

DELTA SIGMA THETA SORORITY, INC.

A Service Organization Since 1913
 1707 New Hampshire Avenue, N.W.
 Washington, DC 20009



CHAPTER RULES OF ORDER FORM - 2024 - 2024

Instructions: Chapters **MUST** upload this form into the Red Zone each fiscal year by June 30th. 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	Vallejo Alumnae Chapter			Chapter #	482
Chapter President	Cheryl Ford			Charter Date	03/09/1974
Chapter Email	dstvallejoalumnae@gmail.com				
President's Email	cherylford@gmail.com			Phone #	707-704-8490
P&P Chair	Dr. Dela Morris				
P&P Chair's Email	delac@me.com			Phone #	707-334-7952
# of Financial Members	61			Region	Farwest
Chapter Service Area(s)	Vallejo, Benicia, American Canyon				
Mailing Address	PO Box 6384				
City	Vallejo	State	CA	Zip Code	94591
Chapter Meeting 1st	Day	Saturday	Time	10:00am	Frequency Monthly
Executive Board Meeting 3rd	Day	Wednesday	Time	07:00pm	Frequency Monthly
Percentage of the financial membership that constitutes a quorum (Min 25%)	25%		Amount of Local Chapter Dues for Sorority Year	\$300	
Month of Chapter Elections	May		Month of Installation Ceremony	June	

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**

President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Assistant Treasurer

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

Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator, 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)

Chair, Nominating Committee, Nominating Committee Members, Minerva circle, Internal Audit Committee Chair

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.

Arts and letters, Budget and Finance, Emergency Response, Communications and Public Relations, Fundraising, Heritage and Archives, Internal Audit, Membership Services, Nominating, Policies and Procedures, Program Planning and Development, Protocol and Traditions, Ritual and Ceremonies, Scholarship, Social Action, and Technology

Special Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have an Elections Committee and Minerva Circle

Elections , Minerva Circle and **National Pan-Hellenic Council**

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.

Voting Delegate	Chapter President
Alternate Delegate	Elected by Chapter Members
Delta Days in the Nation’s Capital Representative	Chapter President, Social Action Chair/Committee Member
State Delta Days Representative	Chapter President, Social Action Chair/Committee Member
Cluster Meeting Representative	Chapter President or Designee
State Meeting Representative	Chapter President or Designee

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

Primary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Secondary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	

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.

President’s Signature

Cheryl Ford

Date 10/8/2024