

STANDING RULES

ETA PROVINCE

DELTA THETA TAU SORORITY, INC.

In addition to the rules as outlined for Province in the National Bylaws, Article XIII, this Province adopts the following Standing Rules:

ARTICLE I – OBJECT

The object of Eta Province is to maintain a closer and more intimate relationship between the chapters that comprise it, to discuss individual chapter problems, to submit suggestions for the betterment of the Sorority, and to carry out a philanthropic project.

ARTICLE II – MEETINGS

- Section 1.* The convention city shall be chosen two (2) years in advance at the Province Convention by a majority of the votes cast by those eligible to vote. Should only one bid be received for the convention city, the Secretary shall cast the elective ballot.
- a. In the event there are no bids presented for the next Province Convention, the place of the meeting shall be selected in the following manner:
 1. Within thirty (30) days, chapters shall mail its bids to the Province Chairman.
 2. If only one bid is received during this period, that bid shall be accepted and all chapters shall be notified of the meeting place of the next convention.
 3. If more than one bid is received, the Province Chairman shall prepare a ballot of the bids presented and mail the ballot to each chapter to be voted upon and returned within thirty (30) days.
 4. The Province Chairman shall advise all chapters at the expiration of the thirty (30) days, the result of the ballot.
 5. In the event no bids are received at the expiration of the thirty (30) days, the Province Chairman shall place the matter in the hands of the National Council and Board of Trustees.
 - b. The entertaining chapter shall submit three (3) dates for the Convention between September 22 and November 30, in order of preference, to the National Secretary for approval, no later than December 15, following the Province Convention.
 - c. The entertaining chapter will be responsible for arranging and sending notification to chapters for an optional gathering for fellowship between February 1 and June 1.
- Section 2.* All matter of business decided in the Province must be by vote on Convention floor.
- Section 3.* Only members presenting a paid-up dues book shall be permitted to sit in convention meetings.
- Section 4.* Two-Thirds of the voting members present shall constitute a quorum.

ARTICLE III – PROVINCE CHAIRMAN

- Section 1.* Names of candidates to the office of Province Chairman shall be sent to the chapters in Eta Province thirty (30) days prior to the Province Convention, when possible. Qualifications of

candidates shall be outlined. In choosing candidates, we shall bear in mind their ability, progressiveness and cooperative capacity.

- a. Province Chairman shall be elected by ballot at Convention meeting. A majority of votes cast will be necessary to elect.
- b. If there is only one nominee, the Secretary may be instructed to cast the elective ballot.
- c. In the event there are no nominations for the Office of Province Chairman, before or during Province Convention, nominees shall be elected as follows:
 1. Within thirty (30) days, the Chapter shall mail the name and qualifications of its nominee to the outgoing Province Chairman.
 2. If only one nomination is received during this period, that nomination shall be accepted and all chapters shall be notified of the name and address of the incoming Province Chairman.
 3. If more than one nomination is received, the Province Chairman shall prepare a ballot and mail same to each chapter to be voted upon and returned within thirty (30) days.
 4. The Province Chairman shall advise all chapters at the expiration of the thirty (30) days the result of the ballot.
 5. In the event no nominations are received at the expiration of the thirty (30) days, the Province Chairman shall place the matter in the hands of National Council and Board of Trustees.

Section 2.

DUTIES OF PROVINCE CHAIRMAN

- a. All duties as outlined in Article XIII, Section 6 of National Bylaws.
- b. To furnish the entertaining chapter with a list of the Eta Province Chapters, Alumnae Associations, National Officers, National Committee Members, Eta Province Expansion and Growth Chairman, Past National Officers and Past Province Chairman who are active members of a chapter in the Province.
- c. To mail to each Chapter by May 1, blank forms for report of Chapter Philanthropy and notice of Province Dues. Both are to be returned on or before August 1.
- d. To send a copy of the Convention Minutes to each chapter in the Province, to each National Officer, Eta Province Expansion and Growth Chairman, each Past National President and to keep the original in the files of the Province Chairman.
- e. To call a meeting with the new and outgoing Province Chairman and Assigned Officer immediately following Province Convention. This meeting will be to exchange books and go over duties of the Province Chairman.
- f. To be responsible for keeping the History Book and Province paraphernalia.
 1. The Province Chairman shall hold the History Book in her possession after Convention and compile any data concerning the Province and make proper entries therein.
 2. The Eta Province History Book shall be on hand at the Province Convention for inspection and registration.
 3. The Province Chairman shall forward the History Book to the newly elected Chairman within thirty (30) days following the convention.
- g. To give a complete financial report on the Philanthropy and General Funds at Province Convention.

- h. To be responsible for maintain a copy of each year's philanthropy report in the Province Chairman's handbook.
- i. To appoint two (2) Tellers from among the non-delegates of the assembly to tally the ballots and report the results thereof to the Province Chairman.
- j. To appoint one (1) Page from among the non-delegates of the assembly.
- k. To arrange for an alternate signature for the Province Bank Account, preferably that of a present or past National Officer or past Province Chairman of the Province.

Section 3. All chapters reported for delinquent dues, by Hostess Chapter, shall be contacted by the Province Chairman immediately following convention.

ARTICLE IV – ENTERTAINING CHAPTER

Section 1 **DUTIES OF THE ENTERTAINING CHAPTER SHALL BE:**

- a. To select three (3) dates between September 22 and November 30 for convention and submit them to the National Secretary and the Province Chairman by December 15, following Province Convention.
 - 1. Proposed fees, registration forms and complete plans for the Province Convention must be submitted to the Assigned Officer by June 1, prior to convention, for approval by National Council and Board of Trustees during post-convention meeting.
- b. To notify Chapters, Alumnae Associations, National Officers, Eta Province Expansion and Growth Chairman, National Committee Members, Past National Officers and Past Province Chairman in the Province of the date and place of the convention at least sixty (60) days prior to said meeting and to notify chapters of the amount of the approved Province Convention Dues.
- c. To plan no less than three (3) social functions for convention. Two (2) functions on Saturday, (one being the banquet) and Sunday Brunch. The Mixer shall not be a required function.
- d. The registration desk should be open from 6:00 pm. to 8:00 pm. on Friday. The desk should be open on Saturday from 8:00 am. to 10:00 am. and immediately following the luncheon.
- e. To appoint a convention Sergeant-At-Arms and Assistant Sergeant-At-Arms.
- f. To furnish the required paraphernalia for the installation of the Province Chairman and for the Memorial Service (if used).
- g. To prepare the meeting room and have the chairs for the delegates in the Greek alphabetical order, with the Greek name of the chapter prominently displayed.
- h. To send a copy of the Province financial report to all the chapters in the province and all National Officers. Preparation and mailing to be part of the entertaining chapter's expense.
- i. To send to the Province Chairman within thirty (30) days after the Province Convention an itemized financial statement and record of attendance, in duplicate.

ARTICLE V – SECRETARY

Section 1 The Province Chairman shall appoint a Secretary for the meeting and supply her applicable material. The duties of the Secretary shall be:

- a. To record the minutes of the business meeting and incorporate therein all philanthropic reports.

- b. To furnish the Province Chairman three (3) copies of the minutes within fifteen (15) days after the meeting.

ARTICLE VI - SERGEANT-AT-ARMS

Section 1 DUTIES OF THE SERGEANT-AT-ARMS

- a. To admit delegates and non-delegates to the business meeting upon display of Convention Badge, they must present dues book when they register only.
- b. To assist in the installation of the Province Chairman elect.
- c. To furnish the Province Chairman with attendance reports at the beginning of each session of the business meeting.

ARTICLE VII – VOTING MEMBERS

Section 1 VOTING MEMBERS OF PROVINCE CONVENTION SHALL BE:

- a. Chapter Delegates
- b. Immediate Past Province Chairman
- c. Past National President who is a member of Eta Province
- d. Province Chairman in case of a tie

ARTICLE VIII – COMMITTEES

Section 1 Province Standing Rules Committee shall be appointed by the Province Chairman immediately following the convention.

- a. Province Standing Rules Committee shall be composed of the Present Province Chairman, the immediate Past Province Chairman and one or more members from the general membership. The immediate Past Province Chairman shall serve as Chairman.
- b. It shall be the duty of the Committee to review the Standing Rules and submit any proposed amendments they deem necessary for the welfare of the province and to receive any proposed amendments from the chapters. The Standing Rules are to be kept current with National Bylaws. Proposed amendments should be approved by the Assigned Officer before submitting to the chapters and then following adoption at convention, send two (2) copies to the National Vice President for her approval. Proposed amendments to be submitted to the chapters thirty (30) days prior to the Province Convention.
- c. If during Province Convention, there is a proposed amendment to the National Bylaws, the Committee will submit the proposal to the National Council and Board of Trustees by December 1 of that year.
- d. The committee shall prepare and submit the Convention Rules to the delegates for their approval.

Section 2 The Golden Hand (Philanthropy) Fund Project Committee shall be appointed by the Province Chairman immediately following the convention.

- a. The committee shall be composed of the Present Province Chairman, immediate Past Province Chairman and one or more of the general membership. The Past Province Chairman shall be appointed Chairman when possible.
- b. It shall be the duty of the committee to receive all suggestions for the province philanthropic project, make any necessary investigation of suggested projects, report all proposed projects

at the Province Convention and plan to execute the philanthropic project adopted at the convention.

- c. The Golden Hand (Philanthropy) Project shall be selected at the Province Convention by a majority vote.
- d. In the event no project is adopted, the assessment shall carry over in the Golden Hand (Philanthropy) Fund.

ARTICLE IX – FEES AND ASSESSMENTS

Section 1 GOLDEN HAND (PHILANTHROPY) FUND

- a. Each chapter shall pay to the Province Chairman by August 1 of each year \$1.00 per capita of active membership as of June 1, to be deposited in the Golden Hand (Philanthropy Fund).
- b. Each chapter will be assessed \$10.00 for the Golden Hand Fund (Philanthropy Fund) so that the amount given to a worthy cause be more substantial.

Section 2 GENERAL FUND

- a. An assessment of \$5.00 for Province Dues will be paid by each chapter to the Province Chairman by August 1 for the General fund.
- b. General Fund to cover all stationary, postage, telephone expenses, reproduction and preparation of the minutes to the chapters, shipping of files to incoming Province Chairman and luncheon expenses of grantee speakers.

Section 3 PROVINCE REGISTRATION FEES

- a. Delegates shall present a paid-up dues book and pay a registration fee of at least two (\$2.00) dollars before receiving credentials.
- b. Non-Delegates shall present a paid-up dues book and pay a registration fee of at least two (\$2.00) dollars before admittance to Province Convention.

ARTICLE X – FINES

Section 1 FINES SHALL BE LEVIED AS FOLLOWS:

- a. Chapter shall be fined fifteen (\$15.00) dollars for failure to pay philanthropic dues or for failure to mail completed Philanthropic Report Form #52 to Province Chairman by August 1. Fine will be deposited in the Golden Hand Fund (Philanthropy Fund). Any chapter not filing by August 1 will not be eligible for National or Province awards.
- b. Delegate shall pay a fine of one (\$1.00) dollar for being tardy at a business meeting or leaving the meeting before it is adjourned, unless excused by the presiding officer.
- c. Unexcused chapters at the Province Convention will be fined to comply with the National Bylaws.

ARTICLE XI – PROVINCE STANDING RULES

Section 1 All chapters shall be required to have a copy of these Standing Rules on file with their Chapter Secretary and President.

Section 2 Copies of these Standing Rules may be obtained from the Province Chairman via email for no fee.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1 Roberts Rules of Order, Newly Revised, shall be the final authority on all questions of procedure and Parliamentary law not covered by the National Bylaws of the Sorority or the Standing Rules of the Province.

ARTICLE XII – AMENDMENTS

Section 1 These Standing Rules may be amended by a two-thirds vote, the proposed amendment having been submitted in writing to all chapters in the Province.

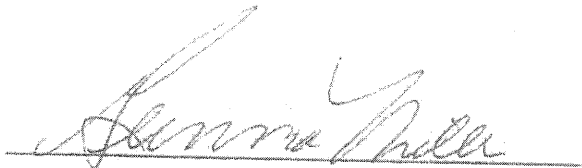
- a. Amendments may be made at the Province Convention, without previous notice, by a unanimous vote.

Section 2 These Standing Rules may be suspended by a majority vote.

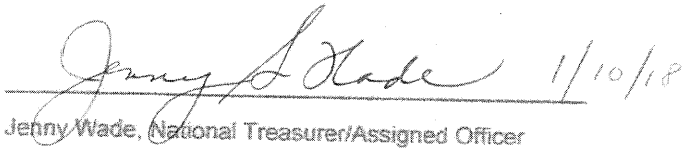
ARTICLE XIV – AWARDS

Section 1 A white gavel and sounding block is presented by Lambda Alpha Chapter, Tacoma, Washington, to Eta Province to serve as a Traveling Award for Philanthropy.

- a. To be awarded to the chapter with the highest per capita philanthropy hours.
- b. To be held for one year by the winning chapter, then returned to the Province Chairman for the next year's presentation.
- c. Anyone losing the gavel and/or sounding block shall be required to replace it.
- d. The Province Chairman shall make the presentation at Province Convention.
- e. It shall be the duty of the Province Chairman to have the sounding block suitably engraved each year.
- f. A certificate to be retained by the Chapter, shall be issued by the Province Chairman to the Chapter with the highest total Philanthropy, highest Philanthropy per capita, highest Philanthropy hours and highest Philanthropy hours per capita.



Gienna Miller, Eta Province Chairmen



Jenny Wade, National Treasurer/Assigned Officer



Bonnie Wells, National Vice-President

