

DELTA SIGMA THETA SORORITY, INC.

A Service Organization Since 1913
1707 New Hampshire Avenue, N.W.
Washington, DC 20009

**CHAPTER RULES OF ORDER FORM - 2022 - 2023**

Instructions: Chapters **MUST** upload this form into the Red Zone each fiscal year by June 30th. 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.

YES ☒NO ☐

Chapter Name	Austin Alumnae			Chapter #	161
Chapter President	Robin Blackmon			Charter Date	11/30/1930
Chapter Email	dstatxnews@gmail.com				
President's Email	austinalumnaepresident@gmail.com			Phone #	512-944-4731
P&P Chair	Patricia Shorter				
P&P Chair's Email	dstatxpolicies@gmail.com			Phone #	512-913-7136
# of Financial Members	350			Region	Southwest
Chapter Service Area(s)	Austin Community				
Mailing Address	P.O. Box 143381				
City	Austin	State	TX	Zip Code	78714-3381
Chapter Meeting	Day	1 ST SATURDAY (unless otherwise ordered by the chapter)	Time	10 AM	Frequency Monthly
Executive Board Meeting	Day	3 rd Tuesday	Time	6 PM	Frequency Monthly
Percentage of the financial membership that constitutes a quorum (Min 25%)	25%		Amount of Local Chapter Dues for Sorority Year		\$185.00
Month of Chapter Elections	April		Month of Installation Ceremony		May

Elected Officers (Select all that apply):

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

President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, Assistant Treasurer

Appointed positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms

Assistant Corresponding Secretary, Assistant Journalist, Assistant Recording Secretary, Assistant Sergeant-at-Arms, Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Internal Audit Committee Members, Journalist, Parliamentarian, Sergeant-At-Arms, Timekeeper, National Pan Hellenic Council Representative, and Protocol Committee Members

Elected positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: Chair, Nominating Committee, Nominating Committee Members, Minerva Circle, Internal Audit Committee Chair, Finance Committee Chair (if not Treasurer)

Nominating Committee (Chair and 4-Members), Internal Audit Committee Chair, Minerva Circle, and Risk Management Coordinator

Standing Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have the following Standing Committees (depending on chapter size): Emergency Response, Internal Audit, Nominating, Policies & Procedures, Finance and Program, Planning & Development (PP&D), Social Action.

Executive Committee, Executive Board, Arts and Letters, Budget and Finance, Emergency Response, Communications and Public Relations, Fundraising (Ways and Means), Heritage and Archives, Internal Audit, Membership Services, Nominating, Policies and Procedures, Program Planning and Development – Economic Development, Educational Development, International Awareness and Involvement, physical and Mental Health, Risk Management, Protocol and Traditions, Ritual and Ceremonies, Social Action, Technology, Charitable Partners, Records Management and Retention, and Strategic Planning

Special Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have an Elections Committee and Minerva Circle

Elections Committee, Minerva Circle, Founders Day Committee, National Pan-Hellenic, Step Team, Pure Essence Interpretative Dance Team

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

The chapter Policies and Procedures MUST designate the selection process of the Regional Conference and National Convention voting and alternate delegates and the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital, and State Delta Days.


Voting Delegate	Chapter President or designee
Alternate Delegate	First Vice President or designee
Delta Days in the Nation's Capital Representative	Social Action Chair and Co-Chair
State Delta Days Representative	Social Action Chair and Co-Chair
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

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			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	

Chapter Confirmation

DO NOT provide Signature and Date when submitting to Scholarship & Standards Committee. Please provide Signature and Date only AFTER the document has been approved by S&S and BEFORE chapter distribution.

President's Signature		Date	1/1/2023
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