

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Grand Chapter

1707 New Hampshire Avenue, N.W.

Washington, DC 20009

**CHAPTER RULES OF ORDER FORM - 2021 - 2022**

Instructions: Chapters **MUST** submit this form each fiscal year by June 30th to the Regional Member of the Scholarship & Standards Committee. Once approved by the Regional Member of Scholarship & Standards Committee each chapter member **MUST** receive a copy of this completed form. Newly established or reactivated chapters **MUST** submit within 30 days of establishment or reactivation.

Policies & Procedures Confirmation

Please confirm if there have been changes to Chapter Policies & Procedures since the last approval date.

☐ NO☒ YES — If YES, please submit revised Policies & Procedures.

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| To | National Scholarship & Standards Regional Committee Member | | | | |
| From | Chapter Name | Austin Alumnae | | Chapter # | 161 |
| | Chapter President | Robin T. Blackmon | | Charter Date | Nov 26, 1930 |
| | Chapter Email | austinalumnaepresident@gmail.com | | | |
| | # of Financial Members | 329 | Region | Southwest | |
| Chapter Service Area(s) | Austin, Round Rock, Pflugerville, Cedar Park, Leander, Georgetown, Manor, Hutto, Elgin, DelValle, Dale, Bu | | | | |
| Mailing Address | P. O. Box 301273 | | | | |
| City | Austin | State | TX | Zip Code | 78703 |
| Chapter Meeting Day | First Saturday of the month (except September and January when meeting will occur on Saturday f | | | | |
| Meeting Time | 10:00 | <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM | Frequency | Monthly | Other |
| Percentage of the financial membership that constitutes a quorum (Example: 20%) | | | 25% | Amount of Local Chapter Dues for Sorority Year | 185.00 |
| Month of Chapter Elections | April | | Month of Installation Ceremony | May | |

Elected Officers (If applicable add...Assistant Financial Secretary and Assistant Treasurer):**Every chapter MUST have the following Elected Officers (depending on chapter size):****President, Recording Secretary, Treasurer, Vice-President, Corresponding Secretary, Financial Secretary.**

President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer,

Appointed Positions (Must be consistent with Policies & Procedures—i.e. Parliamentarian, Chaplain, Sergeant-at-Arms, etc.):**Must be consistent with Policies & Procedures—i.e. Parliamentarian, Chaplain, Sergeant- at-Arms, etc.**

Assistant Journalist, Assistant Sergeant-At-Arms, Chaplain, Custodian of Properties, Historian, Parliamentarian, Time Keeper, National Pan-Hellenic Council Representative, Members of the Internal Audit Committee, Members of the Protocol Committee

Elected Positions (Must be consistent with Policies & Procedures):**Every chapter MUST have the following Elected Positions (depending on chapter size): Internal Audit Committee Chair, Nominating Committee Chair, Nominating Committee, Minerva Circle. Must also include Parliamentarian, Chaplain, etc – if elected.**

Nominating Committee (Chair, 4 members), Minerva Circle, Internal Audit (Chair), Sergeant-at-Arms, Journalist, Risk Management Coordinator

Standing Committee (Must be consistent with Policies & Procedures):**Every chapter MUST have the following Standing Committees (depending on chapter size): Internal Audit, Nominating, Policies & Procedures, Finance and Program, Planning & Development (PP&D), Social Action.**

Economic Development; Educational Development; International Awareness and Involvement; Physical and Mental Health; Arts and Letters; Budget and Finance; Emergency Response; Internal Audit; Membership Services; Nominating; Program Planning and Development; Charitable Partners; Protocol and Traditions; Records Management and Retention; Rules of Order and Policies and Procedures; Social Action; Strategic Planning, Technology; Ways and Means

Special Committees (Must be consistent with Policies & Procedures—i.e. Founders Day, Minerva Circle, etc.):**Every chapter MUST have an Elections Committee.**

Delta of the Year; Elections; Founders Day; Minerva Circle, Pure Essence Interpretative Dance Team, Step Team

There are NO restrictions on new initiates, such as requiring them to be members for a certain period of time before they can vote. Once initiated, a member has full rights and privileges of the chapter and cannot be denied the right to vote.

Process for selection of voting/alternate delegates and other chapter representatives:

If not already designated per the chapter Policies and Procedures, it is highly recommended that the chapter decide on the Regional Conference and National Convention voting and alternate delegate by chapter vote. In addition, include the method for how members are selected to serve as the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital and State Delta Days.

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| Voting Delegate | Chapter President or designee |
| Alternate Delegate | Chapter 1st Vice President or designee |
| Delta Days in the Nation's Capital Representative | The Social Action/PA&I Chair or designee |
| State Delta Days Representative | Chapter President or designee |
| Cluster Meeting Representative | Chapter President or designee |
| State Meeting Representative | Chapter President or designee |

Advisors Section: For Collegiate Chapters Only. Advisors must be selected & voted upon, by position, by the chapter

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| Primary Advisor | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Secondary Advisor | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Advisory Council Member | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Advisory Council Member | | | |
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| Day Phone # | | Evening Phone # | |
| Advisory Council Member | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |

Chapter Confirmation

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| Policies and Procedures Chair | Patricia Shorter | | |
| Email Address | dstatxpolicies@gmail.com | Phone # | 512-913-7136 |
| Chapter President | Robin T. Blackmon | | |
| Email Address | austinalumnaepresident@gmail.com | Phone # | 512-944-4731 |
| Signature | <i>Robin T. Blackmon</i> | Date | 9/20/2021 |
| DO NOT provide Signature and Date for submittal to Scholarship & Standards Committee. Please provide Signature and Date only once the document has been approved by S&S and before chapter distribution. | | | |