

ALPHA NU STATE POLICIES

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ALPHA NU STATE POLICIES

I. Officers, Related Personnel, Executive Board, and Expansion

Section A. Officers and Related Personnel

1. Elected Officers
 - a. President
 - b. First Vice President
 - c. Second Vice President
 - d. Recording Secretary
 - e. Corresponding Secretary
 - f. Treasurer – selected by the state executive board

2. Related Personnel
 - a. Parliamentarian - appointed by the state president
 - b. Historian - appointed by the state president
 - c. *Alpha Nus* Editor – selected by the state executive board.
 - d. Webmaster - selected by the state executive board.

Section B. State Executive Board

1. References: *International Constitution*, Article VII (Boards)
International Handbook, (Boards)
2. Additional Duties
 - a. To select the state treasurer, the state editor, and state webmaster. Qualifications and experience for the positions shall be presented in writing at the time of the selection.
 - b. To approve the authorization of a new chapter, if a chapter desires to divide, to extend, or to sponsor a new chapter in the same area.
 - c. To examine periodically the State's expansion program to determine whether the plan in effect is the best possible one for the future of the Society.
 - d. To designate, organize, reorganize, and evaluate areas in which chapters are located.
 - e. To transact any necessary business that may arise between Alpha Nu State Conventions.
 - f. To endorse any legal transactions that relate to investment and reinvestment of funds, fidelity bond for the state treasurer, and execution of any legal documents.

Section C. Expansion

1. The Alpha Nu State Expansion Fund will supply the following materials:
 - a. For each initiate: a song card, a membership card and certificate, a copy of the *International Constitution*, and an invitation and envelope.
 - b. For the new chapter: one red, leather-bound Official Initiate Register (included in the kit from International but paid for by Alpha Nu State).

2. Alpha Nu State will also pay from the State Expansion Fund, the travel expenses of the state president, or her designee, and one member from the state expansion committee.
 - a. The Organizer shall submit a voucher to the State President for the cost of materials needed as listed above and for incidental expenses.

- b. The state president shall submit a voucher to the state treasurer for the \$50 gift from the State Expansion Fund, which shall be presented to the new chapter by the state president, or her designee, at the time of installation.
3. The Alpha Nu State president and state executive board shall set the policy for the expansion committee and shall recommend all expenditures from the State Expansion Fund.
4. The new chapter will pay, from the chapter's share of dues collected, any expenses incurred for the initiation and installation, unless these are paid by the sponsoring chapter(s). These expenses may include a luncheon, a dinner, a special hour, or a reception, flowers, favors, decorations, candles, music, or any other courtesies in connection with the installation, initiation, and social function.
5. The members of the sponsoring chapter(s) will aid in any way possible.

II. Committees – Additional Duties

Section A. Committee Structure

1. Society Business
 - a. Leadership Development
 - b. Finance
 - c. Financial Review
 - d. Membership
 - e. Rules
 - f. Nominations
 - g. Communications
 - h. Convention
2. Society Mission and Purposes
 - a. Scholarships / Awards
 - b. Educational Excellence
 1. International Projects
 2. Educational Law and Policy
 3. Global Awareness / World Fellowship
 4. Personal and Professional Pride
 5. Music and Arts

Section B. Committee Chairmen

1. References: *International Constitution*, Article VIII Committees
International Handbook Committees
Alpha Nu State *Bylaws*, Article IX Committees
Alpha Nu State *Standing Rules*, III Committees
2. Additional Duties
 - a. To note that subcommittees of standing committees are appointed by the state president.
 - b. To serve, together with the committee members, a term of two years—except for the four-year staggered terms of the Leadership Development Committee and the Finance Committee. No committee chairman may serve longer than two consecutive terms. Terms shall end June 30 of odd-numbered years.

- c. To notify the state president by September 1 if the committee file does not include the following items: the red binder including inventory form, reports from the previous biennium, pertinent materials from other years, and a copy of the *International Constitution*.
- d. To have on file by October 1, the name, address, zip code, telephone number, and e-mail address of each chapter committee chairman.
- e. To send at least two communications to each chapter counterpart each year—one in the spring with information for the coming year and one in the fall with updated information. Copies of all communications are also sent to the state president.
- f. To notify the state president of all committee meetings so that she may attend if possible.
- g. To approve all expense vouchers of the committee members before submitting them to the state president for her approval. The state president shall present the approved vouchers to the state treasurer for payment.
- h. To submit to the state recording secretary by May 1 of each year, the State Convention report of the committee's activities, including the names of all committee members.
- i. To conduct needed workshops during State Convention as requested by the state president.
- j. To submit all vouchers with receipts from the committee by the last day of convention of the current year in order to receive compensation.
- k. To prepare two copies of a written inventory of all supplies at the close of the biennium.
- l. To leave a letter of suggestions in the file for the incoming committee chairman.
- m. To note that the committee chairman may not appoint other members to her committee. The state president has appointed the members of the committee and the chairman does not have the privilege to appoint others.
- n. Other members may be invited to present their views on pending business at a committee meeting. After presentation of their views, they are excused. Only committee members may be present for the transaction of business during a meeting.
- o. A committee may schedule a hearing so that any member who wishes to present her views may attend.
- p. A member may serve on only one state committee during the biennium.

Section C. State Committees – Additional Duties

1. Finance Committee
The state finance committee provides for the annual audit, but the state president appoints the audit committee.
2. Nominations Committee
 - a. To require that recommendations be submitted to the committee by February 20.
 - b. To note that first and second vice presidents do not automatically advance to the presidency.
 - c. To contact each prospective nominee by letter and to receive a written reply.
 - d. To report the slate of nominees to the State Convention without comment.
 - e. To note election procedures in the *International Handbook*.
 - (1) The election ballot is to be a written ballot.
 - (2) The polls will open on the morning of the last general session of State Convention in odd years. The exact times of opening and closing of the ballot box will be printed in the convention program.
 - f. To report the election results to the convention without comment. (A majority vote elects.)
3. Program Committee
 - a. To emphasize to chapter program of work chairmen, the necessity and value of member participation in programs.

- b. To encourage chapter program of work chairmen to obtain and use the current *International Program Manual* and materials.
 - c. To recommend to chapters that music be an integral part of the chapter program.
4. Research Committee
- a. At the state president's request, to encourage a display at convention of materials published or produced by members of Alpha Nu State (arts and crafts, music, poetry, feature articles, publications, photography, collections, and other interests).
 - b. To assist in needs assessment, goal setting, implementation of action programs, and program evaluation.
5. Communications Committee—*Alpha Nus* Editor
- a. To publish four issues of *Alpha Nus* each year at stated intervals.
 - b. To devote most of the spring issue of *Alpha Nus* to State Convention and to International Convention or Regional Conference.
 - c. To print in the spring issue, in odd-numbered years, pictures and biographical data of the nominees for state offices and names and chapters of the nominees for the state nominations committee.
 - d. To send a voucher to the state president for the quarterly stipend after publication of each issue of *Alpha Nus*.
6. Scholarships Committee
- a. To consider only applicants who have been members of the Society in Idaho for at least two (2) years.
 - b. To inform scholarship applicants that scholarships shall be used before the end of the following school year.
 - c. To accept applications up to and including May 1.
 - d. To notify the recipient by May 20 and to request a written reply by June 1.
 - e. To choose an alternate, if necessary, who shall be asked to reply by June 10.
 - f. To award the scholarship(s) at the State Convention.
 - g. To inform scholarship recipient(s) that she will send a report to the scholarship committee prior to State Convention the next year providing information on her field of study and the use of the scholarship award.
 - h. To keep a record of scholarships according to Alpha Nu State chapters.
 - i. To check with chapter officers to determine the applicant's activities and attendance in her chapter.
 - j. To recommend to chapters that memorials be given to the Scholarship Fund.
 - k. To send thank-you notes for any contributions to the Scholarship Fund.
7. World Fellowships Committee
- a. To encourage chapter committees to present information in chapter meetings on the current recipients concerning their study, country, and life style.
 - b. To suggest specific ways in which voluntary World Fellowships funds might be secured.
 - c. To assign to each chapter, the name of at least one recipient for special concern.
8. Rules Committee
- a. To prepare copies of all proposed changes for distribution at the State Convention to state executive board and to members attending the convention.
 - b. To submit copy to the state parliamentarian for review and evaluation.

- c. To complete the update of the Alpha Nu State Manual even if the biennium ends before their work is completed.
- d. To communicate changes approved at convention to members by notice in the August issue of the *Alpha Nus*.

9. Awards Committee

The Alpha Nu State Achievement Award is the symbol of distinctive contribution to the Society. It is a gold guard designed in the shape of the state of Idaho and set with a tiny garnet in the location of the capital city.

Since the Alpha Nu State President is a member of all state committees, she is ineligible for the award during her term of office, as is any other member of the awards committee.

- a. To send to each chapter president and to each member of the Alpha Nu State executive board by March 1, forms for recommendations for the award, with a cover letter that reminds all to follow *Alpha Nu State Policies* b, c, and d listed below:
- b. To inform chapter presidents that no vote of the membership shall be taken for recommendations. Consultation with the Chapter Executive Board and/or members who have served on State or International level is suggested.
- c. To advise chapter presidents that the nominee need not be a member of the recommending chapter.
- d. To admonish chapter presidents that there shall be no solicitation for support of the candidate among chapters.
- e. To physically meet and consider all completed recommendations received by the April 15 deadline.
- f. To select a recipient by consensus of the committee.
- g. To keep secret the name of the recipient until the Achievement Award is presented at Alpha Nu State Convention.
- h. To submit a news article and picture of the recipient to the state editor for publication in the next edition of the *Alpha Nus* after presentation of the award.

III. Alpha Nu State Conventions

The following information is presented in detail in the *Alpha Nu State Convention Planning Book*.

Section A. Convention Planning Book

- 1. References: *International Constitution*, Article IX
International Handbook, Areas of Activity, State Organization Conventions
- 2. Total plans are subject to the approval of the state president.
- 3. Personnel:
 - a. Members of the hostess chapter;
 - b. A general chairman selected by the chapter executive board of the hostess chapter;
 - c. Secretary, treasurer, registrar, and committee chairmen;
 - d. Any other related personnel selected by the general chairman.

4. Distribution
 - a. The general chairman, after convention, shall be responsible for printing and distributing seven updated copies of convention data for the following:
 - (1) Current general chairman
 - (2) State president
 - (3) Rules committee chairman
 - (4) Hostess chapter president
 - (5) General chairman for next year
 - (6) Finance committee chairman
 - (7) State treasurer
 - b. The general chairman shall send her *Convention Planning Book* with the copy of the updated material to the general chairman of the Alpha Nu State Convention two years hence. If a general chairman has not been appointed, send it to the hostess chapter president.
 - c. Reports of previous conventions should be discarded, if out-dated, upon the direction of the state president. See page A in the *Convention Planning Book*.
5. Contents include:
 - a. General information as it relates to the policies and procedures of the convention, which will require review and updating after each convention.
 - b. Hostess chapter information which gives specific details and requires yearly updating.

Section B. Finances

1. For a breakdown of convention expenses, see the *Convention Planning Book* (Proposed Budget).
2. Financing of Alpha Nu State Conventions shall be by the Convention Per Capita Fund. The amount shall be determined by the Finance Committee at their fall meeting. If an increase is needed in the individual's share for the Convention Per Capita Fund, the Finance Committee shall make a recommendation to the executive board at its next meeting.
3. The state finance committee chairman shall notify each chapter by August 1 of the amount of the individual share for the Convention Per Capita Fund if any change was voted on at State Convention.
4. Each chapter's total per capita share shall be paid to the Alpha Nu State treasurer. All members (active, reserve, and honorary) shall pay to the Convention Per Capita Fund. Chapter treasurers shall indicate Convention Per Capita on Form 18 and send with the members' dues and fees.
5. All allowable State Convention expenses (see number 15 below) will be paid by the state treasurer out of the State Convention Per Capita Fund.
6. Pre-convention workshops may be funded from the Available Fund or the Convention Per Capita Fund as deemed feasible.
7. The convention finance committee shall budget the projected income and expenses of the convention.
8. The hostess chapters' general convention chairman and convention treasurer shall open a convention banking account with both signatures required.

9. The convention treasurer must be bonded for the months of May and June. The cost of the bond shall be a convention expense. If the chapter treasurer is the convention treasurer and is already bonded, a new bond is not needed.
10. The convention treasurer records all expenses and income, listing each under its proper budget headings. (The convention treasurer may be a past treasurer of the hostess chapter or another member with financial expertise.)
11. All expenses for the State Convention are submitted on a convention voucher.
12. All bills or statements presented for payment must be itemized. The general convention chairman shall approve statements only upon their presentation with itemized convention vouchers.
13. All convention vouchers must be signed by the Convention Chairman and the State President before being presented to the State Finance Committee Chair and State Treasurer for payment.
14. All expense vouchers with the exception of that of the Alpha Nu State Recording Secretary must be presented to the State Treasurer at by the end of the convention, or no later than June 30. (After June 30, they may not be honored.)
15. Expenses included as State expense and paid by voucher are:
 - a. Hotel and all meal tickets for the International representative;
 - b. Printing the convention programs.
 - c. Printing officers', chapter presidents', and committee chairmen's reports for the State Convention if received by the state recording secretary by the deadline prior to convention. Printing expenses for late reports shall be the responsibility of the person presenting the late report.
 - d. Printing music booklets for the State Convention (not to exceed \$100 a biennium).
 - e. A corsage for the International representative and the state president.
 - f. Special gifts requested by the state president or state vice president:
 - i. For the International Guest – a donation of \$50 to an International Fund of her choice.
 - ii. For the out-going State President – a gift or donation to a Society fund (not to exceed \$50).
 - g. Expenses for the convention hospitality room. This may include the cost of the room and coffee (not to exceed \$200).
 - h. Expenses for musical entertainment or speaker(s) (not to exceed \$150 State expense).
 - i. Expenses for decorations or centerpieces for the Presidents' Banquet. (A maximum of \$60 is allowed. Receipts are required for reimbursement.)
 - j. Expenses for items used in Founders' ceremony, birthday ceremony, necrology service, and any other special service held at the convention. (A maximum of \$35 is allowed for each ceremony. Receipts are required for reimbursement.)
 - k. Other expenses not listed may be included, but must be approved by the state president and the state finance committee chairman.
 - l. Expenses (if any) for printing during State Convention.
 - m. Expenses for registration materials, name badges, meal tickets (not to exceed \$100).
 - n. Expenses for publicity to chapters and for thank you notes (postage, note cards, invitations, envelopes, stationery) (not to exceed \$50).
 - o. Expenses for piano and audio-visual equipment at convention meetings (VCR, TV, projectors, microphones, piano rental, etc.) (not to exceed \$200).
16. Car pooling by state officers and state committee chairmen is encouraged, but only one mileage allowance per car will be given.

17. A balance of at least \$500 will be maintained in the Alpha Nu State dedicated Convention Per Capita Fund.
18. A loan of up to \$300 may be requested by the hostess chapters from the dedicated Convention Per Capita Fund. The loan must be repaid to the Alpha Nu State dedicated Convention Per Capita Fund by June 30 following convention. The check is to be given or sent to the Alpha Nu State Treasurer.
19. Seven copies of the convention budget and a detailed record of income and expenditures shall be included in the update of the *Convention Planning Book*.
20. The hostess chapter(s) will find it necessary to finance courtesies, social hours, music, entertainment, hospitality room food and beverages, favors, and other items that are in addition to or exceed the state allotment.

Section C. Arrangements

1. Chapters will host State Convention in rotation, as detailed below. Chapters in the area (listed in the same row as the lead chapter) are co-hosts and expected to assist with convention preparations and costs. Conventions will be held in areas of greatest membership population. Four areas have been identified. Caldwell/Nampa, Pocatello/Idaho Falls, The Magic Valley, Boise

	Lead Chapter	Co-hosts
2014	Alpha	Mu, Omicron, Phi,
2015	Delta	Omega, Beta
2016	Kappa	Chi, Eta, Upsilon
2017	Xi	Gamma, Theta
2018	Mu	Omicron, Phi, Alpha,
2019	Omega	Beta, Delta
2020	Chi	Eta, Kappa, Upsilon
2021	Gamma	Xi, Theta
2022	Omicron	Phi, Alpha, Mu
2023	Beta	Delta, Omega
2024	Eta	Kappa, Chi
2025	Theta	Gamma, Xi
2026	Phi	Alpha, Mu, Omicron

2. Arrangements for the next year's convention, uniquely presented and specific as to date, time, and place, shall be given at the Alpha Nu State Convention.
3. Arrangements for convention facilities should be made two years in advance, preferably by written contract. The location and dates must be approved by the state executive board.
4. Every detail should be carefully discussed with the management of the facilities -- sizes of meeting rooms, prices of meals, costs of properties needed, estimate of number of people expected, services available, and costs of social hours. (*Convention Planning Book*)
5. Names and duties of convention committees are listed in the General Information section of the *Convention Planning Book*.
6. The Program of Convention and registration form with prices of meals shall be printed in the April

issue of *Alpha Nus*.

7. Alpha Nu members should make every effort to be pre-registered for the convention. Only pre-registered members can be guaranteed to receive all convention materials.
8. The Convention publicity committee should send news items to the press, radio, and television, and should arrange for interviews.
9. The Recording Secretary shall have all the reports from state officers, state committee chairmen, and chapter presidents that have been submitted by the deadline ready for inclusion in the registration packets.

Section D. Courtesies and Hospitality

1. Courtesy invitations to the International representative should be sent by the Alpha Nu State president and the hostess chapter as soon as the assignment has been made.
2. A courtesy hostess shall be assigned to the International representative. The Hostess shall ask the International representative to sign her name and room number on all her bills so that there will be one total paid by the convention treasurer.
3. Any International official who is invited to attend and take part in convention sessions is accorded the courtesy of rooms and meals for the convention.
4. The convention chairman shall arrange courtesy meal tickets for guest speakers and other entertainers.
5. The Alpha Nu State treasurer shall pay all the expenses of the International representative except transportation to the convention city.
6. Dressy attire should be worn by those attending the Presidents' Banquet.
7. The hostess chapter shall provide a service for chapters to order corsages during the convention.
8. Corsages customarily are ordered and presented by:
 - a. Each chapter from chapter funds
 - (1) To chapter presidents in odd-numbered years for the President's Banquet.
 - (2) To chapter presidents and presidents-elect in even-numbered years for the Presidents' Banquet.
 - b. Hostess chapter from convention funds
 - (1) to the International representative
 - (2) to the state president
9. The following gifts customarily are presented by:
 - a. The hostess chapter
 - (1) A rose and/or a bowl of fruit in the hotel room for the International representative and for each state officer.
 - (2) If desired, a memento representative of the convention locality is presented at the Presidents' Banquet, to the International representative and the state president.
 - b. Alpha Nu State
 - (1) A donation of \$50 to an International Fund of the guest's choice is presented to the

- International representative by the Alpha Nu State president at the Presidents' Banquet.
- (2) The state president's pin is presented to the incoming state president at the time of her installation by the out-going state president.
 - (3) A memento of appreciation not to exceed \$50, or a \$50 donation to a Society Fund in her honor to the Alpha Nu State president, selected and presented by the state first vice president at the Presidents' Banquet at the end of the biennium.
10. Thank-you notes shall be sent by:
- a. Hostess chapter -- acknowledges courtesies requested by its members.
 - (1) To the representative of the host city.
 - (2) To the management of the meeting place.
 - (3) To individuals involved in services and mechanics of the convention.
 - (4) To any performers or entertainers who were invited by the hostess chapter.
 - (5) To anyone who has contributed to the success of the convention.
 - b. Alpha Nu State corresponding secretary -- acknowledges courtesies requested by the state president.
 - (1) To the International representative.
 - (2) To guest speakers and other entertainers invited by Alpha Nu State.
 - (3) To chapters who were invited to make table decorations or favors or to present a ceremony.
 - (4) To members who give collects, meditations, and prayers.
 - (5) To officers and members who presided at social events or workshops.
 - (6) To members who performed special services.

IV. Other Areas of Activity

Section A. International Conventions

1. References: *International Constitution*, Article IX (Areas of Activity)
International Handbook, (See index.)
2. Delegates
The delegates are the state president, as official representative, and all other members in attendance at the business meeting of the Society. All members attending general business sessions have a vote.
3. General Information
 - a. The International Convention is held biennially in even-numbered years to transact the business of The Delta Kappa Gamma Society International.
 - b. Members having attended the International Convention should be asked to present highlights of the convention at chapter meetings.
 - c. Corsages may be given to the Alpha Nu State president for the Presidents' Parade at the International president's request. Corsages may also be given to any Alpha Nu member acting in an official capacity or honored at an International Convention.
 - d. The Alpha Nu State first vice president or her designee shall order corsages.

Section B. Regional Conferences

1. References: *International Constitution*, Article IX (Areas of Activity)

International Handbook, (See index.)

2. Personnel
All members of Alpha Nu State in attendance.
3. General Information
 - a. Regional Conferences are held biennially in odd-numbered years to acquaint members with the policies, procedures, and program of work; to provide inspiration; and to promote fellowship.
 - b. Members having attended the regional Conference should be asked to present the highlights at chapter meetings.
 - c. Corsages may be given to the Alpha Nu State President and immediate Past President for the Presidents' Parade. Corsages may be given to any Alpha Nu State member acting in an official capacity or being honored at a Regional Conference.
 - d. The incoming Alpha Nu First Vice President or her designee shall order and deliver the corsages.
 - e. Regional Training
 - (1) The Alpha Nu State president shall attend the leadership development conference that precedes the Northwest Regional conference or another regional conference.
 - (2) The Alpha Nu State program of work chairman shall attend the leadership development conference that precedes the Northwest Regional conference or another regional conference.
 - (3) The Alpha Nu State membership chairman shall attend the leadership development conference which precedes the Northwest Regional conference or another regional conference.
 - (4) Other members, so designated by International, shall also attend training.

Section C. State Workshops

1. References: *International Handbook, (See index.)*
2. Personnel
All Alpha Nu state members
3. Classifications of workshops
 - a. State leadership development workshop for chapter presidents
 - (1) The state president is to be assisted by the International representative and the leadership development committee in planning and conducting the workshop.
 - (2) The workshop is to be held in even-numbered years preceding Alpha Nu State Convention.
 - b. Pre-convention State Standing Committee Workshops
 - (1) The state president, International representative, and state committee chairmen of the involved committee shall plan the workshop.
 - (2) The workshops are to be in the areas of Society Business, Program of Work, and Educational Services when needed.
4. State Convention Workshops
 - a. The state president with the assistance of the leadership development committee shall plan the standing committee workshops.
 - b. These workshops are to be conducted by the state committee chairmen during the annual State Convention.
5. Area Workshops

- a. The state president or her designee with the assistance of the leadership development committee shall plan and implement the area workshops programs.
- b. The outgoing chapter presidents shall serve on the Area Workshop committee. The chairman shall be appointed by the Alpha Nu State president. This committee will arrange for the physical facilities and food.
- c. Area Workshop meetings should be held during the months of August or September.
- d. These workshops shall not take the place of regularly scheduled chapter meetings.
- e. Each chapter may hold a business meeting preceding or following the Area Workshop.
- f. A block of time designated by the state president must be scheduled for the presentation of International and State policies and procedures.
- g. The preliminary plans for the Area Workshop must be cleared with the state president.
- h. Activities for each Area Workshop must be oriented to the Society's program.
- i. Area Workshop activities should emphasize membership participation.
- j. A survey may be taken by the chapters within the area to determine the needs that should be studied in the Society's program.
- k. All chapters within the area must be involved with planning. No chapter should be required to carry on the same responsibilities from one biennium to the next.
- l. Five to six hours should be spent in orientation, education, and instruction to make the workshop worthwhile.
- m. A luncheon should be scheduled. A social hour and break are encouraged.
- n. An allocation of \$100 is budgeted for each Area Workshop. If the incurred expenses are greater than \$100, they shall be pro-rated among all the chapters in that area.
- o. Itemized vouchers for reimbursement shall be presented by the Area Workshop chairman to the state president within sixty (60) days following the workshop.
- p. An itemized statement of expenses must be submitted to the Alpha Nu State president within sixty (60) days after the Area Workshop. (This is in addition to the voucher, which is used for reimbursement of expenses only.)
- q. No area may have a bank account or cash on hand.
- r. No area or chapter may conduct a profit-making activity at the Area Workshop unless proceeds are for an Alpha Nu State approved project.
- s. The Alpha Nu State president may appoint a new chairman if the current chairman is unable to fulfill her position, continue with her duties, or fails to carry out the work of her position.

Section D. Spring Seminar

1. A Spring Seminar may be held in the spring of the year under the direction of the first vice president and the program of work committees.
 - a. All expenses will be paid by registration fees or donations (Spring Seminar fund).
 - (1) Up to \$250 annually may be used from the donated Spring Seminar Fund.
 - (2) The Spring Seminar Fund monies are to be used only for speakers or materials.
 - b. A report of activities and financial records will be submitted to the state executive board.

Section E. Coordinating Councils (Optional)

1. References: *International Handbook* (Coordinating Councils)
2. Personnel
 - a. Chapter presidents and one member-at-large of each chapter.

- b. Terms of the chapter presidents and members-at-large shall be staggered.
 - c. Presidents shall start service July 1 in even-numbered years.
 - d. Members-at-large shall start service July 1 in odd-numbered years.
 - e. The chairmanship shall rotate among the chapters in Greek alphabetical order.
3. General Information
- a. There shall be regularly scheduled meetings.
 - b. Additional guidelines and/or procedures that pertain to the individual Coordinating Council shall be formulated so that the work of the Society can be carried out more effectively and harmoniously.
 - c. A written policy shall be established for new member selection.
 - d. A written policy with a specified date shall be established and adhered to by all chapters with the Coordinating Council for clearing invitations to new members to avoid duplications.
 - e. Any recommendation made by the Coordinating Council must be accepted by chapters before becoming effective.
 - f. Further study shall be made of a recommendation rejected by one or more chapters.
 - g. A written policy shall be established for receiving transferring members on an automatic basis with consideration given to the transferring members' wishes.
 - (1) Suggested method
 - (a) The chairmen of the membership committees meet together, each one bringing a list of prospective members. In the clearing of names for membership, a system of rotation can be used in calling the names of proposed nominees.
 - (b) Each chapter membership committee chairman calls the first name on her list in the order of rotation previously agreed upon. This procedure is used until all the candidates' names have been cleared. In succeeding years, each chapter chairman will have her turn at being the first to call her list. Rotation should be by Greek alphabet.
 - (c) If the same name appears on more than one list, an informal discussion should be held by those members with the same nominee's name. Careful consideration shall be given as to what might be the best chapter for the nominee and in which chapter she would be happier and more effective. Whatever the agreement may be, it should be one that benefits the candidate.
 - h. A plan shall be established to pro-rate expenses among chapters of the Coordinating Council.
 - i. In the organization of a new chapter, the Coordinating Council members shall work with the organizer.
 - j. Members of the coordinating council shall make regular reports to the chapters concerning the work and the plans of the Council.
 - k. It is particularly important that the presidents and members-at-Large on Coordinating Councils study carefully and use the recommendations in the *International Handbook* (Coordinating Councils).

V. Protocol and Courtesies

Section A. Invitations

1. All invitations should be extended in writing. Information should include the date of the event, the place of the meeting, and the time.
2. Invitations should be extended as far ahead of the scheduled event as possible.

3. Invitations should be extended to head table guests, participants in the receiving line, honored guests, officials, and social guests.
4. Invitations should be accepted in writing. If acceptance is not possible, appreciation for the invitation should be expressed and reasons given for not being able to accept.
5. A card may be placed with the invitation informing a guest that she is to be seated at the head table or secondary table.
6. Head table guests should be informed of where and when they are expected to meet prior to the meal.
7. Written invitations and information may be placed in the registration packet for the Alpha Nu State Conventions.
8. Written information concerning seating arrangements and other courtesies may be given guests when they register for State functions.
9. A request for clarification should be made if any part of the invitation is not clear. No doubt should be left in the mind of a guest about the details.

Section B. Courtesies for Guests and Speakers

1. Written invitations should be extended to guests who will be speaking or performing in some way on the program of State functions.
2. The speaker should be advised as to what is expected of her (suggested subject, allotted time, and discussion period if any).
3. A guest speaker should have an outline of the complete program, if available, and should know about any others taking part in the program.
4. Any guest or speaker should be advised as to the kind of function, type of program, and attire of an appropriate nature.
5. A participant or speaker should be informed about expenses. She should know in advance that reservations have been made for a room and meal functions and that complimentary tickets will be furnished.
6. The hotel management should be requested to confirm her room reservations before her arrival.
7. Out-of-town guests should be met and taken to their hotel. Transportation arrangements should be made for their departure.
8. Flowers and/or fruit in the room are courtesies that are appreciated, but they are not necessary.
9. A hospitality hostess may be appointed to assist a guest in going to and from her room, to a press conference or television interview, to meal functions, to become acquainted with others, and to fulfill any requests that will make her visit more comfortable and enjoyable.

Section C. Head Table Seating at Business Meetings

1. The State President or presiding officer is at the center of the head table or immediately off center to

the right.

2. The International Representative shall be seated to the right of the presiding officer.
3. The State Parliamentarian may be seated either next to the International Representative or may be seated to the left near the presiding officer.
4. The State Recording Secretary may be seated next to the State Parliamentarian. Other officers may be seated according to rank alternating on both sides of the presiding officer or on one side only.
5. Others that are to take part in the business meeting and have been requested to be seated at the head table by the presiding officer may be seated alternately on both sides of the table or on the opposite side from the officers.

Section D. Head Table Seating at Meal Functions

1. The presiding officer is always at the center of the head table or immediately off center to the right.
2. The guest of honor is seated to the right of the presiding officer and takes precedence over any other dignitary.
3. Other guests of honor may be seated right and left, alternately, of the presiding officer according to rank; or all guests of honor may be seated to the right of the presiding officer and other dignitaries or officers to the left.
4. Secondary tables may be used for any guests, officers, committee members, and others who are to be honored or recognized.

Section E. Receiving Lines

1. In forming the receiving line for all receptions, teas, and other functions, the president or chairman usually preceded by one hostess to announce each person, is at the head of the line. The guest of honor is next in line to the state president with other guests following in order of rank.
2. In forming the receiving line, a short one is preferable. If the receiving line becomes too long, two short lines may be used with one line at each side of the room or at opposite ends of the room.
3. At the installation of a new chapter, a receiving line for new members is recommended.
4. It is also a courtesy to form a receiving line after initiation for new members at a chapter meeting.

Section F. Standing Tributes

1. It is a gesture of courtesy for all members to stand while the head table guests take their places.
2. It is a gesture of tribute to stand at other times when members wish to show their love and respect to the Alpha Nu State president or other members who have provided outstanding leadership or made a significant contribution to Alpha Nu State.
3. Standing is a recognition and an appreciation to a member for her position of achievement or for her service to The Delta Kappa Gamma Society International. However, this courtesy should not be

used to the extent that it becomes meaningless.

Section G. Introductions

1. Introductions at a business meeting or social function shall be made according to the order of rank, exclusive of the honored guest or speaker.
2. Introduction of the Alpha Nu State president precedes all other guests at her official visit to the chapters. She is the guest of honor.
3. Introduction of an honored guest or speaker will depend upon when other distinguished guests are introduced.
4. Introduction of all guests may be made preceding the meal function.
 - a. The guest of honor is introduced first.
 - b. Any International personnel are second.
 - c. The state president is third.
 - d. Alpha Nu State officers follow in order of rank.
 - e. Guests who have been invited to sit at the head table follow the officers.
5. Introduction of all guests may be made after the meal function at which time the guest of honor or speaker is introduced last, preceding her talk or speech. Introduction of guests following a meal is in reverse sequence to that preceding a meal.
 - a. Invited guests
 - b. Alpha Nu State officers
 - c. Alpha Nu State president
 - d. International personnel
 - e. The guest of honor
6. The Alpha Nu State president may recognize at meal functions others who have been outstanding in not only Delta Kappa Gamma activities, but who have achieved honors in other fields of endeavor.

Section H. Recognitions

1. State past presidents shall be introduced according to the dates of their years of service or by seniority of service when they are recognized or honored as an Alpha Nu State past president.
2. Alpha Nu State committee chairmen and key personnel on projects or committees may be recognized at the Birthday Luncheon. The Alpha Nu State first vice president shall be the presiding officer.
3. Alpha Nu State past presidents, chapter presidents, and others as designated by the state president may be honored at the Presidents' Banquet. The Alpha Nu State president shall be the presiding officer.
4. The Alpha Nu State second vice president shall be the presiding officer at the Inspirational Breakfast.
5. Care should be taken to prevent introductions of dignitaries too often during the Alpha Nu State Convention.

6. All state officers, state committee chairmen, and members working on the State and International levels should be recognized at the official visit of the state president or her representative when she visits the chapters of Alpha Nu State.
7. The official visit of the state president to the joint meeting of several chapters must include the same or equal recognition of all members entitled to introduction or recognition. The state president is officially visiting all the participating chapters, and each chapter is entitled to the same recognition.
8. International personnel, state officers, state committee chairmen, and chapter presidents, if present, should be included in the seating at the head table when the Alpha Nu State president makes her official visit to a joint meeting of chapters. Secondary tables may be used for other officers of the participating chapters, committee members, and other distinguished guests.
9. Any member working on the International level, state officers, and chapter members serving on the State level must be introduced if present, at the official visit of the state president to a chapter which does not participate in a joint meeting with other chapters.
10. The state president may request that the presiding officer introduce other distinguished members when she makes her official visitation to a chapter.
11. The official visit of the state president is one of the highlights of the biennium, and no presentations of honors or awards are to be given at that meeting.
12. The presiding officer should be able to give the name and title of the position of each person at the time of introductions.

Section I. Dress for the Occasion

1. Official luncheon functions, memorial services, and the Presidents' Banquets are "state" affairs whose dignity and grandeur can be enhanced by proper dress.
2. Dressy attire should be worn by those attending the Presidents' Banquet.

Section J. Remembrances

1. Flowers and/or gifts may be given at the discretion of the Alpha Nu State president in consultation with the state officers for such occasions as extended illness, death in the immediate family, marriage, maternity, recognition of meritorious service, or outstanding professional achievement to the following persons: state members, state past presidents, Alpha Nu State members currently serving at the International level, and Alpha Nu State officers and related personnel.
2. The Alpha Nu State corresponding secretary shall send greeting cards, acknowledgments, thank you cards, and personal notes, at the direction of the Alpha Nu State president.
3. A chapter may give a monetary contribution or an installation gift to a newly installed chapter. It is suggested that other chapters be contacted to prevent duplication of installation gifts.
4. A gift or monetary donation may be given to an International officer at the discretion of the Alpha Nu State president after consultation with the State officers.
5. A monetary contribution of \$25 shall be given as a memorial at the death of a State member, State past president, or State officer. The memorial shall be placed in the State Scholarships Fund.

6. Alpha Nu State chapters and members have the privilege of presenting monetary memorials to the State Scholarship Fund.

Section K. State President's Pin

1. Upon installation as Alpha Nu State president, the State president's pin is presented by the outgoing Alpha Nu State president.
2. It is the responsibility of the Alpha Nu State president to make arrangements by March 1 of odd-numbered years with the Alpha Nu State treasurer to purchase the pin.

Section L. Stationery

1. Chapters and States may purchase printed supplies (except letterhead stationery) from International Headquarters.
2. Alpha Nu State letterhead stationery shall be used only by State officers and State committee chairmen. No member may use the Alpha Nu State letterhead stationery for personal correspondence.
3. Official stationery for chapters shall indicate the Greek name of the chapter in the letterhead. The letterhead of the official stationery may be designed by a chapter; or Alpha Nu State stationery may be used, but it must include the Greek name of the chapter in the letterhead.
4. Official stationery for the chapters may be printed locally, using the crest cut available from International Headquarters. The Key of the Society may be printed on official Society materials: stationery, yearbooks, programs, etc.
5. Prices and order blanks may be obtained upon request from International Headquarters or downloaded from the International website.

Section M. Alpha Nu State President's Official Visitations

1. An official hostess should be appointed by the chapter president to provide for the honored guest's comfort.
2. The Alpha Nu State president should be given all the time she needs during her official visit for her presentation on an update of International and Alpha Nu State activities at the business meeting. Her inspirational message may be featured for the chapter's program.
3. The chapter president should check with the Alpha Nu State president concerning time needed during the meeting for her presentation.
4. It is preferable that no other program of work be planned by the chapter when the Alpha Nu State president makes her official visit.
5. The chapter president should inquire from the state president about her plans. If necessary, the chapter president should arrange any reservations for room, transportation, and meals that may be requested.
6. The state president should inform the chapter president that she will have a traveling companion so that proper arrangements can be made for lodging.

7. Gifts for the Alpha Nu State president or donation to the President's Project are optional with the chapter.
8. The state first and second vice presidents assist the state president in visitations to the chapters. They should be accorded courtesies which are appropriate to their office.

Section N. Initiation

1. Each chapter must initiate its own candidates.
2. No wording of the *Ceremonies* shall be changed.
3. Charter Members are those present at the installation of the new chapter. No member may sign a Charter if she did not attend the installation ceremony.
4. A newly installed chapter must initiate any nominees who were not initiated at the time of installation.
5. An initiation practice must be held before the ceremony is performed for new members.
6. The ceremony of initiation should be carefully reviewed several days preceding any initiation.
7. Either *Rituals* or *Ceremonies* publications should be used.

Section O. Initiation Paraphernalia

1. Every chapter shall use the regulation paraphernalia in the manner described in the *Ceremonies*.
2. Chapters should acquire the paraphernalia as rapidly as funds will allow.
3. A new chapter which has not acquired the necessary articles for initiation may borrow from another chapter.
4. The red satin Delta Kappa Gamma banner may be purchased to display on the wall or on a standard.
5. Every chapter should have visuals of the Key and the Crest to display during the initiation ceremony.
6. Patterns for the Key and Crest are available from Headquarters.
7. Initiation paraphernalia includes the following:
 - a. Red satin scarf;
 - b. Three brass candlesticks, ten (10) to twelve (12) inches tall, marked with The Delta Kappa Gamma Society International insignia;
 - c. Red, leather-bound Bible;
 - d. Small brass candle holders;
 - e. Brass bowl;
 - f. Brass tray;
 - g. Red, vinyl-bound folder containing the *International Constitution*.

Section P. Key Pin

1. The purchase of the Key Pin is required of all members.

2. The Key Pin and other official pins may be worn on a ribbon.
3. Members are expected to wear Society jewelry in ways that demonstrate the respect and honor they have for their membership.
4. International, State and Chapter Presidents' and State Founders' pins are worn directly below the Key.
5. The Key should be worn at all professional and Society meetings and may be worn at other times, but it should not be worn on an academic gown.
6. A member who loses the Key Pin must order a replacement.
7. A member who resigns or is dropped should surrender her Key to her chapter. If she does not, she is expected to refrain from wearing it.
8. A chapter may buy the Key from a dropped member.
9. A reclaimed Key may be resold to a chapter member.
10. Each chapter must decide as to what disposition should be made of a deceased member's Key if the pin is returned to the chapter.
11. The Key of the Society may be printed on official Society materials: stationery, yearbooks, programs, etc. It is also permissible to use the Crest.

Section Q. Alpha Nu State Conventions

The Alpha Nu State *Convention Planning Book* outlines in detail more information on protocol and courtesies for State Convention.

VI. Guidance for Chapters

Section A. Recognition of Members serving at State or International Levels

1. Chapters should recognize their members who are serving on the State or International levels.
2. These members may be introduced at special meetings of the chapter.
3. They shall be included in any introductions that are made during the official visit of the Alpha Nu state president or her representative.

Section B. Update Chapter Rules Biennially

1. Each chapter should update its rules biennially. It is recommended that a rules committee be appointed to do this.
2. A copy of the chapter rules shall be submitted to the state rules committee by December 1 of even-numbered years.

Section C. Procedure for Recommendation Form

1. A member shall personally complete the Recommendation Form for a potential candidate. The Recommendation Form for membership shall not be given to the potential candidate to complete.
2. The completed form is to be submitted to the chapter membership chairman.

Section D. Meeting Protocol

1. A member should rise (or raise hand), address the chairman, and be recognized whenever she desires to speak during a business meeting.
2. A member should never address another member or talk across the meeting room to someone else. She must address her remarks to the presiding officer when the business of the chapter is being discussed.
3. It is a courtesy to the presiding officer for a member to notify the chapter president when she plans to present a motion to the assembly.

Section E. Honoring Distinguished Service to Education

1. Chapters are encouraged to bestow honorary membership upon outstanding women who have given distinguished service to education.
2. Chapters shall not award citations for distinguished service to education.

Section F. Soliciting Votes

1. No member or chapter may solicit votes for an office or for awards.

Section G. Dues and Fees

Dues and fees for members of Alpha Nu State will include the following:

1. For active members
 - a. Chapter
 - b. State
 - c. International
 - d. Scholarship
 - e. *Alpha Nus* and other publications
 - f. Convention per capita fee
2. For reserve members
 - a. Chapter
 - b. State
 - c. International
 - d. Scholarship
 - e. *Alpha Nus* and other publications
 - f. Convention per capita fee
3. For honorary members
 - a. Alpha Nu State: (No new state honorary memberships shall be given.)
 - (1) *Alpha Nus* and other publications

- (2) Convention per capita fee
- (3) Total paid by Alpha Nu State for those holding current honorary membership.
- b. Chapter
 - (1) Initiation fee: A specified amount goes to the Chapter, State, and International.
 - (2) A lifetime International publications fee paid by the chapter at time of initiation (one-time fee).
 - (3) *Alpha Nus* and other publications paid each year by the chapter.
 - (4) Convention per capita fee paid each year by the chapter.

Section H. Soliciting Funds

1. A chapter (or member) shall not solicit funds from any other Alpha Nu Chapter or member for the financing of a special project or fund unless proceeds are for a chapter or Alpha Nu State approved project.