

**DELTA SIGMA THETA SORORITY, INC.**

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

**CHAPTER RULES OF ORDER FORM - 20 - 20**

**Instructions:** Chapters **MUST** submit this form each fiscal year by June 30<sup>th</sup> 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.

— If YES, please submit revised Policies & Procedures.

<b>Chapter Name</b>					<b>Chapter #</b>		
<b>Chapter President</b>					<b>Charter Date</b>		
<b>Chapter Email</b>							
<b>President's Email</b>					<b>Phone #</b>		
<b>P&amp;P Chair</b>							
<b>P&amp;P Chair's Email</b>					<b>Phone #</b>		
<b># of Financial Members</b>					<b>Region</b>		
<b>Chapter Service Area(s)</b>							
<b>Mailing Address</b>							
<b>City</b>				<b>State</b>			<b>Zip Code</b>
<b>Chapter Meeting</b>	<b>Day</b>		<b>Time</b>			<b>Frequency</b>	
<b>Executive Board Meeting</b>	<b>Day</b>		<b>Time</b>			<b>Frequency</b>	
<b>Percentage of the financial membership that constitutes a quorum (Minimum of</b>					<b>Amount of Local Chapter Dues for Sorority Year</b>		
<b>Month of Chapter Elections</b>				<b>Month of Installation Ceremony</b>			

**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

**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 (if applicable), Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms

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

Must be consistent with Policies & Procedures: Chair, Nominating Committee Chair, Nominating Committee Members, Minerva Circle, Internal Audit Committee Members (if applicable), Finance Committee Members (if applicable)

**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.**

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

**Every chapter MUST have an Elections Committee.**

**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.*

<b>Voting Delegate</b>	
<b>Alternate Delegate</b>	
<b>Delta Days in the Nation's Capital Representative</b>	
<b>State Delta Days Representative</b>	
<b>Cluster Meeting Representative</b>	
<b>State Meeting Representative</b>	

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

<b>Primary Advisor</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Secondary Advisor</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	

**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**