

District V Guidelines

1. This organization shall be known as District V, Florida Alpha Delta Kappa.
2. The purpose of District V shall be to serve as liaison between Florida Alpha Delta Kappa and the chapters of District V and to develop a closer association among the members through participation in fraternal education.
3. Membership shall be comprised of all members of Alpha Delta Kappa chapters within District V. According to State Guidelines the chapters in District V are those in Hillsborough, Pinellas, and Polk Counties.
4. Elected Officers of this organization shall be a Chairman, Chairman-elect, Secretary, Treasurer, Sergeant-at-Arms, Chaplain, and Historian
5. The standing committees shall be Alpha Delta Kappa Month, Altruistic, Membership, and Ways and Means. The chairman may appoint other committees and shall establish their duties.
6. The District V Executive Board shall be comprised of the elected officers, the Immediate Past Chairman, Committee Chairmen, and the President of each County Presidents' Council. All members of the Executive Board are voting members.
7. Officers shall be elected for a two-year term at the spring meetings of the even-numbered years.
8. The Executive Board shall appoint a nominating committee whose duty shall be to present a slate of officers to be elected at the spring meeting. This committee shall be appointed at least two months before the spring meeting. Nominations may also be made from the floor with written consent of the nominee.
9. Installation of the officers shall take place following their election. Officers will assume their duties following the Florida Alpha Delta Kappa State Convention.
10. The Chairman shall preside at all meetings of District V, appoint committees as deemed necessary, designate the duties of each committee appointed except the nominating committee, closely coordinate the work of the District, be directly responsible to the State President, and vote only to break a tie.
11. The Chairman-Elect shall act in the place of the Chairman when the latter is absent or unable to perform the duties of her office. She shall assist the Chairman in planning and presenting the program for the annual District meetings.

12. The Secretary shall keep a permanent record of the minutes of all Executive Board and District V meetings. She shall send copies of the minutes of the District meetings to the members of the District Executive Board, the District Chapter Presidents, the State President, and the State Chairman of District Chairmen; send minutes of the Executive Board meetings to all members of the District V Board and the State Chairman of District Chairmen in a timely fashion; have all minutes ready to read as directed by the District Chairman; and carry on any correspondence for the District.

13. The Treasurer shall collect any District V dues or assessments which are voted in the District; disburse monies as directed by the Executive Board; notify those chapters whose dues are in arrears; give a report on District finances at each District meeting. The Treasurer's books shall be reviewed before being turned over to the newly elected Treasurer. Two reviewers shall be appointed by the District V Chairman.

14. The Sergeant-at-Arms shall act as doorkeeper; greet State Officers and Special Guests at District V meetings; lead the Pledge of Allegiance at District meetings; be responsible for counting ballots; and perform such duties as may be assigned to her.

15. The Chaplain shall have charge of devotions at all District meetings; and shall assist the installing officer in the installation of new officers; and plan and conduct the Omega Service at the Spring District Meeting of even years.

16. The Historian shall prepare a pictorial and short written account of the District at the end of the biennium and perform such duties as may be assigned to her.

17. The Immediate Past Chairman shall complete the unexpired term of the District Chairman if the office becomes vacant. She shall act as the Courtesy Chairman supporting all members of District V with cards of recognition, encouragement, and support.

18. There shall be a Fall Officers' Training Workshop following the Gulf Regional Conference. There shall also be an annual Spring District V meeting. The dates for these meetings will be determined by the State Executive Board. The location and time of each meeting shall be on a rotation basis within the District.

19. There shall be a minimum of two Executive Board meetings a year. Special meetings may be called by the Chairman.

20. Members present at the District meeting shall constitute a quorum; therefore, all members present shall have voting privileges.

21. Dues shall be determined by the District and are payable to the District Treasurer by December 31 of each year. (As of December 2011 dues are \$17.50 per chapter per year.)

22. Altruistic Project Assessment shall be determined by the District and is payable to the District Treasurer by December 31 of each year. (As of December 2011 the assessment is \$7.50 per chapter per year.)

23. The rules contained in *Robert's Rules of Order, Newly Revised* shall govern this organization unless they are inconsistent with these guidelines and the Bylaws of the State organization or the Constitution and Bylaws of Alpha Delta Kappa Sorority, Incorporated.

24. These guidelines may be changed by a two-thirds (2/3) vote at the annual meeting provided that a written notice of the proposed change be given to each chapter at least thirty (30) days before the District meeting. Changes become effective immediately following adjournment of the District meeting unless otherwise stated. Without prior notice, these guidelines may be changed at the District meeting by a unanimous vote.

25. All members of the Executive Board are expected to attend the District meetings.

26. The outgoing and incoming officers shall have a joint meeting for the purpose of transferring files and exchanging records and other pertinent materials. The place, time, and location of the meeting shall be determined by the Immediate Past Chairman and newly elected Chairman. This meeting shall take place after the Florida Alpha Delta Kappa State Convention.

27. Each chapter will be responsible for a minimum of three (3) registrations for district meetings. When meals are part of the district meeting, the district shall provide courtesy meals for the State Executive Board Members.

28. Net proceeds from District meetings shall be remitted to the District Treasurer.

29. Any unbudgeted expense requests from District V must be validated with a voucher before reimbursement.

30. District V will give financial support to the District Chairman or her representative to attend the Florida State Convention, Gulf Region Conference, and International Convention as the budget will allow.

Revised and approved February 21, 2015