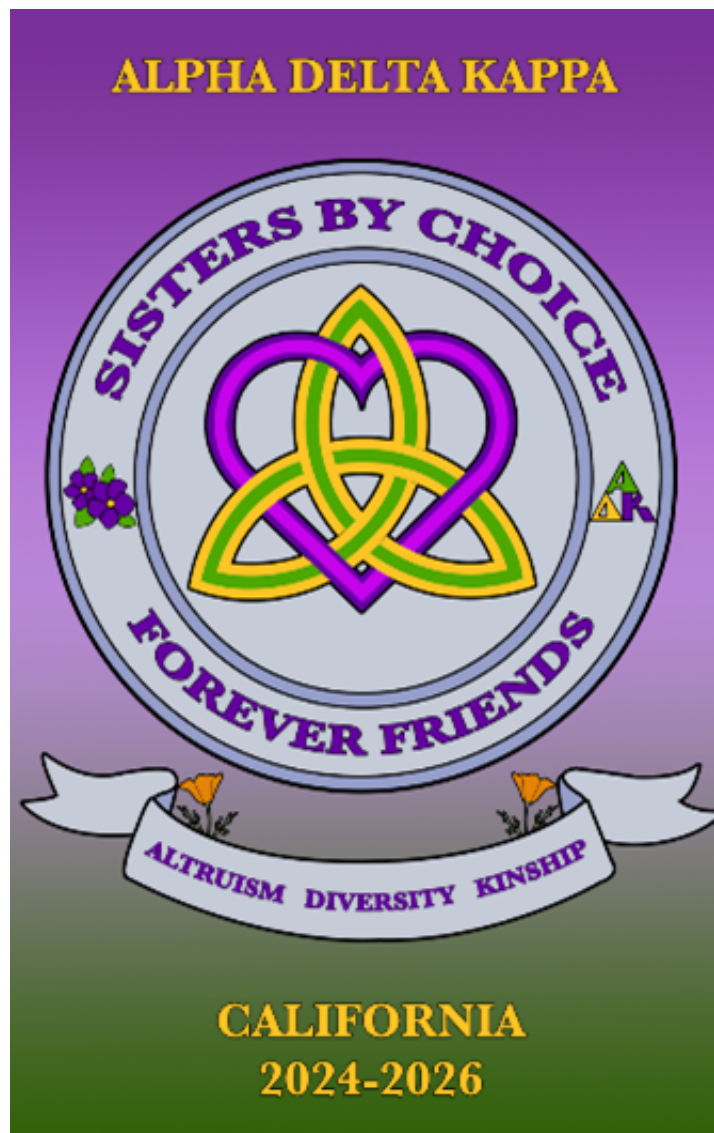


# ALPHA DELTA KAPPA

## PRESIDENTS' COUNCIL HANDBOOK



# PRESIDENTS' COUNCIL HANDBOOK 2024 - 2026

## Introduction

### July 2024

The Presidents' Council Handbook 2024-2026 is a reference that can be used throughout the biennium. Besides this hard copy, the information is also available on the California AΔK website ([www.adkcalif.org](http://www.adkcalif.org)) under the Presidents' Council Handbook menu item. The handbook can be searched online and/or downloaded to your computer or tablet, allowing you to easily search for items you need. A click of the mouse on an item in the Table of Contents will take you directly to the desired page and topic.

Included in this handbook are:

1. District conference planning guidelines
2. Duties of council officers
3. A sample agenda for a district conference
4. The district conference location rotation schedule
5. Calendar dates for district conferences
6. Calendar dates for council meetings
7. Contact information for International, Southwest Regional, California, District, Council, and Chapter officers

Be sure to review the directory information for your council and chapter listed in the handbook. If corrections, revisions, or changes are needed, notify me at [adk.karen.kirby@gmail.com](mailto:adk.karen.kirby@gmail.com). Corrections will be made on the California AΔK website as they are received. Therefore, the most updated handbook information will be found on the California website. Changes should also be made in the Directory on the International website. (Note: Chapter presidents, treasurers, and membership chairs can make any types of changes in the Directory. Individual members can only make their own changes as needed.)

Please feel free to contact me, or any member of the California Alpha Delta Kappa Executive Board, to let us know if we can be of assistance to you, your chapter, or your council.

Fraternally,  
Karen Kirby  
Past State President  
California State Technology Chairman/Webmaster  
[adk.karen.kirby@gmail.com](mailto:adk.karen.kirby@gmail.com)

Revised 7/24

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## **International**

Biannual Convention

July 10-13, 2025

Educational Symposium July , 2025

## **7 Regions**

Northwest/Southwest Biannual Conference

June, 2026

## **State**

Convention

May 1-3, 2026

## **District**

4 in California

Northern, Valley, Marina and Southern District

Annual Conference with State Board

## **Council**

11 in California - meet at least 2 times per year

Consists of Council Chapters' President, President-Elect and

Past President

## **Chapter**

41 in California including Sustaining Chapter

As of July 2024

## California AAK: Districts / Councils / Chapters

### NORTHERN DISTRICT

#### *Delta Council*

Alpha Phi (Oakland/El Sobrante)  
Beta Alpha (Walnut Creek/Concord)  
Beta Upsilon (Antioch/Oakley)  
Gamma Lambda (Lafayette/Martinez)

#### *Golden Gate Council*

Beta (San Francisco/Foster City/San Mateo)  
Phi (Belmont/San Francisco/Colma)  
Beta Xi (San Francisco, Peninsula, Marin)

#### *Peninsula/South Bay Council*

Alpha Lambda (Palo Alto/Mt. View/San Jose)  
Beta Kappa (Piedmont/Fremont)  
Beta Pi (San Jose)  
Beta Rho (Burlingame/ San Carlos/San Francisco)  
Gamma Beta (Millbrae/Daly City/Belmont)

#### *Peralta Council*

Alpha (Fremont/Oakland/Hayward)  
Alpha Alpha (Oakland)  
Alpha Nu (Oakland)

#### *Sierra Council*

Beta Eta (Rocklin/Roseville)  
Beta Tau (Chico)

### VALLEY DISTRICT

#### *Bakersfield Council*

Lambda (Bakersfield)  
Theta (Bakersfield)

#### *Fresno/Modesto Council*

Gamma (Fresno)  
Xi (Caruthers/Oakhurst/Fresno)  
Beta Phi (Modesto)

### MARINA DISTRICT

#### *Channel Islands Council*

Alpha Iota (Westlake Village/Agoura Hills)  
Beta Theta (Santa Barbara)

#### *Orange Coast Council*

Delta (Rancho Palos Verdes/Torrance)  
Pi (Long Beach)  
Zeta (Lakewood/Long Beach/Westminster)  
Gamma Mu (Laguna Beach/Mission Viejo)  
Gamma Nu (Fountain Valley/Irvine)  
Gamma Tau (Fullerton/La Habra/Orange County)

**SOUTHERN DISTRICT**

*Inland Cities Council*

Iota (Riverside)  
Tau (Redlands/San Bernardino)  
Alpha Delta (Redlands)  
Alpha Pi (San Bernardino)  
Beta Iota (Yucaipa/Highland)  
Gamma Eta (Palm Springs/Palm Desert)  
Fidelis Iota (Redlands)

*San Diego Council*

Eta (San Diego/La Mesa)  
Psi (San Diego/El Cajon)  
Beta Omicron (San Diego)

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## **Websites**

Do you have questions about policies, bylaws, forms, calendars, or scholarship information? You can frequently find answers on one of the AΔK websites. Copy the links below and paste them into your URL window.

### **International Web Site**

To log into the international website, go to:

**<http://www.alphadeltakappa.org>**

On the international website, each member's username and password is unique. Your username is your last name starting with a capital letter plus your AΔK number (e.g. Smith12345). This number can be found on the left of label of your Kappan magazine. Your chapter treasurer can also find it on the discontinued H-138 forms in her files or on the online chapter tracking form. If this is the first time on the website, you will need to set a password.

If you have never logged into the site, you will need to follow the prompts for *First Time Users*.

If you need additional assistance, email headquarters at [headquarters@alphadeltakappa.org](mailto:headquarters@alphadeltakappa.org).

### **Southwest Region Website**

To log into the Southwest Region website, go to

**<http://sites.google.com/site/southwestalphadeltakappa>**

### **California Website**

To log into the California website, go to:

**<http://www.adkcalif.org>**

The username is: kore123. The password is: kore123

Explore! Click on any of the blue page links on the right-hand side. They will take you to important, relevant information and the answers to the questions you may have.

### **Chapter Websites**

Some chapters have their own websites. You can find links to them on the California website. On the right side of the home page, there is a page link entitled Chapter Website Links.

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## International Headquarters Contacts

### Who to contact?

When contacting International Headquarters, please provide the following information:

#### **Your full name, your state, and your chapter name**

e.g. Jane Doe, CA Gamma Mu

International Headquarters  
1615 W 92nd St  
Kansas City, MO 64114  
(816) 363-5525 or  
(800) 247-2311  
(816) 363-4010 Fax  
[headquarters@alphadeltakappa.org](mailto:headquarters@alphadeltakappa.org)

Hours: Mon - Fri;  
8:30 AM - 4:30 PM  
CT

Questions? E-mail the following departments directly:

- [dues@alphadeltakappa.org](mailto:dues@alphadeltakappa.org)
- [meetings@alphadeltakappa.org](mailto:meetings@alphadeltakappa.org)
- [membership@alphadeltakappa.org](mailto:membership@alphadeltakappa.org)
- [newmembers@alphadeltakappa.org](mailto:newmembers@alphadeltakappa.org)
- [reinstate@alphadeltakappa.org](mailto:reinstate@alphadeltakappa.org)
- [scholarships@alphadeltakappa.org](mailto:scholarships@alphadeltakappa.org)
- [supplies@alphadeltakappa.org](mailto:supplies@alphadeltakappa.org)

Order jewelry through Marketplace on the International website. See previous page for username and password.

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## Chapter Presidents' Council

### Purpose of Chapter Presidents' Council

1. To ensure communication and cooperation among chapters in the council.
2. To assist in communication between chapters and the State Executive Board.
3. To promote fraternal fellowship among the members of the chapters in the council.
4. To further the goals of Alpha Delta Kappa through council activities.
5. To promote the expansion of Alpha Delta Kappa by increasing chapter membership and by organizing new chapters.

### Organization of Chapter Presidents' Council

1. Each chapter in California is designated as a member of a particular President's council by the State Executive Board.
2. The membership of a council is made up of the president, immediate past president, and the president-elect and/or vice president of each chapter.
3. Each council has a president and a secretary/treasurer who are currently either chapter presidents or immediate past presidents.
  - a. These officers serve for two years
  - b. A rotation system for each office is needed so that each chapter in the council shares the responsibilities equitably.
  - c. Other council members may be appointed or elected as needed to serve as chaplain, historian, etc.
4. A state liaison officer is assigned to each council by the State Executive Board as an advisor and communication facilitator.
5. The State President-Elect has overall responsibility for the Chapter Presidents' Council.

### Meetings of Chapter Presidents' Council

1. Councils meet at least two times per year. **Avoid scheduling meetings on the same date as other council meetings in your district and all eight district conferences during the biennium. Refer to District Council Dates and District Conference Dates in this document to avoid conflicts.**
2. Councils also meet with other councils in their district and with the State Executive Board once a year at the District Conference. These meetings will be in-person or virtual on a rotating schedule.
3. All Councils in the state meet at the California Chapter Presidents' Council Meeting at the State Convention. The State President-Elect is chairman of this meeting. This is usually a breakfast meeting Saturday morning.
4. Topics for Chapter Presidents' Council Meetings may include:
  - a. Discussion of bylaws proposals, resolutions, and candidates prior to State Convention and International Convention.
  - b. Sharing of information from State and International Conventions and from the SW Regional Conference.
  - c. Exchange of ideas for programs, altruistic projects, ways and means, fraternity education, membership, and participation.
  - d. Planning of joint chapter activities, such as:
    - i. Founders' Day observance
    - ii. Installation of officers
    - iii. Special speaker programs
    - iv. Strictly social gatherings
    - v. Altruistic projects
  - e. Public relations projects
  - f. Sharing information about sustaining members and considering formation of new chapters.

## Duties of the President of the Chapter Presidents' Council

1. Schedule at least two council meetings a year. Meetings may be virtual or in-person. **Avoid scheduling meetings on the same date as other council meetings in your district and all eight district conferences during the biennium.**
2. Determine recipients of Noel Leonard Leadership Grants. (See below)
3. Plan the agenda for each council meeting and prepare copies for those who are present. Ask for assistance from the state liaison officer, if necessary.
4. Direct Council Secretary/Treasurer to make copies of the council roster from the Presidents' Council Handbook for every chapter represented. She may access the Handbook on the California website.
5. Work with the Council Secretary/Treasurer to plan a council budget annually during the biennium which includes all necessary expenses. (Determine by mutual agreement of the chapters the amount of the council assessment to be paid by each chapter, if any.) Councils should not accumulate more money than is necessary for normal operating expenses.
6. Direct Council Secretary/Treasurer to file D-1 Tracking form (audit) with the State Treasurer each year by July 1. Be sure to follow current directions from International Headquarters and the State Treasurer regarding interest, sales to non-members, scholarship account, and any 1099 INT.
7. Serve as a delegate from the council to the State Convention at the close of her two-year term of office.
8. At the last council meeting of the biennium, set the dates, times, and places of the council meetings for the following biennium. The Council President should send this information as well as the contact information for all Council officers to the new State President-Elect by June 15 or earlier.
9. At the last council meeting of the biennium, turn over all presidents' materials, including this Council Handbook, to the new Council President.
10. Direct the Council Secretary/Treasurer to send the names, chapters, addresses, phone numbers, and e-mail addresses of the new council officers to the new State President-Elect by June 15.
11. Notify International Headquarters and the State President-Elect of the new Council officers, as they will need this information for the creation of new databases.
12. Work closely with the council's state liaison officer and with the State President-Elect who is the State President of the Chapter Presidents' Council.
13. Read carefully and follow the instructions in this Council Handbook for planning the District Conference if that task falls to you. Work with the liaison officer and share the responsibilities with the entire council.
14. Attend and encourage all the chapter officers within the council to attend the Leadership Training meeting presented by your state liaison officer in September of the first year of the biennium (even years) or the District Conferences as well as the Southwest Regional Conference in July even years.
15. Attend the International Convention which is held in July of odd years.
16. Stay abreast of scholarships and membership campaigns within the state and internationally.
17. Turn this handbook over to the new council president no later than June 1.

18. Develop a specific plan for membership expansion and receive assistance from the state.
19. Encourage your council and chapters to consider donations to the State Scholarship and/or the State Altruistic Project during each biennium. Send all checks, made out to California Alpha Delta Kappa, to the State Treasurer and write on the memo line to which fund it is to be deposited.
20. The Executive Board is continuing to study new formats and designs for district conferences. If you are a hosting council and would like to share your ideas, please contact your state liaison or the President-Elect.

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### **Noel Leonard Leadership Grants**

These grants honor Noel Leonard, Past State President (1992-1994), and are funded by the interest generated by a \$35,000 endowment from Noel's estate. The grants recognize Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters. Amounts of the grants may vary due to fluctuating interest rates.

There are two opportunities for leadership grants funded by Noel Leonard's legacy.

1. First-time attendees to a California State Convention
2. District Council President (or designee) to attend Southwest Regional Conference

#### **First Timers to California State Convention**

1. **One** grant is available to each council. For councils with more than four chapters, an additional grant will be available for each increment of four additional chapters.
2. **It is the responsibility of the Council President to solicit names of first-time attendees from the chapters in the council and to make the selection.**
3. The name of the grant recipient must be submitted to the California State President **no later than four weeks PRIOR to the State Convention**.
4. Registration and attendance at the State Convention will be verified.
5. Checks will be presented at the State Convention.

#### **District Conference Leadership to Southwest Regional Conference**

1. **One** grant is available to each council. For councils with more than four chapters, an additional grant will be available for each increment of four additional chapters.
2. This grant is for the council leadership, **Council President, Council Secretary/Treasurer, or designee**, to attend the Southwest Regional Conference held during the summer following the California State Convention.
3. **It is the responsibility of the Council President to select the recipient from the council.**
4. The name of the grant recipient must be submitted to the California State President **no later than June 1** prior to the Southwest Regional Conference.
5. Registration and attendance at the Regional Conference will be verified.
6. Checks will be presented at the Regional Conference.

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## Duties of the Secretary/Treasurer of the Chapter Presidents' Council

1. Record all minutes of the council meetings and maintain them in the permanent file.
2. As the secretary of the council hosting the District Conference, record the minutes of that meeting. Obtain the minutes of the last District Conference from your permanent file and have three members review them for correction/acceptance before the current District Conference.
3. Send/e-mail a copy of minutes from all Council Meetings and District Conferences to:
  - a. Your State Board liaison
  - b. Chapter Presidents of your own council
  - c. Chapter Presidents of all chapters in the district for the District Conference
4. Minutes should include the names of the council president and secretary.
5. Minutes should be sent out no later than two weeks after the meeting.
6. Send meeting notices to the state liaison officer, and all chapter presidents of the council.
7. Make copies of the council roster from the Presidents' Council Handbook for every chapter representative. Use the Handbook on the California website.
8. At the end of the biennium, send the new State President-Elect the names and contact information for all Council officers, plus the dates, times, and places for the next biennium's meetings. These are due by June 15.
9. As treasurer, maintain any financial records of the council funds.
10. Hold and disburse assessments from chapters to maintain the council funds as required.
11. As host of the District Conference, maintain financial records. Send in District EZ form to the State Treasurer within the month following the event OR file D-1 Tracking form by July 1.
12. **District conference raffles** may be permitted if conducted in accordance with California laws. Raffles must be registered with the California Attorney General, Registry of Charitable Trusts (CA AOG, RCT) 60 days prior to the raffle. A chapter within the Host Council must register the raffle and report the raffle proceeds to the CA Office of Attorney General, Registry of Charitable Trusts after the raffle is held. Compliance with California law is required in order to maintain non-profit status. Forms and directions are on the California website in the Treasurer's Corner.
13. Serve as the council alternate delegate to the State Convention.
14. At the final council meeting of the biennium, transfer all Secretary/Treasurer records and materials, including this Council Handbook, to the next biennium's Secretary/Treasurer.
15. Attend Leadership Training the first September of the new biennium, the Southwest Regional Conference held the first July of the biennium, and the International Convention the second July of the biennium.

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**Sample Format for Chapter Presidents' Council Meeting Minutes**

Name of Council \_\_\_\_\_

District in the State \_\_\_\_\_

Date \_\_\_\_\_

Place/Time of Meeting \_\_\_\_\_

Names of members present and their chapters

Guests in attendance

Names of members absent and their chapters

Minutes of the previous meeting; corrected and/or approved

Treasurer's report

Unfinished business and the action(s) taken

New business and the action(s) taken

Announcements

Adjournment Time

Signed \_\_\_\_\_  
Council Secretary

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## Planning District Conferences by Host Councils

District Conferences are annual meetings of chapters within each of the four districts with the California Alpha Delta Kappa Executive Officers.

### Why:

1. To encourage fraternal fellowship among chapters and members of the district
2. To meet with the members of the State Executive Board and share ideas
3. To enrich members' knowledge and understanding of Alpha Delta Kappa
4. To expand members' view of Alpha Delta Kappa beyond the chapter and council
5. To share a delightful day of Alpha Delta Kappa

### Who:

1. The responsibility for hosting the district conference is rotated annually among the different councils within each district. In the event of a joint council district conference, the host council also rotates annually.
2. The president of the hosting council runs the meeting from the beginning to the end with assistance of the council and the State Executive Board.
3. The state liaison officer and State President-Elect assist in the planning.
4. The entire State Executive Board attends the meeting.

### What:

1. The District Conference consists of a morning (2 ½ hours) business meeting, including a learning/sharing experience on any aspect of Alpha Delta Kappa desired by the hosting council. The session may take the form of workshops, panel discussions, speakers, or a combination thereof, or whatever else is desirable and practical. Plenty of time should be scheduled for socializing, as well. Be as creative, original, and resourceful as possible. The conference belongs to the district and the hosting council, but the State Executive Board is also involved in the planning. The breakfast or luncheon is a special social time that can include a speaker or program.
2. The State President should be given the opportunity to speak at either the morning or luncheon session.
3. Members of the State Executive Board are available as resource people or discussion/workshop leaders for the morning session. Work with your liaison officer from the State Executive Board and the State President-Elect as to how to utilize the state officers.
4. The venue should accommodate the scope of the planned event and projected attendance. Handicapped access must be available for conference and break-out sessions. For the use of the State Board and any speakers, the venue should also include a microphone and projector and screen or clean wall with seating arranged for maximum viewing. The State Board may provide a projector. Check with the liaison.

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## Planning Tips for President of the Host Council

1. Start early. A year in advance is not too soon.
2. Get a general idea of the type of morning conference desired and begin planning. Contact the State President-Elect with your plans and to firm up plans for the participation of the State Executive Board.
3. Delegate responsibilities to chapters in the council, e.g. reservations, morning session planning, luncheon, speaker or program, decorations, registration and name tags, door prizes, printed flyers and programs, hostesses, centerpieces, etc.



4. Reserve the meeting place. Get as much of the agreement in writing as possible. If workshops are being given, try to negotiate break-out rooms. Remember to consider handicapped accessibility.
5. As you determine the registration fee for the event (luncheon and other costs), have your Council Treasurer acquire a D-1 Tracking Form or an EZ D Tracking form from the International website under Documents and Forms. Be sure to file it with the State Treasurer by July 1, following the District Conference.
6. Refunds for the district conference may be considered by the council(s) only if there are extenuating circumstances. A member must request a refund in writing to the host council president within thirty days of the conference giving the reason(s) for requesting the refund. The council will notify the member of its decision.
7. Send invitations, either handwritten or via email, to each State Board member. Include a registration form within the State Treasurer's invitation. She will return it with a check from the state treasury to cover the luncheon fees for the State Executive Board.
8. Obtain a copy of the minutes from the previous District Conference either from your previous Council Secretary or state liaison officer.
9. The previous minutes may be read by the hosting Council Secretary at the conference with an entertained motion to approve, OR minutes may be read and approved by three members appointed by the hosting Council President who attended the last District Conference. Without any objections, the minutes can be approved as read and/or corrected by the committee. Copies should be made available for those who want to read them.
10. According to California's Policy and Procedures, the host council may organize fund-raising activities only to defray expenses of the conference. If funds remain after expenses are met, a portion of the money may be retained by the council for future conference expenses. Any remaining funds will be designated for the council's altruistic project, or for the state altruistic project, or for the state's scholarship account. Refer to "Chapter Sales at District Conferences" included in this handbook in the Protocol for a District Conference for procedures to guide chapter sales at district conferences.
11. The hosting Council President serves as the overall chairperson and Mistress of Ceremonies for the entire day. The rewards of responding to the challenges of a District Conference are great in terms of satisfaction, friendship, and growth.
12. Review the "Sample Agenda for District Conference" included in this handbook as a guide when preparing the conference agenda.

## Sample Agenda for District Conferences

I. Registration (usually between 9:00-9:30)

II. Morning Meeting (usually begins at 9:30)

A. Call to Order—Host Council President

B. Flag Salute – State Historian/Sgt-at-Arms

C. Chaplain’s Thought—State Chaplain

D. Roll Call—Host Council Secretary

E. Minutes of the Previous District Conference - Host Council Secretary.

At least 10 copies need to be available for members to read upon request.

Minutes may be:

- read aloud, OR
- accepted by the Host Council President as approved by a committee. (See Planning Tips, item #8) In this case, minutes would NOT be read at the District Conference.

F. Treasurer’s Report—State Treasurer

(may include a brief fraternity education, as well as financial figures)

G. Membership Report – State Vice President for Membership

H. Introductions—State President-Elect

1. State Board (part of fraternity education)
2. Past State Presidents
3. Past State Board Members
4. State Committee Chairmen
5. District Council Presidents and Secretaries
6. Chapter Presidents

I. State President’s Message—State President

J. Fraternity Education—State President-Elect

1. An opportunity for sisters to communicate thoughts and opinions pertinent to Alpha Delta Kappa: local, state, and international topics.
2. Break-out groups (arranged by host council)
3. Officer Training

III. Luncheon (usually begins around 12:00 noon)

A. Welcome to Luncheon Attendees—Host Council President

B. Chaplain’s Thought—State Chaplain

C. Entertainment, and/or Speaker. The host council is responsible for the program with the assistance of the State President-Elect.

D. Closing Thought—State Chaplain

E. Singing of “The Lamp of Alpha Delta Kappa”

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## Protocol for a District Conference

1. The United States flag should be in the room during the conference. The State Historian/Sergeant-at-Arms will open the conference with the flag salute.
2. The eight members of the State Executive Board should be spread amongst the tables to give members a chance to meet them and ask questions. This is preferred to a head table set-up.
3. When the State President is introduced for the first time, it is customary for the membership to stand and applaud.
4. The State President should be given the opportunity to speak either at the luncheon or the morning session.
5. Name cards for the State Board members should be placed at each table for the luncheon to ensure that each board member is at a different table. This allows board members to meet the membership and ensures them seating.
6. To close the conference, it is customary to sing the “The Lamp of Alpha Delta Kappa”.

## Chapter Sales at District Conferences

1. To sell items at district conferences, chapters must request permission from the host council. This request must be in writing and made at least three months in advance of the conference. The host council will approve or disallow the request and notify the chapter of its decision within 10 days of receiving the request. The host council has sole discretion, considering facility and program constraints, to grant or deny permission.
2. Chapters given permission by a host council to sell will pay that host council a non-refundable set-up fee of \$20.00.
3. Items to be sold must be related to and/or in support of Alpha Delta Kappa and its altruistic endeavors.
4. The host council will assign the location of sales tables. Sales are only to be conducted prior to and immediately following the conference, but not during the conference. A conference shall be defined as the time between the official convening and the adjournment.
5. The host council may choose to allow sales during meal breaks.
6. All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes.
7. The host council may hold a fundraiser such as a “Tresures” or plant sale to offset costs of the conference.
8. **District conference raffles** may be permitted if conducted in accordance with California laws. Raffles must be registered with the California Attorney General, Registry of Charitable Trusts (CA AOG, RCT) 60 days prior to the raffle. A chapter within the Host Council must register the raffle and report the raffle proceeds to the CA AOG, RCT after the raffle is held. Compliance with California law is required in order to maintain non-profit status. Directions and forms are on the California website in Treasurer’s Corner.

Revised 7/24

## Checklist for Planning District Conference

- 1. Read sections in Presidents Council Handbook: Planning District Conferences by Host Councils; Planning Tips for President of the Host Council; Sample Agenda for District Conferences; Protocol for District Conferences; Chapter Sales at District Conferences.
- 2. Confirm the date assigned to your council by the Executive Board.
- 3. Arrange for a venue 8 to 10 months in advance. Be prepared to leave a deposit. Be sure that the site has:
  - a. Handicapped access
  - b. Microphones for speakers and/or entertainment
  - c. Podium
  - d. Screen
  - e. Table or cart for projector with extension cord
  - f. American flag
  - g. Adequate seating to accommodate attendees
  - h. Tables for registration and raffles
- 4. Contact State President-Elect at the beginning of your planning to coordinate the format of the conference.
  - a. Lunch or breakfast/brunch
    - \* At least two lines for buffet style service
    - \* Include dessert if it is lunch
  - b. Cost
  - c. Guest speaker/workshops/break-out sessions. Set time limits.
  - d. Plan time for socializing.
- 5. One of the chapters in the council must apply for a raffle permit through the California Secretary of State. Full instructions are on the California website under the Treasurer's Corner.
- 6. Delegate responsibilities to the council chapters.
  - a. Reservations: sends forms to chapters and State Treasurer
  - b. Decorations
  - c. Registration and name tags for the day of the event
  - d. Printed flyers and programs
  - e. Raffle: prizes, tickets, sales
  - f. Entertainment
- 7. Send an email or written invitation to each state executive board member.
- 8. Publicize and promote the district conference to all district chapters and members.
- 9. Obtain copy of previous district conference minutes.
- 10. Create an agenda. Check Sample Agenda for the District Conference in the Presidents' Council Handbook. Review agenda with State President-Elect.

Revised 7/24

## Calendars

An excellent calendar resource was included in the Chapter Officer Reference Guide that was sent to the chapter president, treasurer, and vice-president for membership. This guide contains hyperlinks to the Alpha Delta Kappa Officer Deadlines and Events for odd and even years. Refer to this officer reference guide to create a copy of the calendars. A copy is also on the California website in Chapter Resources.

Dates of meetings and events are subject to change. Be sure to check the online version of the **Presidents' Council Handbook** on the **California AΔK website** [www.adkcalif.org](http://www.adkcalif.org) frequently.

Contact the State President-Elect informing her of any changes in Council meeting dates. The State President-Elect will submit changes to the **Presidents' Council Handbook** to the Technology/Webmaster Chairman to post on the **California AΔK website**.

Revised 7/24

## District Conference Dates

As a result of the Feasibility Study approved by a majority of California’s chapters, District Conferences will only be held in person during the first year of the biennium. This will be a traditional conference hosted by the council listed. The State Board will attend and be a part of that conference. \_

### 2024 – 2025 District Conferences (In Person)

Northern (Peralta Council)	Oct. 5, 2024
Valley (Bakersfield Council)	Nov. 2, 2024
Marina (Channel Island Council)	Jan. 25, 2025
Southern (Inland Cities Council)	Mar. 8, 2025

The second year of the biennium, the State Board will conduct a virtual conference. The Board will prepare and share their usual reports plus a short fraternity education presentation. Councils may ask questions, voice concerns, etc. but are not responsible for anything else.

### 2025 – 2026 District Conferences (Virtual)

Northern	Oct. 4, 2025
Valley	Nov. 8, 2025
Marina	Jan. 24, 2026
Southern	Mar. 14, 2026

Please contact State President Virginia Riding ([adk.virginiariding@gmail.com](mailto:adk.virginiariding@gmail.com)) if you have any questions.

CA State Convention: The State Executive Board voted to move the convention to the Valley District on May 1-3, 2026. After that, it goes as follows: the board voted to move the convention to the Valley on May 1-3, 2026. After that it goes as follows:

2028 Southern District	2040 Northern District
2030 Marina District	2042 Southern District
2032 Northern District	2044 Valley District
2034 Southern District	2046 Marina District
2036 Valley District	2048 Northern District
2038 Marina District	2050 Southern District

Revised 7/24

## Presidents' Council and State Convention Meeting Dates

### Northern District

<b><i>COUNCIL</i></b>	<b><i>DATE</i></b>	<b><i>HOSTING CHAPTER</i></b>
Delta	January 11, 2025	Virtual
	May 3, 2025	Virtual
Golden Gate	September 13, 2024	Beta
	January 10, 2025	Phi
	May 3, 2025	Beta Xi
	September 9, 2025	Beta
	January 19, 2026	Phi
	May 5, 2026	Beta Xi
Peninsula/South Bay	September 7, 2024	Virtual
	February 2, 2025	Virtual
	May 3, 2025	Virtual
	September 6, 2025	Virtual
	February 7, 2026	Virtual
	May 2, 2026	Virtual
Peralta	January 19, 2025	Virtual
	June 15, 2025	Virtual
	September 21, 2025	Virtual
	January 12, 2026	Virtual
	June 12, 2026	Virtual
	September 19, 2026	Virtual
Sierra	Following State Board meeting	

### Valley District

<b><i>COUNCIL</i></b>	<b><i>DATE</i></b>	<b><i>HOSTING CHAPTER</i></b>
Bakersfield	January 21, 2025	Virtual
	May 21, 2025	Virtual
	September 23, 2025	Virtual
	January 20, 2026	Virtual
	May 19, 2026	Virtual
Fresno/Modesto	August 20, 2024	Virtual
	February 18, 2025	Virtual
	May 19, 2026	Virtual

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**Marina District**

<b><i>COUNCIL</i></b>	<b><i>DATE</i></b>	<b><i>HOSTING CHAPTER</i></b>
Channel Islands	To Be Announced	
Orange Coast	November 6, 2024	Virtual
	March 5, 2024	Virtual

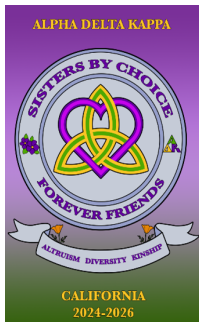
**Southern District**

<b><i>COUNCIL</i></b>	<b><i>DATE</i></b>	<b><i>HOSTING CHAPTER</i></b>
Inland Cities	September 14, 2024	TBD
	January 11, 2025	
	May 31, 2025	
	September 13, 2025	
	January 11, 2026	
	May 16, 2026	
San Diego	September 10, 2024	Eta
	January 25, 2025	Beta Omicron

Revised 11/24



## **State/Region/International Directories**



## State Executive Board

California Alpha Delta Kappa  
2024 – 2026  
“Sisters by Choice: Forever Friends”

### President

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### President-Elect

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## State Officer Liaison Assignments to Chapter Presidents' Councils

2024 – 2026

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Peralta	Rosena Kruley	<a href="mailto:adk.kruleyr@gmail.com">adk.kruleyr@gmail.com</a>
Sierra	Teresa Heitmiller Olea	<a href="mailto:toleacasa@gmail.com">toleacasa@gmail.com</a>

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Fresno/Modesto	Linda Barker	<a href="mailto:Lbarker869@gmail.com">Lbarker869@gmail.com</a>

### MARINA DISTRICT

<i>COUNCIL</i>	<i>LIAISON</i>	<i>EMAIL</i>
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Channel Islands	Donna McCartney	<a href="mailto:adk.donna.mccartney@gmail.com">adk.donna.mccartney@gmail.com</a>

### SOUTHERN DISTRICT

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<b>Marina</b>	<b>Southern</b>
Becky Robbins, <i>Pi</i> <a href="mailto:drobbinsosier@aol.com">drobbinsosier@aol.com</a>	Catherine McAweeney, <i>Beta Omicron</i> <a href="mailto:clmcaweeney@yahoo.com">clmcaweeney@yahoo.com</a>

### Altruistic Reports Chairmen:

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Fran Dunleavy, <i>Beta Rho</i> 457 Mariposa Drive South San Francisco, CA 94080 (650) 580-1509 <a href="mailto:francesmdunleavy@gmail.com">francesmdunleavy@gmail.com</a>	

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### State Altruistic Project Committee

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<b>Marina</b>	<b>Southern</b>
Becky Robbins, <i>Pi</i> <a href="mailto:drobbinsosier@aol.com">drobbinsosier@aol.com</a>	Cindy Acerno, <i>Beta Omicron</i> <a href="mailto:acerno@com">acerno@aol.com</a>

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**Candidate Qualification Committee**

<b>Northern</b>	<b>Valley</b>
<b>Marina</b>	<b>Southern</b>

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**Excellence in Education Chairman:**

**Grete Lima, *Beta Iota***  
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**California State Convention 2026**

**SAVE THE DATE**

**The California State Convention  
will be held in the Valley District May 1 – 3, 2026**

Convention Chairman

**Mollie Acosta, Xi**

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Laguna Woods, CA 92637

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Marlene Cordova, *Phi*

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Convention Decorations

Balloting Chairman

Donna McCartney

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- 2022 Sara Cooper (*Beta Iota*)  
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- 2008 Judy Welch (*Gamma Tau*)  
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- 2006 Linda Futterer (*Resigned*)  
2004 Anna Konstantopoulos (*Omega*)
- 2002 Donna Ray (*Beta Zeta*)  
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- 2000 Barbara Murray (*Alpha Iota*)  
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- 1998 Alice Bullard (*Beta Kappa*)  
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- 1996 Susan Goto (*Beta Eta*)  
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- 1994 Noel Leonard (*Omega*)
- 1992 Belle Goldstein (*Beta Eta*)  
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- 1990 Barbara Hill (*Omega*)  
1988 Joan Tabor (*Omega*)  
1986 Margaret Flam (*Omega*)  
1984 Cecelia Brown (*Resigned*)  
1982 Pauline Hunter (*Omega*)  
1980 Betsy Furth (*Omega*)  
1978 Verna Simmons (*Omega*)  
1976 Eleanor Bendell (*Omega*)  
1974 Mayme Chinn (*Omega*)  
1972 Doris Homme (*Omega*)  
1970 Florence Hendricksen (*Omega*)  
1968 Barbara Stein (*Omega*)  
1966 Jesse Cordua (*Omega*)  
1964 Reba Redwine (*Omega*)
- 1962 Dorothy Vaio  
50 Cascade Walk  
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415-564-9441  
[chinnvaio@yahoo.com](mailto:chinnvaio@yahoo.com)
- 1960 Jean Mersereau (*Omega*)  
1958 Johanna Haight (*Omega*)  
1956 Elizabeth Rosenberg (*Omega*)

## International Executive Board 2023-2025

### INTERNATIONAL PRESIDENT

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### INTERNATIONAL PRESIDENT-ELECT

Conway Blankenship  
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### IMMEDIATE PAST INTERNATIONAL PRESIDENT

#### **Mollie Acosta**

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## Southwest Regional Executive Board

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**The “Lamp of Alpha Delta Kappa”**

**To Alpha Delta Kappa  
We pledge our loyalty  
To sisters who are always true  
We’ll ever faithful be.**

**The sacred lamp of learning  
Upon our altar stands,  
Its radiant glow will e’er bestow  
A light to all the lands.**

