

**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** upload this form into the Red Zone each fiscal year by June 30<sup>th</sup>. 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.

YES

NO

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 (Min 25%)			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, 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, Nominating Committee Members, Minerva Circle, Internal Audit Committee Chair, Finance Committee Chair (if not Treasurer)**

**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 and Minerva Circle**

**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.*

<b>Voting Delegate</b>	
<b>Alternate Delegate</b>	
<b>Delta Days in the Nation’s Capital Representative</b>	
<b>State Delta Days Representative</b>	
<b>Cluster Meeting Representative</b>	
<b>State Meeting Representative</b>	

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

<b>Primary Advisor</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Secondary Advisor</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	

**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.**

<b>President’s Signature</b>	<i>Deborah Wilson Gadsden</i>	<b>Date</b>
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