

INDEX TO CHAPTER OFFICERS' INSTRUCTIONS - FORM #41

<u>Topic</u>	<u>Page</u>
Chapter President - Duties	1
Chapter President - Order of Book Arrangement	2
Chapter President - Opening Ceremony	3
Delta Prayer	4
List of Dates for Dues and Fees	5
Procedures to Follow	6
Paraphernalia and Official Forms for Chapter Use	7
Files to be Retained	8
Deadlines	9 - 10
Chapter Vice President - Duties	11
Chapter Vice President - Order of Book Arrangement	12
Chapter Recording Secretary - Duties	13
Chapter Recording Secretary - Order of Book Arrangement	14
Instructions for Form #1 and Form #8	15
Instructions for use with Form #8	16
Sample Copy of Minutes	17
Opening Ceremony in Absence of President/Vice President	18 - 19
Chapter Corresponding Secretary - Duties	20
Chapter Corresponding Secretary - Order of Book Arrangement	21
Sample Letter to Chapters for Members Delinquent Dues	22
Suggested Letter to Prospective Members	23
Chapter Treasurer - Duties	24
Chapter Treasurer - Order of Book Arrangement	25
Instructions for Form #5	26
Instructions for Form #6	27 - 28
Instructions for Form #7	29
Sample Budget	30
Suggested Form for Audit Report	31
Chapter Sergeant-at-Arms - Duties	32
Chapter Historian - Duties	33
Pledge Supervisor - Duties	34
Pledge Supervisor - Order of Book Arrangement	35
Following Initiation - List to Distribute to New Members	36
Prospective Member Information	37
Chapter Publicity Chairman - Duties	38
Steps to Organize a New Chapter	39

CHAPTER OFFICERS' INSTRUCTIONS - (Page 1)
(Keep in front of book)

CHAPTER PRESIDENT'S BOOK

DUTIES

1. Immediately following election of officers, appoint a Pledge Supervisor, Publicity Chairman, Installing Officer, and Installing Sergeant-at-Arms.
2. Appoint all Committees as provided in the Standing Rules.
3. Record in Chapter President's Book:
 - a. Names of newly elected and appointed Chapter Officers
 - b. Names of newly elected and appointed committees
 - c. Copy of Chapter Budget for current year
 - d. Copy of Chapter Calendar for current year
4. Check membership list to see that names, addresses and telephone numbers are correct.
5. Check Ritual numbers and Chapter paraphernalia inventory copy with the Sergeant-at-Arms or member responsible. President should keep copy.
6. Approve and sign the Chapter Registration, Form #1, compiled by the Recording Secretary. (These are DUE June 15 of each year and are delinquent after June 15th - with a fine as stated in the Bylaws.)
7. Direct the Auditing Committee to submit a detailed written report to the chapter in triplicate. Original copy to be filed in the Treasurer's book and a copy to be kept by the President and Recording Secretary.
8. Direct all officers in the fulfillment of their duties.
9. Preside at all meetings.
10. Be an ex-officio member of all committees except the Nominating Committee.
11. Consider an Executive Committee meeting of incoming and outgoing Officers and appoint chairman, prior to first regular meeting following installation. It is most beneficial that these members have time to review their new chapter office duties with an experienced member. See chapter standing rules for other guidelines or business to be conducted.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 2)
(Keep in front of Book)

CHAPTER PRESIDENT'S BOOK

The following information is to be compiled by each Chapter President and placed in the President's Handbook. Keep current. The following shall be the order of book arrangement.

1. Name of Chapter; Date Installed; Installing Officer; Sponsor Chapter
2. Chapter Officers Instructions (Form #41)
3. Names of Chapter Officers for current fiscal year
4. Names of Standing Committees for current fiscal year
5. Names of Appointed Committees for current fiscal year
6. Names of Chapter members; addresses.; zip codes; phone numbers; type membership held, etc. Other information such as anniversaries, birthdays, e-mail is optional
7. Copy of Chapter Calendar for fiscal year
8. Copy of Chapter Budget
9. Copy of Auditing Committee report
10. Approved and signed copy of Chapter Standing Rules, with Amendments, if any
11. Approved copy of Province Standing Rules with Amendments if any
12. Charter (in plastic cover)
13. Delta Home Information
14. Copy of previous Visitation Report
15. Copy of Philanthropy Committee Letter and sample of Application Forms for Educational Grants from Delta Theta Tau Philanthropy Fund
16. Tax Information (including Federal and State I. D's (if applicable) as listed
17. Inventory of Chapter paraphernalia
18. Copy of Form 52 - Chapter Philanthropy Report (philanthropic projects)
19. National Bylaws with amendments if any
20. Parliamentary Points
21. Policies of Delta Theta Tau Sorority
22. Map of convention areas
23. Delta Theta Tau Membership Guide
24. Greek Alphabet
25. DTT Brochure
26. Welcome Dollar Check List (new chapters only)
27. Steps to organize a New Chapter
28. Files to retain

CHAPTER OFFICERS' INSTRUCTIONS - (Page 3)

CHAPTER PRESIDENT'S BOOK

OPENING CEREMONY - ORDER OF BUSINESS - CLOSING CEREMONY FOR ALL BUSINESS MEETINGS (to be kept in the Chapter President's Book at all times.)

PRESIDENT RAPS GAVEL ONCE ALL STAND

PRESIDENT "Sisters, we are assembled here to enjoy the privileges which our sorority affords us. Let us again remember these expressive words

ALL REPEAT IN UNISON. "Thou seest me God for the eyes of the Lord are in every place beholding the evil and the good" - and on into the Delta Prayer.

PRESIDENT RAPS GAVEL ONCE ALL ARE SEATED

PRESIDENT The Chair declares the meeting open in due form and ready to proceed with the regular order of business.

ORDER OF BUSINESS ROLL CALL

(Communications relative To absence from meeting or change in membership status may be read here.) Excuses of absentees. Chair announces name of members who have legitimate excuses as excused. If there are any questionable excuses, they require the vote of the chapter.

READING OF MINUTES: President: Are there any corrections to the minutes? If not, they are approved as read- or they are approved as corrected.

TREASURER'S REPORT: President: The Treasurer's report will be filed subject to audit. Presentation of bills. Applications for membership. Balloting. Reports of Committees. Unfinished Business.

COMMUNICATIONS: (Communications relative to absence from meeting or change in membership status of member should be read at time excuses of absentees are being considered.)

NEW BUSINESS: Collection of Dues and Fines. Good of the Chapter.

PRESIDENT Is there any further business? Are there any announcements? If not, the Chair declares the meeting of _____ closed in due form until _____ we meet again.

PRESIDENT RAPS GAVEL ONCE ALL STAND

PRESIDENT Deltas, let us now go into the world, each pledging anew to support to the utmost our sacred principles of Innocence, Purity and Fidelity.

ALL WE WILL
(Form #41) Rev. 7/2019

CHAPTER OFFICERS' INSTRUCTIONS - (Page 4)

CHAPTER PRESIDENT'S BOOK

DELTA PRAYER
(Form #33)

Guide us, Dear Father, with thy protecting hand.

Let us be large in word, in thought, indeed.

May we be done with fault finding and leave off self-seeking.

Teach us to put into action our better impulses, straight forward and unafraid.

Let us take time for all things, make us grow calm, serene, and gentle.

May we never be hasty in judgment and always generous.

Grant that we may realize that it is the little things that create differences;

that in the big things of life we are as one.

May we always keep sacred our principles of Innocence, Purity, and Fidelity.

Help us to make our Sorority stand for the best that is in womanhood.

May we strive to touch and to know the great woman's heart of us all.

\And, O Lord, God, let us not forget to be kind.

AMEN

.CHAPTER OFFICERS' INSTRUCTIONS - (Page 5)

CHAPTER PRESIDENT'S BOOK

1. **BY JUNE 15 - NATIONAL SORORITY DUES**
Accompanied by Remittance Advice Form #7, thirty-five dollars (\$35) per capita for Active and associate members. For failure to comply by due date, a fine of fifteen dollars (\$15) will be imposed. **DO NOT INCLUDE ALUMNAE ASSOCIATION MEMBERS** on Chapter Registration Form #1. Past National Presidents (PNP) are listed but do NOT pay National Sorority Dues. Members initiated between June 1 and November 30 pay thirty-five dollars (\$35), and members initiated between December 1 and April 30 pay seventeen fifty (\$17.50) national dues.
2. **BY JUNE 15 - DELTA HOME DUES**
Five dollars (\$5) per capita for Active, Associate, and Honorary Members (who are members of the sorority) and PNP's, as shown on Form #1.
3. **BY JUNE 15 - NATIONAL PUBLICATION SUBSCRIPTION (GRIT)**
Twenty dollars (\$20) per capita for Active and Associate (compulsory). Twenty dollars (\$20) for any MAL who wishes to subscribe. PNPs pay twenty dollars (\$20) for subscriptions. Send one check to cover National Sorority Dues, Delta Home Dues, and National Publication Subscription. Sixty dollars (\$60) each, except for PNPs who pay twenty-five (\$25). Honorary Members (who are members of the sorority) are exempt from both dues and publication charges.
4. Form #1 will be found on the website and may be requested from the Executive Secretary. After completing Form #1, send original to the Executive Secretary and retain a copy in the Chapter Secretary's records. Enclose a check for the total obligations payable to DELTA THETA TAU SORORITY, INC., with a copy of Remittance Advice Form #7 and Registration Form #1. Retain a copy in Chapter Treasurer's records.
5. Fine of fifteen dollars (\$15) will be imposed if Registration Form #1 is not returned together with check by June 15th.
6. **ONE MONTH BEFORE PROVINCE CONVENTION - PROVINCE DUES**
as outlined in Province Standing Rules.
7. **ONE MONTH BEFORE NATIONAL CONVENTION - NATIONAL CONVENTION FEES**
A payment for National Convention Fees, as approved by National Council and Board of Trustees, is to be sent to the Executive Secretary, together with a copy of Remittance Advice Form #7, and the name of the CHAPTER DELEGATE. For failure to comply by due date, a fine of fifteen dollars (\$15) will be imposed.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 6)

CHAPTER PRESIDENT'S BOOK

1. CHAPTER STANDING RULES, and/or amendments, must be sent to the National Vice President, in duplicate, for approval. One approved copy will be returned for Chapter President's book. Copies of approved standing rules and amendments are to be supplied to chapter members by the chapter.
2. APPLICATION FOR BENEFITS from the Norma Money Benefit Fund are to be sent to the National President on official form accompanied by certificate from attending physician. Official forms are secured from the Executive Secretary.
3. PETITION FOR ALUMNAE ASSOCIATION shall be made on official forms secured from the Executive Secretary. Petitions are to be returned to National Vice President.
4. NAMES OF DECEASED CHAPTER MEMBERS, membership status and date of death are to be sent to Executive Secretary with name, address, and zip code of the person to whom condolence card is to be mailed.
5. Names of deceased members of the immediate family of chapter members are sent to the National Vice President with a name and address of person to whom condolence card is to be sent.
6. CHANGE IN MEMBERSHIP STATUS OF CHAPTER MEMBER or any change of name, address, or zip code is to be reported on Form #8, Change of Membership Status, and mailed to the Executive Secretary AT THE TIME the change occurs.
7. ALL CHECKS SENT TO EXECUTIVE SECRETARY are to be made payable to DELTA THETA TAU SORORITY, INC., and MUST be accompanied by a copy of Remittance Advice Form #7.
8. NAMES AND ADDRESSES, INCLUDING ZIP + 4 CODE, OF NEW CHAPTER MEMBERS are to be mailed to the Executive Secretary on Change of Membership Status Form #8 immediately following initiation. Send Form #8 along with payment (made payable to DELTA THETA TAU SORORITY, INC.) and a copy of the Remittance Advice Form #7. Retain a copy of Form #7 and a copy of Form #8. Each new member must pay National Dues and subscribe to the remaining issues of GRIT and pay Delta Home Dues.
 - a. DUES: If initiated between 6/1 and 11/30, send thirty-five dollars (\$35) each for dues. If initiated between 12/1 and 4/30, send seventeen fifty (\$17.50) each for dues.
 - b. GRIT: When initiated send twenty dollars (\$20) each for GRIT. GRIT subscriptions are based on our fiscal year and are comprised of four issues Autumn, Winter, Spring and Summer. GRIT is five dollars (\$5) per issue.
 - c. DELTA HOME DUES: Pay five dollars (\$5) each for Delta Home Dues if initiated between June 1 and April 30.
9. CHECK WITH RECORDING SECRETARY date Associate memberships were granted to be sure member is notified of membership status prior to expiration of membership.
10. LETTERS TO MEMBERS advising them the necessity of immediate action to avoid being dropped from membership roll, should be sent by the Corresponding Secretary by REGISTERED OR CERTIFIED MAIL - RETURN RECEIPT REQUESTED.
11. WHEN A MEMBER TRANSFERS to another chapter, a record of Delta Home payments and a copy of Individual Membership Record Form #4, is to be sent to the new chapter, by the Corresponding Secretary.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 7.1)

FUNERAL RITE OF DELTA THETA TAU
(Optional Service, may be read)

It is the prerogative of the President of the deceased member's chapter to perform the service, invite any other member of the chapter to do so, or any special Delta Sister of the deceased, or a Past National President or Past National Officer. If there is no "graveside" service, clarify or suggest how, when and where service is to be presented. This should be flexible with family and minister.

PONTIFIX PRIMA: For a few moments we leave our daily work to pay tribute to our Delta Sister.....(Name).....(Age).....(Work Accomplished).....She has been a faithful sister, and the Great Ruler has called her to the Chapter of Infinite Happiness. It is as a leaf fallen from the Olive branch. With her life as an example, Delta Theta Tau will move forward until we all shall answer roll beyond. Not with hopeless sorrow, but with a new realization of the life yet to come, we consecrate thee to friendly earth.

Insert reading of your choice

(DELTA PRAYER)
INSTRUCTIONS

All members repeat in unison the Delta Prayer. The Pontifex Prima drops a white rose into the grave on each of the words, "Innocence, Purity and Fidelity," as a final tribute. At the head of the grave, a floral piece, representing the Delta pin, fashioned in green, with Greek letters in white flowers. (Chapter decided on kind of flowers, and size of floral piece.) A Memorial may be made in lieu of a floral piece. If floral piece is used, the Delta pin design is optional.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 7)

CHAPTER PRESIDENT'S BOOK

PARAPHERNALIA AND OFFICIAL FORMS FOR CHAPTER USE

TO BE KEPT BY CHAPTER PRESIDENT

1. Chapter Charter (if lost, new charter can be obtained from Executive Secretary).
2. Approved Chapter Standing Rules and amendments, if any.
3. Province Standing Rules & Amendments (if lost secure from Province Chairman).
4. Copy of Visitation Report.
5. Membership-at-Large applications.
6. Meeting Deadlines listing.
7. Files to retain.
8. Inventory of paraphernalia - copy.
9. Optional Service, FUNERAL RITE, Adopted 2007

TO BE KEPT BY RECORDING SECRETARY

1. Change in Membership Status (Form #8, **).
2. Individual Membership Record (Form #4, **).
3. Roll Call Record (Form #11, **).
4. Chapter Registration Form #1, will be sent by Executive Secretary each year when it is time for you to prepare the form, follow instructions on form, retain copy in chapter file.

TO BE KEPT BY CHAPTER TREASURER

1. Treasurer's Cash Receipt Record (Form #5, **).
2. Treasurer's Financial Report (Form #6, **).
3. Supply of Dues Books (**).
4. Remittance Advice (Form #7, **).

TO BE KEPT BY SERGEANT-AT-ARMS

Initiation Service Paraphernalia.

- a. Robes with cord belts (If member retain own robes listing should be made).
- b. Official Sheet Music (**).
- c. White Cloth Floor Covering-Diamond Shape - suggested size 12' x 12'. (If room is small, covering may be folded under.)
- d. One large white Bible for Altar - small white Bible for Chaplain.
- e. Delta Theta Tau Banner, Greek spelling preferred.
- f. Delta Theta Tau Crest and Mounted Pin. (Pin attached to cloth material in frame may be used.)
- g. Two white pointers (about 18" long-knitting needles are suitable).
- h. Candle Holders - one for each Officer except Chaplain, four for Altar, or two candelabra, two for Pontifex Prima's Table.
- i. Rituals - Ten (for loss of a Ritual a five dollar (\$5) fine, plus postage shall be imposed.) - Listing should be made if members retain.

TO BE KEPT BY PLEDGE SUPERVISOR

Supplies (check information page in GRIT for current prices)

- a. National Bylaws (**).
- b. Membership Cards (**).
- c. Pledge Cards for prospective members (**).
- d. Pledge Cards for Patroness (**).
- e. Membership Application Forms (**).
- f. Delta Theta Tau Membership Guide (**).
- g. Delta Prayer (suitable for framing (**).
- h. Extra copies of Chapter Standing Rules for Chapter Members.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 8)

CHAPTER PRESIDENT'S BOOK

FILES TO BE RETAINED - CHAPTERS

For TWO years

Province Convention Minutes
Province Convention Financial Reports

For FIVE years

Form #1, Registration Form
Form #5, Treasurer's Cash Receipt Record
Form #7, Remittance Advice Form
Form #8, Change of Membership Status Form
Form #11, Chapter Roll Call
Form #52, Chapter Philanthropy Report
Chapter Budget and Audit Reports
General Correspondence (except a ruling or pertinent information)

For SEVEN years

Form #6, Treasurer's Report

INDEFINITELY

Chapter Minutes
Form #4, Individual Membership Record (when member transfers, send a COPY to the new chapter)
INDIANA ONLY: NP20, Not for Profit Indiana Gross Income Tax Annual Report

EACH YEAR

Clean out files of Thank You notes, Invitations, etc. before transferring file to successor

CHAPTER OFFICERS' INSTRUCTIONS - (Page 9)

DEADLINES

Sorority Fiscal year is from June 1 to May 31

Chapter Officers are installed in May and take office in June

BY (DATE)	ITEM	AMOUNT	FORM TO USE	SEND TO
June	National Convention Fees and Registration Fee for Delegate (30 days before Convention)	Variable	Form in Spring issue of GRIT & on the website	Executive Secretary
June	Non-Delegate/Non Mbr. National Convention Fees and Registration	Variable	Form in Spring issue of GRIT & on the website	Convention Coordinator
June 15	National Dues Delta Home Dues GRIT Subscription	\$35 Active/Assoc \$5 Active/ Assoc \$20 Active/Assoc	Forms #1 and #7	Executive Secretary
June 15	National Dues for Alumnae Associations Delta Home Dues GRIT Subscription	\$5 per Member \$5 per Member \$20 per Association	Forms #2 and #7	Executive Secretary
June 15	Chapter Liability Insurance	\$60.00	Liability Insurance Form (In Spring and Summer Issue of GRIT and on the website)	Chairman, Board of Trustees
August 1	Philanthropy Report	Prov. Dues - Varies	Form #52	Province Chairman
August	Publicity Chr. Article to GRIT AUTUMN Issue	N/A	See Assignment sheet in GRIT	Editor of GRIT
Oct 15	Tax Returns – Indiana	N/A	Form NP 20 Sent by IN Dept. of Revenue to Chapter	Not-For-Profit Indiana Dept. of Revenue
November	Publicity Chr. Article to GRIT WINTER Issue	N/A	See Assignment sheet in GRIT	Editor of GRIT
Dec. 1	Proposed Legislation from Chapters to National Council and Board of Trustees	N/A	N/A	National Secretary
Dec. 10	Postmark Deadline - Application for Educational Grant	N/A	Form #51 (Request from Chairman, Phil. Comm.)	Chairman, Philanthropy Committee thru Office of the Executive Secretary

*Please note all forms can be found on the website: deltathetatau.org

CHAPTER OFFICERS' INSTRUCTIONS - (Page 10)

DEADLINES - (Cont.)

BY (DATE)	ITEM	AMOUNT	FORM TO USE	SEND TO
February	Publicity Chr. Article to GRIT <u>Spring</u> Issue	N/A	See Assignment Sheet in GRIT	Editor of GRIT
March 1	Nomination for National Office	N/A	Form #53 (Form sent by Nominating Com.)	Chr. Nominating Committee
April	Publicity Chr. Article to GRIT <u>Summer</u> Issue	N/A	See Assignment Sheet in GRIT	Editor of GRIT
May 31	Year-End Report	N/A	Form #6 Chapter Treasurer's Report	Chairman, Board of Trustees

NOTE: Send in Change in Membership Status Form #8 to Executive Secretary IMMEDIATELY following initiation of new members. Include Remittance Advice Form #7 with check in payment of National Dues, Delta Home Dues, and GRIT subscription.

Send Change in Membership Status Form #8 to Executive Secretary IMMEDIATELY whenever there is a change of name, address, membership status, death, or relinquished membership.

Send Change in Membership Status Form #8 to Executive Secretary when requesting Membership-at-Large. Include Form #7 with check for twenty-five dollars (\$25) payment of the initial fee for MAL.

RETAIN THIS INFORMATION IN HANDBOOK OF THE CHAPTER OR ASSOCIATION
PRESIDENT

CHAPTER OFFICERS' INSTRUCTIONS - (Page 11)
(Keep in front of Book)

CHAPTER VICE PRESIDENT

DUTIES

1. Preside at all meetings in the absence of the President.
2. Assist the President when requested and to perform all duties of the President when necessary.
3. Assist the President in the preservation of order and in the enforcement of the laws of the sorority.
4. Serve as Chairman of the Tellers Committee unless a Nominee for Office.
5. Perform all other duties as outlined in the National and Chapter Bylaws and the Chapter Standing Rules.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 12)
(Keep in front of Book)

CHAPTER VICE PRESIDENT

The following information is to be kept in the Chapter Vice President's book at all times and arranged indicated.

1. Name of Chapter; Date Installed; Installing Officer; Sponsor Chapter
2. Chapter Vice President Instructions (Form 41, pg. 11), Vice President should add any additional duties specified by chapter
3. Instructions for President (to Form #41, pages 1-10)
4. Names of Chapter Officers for current fiscal year
5. Names of Standing Committees for current fiscal year
6. Names of Appointed Committees for current fiscal year
7. Names of Chapter members; addresses; zip codes; phone numbers; type membership held, etc., other information such as anniversaries, birthdays, e-mail, optional
8. Copy of Chapter Calendar for fiscal year
9. Copy of Chapter Budget
10. Copy of Auditing Committee report
11. Records and reports of Philanthropic Projects
12. Copy of Approved and signed Chapter Standing Rules with Amendments if any
13. Copy of Approved Province Standing Rules, with Amendments, if any
14. Files to retain.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 13)
(Keep in front of Book)

CHAPTER RECORDING SECRETARY

DUTIES

1. Keep an accurate roll call record of all active members, recording attendance for each meeting by using P for present, A for absent or unexcused, E for excused, and T for tardy.
2. Keep minutes of all meetings of chapter and executive committee.
3. Attach copy of Treasurer's Financial Report Form #6 to minutes.
4. Record in the minutes names of absent members, indicating whether excused or unexcused.
5. Sign with the President, all contracts and statements which have been approved by the Chapter.
6. Maintain an up-to-date membership file using individual Membership Record Form #4.
7. Prepare Chapter Registration Form #1 with complete list of chapter's active and associate members, addresses, and 9-digit zip codes. Mail this form WITH a copy of Remittance Advice Form #7, and check for National Dues, Delta Home Dues, and GRIT. Send check payable to DELTA THETA TAU SORORITY, INC., to Executive Secretary BEFORE June 15. RETAIN COPY.
8. Prepare Change in Membership Status Form #8 as changes in membership status of members occur. Mail a copy to the Executive Secretary. Retain a copy.
9. File copies of reports of officers and committees as specified in chapter standing rules.
10. Call the meeting of chapter to order and preside over election of temporary Presiding Officer (chairman) in absence of President and Vice President.
11. Advise President when member has missed three consecutive meetings without valid excuse.
12. Advise President of members having poor attendance.
13. Advise President one month prior to expiration date of Associate Membership so that notices may be sent.
14. Immediately following initiation of new members, prepare Change in Membership Status Form #8, listing names, complete addresses, whether married or single, and 9-digit zip code of new members. A check payable to DELTA THETA TAU SORORITY, INC., for National Dues, Delta Home Dues, and remaining issues of GRIT for each new member, together with a copy of Form #7 are mailed with a copy of Form #8 to the Executive Secretary.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 14)
(Keep in front of Book)

CHAPTER RECORDING SECRETARY

The following information is to be kept in the Chapter Recording Secretary's book at all times and arranged as indicated.

1. Name of Chapter; Date Installed; Installing Officer; Sponsor Chapter
2. Chapter Recording Secretary's Instructions (from Form #41)
3. Names of Chapter Officers for current fiscal year
4. Names of Standing Committees for current fiscal year
5. Names of Appointed Committees for current fiscal year
6. Names of Chapter Members; addresses; zip codes; phone numbers; type of membership held, etc.
Other information as anniversaries, birthdays, e-mail, optional
7. Copy of Chapter Calendar for year
8. Copy of Chapter Budget
9. Copy of Auditing Committee Report
10. Copy of Approved and signed Chapter Standing Rules, with amendments, if any
11. Copy of Approved Province Standing Rules, with amendments, if any
12. Chapter Roll Call Record (Form #11)
13. Minutes, with copy of Treasurer's Financial Report (Form #6)
14. Copies of chapter Registration Sheet (Form #1)
15. Copies of Change of Membership Status (Form 8)
16. Individual Membership Record (Form #4)
17. Files to retain

CHAPTER OFFICERS' INSTRUCTIONS - (Page 15)

CHAPTER RECORDING SECRETARY'S BOOK

1. Chapter Registration Form #1
 - a. Read carefully and follow closely instructions at top of Form #1.
 - b. Name, complete address, including zip code and phone number of entire memberships, active, associate, and student, must be clearly printed or typed.
 - c. Be sure to list Ritual numbers in space provided on form.
 - d. Registration form **MUST** be signed by Recording Secretary and President.
 - e. Prior to June 15, mail original copy of Form #1 to Executive Secretary, together with a check to cover thirty-five dollars (\$35) National Sorority Dues, five dollars (\$5) Delta Home Dues, and fifteen dollars (\$15) for National Publication, GRIT, for each active and associate member. (Total fifty-five dollars (\$55)). Make check payable to DELTA THETA TAU SORORITY, INC. **RETAIN A COPY.** Check must accompany Form #1, for total amount and a copy of Remittance Advice Form #7. **PAST NATIONAL PRESIDENTS OR HONORARY MEMBERS** (who are members of the Sorority) DO NOT pay National Dues, but **MUST** be listed on Registration Sheet Form #1, as they pay for GRIT, if they wish to subscribe, and pay five dollars (\$5) Delta Home Dues. **DO NOT INCLUDE MEMBERS AT LARGE AND ALUMNAE MEMBERS ON FORM #1.**

2. Changes in Membership Status Form #8
 - a. This report is to be prepared whenever there is a change of address for a member, a change of name, a change in type of membership, a transfer to the chapter from another chapter, or a transfer from your chapter to another chapter, whenever a membership is relinquished (dropped, death, or resignation) or when new members are initiated.
 - b. Give complete information in proper section.
 - c. If initiated between June 1 and November 30, send thirty-five dollars (\$35) dues and fifteen dollars (\$15) GRIT subscription. If initiated between December 1 and April 30, send seventeen fifty (\$17.50) dues and five dollars (\$5) for each remaining issue of GRIT. If initiated between June 1 and April 30, send five dollars (\$5) Delta Home Dues to Executive Secretary with a copy of Form #7.
 - d. If change in Membership Status Form covers member requesting Membership-at-Large, send a check for thirty dollars (\$30) payable to DELTA THETA TAU SORORITY, INC., with a copy of Form #7 to the Executive Secretary.
 - e. Email or mail a copy of Form #8 to the Executive Secretary. Retain copy.

INSTRUCTIONS FOR USE OF FORM #8 - (Page 16)
(Form #8A - to be kept in Chapter Secretary's Book)

PLEASE follow instructions at top of Form #8 AND when sending in new members or requests for Membership-at-Large, be certain to include Remittance Advice Form #7 and monies owing.

Initial copy of form should be the ORIGINAL.

Send this form WHENEVER there are changes in membership.

Type if possible - be sure all copies are legible.

List ALL information requested - especially address and 9-digit zip code.

CHECKS ARE TO BE PAYABLE TO DELTA THETA TAU SORORITY, INC.

INCLUDE REMITTANCE ADVICE FORM #7 when sending any monies to Executive Secretary.

Headings on the form may be marked out if additional space is needed. If, for instance, there are more than seven new members, cross out STATUS CHANGES WITHIN CHAPTER and continue. This saves using an extra Form 8 plus extra postage.

1. NEW MEMBERS

List complete name and address of each. If married include name of spouse. Remit for GRIT for each new member as required by our Bylaws. Each new member must subscribe to GRIT at time of initiation. GRIT annual subscription is twenty dollars (\$20.00).

2. STATUS CHANGES WITHIN CHAPTER OR CHANGES OF NAME OR ADDRESS

List complete name and address of each member. If member is changing status to Membership-at-Large, include check for initial fee of thirty dollars (\$30), payable to Delta Theta Tau Sorority and mail TOGETHER with Remittance Advice Form #7.

3. TRANSFER TO AND FROM OTHER CHAPTERS

List all information as requested in section - be sure the member has ACTUALLY transferred to a new chapter before notifying Executive Secretary. This Form #8 should be sent by both the chapter from which the member has transferred and the chapter to which the member has transferred. When a member transfers from your chapter, forward a COPY of the Individual Membership Record Form #4. The original Form #4 is to be retained in your chapter records.

4. MEMBERSHIP RELINQUISHED

List all members relinquishing membership. These are members who resign or drop from membership as well as those who are deceased. In case of the deceased member, the information should also be sent by letter to the Executive Secretary with name and address of person to receive the Condolence Card.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 17)

CHAPTER RECORDING SECRETARY'S BOOK

(Sample copy of minutes)

Minutes should be written in ink or typed on right hand side of page only and use left hand side for corrections. The minutes must include the following information and should be written in a similar form.

Date _____

The regular meeting of _____ chapter, Delta Theta Tau Sorority, Inc., was held at _____ o'clock at the _____. The meeting was opened by Chapter President with Delta Opening Ceremony and Delta Prayer.

The Secretary called the roll, _____ members answering roll call. The following were absent with excuse (list names). The following members were unexcused (list names).

The minutes of the meeting of (date) were read and approved. If any corrections were made to the minutes, then the minutes of the meeting will state: "The minutes of the meeting of (date) were read and approved as corrected.

The Treasurer's Report was read, a copy of which is attached.

(Presentation of bills, to be approved by majority vote of the chapter. Record in the minutes.)

(Record each motion, except those withdrawn, including name of person making the motion and disposition of motion. For example, "Motion carried" or "Motion Lost." The name of member seconding motion need not be recorded.

(Communications received and written by the Corresponding Secretary should be included in the minutes. For example: "A letter from _____ requesting associate membership for six months was read." Included should be action taken on request and date granted if for another type of memberships, they may be read before action is taken on the absence and so recorded in the minutes.)

(Minutes must be concluded with "The meeting was closed with the Delta Closing Ceremony.")

(The Recording Secretary should sign her minutes twice - once before reading to chapter and again with date when approved by vote of the chapter.)

DO NOT SIGN MINUTES "RESPECTFULLY SUBMITTED." Just sign you name and Secretary.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 18)

OPENING CEREMONY FOR USE OF RECORDING SECRETARY
(In absence of President and Vice President)

- RAP GAVEL ONCE: ALL STAND
Rec. Sec'y: "Sisters, we are assembled here to enjoy the privileges which our sorority affords us. Let us again remember these expressive words Thou seest me, God, for the eyes of the Lord are in every place, beholding the evil and the Good." Delta Prayer follows.
- RAP GAVEL ONCE: ALL BE SEATED
Rec. Sec'y: "In the absence of the President and Vice President, nominations are in order to elect a Chairman Pro Tem." (Anyone may nominate a member; nominations do not require a second.) If only one is nominated, say "The question is on election _____ as Chairman Pro Tem. Those in favor say "AYE. Those opposed say NO." If two or more are nominated, take vote on names as presented; and as soon as one receives a majority of the votes, say _____ has been elected Chairman Pro Tem, will you please take the chair.
- Chairman Pro Tem: "The Chair declares the meeting open in due form and ready to proceed with the regular order of business."
- (Communications
Relative to
absence or change
of membership may
be read here)
- Will the Secretary please call the roll.
Excuses of absentees: Chairman announces names of members who have legitimate excuses as being excused. If there are any questionable excuses, they require a vote of chapter.
- Will the Secretary please read the minutes.
After they are read the Chairman asks 'Are there any corrections to he Minutes? If not, they are approved as read. (If there are corrections – "They are approved as corrected.")
- Will the Treasurer give report please.
- After report: The Treasurer's report will be filed subject to audit. Are there any bills? If so, state motion made and take vote.
- This is time for application for membership (if any) followed by balloting.
- Next business in order is reports of committees. Are there any reports?
- Is there any unfinished business Madame Secretary?
- Next business in order is new business - are there any communications?

CHAPTER OFFICERS' INSTRUCTIONS - (Page 19)

OPENING CEREMONY FOR USE OF RECORDING SECRETARY - (cont.)

Is there any other new business?

Collection of Dues and Fines.

Good of the Chapter.

Is there any further business or any announcements?

If not, the chair declares the meeting of _____ chapter closed
in due form until we shall meet again.

RAP GAVEL ONCE: ALL STAND

CHAIRMAN: "Deltas, let us now go into the world, each pledging anew to support to
the utmost our sacred principles of Innocence, Purity and Fidelity."

ALL ANSWER: "We will."

CHAPTER OFFICERS' INSTRUCTIONS - (Page 20)
(Keep in front of Book)

CHAPTER CORRESPONDING SECRETARY'S BOOK

DUTIES

1. Report names and addresses, including zip code, of newly elected President and Corresponding Secretary to the Executive Secretary immediately following chapter elections in May. (This is the duty of the OUTGOING Corresponding Secretary.)
2. Conduct general correspondence of the Chapter as directed by the President and/or Chapter.
3. Letters to members advising them the necessity of immediate action to avoid being dropped from membership roll, should be sent by REGISTERED OR CERTIFIED MAIL - RETURN RECEIPT REQUESTED.
4. When a member moves, notify chapters in new location.
5. When a member transfers to another chapter, a record of Delta Home Payments and a copy of Individual Membership Record Form #4 is to be sent to the new chapter.
6. Keep a file of all correspondence received and copies of all correspondence authorized by chapter. (This file should be retained at least five years.)
7. All communications from National or Province officers and other communications are to be read in full at the meeting. Before reading the communication, the name of the sender should be read.

GENERAL INFORMATION

1. All orders for SUPPLIES AND FORMS are to be sent to the Executive Secretary, accompanied by check for amount of order plus the postage fee (record on line 44 of Form #7), payable to DELTA THETA TAU SORORITY INC., and a copy of Remittance Advice Form #7 MUST accompany it. The postage fee is listed on the Information Page of GRIT.
2. Names of deceased chapter members, membership status and date of death, or those in the immediate families of chapter members, are sent to the Executive Secretary with a name and address of person to whom Resolution of Condolence or Condolence Card is to be sent.
3. Not necessary to send letters of "thanks" for Welcome Dollars.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 21)
(Keep in front of book)

CHAPTER CORRESPONDING SECRETARY'S BOOK

The following information is to be kept in the Chapter Corresponding Secretary's book at all times and arranged as indicated.

1. Name of Chapter; Date Installed; Installing Officer; Sponsor Chapter
2. Chapter Corresponding Secretary Instructions (from Form #41)
3. Names of Chapter Officers for current fiscal year
4. Names of Standing Committees for current fiscal year
5. Names of Appointed Committees for current fiscal year
6. Names of Chapter Members; addresses; zip codes; phone numbers; type of membership held, etc.
Other information as anniversaries, birthdays, e-mail, optional
7. Copy of Chapter Calendar for year
8. Copy of Chapter Budget
9. Copy of Auditing Committee report
10. Copy of Approved and signed Chapter Standing Rules with amendments, if any (optional)
11. Copy of Approved Province Standing Rules with amendments, if any (optional)
12. A file of all correspondence authorized by Chapter
13. A file of all correspondence received by Chapter
14. A file of all correspondence from National or Province Officers
15. Sheet of DTT Letterhead
16. Sample Form Letter for Members Delinquent in Dues (from Form #41)
17. Suggested Form Letter to Prospective Members (from Form #41)
18. Files to retain

CHAPTER OFFICERS' INSTRUCTIONS - (Page 22)

CHAPTER CORRESPONDING SECRETARY'S BOOK

SAMPLE LETTER FOR CHAPTERS TO SEND TO MEMBERS DELINQUENT IN DUES

Address

Date

Dear _____ (or Delta Sister):

According to our National Chapter Bylaws, ARTICLE III Membership, Sec. 5 (a), (e though i), Page 24, reminds us as members of Delta Theta Tau Sorority of our financial responsibilities.

Procedures are clear concerning action to be taken when a member is delinquent in dues/chapter obligations for a period of six (6) months. As of _____ (this date) _____, you are delinquent in the amount of \$ _____. Please contact _____ (Chapter Treasurer or President) _____, no later than _____ (date) _____ so that we may discuss this situation and assist you to arrive at a mutually convenient solution.

Please contact _____ (name) _____, (phone number) _____ so this matter may be resolved.

Delta Love,

Name

Chapter Office

cc: Chapter President (if not the author)

CHAPTER OFFICERS' INSTRUCTIONS - (Page 23)

CHAPTER CORRESPONDING SECRETARY'S BOOK

SUGGESTED FORM LETTER TO PROSPECTIVE MEMBERS

Place _____

Date _____

Name _____

_____ Chapter of Delta Theta Tau Sorority is happy to extend to you an invitation to pledge yourself to the oldest and largest sorority of its kind in the United States. The object of our organization is the Advancement of Philanthropy and Charity. We feel that you will be a valuable member in fostering the perpetuation of the organization.

You may appreciate an understanding of the chapter financial obligations. At the time of pledging, a pledge fee of \$_____ is payable. Prior to the initiation ceremony, a further payment of \$_____ is required (a total of \$_____). You may order a plain gold plated, gold filled, ten karat, or a jeweled pin. The plain pin costs approximately \$_____. Approximate costs are due to the fluctuation of gold. Cost of the pin of your selection will also be payable immediately prior to your initiation, if applicable.

Enclosed is our sorority brochure which will give you more information about our sorority.

Our meetings are held on _____ and _____ nights of each month. Our chapter dues are \$_____ per year, plus _____ assessments (if any).

(First name), we are indeed happy to extend this invitation to you and sincerely hope you will accept. Please reply promptly as we are conducting the Pledge Service on the night of _____. If you wish to pledge yourself to _____ Chapter of Delta Theta Tau Sorority, Inc., please sign the enclosed pledge card and be present at (give meeting address, date, and time).

Very Sincerely Yours,

_____ Chapter
Delta Theta Tau Sorority, Inc.

(Corresponding Secretary - name and
address and telephone number.)

CHAPTER OFFICERS' INSTRUCTIONS - (Page 24)
(Keep in front of Book)

CHAPTER TREASURER'S BOOK

DUTIES

1. Collect and deposit all funds of the chapter.
2. Keep an itemized record of all receipts and disbursements, using Form #6.
3. Render to chapter a monthly or quarterly report of receipts and disbursements on Form #6. Form may be ordered from Executive Secretary on Form #7.
4. Keep a complete record of dues paid by each member using Form #5. Order form from Executive Secretary on Form #7. Render a monthly report to the chapter on each member's standing.
5. Officially record all payments of dues and fines in members' dues books.
6. Pay out money only as authorized in Standing Rules or by a majority vote of the chapter, and secure receipts for all expenditures.
7. Submit records to Auditing Committee prior to the first regular meeting in June and at any other time requested by the Chapter.
8. Retain copy of Chapter Philanthropy Report Form #52.
9. Prepare the Form #7, as outlined in Bylaws, retain a copy.
10. Send copy of year end (May 31) Treasurer's Report Form #6, to Chairman, Board of Trustees.

GENERAL INFORMATION

1. All checks for National Dues and Assessments or orders for supplies are made payable to DELTA THETA TAU SORORITY, INC., and are sent to the Executive Secretary.
2. A copy of Remittance Advice Form #7 MUST accompany check sent to the Executive Secretary. A copy is to be retained in the Chapter Treasurer's Book.
3. Make bank deposits regularly and balance books with bank statement as often as they are received.
4. CALENDAR OF NATIONAL AND PROVINCE ASSESSMENTS - See DEADLINES.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 25)
(Keep in front of Book)

CHAPTER TREASURER'S BOOK

The following information is to be kept in the Chapter Treasurer's Book at all times and arranged as indicated.

1. Name of Chapter; Date Installed; Installing Officer; Sponsoring Chapter
2. Chapter Treasurer's Instructions (from Form #41)
3. Names of Chapter Officers for current fiscal year
4. Names of Standing Committees for current fiscal year
5. Names of Appointed Committees for current fiscal year
6. Names of Chapter Members; addresses; zip codes; phone numbers; type of membership held, etc.
Other information as anniversaries, birthdays, e-mail, optional
7. Copy of Chapter Calendar for year
8. Copy of Chapter Budget
9. Copy of Auditing Committee Report
10. Copy of Approved and signed Chapter Standing Rules with amendments if any
11. Copy of Approved Province Standing Rules with amendments if any
12. Treasurer's Record (Form #5) and Instructions for Form #5 (Form #5A)
13. Treasurer's Financial Report (Form #6) and Instructions for Form #6 (Form #6A)
14. Remittance Advice (Form #7) and Instructions for Form #7 (Form #7A)
15. Copy of Chapter Philanthropy Report (Form #52)
16. Files to retain

CHAPTER OFFICERS' INSTRUCTIONS - (Page 26)

INSTRUCTIONS FOR FORM #5
(Form #5A - To be kept in Chapter Treasurer's Book)

At the beginning of the fiscal year, list alphabetically the names of all Chapter members. Make one set for members' dues record and one set for members Chapter assessments record. Horizontal and vertical totals should be accumulated.

DUES RECORD

1. Post amount received under the month paid (i.e. - \$1.00/June, \$1.00/July, etc.)
2. If member pays for more than one month at a time, place total amount received under the month paid and mark "pd" under all other months. Record total dues paid under "TOTAL" COLUMN at far right of page. (i.e. - \$12.00/June; "pd" July thru May; \$12.00 posted in "total" column.)
3. If member pays for entire year, place total amount received under month paid and mark "pd" under all other months. Record total dues paid under "TOTAL" column at far right of page. (i.e. - \$12.00/June; "pd" July thru May; \$12.00 posted in "TOTAL" column.)
4. Post total amount received each month at the bottom of the page.

ASSESSMENT RECORD

1. Assign code numbers for each assessment.
2. At top of first page, list each assessment in order (i.e. - (1) luncheon/\$5.00; (2) Wedding Gift/\$1.50, etc.)
3. Post after each member's name, and under month received code number for assessment and amount. (i.e. - Sept/ (1) \$1.50, etc.)
4. Post total amount received each month at the bottom of the page.
5. If member pays for more than one assessment at a time, indicate each code number and TOTAL amount paid under month paid (i.e. - Sept/ (1); (2) \$6.50, etc.)

Vertical totals for each month or reporting period should equal totals of dues and assessments on Form #6 for same period.

To indicate which record the set represents, Treasurer may circle the appropriate word at the top of the page. (i.e. - DUES/ASSESSMENTS or DUES/ASSESSMENTS)

At the end of the year the horizontal and vertical totals should balance and provide a complete record of all dues and assessments paid by each member.

NOTE...KEEP THIS SHEET IN CHAPTER TREASURER'S BOOK

CHAPTER OFFICERS' INSTRUCTIONS - (Page 27)

INSTRUCTIONS FOR USE OF FORM #6
(Form #6A - to be kept in Chapter Treasurer's Book)

Form #6 is designed as a complete record and trial balance of ALL Chapter Funds. Two (2) copies of this report should be prepared for each meeting at which the time the Treasurer's report is required, a copy is retained by the Chapter Treasurer, and copy is given to the Chapter Secretary for filing with minutes.

FIGURES SHOWN IN THE REPORTING PERIOD COLUMN

1. Bank Balance, per check book at the beginning of specific period
2. Bank Balance, per savings account at beginning of specific period
3. Cash on hand not deposited, including petty cash, at beginning of specific period
4. Bonds, at cost, at beginning of specific period

The total of these four lines represents the total beginning balance for each period.

FIGURES SHOWN IN THE "JUNE 1 TO REPORT DATE" COLUMN

1. Bank Balance, per check book as of June 1
2. Savings bank balance, per savings account as of June 1
3. Cash on hand not deposited, including petty cash as of June 1
4. Bonds, at cost, as of June 1

The total of these four lines represents the total amount on hand as of June 1. The amounts of these four lines remain the SAME on each period report from June 1 thru May 31. CHANGE THESE AMOUNTS FOR THE YEAR ONLY as of June 1, when you start a report for the new year.

RECEIPTS: The "Reporting Period" column represents the receipts for the specific period. The "June 1 to Report Date" is a cumulative column and the total receipts from June 1 to the end of the reporting period. All monies that come into the chapter treasury are receipts and entered under "receipts," including interest on savings account and bonds. Even though the interest is posted to the savings book and does not actually pass thru your hands as money, it is, nevertheless money received, and should be entered in the "receipts" under a numbered line.

DISBURSEMENTS: The "Reporting Period" column represents the disbursements for the specific period. The "June 1 to Report Date" is a cumulative column and represents the total disbursements from June 1 to the end of the reporting period.

The back of Form #6 may be used to break down the receipts and disbursements for the month, for example:

Receipts		Disbursements	
Bake Sale	\$40.00	Nat'l obligations Ck #201	\$60.00
Dues	5.00	Florist - Ck #202	5.00
Fines	.50	Supplies - Ck #203	<u>5.00</u>
Raffle	<u>50.00</u>		
	\$95.50		\$70.00

CHAPTER OFFICERS' INSTRUCTIONS - (Page 28)

INSTRUCTIONS FOR USE OF FORM #6 - (Cont.)
(Form #6A to be kept in Chapter Treasurer's Book)

To the extent possible, list the classification of receipts and disbursements on the same numbered line, on consecutive reports. This will facilitate accurateness in the cumulating of the figures from one report to the next report in the "June 1 to Report Date" column, and aid in the balance of your report each time.

TRANSFER OF FUNDS

When transferring funds from different bank accounts, make the following entries:

List on Line 40 "plus \$ _____ from savings account"
List on Line 41 "plus \$ _____ to checking account"

If transfer is made from checking account to savings account, reverse above entries.

TO BALANCE

Take total balances beginning Line 6, "Reporting Period" plus Receipts, Line 22, minus the disbursements, Line 37, in this same column and all figures will balance out with Total Balance ending in Line 45.

The same applies to the "June 1 to Report Date" by taking the Total Balances beginning, Line 6, adding the Receipts, Line 22, and deducting the disbursements, Line 37, in this same column, you will likewise balance with Total Balances Ending, Line 45.

The "Reporting Period" column is the period reported on. The "June 1 to Report Date" is the cumulative column, which increased each month. By adding excess receipts and subtracting excess of disbursements, you will arrive at the same figure in Total Balances Ending, Line 45.

AN OPTIONAL WAY TO PROVE BALANCE

If the figure on Line 38 is in excess of receipts over disbursements, add the amount of excess of receipts over disbursements, Line 38, to Total Balances, Line 6, at the beginning of reporting period. This total will be Line 45. Also, Line 38, plus Line 6, in the "June 1 to Report Date" column will balance with Line 45.

If the figure on Line 39 is an excess of disbursements over receipts, subtract the figure of excess disbursements, Line 39, from Total Balance Line 6, at beginning of report period. This total will balance with Line 45. Also, Line 39 subtracted from Line 6 in the "June 1 to Report Date" column will balance with Total Balances Ending, Line 45.

CHAPTER OFFICER'S INSTRUCTIONS - (Page 29)

INSTRUCTIONS FOR USE OF FORM #7
(Form #7A - to be kept in Treasurer's Book)

Form #7 is to be used with all remittances to the Executive Secretary. Two copies of this report should be prepared for each remittance. Send a copy to the Executive Secretary and retain a copy for the Treasurer's files.

IMPORTANT - CURRENT PRICES ARE PUBLISHED IN GRIT ON INFORMATION PAGE.

National Sorority dues as of 6/1 each year per active, associate, and student member	\$30.00	
National Sorority dues for members initiated between June 1 and November 30		30.00
National Sorority dues for members initiated between December 1 and April 30		15.00

These also apply to reinstated members and/or MAL's returning to active membership.

IMPORTANT - When new members are initiated, or either MAL's and/or dropped members return to active membership, be certain the Change of Membership Form #8, showing the complete name and address with the 9-digit zip code, is forwarded with the Remittance Advice Form #7 and monies.

GRIT - Annual subscription Fall-Winter-Spring-Summer	\$15.00	
Members initiated between 6/1 and 11/15		\$15.00
Members initiated between 11/15 and 3/1	\$10.00	
Members initiated between 3/1 and 4/30		\$5.00

Due to cutoff dates for GRIT the above prices pertain to members initiated during the year and show how many issues of GRIT for which they subscribe.

DELTA HOME DUES - (Included on Chapter Registration Form #1) \$2.00

PLEASE REMEMBER - As soon as Members are initiated, it is your responsibility to send Form #7 and a check to cover the amount due.

Membership Cards (Line 30) the REGULAR card will be sent unless you specify 25 YEAR (silver) or 50 YEAR (gold). If ordering either the 25- or 50-year cards, please order early as the Executive Secretary must forward these cards to the National President for her signature.

When ordering rituals, please return old rituals with order or pay a five dollar (\$5) fine if the Ritual is lost.

POSTAGE AND HANDLING ON SUPPLY ORDERS

Enclose the postage fee as reflected on the Information Page of GRIT with each order for supplies.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 31)

SUGGESTED FORM FOR AUDIT OF CHAPTER TREASURER'S RECORDS

1. Check invoices for approval, date of payment, discounts, etc.
2. Review minutes to determine financial matter for audit period.
3. Examine cancelled checks for authorized signature.
4. Proof of cash, all funds, for audit period (see Example 1 below).
5. Reconcile Commercial Bank Account to record of the Chapter Form #6 (see Example 2).
6. Reconcile Bank Savings Account and Petty Cash on hand to record of Chapter Form #6.
7. Check Treasurer's Report Form #6 (See Example 3).
8. Prepare Audit Report in triplicate, of findings and submit to chapter. (One copy for Chapter President, one for Secretary, one for Treasurer.)

EXAMPLE 1

Balance (end of last audit)	\$1,135.86
Add receipts (from last audit)	<u>2,329.35</u> (plus)
	3,465.21
Less disbursements (from last audit)	<u>2,045.65</u> (minus)
	\$1,419.56

EXAMPLE 2

Balance per check book (end of last audit)	\$ 355.00
Total deposits (from last audit)	<u>265.00</u> (plus)
	620.00
Total checks written (from last audit)	<u>349.00</u> (minus)
	280.00
Checks outstanding	<u>55.00</u> (plus)
	\$ 335.00

EXAMPLE 3

Form #6, TO BALANCE - Applies to both columns (report period) and "June 1 to Report Date."

Line 6, Total Balances, PLUS Line 22, Total Receipts
Less Line 37, total disbursements
Equals the balance line 45, Total Balances

CHAPTER OFFICERS' INSTRUCTIONS - (Page 32)

CHAPTER SERGEANT-AT-ARMS

DUTIES

1. Maintain an up-to-date inventory of property and initiation paraphernalia of the chapter.
Copy of inventory to be furnished chapter president. See listing below of items to be maintained.
2. Serve as doorkeeper at all meetings and introduce all candidates and visitors.

ITEMS TO BE KEPT BY SERGEANT-AT-ARMS

Initiation and Installation Paraphernalia

- a. Robes with cord belts (If members retain own robes listing should be made) Ten
- b. Official Sheet Music (order from Executive Secretary)
- c. White Cloth Floor Covering - Diamond Shape - suggest 12' x 12'. (If room is small, covering may be folded under.)
- d. One large white Bible for Altar - small white Bible for Chaplain
- e. Delta Theta Tau Banner, Greek spelling preferred
- f. Delta Theta Tau Crest and Mounted Pin (Pin attached to cloth material in frame may be used.)
- g. Two white pointers (about 18" long; knitting needles are suitable).
- h. Candle Holders - one for each Officer except Chaplain, four for Altar, or two candelabra, two for Pontifex Prima's Table
- i. Rituals - Ten (for loss of a Ritual a \$5.00 fine, plus postage shall be imposed). Listing should be made if members retain.
- j. Black table covering for Pledge Service
- k. White Table Coverings for Pontifex Prima Table and Altar
- l. White chair Covers or White Sheets for covering ten chairs for initiation
- m. White foot covers unless team provides one

All Paraphernalia should be clean and well pressed each time used. Length of robes should be approximately four inches from the floor and adjusted whenever necessary.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 33)

CHAPTER HISTORIAN DUTIES

1. Keep an up-to-date History of the members and events pertaining to the Chapter functions and events.
2. Assist the Publicity Chairman with articles if requested, and be certain to secure any article published, convention mementoes and etc., for inclusion in the chapter scrapbook.
3. It is imperative that all articles are secured on applicable pages for permanent retention. This is the only History available for all members.
4. Remind ALL members that their assistance is needed to have a complete history for the year as articles may also include events that members participate in, as well as chapter events.
5. Be prepared to take photographs for scrapbook of initiates, new chapter officers, anniversary celebrations, etc.
6. If costs are involved, secure approval in accordance with chapter guidelines for other expenditures.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 34)

PLEDGE SUPERVISOR DUTIES

1. Prospective members may be given non secretive information, as outlined on page 36 of "Chapter Officers' Instructions" prior to acceptance of invitation to join.
2. Present prospective member's application Form #18 for consideration of Membership Committee's recommendation to chapter members.
- 3., Prior to Pledge Service, prospective member shall be asked if she is "A Believer in the Supreme Being?"
4. Guide Pledges through Pledge Service.
5. Serve as advisor during pledging period.
6. Advise of Initiation plans.
7. Provide new members with items outlined on page 36, "Chapter Officers' Instructions."
8. Serve as advisor until new members are familiar with Delta Theta Tau and chapter duties.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 35)

PLEDGE SUPERVISOR

The following information is to be kept in the Pledge Supervisor's book at all times and arranged as indicated.

1. Name of Chapter; Date Installed; Installing Officer; Sponsor Chapter
2. Pledge Supervisor's Instructions (from Form #41)
3. Names of Chapter Officers for current fiscal year
4. Names of Standing Committees for current fiscal year
5. Names of Appointed Committees for current fiscal year
6. Names of Chapter Members; addresses; zip codes; phone numbers; type of membership held, etc.
Other information as anniversaries, birthdays, e-mail, optional
7. Copy of Chapter Calendar for year
8. Copy of Chapter Budget
9. Copy of Auditing Committee Report
10. Copy of Approved and signed Chapter Standing Rules, with amendments, if any (optional)
11. Copy of Approved Province Standing Rules, with amendments, if any (optional)
12. Delta Theta Tau Brochure
13. Membership application (Form #18) (new chapter only)
14. Pledge Card (Form #16)

CHAPTER OFFICERS' INSTRUCTIONS - (Page 36)

FOLLOWING INITIATION

Supply new members with the following immediately after initiation:

- Delta Theta Tau Membership Guide
- Delta Prayer
- Delta Song
- National-Chapter Bylaws
- Chapter Standing Rules

During the entire first year after initiation, keep in close contact with new members and make sure they understand everything that is going on in the chapter. Make sure they become involved - but do not overload them.

LAST OF ALL BE THEIR FRIEND

CHAPTER OFFICERS' INSTRUCTIONS - (Page 37)

PROSPECTIVE MEMBER INFORMATION

Our Mission – Philanthropy and charity on all levels - National, Province and Chapter

Membership – By invitation for women of high school education or equivalent.

Types - Active, Associate, Alumnae, and Membership-at-Large.

Meetings – Twelve required per year and additional meetings of Chapter as specified in Chapter Standing Rules including day and time. Special - FOUNDERS DAY (October 16 or at a regular business meeting). Quadrennial Visit by National Officer, Initiation, and Installation of Officers.

Dues – Amount paid monthly, quarterly, or etc.

Distribution:

Chapter (amount determined by chapter) – used for chapter expense

National – Thirty-five dollars (\$35) - General Fund, Benefit Fund, and Philanthropy Fund

Delta Home Dues - Five dollars (\$5) – Assessment for Members – use later, if needed

GRIT - Fifteen dollars (\$15) National Publication (Quarterly)

Province – as specified in Province Standing Rules (General Fund and Province Philanthropy)

Norma Money Benefit Fund – helps Deltas in dire need with rent, home bills, doctor bills, etc.

Founders' Expansion & Growth Memorial Fund – Perpetuation and growth of the Sorority, strengthening present chapters and securing new chapters.

National jewelry – each member must have an Official Pin (gold plated, gold filled, 10K or jeweled).

Many other official items are available from Official Jeweler.

Delta Home Special Gift Fund – for small gifts for recipients of Delta Home program funded by donations by chapters or other individuals, given for special occasions.

National Convention – held annually in July, rotates geographically (4 areas).

Province Convention – held weekends, usually October or November – 8 geographic areas –

Members attend the geographic area in which they live.

A Ritualistic Service is presented at the time of Initiation.

The membership is the basis of the structure of our organization. These meetings determine our work for the year plus suggested changes in mechanics of the organization. Each chapter has a voice by vote.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 38)

CHAPTER PUBLICITY CHAIRMAN

DUTIES

Become familiar with Publicity Instructions that appear in issues of GRIT.

Check GRIT periodically for the proper procedure to prepare articles for local publicity. Follow instructions closely as it could make the difference of local publicity or not.

Contact local newspapers and introduce yourself to persons in charge of department where newsworthy items should be sent for the necessary publicity coverage in your area.

Immediately following appointment of Publicity Chairman, send her name and address to the Editor of GRIT. The Editor can be of much assistance for your chapters' recognition during the year. (Outgoing Chairman to handle.)

Each Chapter is permitted 1 free picture per section per issue for chapter news. Each extra photo per section costs \$5.00. Total number of photos used will be at the discretion of the Editor. Send checks to Executive Secretary with a Form #7.

Plan a meeting with the newly appointed Publicity Chairman to inform her on proper procedures so that she may benefit from your exposure and knowledge.

CHAPTER OFFICERS' INSTRUCTIONS - (Page 39)

STEPS TO ORGANIZE A NEW CHAPTER

1. Invite women who are friends, neighbors, coworkers, or family members to a gathering. When invitations are extended, state you are looking for women interested in learning about Delta Theta Tau, a philanthropic sorority. Encourage guests to bring a friend or two that are interested in giving back to their community. The event should be informal so that the main goal of the social gathering will be visiting and letting the women know about Delta Theta Tau.
2. Contact the Director of Expansion and Growth, she will contact Province Expansion and Growth Chairman, and National President, and other National Officers in the area to invite them to the initial organization meeting. The Director of Expansion and Growth Chairman should give information for the guests. The National Officers present will explain the functions of a Chapter, the Province structure, and the National Sorority along with stressing our mission of philanthropy. They will give examples of some of the philanthropy projects, talk about conventions, sisterhood, fraternal aspect of Delta Home, and becoming a part of a National organization. An installing officer will be appointed to work with the new chapter.
3. If the prospective group is ready to organize, have each individual complete and "Application for Membership" and sign the "Petition for Charter" obtained from the Director of Expansion and Growth prior to the meeting. Completed forms will then be forwarded to the Director of Expansion and Growth for processing.
4. The Director of Expansion and Growth will keep in close contact and assist ALL details concerning the initiation and installation of the chapter with the sponsoring chapter and the installing officer.