

Mississippi Policies and Procedures
Revised 2016



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PREFACE

Realizing the need for a state policy manual, Sandra Butler, state president for the 1990-1992 biennium, appointed a committee of past state presidents to compile a Mississippi Manual. In 2010, state president Linda Fendlason appointed a committee to revise the manual. In 2014, state president Stephanie Holifield appointed a committee to revise the manual to reflect changes voted on at the 2014 state convention. The goals of this manual are twofold:

1. This Mississippi Manual defines the responsibilities, duties and expectations of the state officers and state committee chairmen.
2. The Mississippi manual also strives to consolidate and put in written form policies, guidelines and practices which have been used over the years.

We hope that these written policies will be an invaluable source of information for the on-going operations of Mississippi Alpha Delta Kappa at the state and chapter level.

1. The policies in the manual become effective when adopted by the state executive board. The revised copy will be presented at the 2016 state convention.
2. Revisions of this manual may be done as needed. Submission of the revisions should be made to the state executive board for consideration.

The Mississippi Manual will be distributed to each state officer, state committee chairman and chapter president. It will be the chapter president's responsibility to disseminate this information to the members of her chapter when a need arises. The manual is the property of the office, not the individual, and will be transferred to her successor at the beginning of the new biennium.

It is the intention of the Mississippi Manual to enhance each member's knowledge of Mississippi Alpha Delta Kappa and its operation. With this knowledge, our state organization will function more effectively and efficiently.

Many thanks to the committee members who put much time and thought into making the Mississippi Manual a reality.

1992 Committee members:

Tina Lea, Chairman, State President 1984-86
Clover Turner, State President 1956-58
Juanita Messer, State President 1978-80
Margaret Allen, State President 1982-84
Sandra Butler, State President 1990-92

2010 Revision Committee members:

Gretchen Waters, Chairman, State President 2006-2008
Sandra Butler, State President 1990-1992
Susan Ezell, State President 1992-1994
Nan Christian, State President 1998-2000
Kathy Burns, State President 2002-2004

2014 Revision Committee Members:

Linda Fendlason, Chairman, State President 2010-2012
Sandra Butler, State President 1990-1992

Gretchen Waters, State President 2006-2008
Susan Ezell, State President 1992-1994
Sarah Perkins, State President 2000 - 2002

STATE EXECUTIVE BOARD

MEMBERS: The Mississippi Alpha Delta Kappa Executive Board is composed of the president, president-elect, vice-president for membership, secretary, treasurer, historian, chaplain, sergeant-at-arms, and the immediate past state president.

RESPONSIBILITIES:

In addition to the duties given in the state and International Bylaws, the executive board shall:

1. Assist the state president in planning an effective program for Mississippi Alpha Delta Kappa.
2. Conduct the business of the state during the interim between state conventions.
3. Approve a balanced budget to be adopted by the delegates at the state convention.
4. Approve proposed bylaws changes to be voted on by the delegates to the state convention.
5. Nominate and elect a candidate qualifications committee.
6. Authorize expenditures not outlined in the current budget.
7. Serve as chapter consultants as appointed by the state president to assist chapters in their operations.

EXPENSES:

The expenditures of the executive board of Mississippi Alpha Delta Kappa are for members to fulfill their duties as outlined in the bylaws and Mississippi Manual.

Executive board expenses include:

1. Transportation expenses to and from executive board meetings will be paid as designated in the current state budget. (Carpooling will be designated in close areas to conserve money.)
2. A stipend will be paid as designated in the current state budget for the state president, president-elect, the immediate past state president, and the VP for membership to attend state convention, regional conference and international convention.
3. A stipend of \$50 will be given to other executive board members to attend state convention. Executive board members shall be responsible for all remainder registration fees and travel expenses for state convention.
4. Expenses of other executive board members shall be paid by the treasury up to the amount budgeted. The need for additional money must be approved by the executive board.

STATE OFFICERS

RESPONSIBILITIES:

Every state officer will:

1. Attend the executive board meetings during her term and present a brief report of her official activities since the last meeting.
2. Keep complete and accurate files.
3. Transfer these files and records to her successor at the executive board meeting following the state convention.
4. Give a written summary of her term in office for inclusion in the convention packet.
5. Represent Mississippi Alpha Delta Kappa by attending the state convention, regional conference and International Convention if possible.
6. Serve as a consultant to individual chapters within the state by visiting meetings, advising chapter officers upon request, and serving as a liaison to the state executive board for those chapters.
7. Make suggestions/recommendations biennially to the budget committee regarding expenses.
8. Make suggestions/recommendations to the state president-elect regarding her particular office.
9. Serve in other capacities as directed by the state president.

COMMUNICATIONS:

Each state officer will see that information regarding her area of responsibility in the state is passed to the appropriate segments of the membership in the most effective and efficient way. She may choose to provide such information in two ways:

1. To the state president for inclusion in her newsletter to chapter presidents.
2. In individual mailings to specific members/committee chairmen/officers as appropriate.

PRESIDENT

The state president is the official representative of Mississippi Alpha Delta Kappa.

1. Serves as chairman of the Mississippi executive board.
 - a. Selects dates and sites for all meetings with the exception of Fun Day.
 - b. Sets agenda for meetings.
 - c. Notifies members of all meetings.
 - d. Presides at meetings.
2. Appoints all committees with the exception of the candidate qualifications committee.
3. Serves as an ex-officio member of all appointed committees.
4. Instructs the treasurer regarding disbursement of funds.
5. Reports to the membership at the executive board meetings, Fun Day and state convention.
6. Maintains communication with Mississippi Alpha Delta Kappa chapters through the state newsletter, visits, phone calls, individual cards and letters, e-mail and workshops.
7. Interprets International and state bylaws, policies and procedures.
8. Reviews all forms submitted by chapters and responds to their questions and requests
9. Welcomes new members with an individual letter.
10. Plans leadership workshops in even-numbered years.
11. Guides and monitors all the activities and projects of all officers and committee chairmen in the fulfillment of their duties and responsibilities.
12. Attends all state meetings.
13. Attends and addresses the membership at Founders' Day programs and chapter meetings when invited.
14. Attends the Gulf Regional conference as the state delegate.
15. Attends the International convention as the state delegate.
16. State convention responsibilities:
 - a. Plans the convention with the assistance of the convention chairman and the state executive board.
 - b. Serves as presiding officer of the convention.
 - c. Passes the Mississippi state president's pin to her successor.
17. Compiles any reports required by the International Vice-president and International Headquarters.
18. Maintains a file of pertinent state materials to be passed on to her successor.
19. Acquires and distributes state directory from Headquarters and forwards any changes as received.

PRESIDENT-ELECT

1. Shall assume the duties of president in her absence or if she is unable to perform her duties.

2. Be a member of the ICP and delegate to the International Convention and perform any duties assigned to her by the president.
3. Serve as chairman of the state fun day committee.

VICE PRESIDENT for MEMBERSHIP

1. Reports all membership information received from International Headquarters to the executive board.
2. Chairs the State Membership Committee.
3. Leads the State Membership Team in its responsibilities as listed on the Membership Team for Success Model.
4. Along with the State President and International Headquarters, plan for membership growth within existing chapters and encourage the sponsoring of new chapters within the state.
5. Conduct an analysis of Mississippi Chapters' membership and membership actions (transfers, resignations, etc.) and provides guidance to chapter leadership.
6. Conduct an analysis to determine Mississippi's potential for new chapters and advises existing chapters on the sponsoring of new chapters.
7. Work closely with the International Membership Committee and the Gulf Region Membership consultant.
8. Complete and file all membership reports.
9. Attend and participate in Membership Seminar at the International Convention and Gulf Regional Conference.
10. Make membership updates and/or presentations at Executive Board meetings and State Convention.

SECRETARY

1. Records accurate minutes of all meetings of the executive board and the state convention. Sends copies of these minutes to the executive board members immediately following the meeting.
2. Files corrected copies of executive board and state convention minutes and committee reports.
3. Makes the minutes available to members upon request.
4. Sends copies to current and previous executive board members within one month of convention.
5. Conducts all correspondence at the direction of the state president or the executive board.
6. Notifies all executive board members of the board meetings.
7. Assists the president in preparing other communications for the executive board and for the members of the council of chapter presidents.
8. Maintains an orderly file of correspondence of value and has it available at meetings.
9. Collects, compiles and prints state officer and committee reports for inclusion in the state convention packet.

TREASURER

1. Serves as the financial officer for Mississippi Alpha Delta Kappa and works closely with the executive board and the chapters in the state.
2. Keeps an itemized record in a permanent file of all receipts and expenditures.
3. Gives a report at each executive board meeting.
4. Collects all state dues.
5. Collect all state altruistic project donations and disburses them to the appropriate organization.
6. Remits all publication fees and international dues for all sustaining members to International Headquarters by January 31st of each year.
7. Maintains a file on each Mississippi Alpha Delta Kappa chapter including the following:
 - a. Members' payment record
 - b. Report of initiation
 - c. Change of status forms
 - d. IRS 990N epostcard
 - e. C-1 Annual Chapter Reporting Form & Audit
8. Disburses funds as authorized by the budget, executive board and/or the state president.
9. Pays all bills on time.
10. Serves as chairman of the budget committee.

HISTORIAN

1. Corresponds with all chapter historians during the biennium to:
 - a. Provide information on the format and content of the archives.
 - b. Arrange for a display of the chapter archives at the state convention.
2. Prepares and displays the state archives
3. Presents the archives for the preceding biennium to the immediate past state president at the state convention.
4. Sends materials (i.e. photographs and programs) to be considered for the regional and International archives to the regional and International Historian.
5. Prepares and presents certificates of participation to the chapters displaying archives at the state convention.

SERGEANT-AT-ARMS

1. Arranges for, coordinates and directs assistant sergeants-at arms and pages at the state convention.
2. Assumes the responsibility for counting votes at the state convention.
3. Assists in the installation of new state officers at the state convention.

4. Preserves order as the chair directs.
5. Serves as Protocol officer at state meetings.
6. Provides information on parliamentary procedure to the chapters.

CHAPLAIN

1. Provides a thought for the day at each state executive board meeting.
2. Provides devotions or prayers at other Alpha Delta Kappa functions when requested to do so.
3. Assists in the installation of new state officers at the state convention as requested.
4. Serves as chairman of the state Necrology committee.
5. Maintains a list of Omega chapter members.
6. Prepares and conducts a memorial service at state convention.

IMMEDIATE PAST STATE PRESIDENT

1. Fills the office of state president should that office become vacant.
2. Attends regional conference, International convention and the International Council of Presidents as an official representative of Mississippi Alpha Delta Kappa.
3. Assume the state's president of the council of chapter presidents duties
4. Prepares and conducts the Presidents' Council meeting at state convention.

STATE COUNCIL OF CHAPTER PRESIDENTS

The members of the council of chapter presidents will be the chapter president, immediate past president and president-elect/vice president.

OFFICERS:

The officers of the council of chapter presidents will be president and any other officer deemed necessary.

The responsibilities of this committee will be to:

1. Calls and presides at meetings.
2. Presides at council meeting at state convention.
3. Brings the members of the council into active, friendly relations for the purpose of exchanging ideas, discussing and seeking solutions to mutual problems, and making recommendations to the state executive board.
4. Invites executive board members, international representative, past state presidents and visiting out of state officers to the council meeting at state convention.
5. Refers to the section of this manual entitled "State Officers" regarding responsibilities, communications and expenses.

6. Collects chapter presidents' reports for distribution at state convention council meeting.

AREA CHAPTER PRESIDENTS' COUNCILS

The members of the area presidents' council will be chapter presidents, presidents-elect and immediate past presidents for chapters in a certain area.

OFFICERS:

Officers of each area council will be the chairman and any other officer deemed necessary. The chairman of the area presidents' council will be an immediate past chapter president. This office is determined by rotation among chapter according to Greek alphabet order.

RESPONSIBILITIES:

CHAIRMAN

1. Plans, coordinates and implements area workshops.
2. Plans, coordinates and implements an optional Founders' Day program or fraternity education workshop.
3. Invites state president, president-elect and president of the council of chapter presidents to any meeting.

COMMUNICATIONS:

Area chairman shall communicate with the chapter presidents within her area if there is a need to communicate dates, events, publicity, etc.

EXPENSES:

Each area council shall set fees as necessary to cover expenses.

STATE COMMITTEES

The following are required by International and Mississippi Alpha Delta Kappa bylaws as standing committees: altruistic, budget, bylaws, candidate qualifications, fraternity education, membership/expansion and world understanding. The state president is authorized to appoint other committees as needed by the state.

MEMBERS:

Each committee will consist of a chairman who is appointed by the state president, (except the chairman of the candidate qualifications committee who is elected by the board), and additional members as needed. The number of members on a committee and the selection of these members

shall be the responsibility of the state president and/or the committee chairman. (See exceptions to this under the listing of individual committees.) The state president is an ex-officio member of all committees, with the exception of the candidate qualifications committee.

COMMITTEE CHAIRMAN

RESPONSIBILITIES:

1. Calls the committee together and conducts meetings in an appropriate manner.
2. Familiarizes committee members with the task(s) of the committee and the role and responsibilities of the committee member.
3. Leads discussions and expedites the work of the committee.
4. Reports at appropriate intervals to the state president concerning the progress of work being conducted by the committee.
5. Prepares/presents a progress report at executive board meetings and other Alpha Delta Kappa meetings when so requested by the state president.
6. Prepares a written report to be presented during the general business session of the state convention and included in the state convention packet. This report will be filed with the state recording secretary.
7. Keeps complete and accurate files and records.
8. Transmits files and records in suitable fashion to the next appointed committee chairman.
9. Makes suggestion/recommendations biennially to the Mississippi Manual committee for possible changes in the manual.

MEETINGS:

The number and location of meetings will be determined by the committee chairman and the members.

COMMUNICATIONS:

1. The chairman will notify the committee members and the state president of the date, time and place of each meeting.
2. The chairman shall send a copy of any major communication from the committee to the state president for her files.

ALTRUISTIC

The responsibilities of this committee will be to:

1. Assume responsibility for implementing and promoting plans for the state altruistic projects as directed by the state president.
2. Keep records of possible chapter and/or state altruistic projects.
3. Send information to chapters each fall concerning the altruistic report that is due in March.

4. Compile and assemble data from forms sent in by chapters and present a summary report annually to the state executive board.
5. Send an annual summary report to the International Altruistic chairman by May 1.
6. Present the state altruistic report at convention.

BUDGET

The responsibilities of this committee shall be to:

1. Prepare a state budget for each year of the biennium and guidelines for the disbursement of funds for consideration at the time specified by the bylaws, by agreement of the convention, or as requested by the president.
2. Includes in the proposed budget estimated income and projected expenses for the year, such as:
 - a. Allowances for board members to attend board meetings.
 - b. Board members' expenses to the state convention, regional meetings/seminars and to the International Convention.
 - c. Stationery and postage.
 - d. Expenses, including travel, for the International Representative(s) assigned to state meetings.
 - e. A courtesy fund to extend courtesies to outgoing officers and visitors.

BYLAWS/RESOLUTIONS

The responsibilities of this committee shall be to:

1. Revise state bylaws to be in compliance with the International Constitution and Bylaws after an International Convention.
2. Receive and study suggested resolutions and changes to the state bylaws.
3. Present proposed revisions/amendments/resolutions to the executive board and to all chapters at least thirty (30) days and not more than ninety (90) days prior to the state convention. (See MS state bylaws article XXI, section 1).
4. Present proposed revisions/amendments/resolutions of the state bylaws to the membership at state convention. Amending the state bylaws takes two-thirds (2/3) vote of the official delegates present and voting at a state convention. (See MS state bylaws article XXI, section 1).
5. Forward most recent updated copy of the state bylaws to the International Bylaws Committee Chairman by October 15 of even numbered years for review and certification. (See MS state bylaws, article XVII, section 2)
6. Request each chapter forward an updated copy of their chapter bylaws to the state bylaws chairman by October 15 of even numbered years for review and certification. (See MS state bylaws, article XVII, section 2)

CANDIDATE QUALIFICATONS

The MS state executive board shall elect the candidate qualifications committee which shall be a three member committee. The responsibilities of this committee shall be to:

1. Mail candidate information forms and other pertinent information by October 15th of odd numbered years to each chapter president in the state. This information should include but not be limited to:
 - a. A request that chapters encourage qualified members to permit their names to be placed in nomination for an appropriate state office.
 - b. Eligibility requirements for various offices to be filled.
 - c. At least one candidate information form per chapter, with instructions that forms may be copied if additional ones are needed.
 - d. Instructions for completing the form.
2. Check the credentials of each candidate and verify eligibility to permit their names to be placed in nomination for an appropriate office.
3. Prepare summaries of qualifications of each eligible candidate and send to each chapter president at least 90 days prior to the state convention.
4. Prepare ballots for the election to be held at the state convention.
5. Present all candidate information through an appropriate visual display at the state convention.
6. Present a report at the state convention, giving the rules governing the election.
7. Present the slate of nominees.
8. Verify qualifications of candidates nominated from the convention floor.
9. Distribute ballots for the election of officers, with the aid of the sergeant-at-arms and her assistants.
10. Assist the sergeant-at-arms in counting the votes.
11. Prepare a Teller's report, giving the number of votes cast for each candidate received, and the number of illegal votes cast, if any.
12. Give the report to the state president, who announces the results of the election. The number of votes each candidate received may be omitted in the oral report given to the convention.
13. Make ballots available in case of a tie.
14. Remove all candidate information forms and pictures from the convention visual display, except those elected to offices, immediately after results of the election have been announced.

EXCELLENCE IN EDUCATION

The responsibilities of this committee shall be to:

1. Assist the state president with the inclusion of excellence in education presentations at the state convention, conferences and leadership meetings.
2. Serve as consultant to chapters on excellence in education efforts within each state.
3. Prepare the state excellence in education candidate form and send a copy to all chapter presidents.
4. Select a state winner with the assistance of the excellence in education committee members.
5. Submit the state winner as a candidate to the regional excellence in education chairman by date specified on the reporting form.

FRATERNITY EDUCATION

The responsibilities of this committee shall be to:

1. Encourage each chapter through the chapter president to provide information to all members concerning the responsibilities of membership, the history and progress of the sorority and other information vital to a well-informed member.
2. Assist chapter fraternity education chairman in providing interesting and innovative fraternity education programs to chapter members upon request of the chapter fraternity education chairman.
3. Inform chapter fraternity education chairmen that fraternity education should be presented at each chapter meeting, with one program devoted to Founders' Day.
4. Present or plan programs on fraternity education at the state convention, leadership workshops or Fun Day upon request of the state president.
5. Maintain a current file of fraternity education information and an updated index to be made available to each chapter.
6. Send copies of requested material to chapters.

HISTORICAL RESEARCH

The responsibilities of this committee shall be to:

1. Research and compile factual information on Mississippi Alpha Delta Kappa and write an historical record for publication in the History of Mississippi Alpha Delta Kappa.

2. Be informed of all developments within the organization in order to keep the history accurate and current.
3. Update the written history each biennium.

ITE STUDENT

The responsibilities of this committee shall be to:

1. Act as hostess to the ITE student while she is in Mississippi and attending a state university.
2. Assume responsibilities designated from International Headquarters.
3. Coordinate card chapter activities for the ITE student.
4. Send cards from the state organization.

MEMBERSHIP/EXPANSION

The vice-president for membership shall be the chairman of the committee.

The responsibilities of this committee shall be to:

1. Plan with state membership team and Gulf Region Membership Consultant for the membership growth in the state both within established chapters and in the sponsoring of new chapters.
2. Make an analysis of the potential number of chapters which should be in the state. Advise chapters regarding sponsorship of new chapters.
3. Keep a record of the number of members in each chapter and the types of membership of the members in the state.
4. Report to the state executive board any chapters that are not adding new members.
5. When definite interest is shown for the establishment of a new chapter, contact Alpha Delta Kappa Headquarters and request materials and specific instructions regarding steps to follow.
6. Assume leadership role in organizing informational meeting and organizational meeting. If interest in shown, make arrangements for installation and initiation of officers/members, and follow-up support activities/assistance to new chapters.
7. Assist sustaining members in becoming affiliated within their area.
8. Present a report at executive meeting and state convention on growth within the state as directed by the state president.

MERIT AWARDS

This committee shall consist of a chairman and two committee members from different areas of the state. The responsibilities of this committee shall be to:

1. Review and revise criteria for state merit awards at the beginning of each biennium.
2. Disseminate information to chapters in the state.
3. Assemble all information necessary to determine the merit award winners at the state convention.
4. Report the committee's information at the state convention.

MISSISSIPPI MANUAL

This committee shall consist of Mississippi past state presidents. The responsibilities of this committee shall be to:

1. Stay informed of all developments within Mississippi Alpha Delta Kappa in order to keep information accurate.
2. Update the Mississippi Manual on a continual basis as changes occur in the state and International Bylaws and policies.
3. Elicit written recommendations from the state committee chairmen, state officers and chapter presidents every year.
4. Revise and update the appropriate portions of the manual each biennium after state convention and prior to the fall state executive board meeting.

MUSIC

RESPONSIBILITIES:

1. Make arrangements for all music at the state convention and other state functions as directed by the state president.
2. Compile and serve as custodian of music appropriate for Alpha Delta Kappa functions.
3. Encourage the singing of "The Lamp of Alpha Delta Kappa" at all meetings.
4. Encourage creativity and offer guidance to chapters in enriching their programs with music.

SCHOLARSHIP

See "General Information" section of this manual.

STATE CONVENTION

The responsibilities of this committee shall be to:

1. Work closely with the state president in the planning and implementation of all phases of the convention including the following: convention site, agenda, budget, committees and others as directed by the state president.

STATE FUN DAY

The state president-elect will be the chairman of this event.

RESPONSIBILITIES:

1. Plan a state Fun Day in the odd-numbered years.
2. Inform chapters of date site, expense and planned activities.
3. Conduct the activities of the day.

TECHNOLOGY

The responsibilities of this committee shall be to:

1. Webmaster for the Mississippi Alpha Delta Kappa Website

WAYS AND MEANS

The responsibilities of this committee shall be to:

1. Notify chapters of guidelines for display of ways and means projects at the state convention and other state meetings.
2. Receive applications to display ways and means projects from chapters at state meetings.
3. Organize and supervise the sale of chapter and state ways and means projects at state meetings.
4. Assist the state executive board with identifying and researching prospective state ways and means projects.
5. Organize and supervise the sale of state ways and means projects at regional and International meetings.

WORLD UNDERSTANDING

The responsibilities of this committee shall be to:

1. Assist the state president with the inclusion of world understanding presentations at the state conventions, conferences and leadership meetings.
2. Serve as consultant to chapters on world understanding efforts within the state.
3. Prepare the state world understanding report and submit it to the regional world understanding chairman by date specified on the reporting form.

STATE CONVENTION

A state convention will be held biennially in the even numbered years for the purpose of developing association of members through participation in fraternity education activities, for conducting state business and for the election and installation of state officers.

LOCATION AND TIME

The actual convention site, dates and times of the meetings shall be set by the state president upon approval by the state executive board. Tentative dates for the convention are usually set at the Gulf Regional Conference to avoid conflicts with other states.

CONVENTION CHAIRMAN/CO-CHAIRMAN

A convention chairman and/or co-chairman/treasurer are appointed by the state president.

The responsibilities of the convention chairman and/or co-chairman/treasurer are:

1. Works closely with the state president in the planning and implementation of all phases of the convention
2. Secures bids from hotels within the area.
3. Submits findings to the state president and the state executive board.
4. After hotel site is selected, works with the hotel personnel in setting up, meeting places, social functions, meals refreshments, audio-visual aids, lighting needs, physical arrangements of facilities and all other similar details.
5. Negotiates costs and shares this information with the state president and/or, appropriate members of the executive board.
6. If contractual agreements are to be signed, checks with the state president and/or other executive board members as appropriate.
7. Forms and organizes appropriate chapter committees and delegates responsibilities and duties to each. Coordinates efforts in the planning and implementation of convention arrangements.
8. Coordinates efforts in the planning and implementation of convention arrangements.
9. Checks the progress of each committee on a continuing basis.
10. Consults the state president and keeps her informed on the status of all plans on a continuing basis.
11. Assists the president in setting the convention agenda.
12. Prepares a convention budget.
 - a. Projects the funds to be needed in the preparation and implementation of each function.
 - b. Projects a reasonable registration fee which should be paid by all members so that all expenses are covered, but where a profit is not projected **any** overage is to be returned to the general fund.
 - c. The registration fee should cover the cost of printing the convention program, preparing the convention packets, hotel costs for rooms for the International Representative and/or the state president, any facility fees, audiovisual costs, etc.
 - d. The amount charged for a meal function should cover the cost of the meal plus tax and gratuity.
13. Presents registration fee proposal to the state executive board for approval.
14. Is responsible for appropriate publicity for the convention including but not limited to brochures, announcements, information and letters to chapters.
15. Works with the state president, other executive board members and state committee chairmen in the planning and implementation of specific meetings and functions.
16. Designs an evaluation form for the packet.
17. Assists the treasurer by serving as an information resource in the payment of hotel and other convention bills.

18. Makes a full financial accounting to the executive board in office during the biennium of that convention as soon as the state convention account is closed.
19. Keeps a convention notebook containing a financial report and suggestions/recommendations for the next convention.
20. Consults of the section of the *Mississippi Policies and Procedures Manual* on committee chairmen for additional duties and responsibilities.

GENERAL INFORMATION

MISSISSIPPI ALPHA DELTA KAPPA SCHOLARSHIP FOR MEMBERS AND STUDENTS

This committee is comprised of a chairman and two members

SUGGESTED FINANCING:

The amount of the scholarship shall be determined by the state executive board based on current interest earned on the state's assets in the designated savings account, the \$2.00 assessment per member each year in state dues, designated gifts/memorials from chapters or members or monies collected from designated and state ways and means projects. (See MS state bylaws Article XVII, Section 1)

GENERAL REGULATIONS:

1. The student scholarship shall be given to a relative of a Mississippi Alpha Delta Kappa member in good standing in the odd numbered years at Fun Day. The applicant shall be pursuing an undergraduate degree program; preference will be given to education majors.
2. The member scholarship shall be given to a member in good standing in the even numbered years at the state convention.
3. An application form prepared by the state scholarship committee shall be sent to individuals upon request.
4. Detailed policies and procedures for awarding a scholarship grant shall be sent to each chapter to keep on file. (See MS state bylaws article XVII, section 1).
5. Scholarship money will be paid to the institution or the recipient when proof of attendance is presented to the executive board.

PROCEDURE FOR REVISION:

Suggestions and recommendations for revision for the scholarship grant program shall be sent to the chairman of the state scholarship committee for study. The state executive board's approval and final vote by the state membership are required for revision.

MERIT AWARDS GUIDELINES

Mississippi Alpha Delta Kappa sponsors several merit awards to chapters and individuals who strive to uphold the purposes and ideals of Alpha Delta Kappa. A certificate is awarded to the winner of the Cornucopia award and plaques are awarded to the Athena and Violet award winners.

ATHENA AWARD

The chapter makes the nomination for this award based on the achievements of the nominee during the biennium. The chapter submits a brief biographical sketch of the nominee. The application includes personal and educational background and contributions, community participation and special distinctions.

VIOLET AWARD

The chapter makes the nomination for this award based on lifetime accomplishments and contributions to Alpha Delta Kappa. The nominee must be a silver sister, a member of Alpha Delta Kappa for twenty-five years or more.

CORNUCOPIA AWARD

The Cornucopia award will be given to the chapter investing the most time in altruistic projects and activities based on section II of the altruistic report.

CHAPTER OF DISTINCTION

The Chapter of Distinction will be awarded to the chapter with the highest points calculated on the Chapter of Distinction checklist.

WORKSHOPS

Leadership workshops are held in even-numbered years. This is a learning and training session for chapter officers and members.

STATE FUN DAY

A state Fun Day is held in the spring of the odd-numbered years. This is a time of fellowship among Mississippi Alpha Delta Kappa members.

PUBLICATIONS

STATE NEWSLETTER

This newsletter is published periodically. It is sent to chapter presidents and presidents-elect, past state presidents, executive board members, committee chairmen, Gulf Regional International Vice-president and the International President.

MISSISSIPPI MANUAL OF ALPHA DELTA KAPPA POLICIES AND PROCEDURES

The manual is a comprehensive and detailed statement of the policies and procedures which govern Mississippi Alpha Delta Kappa.

HISTORY OF MISSISSIPPI ALPHA DELTA KAPPA

This publication contains factual information about the origins of Alpha Delta Kappa in Mississippi. It is updated each biennium.

FRATERNITY EDUCATION

Time should be devoted to Fraternity Education at each meeting. A celebration of Founders' Day will be observed during the month of October each year.

Sources for information include state and international bylaws, the Mississippi Manual, publications from International Headquarters, the Mississippi fraternity education file and the state website.

ALTRUISTIC PROJECT

In 2010 at the state convention, the Ronald McDonald House was selected as the permanent state altruistic project.

STATE BANNER

The state banner is displayed at state convention, regional conference and International convention.

CHAPTER BANNER

This banner may be used at chapter and area meetings and state convention. The banner cannot exceed the dimensions of the state banner which is 30" wide and 40" long.

ALPHA DELTA KAPPA MONTH

Alpha Delta Kappa Month is observed throughout October of each year. Special activities and events are planned to emphasize the significance of the sorority, to publicize its objectives and projects and to pay tribute to its founders.