

# DELTA THETA TAU SORORITY, INC.

## STANDING RULES OF BETA PROVINCE

In addition to the rules as outlined for provinces in the National Bylaws, Article XIII, Beta Province adopts the following Standing Rules:

### **ARTICLE - 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's problems, to submit suggestions for the betterment of the Sorority and to carry out a philanthropic project.

### **ARTICLE II - MEETINGS**

Section 1. The Province Convention City shall be chosen two (2) years in advance at the Province Convention by a majority of the votes cast by those eligible to vote. If only one (1) chapter is bidding, the Convention Secretary may be instructed to cast the ballot. In the event a majority vote is not cast, a second ballot shall be taken on the two (2) cities having the highest number of votes.

- (a) In the event there are no bids presented for the next Province location shall be selected in the following manner:
1. Within sixty (60) days the Chapters may mail bids to the Province Chairman.
  2. If only one (1) bid is received during this period, that bid shall be accepted and the Province Chairman shall notify all Chapters and other voting members of the location of the next convention.
  3. If more than one (1) bid is received, the Province Chairman shall prepare a ballot of the bids presented and mail it to each Chapter and other voting members to be voted upon and the ballot returned within thirty (30) days.
  4. The Province Chairman shall advise all Chapters and other voting members at the expiration of thirty (30) days the result of the ballot.
  5. In the event no bids are received at the expiration of sixty (60) days, the Province Chairman shall place the matter in the hands of National Council and Board of Trustees.

- Section 2. Voting members shall consist of one (1) delegate from each chapter, Beta Province Chairman, Past Beta Province Chairmen, Past National Presidents and Honorary Members who are members of Delta Theta Tau of Beta Province. Each shall have one (1) vote. If also serving as their chapter delegate, she shall have the privilege of casting one (1) ballot for herself in addition to that of her chapter.
- Section 3. Delegates shall present a paid-up dues book and pay a registration fee of two dollars (\$2.00) before receiving credentials. Non-delegates shall present a paid-up dues book and pay a registration fee of two dollars (\$2.00).
- Section 4. Accredited delegates from one-fourth (1/4) of the number of Chapters in good standing shall constitute a quorum.
- Section 5. A Chapter delegate must attend all business meetings and workshops and cast a vote for her Chapter on all business. She shall be fined one dollar (\$1.00) for being tardy at a business meeting or workshop or leaving before it is adjourned, unless excused by the Presiding Officer.
- Section 6. Each Chapter in the Province shall pay Province Convention Fees to the entertaining Chapter at least one (1) month prior to date of convention. For failure to comply with this requirement, Chapters shall pay Convention fees, Registration Fee, and a fine of two dollars (\$2.00) to the entertaining Chapter.
- Section 7. If not excused from representation at Province Convention, a Chapter shall pay Convention and Registration Fees to the entertaining Chapter and fine of fifty dollars (\$50.00) to the Province Chairman for deposit into Province Philanthropy Fund.
- Section 8. Members-at-Large may attend Province Convention as a visitor:
- a. Past Province Chairmen with a Member-at-Large status are not eligible to vote.

### **ARTICLE III - PROVINCE CHAIRMAN**

- Section 1. The Province Chairman shall be elected by ballot. A majority of the votes cast will be necessary to elect. In the event a majority vote is not cast, a second ballot shall be taken on the two (2) nominees having received the highest number of votes.

- Section 2. If there is only one (1) nominee, the Convention Secretary may be instructed to cast the elective ballot.
- Section 3. In the event there are no nominees for the office of Province Chairman, she will be chosen in the following manner:
- (a) The Assigned Officer will appoint an acting Province Chairman.
  - (b) Within thirty (30) days following the close of the Province meeting nominations for Province Chairman may be sent to the Acting Chairman.
  - (c) If only one (1) nominee is received during this period, she will be the new Province Chairman and the Acting Chairman shall notify all the Chapters and voting members in the Province.
  - (d) If more than one nominee is received, the Acting Chairman will prepare a ballot immediately following the close of the nominations and mail to all Chapters and voting members in the Province. The ballots are to be returned within thirty (30) days.
  - (e) The Acting Province Chairman shall inform the Chapters and voting members of the Province the results of the ballot immediately following the expiration of the thirty (30) days.
  - (f) In the event the Acting Chairman received no nominations for Province Chairman before the thirty (30) days, she shall place the matter in the hands of the National Council and Board of Trustees. g. Expenses incurred by the Acting Chairman in performing her duties shall be taken from the General Fund after approval of the Assigned Officer.

#### **ARTICLE IV - DUTIES OF PROVINCE CHAIRMAN**

- Section 1. The Chairman shall provide to each Chapter blank form(s) of the Chapter Philanthropy Report, Form #52, for their local philanthropic activities, report to be returned to her by August 1st. She shall present a summary of the philanthropy work of all the chapters in the Province during the Province meeting.
- Section 2. The Province Chairman shall furnish the entertaining Chapter a correct list of the National Chapter Directory, names and addresses of Past Beta Province Chairmen, Past National Presidents, Honorary Members, who are members of Delta Theta Tau Sorority, and the Province Expansion and Growth Chairman of Beta Province from her Province Handbook immediately following National Convention.
- Section 3. The Province Chairman shall appoint a Convention Secretary for the meeting and furnish her with the applicable supplies and needed information one month prior to the meeting.

- Section 4. The Province Chairman shall appoint four (4) Tellers and two (2) Pages from the non-delegates present at Convention.
- Section 5. The Province Chairman shall receive nominations for Province Chairman and Convention City.
- Section 6. Upon receipt of the Convention Financial Statement and Record of Attendance from the entertaining chapter, she shall send a copy of same to the next entertaining chapter and keep the final corrected original in the Province Chairman's file.
- Section 7. The Province Chairman shall serve as installing Officer for the incoming Province Chairman or she may invite a National Officer attending Convention to serve as the installing Officer.
- Section 8. The Province Chairman shall be responsible for a complete report of the Province Convention to the GRIT Editor immediately following the Convention.
- Section 9. The Province Chairman shall deposit all monies received from her predecessor in a checking account in the name of Beta Province, Delta Theta Tau Sorority, Inc. There shall be an alternate signature, preferably a Present or Past National Officer or Past Province Chairman of the Province.
- Section 10. The Province Chairman shall be an ex-officio member of the Standing Rules Committee and the Philanthropic Project Committee.
- Section 11. Upon receipt of Convention Minutes from the Convention Secretary, the Province Chairman shall prepare same and forward in duplicate to the Assigned Officer. After approval from the Assigned Officer, the Province Chairman shall send a copy to all Chapters in the Province, Beta Province Expansion and Growth Chairman, Past Beta Province Chairmen, Past National Presidents and Honorary Members who are members of Delta Theta Tau sorority, Beta Province and all National Officers (elective and appointive).

## **ARTICLE V - DUTIES OF THE ENTERTAINING CHAPTER**

- Section 1. The Entertaining Chapter shall select three (3) alternative dates between September 22nd and November 30th for Convention and submit to the National Secretary before December 15th of the year elected.
- Section 2. The Entertaining Chapter shall notify the Chapters in the Province, Past Province Chairmen, Past National Presidents from the Province, PEG, and all National Officers (elected and appointed) of the date and place of Convention at least sixty (60) days prior to Convention.
- Section 3. The Entertaining Chapter shall plan not less than three (3) social functions for the Convention, which includes two (2) functions on Saturday, one (1) being the banquet, and a Sunday brunch. The Mixer shall not be a required function.
- Section 4. The Entertaining Chapter shall appoint a Convention Sergeant-at-Arms and an Assistant Sergeant-at-Arms.
- Section 5. The Entertaining Chapter shall furnish required paraphernalia for Memorial Service and Installation Ceremony for the Province Chairman elect.
- Section 6. The Entertaining Chapter shall send two (2) copies of the itemized financial statement and complete record of attendance to the Province Chairman within thirty (30) day after Province Convention.
- Section 7. It is the responsibility of the Entertaining Chapter to send a copy of the Province Convention Financial Report to all chapters in the Province, Beta Province Expansion and Growth Chairman, Past Beta Province Chairmen, Past National Presidents and Honorary members from the Province, who are members of Delta Theta Tau Sorority and to the National Officers. The preparation and mailing is to be part of the Province Convention expense.
- Section 8. The Entertaining Chapter shall prepare the meeting room and have chairs for the delegates arranged in Greek alphabetical order from left to right as the speaker faces the Assembly, with the Greek name of chapters prominently displayed.

## **ARTICLE VI - DUTIES OF THE SECRETARY**

- Section 1. The Convention Secretary shall record the minutes of the business meeting and incorporate therein the Philanthropic reports of each chapter.
- Section 2. The Convention Secretary shall furnish the Province Chairman three (3) copies of the minutes within two (2) weeks after the meeting.

## **ARTICLE VII - DUTIES OF THE SERGEANT-AT-ARMS**

- Section 1. The Sergeant-At-Arms shall admit delegates and non-delegates to the business meeting upon their display of registration badge.
- Section 2. The Sergeant-At-Arms shall assist in the installation of the Province Chairman elect.
- Section 3. The Assistant Sergeant-at-Arms shall guard the door during the installation ceremony and any other time it is necessary for the Sergeant-at-Arms to leave the door. She shall offer any other assistance needed.

## **ARTICLE VIII - STANDING RULES COMMITTEE**

- Section 1. The Standing Rules Committee shall consist of a Past Province Chairman and two (2) members of the general membership, appointed by the Province Chairman. The Past Province Chairman shall serve as Chairman of the committee.
- Section 2. It shall be the duty of this committee to receive all proposed amendments to the Province Standing Rules and submit them to the Assigned Officer for approval before submitting them in writing to each Chapter, Province Chairman, Past National Presidents and Honorary Members, who are members of Delta Theta Tau Sorority, of Beta Province at least sixty (60) days prior to the Province meeting.
- (a) If amendments to Province Standing Rules are adopted at Province Convention, first obtain approval of Assigned Officer, and then send two (2) copies to the National Vice-President for approval. When approved, the Province Chairman shall be responsible for preparing the amendments on a separate sheet and mailing two (2) copies to each chapter as provided in the Province Standing Rules.

Section 3. It shall be the duty of this Committee to draw up Convention Rules and submit them for approval at the Province meeting.

### **ARTICLE IX - PHILANTHROPIC PROJECT**

Section 1. The Philanthropic Project Committee shall consist of a Past Province Chairman and two (2) members of the general membership, appointed by the Province Chairman. The Past Province Chairman shall serve as Chairman of the Committee.

Section 2. It shall be the duty of this committee to receive and investigate proposed projects from the chapters in the Province; these projects to be presented sixty (60) days prior to the Province meeting. This Committee shall also seek and explore projects of a philanthropic nature to present to the assembly. All projects submitted to and investigated by the Committee shall be voted upon.

Section 3. Notice of the project(s) to be voted upon shall be submitted to all Chapters in the Province, Past Beta Province Chairmen, Past National Presidents and Honorary Members who are members of Delta Theta Tau Sorority, of Beta Province, thirty (30) days prior to Convention.

Section 4. The project shall be selected at the Province meeting by a majority of the votes cast. In the event there is no majority vote, a second ballot shall be taken on the two (2) projects having received the highest number of votes.

Section 5. A project may be adopted without previous notice by a two-thirds (2/3) vote of those present and eligible to vote.

Section 6. In the event no project is adopted, the assessment shall carry over to build up the Province Philanthropic Project Fund.

### **ARTICLE X - DUES**

Section 1. Each Chapter in the Province shall pay to the Province Chairman on or before August 1st of each year, two dollars (\$2.00) per capita of active members as of June 1st to be credited as follows:

(a) One dollar and twenty-five cents (\$1.25) goes to the Province Philanthropic Fund.

(b) Seventy-five cents (\$.75) goes to the General Fund.

Section 2. The General Fund will be used to defray the incidental expenses of the Province Chairman, Province Philanthropic Committee and the Standing Rules Committee. All postage and telephone, reproduction and preparation of minutes to chapters, shipping of files to incoming Province Chairman, and convention expenses of the Convention Secretary shall be taken from this fund. Expenses from the General Fund are to be submitted to the Assigned Officer for approval.

(a) In the event the General Fund exceeds one hundred fifty dollars(\$150), the surplus will be transferred to the Philanthropic Fund annually with a summary report of Province expenditures attached from approval of the Assigned Officer.

Section 3. Each Chapter in the Province shall pay a fine of fifteen dollars (\$15.00) to the Province Chairman for failure to complete and forward Chapter Philanthropic Report Form #52 with Province Dues on or before August 1st of each year and their Chapter will not be eligible for province Philanthropy Awards. Chapter Philanthropy totals will be included in the Province Report.

## **ARTICLE XI - AWARDS**

Section 1. The attendance banner at Beta Province Convention shall be awarded to the Chapter (excluding the Entertaining Chapter) with the highest percentage of active membership present at the time of the Convention. The banner is to be returned the following year at Beta Province Convention.

Section 2. The White Bible of Beta Province shall be awarded each year to the Chapter reporting the highest per capita contributions. The Bible is to be returned the following year at Beta Province Convention.

Section 3. Certificates shall be awarded each year to the top five (5) chapters in Beta Province with the highest per capita contributions, the highest contributions, the highest per capita Volunteer hours and the highest Volunteer hours.

## **ARTICLE XII - ORDER OF BUSINESS**

1. REGISTRATION: 8:00 A.M. TO 10:00 AM
2. Welcome
3. Opening Ceremony and Prayer
4. Memorial Ceremony
5. Roll Call
6. Introductions
7. Reading of Minutes to be decided by the Assembly
8. Appointment of Tellers & Pages
9. Reports of Committees
10. Summary of Chapter Philanthropic Reports
11. Communications
12. Announcements
- Recess from 12:00 noon to 1:30 p.m. for lunch
13. Workshops: 1:30 p.m. to 3:00 p.m.
14. Report of Workshop Leaders
15. Presentation and balloting of Philanthropic Project
16. New Business
17. Nominations for Province Chairman
18. Nominations for next Province Meeting location
19. Election of Province Chairman
20. Election of Province Meeting location
21. Good of Province and Presentation of attendance award
22. Installation of Province Chairman
23. Adjournment
24. Closing Ceremony

## ARTICLE XIII - STANDING RULES

- Section 1. All Chapters in the Province shall be required to have a copy of those Standing Rules on file with their Chapter President and Recording Secretary. Copies may be obtained from the Province Chairman at a cost of one dollar and fifty cents (\$1.50).
- Section 2. These Standing Rules may be amended at the Annual Province Convention by two-thirds (2/3) vote, provided the proposed amendments have been submitted in writing to the Standing Rules Committee sixty (60) days prior to Province Convention and that notice shall have been given to the Chapters thirty (30) days prior to Province Convention. Amendments may be made at Province Meetings, without previous notice, by a unanimous vote of those present and eligible to vote.
- Section 3. These Standing Rules may be suspended by a majority vote of those present and eligible to vote at any Province Convention.

## ARTICLE XIV - PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order, Newly Revised, and Parliamentary Law shall be the final authority on all questions of procedure and Parliamentary Law not covered by the National Bylaws of the Sorority and Standing Rules of this Province.

Approved:

Jean Whitlock

Beta Province Chairman

11/2/19

Date

Serry L. Riesten

Beta Province Assigned Officer

02 NOV 2019

Date

Julie Swoveland

National Vice President

11/2/19

Date