



## Credentials Committee Policy

**Purpose.** This policy defines the process for determining the voting eligibility of the delegates at the Delta Gamma biennial Convention. This process also is the foundation for determining weighted voting for collegians to have equal vote with the alumnae as outlined in the Constitution.

**Applicability and scope.** This policy applies to Delta Gamma collegiate delegates, collegiate members, alumnae delegates, alumnae members, Council, Leadership, and Executive Offices Staff in order to meet and set the guidelines for being a voting delegate at Convention. The Credentials Committee is set forth in the Constitution Article VIII, Section 5.

- a. This policy applies to both voting and non-voting Delta Gamma delegates the year of Convention during their appointment or employment with Delta Gamma.
- b. This Fraternity shall be governed by the Convention and the Board of Directors, referred to as Council in this Constitution.
- c. The distribution of powers shall be in accordance with the provisions of the Constitution as they have been adopted by the Convention.
- d. Council shall have those powers not reserved to the Convention and shall exercise those powers in accordance with the laws of the State of Ohio, the Articles of Incorporation and the Constitution.

**Effective date.** This policy is in effect immediately.

**References/Affiliations.** Refer to the Fraternity Constitution and the Travel and Event Policy.

## **Responsibilities.**

- a. Council. Council is responsible for being in good standing in order to be a voting delegate. They are also responsible for setting the requirements for Good Standing. Council appoints the members on the biennium Credentials Committee. Refer to Appendix A for a list of Biennial Credentials for Good Standing.
- b. The Credentials Committee. The Credentials Committee oversees requirements that define the voting eligibility of delegates and provides to the Convention Body the final reports for each of the General Sessions. The committee is composed of the Treasurer (chairman), the General Counsel/Director of Operations, the Fraternity Accountant, the Director of Housing Operations, the Assistant Director for Alumnae Engagement and Development, the Director of Member Services and Special Projects and the Collegiate Finance Representative.
- c. Chapter and Officers. Delta Gamma chapters (collegiate and alumnae) and their chapter president or designated office (collegiate and alumnae) are to be in good standing in order to be a voting delegate. Refer to Appendix A for a list of Biennial Credentials for Good Standing.
- d. Leadership and the Executive Director. Select Leadership and the Executive Director are to be in good standing in order to be a voting delegate. Refer to Appendix A for a list of Biennial Credentials for Good Standing.

## **6. Policy Statements.**

- a. Council shall set the requirements for Good Standing and appoint the members of the biennium Credentials Committee through the enacting of and amendments to this Policy. Any such amendments and appointments shall be made no later than October 15, following Convention.
- b. The Credentials Committee consists of members of the Executive Offices Staff and the chair of the Credentials Committee is the Treasurer. Each of the Credentials Committee members is responsible for specific tasks:
  1. Treasurer. The Treasurer is the chair of the Credentials Committee.

2. General Counsel/Director of Operations. The General Counsel/Director of Operations is responsible to be the liaison to the Treasurer regarding the progress of chapter seating, the operations of the Fraternity, and the communication of the requirements to the delegates. The General Counsel/Director of Operations shall also ensure the credentials spreadsheet is being completed by all responsible parties and distributed as needed.
3. Fraternity Accountant. The Fraternity Accountant is responsible for ensuring all collegiate and alumnae chapters have paid all invoices due to the Fraternity during the biennium. The Fraternity Accountant shall also ensure the credentials spreadsheet is updated as needed as checks are received. The Fraternity Accountant is responsible for providing reporting based upon the registration of the voting delegates and compiling the Credentials Committee Reports. Refer to Appendix B for further details on Credentials Committee Reports.
4. Director of Housing Operations. The Director of Housing Operations is responsible for ensuring all collegiate and alumnae chapters have paid all invoices due to FHC/FMC/LLC during the biennium. The Director of Housing Operations shall also ensure the credentials spreadsheet is updated as needed as checks are received.
5. Assistant Director for Alumnae Engagement and Development. The Assistant Director for Alumnae Engagement and Development is responsible for tracking the alumnae chapter and delegate items for good standing.
6. Director of Member Services. The Director of Member Services is responsible for overseeing the Collegiate Development Specialists who are tracking their collegiate chapter and delegate items for good standing.
7. Collegiate Finance Representative. The Collegiate Finance Representative is responsible for overseeing the collegiate financials and the tracking of collegiate chapter financial items and status. The Collegiate Finance Representative oversees the process to ensure the official delegate is appropriately signed in the official book and eligibility vote list is given to the Regional Director.

- c. Council, in its discretion as the governing board of the Fraternity, may create and remove Leadership positions as they see fit. At the creation of the position, Council shall decide if the position shall have a vote at Convention. A list of all voting delegate positions will be maintained and kept by the Fraternity Accountant as part of her role on the Credentials Committee.
- d. The Credentials Committee is charged with the responsibility to ascertain the good standing of each collegiate and alumnae chapter and its delegate so its delegate may vote at Convention. The Credentials Committee will submit information to Regional Directors for use with their teams to meet voting requirements for collegiate and alumnae chapters throughout the year. If a delegate or her chapter is not in good standing as of May 31 in a Convention year, she shall not vote.
- e. A delegate who is individually not in good standing with the Fraternity or a delegate representing an alumnae or collegiate chapter who is not in good standing with the Fraternity shall be seated separately from the voting delegates.
- f. Each delegate has only one vote, even if she is filling two offices.
- g. A regional officer who serves in a region other than where she lives will vote in the region she serves.
- h. The Credentials Committee shall abide by the requirements and procedures outlined in the Fraternity Constitution.
- i. The Credentials Committee is empowered to approve any changes in individual delegates between May 31 and the deadline to sign the official book as printed in the Convention Rules. The delegate must still meet the good standing requirements as of May 31.

**7. Policy Proponent and Exception Authority.** The proponent of this policy is the Treasurer. The proponent may propose exceptions or waivers to this policy to the Council. Council may delegate exceptions or waivers authority in writing to the proponent. Exceptions to this policy should only be granted in extreme circumstances impacting a significant population of delegates, such as a weather emergency, national crisis, or any other act of God outside the control of the Convention body. Exceptions should not be made for individual delegate's circumstances.

**Approved by Council** October 3, 2022

## Appendix A: Biennial Credentials for Good Standing

In order to vote at Convention, both the chapter and its delegate must be in good standing, with the exception of Council, Cabinet, and the Fraternity Executive Director, who may vote so long as they are individually in good standing.

### DELEGATES:

#### Collegians

- Delegate in good standing with the Fraternity in the year of Convention

#### All Other Delegates

- Delegate in good standing with the Fraternity
- Delegates who are 50-year members are not required to pay per capita fees

### CHAPTERS:

#### Collegiate

- Chapter is in good standing with the Fraternity (not on Report to Council or Probation)
- All monthly financial reports for the biennium filed
- All Fraternity/FMC/LLC and House Corporation invoices paid
- Checks must be postmarked by May 31

#### Alumnae

- The chapter is in good standing with the Fraternity both years of the biennium
- Per capita fees paid for both years of the biennium (average of 20 per year of per capita fees paid plus all applicable 50-year members who have paid local dues)
- All Fraternity/FHC (insurance) invoices paid
- Checks must be postmarked by May 31
- Confirmation of IRS form 990 submitted for both of the fiscal years of the biennium
- An alumnae chapter established in the interim between Conventions is entitled to a delegate provided the chapter shall have paid all dues required for the year(s) of its existence preceding Convention

## Appendix B: Credentials Committee Reports

### A. Requirements for Credentials Committee Report

All delegates are required to arrive and check in at the registration desk prior the designated time, to be determined by the Credentials Committee chairman based on timing of the First General Session.

The Credentials Report for the First General Session is populated with the number per category of those delegates who have arrived and appropriately signed the official registration book. The official registration book must be signed. The report is reviewed for the number of voting delegates. A total of these delegates are calculated based on designation of alumnae or collegiate.

The Credentials Report for the Second General Session should update delegate attendees with any late arrivals. The calculated weights and total voting strength will not change, however if the late arriving delegate is in good standing she is allowed to vote.

The Credentials Report for the Third General Session updates the late arriving delegates and gives a total attendance record for the Convention.

The Credentials Report for the Fourth Session updates the entire attendance record for the Convention should there be a Fourth General Session.

### B. Weighted Formulas

To provide equal weighting of alumnae and collegiate delegates' votes, we must determine the number which, when multiplied by the number in the smaller group, will equal the number in the larger group. This number, or multiplier, is calculated by dividing the number in the larger group by the number in the smaller group and rounding to the hundredths position (two points after the decimal).

Example: Let's assume there are 217 alumnae delegates and 135 collegiate delegates. Divide the larger number by the smaller ( $217/135=1.61$ ).

Thus, we can equalize the votes of the collegiate delegates by giving them a weight of 1.61 each.

Alumnae delegates = 217

Collegiate delegates =  $135 \times 1.61 = 217$

The voting strength must also be reported: 217 for alumnae + 217 for collegians = 434 total. It can also be calculated by simply multiplying the number of the larger group times two. ( $217 \times 2 = 434$ ).

A weight must be calculated similarly for the nominating committee vote in each region and reported in the Credentials Report at the First General Session. A separate Credentials Report is generated for each region that can be used to populate the regional voting tally sheet. The Regional Directors require a report of voting delegates for their region that matches the number given on the tally sheet.