historian, member of the Membership Committee; music representative, member of the Educational Excellence Committee; legislative advocate, member of the Educational Excellence Committee; and the treasurer, member of the Finance Committee.

SPECIAL PLANNING FILE

The president should maintain in her file the following materials:

1. Convention Planning Guide
2. Information regarding leadership development workshops.
3. Protocol Manual
4. Statistical and other information needed for ready reference.
5. File containing copies of the *Article of Incorporation, Bylaws of Alpha Delta State Ohio* and Polices of the A. Margaret Boyd Overseas Foundation.
6. Procedure for employing paid personnel.
7. Information relevant to all State committees and related appointments. Electronic communication and/or USPS may be used.

VIII. NOMINATIONS AND ELECTION OF OFFICERS

In the year in which State officers are to be elected, the Nominations Committee presents its report and proposed slate of officers at the first general session of the State convention. Immediately following this report the presiding officer shall call for nominations from the floor. If no nominations from the floor are offered, it shall be in order for a member if the Society to move that the slate of officers proposed by the Nominations Committee shall be elected. When this motion has been seconded, it shall be voted upon by the assembly by voice vote. If the motion carries, the presiding officer shall declare that the slate of officers is elected.

If there are nominations from the floor for one or more of the offices, the election shall be by written ballot. A person nominating from the floor must have written consent of the person nominated. The names of those persons nominated from the floor shall be added to the ballot previously prepared by the Nominations Committee. Voting shall take place at a time designated by the president in a room apart from that used by the State convention General Session. Each chapter president, or her duly designated alternate, shall cast the ballot for her chapter, each chapter being entitled to one vote for each five active or reserve chapter members or major fraction thereof. The vote of the

chapter may be divided.

If an election by written ballot is held, Alpha Delta State president shall appoint an elections committee whose duty it will be to: (1) certify the right of each chapter president or her alternate to cast the chapter vote; (2) tell each chapter president the number of votes to which her chapter is entitled on the basis of the records of the State treasurer; (3) serve as attendants at the polling place; (4) act as tellers and count the ballots; (5) report the results of the voting to the president.

(See also NOMINATION COMMITTEE, pages 9 and 10 of this *Manual*; CONSTITUTION, Art. VIII, Sec. B8 and BYLAWS, Art. VIII, Sec. E)

IX. TRADITIONAL PRACTICES

MEMORIAL TRIBUTES

In case of death of State or International officers or their immediate relatives, appropriate acknowledgment should be made by Alpha Delta State.

While customs, cultural differences, and wishes of families vary, the following are suggested guides:

1. Floral tributes or memorial contributions to a Delta Kappa Gamma fund in case of the death of a past State president or the death of a current State or International officer or her immediate relative.
2. Cards or notes of condolence in case of deaths of past State officers or their immediate families or past International officers.

The president or the treasurer may authorize expenditures for memorial tributes.

These recommendations are made to serve only as guidelines, not as rules.

GIFTS

Over the years it has not been the practice in Alpha Delta State to give personal gifts to Alpha Delta State officers. However, the president and others have been honored in other ways.

STATE PRESIDENT'S PIN

The State president is honored by the presentation of the State president's pin. It is appropriately presented to her at the State convention when she is installed as president. The treasurer is responsible for ordering the president's pin and guard.

SPECIAL CONTRIBUTIONS

Special contributions to projects of Delta Kappa Gamma have been made from time to time by Alpha Delta State in honor or memory of Delta Kappa Gamma State personnel.

OHIO FUNCTION AT INTERNATIONAL CONVENTION AND REGIONAL CONFERENCES

During the International convention or Regional Conference, the Alpha Delta State organization may arrange an Ohio function--a breakfast or other gathering-- for all Ohio members in attendance. The nature and the time of this function must be governed by the schedule and policies of the particular function. The State president is responsible for the arrangements and plans for this function. She may, in turn, delegate the responsibility to one or more of the other officers.

X. CHAPTER INFORMATION

Basic information concerning chapters, their officers, their committees and members is to be found in the *Constitution* and the *Bylaws of Alpha Delta State Ohio*. Some items relating to chapters are also included in appropriate sections throughout this *Manual*.

ALPHA DELTA STATE POLICIES AND PROCEDURES RELATING TO CHAPTERS

CHAPTER YEARBOOKS

Each chapter is to send two copies of its chapter yearbook to the Membership chairman by November 1.

CHAPTER PARTICIPATION IN STATE MEETINGS

The chapter president is a member of the State Executive Board and attends all meetings of the Board or arranges for a representative to attend in her place.

The chapter president must understand when she assumes office that she is expected to attend all State meetings during her two-year term.

The State conventions and area workshops for chapter personnel provide important information for chapter officers, committees, and members.

GOLD KEY AWARD

Beginning with the 1983 convention, the Gold Key State incentive award is given to chapters who meet the criteria. Recognized chapters are awarded a certificate of achievement. The presentation of any token emblematic of the chapter's achievement for distribution to members of recognized chapters, in attendance at convention and/or presidents of honored chapters, is at the discretion of the Gold Key coordinator.

OFFICIAL CHAPTER VISITS BY STATE OFFICERS

Each chapter is to have one visitation from an Alpha Delta State elected officer or a past State president. The State Officer visits to observe, review and assist local chapters in carrying out the work of the Society. This includes a meeting with the chapter executive board and other committees as necessary. The State assumes travel expenses for the visitor for only one visit per chapter per biennium. The chapter should assume hospitality costs during the visit.

If chapters request a State visitor for a joint meeting, the visitor's expenses will be paid by the State provided the official visitor has a major involvement in the meeting.

When a chapter invites a representative of the State to speak or visit at a chapter meeting, the chapter assumes all expenses for this person.

STATE SERVICES TO CHAPTERS AND MEMBERS

1. The State pays the luncheon expense of the chapter president or her official representative at the time of the fall meeting of the Executive Board.
2. The State no longer pays the luncheon expense for the current chapter president or her official representative when she attends the Executive Board meeting at the State convention.
3. From time to time the State Executive Board approves the payment of the cost of certain Society publications for each chapter.
4. When a chapter invites the legislative advocate as a guest speaker, the chapter assumes all expenses for her visit. (See page 21)

SPECIAL FUNDS SUPPORTED BY VOLUNTARY GIFTS FROM CHAPTERS

Contributions from individual members, chapter projects, tributes, memorial gifts and budgeted chapter gifts support International and State projects. These International projects are tax-deductible contributions: Educational Foundation and World Fellowship. The State project of A. Margaret Boyd Overseas Foundation is tax-deductible. The additional State projects, Annie Webb Blanton Scholarship and the Esther H. Strickland Student Teaching Grants, are not tax-deductible.

STRATEGIC ACTION PLAN (SAP)

The Strategic Action Plan for Alpha Delta State was developed during the 2011-2013 biennium. The purpose is to design a future view for State operations and longevity. It includes areas of focus or topics, objectives or goals and activities or actions to be taken to achieve the goals. It assigns those activities to particular individuals and/or committees. Progress is evaluated as accomplished, in progress new, revised, ongoing or deleted.

1. Committees and individuals involved in the areas of focus develop and submit their input to the SAP committee.
2. Any member may request an area of focus or objectives to be addressed in the SAP.
3. Alpha Delta State president, along with the SAP committee, determines who is best to design or add to objectives and activities.
4. The SAP is reviewed and updated annually prior to June 30th.
5. Review and update of the SAP is communicated with the membership annually.

