

# **HAWAI'I ALPHA DELTA KAPPA**



## **POLICIES and PROCEDURES MANUAL**

**Approved: May 2020**

**Hawai‘i Alpha Delta Kappa  
Policies  
TABLE OF CONTENTS**

	<b>Page</b>
<b>PREFACE</b> .....	i
<b>STATE OFFICERS</b>	
STATE PRESIDENT .....	1
STATE PRESIDENT- ELECT .....	2
STATE RECORDING SECRETARY .....	3
STATE CORRESPONDING SECRETARY.....	4
STATE TREASURER .....	5-6
STATE HISTORIAN.....	7
STATE SERGEANT-AT-ARMS .....	8
STATE CHAPLAIN .....	9
IMMEDIATE PAST STATE PRESIDENT .....	10
PRESIDENT OF THE STATE COUNCIL OF CHAPTER PRESIDENTS (PCCP).....	11
 <b>STATE COMMITTEES</b>	
STATE COMMITTEES .....	1
ALPHA DELTA KAPPA MONTH.....	2
ALTRUISTIC.....	3
AUDITING .....	4
BUDGET AND FINANCE.....	5
BYLAWS .....	6
CANDIDATE QUALIFICATIONS .....	7
COURTESY AND ALOHA .....	8
DIRECTORY .....	9
FRATERNITY EDUCATION.....	10
HONORARY MEMBER .....	11
KA PINE HO’OHUI .....	12
MEMBERSHIP .....	13
MUSIC .....	14
POLICIES .....	15
PROFESSIONAL AND PERSONAL GROWTH .....	16
PUBLICITY.....	17
RESOLUTIONS.....	18
SCHOLARSHIP.....	19
STATE CONVENTION .....	20
WAYS AND MEANS .....	21
WEBSITE.....	22
 <b>APPENDIX</b>	
POLICIES MANUAL RECOMMENDATION FORM .....	1
POLICIES COMMITTEE CHAIRMAN AND MEMBERS .....	2

## **PREFACE**

**Policy:** *“A course of action adopted by an organization to guide present and future decisions.”*

**Procedure:** *“Policies are carried out by means of more detailed guidelines called procedures. A procedure provides a detailed set of instructions for performing a sequence of action that occurs often or regularly.”*

The **HAWAI'I ALPHA DELTA KAPPA POLICIES MANUAL** which includes selected procedures appended belongs to the state office, state committee and chapter.

Each state officer, state committee chairman and chapter president shall pass on the **POLICIES MANUAL** at the end of the biennium.

### **Policies:**

- Changes to the policies are made by input from members on the Policy Recommendation Form and submitted to the Policies Committee chairman.
- The recommendations are reviewed by the Policies Committee which makes its recommendations to the Executive Board for approval. The committee updates (as needed), prints and distributes the approved revised policies for the **POLICIES MANUAL**.

# STATE OFFICERS



## **STATE PRESIDENT**

### **POLICIES:**

1. Shall visit each chapter by end of biennium if possible.
2. Shall be informed of Alpha Delta Kappa members' accomplishments/celebrations, loss of sister, loss of sister's immediate family (spouse, children, and member's parents) by the Chapter President. The State President informs the State Corresponding Secretary for appropriate follow-up.
3. May request contingency moneys for approval by the Executive Board.
4. Shall provide updated information to Website committee chairman and review web page before it is submitted to International Headquarters.
5. When immediate action is required by the Executive Board, a vote may be taken by email. The decision shall be reported and recorded at the next Executive Board meeting.

## **STATE PRESIDENT- ELECT**

### **POLICIES:**

1. Shall serve as the State Membership Chairman.
2. Shall select two (2) State Membership Consultants who will assist her.
3. Shall be a member of the State Convention Committee.
4. Shall be a member of the State Budget and Finance Committee.

## **STATE RECORDING SECRETARY**

### **POLICIES:**

1. Shall provide/maintain an attendance record for the Executive Board meetings.
2. Writes minutes of the meetings and has the President or designee edit before distribution.
3. Distributes minutes of Executive Board meetings and any special meetings in a timely manner.
4. Shall receive from State Committee Chairmen a copy of their reports to file with the minutes of the Expanded Executive Board meeting.
5. Serves as a caretaker of all past and present Hawai'i Alpha Delta Kappa Executive Board minutes during her two (2) year term. State Committee reports shall be on file for two (2) biennia.
6. Shall pass on to the successor all minutes. In addition, committee reports of the previous two (2) biennia shall be passed on.

## **STATE CORRESPONDING SECRETARY**

### **POLICIES:**

1. Prepares correspondence as directed by the State President/Executive Board.
2. Sends congratulatory, condolences, and other messages to chapter sisters, as requested by the State President.
3. Assists the President in editing/mailing the President's Newsletter, if requested.
4. Maintains a correspondence file and has it available at meetings.
5. Prepares International and Regional correspondence as directed by the State President.
6. Assists the State President in mailing copies of Ka Pine Ho'ohui to:
  - a. International Executive Board Chairman
  - b. International President
  - c. International President-Elect
  - d. Southwest Regional International Vice President
  - e. Southwest Regional State Presidents
  - f. HAAK Honorary Members
  - g. HAAK Sustaining Members



## STATE TREASURER

### POLICIES:

1. **DUES FOR NEW MEMBERS:** Following their initiation, state dues for new members shall be payable by January 1.
2. **EXPENSE REIMBURSEMENT:** Timeliness is very important. It prevents loss of receipts and helps in closing semi-annual periods and the end of a biennium.
3. **INTERISLAND TRAVEL REIMBURSEMENT:** Authorized travelers must submit an expense sheet when requesting airfare or airfare reimbursement. The most economically priced airfare shall be purchased.
4. **COLLECTION OF FUNDS BY COMMITTEES:**
  - a. **The STATE CONVENTION and PROFESSIONAL & PERSONAL GROWTH COMMITTEES, who COLLECT & DISBURSE:**

The State Convention Committee and the Professional & Personal Growth Committee set fees and are responsible for collecting the money from individual chapters. A committee member shall be responsible for submitting expense forms with receipts or other expense documents (e.g. invoices) attached when requesting payment. The committee's final financial report along with net balance shall be submitted to the State Treasurer to be passed on to the next committee. In addition, the Professional & Personal Growth Committee receives a budgeted allocation.
  - b. **All Other Committees who COLLECT & DISBURSE:**

Committees submit the collected amount to the State Treasurer and request the State Treasurer to make payments. The State Committee Chair shall be responsible for submitting expense forms with receipts or other expense documents attached when requesting payment. Request for direct payments to speakers must be accompanied by the speaker's name, mailing address, and the amount. A copy of the committee's final financial report must be submitted to the State Treasurer.
5. **INDEPENDENT and AD HOC COMMITTEES:**

Oahu Founders' Day Committee and other Ad Hoc Committees shall establish its own financial account. The committee's financial report along with the net balance shall be submitted to the State Treasurer to be passed on to the next committee.

## STATE TREASURER (cont.)

### PROCEDURES:

1. The State Convention and Professional & Personal Growth Committees shall determine their own procedures for disbursement of funds. All receipts or other expense documents (e.g. invoices) must be attached to the expense sheets for any reimbursement of expenditures.
2. All other collect and disburse committee chairperson and state officer shall have at least one copy of the current biennium expense sheet. All receipts or other expense documents (e.g. invoices) must be attached to the expense sheet for any reimbursement of expenditures. The treasurer shall include a new expense sheet when the reimbursement is made by the treasurer.
3. The **outgoing treasurer** will submit a final financial report for her biennium at the August State Executive Board meeting. This report will include all income and expenditures from the end of the State Convention to May 31 (the end of the International fiscal year) and shall be available for review by the State Executive Board before the August meeting. The **outgoing treasurer** pays the bills and signs the checks following the State Convention to May 31. On June 1, the **outgoing treasurer** will turn over to the incoming treasurer all the records and reports that will close out the biennium.

## **STATE HISTORIAN**

### **POLICIES:**

1. Keeps a written and pictorial record of state activities during the biennium.
2. Arranges for a substitute to photograph functions which she is unable to attend.
3. Shall be responsible for updating and maintaining the Alpha Delta Kappa Hawai'i History booklet. The updated booklet shall be passed on to the next State Historian.
  - a. The updated page(s) of the booklet shall be duplicated and distributed to chapter presidents who will make the page(s) available to members.
  - b. Shall be responsible to provide a copy of the booklet to a new chapter.

### **PROCEDURES:**

Shall present the archives to the Immediate Past State President at Founders' Day following the state convention.

## **STATE SERGEANT-AT-ARMS**

### **POLICY:**

Keeps and provides the paraphernalia of Hawai'i Alpha Delta Kappa as requested by the State Executive Board.

### **PROCEDURES:**

1. Arranges for location of State Executive Board meetings as requested by the State President.
2. **STATE CONVENTION**
  - a. Sets up head table
  - b. Displays chapter banners
  - c. Escorts people to head table
  - d. Provides assistance at entrance
  - e. Prepares all ballots and supervises balloting
  - f. Directs people to proper meetings and workshops
  - g. Enlists aid of chapter sergeant-at-arms, as needed
3. **OTHER STATE MEETINGS AND FUNCTIONS**
  - a. Enlists aid of chapter sergeant-at-arms, as needed
  - b. Sets up officers' table with place cards
  - c. Performs any other tasks requested by the State President/State Executive Board

## **STATE CHAPLAIN**

### **POLICIES:**

1. Prepares a “Thought of the Day” to begin each State Executive Board meeting.
2. May participate in Founders’ Day at the organizing chapter’s request.
3. Participates in State Convention:
  - a. Presents opening “Thought of the Day”
  - b. Says grace before meals
  - c. Gives installation prayer
  - d. Assumes responsibility for the Omega service
  - e. Carries out other tasks as requested by the State President/State Executive Board
4. Participates in other state functions as requested by the State President/State Executive Board.

### **PROCEDURES:**

1. Submit budgetary and other needs for the Omega service to the State Convention Committee.
2. Submit receipts for reimbursement to the State Convention Treasurer.

## **IMMEDIATE PAST STATE PRESIDENT**

### **POLICIES:**

1. Serves as Chairman of the State Bylaws Committee.
2. Serves on the State Convention Committee.
3. Serves as Chairman of the State Policies Committee.
4. Keeps the Hawai'i Alpha Delta Kappa Policies Manual current.
5. Assists the State President when requested.
6. Serves as advisor to the State President.

## **PRESIDENT OF THE STATE COUNCIL OF CHAPTER PRESIDENTS**

### **(PCCP) POLICIES:**

1. Shall request questions and concerns from chapter presidents.
2. Shall inform chapter presidents that chapter committee chairmen belong to the corresponding state committee of the biennium to carry out their responsibilities.
3. Serves as timekeeper at State Convention.
4. The State Council of Chapter Presidents may meet prior to the State Executive Board meeting.
5. Shall conduct the election of the new PCCP.

### **PROCEDURE:**

Sends meeting notices and minutes to the chapter presidents, the presidents-elect/vice presidents and the immediate past presidents.

# **STATE COMMITTEES**





## **STATE COMMITTEES**

### **POLICIES:**

1. State President shall appoint the chairman of all state committees, with the exception of the Candidate Qualifications Committee.
2. All State Standing Committee Chairmen shall keep a turnover file that shall be passed on to the incoming officer/chairman at the end of the biennium.
3. The members of State Standing Committees shall be chapter chairmen of corresponding committees except as specified in the Bylaws or otherwise approved by the Executive Board. These exceptions are:
  - a. Auditing Committee
  - b. Budget and Finance Committee
  - c. Bylaws Committee
  - d. Policies Committee
  - e. Scholarship Selection Committee
4. The chairman of a state function shall be responsible for notifying honorary and sustaining members of the activity. These state activities are Founders' Day and State Convention.
5. State President may also appoint the chairmen of special committees.
6. The chairman of a standing or special committee shall submit a written report to the president at the state convention or to the executive board as requested by the president.
7. The chairman of a state standing committee shall serve no more than two (2) consecutive terms as chairman of the same state committee.

## **ALPHA DELTA KAPPA MONTH**

### **POLICIES:**

1. Organize and publicize Alpha Delta Kappa state activities and coordinate them with chapters.
2. Arrange for proclamations from the Governor and Mayor.
3. May invite the Governor, Mayor and other dignitaries as appropriate to the Founders' Day celebration.

### **PROCEDURES:**

1. Remind chapters to include AΔK Month activities on Form H 114.
2. A member may serve as chairman of both the AΔK Month and Publicity Committees.

## **ALTRUISTIC**

### **POLICIES:**

1. The Committee shall recommend projects for the biennium to the State Executive Board for approval.
2. Projects shall be donations or services to organizations.
  - a. Any worthy altruistic project which is in line with the purposes of AΔK may be considered.
  - b. The biennium monetary donations shall be given to 501(c) 3 organizations.
3. Funding shall come from money raised by the State Ways and Means Committee and other sources.
4. An amount may be set aside for emergency awards (e.g. disasters, etc.).

## **AUDITING**

### **POLICIES:**

1. The Auditing Committee Chairman shall select a committee of at least two (2) members.
2. The audit of the State Treasurer's records shall be conducted after the end of the first fiscal year (May 31) and after the end of the second fiscal year (May 31) of the biennium.
3. Each audit and report shall be completed by July 31.

## **BUDGET AND FINANCE**

### **POLICIES:**

Members of the Committee: Chairman, State Treasurer, State President-Elect, State President (ex officio), Immediate Past President and Members

-Chairman to be appointed by the State President

-Other members may be selected by the Chairman

1. The Committee shall prepare the Budget Guidelines and Budget for the next biennium. The budget should be for each year.
2. Income shall be from:
  - a. State membership dues.
  - b. Ways and Means projects, sale of state pins and/or other items.
3. Budget: All budgeted moneys are to be used for designated categories or as specified in the Budget Guidelines.
4. All unused funds shall revert to the general fund at the end of the biennium EXCEPT for balances in the Professional and Personal Growth Committee and the State Convention Committee accounts. These balances shall be set aside and carried to the next biennium for those committees.
5. The Proposed Guidelines and Budget draft shall be presented and distributed at the Expanded Executive Board meeting in December prior to the State Convention. The Committee will receive input and revise as deemed necessary. Chapters will receive a copy at least sixty (60) days before the State Convention. The final Proposed Budget Guidelines and Budget shall be approved by the Executive Board prior to the State Convention.

### **EXPENDITURES:**

Expenditures exceeding budgeted amounts shall be requested by the State President or State Treasurer, reviewed, and approved by a majority of the State Executive Board.

## **BYLAWS**

### **POLICIES:**

1. The Immediate Past State President shall serve as Chairman of the State Bylaws Committee.
  - a. HAΔK Bylaws  
Select a committee to review and revise the HAΔK Bylaws.
  - b. Chapter Bylaws Certification  
Certify bylaws with the assistance of the chapter bylaws chairs.
2. A copy of the State Bylaws shall be given to each member.
3. Copies of proposed amendments to the Bylaws shall be available to all chapters before State Convention. Copies to members in chapter will be the responsibility of chapters.

### **PROCEDURES:**

1. Prepare and distribute timeline for submitting proposed bylaw amendments to International and State Conventions.
2. Work with Resolution Chair to prepare members for International Convention.

## **CANDIDATE QUALIFICATIONS**

### **POLICIES:**

1. Review the completed candidate information submitted by chapters/individual(s).
2. The chairman shall report to the State Executive Board the names and offices of all qualified candidates at the December meeting prior to the State Convention.
3. Display candidate photo and biography at the State Convention.
4. Prepare committee report and make recommendations on procedures.

### **PROCEDURES:**

1. The committee shall set a timeline, prepare applications, and send the applications to the chapters.
2. The committee shall review each applicant's application for qualifications.

## **COURTESY AND ALOHA**

### **POLICIES:**

1. Assist State Executive Board by coordinating refreshments at the State Executive Board meetings, including special meetings called upon by the State President.
2. Extend courtesies to visiting International members and other Alpha Delta Kappa dignitaries as requested by the State President.



## **DIRECTORY**

### **POLICIES:**

1. The HAΔK state directory shall be available online to every member each biennium.
2. Every biennium, updates shall be published as needed and distributed.
3. Funding for production and distribution shall be paid by the state.

## **FRATERNITY EDUCATION**

### **POLICIES:**

1. Share an activity at each Expanded Executive Board meeting, in consultation with the State President.
2. Provide assistance to chapters as requested.

## **HONORARY MEMBER**

### **POLICIES:**

1. One (1) Honorary Member a biennium may be selected.
2. The Committee shall prepare the application form, determine a timeline and instructions, and present to the Executive Board before dissemination to chapters.
3. To conform to International Bylaws, all Honorary Member applications shall be approved by Headquarters prior to election.
4. Vote for the Honorary Member shall be done at the State Convention.
5. The Honorary Membership badge shall be purchased from International Headquarters using State funds.
6. The Honorary Member Committee will be responsible for the initiation of the new Honorary Member during the next Founders' Day program. The luncheon fee for the new Honorary Member shall be paid by the State Treasurer.
7. The Committee shall be responsible for orienting the new Honorary Member and communicating with all Honorary Members.
8. The meal of any Honorary Member attending Founders' Day celebration shall be paid by the State Treasurer.

### **PROCEDURES:**

1. Chapters making nominations shall limit the resume to one (1) page.
2. Recommendation: A member of the previous committee shall remain a member of the committee until the Honorary Member is initiated.

## **KA PINE HO‘OHUI**

### **POLICIES:**

1. Publish an issue of Ka Pine Ho‘ohui twice a year.
2. Format of the issues shall be determined by the Chairman in coordination with the State President and communicated to the chapter reporters.
3. Each issue is numbered. The volume number (#) remains the same throughout the biennium.
4. Publication dates for each biennium shall be given to the chapter presidents and chapter reporters by **June 1<sup>st</sup>** of each year.
5. Issues of the Ka Pine Ho‘ohui shall be available to every member.
6. Copies of Ka Pine Ho‘ohui shall be given to the State Corresponding Secretary to be mailed/sent to officers listed on Page Officers-4, “Duties of the Corresponding Secretary.”

## **MEMBERSHIP**

### **POLICIES:**

1. The State President-Elect shall serve as the State Membership Committee Chairman.
2. The Chairman shall appoint two (2) State Membership Consultants.
3. The State Membership Consultants shall be given a stipend of \$100.00 each for attendance at the Regional Conference Membership Meeting and the International Membership Committee Meeting (IMC) at the International Convention.

## **MUSIC**

**POLICIES:** The Music Chairperson will be in charge of the music at state functions or as requested by the State President. The Music Chairperson will be the liaison between Nā Wahine Mele Chorus Representative and the President or her designee.

### **PROCEDURE:**

1. The Music Committee Chairperson will coordinate with other state committee chairpersons to integrate music into state events.
2. The Music Chairperson will promote and support Chapter Music Chairpersons upon request.

# **POLICIES**

## **POLICIES:**

1. The Immediate Past State President shall serve as Chairman of the State Policies Committee.
2. The Hawai'i Alpha Delta Kappa Policies Manual belongs to the state office, state committee, and chapter president position and shall be passed on to the person succeeding that position.
3. Proposed changes to the policies are made by input from members on the Policies Manual Recommendation Form and submitted to the Policies Committee chairman. Any recommendation received after December 31<sup>st</sup> of odd-numbered years will be reviewed the next biennium.
4. The Policies Committee shall review the Policies Manual by the end of the biennium.
5. The recommendations are reviewed by the Policies Committee which makes its recommendations to the Executive Board for approval. The committee updates (as needed), prints and distributes the approved revised policies for the POLICIES MANUAL.

## **PROFESSIONAL AND PERSONAL GROWTH**

### **POLICIES:**

**\*\*SEE ALSO: STATE TREASURER, page Officers-5 #4a (Fee, Financial Report, and Fund Balance)**

1. Chairman shall select a Professional and Personal Growth Conference Treasurer.  
(See State Treasurer Procedures for guidelines on disbursement of funds.)
2. The Hawai'i Alpha Delta Kappa budgeted amount shall be used to help defray the cost for members.
3. Professional and Personal Growth functions and activities should not be used to promote religious, political, commercial, or personal agendas.
4. Committee will recognize AΔK members' expertise in various ways.
5. Net income balance from Professional and Personal Growth will remain with committee and placed with the State Treasurer as a separate line item in budget.
6. The committee may recommend to the Executive Board how funds may be used. If the balance generated from the event is \$1,000 or more, the funds may be refunded by the Professional & Personal Growth Committee to the chapters to disperse to registered attendees of the event.



## **PUBLICITY**

### **POLICIES:**

1. Responsible for media/press releases and article(s) to the Kappan.
2. Elicit support from chapter chairmen.

### **PROCEDURES:**

1. Put together article(s) along with photos if appropriate and submit to the Kappan and local publications. For example:
  - a. List of state and chapter officers
  - b. Accomplishments of members
  - c. Altruistic endeavors
  - d. Special events and celebrations
2. Send to State Executive Board, State and Chapters Committee Chairmen, guidelines and deadlines for publicity in the Kappan.
3. A member may serve as chairman of both the AΔK Month and Publicity Committees.

## **RESOLUTIONS**

### **POLICIES:**

1. Receive and prepare proposed resolutions for State Convention.
2. Provide recommendation and feedback to originator of resolution.

### **PROCEDURES:**

1. Prepare and distribute timeline for International and State Conventions.
2. Assist in writing resolutions for International and State Conventions.
3. Prepare and submit resolutions for International Convention as needed.
4. Works with Bylaws Chair to prepare members for International Convention. (Summary, How to Testify, Rationale)
5. Prepare, collect, and submit resolutions for State Convention.

## **SCHOLARSHIP**

### **POLICIES:**

1. Hawai'i Alpha Delta Kappa Scholarships for members and students are awarded annually.
2. The scholarship selection committee for both awards:
  - a. Committee consists of five (5) members. The chairperson is appointed every two (2) years by the State President of Hawai'i Alpha Delta Kappa.
  - b. One of the five (5) members shall be a holdover member. The committee shall recommend the name of the holdover member at the end of the biennium. The chairman shall appoint the other members.
3. Member scholarships – Outright grants in varying amounts, but not exceeding \$500.00, are available to each applicant. A total of not more than one-half the member scholarship fund may be awarded in the first year of the biennium. Any moneys not awarded in the biennium shall be carried over to the succeeding biennium.
4. Student scholarships – An award of \$500.00 for student scholarships will be awarded each year of the biennium. Scholarship awards will be released to the institution that the recipient has chosen to attend after graduating from high school.
5. Funding:
  - a. The State Ways and Means Committee will be responsible for replenishing the member scholarship fund with a sum not less than \$1000.00 for each biennium, and the student scholarship fund with a sum not less than \$600.00 for each biennium. The additional \$400.00 per biennium for the student scholarship will come from the HAΔK Memorial and Recognition Fund.
  - b. Donations may be made to the HAΔK Memorial and Recognition Fund by individuals or chapters in support of HAΔK scholarships.
  - c. Scholarship funds should not be used for reimbursements for travel.

### **PROCEDURES:**

1. Prepare and distribute guidelines and deadlines for all Alpha Delta Kappa Scholarships (State, Regional and International) to members through chapter representatives on the HAΔK Scholarship Committee.
2. Prepare and distribute student application packets to teachers who teach courses in the Teacher Education program at participating schools.
3. Review applications for the HAΔK scholarships, select awardees, and report to the State President and Treasurer.
4. Submit articles to Ka Pine Ho'ohui regarding the scholarship awardees.

## STATE CONVENTION

### POLICIES:

\*\*SEE ALSO: STATE TREASURER, page Officer-5 #4a (Fee, Financial Report, and Fund Balance)

1. Chairman shall select a Convention Treasurer.
2. State officers may be requested to assist.
3. Committee members should include:
  - a. Member from each chapter
  - b. State President, Immediate Past State President and State President-Elect
4. **Role of Chaplain** during State Convention
  - a. Presents opening “Thought of the Day”
  - b. Says grace before meals
  - c. Gives installation prayer
  - d. Plans Omega service
  - e. Submits budgetary and other needs to the State Convention Committee
5. **Role of Sergeant-at-Arms**
  - a. Sets up head table with officers’ place cards
  - b. Prepares security at entrance doors
  - c. Escorts people to head table
  - d. Directs people to proper meeting and workshop locations
  - e. Conducts balloting at State elections
  - f. Enlists assistance from chapter Sergeant-at-Arms
6. **Role of President of the State Council of Chapter Presidents**
  - a. Serves as timekeeper and makes appropriate signs.
7. The state convention altruistic project shall be selected by the State President.

## WAYS AND MEANS

### POLICIES:

1. University of Hawai'i Theater performance shall be recommended as a major Ways and Means project to fund the Altruistic Projects and Scholarships.
2. Neighbor Island chapters shall contribute \$6.00 per member for the Ways and Means project to fund the Altruistic and Scholarship Committees.
3. The Ways and Means Committee Chair may propose a change in assessment with justification and approval from the Executive Board.
4. Hawai'i Alpha Delta Kappa shall disburse the total receipts as arranged with the Kennedy Theater School of Fine Arts and Drama after the excise tax and expenses are deducted.
5. The State Ways and Means Committee shall be responsible for replenishing the Scholarship Fund with a sum not less than \$1,000 for each of the biennium.
6. Coordinate additional fundraising projects with the State President and State Treasurer, with the approval of the Executive Board.

### PROCEDURES:

1. Contact the University of Hawai'i Kennedy Theater manager for titles of productions, description, and possible dates for performances.
2. Recommend performance (Title/Date) to the State Executive Board for approval.
3. Meet with chapter Ways and Means Chairmen:
  - a. Distribution of tickets and evaluation forms.
  - b. Expenditures for the theater production shall be funded by ticket sales.
  - c. Coordinate chapter sales during performance day.

## **WEBSITE**

### **POLICIES:**

1. Assist the State President in updating and revising the state website.
2. Acquire and maintain a file of opt-out forms for using photos.
  - a. At the beginning of each biennium each chapter shall submit a list of members who have submitted opt-out forms.
  - b. Members submitting opt-out forms shall take personal responsibility for not being photographed.
  - c. HAΔK does not take responsibility for any member who has chosen to opt-out, but, has not taken personal responsibility to be photographed.

### **PROCEDURES:**

1. Submit the updated state website to Headquarters by October 1 of the first year of the biennium.
2. Assist chapters with creating/updating chapter websites, if requested.

# APPENDIX



**HAWAI'I ALPHA DELTA KAPPA  
POLICIES MANUAL RECOMMENDATION FORM**

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Chapter \_\_\_\_\_

Specify the state office or standing committee of concern: \_\_\_\_\_

State the policy of concern. Page # \_\_\_\_\_

---

---

---

---

Is the recommendation a: REVISION ADDITION DELETION Circle the recommendation(s).

State the justification and reasons of concern:

---

---

---

---

---

Write the recommendation as wished to be stated in the Policies Manual:

---

---

---

---

---



**(For State Policies Committee Use)**

Date received: \_\_\_\_\_

Date recommendation submitted to the Executive Board: \_\_\_\_\_

Committee action: \_\_\_\_\_  
\_\_\_\_\_

**Submit form to State Policies Committee Chairman by:** \_\_\_\_\_



## **POLICIES COMMITTEE CHAIRMEN AND MEMBERS**

- 1992 – 1994 Shirley Ann Kimizuka (Gamma)
- 1994 – 2000 Carlene Toda (Theta)
- 2000– 2002 Su Chon Kim (Alpha)  
Members: Kay Nagaishi (Alpha), Sue Kaizawa (Lambda), Myrna Nishihara (Eta),  
Kay Yogi (Zeta)
- 2004 - 2006 Cherylyn Inouye (Mu)  
Members: Su Chon Kim (Alpha), Myrna Nishihara (Eta), Kay Yogi (Zeta),
- 2006 – 2008 Ethel Murakami (Theta)  
Members: Myrna Nishihara (Eta), Kay Yogi (Zeta), Cherylyn Inouye (Mu),
- 2008 – 2010 Janet Shimada (Gamma), Jean Kiyabu (Alpha), Su Chon Kim (Alpha)  
Members: Cherylyn Inouye (Mu), Jean Kiyabu (Alpha), Gayle Lum (Beta),
- 2010 – 2012 Jean Kiyabu (Alpha)  
Members: Cherylyn Inouye (Mu), Gayle Lum (Beta), Ethel Murakami (Theta),  
Myrna Nishihara (Eta), Kay Yogi (Zeta)
- 2012 – 2014 Gayle Lum (Beta)  
Members: Jean Kiyabu (Alpha), Myrna Nishihara (Eta), Phyllis Takeuchi (Nu),  
Janice Tashiro (Lambda), Naomi Yap (Lambda), Kay Yogi (Zeta)
- 2014 – 2016 Phyllis Horita (Nu)  
Members: Amy Katsumoto (Kappa), Jean Kiyabu (Alpha), Gayle Lum (Beta),  
Irene Nakamoto (Kappa), Janice Tashiro (Lambda), Naomi Yap (Lambda), Kay  
Yogi (Zeta)
- 2016 – 2018 Naomi Yap (Lambda)  
Members: Phyllis Horita (Nu), Gayle Lum (Beta), Myrna Nishihara (Eta), Amy  
Katsumoto (Kappa), Meredith Ching (Theta)
- 2018 – 2020 Amy Katsumoto (Kappa)  
Members: Gayle Lum (Beta), Naomi Yap (Lambda), Myrna Nishihara (Eta),  
Jeanne Chang (Zeta)