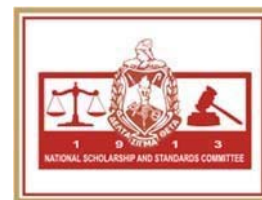


DELTA SIGMA THETA SORORITY, INC.
 A Service Organization Since 1913
 1707 New Hampshire Avenue, N.W.
 Washington, DC 20009



CHAPTER RULES OF ORDER FORM - 20 - 20

Instructions: Chapters MUST submit this form each fiscal year by June 30th to the Regional Member of the Scholarship & Standards Committee. Once approved by the Regional Member of Scholarship & Standards Committee, each chapter member MUST receive a copy of this completed form. Newly established or reactivated chapters MUST submit within 30 days of establishment or reactivation.

Policies & Procedures Confirmation

Please confirm if there have been changes to Chapter Policies & Procedures since the last approval date.

— If YES, please submit revised Policies & Procedures.

| | | | | | | | |
|---|------------|--|---------------------------------------|---|-----------------|------------------|--|
| Chapter Name | | | | Chapter # | | | |
| Chapter President | | | | Charter Date | | | |
| Chapter Email | | | | | | | |
| President's Email | | | | Phone # | | | |
| P&P Chair | | | | | | | |
| P&P Chair's Email | | | | Phone # | | | |
| # of Financial Members | | | | Region | | | |
| Chapter Service Area(s) | | | | | | | |
| Mailing Address | | | | | | | |
| City | | | State | | Zip Code | | |
| Chapter Meeting | Day | | Time | | | Frequency | |
| Executive Board Meeting | Day | | Time | | | Frequency | |
| Percentage of the financial membership that constitutes a quorum (Minimum of | | | | Amount of Local Chapter Dues for Sorority Year | | | |
| Month of Chapter Elections | | | Month of Installation Ceremony | | | | |

Elected Officers (Select all that apply):
 Every chapter MUST have the following Elected Officers (depending on chapter size): President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, Assistant Treasurer, Assistant Recording Secretary, Assistant Corresponding Secretary

Appointed positions (Must be consistent with Policies & Procedures):
 Must be consistent with Policies & Procedures: Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members (if applicable), Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms

Elected positions (Must be consistent with Policies & Procedures):
 Must be consistent with Policies & Procedures: Chair, Nominating Committee Chair, Nominating Committee Members, Minerva Circle, Internal Audit Committee Members (if applicable), Finance Committee Members (if applicable)

Standing Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have the following Standing Committees (depending on chapter size): Emergency Response, Internal Audit, Nominating, Policies & Procedures, Finance and Program, Planning & Development (PP&D), Social Action.

Special Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have an Elections Committee.

Process for selection of voting/alternate delegates and other chapter representatives:

The chapter Policies and Procedures MUST designate the selection process of the Regional Conference and National Convention voting and alternate delegates and the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation’s Capital, and State Delta Days.

| | |
|--|--|
| Voting Delegate | |
| Alternate Delegate | |
| Delta Days in the Nation’s Capital Representative | |
| State Delta Days Representative | |
| Cluster Meeting Representative | |
| State Meeting Representative | |

Advisors Section: For Collegiate Chapters Only. Advisors must be selected & voted upon, by position, by the chapter

| | | | |
|--------------------------------|--|------------------------|--|
| Primary Advisor | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Secondary Advisor | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Advisory Council Member | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Advisory Council Member | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Advisory Council Member | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |
| Advisory Council Member | | | |
| Email Address | | | |
| Day Phone # | | Evening Phone # | |

Chapter Confirmation

DO NOT provide Signature and Date when submitting to Scholarship & Standards Committee. Please provide Signature and Date only ***AFTER*** the document has been approved by S&S and ***BEFORE*** chapter distribution.

| | | |
|------------------------------|--|-------------|
| President’s Signature | | Date |
|------------------------------|--|-------------|