

## STANDING RULES OF THETA PROVINCE

### DELTA THETA TAU SORORITY, INC.

In addition to the rules as outlined for Provinces in the National Bylaws, Article XIII, pages 6-8, the following are the Standing Rules of Theta Province.

#### Article I-OBJECT

The object of the Province is to maintain a closer and more intimate relationship among the chapters that comprise it, to discuss individual problems of chapters, to submit suggestions for the betterment of the sorority, and to carry out a philanthropic project.

#### Article II-PROVINCE CONVENTION

1. The hostess chapter of Theta Province shall be put on a rotation schedule in alphabetic order by city starting in 2017.
2. Voting members shall consist of the Chapter delegates, Province Chairman, Past Province Chairmen for ten (10) years following their serving as Province Chairman, Past National Presidents and Honorary members of the Province.
3. Accredited delegates from one-fourth (1/4) of the number of chapters in good standing shall constitute a quorum.
4. Admittance to business meeting of delegates and non-delegates shall be by display of the registration badge.

#### Article III-Province Chairman

1. Names and qualification of candidates for the office of the Province Chairman shall be sent to the acting Province Chairman at least (6) weeks prior to the Province Convention.
  - a. The Province Chairman shall mail to all chapters and voting members of the Province, the name and qualifications of all candidates at least thirty (30) days prior to convention.
  - b. It is understood and agree that this shall in no way restrict any other qualified members from running for the office of Province Chairman, but it is intended solely to better prepare the delegates to vote in accordance with the wishes of their respective chapters.
2. The Province Chairman shall be elected by ballot. A majority of the casted votes will be necessary to elect. If there is only one nominee, the Province Chairman may case the elective ballot
3. In the event there are no nominations presented for the office of Province Chairman, the officer shall be selected in the following manner:
  - a. Within thirty (30) days after the Province Convention, the Chapter shall mail the name and qualifications of its nominee to the immediate Past Province Chairman.
  - b. At the expiration of thirty (30) days, the immediate Past Province Chairman shall prepare a ballot of the nominees presented and mail same to each chapter and other

voting members to be voted upon, and returned within thirty (30) days. She shall advise all chapters and other voting members at the expiration of thirty (30) days the result of the ballot.

- c. Should the name of only one nominee be received by mail, the nominee shall be accepted as the Province Chairman, and all chapters and other voting members shall be notified by the immediate Past Province Chairman.
- d. In the event that no nominations are received at the expiration of thirty (30) days, the immediate Past Province Chairman shall place the matter in the hands of the National Council and Board of Trustees.

#### Article-IV-Duties of Province Chairman

The Province Chairman shall:

1. The new Province Chairman will receive the balance of the General Fund, a minimum of fifty (\$50.00) dollars from the Past Province Chairman in the form of a cashier's check to immediately open a checking account in her name for the Theta Province. A National Officer or Past National Officer shall also sign the signature card. This account will be used to conduct the business of the Province.
2. Appoint Standing Rules Committee and Philanthropic Project Committee. These appointments shall be made by February 1.
3. Deliver to the hostess chapter the name cards of the chapters and all voting members in the Province.
4. Furnish hostess chapter a list of chapters and all voting members in the Province.
5. Upon receipt of convention financial statement and records of attendance from the hostess chapter, send a copy of same to the next hostess chapter and keep the original in the Province Chairman's file.
6. Mail to each chapter by May 1<sup>st</sup>, blank form (Form 52) for report of Chapter Philanthropy and notice of Province Dues, both to be returned by August 1. Include in this mailing the names and addresses of the Standing Rules Chairman and the Philanthropic Project Committee Chairman.
7. Mail to each chapter and voting member of Province any proposed amendments and proposed philanthropy projects thirty (30) days prior to Province Convention. Include sufficient details for consideration by chapters and voting members concerning amendments and philanthropy projects.
8. Receive nominations for the Province Chairman, proposed amendments from Province Standing Rules Committee and proposed philanthropic projects from Province Philanthropic Project Committee. This information shall be mailed to the chapters and all voting members at least (30) days prior to Province Convention.
9. Appoint a convention secretary for the meeting and furnish her with applicable supplies and needed information in advance of the meeting.
10. Arrange for installation of Province Chairman.
11. Arrange to have the Province Chairman's guard presented to the Province Chairman-elect at the time of installation.
12. Be responsible for complete report of Province Convention to the GRIT Editor immediately following convention.

13. Within thirty (30) days from completion of the convention, the Province Chairman will send the balance of the checking account, a minimum of fifty (\$50.00) in the form of a cashier's check made out to the new Province Chairman for her new account.
14. Within thirty (30) days from completion of the convention, mail to the Chairman, Board of Trustees, a copy of closed out financial statements.

#### Article V-DUTIES OF HOSTESS CHAPTER

The hostess chapter shall:

1. Select three (3) dates in order of preference for approval to the National Secretary by December 15. (The date to be between September 22 and November 30 unless excused by the National Council and Board of Trustees.)
2. Plan not less than three (3) social functions for convention.
3. Notify the chapters and all voting members in the province of the date and place of convention and the amount of approved convention fees at least sixty (60) days prior to convention.
4. Appoint the convention Sergeant-at-Arms and Assistant Sergeant-at-Arms.
5. Prepare the meeting room and have chairs for delegates in Greek alphabet order with Greek name of chapters prominently displayed. Also have chairs with name cards for the other voting members. Prepare a name card for the immediate past Province Chairman.
6. Furnish gavel for use of Province Chairman and furnish the required paraphernalia for the Memorial Service and the installation of the Province Chairman-elect.
7. Send to the Province Chairman, within thirty (30) days after the convention, an itemized financial statement and record of attendance in duplicate.
8. Send a copy of the financial report of the convention, within thirty (30) days, to all chapters and voting members in the Province and to all National Officers, the preparation and mailing to be part of the hostess chapter's expense.

#### Article VI-DUTIES OF SECRETARY

The Secretary shall:

1. Record the minutes of the business meeting and workshop and incorporate therein the philanthropic reports of each chapter.
2. Furnish the Province Chairman three (3) copies of the minutes within ten (10) days after the meeting.

#### Article VII- DUTIES OF SERGEANT-AT-ARMS

The Sergeant-at-Arms shall:

1. Admit delegates and non-delegates to business meeting upon their display of registration badge.
2. Assist in the installation of the Province Chairman-elect.

3. Collect the name cards from the chairs of the delegates and other voting members at the close of the business meeting and turn them over to the Province Chairman to be used by next hostess chapter.
4. 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-PROVINCE STANDING RULES COMMITTEE

1. The Province Standing Rules Committee shall consist of three (3) members appointed by the Province Chairman. The Chairman Standing Rules Committee to be a Past Province Chairman, whenever possible.
  - a. The duties of this committee shall be to receive all proposed amendments to the Province Standing Rules sixty (60) days prior to Province Convention. The Committee shall submit them to the Province Chairman forty-five (45) days prior to the Province Convention.
  - b. It shall be the duty of the committee to draw up Convention Rules and submit them for approval at Province meeting.
  - c. Proposed amendments must be reviewed by the Assigned Officer before they are mailed to the chapters of the Province at least thirty (30) days prior to convention. Submit two (2) copies.
  - d. If amendments to the Province Standing Rules are adopted at Province Convention, first obtain approval of Assigned Officer, 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.
2. If the Standing Rules have been completely revised and it is necessary to prepare new copies of the entire Standing Rules, it shall be the responsibility of the Province Chairman (with the assistance of the Standing Rules committee) to prepare copies of the Standing Rules and forward first to the Assigned Officer for approval. When approved, mail to the chapters with the minutes of the Province Convention. Each chapter to receive two (2) copies of the Province Standing Rules.

#### Article IX-PROVINCE PHILANTHROPIC PROJECT

1. The Province Philanthropic Project Committee shall consist of three (3) members appointed by the Province Chairman. The Chairman of the Philanthropic Committee to be a Past Province Chairman, whenever possible.
  - a. The duties of the committee shall be:

- i. To receive suggestion for the Province Philanthropic project. Make any necessary investigations of suggested projects.
  - ii. Submit all proposed Philanthropy projects to Province Chairman at least forty-five (45) days prior to Province Convention. Include sufficient details for the chapters and all voting members to consider the proposals. If no proposed philanthropy projects are received by the Province Philanthropy Committee sixty (60) days prior to the Province Convention, the Committee shall choose a project and submit the project to the Province Chairman at least forty-five (45) days prior to Province Convention.
  - iii. To report all proposed projects to the Province Convention.
  - iv. To plan and execute the philanthropic project adopted at the convention.
2. The Province Philanthropy project shall be selected at Province Convention by a majority vote of those present and eligible to vote. Chapters may submit suggestions for the project to the Province Philanthropy Project Committee sixty (60) days prior to convention.
  - a. When there is more than one (1) proposed Philanthropy Project, a ballot vote shall be taken.
  - b. If a majority vote is not obtained on first ballot, the two (2) highest should be voted on.
3. No project for Philanthropy will be accepted from the floor at the Province Convention.

#### ARTICLE X-DUES ANS ASSESSMENTS

1. Each chapter in the Province shall pay to the Province Chairman on or before August 1 of each year four (\$4.00) dollars per capita of active membership as of June 1, to be credited as follows:
2. Three dollars (\$3.00) to the Province Philanthropy Fund and one dollar (\$1.00) to the General Fund.
3. For failure to pay Province Dues by August 1, Chapter shall pay a fine of fifteen (\$15.00) dollars and fine to be deposited in the Province Philanthropy Fund.
4. Province Chairman shall pay from General Fund:
  - a. All postage and telephone.
  - b. Reproduction of and preparation of the minutes to chapter and other voting members. (National to pay for minutes to National Officers)
  - c. Shipping of files.
  - d. Incidental expenses of Standing Rules Committee and Philanthropy Committee.
5. In the event the General Fund exceeds anticipated requirements, the sum in excess of fifty (\$50.00) dollars after all expenses will be transferred to the Philanthropic Fund annually.

## ARTICLE XI-ORDER OF BUSINESS

1. Registration
2. Welcome
3. Opening Ceremony and Prayer
4. Initiation
5. Memorial Service
6. Object of Province
7. Roll Call
8. Quorum Established
9. Order of business may be changed
10. Introductions
11. Reading of Minutes (to be decided by the assembly)
12. Appointment of Tellers, Pages, and Sergeant-at Arms.
13. Convention Rules
14. Reports of Committees.
15. Summary of Chapter Philanthropic Reports.
16. Unfinished business.
17. Announcements

Recess for Lunch

18. Forums and Forum Reports 1:00 P.M. to 2:00 P.M.
19. Roll Call to award traveling banner
20. Summary of Chapter Philanthropic Reports
21. Voting on excuses of chapters not represented by delegates
22. New business.
23. Nominations for Province Chairman
24. Election of Province Chairman
25. Good of the Province.
26. Installation of Province Chairman
27. Adjournment
28. Closing Ceremony

## ARTICLE XII PROVINCE PHILANTHROPY AWARDS

1. Certificates shall be award to the top (5) chapters in each category:
  - Highest Total Philanthropy Fund Contributions
  - Highest Per Capita Philanthropy Fund Contributions
  - Highest Total Volunteer Hours
  - Highest Per Capita Volunteer Hours
2. Any Form 52 turned in after the due date (August 1<sup>st</sup>) will not be eligible for Province Awards.

## ARTICLE XIII-AWARDS

1. A banner was presented by Theta Gamma Chapter, Bloomfield, IN to Theta Province to serve as a traveling award for attendance to Province Convention.
  - a. To be awarded to the Chapter (excluding the entertaining chapter) with the highest percentage of active membership present in the afternoon meeting at the convention, based on the active members in each chapter at the time of the Convention.
  - b. To be held for one (1) year by the winning Chapter, then returned to the Province Chairman for the next year's presentation.
  - c. Anyone losing the banner shall be required to replace it.

## ARTICLE XIV-AMENDMENT

1. These Standing Rules may be amended at the annual Province Convention by a two-thirds (2/3) vote, the proposed amendment having been submitted to the Standing Rules Committee, in writing (60) days before Province Convention, and submitted to the Chapters and other voting members in writing thirty (30) days before Province Convention.
2. Amendments may be made at Province Convention, without previous notice, by a unanimous vote of those present and eligible to vote.

## ARTICLE XV-STANDING RULE

1. These Standing Rules may be suspended by a majority vote of those present and eligible to vote at any Province Convention.

## ARTICLE-XVI-COPIES OF STANDING RULES

1. All Chapters in the Province shall be required to have a copy of these Standing Rules on file with both their Chapter President and Recording Secretary. Copies may be obtained from the Province Chairman at a cost of two (\$2.00) dollars each (to help defray cost of preparation and printing).

ARTICLE XVII-PARLIAMENTARY AUTHORITY

Robert's Rules of Order (revised) shall be the final authority on all questions of procedure and parliamentary law not covered by National Bylaws of the Sorority and Standing Rules of this Province.

Approved:

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*Dorcas Wells*

National Vice-President

Date: 1-20-2019

*Connie Hoffmann*

Theta Province Standing Rules Committee

Date: 1-24-2019

*Mary Beth Spaleny*

Assigned Officer, Theta Province Chairman

Date: 1-21-2019

*Linda Cecil*

Province Chairman

Date: 1-23-2019