

DELTA THETA TAU SORORITY, INC.

STANDING RULES OF EPSILON PROVINCE

In addition to the rules as outlined for Provinces in the National Bylaws, Article XIII, Pages 6 through 8, EPSILON PROVINCE adopts the following STANDING RULES.

ARTICLE I - OBJECT

The object of the Province is to maintain a closer and more intimate relationship among the chapters that comprise it, to discuss individual problems of the chapters, to submit suggestions for the betterment of the Sorority and to carry out a Philanthropic Project.

ARTICLE II - MEETINGS

1. All bids for Province Convention two years hence shall be submitted to the Province Chairman sixty (60) days prior to Convention. Each chapter and Past Province Chairman shall be notified of such bids.
2. A majority vote shall be required to elect a Convention City when submitted sixty (60) days prior to Convention.
 - a. If no bids are submitted to the Province Chairman sixty (60) days prior to Convention, bids may be made from the Convention floor by the chapter delegate. A two-thirds ($\frac{2}{3}$) vote will be required if bids are made from the Convention floor to select a Convention City.
 - b. In the event there are no bids presented for the next Province Convention, the place of convention shall be selected in the following manner:
 - i. Within sixty (60) days, the chapters shall mail bids to the Province Chairman.
 - ii. If only one bid is received during this period, that bid shall be accepted and all chapters shall be notified of the meeting place for the next convention.
 - iii. If more than one bid is received, the Province Chairman shall:
 1. Prepare a ballot of the bids received and mail same to Chapters and Voting members of the Province to be voted upon and returned within thirty (30) days.
 2. Advise the Chapters and Voting members of the Province at the expiration of sixty (60) days the result of the ballot.
 - iv. In the event no bids are received at the expiration of sixty (60) days, the Province Chairman shall place the matter in the hands of the National Council.
3. If only one chapter bidding for Convention City, the Secretary may be instructed to cast the elective ballot.
4. Voting members shall consist of the chapter delegates, Present Epsilon Province Chairman, Past Province Chairmen of the Province, and Present and Past National Presidents of the Province.
 - a. Past or Present National Presidents of the Province and/or Past Epsilon Province Chairmen, when attending as a delegate, shall have the privilege of casting two (2) votes (their own and that of their chapter).
5. Accredited delegates from one-fourth ($\frac{1}{4}$) of the number of chapters in good standing shall constitute a quorum.
6. Admittance to a business meeting of delegates and non-delegates shall be display of registration badge.

7. Hostess chapter(s) shall determine if other chapters will be permitted to set up tables to sell fundraising items during convention. The hostess chapter(s) shall make this determination one year prior to convention and notify all chapters in the Province of their decision one year prior to convention.

ARTICLE III - PROVINCE CHAIRMAN

1. Names and qualifications of the nominees for Province Chairman shall be submitted to the Province Chairman sixty (60) days prior to Province Convention. Each chapter and Past Province Chairman shall be notified of the names submitted.
 - a. If no bids are submitted for Province Chairman sixty (60) days prior to Convention, names may be submitted from the Convention floor by the chapter delegate. A two-thirds ($\frac{2}{3}$) vote will be required if bids are made from the Convention floor to elect a Province Chairman.
 - b. In the event there are no bids at Province Convention for Province Chairman, she shall be selected in the following manner:
 - i. Within thirty (30) days of the close of Province Convention, the chapters shall mail their bids to the Province Chairman.
 - ii. If more than one bid is received, she shall prepare a ballot of the bids received and mail same to Chapters and Voting members of the Province to be voted upon and returned within thirty (30) days.
 - iii. Advise Chapters and Voting Members of the Province at the expiration of sixty (60) days the result of the ballot.
 - iv. If only one bid is received, that bid shall be accepted and Chapters and Voting members of the Province shall be notified who the new Province Chairman will be.
 - v. In the event no bids have been received at the expiration of sixty (60) days, the Province Chairman shall place the matter in the hands of the National Council.
2. Province Chairman shall be elected by ballot. A majority vote cast will be necessary for election when submitted sixty (60) days prior to convention. (NOTE: Refer to National Bylaws, ARTICLE XIII, Section 5 for eligibility.)
3. If there is only one nominee, the Secretary may be instructed to cast the elective ballot.

ARTICLE IV - DUTIES OF THE PROVINCE CHAIRMAN

The Province Chairman shall:

1. Deposit all funds received in a checking account in the name of Epsilon Province - Delta Theta Tau Sorority, Inc. held by Morgan Stanley. This account will include the General Fund and Province Philanthropic Project Fund.
 - a. Withdrawal from this account requires the signature of the Province Chairman or a Past National Officer of the Province.
 - b. Keep a record of monies received and expended from each account (General Fund and Province Philanthropic Project Fund).
2. Upon receipt of the Convention Financial Statement and Record of Attendance from the entertaining chapter, send a copy of same to the next entertaining chapter and keep the original in the Province Chairman's file.
3. Furnish the entertaining chapter a correct list of the chapters in the province.

4. Mail to each Chapter by May 15, report of Chapter Philanthropy forms, to be returned by August 1.
5. Receive nominations for Province Chairman and bids for next Province Convention.
6. Appoint at least two tellers from the non-delegates to serve during the meeting.
7. Furnish a complete report of Province Convention to GRIT editor immediately following convention.
8. At the close of the Convention, meet with the newly elected Province Chairman and the Assigned National Officer to appoint a Past National Officer of the Province to sign withdrawals from the Province Account; also, appoint a Past National Officer of the Province and a Past Province Chairman to approve expense vouchers of the Province Chairman.
9. Provide the Convention Secretary with all the necessary reference material as needed for use in drafting the minutes following Province Convention.
10. Furnish to each Chapter and Voting Member of the Province and to each National Officer a copy of the Province Convention Minutes sixty (60) days after Convention. (NOTE: Refer to Article XIII, Section 6, National Bylaws for additional duties of Province Chairman.)

ARTICLE V - DUTIES OF ENTERTAINING CHAPTER

The Entertaining Chapter(s) shall:

1. Select three (3) alternative dates between September 22 - November 30 for Convention and submit same to the National Secretary before December 15 of year elected.
2. Plan not less than two social functions for convention.
3. Notify the Province Chairman upon approval of the Province Convention date.
4. Make all arrangements for Province Convention and submit plans, convention dues and registration forms to the Assigned Officer by June 1 of Province Convention year for approval by National Council and Board of Trustees at Post-Convention meeting.
5. Notify the chapters in the Province of the date and place of Convention and the amount of approved Province Convention dues at least sixty (60) days prior to the Convention.
6. Appoint the Convention Sergeant-at-Arms and an Assistant Sergeant-at-Arms.
7. Prepare the meeting room and have chairs for delegates in Greek alphabetical order with the Greek name of the chapter prominently displayed. Names of Past National Presidents and Past Province Chairmen of the Province who are attending the Convention shall also be displayed on the chairs.
8. Furnish three robes, gavel and other paraphernalia for the installation of the Province Chairman-elect. Also furnish paraphernalia for the Memorial Service.
9. Send to the Province Chairman within thirty (30) days after Convention an itemized financial statement and record of attendance in duplicate.
10. Send a copy of the Convention Financial Report to all chapters in the Province and to each National Officer, preparation and mailing to be part of the entertaining chapter's expense.
11. NOTE: Refer to National Bylaws, Article XIII, Section 3 for clarification of duties.

ARTICLE VI - DUTIES OF THE SECRETARY

1. She shall record the minutes of the business meeting and incorporate therein the Philanthropic Reports of each chapter.

2. She shall furnish the Province Chairman three (3) copies of the minutes within two (2) weeks after the convention. Any expense incurred in carrying out these duties shall be sent to the Province Chairman in duplicate.

ARTICLE VII - DUTIES OF THE SERGEANT-AT-ARMS

1. She shall admit delegates and non-delegates to the business meeting upon their display of registration badge.
2. She shall assist in the installation of the Province Chairman.
3. The Assistant Sergeant-at-Arms shall assist the Sergeant-at-Arms and assume the position of the Sergeant-at-Arms in the absence of the Sergeant-at-Arms.

ARTICLE VIII - PROVINCE STANDING RULES COMMITTEE

1. The Standing Rules Committee shall be composed of a Past Province Chairman and two (2) members from the general membership to be appointed by the Province Chairman. The Province Chairman shall appoint a chairman and shall serve as an ex-officio member.
2. It shall be the duty of this committee to draw up Convention Rules and submit them for approval at Province Convention.
3. It shall be the duty of the committee to receive all proposed amendments to the Province Standing Rules at least sixty (60) days prior to Province Convention and submit them in writing to the Assigned Officer for approval before submitting them in writing to all voting members forty-five (45) days prior to Province Convention. If the amendments to the Province Standing Rules are adopted at Province Convention, first obtain approval of Assigned Officer, then send two copies to the National Vice President for approval. When approved, the Province Chairman shall be responsible for preparing the Amendments on a separate sheet and mailing two (2) copies to each Chapter and Past Province Chairman as provided in the Province Standing Rules.

ARTICLE IX - DUES AND FINES

1. Each chapter in the Province shall pay to the Province Chairman before August 1 of each year five dollars (\$5.00) per capita of Active membership as of June 1, money to be deposited in Epsilon Province Account. These dues will have four dollars (\$4.00) allotted to the Province Philanthropic Project Fund and one dollar (\$1.00) allotted to the General Fund which covers the Province Chairman's incidental expenses.
2. Each chapter in the Province shall be eliminated from award consideration and pay a fine of fifteen dollars (\$15.00) to the Province Chairman for failure to complete and forward Chapter Philanthropic Report (Form #52) with their Province Dues on or before August 1 of each year, this money to be deposited in the Epsilon Province Account. These fines will go to the Province Philanthropic Project Fund.
3. The General Fund shall maintain a balance of one hundred fifty dollars (\$150.00) annually. If there is a surplus over one hundred fifty dollars (\$150.00), it will be automatically transferred to the Philanthropic Fund for expenditure.
4. Fine amounts for an unexcused absence from Province Convention will be listed in Section 13 of Article XIII of the National Bylaws.

ARTICLE X - PROVINCE PHILANTHROPIC PROJECT

1. The Province Philanthropic Project Committee shall be composed of three (3) members from the general membership. The Province Chairman shall appoint the chairman of the committee, and she shall serve as ex-officio member of the committee.
2. It shall be the duty of this committee to receive all suggestions for the Province Philanthropic Project, make any necessary investigations of the suggestions received and submit same to all voting members in writing forty-five (45) days prior to Province Convention.
3. If there is a Province Philanthropic Project submitted, there shall be fifteen (15) minutes allotted for each presentation of said project. If time permits, this allotted time may be extended with permission of the delegation.
4. Projects may be submitted from the convention floor only if no projects have been submitted according to Section 2, but passage would require a unanimous vote since prior notice was not given.
5. If no projects are submitted the money shall be carried over until the following year.

ARTICLE XI - EXPENDITURES

1. Expenditures for the Province Philanthropic Project shall be decided by the voting delegates at the Province Convention.
2. Expenditures from the General Fund shall be paid only upon receipt of itemized statements and receipts. Expenditures include printing of the Province minutes, postage, shipping of files to the new Province Chairman, phone calls and miscellaneous supplies.

ARTICLE XII - AWARDS

1. The Epsilon Omicron (St. Louis) Banner shall be given on membership percentage, as of the date of Province Convention, to the chapter having the highest percentage of attendance in the business meeting at the Province Convention. The members of this chapter shall be registered and attend at least one social function at the Convention. Hostess Chapters are not eligible for the award.
2. The Theta Delta (Sparta) Plaque shall be given to the chapter in the Province having the highest Philanthropy Fund Contributions.
3. The Gamma Upsilon (West Frankfort) Plaque shall be given to the chapter in the Province having the highest per capita number of hours of Philanthropic work where no money was involved, based on the Report of Chapter Philanthropy.
4. The above awards shall be traveling awards, to be held for the period of one year and returned at the next Province Convention to the Province Chairman, to be awarded to the new winners.
5. A certificate shall be awarded each year to the top five (5) in Epsilon Province with the highest Per Capita Philanthropy Fund Contributions, the highest Philanthropy Fund Contributions, the highest Per Capita Volunteer Hours, and the highest Volunteer Hours.

ARTICLE XIII - ORDER OF BUSINESS

Registration 8:00 - 10:00 (remain open during business meeting for late registration)

Welcome

Opening Ceremony and Delta Prayer

Memorial Service

Roll Call

Introduction

Reading of the Minutes (to be decided by the voting members)

Appointment of Tellers

Report of Committees

Financial Report of Province Funds

Communications

Announcements

Recess for lunch 12:00 - 1:00 pm

Forums 1:00 - 3:00 pm

Report of Forum Leaders

Introductions (those not introduced in the morning meeting)

New Business and National Officers Reports

Balloting on Province Philanthropic Projects

Nomination of Province Chairman by chapter delegates

Election of Province Chairman

Bids for next Province Convention City by chapter delegates

Election of next Province Convention City

Summary of Chapter Philanthropic Reports

Presentation of Awards

Good of the Province

Installation of Province Chairman

Adjournment

Closing Ceremony

ARTICLE XIV - AMENDMENTS

1. These Standing Rules may be amended at Province Convention by a two-thirds ($\frac{2}{3}$) vote, the proposed amendments having been submitted to the voting members in writing forty-five (45) days before Province Convention.
2. Amendments may be made at Province Convention without previous notice by a unanimous vote of those present and eligible to vote.
3. In the event amendments are adopted, duplicate copies are to be sent to the National Vice President for approval.
4. All approved amendments should be included with the mailing of the Province minutes.

ARTICLE XV - SUSPENSION

These Standing Rules may be suspended by a majority vote of those present and eligible to vote in any Province Convention.

ARTICLE XVI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised and Parliamentary Law shall be the final authority of all questions of procedure and parliamentary law not covered by National Bylaws of the Sorority and the Standing Rules of the Province.

ARTICLE XVII

All chapters in the province shall be required to have a copy of these Standing Rules and Amendments on file with their Chapter President and Chapter Secretary. Copies to be obtained from the Province Chairman at the cost of seventy-five cents (\$.75) each to help defray the cost of preparation and postage, and receipts to be deposited to Epsilon Province Account and to be allotted to the General Fund. The current province chairman has the authority to make editorial corrections to these standing rules.

Revised October 22, 2022

Submitted:



Johnna Huggins, Standing Rules Chairman

Approved:



Julia Hayes, Province Chairman

Approved:



Amanda Allen, National Sec of Philanthropy, Assigned Officer