

## STANDING RULES OF ZETA PROVINCE

In addition to the rules as outlined for Provinces in the Bylaws of the Sorority, Article XIII, this Province adopts the following Standing Rules:

### ARTICLE 1 – OBJECT

The object of the Province is to maintain a closer and more intimate relationship between the Chapters that comprise it, to discuss individual Chapter problems, to submit suggestions for betterment of the Sorority, and to carry out a Philanthropic project.

### ARTICLE II – MEETINGS

Section 1. The following rotation for ZETA PROVINCE CONVENTIONS shall be:

<u>YEAR</u>	<u>CITY</u>	<u>CHAPTER</u>
2019	Wichita, Kansas	Lambda Gamma
2020	Hurst, Texas	Xi Omega
2021	Wichita, Kansas	Iota Xi
2022	Denver, Colorado	Beta Omega

(Then to repeat the above rotation)

The chapter listed would be the “hostess” chapter responsible for the convention. It would be up to the “hostess” chapter to request help if they need it.

Section 2. A majority of accredited delegates from the number of Chapters in good standing shall constitute a quorum.

- a. Voting members shall consist of one delegate from each Chapter and Past National Presidents within Province.
- b. All dues and fines must be paid before Chapter shall be allowed to vote.
- c. Non-delegates shall present a paid-up dues book at time of registration.
- d. Delegates shall pay a fine of One (1) Dollar for being tardy at a business meeting.
- e. Past Province Chairmen shall have the privilege of introducing motions and speaking but shall not have a vote.

## ARTICLE III – PROVINCE CHAIRMAN

- Section 1. A Province Chairman shall be elected by a majority of votes cast by ballot by those eligible to vote at Convention and serve until the following convention.
- a. Chapters shall send the name and qualifications of their candidate for Province Chairman to all chapters and voting members at least thirty (30) days prior to convention in order that delegates may vote the wishes of their respective chapters.
  - b. Nominations for Province Chairman may be made from the floor. (Delegates should be instructed as to the wishes of the Chapter in the event additional nominations are made from the floor.)
  - c. If there is only one nominee the Secretary shall be instructed to cast the elective ballot.
  - d. In the event there are no nominations and the current Province Chairman is willing to serve a second term, she shall, with the approval of the Assigned Officer and vote of the delegation continue in office for the following term. (This does not deny the Province Chairman the opportunity to be nominated for a second term.)
  - e. In the event the Province Chairman is unwilling or ineligible to continue in office, the new Province Chairman shall be selected in the following manner:
    1. Within thirty (30) days after convention the chapters shall mail the name and qualifications of its nominee to the Province Chairman.
    2. At the expiration of thirty (30) days the Province Chairman shall prepare a ballot of the nominees presented and mail to each Chapter and each voting member to be voted upon and returned within thirty (30) days, at which time she shall advise all chapters the results of the ballot.
3. Should the name of only one nominee be received by mail, the nominee shall be accepted as the Province Chairman and all Chapters and all voting members shall be notified by the Immediate Past Province Chairman at the expiration of the thirty (30) days specified for nomination.
  4. In the event that no nominations are received at the expiration of the thirty (30) days, the Province Chairman shall place the matter in the hands of National Council and Board of Trustees.

Section 2. In the event the Province Chairman is unable to preside, the Assigned Officer shall preside, or appoint a chairman, preferably a Past Zeta Province Chairman.

## ARTICLE IV – DUTIES OF PROVINCE CHAIRMAN

Section 1. Mail to each Chapter May 1 of each year one (1) blank report of Chapter Philanthropy, Form #52. One completed report to be returned by August 1.

Section 2. Furnish the entertaining chapter with a list of Chapters (Active and Alumnae), all voting members, National Officers, National Committee Members, Past National Officers and Past Province Chairmen within their province no later than thirty (30) day after National Convention.

Section 3. Receive all Province Funds, keep an accurate record of all receipts and expenditures and make a complete report of same at the Province Convention. These funds shall be deposited in a checking account at Morgan Stanley in the name of the Province and National Organization. The Province Chairman shall ask a Past Province Chairman or a Past National Officer in the Province or the National Vice-President to be the second authorized signature on this account.

Section 4. Appoint one (1) Teller and one (1) Page from non-delegates present at Province convention.

Section 5. Upon receipt of Convention Financial Statement and record of Entertaining Chapter, send copy of same to the next Entertaining Chapter and keep a copy in the Province Chairman's file.

Section 6. She shall send each Chapter and voting member in the Province, Past National Presidents in Province, Past Zeta Province Chairmen and all National Officers a copy of the Convention Minutes.

Section 7. Be responsible for sending to the GRIT Editor, immediately following convention, a complete report of all business and social events.

Section 8. Within two (2) weeks after Province Convention, condense Philanthropic Reports of Chapters and send to the National Secretary of Philanthropy and Assigned Officer, the total philanthropic work done in the Province, and number of active members as of June 1<sup>st</sup> of that year and average amount of per capita. She shall also report the chapter having the largest average in Province. Keep a copy of report in the Province Chairman's file.

Section 9. The Province Chairman shall sign and present at convention the award for the highest per capita Volunteer House and the award for the highest per capita Philanthropy contributions to the winning chapters based on the Chapter Philanthropy reports to Province Chairman.

Section 10. Install Province Chairman for the coming year at Province Convention or prior to Convention, request the Assigned Officer, or any other National Officer in attendance or a past National Officer to conduct the Installation.

Section 11. Vote in case of a tie.

Section 12. Contact all chapters at least sixty (60) days before Province Convention and urge that all problems be reported at Convention.

Section 13. Serve as ex officio member of the Philanthropy Committee and the Standing Rules Committee.

Section 14. The incoming Province Chairman shall be presented with the Province Chairman traveling guard (property of Zeta Province), to be worn by the Province Chairman during her term of office.

Section 15. The Province Chairman shall appoint a Secretary and supply her with a book in which to record the minutes.

Section 16. Minutes together with amendments to Standing Rules shall be mailed to the Province Expansion and Growth Chairman. If this chairman is a voting member of the Province, duplicate need not be sent.

## ARTICLE V – DUTIES OF ENTERTAINING CHAPTER

### Section 1.

- a. By December 15, two (2) years prior to convention year, the entertaining chapter shall submit three (3) alternative dates to the National Secretary. These dates shall be between September 22 and November 30 in order of preference.
- b. The entertaining chapter shall submit convention plans to the Assigned Officer by June 1 of the convention year.

Section 2. It shall notify all Chapters (Active and Alumnae), voting members, National Officers and Past Province Chairmen within the Province and the Province Expansion and Growth Chairman, of the date, site of Convention and fees of Province Convention sixty (60) days before date of said convention.

Section 3. It shall furnish three (3) robes and paraphernalia for Installation of the Province Chairman-elect and furnish paraphernalia for the Memorial Service.

Section 4. The convention meeting room shall be prepared with the delegates chairs arranged in Greek Alphabetical order, with the name of the Chapter prominently displayed.

Section 5. It shall appoint a Sergeant-At-Arms and Assistant Sergeant-At-Arms with the approval of the Province Chairman.

Section 6. It shall plan the social functions for the convention, two (2) on Saturday, one (1) to be the Banquet. Mixer is not a required function.

Section 7. It shall send to the Province Chairman, each active chapter and voting members and all National Officers an itemized financial statement and record of attendance within thirty (30) days after convention.

ARTICLE VI – DUTIES OF THE SECRETARY

Section 1. To record the minutes of the convention and incorporate both pages of the Summary of Chapter Philanthropic Reports, and the Financial Statement of the Province Chairman.

Section 2. To furnish to the Presiding Officer a copy of the minutes by email, two (2) weeks after convention. If any expenses are incurred in the carrying out of this duty shall be sent to the Province Chairman.

ARTICLE VII – DUTIES OF THE SERGEANT-AT-ARMS

Section 1. She shall admit delegates and non-delegates to business meetings upon presentation of credentials.

Section 2. She shall assist in the Installation of the Province Chairman-elect.

Section 3. The Assistant Sergeant-At-Arms shall guard the door during Installation Ceremony and any other time it is necessary for the Sergeant-At-Arms to leave the door. She shall offer any other assistance as needed.

ARTICLE VII – STANDING RULES COMMITTEE

Section 1. The Committee shall consist of a Past Province Chairman as chairman and a member of the Province general membership, to be appointed by the Province Chairman immediately following convention. The Province Chairman shall serve as ex officio member.

Section 2. It shall be the duty of this committee to receive all proposed amendments to the Standing Rules sixty (60) days before Province Convention and to submit them in writing to the Assigned Officer for review. Upon her approval, the committee will submit them in writing to all chapters in the Province thirty (30) days prior to Province Convention.

- a. It shall be the duty of this committee to review the Standing Rules and any proposed amendments they deem necessary for the welfare of the Province.
- b. New Standing Rules or Amendments shall be accepted by the Assigned Officer before submitting to the National Vice President for final approval.
- c. All chapters shall be required to have a copy of these Standing Rules on file in their Chapter President and Secretary Handbook.
- d. Copies of Standing Rules will be obtained from the Province Chairman at the cost of One Dollar and fifty cents (\$1.50) each. Payment to be deposited by the Province Chairman in the General Fund.

## ARTICLE IX – PROVINCE PHILANTHROPY FUND COMMITTEE

Section 1. The Province Philanthropy Fund Committee shall consist of two members from the general membership one of whom shall be a Past province Chairman, appointed by the Province Chairman, immediately following convention. The immediate past Province Chairman shall serve as ex officio member of this committee. It shall be the duty of this committee to receive and investigate proposed projects from the chapters within the Province. These projects to be presented sixty (60) days prior to Province Convention. This committee shall then send proposed projects to each chapter and voting members thirty (30) days prior to the convention. Projects may be presented from the convention floor, said projects require a unanimous vote. Projects presented to the Philanthropy Fund Committee sixty (60) days prior to Province Convention shall be selected by a majority vote. This committee shall plan and execute the philanthropic project adopted at the convention.

Section 2. In the event no project is adopted, the annual assessment shall carry over to build up the fund.

Section 3. The committee shall, if possible, have ready a project to present to convention in the event one is not submitted by chapters.

## ARTICLE X – DUES AND ASSESSMENTS

Section 1. Each chapter in Province, unless exempt by National Council and Board of Trustees, shall pay to the Province Chairman by August 1 of ear year, five dollars (\$5.00) per capita of active membership as of June 1<sup>st</sup>, to be credited as follows:

\$3.50 to the Province Philanthropy Fund  
\$1.50 to the General Fund

- a. Each chapter shall be assessed Twenty-five Dollars (\$25.00) for the Philanthropy Fund so that the amount given to a worthy cause to be more substantial.
  1. This assessment to be recorded on Form 53, Name of Project, Line 1.

Section 2. The General Fund is to cover the following:

- a. All postage and telephoning
- b. Reproduction, preparation and mailing of minutes
- c. Shipping of files to incoming Province Chairman
- d. Incidental expenses of Philanthropy Fund Committee and Standing Rules Committee.

Section 3. In the event the General Fund exceeds anticipated requirements, the surplus shall be transferred to the Philanthropy Fund.

Section 4. For failure to pay Philanthropy dues by August 1, chapter shall pay a fine of Five Dollars (\$5.00), said fine to be deposited in the Province Philanthropy Fund.

Section 5. For failure to return completed Report of Chapter Philanthropy, Form 52, by August 1, chapter shall pay a fine of Fifteen Dollars (\$15.00), said fine to be deposited in the Province Philanthropy Fund.

Section 6. If excused from representation at province convention, a chapter shall pay convention fees and registration fee to the hostess chapter.

Section 7. If not excused from representation at province convention, a chapter shall pay convention fees and registration fee to the hostess chapter and a fine set forth in the National Bylaws.

## ARTICLE XI – ORDER OF BUSINESS

1. Registration 8 to 9:30.
2. Welcome
3. Opening Ceremony and Prayer
4. Initiation
5. Memorial Service
6. Roll Call
7. Introductions
8. Reading of Minutes (to be decided by voting members)
9. Introduction of Teller and Pages
10. Nominations For Province Chairman
11. Reports of Committees
12. Summary of Chapter Philanthropy
13. Reading of Communications
14. Announcements

### RECESS FOR LUNCH

15. Workshops (approximately 2 Hrs.)
16. Reports of Workshop Leaders
17. New Business
18. Election of Province Chairman
19. Good of the Province and Presentation of Awards
20. Installation of Province Chairman
21. Adjournment
22. Closing Ceremony

## ARTICLE XII – AMENDMENTS

Section 1. These Standing Rules may be amended at Province Convention by a two-thirds (2/3) vote, the proposed amendment having been submitted to the standing Rules committee, in writing, sixty (60) days prior to Convention and to all Chapters and voting members in the Province and Assigned Officer thirty (30) days prior to Convention.

Section 2. Amendments may be made at Province Convention without previous notice by a unanimous vote.

Section 3. These Standing Rules may be suspended by a majority vote at any Province Convention.

ARTICLE XIII – Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall be the final authority on all questions of procedures and parliamentary law not covered by the Bylaws of the Sorority and Standing Rules of this Province.

Submitted: Rita Herl  
Rita Herl, Chairman, Standing Rules Committee

Date: 11/26/2018

Approved: Marilyn Dickerson  
Marilyn Dickerson, Assigned Officer

Date: 11/26/18

Approved: Bonnie Wells  
Bonnie Wells, National Vice President

Date: 11-26-2018