

**DELTA SIGMA THETA SORORITY, INC.**

A Service Sorority

Grand Chapter

1707 New Hampshire Avenue, N.W.

Washington, DC 20009

**RULES OF ORDER FORM FOR CHAPTERS**

(EXISTING CHAPTERS MUST SUBMIT WHEN AMENDED BY TWO-THIRDS VOTE OF THE CHAPTER MEMBERSHIP. NEWLY ESTABLISHED OR REACTIVATED CHAPTERS ARE TO SUBMIT WITHIN 30 DAYS OF ESTABLISHMENT OR REACTIVATION)

<b>To</b>	Scholarship & Standards Regional Committee Member			<b>Date</b>		
<b>From</b>	<b>Chapter Name</b>			<b>Chapter #</b>		
	<b>Chapter President</b>					
	<b>Chapter Email</b>					
	<b>Date of Last S &amp; S Approval</b>			<b>Region</b>		
	<b># of Financial Members</b>			<b>Charter Date</b>		
<b>Chapter Service Area(s)</b>						
<b>Mailing Address</b>						
<b>City</b>		<b>State</b>		<b>Zip Code</b>		
<b>Chapter Meeting Day</b>						
<b>Meeting Time</b>		<b>AM</b>	<b>PM</b>	<b>Frequency</b>		
<b>Other</b>						
<b>Percentage of the financial membership that constitutes a quorum (Example 20%)</b>				<b>Amount of Local Chapter Dues for Sorority Year</b>		

*Basic elected chapter officers:*

*President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary.*

**Other Elected Officers (Title Only—as defined in Chapter Management Handbook):**

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**Appointed Officers (Title Only):**

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**Elected Positions (i.e. Nominating Committee, Minerva Circle):**

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**Standing Committees:**

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**Special Committees:**

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<b>Month of Chapter Elections</b>		<b>Month of Installation Ceremony</b>	
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*Process for selection of voting/alternate delegates: (It is highly recommended that the chapter vote on the members who will be the voting delegate and alternate delegate for the Regional Conference and National Convention unless the chapter has already voted that a particular officer serves as the voting delegate or the alternate delegate.)*

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**There are NO restrictions on new initiates, such as requiring them to be members for a certain period of time before they can vote. Once initiated, a member has full rights and privileges of the chapter and cannot be denied the right to vote.**

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**(Advisors Section – For Collegiate Chapters Only)**

<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>	
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<b>Email Address</b>			
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<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>	

**This is to certify that this information has been approved by the chapter.**

<b>Chapter President</b>			
<b>Signature</b> <i>(affix original before distribution)</i>		<b>Date</b>	
<b>Email Address</b>		<b>Phone #</b>	
<b>Policies and Procedures Chair</b>			
<b>Email Address</b>		<b>Phone #</b>	

*(Note: Each chapter member should receive a copy of this completed form. This form and the Policies and Procedures should always appear together.)*