

DELTA PROVINCE STANDING RULES

OBJECT: WHEREAS, Delta Province being so widely separated from the majority of Delta Theta Tau Sorority, Inc., it is our desire to cement ourselves more firmly with the national organization and its principles, facilitate the workings of our province and derive the greatest possible cooperation and happiness from our affiliation.

ARTICLE I – MEETINGS

Section 1: The convention city shall be chosen two (2) years in advance by a majority of the votes cast by those eligible to vote. Bids shall be sent to the Province Chairman sixty (60) days prior to convention. Province Chairman shall include this information in her letter to the chapters and other voting members of Delta Province forty-five (45) days prior to convention. Should only one bid be received for the convention city, the secretary shall cast the elective ballot.

- (a) Delta Province shall have rotation areas as follows: Area 1 - Northern, Area 2- Central, Area 3 – Southern. Bids from other areas may be received and considered if no bid has been received from a chapter in that area.
- (b) 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 sixty (60) days, the chapter shall send its bid to the Immediate Past Province Chairman.
 - 2. At the expiration of sixty (60) days, the Immediate Past Province Chairman shall prepare a ballot of bids presented and send same to each chapter and other voting members to be voted upon and returned within thirty (30) days. She shall advise all chapters and other voting members at the expiration of thirty (30) days the results of the ballot.
 - 3. Should only one bid be received by mail or email, it shall be accepted as the convention city and all chapters and other voting members notified by the Immediate Past Province Chairman within thirty (30) days.
 - 4. In the event no bids are received at the expiration of sixty (60) days, the Immediate Past Province Chairman shall place the matter in the hands of National Council and Board of Trustees.
- (c) The chapter winning the bid to host province convention shall select three (3) dates for the convention and submit them, listed in order of preference, to the National Secretary for approval immediately following the province convention where the bid was presented or not later than December 15th.

Section 2: Accredited delegates from two-thirds (2/3) of the number of chapters in good standing shall constitute a quorum.

Section 3: Registration fee for Province Convention shall be at least two (\$2.00)

dollars for Delegates, Non-delegates and Non-members.

ARTICLE II - OFFICERS

Section 1: Candidate names for the office of Province Chairman shall be sent to the presiding Province Chairman sixty (60) days prior to convention. Province Chairman shall include this information in her letter to the chapters and other voting members of Delta Province forty-five (45) days prior to convention. Qualifications shall be outlined in order that delegates and other voting members may vote intelligently and represent the wishes of their respective chapters or Province. In choosing candidates, we shall bear in mind their ability, progressiveness and cooperative capacity.

- (a) It is understood and agreed that this shall in no way restrict any other qualified member from running for the office of Province Chairman; but it is intended solely to better prepare respective chapters.
- (b) The Province Chairman shall be elected by ballot at Convention for a two (2) year term. Installation ceremony will only be required on initial year. A majority vote shall constitute election. In the event there is no election, a second ballot shall be taken on the two nominees having received the highest number of votes. If there is only one nominee, the secretary shall be instructed to cast the elective ballot. If at the end of the first year the current Province Chairman cannot complete the two (2) year term, there will be a nomination and election at Province Convention for a two (2) year term.
- (c) In the event there are no nominations presented for the office of Province Chairman, the officer shall be selected in the following manner:
 - 1. Within thirty (30) days after the Province Convention, the chapter shall send the name and qualifications of its nominee to the immediate Past Province Chairman.
 - 2. At the expiration of thirty (30) days, the immediate Past Province Chairman shall prepare a ballot of the nominees presented, send same to each chapter and other voting members, to be voted upon and returned within thirty (30) days. She shall advise all chapters and other voting members, at the expiration of thirty (30) days, the results of the ballot.
 - 3. Should the name of only one nominee be received by mail or email, the nominee shall be accepted as the Province Chairman and all chapters and voting members shall be notified by the immediate Past Province Chairman immediately.
 - 4. In the event that no nominations are received at the expiration of thirty (30) days, the immediate Past Province Chairman shall place the matter in the hands of National Council and Board of

Trustees.

Section 2: Duties of the Province Chairman shall be:

- (a) All duties as outlined in Article XIII, Section 6, of the Bylaws of the Sorority.
- (b) To furnish the entertaining chapter with a list of the Delta Province Active Chapters and Alumnae Associations, National Officers (elected and appointed), Delta Province Expansion and Growth Chairman, National Committee Members, Past National Officers and Past National Presidents (residing in the province), Past Delta Province Chairmen in the province and Honorary Members in the province who are members of the Sorority.
- (c) To send form #52, Report of Chapter Philanthropy, to each chapter so it is received by May 1st. These are to be returned to the Province Chairman by August 1st together with Province Philanthropy Fund dues of \$5.00 per capita and Province General Fund dues of \$5.00 per capita.
- (d) To send a copy of convention minutes to each active chapter and alumnae, and other voting members in the province, to each National Officer (elected & appointed), and Delta Province Expansion & Growth Chairman, within forty-five (45) days following convention. Original copy shall be retained in the files of the Province Chairman.
- (e) To be responsible for keeping the History Book current in accordance with Article VII, Section 2, of these standing rules.
- (f) To give a complete financial report on the Philanthropy Fund and General Fund at province convention.
- (g) To be responsible for maintaining a copy of each year's philanthropy report in the Province Chairman's Handbook.
 - 1. Shall prepare for presentation at Province Convention Certificates of Award; one for each of the top five (5) chapters in each category:
 - Total Philanthropy
 - Philanthropy - Per Capita
 - Total Volunteer Hours
 - Volunteer Hours - Per Capita
 - 2. Form #52-C, available on order from the Executive Secretary, shall be used as the award certificates.
- (h) To appoint two (2) tellers (may be a member of an alumnae association), among the non-delegates of the assembly to tally the ballots and report the results thereof to the Province Chairman.
- (i) To appoint two (2) pages (may be a member of an alumnae association), from among the non-delegates of the assembly.

- (j) To contact chapters not attending province convention about delinquent convention and registration fees and fines.

Section 3: The Secretary, appointed by the newly elected Province Chairman, shall take minutes at the next province meeting and will be supplied with applicable materials.

(a) Duties of the secretary shall be:

1. To record the minutes of the business meeting.
2. She shall furnish the presiding Province Chairman two (2) draft copies of the minutes within ten (10) days and send a copy of the draft to the Assigned Officer. The presiding Province Chairman shall make any necessary corrections/additions (sending one copy to the Assigned Officer) and return one (1) draft copy to the Secretary within ten (10) days. Corrected minutes will be completed and final copy returned to the presiding Province Chairman by the Secretary within ten (10) days.

ARTICLE III - VOTING MEMBERS

Section 1: Voting members at province convention shall be:

- (a) Chapter Delegates, one (1) vote each
- (b) Delta Province Chairman, one (1) vote only to break a tie
- (c) Past Delta Province Chairmen and Past National Presidents who are Active members of the sorority and are residents of the province, one (1) vote, regardless of length of service.
- (d) When serving as Chapter Delegate, eligible Past Delta Province Chairmen and Past National Presidents shall have the privilege of casting their own vote as well as that of her chapter.
- (e) An eligible Past Delta Province Chairman who is also a Past National President shall have only one (1) vote - voting as an eligible Past Province Chairman.

Section 2: Non-delegates shall have a voice but shall have no vote.

ARTICLE IV - COMMITTEES

Section 1: A Legislative Committee shall handle all amendments or changes to the Standing Rules in accordance with the vote at province convention.

Section 2: The Legislative Committee shall be composed of the Province Chairman to serve as Chairman, one (1) Past National Officer, and one (1) from the general membership. Appointments to this committee shall be made by the Province Chairman immediately following convention. An alternate member from the general membership may be appointed.

- (a) It shall be the duty of this committee to review the Standing Rules and submit to the Province Chairman, for review, any proposed amendments they deem necessary for the welfare of the province. The Province Chairman will submit to the Assigned Officer, for her review, prior to being presented to the province voting members. Following adoption, new amendments will be sent to the National Vice President for her approval.
- (b) The Legislative Committee shall review the Convention Rules for any changes and submit the Convention Rules to delegates and other voting members for approval.
- (c) Proposed amendments to the Province Standing Rules shall be sent to the Legislative Committee at least sixty (60) days prior to province convention. Proposed amendments shall be sent to all chapters and other voting members at least forty-five (45) days prior to convention.

Section 3: The Philanthropy Committee shall be composed of the Province Chairman to serve as chairman, a Past National Officer, and one (1) from general membership. It shall be the duty of the committee to prepare recommendations for adoption of the Province Philanthropy Project.

- (a) Appointments to this committee shall be made by the Province Chairman immediately following convention. The immediate Past Province Chairman shall serve as an ex-officio member of the committee.
- (b) It shall be within the committee's discretion not to include a project for consideration based on the information received.
- (c) Proposed philanthropy projects for Delta Province shall be sent to the Philanthropy Committee at least sixty (60) days prior to convention.
- (d) The committee shall send notice and details of recommended proposals for consideration as projects to the chapters and voting members at least forty-five (45) days prior to convention.
- (e) In the event no other projects have been proposed by the philanthropy committee; projects may be presented from the convention floor and shall require a 2/3 vote for adoption.
- (f) The committee shall receive necessary expenses to cover cost of postage or incidental expenses, as approved by the Province Chairman. Said expense to be taken from the Philanthropy Fund.

ARTICLE V - PHILANTHROPY FUND

Section 1: Each chapter shall pay to the Province Chairman by August 1st of each year Philanthropy Dues of five (\$5.00) dollars per capita on the active membership as of June 1st for the Philanthropy Fund of the province philanthropy project unless exempt by National Council and Board of Trustees.

- (a) A fine of fifteen (\$15.00) dollars shall be imposed on each chapter failing to send Province Philanthropy dues and the chapter Philanthropy Form #52 by August 1st of each year. In addition, any chapter whose Form# 52 is

postmarked after August 1st will not be eligible for an award at that province convention.

ARTICLE VI - ENTERTAINING CHAPTERS

Section 1: Duties of the entertaining chapter shall be:

- (a) Send notification of the date and place of Province Convention at least sixty (60) days prior to convention to the following:
 - 1. Active Chapters and Alumnae Associations in Delta Province
 - 2. National Officers (elected and appointed)
 - 3. Delta Province Expansion & Growth Chairman
 - 4. National Committee Members
 - 5. Past National Officers, including Past National Presidents, living in the province.
 - 6. Honorary members (who are members of the sorority) living in the province.
 - 7. Past Delta Province Chairman living in the province

- (b) To plan at least two (2) social functions for province convention other than the mixer.

- (c) To send the Province Chairman within thirty (30) days after convention the original copy of itemized financial statement and record of attendance. To mail copy of the financial statement to each active chapter and other voting members in the province, and all current National Officers (elected & appointed), within thirty (30) days following convention.

- (d) To appoint the Sergeant-at-Arms and advise the Province Chairman of her name.
 - 1. The Sergeant-at-Arms shall admit the delegates and non-delegates to business meeting upon presentation of paid up dues book or official convention badge.
 - 2. The Sergeant -at-Arms shall assist in the installation of the Province Chairman-elect.

- (e) To appoint an Assistant Sergeant-at-Arms and advise the Province Chairman of her name.
 - 1. The Assistant Sergeant-at-Arms shall tend the meeting room door when the Sergeant-at-Arms is performing other duties as requested by the Province Chairman.

Section 2: Shall assume cost of convention registration fees of the Convention Secretary.

ARTICLE VII – GENERAL

Section 1: Delta Province shall present the Province Chairman with a permanent gift of the guard of her office at installation. The outgoing Province Chairman shall be responsible for obtaining this guard. The Greek Delta Guard, donated to the province, is a rotating guard to be passed on to each newly elected Province Chairman to wear during her term of office.

Section 2: The Delta Province History Book shall be on hand at the province convention for inspection and registration.

- (a) Province Chairman shall hold History Book in her possession after convention and make proper entries therein.
- (b) Province Chairman shall forward the History Book to the newly elected Province Chairman with thirty (30) days following convention.

Section 3: Each Chapter shall contribute to a General Fund five (\$5.00) dollars per capita payable by August 1st with Province Philanthropy Fund dues. This fund to cover:

- (a) Province Chairman Guard, pictures for History Book, all postage and telephone, reproduction of minutes, shipping of files to incoming Province Chairman, incidental expense of Province Chairman.
- (b) The Province Chairman shall deposit all moneys received from her predecessor in a checking account in the name of Delta Province, Delta Theta Tau Sorority, Inc. There shall be an alternate signature, preferably a present or past national officer or past province chairman of the province.
- (c) In the event the General Fund exceeds the anticipated requirements necessary to defray expenses allowed the Province Chairman, the surplus, in excess of two hundred (\$200.00) dollars, shall be transferred to the Philanthropy Fund.
 - 1. All expenditures from the General Fund must be approved by the Province Assigned Officer.
 - 2. A complete report of receipts and disbursements shall be given at province convention.

Section 4: The Entertaining Chapter(s) shall be the only chapter(s) permitted to have money-making projects at province convention.

- (a) Items having Delta Theta Tau name or logo may be sold providing entertaining chapter(s) approve.

ARTICLE VIII - CORRESPONDENCE

Section 1: Correspondence regarding Delta Province business should, whenever feasible, be by electronic mail (e-mail). This includes, but is not limited to, submission of proposed amendments to the Standing Rules, proposed Philanthropy Projects, copies of Convention Minutes, etc.

- (a) All correspondence directed to chapters and voting members shall include a space for a valid e-mail address. This includes the convention registration form.
- (b) Prior to the close of convention all active chapters and voting members shall provide a valid current e-mail address to which the Convention Minutes, amended Standing Rules and other Province business correspondence will be sent.
- (c) Active chapters and other voting members who require a paper copy be sent by mail should notify the Province Chairman in writing prior to the close of convention.

ARTICLE IX - PROVINCE STANDING RULES

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

Section 2: Copies of these Standing Rules shall be obtained from the Province Chairman at a cost of one (\$1.00) dollar per copy to help defray expenses (available on DTT website).

Section 3: New Standing Rules or Amendments adopted by the province shall be verified by Assigned Officer before submitting to the National Vice President for approval.

ARTICLE X - NATIONAL BY-LAWS

Section 1: If during province convention there is a proposed amendment to the National Bylaws, the Province Chairman will submit the proposal to the National Council and Board of Trustees by December 1st of that year.

ARTICLE XI - PARLIAMENTARY AUTHORITY

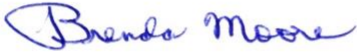
Section 1: Robert's Rules of Order, newly revised, shall be the final authority on all questions of procedure and parliamentary law not covered by the Bylaws of the Sorority and the Standing Rules of the province.

ARTICLE XII - AMENDMENTS

Section 1: These Standing Rules may be amended by a majority vote at any province convention when previous notice shall have been given, or by unanimous vote without notice.

Section2: These Standing Rules may be suspended by a majority vote of those present and eligible to vote at any province convention.

APPROVED:



November 4, 2024

Delta Province Chairman

Date



November 4, 2024

Delta Province Assigned Officer
Chairman, Board of Trustees

Date



November 8, 2024

National Vice President

Date