

# **STANDING RULES OF ALPHA PROVINCE DELTA THETA TAU SORORITY, INC.**

In addition to the rules as outlined for Provinces in the National By-Laws, Article XIII, pages 6-8, ALPHA 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 Chapters, to submit suggestions for the betterment of the sorority, and to carry out a Philanthropic Project.

## **ARTICLE II – MEETINGS**

- 1) The convention city shall be chosen at the Province Convention two (2) years in advance by a majority of the votes cast by those eligible to vote. If only one (1) Chapter is bidding, the Secretary may be instructed to cast the ballot.
  - a) In the event there are no bids presented for the next Province Convention, the location shall be selected in the following manner:
    - i) Within thirty (30) days, Chapters may mail bids to the Province Chairman
    - ii) If only one (1) bid is received during this period, that bid shall be accepted; and the Province Chairman shall notify all Chapters of the location of the next convention.
    - iii) If more than one (1) bid is received, the Province Chairman shall prepare a ballot of the bids presented and mail same to each Chapter, all Past Province Chairmen eligible to vote, and all Past National Presidents of the Province to be voted upon and the ballot returned within thirty (30) days.
    - iv) The Province Chairman shall advise all Chapters at the expiration of thirty (30) days the result of the ballot.
    - v) In the event no bids are received at the expiration of the sixty (60) days, the Province Chairman shall place the matter in the hands of National Council and Board of Trustees.
- 2) Voting members shall consist of Chapter Delegates, Province Chairman, Past Province Chairmen, and Past National Presidents of the Province.
  - a) Past Province Chairmen of the Province shall have the privilege of casting their own vote for ten (10) years following their serving as Province Chairman. They may cast a vote when serving as Chapter Delegate. Past National Presidents of the Province shall have the privilege of casting their own vote as well as that of her Chapter when serving as Chapter Delegate.
- 3) Accredited Delegates from one-fourth (1/4) of the numbers of Chapters in good standing shall constitute a quorum.



### **ARTICLE III – PROVINCE CHAIRMAN**

- 1) Province Chairman shall be elected by ballot. A majority of the votes cast will be necessary to elect.
- 2) If there is only one (1) nominee, the Secretary may be instructed to cast the elective ballot.
- 3) In the event there are no nominations for Province Chairman, the New Province Chairman shall be selected in the following manner:
  - a) Within thirty (30) days after convention, the Chapter shall mail the name and qualifications of its nominee to the Province Chairman.
  - b) At the expiration of thirty (30) days, the Province Chairman shall prepare a ballot of the nominees presented and mail to each Chapter and voting member, to be voted on and returned within thirty (30) days, at which time she shall advise all Chapters and voting members, the results of the ballot.
  - c) Should the name of only one (1) nominee be received by mail, the nominee shall be accepted as the Province Chairman and all Chapters and voting members shall be notified by the Immediate Past Province Chairman at the expiration of the thirty (3) days specified for nominations.
  - d) In the event that no nominations are received at the expiration of thirty (30) days, the Province Chairman shall place the matter in the hands of National Council and Board of Trustees.
  - e) Installation of New Province Chairman shall be by direction of the Assigned Officer.

### **ARTICLE IV – DUTIES OF PROVINCE CHAIRMAN**

The Province Chairman shall:

- 1) Furnish Entertaining Chapter a list of Chapters, Past Province Chairmen, Past National Presidents of the Province, and the name of the Province Director of Expansion and Growth, in the Province.
- 2) Mail to each Chapter by May 15<sup>th</sup>, blank forms for Report of Chapter Philanthropy and notice of Province Dues, both to be returned on or before August 1<sup>st</sup>.
  - a) The Province Chairman shall deposit all funds in a checking account under the name of Alpha Province Fund – Delta Theta Tau Sorority, Inc., with the present National Officer as co-signer.
- 3) Appoint a Convention Secretary for the meeting and supply her with minute book and needed information in advance of the meeting; appoint two (2) tellers and two (2) pages and supply them with the needed information in advance of the meeting.
- 4) Receive nominations for Province Chairman.
- 5) Arrange for installation of Province Chairman.
- 6) Upon receipt of 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.



- 7) Have possession of the name cards of the Chapters in the Province to be used on Delegates' chairs and deliver them to the Entertaining Chapter.
- 8) Be responsible for a complete report of Province Convention to the GRIT Editor immediately following convention.
- 9) Arrange to have the Province Chairman's guard and gavel presented to the Province Chairman-elect at the time of installation. (This guard was presented to the Province by Janelyn Icerman and the gavel by Diane Marvel.)
- 10) Arrange to have Philanthropic Awards available for top five (5) Chapters of each category.

#### **ARTICLE V – DUTIES OF ENTERTAINING CHAPTER**

The Entertaining Chapter(s) shall:

- 1) Appoint the convention Sergeant-at-Arms and Assistant Sergeant-at-Arms.
- 2) Notify the Chapters in the Province of the date and place of convention and the amount of approved convention fees at least sixty (60) days prior to convention.
- 3) Plan not less than three (3) social functions for convention. Two (2) functions on Saturday (one being the Banquet to which husbands or escorts may be invited) and Sunday Brunch. The Mixer shall not be a required function.
- 4) Send to the Province Chairman, within thirty (30) days after convention, an itemized financial statement and record of attendance in duplicate.
- 5) Submit three (3) dates in order of preference for convention to the National Secretary by December 15<sup>th</sup>. The dates selected are to be between September 22<sup>nd</sup> and November 30<sup>th</sup>.
- 6) Furnish the required paraphernalia for the installation of the Province Chairman and for the Memorial Service.
- 7) Prepare the meeting room and have chairs for Delegates in Greek alphabetical order with Greek name of Chapter prominently displayed.
- 8) Send a copy of the financial report of the convention to all Chapters in the Province and to all National Officers, the preparation and mailing to be a part of the Entertaining Chapter's expense.
- 9) Chapters of Alpha Province may sell money making projects from their room if it does not duplicate items being sold by the hostess chapter.

#### **ARTICLE VI – DUTIES OF SECRETARY**

- 1) She shall record the minutes of the business meeting and incorporate Province Philanthropy Summary, the Condensed Philanthropy Report of each Chapter and Financial Report of the Province Chairman.
- 2) She shall furnish to the Province Chairman one (1) copy of the minutes within two (2) weeks after the meeting. This may be done by email. Original signature copy to be kept in Province Chairman file.



## **ARTICLE VII – DUTIES OF SERGEANT-AT-ARMS**

- 1) She shall admit Delegates and non-delegates to business meeting upon their display of registration badge. She shall not, however, permit entering or exiting the business meeting room during initiation, memorial service, or installation of the Province Chairman.
- 2) She shall assist in the installation of the Province Chairman-elect.
- 3) The Assistant Sergeant-at-Arms shall guard the door during the Installation Ceremony and any other time it is necessary for the Sergeant-at-Arms to leave the door. She shall offer any other assistance needed.
- 4) She shall collect the name cards from the chairs of the Delegates at the close of the business meeting and turn them over to the Province Chairman to be used by future Entertaining Chapters.

## **ARTICLE VIII – PROVINCE STANDING RULES COMMITTEE**

- 1) This committee shall consist of a Past Province Chairman or Past National Officer and two (2) members from the Province. The Past Province Chairman or Past National Officer to serve as Chairman. Present Province, Chairman to be an ex-officio member.
- 2) It shall be the duty of this committee to receive all proposed amendments to the Province Standing Rules. Proposed amendments to be reviewed by Assigned Officer before submitting in writing to Chapters and all voting members thirty (30) days prior to convention.

## **ARTICLE IX – PROVINCE PHILANTHROPIC COMMITTEE**

- 1) This committee shall consist of a Past Province Chairman or Past National Officer and two (2) members from the Province. The Past Province Chairman or Past National Officer to serve as Chairman. Present Province Chairman to be an ex-officio member.
  - a) The duties of this committee shall be to receive suggestions for the Province Philanthropic Project, make any necessary investigation of suggested projects and shall submit to the Chapters and all voting members thirty (30) days prior to convention all proposed Philanthropic Projects with sufficient detail for Chapters to consider and instruct their Delegates.
  - b) Chapters must submit proposed projects to the Province Philanthropic Committee at least sixty (60) days prior to convention.
- 2) The Province Philanthropic Project shall be selected at the Province Convention by a majority vote of those present and eligible to vote.
  - a) When there is more than one (1) proposed Philanthropic Project, a ballot vote should be taken.
  - b) If a majority vote is not obtained on first ballot, the two highest should be voted on.
- 3) No projects for Philanthropy will be accepted from the floor at Province Convention.
- 4) If no Province Philanthropic Projects are submitted at least sixty (60) days prior to convention, the Province Philanthropic Committee shall propose a project for consideration and voting at Province Convention.



## ARTICLE X – DUES AND ASSESSMENTS

- 1) Each Chapter in the Province shall pay to the Province Chairman on or before August 1<sup>st</sup> of each year, five (5) dollars per capita of active membership as of June 1<sup>st</sup>, to be credited as follows:
  - \$4.25 to the Province Philanthropy Fund
  - \$0.75 to the General Fund
- 2) The General Fund will be used for:
  - a) All postage and telephone expense of Province Chairman.
  - b) Reproduction and preparations of minutes to Chapters.
  - c) Shipping of files.
  - d) Incidental expenses of Province Chairman, Standing Rules Committee and Philanthropic Committee.
  - e) Philanthropic Awards for top five (5) Chapters in each of the four (4) categories: Philanthropy Total, Philanthropy Per Capita, Volunteer Hours Total, and Volunteer Hours Per Capita.
- 3) The General Fund shall maintain a balance of \$100.00 annually. If there is surplus over \$100.00, it will be transferred to the Philanthropic Fund for expenditure during the next year.
- 4) A fine of \$15.00 shall be imposed on each Chapter failing to send dues and the Chapter Philanthropy Report, Form 52, on or before August 1<sup>st</sup> of each year.

## ARTICLE XI – ORDER OF BUSINESS

- 1) Registration – 8:00 a.m. to end of business meeting
- 2) Welcome
- 3) Opening Ceremony and Prayer
- 4) Recess to prepare for initiation
- 5) Initiation
- 6) Memorial Service
- 7) Roll Call
- 8) Introductions
- 9) Reading of Minutes (to be decided by the assembly)
- 10) Appointment of Tellers
- 11) Report of Committees
- 12) Summary of Chapter Philanthropic Reports
- 13) Reading of Communications
- 14) Announcements
  - Recess for lunch from 11:30 a.m. to 1:00 p.m.
- 15) Forums from 1:00 p.m. to 3:00 p.m.
- 16) Report by Leaders of Forums
- 17) New Business
- 18) Nominations for Province Chairman
- 19) Nominations for next Province meeting place
- 20) Election of Province Chairman
- 21) Election of Province meeting place



- 22) Good of the Province
- 23) Installation of Province Chairman
- 24) Adjournment
- 25) Closing ceremony

#### ARTICLE XII – AMENDMENTS

- 1) These Standing Rules may be amended at annual Province Convention by a two-thirds (2/3) vote, the proposed amendment having been submitted to the Standing Rules Committee, in writing, sixty (60) days before Province Convention and submitted to the Chapters and all voting members in writing thirty (30) days before.
- 2) Amendments may be made at Province convention without previous notice, by a unanimous vote of those present and eligible to vote.

#### ARTICLE XIII – STANDING RULES

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

#### ARTICLE XIV – PARLIAMENTARY AUTHORITY

- 1) Robert's Rules of Order Newly Revised shall be the final authority on all questions of procedure and parliamentary law not covered by National By-Laws of the Sorority and Standing Rules of this Province.

#### ARTICLE XV – COPIES OF STANDING RULES

- 1) All Chapters in Province shall have two (2) copies of these Standing Rules on file, one (1) each for Chapter President and Secretary. Copies may be obtained from the Province Chairman at a cost of one dollar (\$1.00) each to defray the cost of preparation, printing and mailing.

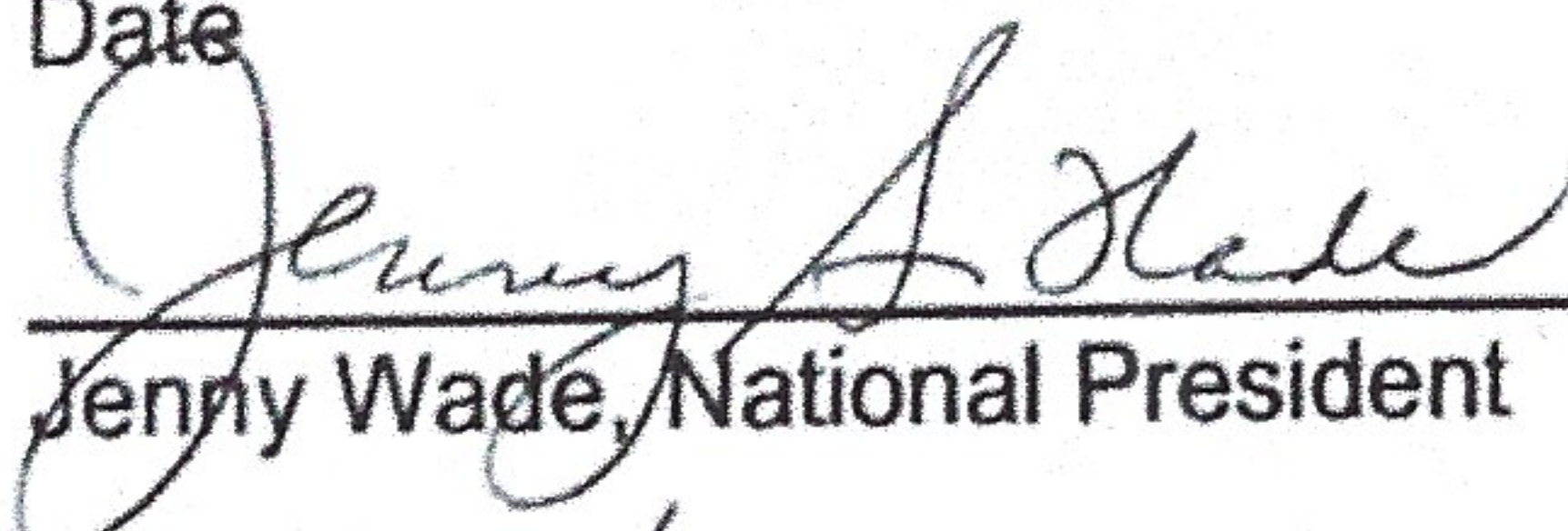
APPROVED:



Karen Mace, National Vice President, Alpha Province Assigned Officer

12/4/2023

Date



Jenny Wade, National President

12/10/2023

Date

Standing Rules of Alpha Province  
Delta Theta Tau Sorority, Inc.

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