

The Delta Kappa Gamma Society International

Alpha Delta State
Bylaws and Policies and Procedure Committee
August 27, 2014

RECOMMENDATIONS for *Manual of Policies and Procedures of Alpha Delta State Ohio*

The proposed recommendations are divided into two categories with changes listed in italics or a cross-through. The first group lists clerical changes needed for clarification, with editorial changes listed in the second grouping.

Both areas have two columns. The first lists the bold heading with page number, section, category, and in some instances, the numbered item, as listed in the current *Manual*. New wording is listed in column two. For your convenience, the current Manual is found on www.alphadeltastate.weebly.com website. Also, as a point of reference, the *Manual's* table of contents is as follows:

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Manuals will **NOT** be provided at the April State Convention. Therefore, if you need this reference, please download the *Manual* from the Alpha Delta State website or bring your tablets, i-Pads, or Smart phones to the convention to locate requested information.

Clerical Changes for Clarification

PREFACE Page 2 2 nd Paragraph	References in this <i>Manual of Policies and Procedures of Alpha Delta State Ohio</i> are to the CONSTITUTION of The Delta Kappa Gamma Society International, the INTERNATIONAL STANDING RULES, 2012, and the <i>BYLAWS of Alpha Delta State Ohio, 2013</i> .
3 rd paragraph	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 <i>State convention General Session</i> .
4 th paragraph	At times when there are revisions to the CONSTITUTION of <i>The Delta Kappa Gamma Society International</i> , the Bylaws of Alpha Delta State Ohio, or by any vote of the State Executive Board or State convention General Session, that mandates changes in the <i>MANUAL</i> , the Policies and Procedures Committee shall make these changes known to the Alpha Delta State Executive Board.
STATE EXECUTIVE BOARD Page 3 Special Policies 2	Executive Board members should be notified at least <i>four (4) weeks in advance of the meeting</i> .
Special Policies 6	State committee chairmen, the legislative advocate, <i>coordinators, and liaisons</i> are expected to attend Executive Board meetings.
Special Policies 7	Committee members, <i>other appointed positions</i> , or other members are expected to attend Executive Board meetings when given a special assignment by the state president.
Special Policies 10	The written minutes of any Executive Board meeting are to be in the hands of the state president within <i>four (4) weeks</i> . Copies of these minutes are sent to the members of the Executive Board, state committee chairmen, the legislative advocate, the historian, and the liaison to <i>the Ohio History Connection</i> with the agenda and other pertinent items as listed in number 3 above.
Special Policies 11	When a mail vote is taken on Executive Board business, the results are reported within <i>two (2) weeks of the vote deadline</i> and recorded in the official minutes.
STATE ADVISORY COMMITTEE Page 4 Duties	Under the leadership of the state president, the Advisory Committee gives in-depth study to matters pertaining to State business and, when necessary, makes recommendations for action to the State Executive Board or State convention- <i>General Session</i> in compliance with <i>The Society Constitution</i> policies and procedures adopted by the Executive Board or State convention <i>General Session</i> . The Advisory Committee serves as a sounding board and/or in an advisory capacity to State committee chairmen, ad hoc committees, and State convention steering <i>committee</i> .
Meetings	<i>Meetings of the State Advisory Committee shall be held at least once a year</i> . Additional meetings may be called by the president, if necessary, to discuss urgent business which cannot be delayed until the next regularly scheduled meeting.
Minutes	Minutes of the meetings are prepared by the state recording secretary, bear the signatures of the secretary and the State president, and <i>are distributed to all members of members of the Advisory Committee, the-historian, the legislative advocate, and the liaison to the Ohio History Connection</i> . The minutes <i>shall</i> be in the hands of the president within four (4) weeks after the meeting.

STATE COMMITTEES Pages 6-9 General Procedures 2	All committees must be informed of the time and place of the meeting at least <i>four weeks</i> preceding the meeting. <i>Or, 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.</i> 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.
General Procedures 4	Minutes of all committee meetings <i>shall</i> be sent to the state president within ten days after the meeting.
General Procedures 8	In odd-numbered years the <i>incoming</i> state president should arrange a time and place for all retiring and new state chairmen to meet for exchange of committee materials.
Leadership Development Committee	The Leadership Development Committee, <i>in general</i> , is responsible for planning and implementing leadership programs. Under the direction of the state president, the committee <i>shall</i> assist in planning state and area workshops. Upon the request of the state president, the committee <i>shall</i> be responsible for planning and conducting a workshop on leadership development at the State convention.
Membership Committee 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, and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except holding office. <i>No more than two persons may be selected each biennium for such recognition.</i>
Membership Committee Initiation of Honorary Members	<i>Initiation of state honorary members is held during the State convention.</i> When circumstances warrant, the state president may arrange for initiation at another meeting. The state president makes the arrangements for the orientation, the initiation and assigning of each new initiate to a chapter.
Membership Committee Chapter Locations	An up-to-date map showing where chapters are located <i>shall</i> be kept in the files of the Membership Committee, Expansion Committee , and the state president. <i>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.</i>
State Committees Nominations Committee 1	The Nominations Committee in Alpha Delta State is composed of five members, one <i>elected</i> from each of <i>the</i> five areas.
State Committees Nominations Committee 5	For the A. Margaret Board of Trustees Overseas Foundation, the Nominations Committee presents a slate of candidates for six-year terms (on a separate ballot) to the State Executive Board <i>following the established plan of rotation.</i> In 2013 one candidate each from Area III and Area II; 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.
State Committees Nominations Committee 7	<i>New: 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.</i>
State Committees Professional Affairs Committee	<i>The work of the Professional Affairs Committee has been incorporated into the work of the Educational Excellence and Scholarship Committees.</i>

State Committees World Fellowship Committee 3	Encourages chapters to arrange for collection of voluntary contributions to support the International program. The state treasurer forwards contributions to the international headquarters. Contributions are sent directly to International.
EXPANSION Pages 9-10 Expansion Committee	The title "Expansion" will be replaced by "New Chapters".
New Chapter	The <i>Membership</i> Committee under the supervision of the state president is responsible for planning expansion within the state. <i>The president may appoint an Expansion Committee as needed.</i>
New Chapter	The Executive Board voted to hold in place and reuse the names of chapters who have dissolved or merged. <i>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, 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 Beta Theta. No dates are listed for Gamma Epsilon, Delta Eta, Delta Omicron, and Gamma Tau merged with Beta Delta. There are 97 active chapters as of August 18, 2014.</i>
AREAS OF ACTIVITY Pages 10-16 State convention Society Policies 1	The time and place of the State convention <i>are delineated in the Bylaws of Alpha Delta State Ohio.</i> The current state president shall negotiate contracts for the conventions of the next biennium.
State Convention Ohio Policies and Traditions 2	<i>A convention budget will be prepared by the State President and Convention Coordinator within the constraints of the State Budget.</i>
Ohio Policies and Traditions 7	<i>Since 1998 an Appreciation Award may be presented during the State 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 state president selects the recipient and the time of the presentation may vary.</i>
Workshops	The state president directs or delegates the planning and implementing of the following workshops <i>with the assistance of the Leadership Development Chairman and committee members.</i>
Workshops Golden Anniversary Seminar Biennial Seminar	<i>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 state president.</i>

<p>Workshops Golden Anniversary Seminar Biennial Seminar</p>	<p><i>A Biennial Seminar budget will be prepared by the state president and Biennial Seminar coordinator within the constraints of the State budget.</i></p>
<p><i>Publications Communications and Publicity Committee</i></p>	<p><i>New title: Communications and Publicity Committee</i></p> <p><i>This section will now read:</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>Specific Details:</i></p> <p><i><u>State Editor</u></i></p> <p><i>*The state publication is <u>The Voice of Alpha Delta State</u>.</i></p> <p><i>*The editor, who is a member of the Society, receives a salary.</i></p> <p><i>*The editor is a member of the Communications Committee and an ex-officio member of the State Advisory Committee and the State Executive Board, without vote.</i></p> <p><i><u>State Webmaster</u></i></p> <p><i>*The webmaster maintains and updates the ADS website in a timely manner as needed in consultation with the state president.</i></p> <p><i>*The webmaster follows the DKG guidelines for State Websites.</i></p> <p><i>*The webmaster must submit the website for a Seal of Approval to the International Communications Committee each year (or timeline established by International).</i></p> <p><i>*The webmaster will keep a secure back-up of the website.</i></p> <p><i>*The webmaster will provide information, assistance and technical support for chapters setting up websites.</i></p> <p><i><u>Publications</u></i></p> <p><i>* A minimum number of issues of <u>The Voice of Alpha Delta State</u> will be determined by the current action of the Executive Board.</i></p> <p><i>*Other publications, with the approval of the Executive Board, may be prepared and distributed.</i></p>
<p><i>Scholarship and Grant Requirement</i></p>	<p><i>The Margaret L. White Scholarship 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.</i></p>
<p><i>Scholarship and Grant Requirement 1</i></p>	<p><i>Applicants must be Delta Kappa Gamma members in good standing who have held membership in an Ohio chapter for at least two years.</i></p>
<p><i>Scholarship and Grant Procedures 1</i></p>	<p><i>The candidate for an Alpha Delta State scholarship should direct inquiries to and obtain application forms from the current state scholarship chairman <i>or download forms from the Alpha Delta State's website.</i></i></p>

Esther H. Strickland Student Teaching Grant	Since 1960, Alpha Delta State has supported a statewide project of incentive grants for college seniors in education at state-supported colleges and universities. <i>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 individual 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.</i>
EHS Student Teaching Grant 2	The number <i>and amount</i> of grants are announced annually at the State convention.
EHS Student Teaching Grant 3	Applications are available at <i>student services offices</i> of state-supported universities.
EHS Student Teaching Grant 4	Selection is made on the basis of ability to profit from <i>university</i> education, sound professional objective, and financial need.
Esther H. Strickland Student Teaching Grant 5	<i>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.</i>
Alpha Delta State Legislative Program	Legislative activities are the responsibility of <i>Educational Excellence Committee</i> .
Educational Excellence Committee	<i>The Educational Excellence Committee shall be composed of five (5) members: a chairman, four (4) members from different chapters appointed by the State President. The committee shall be organized to function as a committee of the whole to accomplish its responsibilities for personal and professional growth. The committee shall promote programs and projects for excellence in education. The committee shall identify long-term and short-term programs and projects that focus upon topics adopted by the Society. The committee shall 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. The committee shall encourage chapters to participate in programs that promote professional growth of women educators. The committee shall 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.</i>
Alpha Delta State Legislative Program Legislative Platform	Members of the <i>Educational Excellence Committee</i> , the Legislative Advocate, and chapter legislative representatives are responsible for advising ADS 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 (Ohio). <i>To fulfill the Society's 3rd and 4th purposes</i> , 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.

Legislative Program Implementation	<p>The Alpha Delta State president appoints a legislative advocate, who also serves as a <i>member of the Educational Excellence Committee</i>. 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:</p> <ol style="list-style-type: none"> 1. Reporting by the legislative advocate will occur a minimum of <i>four</i> times per year. 2. Communications will be disseminated in <i>the Voice twice per year</i>, at State Executive Board meetings, <i>on the Alpha Delta State website</i>, and through contacts with chapter legislative representatives. 3. Each chapter legislative representative is responsible for distributing to chapter members information <i>that is in keeping with the Society's purposes</i>. 4. Chapters desiring to be heard or requesting information may contact the state Legislative Advocate directly. <i>The legislative advocate is a member of the Professional Affairs Committee.</i> 5. <i>Each chapter legislative representative should set up a method of communicating quickly among chapter members for the purpose of expediting contacts in times of emergency.</i> 6. The legislative advocate, <i>the Educational Excellence Committee</i>, and the state president <i>will maintain communication</i> on legislative concerns. 7. The legislative advocate is available to chapters as a speaker at the chapter's expense.
FINANCES Pages 16-19 Expenditure of Funds Budget	<p>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 <i>four (4) weeks</i> prior to the spring meeting. <i>Electronic distribution and/or USPS may be used.</i> Expenditures for any unbudgeted items <i>shall</i> be approved by the Executive Board.</p>
Expenditure of Funds Salaries and Honoraria	<p>The state treasurer and the state 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. <i>The budget may include an honorarium for the state webmaster.</i></p>
Expenditure of Funds Salaries and Honoraria	<p><i>The legislative advocate no longer receives an honorarium.</i></p>
Expenditure of Funds Expense Reports Sheets	<p>State officers, committee chairmen, and other members whose expenses are paid under current reimbursement policy, must submit expense accounts with receipts attached, on official Alpha Delta State voucher or <i>e-vouchers</i>. Expense requests, within the bounds of the officially adopted policies, must be approved and signed by the state president who submits them to the state treasurer for payment. <i>Committee members attending a committee meeting submit vouchers to the committee chairman, who submits these to the president.</i> Expense reports must be sent to the president within 10 days of the meeting.</p>

ARCHIVES AND OPERATIONAL RECORDS Pages 19-20 State Archives 1	The permanent state archives, as established in 1980, are maintained by the archivists of the <i>Ohio History Connection</i> according to the written contractual agreement between Alpha Delta State and the <i>Ohio History Connection</i> .
State Archives 2	<p>Material 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.</p> <p>The A. Margaret Boyd Overseas Foundation materials are maintained as a separate entity. The immediate past state president and the chairman of the selections committee are responsible for filing necessary documents.</p>
Files of State Officers 2	The file of each State officer and State committee chairman should contain a current copy of the <i>CONSTITUTION</i> , the <i>INTERNATIONAL STANDING RULES</i> , <i>Go-To Guide for Chapter Members</i> , <i>Bylaws of Alpha Delta State Ohio</i> , and <i>Manual of Policies and Procedures of Alpha Delta State Ohio</i> .
Files of State Officers 3	Members of state committees whose duties involve the keeping of records of a special nature also are responsible for the maintenance of <i>working files</i> . Included in this category are the state editor, member of the <i>Communications and Publicity Committee</i> ; the historian, member of the <i>Membership Committee</i> ; music representative, member of the <i>Educational Excellence Committee</i> ; legislative advocate, member of the <i>Educational Excellence Committee</i> ; and the state treasurer, member of the <i>Finance Committee</i> .
Special Planning File 2	<i>Information regarding leadership development workshops.</i>
Special Planning File 4	<i>Statistical</i> and other information needed for ready reference.
Special Planning Files 5	File containing copies of the Article of Incorporation <i>and</i> bylaws and policies of the A. Margaret Boyd Overseas Foundation.
Special Planning File 7	<i>This section is no longer current as the Personnel Committee chairman is responsible.</i>
Special Planning File 8	<i>Information</i> relevant to all state committees and related appointments. <i>Electronic communication and /or USPS may be used.</i>
TRADITIONAL PRACTICES Pages 21-22 Memorial Tributes 2	Cards or notes or wires of condolence in case of deaths of past state officers or their immediate families or past international officers.
Gifts	During the international convention <i>or regional conference</i> , the Alpha Delta State organization <i>may</i> 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 <i>function</i> . <i>The state president is responsible for the arrangements and plans for this function</i> She may in turn delegate the responsibility to one or more of the other state officers.

CHAPTER INFORMATION Pages 22-24 ADS Policies and Procedures Relating To Chapters Chapter Participation	The chapter president is a member of the State Executive Board and <i>attends all</i> meetings of the Board or <i>arranges for a representative to attend in her place</i> .
ADS Policies and Procedures Relating To Chapters Gold Key Award	Beginning with the 1983 convention, the Gold Key state incentive award is given to chapters who meet the criteria. <i>in one of three areas: Gold Key, Honors, or Honorable Mention.</i> 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.
Special Funds Supported by Voluntary Gifts From Chapters	<i>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. Additional state projects Annie Webb Blanton Scholarship and the Esther H. Strickland Student Teaching Grant are not tax deductible.</i>
<i>Strategic Plan</i>	<p><i>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.</i></p> <ol style="list-style-type: none"> <i>1. Committees and individuals involved in the areas of focus develop and submit their input to the SAP Committee.</i> <i>2. Any member may request an area of focus or objectives to be addressed in the SAP.</i> <i>3. The state president, along with the SAP Committee, determines who is best to design or add to objectivities and activities.</i> <i>4. The SAP is reviewed and updated annually prior to June 30th.</i> <i>5. Review and update of the SAP is communicated with the membership annually.</i>

Editorial Changes

BOARDS AND SPECIAL PLANNING GROUPS Pages 3-5 Authority	Any recommendation from the Advisory Committee to the State Executive Board or State convention <i>General Session</i> must be formulated in an officially scheduled Advisory Committee meeting.
Special Policies 1	<i>Meeting of the Executive Board shall be at least once a year.</i>
Special Policies 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 <i>least four (4) weeks in advance of the meeting. Information may be sent electronically and/or by USPS.</i>

STATE OFFICERS AND RELATED PERSONNEL Page 6 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. Neither may serve more than 10 years. When a vacancy occurs in these positions, candidates are screened and recommended by the Personnel Committee.
STATE COMMITTEES Pages 6-10 General Procedures	Committee structure is outlined in the Bylaws (<i>Article VIII</i>).
General Procedures 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 HANDBOOK , the <i>Bylaws of Alpha Delta State Ohio</i> and the <i>Manual of Policies and Procedures of Alpha Delta State Ohio</i> . Any questions regarding the interpretation of the duties of a committee must be referred to the president for clarification.
General Procedures 5	Each committee chairman prepares a typewritten report to be included in the convention packets distributed to Executive Board members at State convention. Progress reports are limited to one-half page and final reports to one side of one page.
AREAS OF ACTIVITY Pages 10-16 Ohio Policies and Traditions 3	The state <i>no longer</i> pays the luncheon expense for the current chapter president or her official representative when she attends the Executive meeting at the State convention.
FINANCES Pages 16-19 Expenditure of Funds Allowances for State and International Meetings	VI. FINANCES <u>EXPENDITURE OF FUNDS</u> Allowances for State, <i>Regional</i> , and International Meetings
Alpha Delta State Policies and Procedures Relating To Chapters Chapter Yearbooks	Each chapter is to send <i>two</i> copies of its chapter yearbook to the <i>membership</i> chairman by November 1.

Alpha Delta State Policies and Procedures Relating To Chapters State Service to Chapters and Members	The state <i>no longer</i> pays the luncheon expense for the current chapter president or her official representative when she attends the Executive meeting at the State convention.
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CONSIDERATIONS:

STATE COMMITTEES Pages 6-10 Nominations Committee 2	The state is divided by counties into five nominating areas as follows: (See complete listing on page 8) <i>It is recommended that the Membership Committee research the county division to determine if adjustments need to be made as demographics may have changed.</i>
FINANCES Pages 15-16 Investment Guidelines	<i>The Finance Committee proposes to align the guidelines once the International Finance Committee revises policy. International guidelines were last approved on December 11, 2008.</i>
AREAS OF ACTIVITY Pages 10-16 Educational Communication and Publicity Committee	<i>It is recommended that the honorarium position of webmaster be fully researched by the Communications Committee, state president, and the Personnel Committee to include appointment terms and conditions, duties, responsibilities, and evaluation. Further, as long as this position remains as an honorarium, it is the president's responsibility to oversee the webmaster's work. Moreover, if the Executive Board decides to consider making this a paid position, it is recommended that the above named groups collaborate to form the job description, including all financial matters.</i>
AREAS OF ACTIVITY Pages 10-16 Educational Communication and Publicity Committee	<i>It is duly noted that over 1300 Alpha Delta State members do not use e-mail. Consequently, care in communication is recommended.</i>

ITEMS THAT WERE PRESENTED AND DISCUSSED:

BYLAW CHANGE: Dissolving the Advisory Committee

While gathering data for the revision of the *Manual of Policies and Procedures of Alpha Delta State Ohio*, a recommendation was received on July 2, 2014, to dissolve the Advisory Committee. As the Bylaws and Policies and Procedures Committee purpose was to update the *Manual*, the committee was uncertain how to handle a *Bylaws* request. According to the *Bylaws of Alpha Delta State Ohio*, proposed amendments to the *Bylaws* may be submitted to the Bylaws Committee by any member, committee, board, or chapter by June 1 of even-numbered years. Not only did this request arrive past the June 1st deadline, but also arrived after our committee's June 27th meeting date. As this request could have major implications for the Society, the committee agreed to follow step two of Proposed Amendments as outlined in the *Bylaws*, which was to thoroughly study the amendment and refer to the Advisory Committee for review. In doing so, the committee felt it would be honoring the voices of the members who proposed the amendment, as well as providing in-depth research to assist society members to make an educated decision in the future. In short, the committee wanted to acknowledge the receipt of the proposal, study it, report findings, arrive at a decision, and allow society members to have a starting point for their own research in formulating an opinion. A summary of committee work follows.

<p>BOARD AND SPECIAL PLANNING GROUPS Page 4 State Advisory Committee</p>	<p>The Bylaws and Policies and Procedures Committee received a recommendation to absolve the State Advisory Committee. The rationale was that:</p> <ul style="list-style-type: none"> • No other state has the committee • The Constitution does not mention an Advisory Committee by name or function • The International Board structure does not include an Advisory Committee by name or function • Is the only committee that receives full reimbursement for attendance at State Executive Board Meetings and State Convention • Is the only State committee required to hold at least one annual meeting • Is the only State committee required to meet at least one month prior to State Executive Board • Is the only State committee privileged to invite Alpha Delta State committee chairman, liaisons and other committee members and members of Alpha Delta State to attend an Advisory Committee meeting • Is the only state committee with all members privileged to introduce motions, discuss motions, and vote on the motions at the State Executive Board meetings • No other Alpha Delta State committee has a position for life, which might be a disincentive for a member to accept the nomination of president • Advisory Committee members are also members of the Executive Board for which each receives a vote • At least two international officers and at least one regional director have strongly suggested that this be done <i>(These women were identified by name; however, the committee did not contact them for permission to use their</i>
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name or for additional comments.)

- The action would eliminate a state budget expense
- The action should remove a burden especially on the president, this action would mean that the state officers could meet during the day and not in the evening before the Advisory meeting
- This action would not prohibit state officers from seeking the advice of past presidents, and that other have suggested this change

In summary, the proposed change was intended to place the study and discussion of state business as the responsibility of the state elected officers, related personnel, appointed committees, and liaison. Therefore, the Advisory Committee was not needed for the growth of Alpha Delta State.

Bylaws and Policies and Procedures Committee Action:

Current state officers and chairmen, members of A. Margaret Boyd, and members of the Advisory Committee were presented this proposal and rationale by e-mail or by USPS. One past president offered that International has always recommended an Executive Committee, not an Advisory Committee; although in her opinion, the purpose of Executive Committees were very much like an Advisory Committee. Moreover, she stated that these committees were the same, but only different in title.

After careful consideration, the Bylaws and Policies and Procedures Committee followed several courses of action. First, a survey was e-mailed to Past State Presidents based on Advisory Committee duties as outlined in the *Bylaws of Alpha Delta State Ohio*:

Article VII-Board and Advisory Committee, Section B, Item 2 reads:

Under the leadership of the state president, the duties of the Advisory Committee shall be:

- *To study and discuss matters pertaining to State business,
- *To serve in an advisory capacity to State committee chairmen, ad hoc committees, and State convention steering committees, and
- *To submit recommendations for actions to the State Executive Board or the State convention assemblage.

Based on your experience,

1. **DURING YOUR PRESIDENCY, was the Advisory Committee beneficial?**
2. **If affirmative, please list up to three instances in which the committee was helpful.**
3. **If negative, please list up to three instances in which the committee was NOT helpful.**
4. **In your opinion, should there be an Advisory Committee?**

Committee member and Past State President Shirley Harper conducted this research. Her report, along with comments from the survey follows.

SURVEY RESULTS

The four questions above were posed to the current Alpha Delta State President and to ten of the Past State Presidents. With time constraints being a problem, two without e-mail were not contacted and one, being a member of the Bylaws and Policies and Procedures Committee, was not asked to respond. Responses were requested to be returned within 24 hours of receiving the questions.

Results of the survey were as follows:

1. 100% of the Past Presidents surveyed indicated that the Advisory Committee was beneficial (the current President agreed,) while 0% did not.

2. There were 11 favorable responses to the helpfulness of the committee.

Beneficial items pulled from the narratives include:

- Provided a forum for discussing committee chairmen's questions, helping in some cases to avoid embarrassment had the questions been posed at an Executive Board meeting or Convention.
- Gave advice on possible International representatives to invite for Convention.
- Gave advice for speakers, presenters, and convention sites.
- Solved an issue between two State committees.
- Gained assurance after items were discussed by Advisory Committee.
- Sought guidance and advice from past State Presidents.
- Brought to the front topics I had not considered.
- Provided trusted advice that helped work out details and conflicts I had not realized would occur.
- Provided assistance preparing something to be brought before the Executive Board.
- Helped decipher the process for appointing a State Editor for a one-year term when the position expired with no replacement.
- Gained confidence from input from these experienced members.
- Provided guidelines for the presidents' vote at Executive Board.
- Produced transparent Committee decisions that were a matter of record.
- Created a good environment to share ideas and plans.
- Reinforced ideas in a non-isolated setting.
- Increased learning of Delta Kappa Gamma.
- Gained helpful insight at first meeting into what would be discussed at Executive Board.
- Guided me to move the Executive Board meeting more efficiently and effectively.
- Gave me the opportunity to receive input from all past presidents rather than the few that I knew better.
- Shared expert knowledge of operation of ADS.
- Shared experiences with a new President that proved effective.
- Provided continuity. Chapter presidents change, committees change, and officers change. Advisory provides continuity to our organization through the members' knowledge of past practices, motions, people, chapters, etc.

- Helpful to conduct first meeting in front of smaller group.
- Assisted my organization strategies before facing my first Executive Board.
- Provided history. ADS cannot move toward future unless we first consider the past. Although we do not need to be governed by the past, it can be a benefit for future considerations.
- Provided knowledge. Past Presidents' knowledge is best used in an advisory capacity not as committee chairman or committee members.

3. There were 6 unfavorable responses to the helpfulness of the committee. Items that were found non-beneficial include:

- Members of the committee did not always agree.
- Sometime the members were split on a decision causing President to be uncomfortable.
- Meetings when I had to deal with committee members having differences of opinion did make me a stronger, more effective leader.
- I remember some animosity among members.
- Occasionally there was evidence of tension in the group; always nice to offer an opinion without causing hard feelings.
- Purpose of the committee in recent past has been ignored.

4. 100% of the Past Presidents surveyed indicated that there should be an Advisory Committee (the current President agreed,) while 0% did not. Some suggested that:

- Even if it only meets once a year, I could understand; but there is still a need for this committee.
- Review reimbursement policy since cost is an issue.
- Investigate having one face-to-face meeting and another "Go to Meeting" to help curb increasing expenses.
- Advisory Committee is not only effective when used in its intended manner, but also beneficial to State Officers.
- Going it alone by the elected officers does not seem advisable.
- The August 9, 2014, meeting certainly demonstrates the value of this committee.
- It is too bad that committee chairmen do not attend.

STATISTICAL PROFILE

Telephone calls and follow-up e-mails were made with one of the authors of the proposal which resulted in additional data covering rationale, motions, and finances. (The authors had previously shared this information with members of the Advisory Committee at the August 9th meeting.) As monetary concerns were listed as a concern to dissolve the Advisory Committee, statistical profiles were conducted using budget items provided by Alpha Delta State Treasurer Diana Haskell. Specifically, the Bylaws and Policies and Procedures Committee wished to study the financial impact of the Advisory Committee based on the overall budget.

Alpha Delta State records indicate there were five August and three February Advisory Committee meetings held from 2009-2013. The total meeting expenses for the five August meetings totaled \$3985; whereas, the eight February meetings totaled \$1724. During this five-year span, eight meetings were held resulting in an expenditure of \$5709.

Records were submitted for the State Advisory Past State Presidents' expenses for the 2010-2014 Conventions and Fall and Spring Executive Board Meetings. As the Past State Presidents are members of the Executive Board, there is some discussion as to their attendance being as part of the Advisory Committee or Executive Board Committee. Therefore, two profiles were completed, one showing the inclusion of convention fees, mileage, Executive Board Meetings, and Advisory Meetings. The second profile displays fees for only the Advisory Meetings.

Using 2013 expenditures for FULL INCLUSION:

- State Advisory Committee Past State Presidents' Convention Fees \$1793
- Fall Executive Board Meeting for Past State Presidents' Mileage \$144
- Spring Executive Board Meeting for Past State Presidents' Mileage \$322
- August Advisory Committee Meeting Expenses \$599
- February Advisory Committee Meeting Expenses \$508

The total was \$3366.

The 2013-2014 Alpha Delta State Total Available Fund Expense is **\$264,137.00**.
Based, on these figures, the expense for the Advisory Committee for full inclusion was slightly more than 1% of the total budget (.0127433).

Using 2013 expenditures for PARTIAL INCLUSION:

- August Advisory Committee Meeting Expenses \$599
- February Advisory Committee Meeting Expenses \$508

The total was \$1107.

The 2013-2014 Alpha Delta State Total Available Fund Expense was **\$264,137.00**.
Based, on these figures, the expense for the Advisory Committee for partial inclusion was less than one-half of 1% of the total budget (.004191).

Bylaws and Policies and Procedures Committee Summary and Conclusion:

The Bylaws and Policies and Procedures Committee met on August 18, 2014, reviewed all data, and discussed advantages and disadvantages of the proposal. Based on the above data, several trends emerged. First, during their term in office, the Past State Presidents found the Advisory Committee to be a valuable tool during their presidency for guidance, helpfulness, assistance, reassurance, historical references, continuity, knowledge, organization, problem-solving, insightfulness, and leadership.

Second, the main statement for the non-beneficial nature of the Advisory Committee dealt when committee members disagreed. However, one Past State President stated she learned skills to be a better leader by facing this situation. Further, in

	<p>terms of the <i>Bylaws of Alpha Delta State Ohio</i>, the current president oversees this committee. Because of this fact, it is the duty of the current president to organize the Advisory Committee meetings to study and discuss matters pertaining to State business and to seek advice and recommendation to the greater good of Alpha Delta State. As one Past State President indicated, in her opinion, the Advisory Committee could recommit to these purposes. Moreover, the Past State Presidents unanimously agreed to continue the Advisory Committee while several offered suggestions to review the budget and investigate different types of meeting.</p> <p>In summary, the Past State Presidents felt better prepared to lead Alpha Delta State due to the inclusion of the Advisory Committee. Also, in terms of dollars, even at the higher rate of slightly more than 1% of the overall budget, the Advisory Committee does not appear to be a major budgetary item. Consequently, it is the opinion of the Bylaws and Policies and Procedures Committee that dissolving the Advisory Committee would be detrimental to Alpha Delta State. In fact, in budgetary terms, the committee agrees that the support, guidance, and direction any new president receives, especially in her first year, comes at a bargain rate and is money well spent.</p> <p>In conclusion, had this proposal arrived before the June 1 deadline, based on this research, the committee would <u>NOT</u> be in favor of the recommendation to dissolve the Advisory Committee. All documents have been saved, organized, and filed for further study for the 2015-2017 Bylaws and Policies and Procedures Committee.</p>
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Procedure for this document:

- E-mailed on August 27, 2014, to current Alpha Delta State Officers and Chairmen, members of A. Margaret Boyd, members of the Advisory Committee, and Alpha Delta State members who submitted recommendations.
- E-mailed to Alpha Delta State President Emily Williams who will copy for inclusion in packets for the October 4, 2014, Executive Meeting.
- Present at the October 4, 2014, Executive Meeting.
- Post on the Alpha Delta State webpage for all members to review on October 6, 2014.
- Include in convention packets for the April Alpha Delta State Convention.
- Present for vote at the April Alpha Delta State Convention.
- Once finalized, produce an updated version of the *Manual of Policies and Procedures for Alpha Delta State Ohio 2015*, with consistent language and correct mechanics throughout the reformatted document.
- Distribute the Revised *Manual* at the 2015 fall Executive Board meeting.

Submitted by 2013-2015 Bylaws and Policies and Procedures Committee on August 27, 2014.

Edna Hansen, Alpha Zeta
 Shirley Harper, Delta Tau
 Diana Kirkpatrick, Alpha Delta
 Annie Roegner, Beta Lambda
 Dr. Lois Harkins, Alpha Lambda, Chairman

