

New Hampshire

Alpha Delta Kappa

Policy Handbook

Revised: January 2020

Committee Members:
Karen McGonagle, Beta, Chairman
Karin Anderson, Lambda

Table of Contents

Introduction	2
State Executive Board	2
Expenses at the NER Conference/ International Convention	3
State Committees	4
Audit Committees	5
Budget Committee	6
Bylaws and Resolutions Committee	7
Candidate Qualifications Committee	8
Policy Committee	9
New Hampshire State Guidelines	10-11

The Policy Committee of New Hampshire Alpha Delta Kappa shall review and update the New Hampshire State Policy Handbook biannually in the odd year to maintain on all levels the ideals and precepts so embedded in the foundation of Alpha Delta Kappa.

The policy committee will ensure that the Chapter Presidents and State Board members have an up-to-date copy of the Bylaws and policy manual.

STATE EXECUTIVE BOARD

MEMBERS:

President, President-Elect, Vice-President for Membership, Recording Secretary Corresponding Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, Immediate Past President, Chapter Presidents and committee chairs.

RESPONSIBILITIES:

In addition to the duties stated in State and International bylaws, the State Executive Board shall:

1. Assist the State President in planning an effective program for New Hampshire Alpha Delta Kappa
2. Fill vacancies in State offices, except that of the President
3. Require **NHAΔK** voting delegates to attend **ALL** meetings and workshops at the **NORTHEAST REGIONAL CONFERENCE** and the **INTERNATIONAL CONVENTION**. Should circumstances prevent a voting delegate from fulfilling her obligations, the State Executive Board should determine if monies should be returned to the treasury.

MEETINGS:

Three **(3)** each year: **winter**, **spring** (Pre-Convention in the **even** years, usually the night before convention or pre-Conference in the **uneven** years when warranted) and **summer**. Other meetings may be called, if necessary, at the discretion of the President and/or a majority of the State Executive Board.

MEMORIAL:

Memorial on the death of a Past State President or a present State Officer:

1. Send flowers to the funeral or a memorial gift to an appropriate charity contingent upon the budget and approval of the executive board
2. The Chapter is responsible for conducting any Omega service at the funeral.

COMMUNICATIONS:

1. Each member of the State Executive Board shall communicate with the President concerning major decisions and actions.
2. Each member of the State Executive Board shall forward a copy of any major communication to the State President for her files.

EXPENSES AT: NER CONFERENCE/INTERNATIONAL CONVENTION

1. The travel expenses, the registration fee, the ICP luncheon/banquet cost, and lodging fee (not to exceed the cost of one-half (1/2) of a double room of the President, the President-Elect, the Immediate Past President and the Vice-President of Membership shall be paid immediately following the State Conference/Convention up to **but not to exceed the amount budgeted each biennium.**
2. The Treasurer and the President shall be authorized to sign checks.

STATE COMMITTEES

MEMBERS:

Each committee shall consist of a Chairman and additional members. The State President shall appoint the Chairmen, except the Chairman of the Candidate Qualifications Committee. 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. Note: See exceptions to this under the listings of individual committees.

RESPONSIBILITIES OF COMMITTEE CHAIRMEN:

1. Call the committee together and conduct meetings in an informal but businesslike manner.
2. Familiarize committee members with their responsibilities.
3. Assume an active role in discussions during committee meetings
4. Report within ten (10) days to the State President concerning the progress of work being accomplished by the committee.
5. Prepare a printed biennium progress report to be sent to the State President, by a date established by the President, for publication and distribution at the State Convention.

MEETINGS:

The number and the location on meetings shall be determined by the members of the committee.

COMMUNICATIONS:

Each chairman shall report at the next State Executive Board Meeting.

EXPENSES:

Refer to current New Hampshire Alpha Delta Kappa Budget

AUDIT COMMITTEE

MEMBERS:

Two (2) neither of whom shall be serving currently as a state officer. The audit period shall be ten (10) to fifteen (15) days prior to the date of the State Convention.

RESPONSIBILITIES:

1. Audit the treasurer's records prior to the State Convention held in the even years.
2. Items to be thoroughly checked are checkbook, canceled checks, bank statements, receipts, ledger entries, balance for income and disbursement.
3. Check items against budgeted items.
4. Write the audit statement in the checkbook, the ledger, and the written report:
Ex. Audited and certified to be accurate on date (i.e. March 20, 2004)
5. Present a written report of the audit following the treasurer's report to the membership at the State Convention.

BUDGET COMMITTEE

MEMBERS:

Not to exceed five (5) members, one (1) of whom shall be the current State Treasurer.

RESPONSIBILITIES:

Prepare a biennial balanced budget of funds, including the following necessary expenses:

1. Expenses of the State President, the President-Elect, the Immediate Past President and the Vice-President for Membership when attending the NER Conference and the International Convention.
2. Mailing and reproducing the materials for the State Executive Board members
3. Courtesies extended to State and International Officers
4. Purchase of the Alpha Delta Kappa pin for the Immediate Past President.
5. General operating expenses.
6. Prepare the current income statement with any recommendation for changes to the dues structure
7. Present the proposed budget to the State Executive Board for approval at the winter meeting following the State Conference.
8. Present the proposed budget to the membership at the State Convention for adoption.

BYLAWS AND RESOLUTIONS COMMITTEE

MEMBERS:

This committee shall consist of a chairman, who is the Immediate Past President, and additional members. The number of members on the committee and the selection of these members shall be the responsibility of the Immediate State President.

RESPONSIBILITIES:

1. Be sure Chapter Presidents are aware of all changes to International Bylaws following an International Convention (odd years).
2. Have the President and Treasurer sign the "Official Policy" statement which is sent to International Bylaws Chair in the year following International Convention.
3. Receive and review Chapter Bylaws or Policy to determine if they are in agreement with the International Bylaws.
4. Receive and consider recommendations for changes of procedure and improvement in the operation of the state and / or international sorority.
5. Present the proposed state resolution(s) to the State Executive Board for approval and to the membership for adoption at the State Convention.
6. Receive and consider recommendations made by chapters and individual members for changes in the State and / or International Bylaws.
7. Send recommendations to each State Executive Board Officer and to each chapter, through the Chapter President, two (2) months prior to State Convention.
8. Present recommendations for changes to the State Executive Board for approval and to the membership for adoption at the State Convention.

COMMUNICATIONS:

The Chairman shall distribute copies of the State Policy and Handbook with the adopted changes to the State Executive Board meeting following the state convention. Each Chapter President shall keep a copy for their chapter archives and all members will be able to access the manual on the NH Website.

CANDIDATE QUALIFICATIONS COMMITTEE

MEMBERS:

Three (3) members shall be elected by the State Executive Board at the summer meeting of the uneven years.

RESPONSIBILITIES:

1. Mail a candidate information form to each Chapter President with an informational letter.
2. Check the credentials for each candidate. Refer to International Bylaws, Article VII. Section 2a (1) (2) (3) (4)
3. Send the slate to the State President thirty (30) days prior to the State Convention.
4. Prepare ballots for the election of officers at the State Convention.
5. Present a report at the State Convention, stating the rules governing the election, i.e. Article VII. Section 2a (1) (2) (3) (4) and the slate of nominees.

POLICY COMMITTEE

MEMBERS:

The Chairman shall be the Immediate Past President. The committee membership shall not exceed (10) members, one of whom is a current member of the Bylaws/Resolution Committee.

RESPONSIBILITIES:

1. Review, revise and update the Policy Handbook.
2. Present for approval the recommended change(s) at the summer State Executive Board meeting of the uneven years.
3. When changes have been accepted by the **NHAΔK** State Executive Board print copies of the Policy Handbook for distribution.
4. Present the membership at the State Convention the approved Policy Handbook and distribute copies to each Chapter President for chapter use and to each officer of the newly installed NH State Executive Board. Additional copies will be given to the State President to distribute to the committee chairmen when they are appointed.

NEW HAMPSHIRE STATE GUIDELINES

NEW HAMPSHIRE STATE ARCHIVES

- The State Historian is the keeper of the State Archives which should include a pictorial and a written continuous history of the state. The historian prepares the State Archives to be presented to the State President at the end of her term of office.
- A copy of the written history remains in the State President's Archives. The original is presented to the incoming State President for President's file. The State Archives are displayed at the State Convention and NER Conference.
-

NEW HAMPSHIRE STATE CONFERENCE / CONVENTION

- The State Executive Board shall consider the dates of spring holidays and the different weeks of spring school vacations when scheduling the State Conference / Convention.
- The (State President and the) President-Elect shall serve as (co-chairmen) **Chairman of the State Conference. The state President shall serve as chairman of the State Convention.** The President, **President-Elect**, or designates signs the contract for the State Conference/Convention site accommodations. The President retains a copy of the contract; the original is filed with the State Treasurer.
- The State Executive Board meets on the Friday evening prior to the state Convention with State President presiding. The general business meeting, the Omega Service and guest speaker precede the luncheon banquet on Saturday with the State President presiding. Installation of New State Officers will take place after the luncheon.
- State Convention site is selected by the State President with input from the Executive Board
- The State Conference and the State Convention are encouraged to be self-supporting. Both conference and convention registrations should be collected by the State Treasurer. Expenses of the State Conference and the State Convention are paid from the state treasury by check.
- The State Treasurer, upon instruction from the State Executive Board, advances the deposit to secure the conference / convention site.

FOUNDERS' OBSERVATION

- The month of October is proclaimed Alpha Delta Kappa Month and provides many opportunities for chapters to honor our founders and to bring special recognition to members, other educators, and the educational profession in general.
- NH participates in a Maine-NH Founders' Day each October. The two states rotate hosting the event. The State President selects the site and the Executive Board helps with the planning.
- Founders' Day is observed at each chapter's regular October meeting.

NEW HAMPSHIRE STATE PUBLICATION

- Communication is the key to a viable organization. The State President shall publish a State newsletter a minimum of 2 times per year. A copy shall be sent to members of the State executive board including chapter Presidents, State Committee Chairmen, Past State Presidents, Chapter Corresponding Secretaries, Alpha Delta Kappa Headquarters, the International President, the International President-Elect, the International Vice-President of the Northeast (IVPNER), and the ten (10) NER State Presidents.

NEW HAMPSHIRE STATE PRESIDENT AND IMMEDIATE PAST PRESIDENT'S PINS

- **The State President's pin is passed down to the new State President by her predecessor who becomes the Immediate Past President.**
- The state provides the pin to be presented to the Immediate Past President by her predecessor. The State Treasurer orders one (1) pin each biennium.

MEMBERSHIP RECOGNITION

- Any awards or recognition for state membership shall be at the discretion of the State's Vice-President for Membership.

EXCELLENCE IN EDUCATION

- Recognition for the State Nominee shall be given at the State Convention. A gift shall be given with a monetary value of \$50.00. This award will come from state contingency fund.

NEW HAMPSHIRE STATE SPECIAL SERVICES

- Courtesies are extended during each State Convention to the visiting International representative by the State President and/or her designee(s).

- On behalf of New Hampshire Alpha Delta Kappa, the State President presents a gift to the International representative after she has delivered her speech at the State Convention.

NEW HAMPSHIRE STATE THEME

- The State Theme is determined by the State Executive Board at the January meeting after the International and Regional themes are announced.