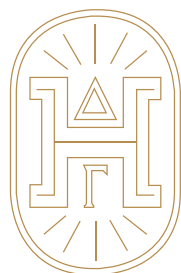




# **Alumnae Officers Manual**

**Revised August 2023**



**Delta Gamma's Theta II-Adelbert chapter closed in 1888 because the college decided it would no longer admit women. So we voted to have it continue as our first alumnae chapter! It is still in existence today as our Cleveland West group.**

**Edited under the direction of the Director: Alumnae  
Operations and the Council Trustee: Alumnae**

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# Introduction

The information contained in this manual, in conjunction with the handbooks, downloads and other resources found on the Delta Gamma website, is a complete reference for effective alumnae group operation.

## Organization and Use

The president should keep the electronic version of this manual handy for quick reference. As a minimum, it is suggested the president maintain a copy of the Fraternity Standards for alumnae groups and a copy of the Alumnae Officers Manual. This information, in combination with other alumnae resources contains pertinent information for guiding alumnae groups to success.

The one-page alumnae officer and chair job descriptions may be printed and distributed annually. To fully utilize this manual, alumnae officers must go to [deltagamma.org](http://deltagamma.org) and create a login for their account.

## Feedback

We hope the manual is a quick and easy reference for all your questions. We also want to know what is helpful and what we can do to improve the manual. Please send any comments and suggestions to the Director: Alumnae Resources at [AlumResources@deltagamma.org](mailto:AlumResources@deltagamma.org).

# Philosophy, Responsibilities and Privileges

## About Delta Gamma

The object of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them in the best qualities of character.

Delta Gamma Fraternity is committed to cultivating an inclusive and equitable environment and experience for our members, potential new members and communities. In our membership selection processes and in the lifelong membership experience, Delta Gamma Fraternity and its members do not discriminate on the basis of race, ethnicity, religious affiliation, color, creed, national origin, sexual orientation, marital status, physical disability or other protected identities. Membership is open to all individuals who identify as women and who have a sincere desire to uphold our shared values, as outlined in Article II. We resolve to eliminate inequities and address behaviors that do not align with our values.

Delta Gamma offers to women of all ages a rich heritage; continuity based on sound and tested principles of personal integrity, personal responsibility and intellectual honesty.

Delta Gamma's purpose is accomplished through planned collegiate and alumnae programs which provide intellectual motivation, the opportunity for graciousness in daily living and community awareness which will enrich the lives of members and instill in them a respect for the enduring values to be gained from the Fraternity.

## Responsibilities of Alumnae Members

Delta Gamma thrives and survives thanks to the time, talent and treasure of its members. If not for the commitment of alumnae to assume lifetime membership in Delta Gamma, the Fraternity would not be able to carry out the mission set forth by our Founders.

It is the responsibility of each Delta Gamma alumna to:

- Make a positive contribution by assuming responsibility in an alumnae group, aiding collegiate chapters and recommending young women for membership to the extent to which they are able.
- Abide by the Constitution and policies of Delta Gamma.
- Continue to meet their annual financial obligation to the Fraternity until their 50th year of membership.
- Strive to live by the Oath of Friendship.

## **Privileges of Alumnae Members**

The privileges of each Delta Gamma alumna are:

- An affiliation with an organized group of educated women dedicated to making a significant contribution to their community and Fraternity.
- A lifetime opportunity to participate within the Fraternity to the extent to which they are able.
- Reception into any alumnae group in which they wish to participate and for whatever contribution They can make.
- The opportunity to be graciously accepted and to accept others into a congenial fellowship of friends, and a warm welcome to an alumnae group even if other demands have caused a prolonged absence.

Alumnae groups come in all shapes and sizes and vary according to interests and demographics, but all offer lifetime membership opportunities for friendship, leadership, sisterhood and doing good.

## **Responsibilities of Alumnae Chapters and Associations**

[Delta Gamma Fraternity Standards for Alumnae Groups - FULL VERSION](#)  
[Delta Gamma Fraternity Standards for Alumnae Groups - BRIEF VERSION](#)



## FRATERNITY STANDARDS FOR ALUMNAE GROUPS



Each alumnae group of Delta Gamma is reviewed annually by their Regional Alumnae Specialist (RAS) or Alumnae Development Consultant (ADC) through the Alumnae Group Evaluation (AGE) process. This evaluation measures a group's performance in each of the 12 Fraternity Standards for Alumnae Groups in the calendar year.



Alumnae groups are led by officers who serve on an executive board. This evaluation presents an excellent opportunity for executive board members to evaluate the group's overall functions, as well as identify strengths and areas for improvement, that should assist in setting goals and priorities for the group.

Each alumnae group receives a score and color classification for each of the 12 Fraternity Standards, as well as an overall score and color classification for the year. Based on how closely each alumnae group aligns with the Fraternity Standards, a group can either be classified as below expectations (blue), meets expectations (pink) or exceeds expectations (bronze).

The Alumnae Excellence Award (formerly known as the Five Stars to Alumnae Success Award) will be awarded to all groups who receive an overall color classification of bronze (exceeds expectations). The Alumnae Excellence Award is designed to serve as an incentive for excellence, encouraging all alumnae chapters and associations to exceed the Fraternity Standards for Alumnae Groups.

## **Fraternity Visitors**


Alumnae team members (Council Trustee: Alumnae, Director: Alumnae Development, Director: Alumnae Resources, Director: Lifetime Engagement, Regional Alumnae Specialists, Alumnae Development Consultants and Executive Offices Staff) visit alumnae groups to provide training, revitalize a group, or provide specific help. When an alumnae team member notifies a group They will be making an official visit, the alumnae president should do the following:

- Promptly answer inquiries concerning the group and the visit.
- Provide travel directions if they are driving to an alumnae event or board meeting, or arrange for transportation for them.
- Arrange for their stay in a member's home or make reservations for them at a motel or hotel.
- Schedule events or meetings and make necessary arrangements as requested.
- Encourage good attendance at the event or meeting to allow as many members as possible to benefit from the experience and knowledge of the visitor.

When an alumnae group extends a special invitation to a Council officer or Cabinet member to speak at a special event, the expenses of the trip (including mileage) shall be paid by the alumnae group issuing the invitation.

## Alumnae Offices/Dual Positions

A reference grid to explain the policy on dual alumnae office and dual position is on the Delta Gamma website. An alumnae group president is not allowed to serve as advisory team chair or Honor Board Adviser, but They may serve as any other adviser. Review the below chart to learn more about holding multiple positions within Delta Gamma.

 <b>Delta Gamma</b> <b>Alumnae Dual Officer Grid</b> This grid details alumnae volunteer roles that may or may not be held by the same person at the same time. <i>(Updated February 2020)</i>	Council/Board of Trustees Fraternity/Foundation	Cabinet - Fraternity/Foundation	Council Appointed Coordinator/New Chapter Coordinator	Collegiate Recruitment Counsellant/New Chapter Recruitment Coordinator	New Chapter Finance Coordinator	alumnae chapter president	alumnae officer - elected	alumnae officer - appointed	advisory team chairman (ATC)	Honor Board adviser (HBA)	chapter financial adviser (CFA)	adviser (other than ATC/CFA/HBA)	house corporation officer	house corporation board member	local alumnae group Nominating Committee
Council/Board of Trustees Fraternity/Foundation		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cabinet - Fraternity/Foundation	X		X	Y	Y	X	X	Y	X	X	X	X	X	X	X
Council Appointed Coordinator/New Chapter Coordinator	X	X		X	X	Y	Y	Y	X	X	X	X	X	Y	X
Collegiate Recruitment Counsellant/New Chapter Recruitment Coordinator	X	Y	X		X	Y	Y	Y	X	X	X	X	X	Y	Y
New Chapter Finance Coordinator	X	Y	X	X		Y	Y	Y	X	X	X	X	X	X	X
alumnae chapter president	X	X	Y	Y	Y		Y	Y	X	X	Y	Y	X	X	X
alumnae officer - elected	X	X	X	Y	Y	Y		Y	Y	Y	Y	Y	X	Y	X
alumnae Officer - appointed	X	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y
advisory team chairman (ATC)	X	X	X	X	X	X	Y	Y		Y	Y	Y	X	X	Y
Honor Board adviser (HBA)	X	X	X	X	X	X	Y	Y	Y		Y	Y	X	X	Y
chapter financial adviser (CFA)	X	X	X	X	X	Y	Y	Y	Y	Y		Y	X	X	Y
adviser (other than ATC/CFA/HBA)	X	X	X	X	X	Y	Y	Y	Y	Y	Y		X	Y	Y
house corporation officer	X	X	X	X	X	X	X	Y	X	X	X	X		Y	Y
house corporation board member	X	X	Y	Y	X	X	Y	Y	X	X	X	Y	Y		Y
local alumnae group Nominating Committee	X	X	X	Y	X	X	X	Y	Y	Y	Y	Y	Y	Y	

# Alumnae Group Basics

Every alumna is welcome in any group of Delta Gammas, wherever and for whatever contribution They can make.

## Purposes of Alumnae Groups

Benefits of an organized alumnae chapter or association:

- Continue lifetime membership opportunities for friendship, leadership, sisterhood and doing good.
- Strengthen the position of Delta Gamma in the fraternity world.
- Give assistance to nearby collegiate chapters or at-a-distance chapters.
- Locate and recommend new members for collegiate chapters.
- Contribute in some way to the Fraternity and Foundation missions.
- Welcome new Delta Gamma alumnae in the area into the group.
- Send a delegate to Convention (chapters are required, associations are encouraged to do so) who will bring a Convention report and inspiration back to the group.

## Requirements for Alumnae Groups

Alumnae chapters and associations must meet the following requirements each fiscal year (July 1 to June 30):

### Chapter

Number of per capita dues-paying alumnae	20
Number of full membership events	6
Minimum number of elected officers	5
Insurance fee	due by 11/1
Annual dues	due by 11/1
Annual Web Resource Fee	due by 11/1
Annual Convention fee	due by 11/1
Convention Registration fee	applicable in Convention (even) year only

### Association

Number of per capita dues-paying alumnae	10
Number of full membership events	3
Minimum number of elected officers	3
Insurance fee	due by 11/1
Annual dues	due by 11/1
Annual Web Resource Fee	due by 11/1

*\* A chapter is required to have a president, vp: finance, vp: membership, vp: programming and vp: communications. It is encouraged that groups recruit members to fill each of these positions and do not have officers fulfilling multiple roles. An association is required to have a president, vp: finance and vp: communications.*

## Resources

The greatest resource to an alumnae group is their Regional Alumnae Specialist (RAS) or Alumnae Development Consultant (ADC). These volunteers are appointed to assist alumnae groups to reach their full potential and should be in constant communication with their alumnae groups. Alumnae groups should ensure that they have made contact with their RAS or ADC at the start of each fiscal year.

Alumnae board positions are typically two-year terms. An officer is able to serve in a position for a maximum of two two-year terms for the lifetime of the alumnae group. When officers transition their offices, it is important that all materials and handbooks are passed to the incoming officer. New officers should also become familiar with the Delta Gamma website and Anchorbase.

Important materials specific to the alumnae group that every group should have:

- Chapter/association bylaws
- Alumnae chapter charter or alumnae association certificate
- IRS Employer Identification Number and annual copies of Federal Tax Return Form 990
- A list of members who are current signers on the group's bank account and login information to be able to access details about the bank account
- Past meeting and officer transition agendas and minutes
- Chapter/association and officer records for past five years
- Alumnae group archives (photos, newsletter, scrapbooks, etc.)

Handbooks and electronic documents posted on the Delta Gamma website in the Library should be downloaded and reviewed annually. Resources are typically updated during the summer, and late August is an ideal time to download and make a new electronic folder of the latest electronic resources.

## Alumnae Handbooks

- [Alumnae Officers Manual](#)
- [Delta Gamma Fraternity Constitution](#)
- [Delta Gamma Foundation Constitution](#)
- [Alumnae Group Bylaws Model](#)
- [Fraternity Standards for Alumnae Groups – Full Version](#)
- [Rituals Handbook](#)
- [Chapter Anniversary Planning Handbook](#)
- [DG Style Guide](#)
- [Foundation Focus](#)
- [Founders Day: Planning Guide](#)
- [Think Anchor Deep](#)

All resources can be found in the library on the website.

# Membership

Membership in Delta Gamma is a lifelong commitment that begins in a woman's collegiate years and extends throughout their life. Lifetime engagement and involvement are critical to the growth and success of the Fraternity. Alumnae officers should be well informed in a variety of membership processes including recommendations, the alumna initiate program, and alumnae recruitment.

Sponsorship is a vital part of the legal requirements that must be met for Delta Gamma to retain our single-sex status. See [Guide To Recommendations](#).

In a landmark case, *Roberts vs. Jaycees* (1984, Supreme Court), a woman sued the all-male Jaycees organization. The court ruled they had to allow them to become a member because

- they did not have a high degree of selectivity (no letters of recommendation, no established criteria for membership, no membership goals)
- they did not have a clear notion of purpose with policies and procedures (like our printed manuals with recommendation and membership policies and procedures)
- they did not enforce policies and procedures
- they did not show a willingness to close under-performing chapters

Submitting a Recommendation Form on behalf of a potential new member is one way to sponsor them for membership in Delta Gamma. Recommending members is critical to the continued success of Delta Gamma, as it allows collegians to have more insight into a young woman's character and ideals and can allow them to make better-informed choices during the membership selection process.

Any Delta Gamma in good standing is encouraged to complete a Recommendation Form for a potential new member they know using our online Recommendation Form. Visit the [Delta Gamma website](#) for more information or log in to your member profile to access the online form directly.

## Recommendation Helpful Hints

### Legacies

- In June 2020, Council voted to change our Membership Selection Policy and remove the preferential treatment given to legacies during recruitment. This change is one of the many steps Delta Gamma is taking to ensure an equitable and inclusive experience for all members and potential new members.
- Potential new members who meet our legacy definition will still be considered a legacy and celebrated as such after a bid is extended. However, chapters will no longer give them preferential treatment and instead treat all PNMs with equal respect and dignity.
- A legacy relationship is defined as being the sister, daughter, granddaughter, great-granddaughter, or any “step” relation of a Delta Gamma member.

### Contact with Potential Members Prior to Recruitment

- Delta Gammas have the opportunity to utilize positive Panhellenic contact to connect with a potential new member prior to recruitment.
- See our [Join a Sisterhood: Positive Panhellenic Contact](#) resource for more information.

### Completing the Recommendation Form

- To submit a recommendation, visit the Delta Gamma website to log in and access our online Recommendation Form. It is efficient and the most useful for our collegiate chapters if all recommendation materials are submitted electronically through this form, rather than via email, mail, or any other method. Delta Gamma no longer publishes a paper version of the Recommendation Form. If you have one on file, please discontinue the use of this form as it is no longer providing the information our current collegiate recruitment teams are looking for.
- The number of recommendations a potential new member receives is not critical to their success during recruitment. The types of recommendations that are the most helpful for our chapters come from those who know the potential new member personally and can accurately speak to their character and interests, rather than those completed based solely on a resume.

## Alumna Initiate Guidelines

The Alumna Initiate Program has been a part of Delta Gamma history since our Founding, with the first alumna initiates being initiated by our Founders. This special program offers sisterhood to women who may not have had the opportunity otherwise.

Membership in Delta Gamma usually begins during one's collegiate years. However, there are special times when the Council of Delta Gamma approves the initiation of qualified candidates who are not collegians but have demonstrated a significant relationship with Delta Gamma Fraternity and have a desire to fulfill a special role in support of a collegiate chapter or alumnae group.

These women, known as alumna initiates, have all the privileges and responsibilities of membership in Delta Gamma after Initiation. Before recommending a candidate for membership, an alumna or collegian must determine the candidate's ability to be a contributing alumna member. This is not an honorary membership or a means to thank someone for their help and support. Rather, it is a way to strengthen our organization by bringing in valuable new members who did not have the opportunity to become a sorority woman during their collegiate years.

The *NPC Manual of Information* states the following: "A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority."

Delta Gamma policy states the following: "A candidate shall not be eligible for membership into the Fraternity if they were previously initiated into another National Panhellenic Conference sorority or any other inter/national social Fraternal organization which uses the criteria of sisterhood, leadership, service and scholarship as tenets of membership."

As Fraternity and Sorority life grows and new organizations are formed, it has become apparent that many inter/national groups outside of NPC give their members the same type of membership experience we provide. Out of deference to those groups and their sisterhood, and reverence for our sisterhood, we wish to expand the groups that are similarly situated, and therefore individuals are not eligible for membership in Delta Gamma if already a member of another inter/national group.

For additional information on the Alumna Initiate Program, please refer to the following documents located in the Delta Gamma website library:

- [Alumna Initiate Application](#)
- [Alumna Initiate Handout](#)
- [Alumna Initiate Process - Guidelines for Success](#)
- [Alumna Initiate Recommendation Form](#)

If you or your alumnae group have someone in mind for alumna initiation, reach out to the alumnae team to begin the process at [alumnaeddept@deltagamma.org](mailto:alumnaeddept@deltagamma.org).

## Membership Recruitment and Retention

### Recruiting New and Active Members

- Self-Assessment of Membership and Recruitment Methods of the Group
  - How have you actively recruited new members, including new graduates?
  - What efforts have worked and why?
  - Have you followed up with potential members who have attended a few events?
  - Have you followed up with members who have not attended in a while?
  - Have you surveyed the entire membership? (Many groups find this useful!)
- The Recruitment Process
  - Utilize personal contact from officers and members—the most effective recruiting tool.
  - Target younger Delta Gammas who have not participated and alumnae new to the area.
  - Set goals and develop a written plan for membership efforts and share with your group.
  - Utilize life-stage (young, senior) or special interest groups to recruit new members.
  - Welcome new members at their first event with a special introduction and gift. Follow up with a card, phone call, or personal note.

### Retaining Active Members

- Retention of Current Members
  - Leave plenty of time for socializing—members get to know each other and will want to be together.
  - Do introductions at the beginning of each event including chapter of Initiation, officer position (if any), area of the city/town to help members know more about each other and retain names.
  - Involve new members on a committee. What better way to get to know members?
  - *Praise* and *praise* again for every contribution.
  - Never stop recruiting! It is not a one-time campaign effort.
  - Evaluate past programs and learn from what worked and what did not. Survey members.
  - Plan unique programs for all age groups and targeted to multiple interests.
  - Encourage members to implement new ideas and programs.



- Include a fall kick-off event to welcome new and returning members and spotlight the year's activities.
- Include a Do Good event that supports our philanthropy.
- Use a ritual or inspiration from *Rituals Handbook* or *Think Anchor Deep* at beginning and close with the Oath of Friendship, when possible.
- Keep members excited about our mission by highlighting a new program or success story.

## Effective Communications

Communicating effectively with your alumnae group helps to build trust, respect, foster learning and accomplish group goals. Written, oral and body language are all important tools for sharing ideas, feeling and commitments. While the alumnae group is composed of women who are connected through their lifelong membership in the Fraternity, they bring with them a variety of perspectives. Effective communication is the way to bring a diverse group together for shared purpose and to accomplish goals.

There are multiple communication platforms alumnae officers can use to share messages, announcements and information. It is important to know your audience—chances are you have some members of your group that prefer to receive a newsletter, while others would prefer to get their information through their social media accounts such as Facebook and Instagram. Alumnae groups should consider a multi-platform approach to communications to reach a wide range of members. Facebook, Instagram, LinkedIn, email and phone/text can be effective. It is recommended to begin communicating events far enough in advance that members have plenty of time to plan to attend. While collecting information from new and active members, survey them to find out their preferred methods of communication.

When communicating with collegians via email, CC the ATC or appropriate adviser.

# Alumnae Group Officers

The alumnae group executive board is responsible for ensuring that the alumnae group is meeting the needs of its members while following all Delta Gamma policies and procedures.

Alumnae chapters are required to have a president, vp: finance, vp: membership, vp: programming and vp: communications. An alumnae association is required to have a president, vp: finance and vp: communications. These officers are responsible for fulfilling the duties of their office as stated in this section of the Alumnae Officers Manual. Collectively, as a board, the group is responsible for executive chapter business and operations to achieve all 12 of the Delta Gamma Fraternity Standards for Alumnae Groups.

**Check out the [Résumé Skills for Alumnae Officers](#) resource to see how each alumnae group position develops skills that benefit members in their professional endeavors.**

The membership of the executive board should be stated in the group's bylaws. The number of additional officers and the nature of responsibilities may vary depending on the size of the alumnae group, and some offices may be combined. Additional appointed officers and chairs may be asked to attend executive board meetings when needed. The past president, advisory team chair and house corporation president may attend executive board meetings, but do not have a vote.

## Overview of Alumnae Group Responsibilities

Using Article II as their guide, Delta Gamma alumnae groups shall meet the minimum Fraternity Standards by:

- Demonstrating an understanding of and respect for Delta Gamma's larger purpose and values.
- Championing authentic sisterhood that challenges women to become better versions of themselves.
- Executing timely reporting and effective communication regarding all alumnae group business and activities.
- Fostering positive and collaborative relationships with the larger Fraternity, local community, local alumnae, and their supporting collegiate chapters.
- Welcoming all members into alumnae groups by utilizing thoughtful recruitment and retention efforts.
- Encouraging members to achieve their potential through participation in leadership and personal development opportunities.
- Celebrating the accomplishments and milestones of the Fraternity, their alumnae group, and individual group members.
- Supporting the Delta Gamma Foundation and engaging in service to others in the spirit of doing good.

- Honoring all fiscal-related responsibilities to be in financial good standing.
- Performing all necessary operations to have a successfully functioning group.
- Fulfilling all required programming expectations in a thoughtful and intentional way.
- Conducting officer elections and transitions, and fulfilling officer responsibilities to cultivate ongoing leadership within the alumnae group

### **Officer Structure**

Chapter and association officer guidelines are designed for flexibility. They may be adjusted by individual alumnae groups to fit the size of the group and needs for officers and duties.

Areas of combined responsibilities (e.g., vp: communications/finance, vp: communications/membership) should be defined in the bylaws and the member should be listed in Anchorbase under both officers. **Alumnae group president and vp: finance should never be combined into one position.**

## **Officers for Alumnae Chapters**

### **Elected Chapter Officers**

president

vp: communications

vp: finance

vp: membership

vp: programming

### **Additional Officers/Chairperson Roles (Optional)**

vp: Foundation (typically elected)

ANCHORA correspondent/public relations

Alumnae recommendation chair

Panhellenic delegate

Collumnae chair

Webmaster

Special interest group leader (one for each special interest group)

Newsletter editor

Awards chair

Historian

## Officers for Alumnae Associations

### Elected Association Officers

president

vp: finance

vp: communications

### Additional Officers/Chairperson Roles (Optional)

vp: membership

vp: programming

vp: Foundation

Alumnae recommendation chair

Awards chair

webmaster

historian

## Officer Descriptions & Responsibilities

### [volunteer position description handbook](#)

#### [president](#)

As the alumnae group's leader and representative within the Fraternity and the community, the president should be knowledgeable about the Fraternity, Foundation, alumnae group, and alumnae Panhellenic. They set the example for alumnae and collegians in their area through their knowledge, commitment and dedication. The alumnae group's success depends greatly on the president's ability to perform the duties of the office.

#### Responsibilities

- Be familiar with the Fraternity and Foundation Constitutions and policies, Alumnae Officers Manual, The Fraternity Standards for Alumnae Groups, Alumnae Group Calendar, and all alumnae group resources on the Delta Gamma website library and ensure the group adheres to policies and procedures.
- Communicate with officers on a regular basis and conduct executive board meetings during the year, covering the following areas: officer reports, plans for future events including discussion of business to be considered at the event, distribution and discussion of communications, review of deadlines, encouragement to use website resources.
- Plan and conduct alumnae events and short business meetings (at least four per year) before events on an as needed basis and using Roberts Rules of Order when voting.
- Know the responsibilities of all officers. This includes serving as a second signature (along with the vp: finance) on the group's bank account(s).
- Ensure Alumnae Group Information and officers are entered in Anchorbase.
- Ensure annual dues and fees are submitted on time to Executive Offices.

- Encourage group to seek recognition as a recipient of the Alumnae Excellence Award by achieving all 12 of the [Delta Gamma Fraternity Standards for Alumnae Groups](#).
- Review the group's bylaws at the beginning of the year, update as needed, review with members, obtain approval of the Regional Alumnae Specialist and post on Anchorbase. Refer to [Alumnae Group Bylaws Model](#).
- Conduct a brief ceremony to welcome new members at the fall kick-off event. Refer to the Rituals Handbook found on the Delta Gamma website in the library for the Rededication Service (two versions—formal or less formal) and Welcome for New Members.
- Attend Convention (chapters only), training opportunities, regional meetings, and coordinating committee meetings and report back to the alumnae group.
- Serve as the voting delegate at Convention (chapters only) and vote to represent the best interest of the alumnae group.
- Act as the official group hostess for visits from the regional team, other Cabinet members or Council members. Officially represent Delta Gamma in civic affairs.
- Maintain contact with the local collegiate chapter, advisory team, house corporation board and if a collegiate chapter is nearby. Encourage alumnae support and interest in advisory team positions and submit names of interested alumnae to the Regional Alumnae Specialist.
- Encourage regular communication and reporting from advisory board to group.
- Cover the duties of the Recommendation Chair if this office is not appointed.
- Serve as an ex-officio, voting member of the local house corporation board, attend board meetings, and be familiar with the operation of the chapter house and its maintenance.
- Represent alumnae group, if applicable, as a member of an area coordinating committee.
- Appoint a nominating committee and chair in the fall before an election year.
- Copy Regional Alumnae Specialist on all correspondence with other Delta Gamma officers, e.g., Council, Fraternity Directors.
- Inform Regional Alumnae Specialist if the alumnae group needs assistance.
- Cover the duties of the awards chair if one is not appointed.
- Consults with board to assign responsibility for entering required information in Anchorbase.

### vice president: communications

The vice president: communications is the recording officer of the chapter's business records and the alumnae group's historian. They are also responsible for maintaining good communications through written correspondence and is responsible for *ANCHORA* news and public relations, if the group does not have appointed positions for these duties. Some groups appoint a historian who plays a significant role in preserving and recording the group's history.

The vp: communications can learn more about their role by reviewing Standard #3 of the [Delta Gamma Fraternity Standards for Alumnae groups](#) - Executing timely reporting and effective communication regarding all alumnae group business and activities.

#### Responsibilities

- Add all appropriate alumnae board meetings to the alumnae calendar
- Upload minutes for all board and business meetings through the Alumnae Meeting Confirmation task.
- Send an electronic or printed newsletter to all alumnae in the area at least once a year and include a calendar of events for the year and a local dues request.
- Handle the group's correspondence, both business and social, as directed by the president or executive board.
- Notify Executive Offices of a member's death. Send an obituary or other proof of death; without such proof, Executive Offices cannot change the member's status. The member's name will be listed in the *ANCHORA* "In Memoriam."
- Cover the duties of the *ANCHORA* correspondent/public relations, newsletter and historian if these offices are not appointed.

### vice president: finance

Ensuring a solid financial base for the alumnae group is the responsibility of the vice president: finance. The vp: finance can learn more about their role by reviewing Standard #9 of the [Delta Gamma Fraternity Standards for Alumnae Groups](#) – Honoring all fiscal-related responsibilities to be in **financial good standing**.

#### Responsibilities

- Prepare a budget for the approval of the executive board. Refer to Alumnae Budgeting Worksheet and Alumnae Budget Template on the Delta Gamma website library and use the Regional Finance Specialist as a resource.
- Pay annual dues and fees by due date to Executive Offices. These are invoiced by Executive Offices in the fall.
- Encourage all alumnae officers and members to pay per capita dues directly to the Fraternity.
- Report number of local dues-paid members in Anchorbase.
- Send local dues reminder by November 1 to members who have not paid local dues.
- File Annual Federal Tax Return Form 990N or 990EZ with the Internal Revenue Service by November 15. Send copy to EO. Instructions for preparing forms are sent to alumnae groups in September from Executive Offices.
- Pay bills in a timely fashion. If an item or bill is in question, obtain board approval or review prior to submitting payment.
- Make regular financial reports to the executive board and to the general membership. It is suggested that these are done on a biannual basis.
- Maintain a bank account for the group. All Delta Gamma monies are required to be deposited in federally insured banks or savings and loans institutions with either the president or vp: finance authorized to sign checks under \$500.00. Both authorized signatures are required for all disbursements in excess of \$500.00.
- Keep records on income and payments and have them reviewed at the end of each fiscal year.

## vice president: membership

Membership is not only measured by participation, but also by dues paid members. When attendance begins to decline, the result is that fewer members pay their dues and support is lost not only for the alumnae group and local collegiate chapter, but also for the Fraternity. Successful membership recruitment and retention are essential for the growth and development of the alumnae group.

The vp: membership can learn more about their role by reviewing Standard #5 of the [Delta Gamma Fraternity Standards for Alumnae Groups](#) – Welcoming all members into alumnae groups by utilizing thoughtful **recruitment and retention efforts**.

### Responsibilities

- Establish an effective method of communication with the group (e-mail, group message, phone tree) and send out electronic event announcements or reminders throughout the year to increase participation and awareness.
- Implement a system with the vice president: communications to contact all members in the area via an electronic or printed newsletter at least once a year.
- Analyze zip codes annually; keep in mind all members in the group should be contacted yearly. Complete the [Alumnae Group Zip Code Analysis](#) form to add or delete zip codes from your group. Submit the form to the alumnae department at Executive Offices at [alumnaeddept@deltagamma.org](mailto:alumnaeddept@deltagamma.org) and to the Fraternity Director: Alumnae Resources at [alumresources@deltagamma.org](mailto:alumresources@deltagamma.org).
- Welcome newcomers to events with a phone call, letter, or new member packet and consider matching a member with a newcomer to ensure the new member is introduced and not left alone at events.
- Contact members who have not attended events in a while to find out what caused them to stop participating and tell them they are missed.
- Use life-stage (young alumnae, senior) or special interest groups (dining group, book club, young moms) to recruit and retain members via a small group where full membership events may not.
- Establish and maintain a website as a tool to increase and recruit new members, especially recent graduates. The Fraternity offers free website capabilities through the OmegaOne system.
- Refer to the Delta Gamma website library for additional membership recruitment tips.
- Work with fellow officers to set up and conduct surveys of the group's membership.
- Cover the duties of the Panhellenic delegate if this office is not appointed.



## vice president: programming

With the assistance of the board, the vice president: programming provides balanced programming that is both educational and enjoyable for alumnae in all life stages. The vp: programming can learn more about their role by reviewing Standard #11 of the [Delta Gamma Fraternity Standards for Alumnae Groups](#) – Fulfilling all required programming expectations in a thoughtful and intentional way.

### Responsibilities

- Hold a program planning session early in the summer and evaluate the previous year's programs.
- Plan the year's events to offer an opportunity for members to establish and renew friendships. Program for three main events that appeal to all members: fall kick-off event, Do Good event, Founders Day. Include other events of varied programming to appeal to most members. Every event may not necessarily appeal to every member.
- Refer to the [Five Star programming model](#) to plan programming meeting the Fraternity Standards for Alumnae Groups.
- Refer to [Alumnae Group 5 Star Programming Ideas](#) for specific details.
- Connect with the collegiate chapter's director of alumnae relations and invite them to attend, if possible, the alumnae group's yearly programming board meeting to assist in planning the year's alumnae events.
- Incorporate rituals at events to reconnect with our common bond and what sets us apart from other organizations. Refer to the [Rituals Handbook](#) and [Think Anchor Deep](#) found on the Delta Gamma website library.
- Cover the duties of the vp: Foundation and alumnae chair if these offices are not appointed.

### vice president: Foundation

Following the guidelines of the Delta Gamma Foundation, the vice president: Foundation coordinates the philanthropic activities of the alumnae group. They provide education about Service for Sight and the Foundation, and also facilitates fundraising.

The vp: Foundation can learn more about their role by reviewing Standard #8 of the [Delta Gamma Fraternity Standards for Alumnae Groups](#) – Supporting the Delta Gamma Foundation and engaging in service to others in the spirit of doing good.

#### Responsibilities

- Utilize the Delta Gamma website and website library for current Foundation information, including Do Good: Service for Sight Hours and fundraising ideas.
- Be familiar with the [Foundation Focus](#), available on the Delta Gamma website library.
- Be familiar with the many ways financial contributions can be given to the Foundation, including how to direct a portion of your fundraising proceeds to a local 501(c)(3) that shares our Service for Sight mission through Directed Giving.
- Suggest philanthropic fundraising ideas to the board and support the group in leading the fundraiser.
- Provide opportunities for members to participate in local Do Good: Service for Sight Hours.
- Invite a collegiate chapter to participate in a service project with the alumnae group or offer to help with a collegiate chapter's activity as a collumnae event.
- Inform alumnae about the Foundation's work by reviewing articles on the Delta Gamma website, the Alumnae Compass e-newsletter, the *ANCHORA* and other publications, and following the Foundation on social media.
- Use [Do Good Hours Tracker](#) to capture hours completed by members for Do Good: Service for Sight Hours and Do Good: Non-Service for Sight Hours. Tracker available in the library with instructions in the Foundation Focus. Do Good Hours should be submitted November 15 and May 15 via Anchorbase.
- [Submit photos](#) from service and fundraising events to the Foundation for use on social media, the website and other publications.

## **Recommendation Chair**

The Recommendation Chair is responsible for organizing and implementing the recommendation process for the alumnae group.

Information about submitting a Recommendation Form can be found on the Delta Gamma website. The online form can be accessed directly by logging in to your member profile. All recommendations should be submitted directly to the collegiate chapter via the online Recommendation Form.

The ideal Recommendation Chair has networking skills and is interested in cultivating contacts in the local community who can provide information about local high school women who will be attending colleges where Delta Gamma is present. Usually, those with high school-aged children have the most current information. Delta Gamma teachers, counselors and administrators can also be of assistance.

### **Responsibilities**

- Submit recommendations directly to collegiate chapters via the online Recommendation Form.
- Receive and process requests from collegiate chapters.
- Educate alumnae group members on the recommendation process and assist any local members who need help submitting via the online Recommendation Form.
- Forward collegiate requests for sponsorship or potential members not in your geographic area sent by mistake directly to the appropriate Recommendation Chair.
- Direct members toward the Delta Gamma website and library to locate resources that may assist them with completing a recommendation.
- Work with your local alumnae Panhellenic to complete recommendations.

## **ANCHORA Correspondent/Public Relations**

The ANCHORA correspondent is responsible for providing written news and photographs to the Fraternity magazine, the ANCHORA. This office is usually combined with public relations.

### *Responsibilities for ANCHORA Correspondent*

Use this [ANCHORA submission form](#) throughout the year to share updates with the according to the following timetable:

The deadlines to submit your text and photos for each issue of the ANCHORA are as follows:

- January 15 – Spring Issue
- April 15 – Summer Issue
- July 15 – Fall Issue
- October 15 – Winter Issue

Include your alumnae group's name in the subject line and write the report (75 words maximum) about a special member or events rather than providing a running list of activities.

When possible, send high-resolution photographs of the activities with the articles. Upload high-resolution photos to the form linked above, or email them ([anchora@deltagamma.org](mailto:anchora@deltagamma.org)) as an attachment, not embedded in the body of the email.

We encourage you to show off your chapter/group by telling us something specific and unique about your group or about a member, rather than a general summary of the last few months.

### *Responsibilities for Public Relations*

- Publicize news items at regular events, either via a paper announcement or verbally.
- Highlight Delta Gammas who are doing good. You can highlight sisters' service to the community, Foundation work and other contributions.
- Remember that Founders Day provides the best, and perhaps only, personal contact with many members for the year. Treat it as a unique public relations opportunity.
- Be familiar with Delta Gamma Style Guide, available on the Delta Gamma website library.
- Understand all Fraternity policies and procedures as they relate to public relations, especially concerning dissemination of information on an international level.

## **Panhellenic Delegate**

An Alumnae Panhellenic Association is a community-based organization, affiliated with National Panhellenic Conference, whose membership is composed of representative alumnae from NPC member groups.

The Purpose of all Alumnae Panhellenics is to inform fraternity women of current trends, to promote the fraternity system, to improve the Panhellenic image and to stimulate a continuing interest in Panhellenic affairs. The Panhellenic delegate supports and strengthens both Delta Gamma and fraternities in general by encouraging a cooperative relationship and an exchange of ideas, programs and information among alumnae Panhellenic groups in the community.

### **Responsibilities**

- Represent Delta Gamma by attending Alumnae Panhellenic meetings and contributing time and ideas.
- Represent Panhellenic to the Delta Gamma alumnae group by relaying reports, reactions, suggestions and concerns. This includes communicating with the vp: finance with any dues that are owed to the local Panhellenic group.
- Inform alumnae of Panhellenic objectives and programs and encourage active support of those endeavors.
- Be willing to accept additional responsibilities according to the needs of the Panhellenic group.
- Be aware of and educate alumnae about any city or national Panhellenic rules that affect the Delta Gamma group.

## Columnnae Chair

The columnnae chair plans and coordinates events involving collegians from the local collegiate chapter or hometown collegians who attend universities elsewhere but return to their hometown occasionally. Alumnae groups supporting more than one collegiate chapter may have more than one columnnae chair. If no collegiate chapter exists in the area, They should plan a program for supporting a collegiate chapter at a distance.

### Responsibilities

- Work with local collegiate chapter(s) or adopt a chapter at a distance. Contact the Regional Alumnae Specialist for help finding a chapter in the region needing alumnae support.
- Connect with the collegiate chapter's director: alumnae relations, ATC and programming adviser to ensure columnnae programming is developed and included on collegiate and alumnae calendars.
- Encourage the collegiate chapter's director: alumnae relations to attend the local alumnae group's yearly programming board meeting to assist in planning the year's columnnae events.
- Include local collegians in activities, programs and Foundation projects that would be of mutual interest and enjoyment. Likewise, encourage collegians to share with alumnae programs that would be of particular interest to them. Refer to the [Columnnae Event Planning Guide](#) for more assistance.
- Assist the vice president: programming with Founders Day celebration, including selection of a date suitable for both local collegians and alumnae and a location large enough to accommodate all collegiate chapter members as well as alumnae group members. Contact the ATC prior to planning in order to coordinate with collegians.
- Conduct the Senior Recommitment Ceremony from the [Rituals Handbook](#) for graduating seniors.
- Plan an event in the spring to welcome graduating seniors into alumnae membership if there is a collegiate chapter nearby. This event should be coordinated with the advisory team chair and the collegiate chapter's vice president: programming. A welcoming atmosphere and interactive and fun programming at this event will encourage seniors to participate in a Delta Gamma alumnae group wherever they live after graduation.
- Invite collegians who return to their hometown for holidays and various occasions to an alumnae event.

## Webmaster

The webmaster is responsible for the material and content on the group's website and social media platforms. The group's website and social media are powerful public relations tools to publicize your successes and information. Delta Gamma provides each alumnae group a website name and template through the OmegaOne system.

### Responsibilities

- Set up a new website or maintain an existing one, using the OmegaOne system to maintain current information on the group's website.
- Include the group's website in the Anchorbase Alumnae Group Information Task Sheet and maintain current contact information.
- Share login access with the alumnae president.
- Make continuous updates to the website, including newsletter information and officer updates.
- Work with other officers to obtain website content.
- Transition to a new webmaster by providing account names and passwords, changing billing and contact information if you have purchased a domain name.
- Effectively utilize social media to generate buzz, increase membership, and send out announcements.
- Be sensitive to members' needs to be informed, but not inundated with e-mails.
- Establish guidelines for an e-group's use, monitor the group messages to ensure it is being appropriately used.
- Work with vice president: programming to send invitations and reminders before events.
- Update officer roster or fact sheet within two weeks of a change.
- Complete Post Event Summaries as events occur.
- Teach other officers in the alumnae group how to complete forms or update information and assist them with completing tasks if needed
- Utilize [anchorbase@deltagamma.org](mailto:anchorbase@deltagamma.org) for any questions or technical issues.

## **Special Interest Groups Chair**

Some members also enjoy participating in a small group comprised of members sharing a similar interest. These groups provide an opportunity to expand membership and offer more opportunity for meeting days and time, allowing all members to fit Delta Gamma into their busy schedules. Special Interest Groups can accommodate the wide variety of needs for involvement from social gatherings with women of the same age group to accommodating special situations such as members who don't drive at night, live in a specific geographic area, work during the week or travel for business. Although interest groups meet needs for a smaller percentage of members, they may attract members where full membership events may not. Interest groups are a valuable recruitment tool to involve alumnae at any level while inspiring potential involvement at a greater level.

Members of interest groups should be encouraged to attend at least the three main events: fall kick-off, a "Do Good" event and Founders Day.

### **Responsibilities**

- Schedule events in areas of interest determined by group's membership.
- Publicize events in the alumnae group's newsletter and via e-mail.
- Attend board meetings or provide update to president before the board meeting.
- Welcome new members to the interest group.
- Offer to collect local group dues and forward them to the vp: finance.
- Encourage interest group members to pay per capita dues.
- Encourage interest group members to attend some full membership events.
- Fill out one event yearly on Anchorbase under the category "special interest group".



## Newsletter Editor

Newsletters are a vital communication tool for groups.

### Responsibilities

- Send an electronic or printed group newsletter to the general membership at least once a year. Refer to the [Delta Gamma Style Guide](#), to ensure terminology is used appropriately.
- Encourage submission of articles and pieces from the entire executive board in a timely manner that allows time to format and proof the newsletter.
- Work with webmaster to allow time to update the website in coordination with the newsletter.
- To receive a permit number for bulk mail present proof of Delta Gamma's non-profit 501c7 status. You may contact the IRS and request a 147-c letter with your EIN.

### A well-rounded newsletter includes:

- Message or column by the president announcing upcoming important events or news.
- List of officers with contact information.
- Website address and social media platforms.
- Calendar of events including date, time, location and phone contact.
- Dues form or information on how to submit local dues
- A finance report with amounts raised and donated through fundraising events
- A recognition list of members who paid dues with special acknowledgement.
- Dedicated section for Foundation-related news or programs, including volunteer opportunities.
- Member accomplishments, Fraternity appointments of local members.
- Fraternity and Foundation news, events and programs.
- Graphics and photographs (with members' names and chapters identified) to add depth and character.
- Local Alumnae Panhellenic news and events.

## Awards Chair

Recognizing deserving candidates for the Order of the Delta Gamma Rose, Anchor, Loyalty, Shield, Hope Award, Member of Impact Award, Oxford and Cable Awards is an important aspect of alumnae work. Honoring members through the Individual Alumnae Awards and membership milestones is a great way to recognize and retain members

The Awards Chair can learn more about their role by reviewing Standard #7 of the Delta Gamma Fraternity Standards for Alumnae Groups – Celebrating the accomplishments and milestones of the Fraternity, their alumnae group, and individual group members.

### Responsibilities

- Appoint a committee to assist with all award dossier preparation and Convention award applications. A former president usually makes a good member of this committee.
- Keep a record of alumnae who have received awards. This list should be updated and shared with the group's historian.
- Keep a record of alumnae accomplishments and encourage the group to recognize individual efforts with Delta Gamma awards.
- Complete the group's Fraternity award applications during Convention years. Applications and instructions are available for download on the Delta Gamma website Library.
- Encourage recognition within the alumnae group, e.g., using the Stellar Award, In Appreciation certificate or other individual recognition certificates as appropriate. The certificates are available to download on the Delta Gamma website Library. Customize and print on high quality paper.
- Recognize membership milestones for members who have achieved 25, 50, 60, 70 and 75 years of membership in Delta Gamma at Founders Day. Names of anniversary members should be listed in the program, even if a member cannot attend. When a group's financial position allows it, these members should be honored with their milestone pin and a cream-colored rose. These pins can be purchased at: [Milestone Pins](#)

## Historian

The historian plays a significant role in preserving and recording the group's history.

### Responsibilities

- Keep a history of the group including any unusual events, "firsts," photographs, roll books, minute books and rosters.
- Compile a scrapbook or electronic file of chapter activities and members' accomplishments, e.g., pictures, news clippings. (Each item should be dated and labeled with members' names.)
- Ask the webmaster to post information on the group's website when the group has had extensive coverage about a special event or significant milestone
- Be aware of the alumnae group's establishing date to celebrate and plan any major anniversary. Utilize the [Chapter Anniversary Planning Handbook](#) for assistance.

# Officer Recruitment, Elections and Training

Alumnae group leaders keep Delta Gamma functioning. Excellent alumnae groups continually recruit and mentor potential leaders and provide training for new officers. Following these recommended procedures will result in qualified and trained officers able to lead the alumnae group to success.

## Alumnae Officer Election

Officers should be elected for a two-year term with the president elected in the odd-numbered year. The president appoints a nominating committee and chair, for a two-year term, to prepare an officer slate. The alumnae group's bylaws specify procedures and dates for elections. It is recommended the committee presents the officer slate at a December event and that voting take place at an alumnae group meeting in January or February. In order to identify incoming officers for potential seminars and training opportunities, new officers should be reported by March 31, with a start date of July 1. Roberts Rules of Order should be utilized as part of the voting process.

## Nominating Committee

Before meeting to create a slate, the nominating committee should:

- Disseminate information in the fall before elections about officer and chair job positions through announcements at events, special interest groups, website and personal contact.
- Provide interested candidates with a job description.
- Poll the current officers to determine which officers are interested in continuing in their current positions.
- Collect from interested candidates short biographies, including experience relevant to the position, specific skills, job and volunteer responsibilities and any personal information the candidate wishes to share.
- Connect officers with current officers to respond to questions about specific offices and serving as a member of the board.
- Answer any questions potential nominees have about assuming an office.

The nominating committee should meet at a time when most members can be reached by telephone to accept or decline a position on the slate.

Committee members should discuss and approach directly any members they feel would make good officers and ask those members to consider taking an office. The nominating committee should pursue nominations made by other members.

Although nominating committee members are tasked with preparing a slate for elected officers, it is helpful if they also generate a recommended list of appointed officers and chair during the process for later appointment by the executive board.

## Installation of Officers

Officers may be installed at any time following their election but are required to be installed no later than the June event. The president administers the Oath of Office, the same one that was spoken by our three Founders.

Each officer shall take the following Oath of Office as provided in the Constitution:

*I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution, policies and procedures of Delta Gamma Fraternity and bylaws of \_\_\_\_\_chapter (association), the duties of the office to which I have been elected.*

## Effective Officer Transition

What is the purpose of an officer transition?

- An opportunity for incoming officers to understand their roles and responsibilities as officers and board members
- An opportunity to chart the group's course for the next year
- An opportunity for team building to establish a strong working relationship as a board

When does an officer transition take place?

- After elections, usually between May and July
- Early enough for the incoming officers to prepare a calendar for the coming year

Who is invited?

- Incoming officers
- Outgoing officers, if they are interested in attending
- Interested members and Fraternity visitors
- Past president(s) if desired for input and insight

Where might it be held?

- A member's home or vacation home
- Conference room at a member's work location
- Local library or community center

## Officer Transition Agenda Template

### Recommended Pre-Work

- Review the AOM
- Review AGE
- Review previous AGE
- Review previous and current survey data from local members

### Getting to Know You

- Welcome/introductions/nametags
- Opening ritual or inspiration from the [Rituals Handbook](#) or [Think Anchor Deep](#)
- Icebreaker

### Brief History Lesson (optional depending on time constraints)

- Fraternity history
- Group history (a longtime member can present this or obtain information from the archives at Executive Offices)

### Nuts & Bolts

- Review the Delta Gamma Fraternity Standards for Alumnae Groups
- Review the group's previous Alumnae Group Evaluation and discuss together
- Responsibilities of the individual officers (one-page job descriptions)
- Q & A Time

### Goal Setting

- Create goals from completing the [Alumnae Group Evaluation Action Planning Tool](#)
- Brainstorm two or three areas to target for improvement or continued success
- Determine goals that are measurable, attainable and realistic (e.g., increase membership 10 percent in biennium). Provide a copy for all officers and present to entire membership in the fall

### Programming

- Review of [Alumnae Programming Ideas](#) resource
- Review programming survey data from alumnae group members (if available)
- Brainstorm to develop new/existing programming ideas
- Complete draft of alumnae calendar

### Recruitment

- Brainstorm new recruitment and retention ideas
- Discuss what has worked, and what can be improved
- Discuss retention best practices, and how we can ensure our events and activities are welcoming and inclusive for all members
- Consider special interest groups as a member recruitment tool

### Anchorbase

- Train on pulling pertinent officer reports
- Train on entering calendar events

### Wrap-Up

- Review
- Q & A

- Set date and time for next meeting
  - Oath of Friendship
- \* Include a break with snacks or a meal to allow for socializing.

### **Alumnae Training Day**

An Alumnae Training Day is planned and organized by a regional alumnae specialist (ADC). An Alumnae Training Day is usually scheduled on a weekend day in a central location to promote maximum attendance of several alumnae groups. Its purpose is to provide training and education for alumnae group officers.

# Programming

Alumnae officers should ensure that their programming is engaging and fun while meeting the needs of their membership. The executive board should ensure that they are meeting all of the sub-bullets of Standard #11 of the Delta Gamma Fraternity Standards for Alumnae Groups – Fulfilling all required programming expectations in a thoughtful and intentional way.

## Alumnae Group Meeting Basics

### Proper Etiquette for Members

1. State motions in the voice. (“I move to ...”, rather than “I make a motion that we ...”).
2. Turn off or silence phones.

### Proper Etiquette for the President

1. Use an agenda.
2. Limit general meeting time to 10-30 minutes. Effective board meetings result in recommendations to approve.
3. Follow the rules and procedures of the group without exception.
4. Be impartial, calm and fair.  
*It is often not the decision that is made, but rather how the decision is made, that is important.*

### Proper Etiquette for Officers

1. Prepare all materials for distribution in advance (e.g., agendas, minutes and reports).
2. Check for factual, spelling and grammatical errors to enhance organizational efficiency.
3. Keep concise, accurate minutes.  
*Officers serve as a service to the membership and the Fraternity.*

### Meeting Room Aesthetics

1. Schedule reasonable accommodations prior to meeting
2. Arrange your room to be conducive to the meeting format and encouraging for all members to participate positively.



## Parliamentary Procedures

1. Follow parliamentary procedure to transact business smoothly, focus on the issues, honor members' rights and protect the group from litigation.
3. *Carry* motions, *approve* minutes and *adopt* resolutions or recommendations.
4. Ensure all decisions and actions of the group conform to the Fraternity Constitution, alumnae group bylaws and Fraternity policies.
5. Share the financial report, which does not require approval.
6. Adjournment does not require a motion.
7. The vote is the voice of the group and is binding on all members.
8. The president may vote either to break a tie or to create a tie.
9. Debate ideas, not personalities. Business is business.
10. Member education of parliamentary procedure, as well as bylaws, standing rules and policies, is essential and increases organizational efficiency.

## Alumnae Programming Model

Alumnae Programming is designed to serve as a guideline to alumnae groups in creating programming and calendar events while integrating multi-programming categories. Its purpose is to encourage alumnae groups to develop programming that focuses on fun, friendship, sisterhood and "Doing Good" while increasing membership, streamlining overall alumnae group programming and enhancing Delta Gamma awareness. Alumnae Programming focuses on programming in the categories of membership, sisterhood, networking, foundation and community. Goals are set each year and must be included in the alumnae group calendar.

## Fundraising

Alumnae groups are encouraged to develop and host fundraisers benefiting the Delta Gamma Foundation with a minimum of 10% of money raised designated for the Delta Gamma Foundation and the remainder to a local 501(c)(3) of your choice that shares our Service for Sight mission. It can become an annual event or could be a series of smaller events. Please consult the [Foundation Focus](#) for more detailed information.

## Do Good Hours

Service is a vital component of lifelong membership in Delta Gamma. Participate as a group or as an individual in Do Good: Service for Sight Hours in service to others. Service includes activities such as vision screening for groups or schools, demonstrating eye safety at health fairs, distributing bookmarks with tips for healthy vision, or supporting the elderly who are in need of companionship.

## Founders Day Overview

Founders Day, one of the most honored Delta Gamma traditions, provides an opportunity for alumnae and collegians to join honoring our three Founders and rededicating themselves to the Fraternity's ideals. It is a time to remember

and celebrate Anna Boyd Ellington, Eva Webb Dodd and Mary Comfort Leonard. It is also a time to recognize and celebrate Delta Gammas who are special members on both local and international levels.

Founders Day celebrates the past, present and future. The Founders Day program should be entertaining, inspirational and appealing to all ages. The program should be adapted to the size, location and type of celebration for each group.

As stipulated in the Constitution, Founders Day is to be celebrated as near to March 15 as is convenient. Weather, collegiate schedules, and members' winter travels often dictate a group's celebration date.

To make Founders Day a memorable, warm and gracious celebration of Delta Gamma ritual, tradition and recognition refer to the Founders Day: Planning Guide in the Delta Gamma library.

# Recognition & Awards

## Individual Alumnae Recognition

### Membership Milestone Recognition

The Constitution states 50-year members are excused from payment of their Fraternity per capita dues in the fiscal year that begins in the anniversary year. The Delta Gamma fiscal year begins July 1 and ends June 30. Our long-time members provide a wonderful heritage on which to build our future. It is important to honor our 25, 50, 60, 70 and 75-year members.

In January, Executive Offices sends congratulatory cards to eligible 25-, 60-, and 70-year members. A congratulatory certificate and letter of appreciation is sent to eligible 50- and 75-year members.

Alumnae groups should send these members a special invitation to their Founders Day celebration and recognize them. Pins (detailed below), cream-colored roses or a small gift may be presented. Congratulatory notes from all members of the alumnae group are appropriate and appreciated.

For 75-year members, many alumnae groups choose to send their own gift to commemorate the anniversary.

### 70 Year Recognition



The Rose Brooch may be worn by 70-year members only. Alumnae Groups may wish to present the charms as gifts to 70-year members, or individual 70-year members may order them by contacting the official Fraternity jeweler, Herff Jones, found at <https://www.hjgreek.com/products/MilestonePins>

### 60 Year Recognition



A gold-tone rose charm may be worn by 60-year members only. Alumnae groups may wish to present the pins as gifts to 60-year members, or individual 60-year members may order them by contacting the official Fraternity jeweler, Herff Jones, found at <https://www.hjgreek.com/products/MilestonePins>.

## 50 Year Recognition



A gold-tone rose pin may be worn by 50-year members only. Alumnae groups may wish to present the pins as gifts to 50-year members, or individual 50-year members may order them by contacting the official Fraternity jeweler, Herff Jones, found at <https://www.hjgreek.com/products/MilestonePins>

## 25 Year Recognition



A silver tone anchor may be worn by 25-year members only. Alumnae groups may wish to present the pins as gifts to 25-year members, or individual 25-year members may order them by contacting the official Fraternity Jeweler, Herff Jones, found at <https://www.hjgreek.com/products/MilestonePins>

## Member of Impact

The Member of Impact recognition program seeks to honor members who live out our Delta Gamma values by making significant contributions in their own communities. Whether it be professional achievements, volunteer accomplishments, or other successes, we have thousands of Delta Gammas who Do Good every single day and their contributions to their communities should be recognized.

In addition to being recognized as a Member of Impact, their story may be shared across Delta Gamma's communication channels as a way to further highlight our amazing members.

A Member of Impact must be:

- A Delta Gamma in good standing
- A Delta Gamma who lives by all aspects of Article II and our Do Good motto.
- A Delta Gamma who has made a significant impact within their community, professional field, or in the lives of others that puts our purpose into practice on a large scale.

A Member of Impact may be self-nominated or nominated by another member. The application will remain open and there is no deadline.

A committee of Delta Gamma volunteers will review the applications quarterly and make recommendations on which members will be recognized.

## Individual Alumnae Awards

The Fraternity offers seven awards—the Hope Award, the Cable Award, Oxford Award, Shield Award, Loyalty Award, Anchor Award and Order of the Delta Gamma Rose—to honor alumnae whose abilities and efforts have benefited the Fraternity, their community or the nation and world and whose accomplishments have inspired others.

Nominations for these awards are submitted through Anchorbase and are due October 15. Late applications are not accepted. [Refer to Fraternity Policy eligibility requirements.](#)

Applications and detailed instructions are available on the Delta Gamma website Library. Supporting data accompanying the nomination (e.g., letters of recommendation; quotations from Delta Gamma friends, business and professional associates, or fellow volunteers; newspaper clippings) are extremely important, and incomplete documentation jeopardizes approval.

### Hope Award

The Hope Award is presented by the Fraternity to recognize alumnae for personal devotion and continued service to the Fraternity. This award is reserved for the alumna who, through their years of serving Delta Gamma, has evidenced unusual loyalty and devotion far beyond normal alumnae participation.

### Cable Award

This award recognizes alumnae for personal devotion and continued service to the Fraternity. It is reserved for alumnae who, through years of serving Delta Gamma, demonstrate unusual loyalty and devotion far beyond normal participation.

### Oxford Award

The alumna who exemplifies the Delta Gamma precept of service to their community through volunteer and/or professional activities is recognized with this award. It honors the alumna who takes pride in their community and who, through the years, devotes their talents to improve the quality of life around them.

### Shield Award

This award recognizes the alumna who has achieved unique and noteworthy distinctions through leadership and verifiable accomplishments in their chosen fields of expertise. It recognizes achievements that extend far beyond the range of service as recognized by the Oxford Award. The chosen fields may include, but are not limited to, the arts, education, religious activities, civic affairs, volunteer work, business or professional fields.

### Loyalty Award

This award is presented by the Fraternity to bestow extraordinary honor upon the alumna member who demonstrates a lifetime of devotion to the Fraternity

at the international, regional or local level. Their achievements advance the Delta Gamma Philosophy. As a prerequisite the recipient is required to first receive the Cable Award and then demonstrate a minimum of 10 years of additional service in advancing the Delta Gamma Philosophy.

### **Anchor Award**

The distinguished alumna member whose Fraternity service demonstrates a unique and lasting impact on the entire Fraternity is recognized with the Anchor Award. The extent and influence of the alumna's noteworthy achievements spread across the entire Fraternity and help to advance the Delta Gamma Philosophy. The alumna for whom this award is reserved is a mainstay of the Fraternity and provides reliable support from which all members benefit. They are a Cable Award recipient who has worked far beyond the local level in collegiate and/or alumnae affairs.

### **The Order of the Delta Gamma Rose**

The highest award presented by the Fraternity, The Order of the Delta Gamma Rose honors an alumna who has made distinguished contributions to the world through their individual efforts and talents and whose achievements have been given national recognition.

### **Stellar Award**

Originated by Palo Alto alumnae chapter, this award derived its title from the stars on the Delta Gamma crest. This is a within-the-chapter recognition of an accomplishment by a member — a way of saying, “We think you’re great.” It recognizes achievements in career or community that do not qualify for the Delta Gamma Oxford or Shield Awards and yet are important. It notes special service to Delta Gamma for a single event or office that is important, but which lacks the continuing quality required for the Hope, Cable or Anchor Awards.

Stellar Awards are available on the Delta Gamma website library. The design and wording allow the group to fill in the name of the recipient, name of the alumnae group and the date. The certificate may be printed on high quality paper and presented in a certificate folder purchased at a local office supply store.

### **Donations in Honor of a Member**

Donations to Delta Gamma Fraternity support programs and services for all members and help meet the ever-increasing cost of operating a premier organization.

### **Donation to the Delta Gamma Foundation**

[A Cream Rose Tribute Gift](#) is a way to honor a special individual, celebration or achievement. It is also a way to thank a speaker, hostess or outgoing officer. The honoree receives a notification of your gift with a digital Cream Rose, and the Foundation uses the funds to further its mission. Tribute gifts may also be made in memory of a deceased member, friend or relative. The family/estate receives notification of the gift. Donations to the Delta Gamma Foundation are

tax-deductible in the United States as allowed by law. There is information for groups hosting fundraising events in the [Foundation Focus](#) in the Delta Gamma website library.

## **Alumnae Group Recognition**

### **Alumnae Excellence Award**

Annually, through the Alumnae Group Evaluation, each alumnae group receives a score and color classification for each of the 12 Fraternity Standards, as well as an overall score and color classification for the year. Based on how closely each alumnae group aligns with the Fraternity Standards, a group can either be classified as below expectations (blue), meets expectations (pink) or exceeds expectations (bronze).

The Alumnae Excellence Award (formerly known as the Five Stars to Alumnae Success Award) will be awarded to all groups who receive an overall color classification of bronze (exceeds expectations). The Alumnae Excellence Award is designed to serve as an incentive for excellence, encouraging all alumnae chapters and associations to exceed the Fraternity Standards for Alumnae Groups.

## **Alumnae Group Awards**

### **Convention Awards – Chapters**

Applications, if required, and detailed instructions are available on the Delta Gamma website library for each of the following awards given at Convention.

#### **Outstanding Alumnae Chapter Award**

An award recognizing overall excellence over the biennium, the Outstanding Alumnae Chapter Award is presented to chapters that demonstrate adherence to the Delta Gamma Philosophy and the Delta Gamma Fraternity Standards for Alumnae Groups. To be eligible, a chapter is required to receive the Alumnae Excellence Award both years of the biennium.

#### **Outstanding Alumnae Programming Award**

This award recognizes alumnae chapters for one fiscal year of outstanding alumnae programming during the biennium that embodies the spirit of the Delta Gamma Philosophy.

#### **Membership Development Award**

Alumnae chapters that have successfully used goal setting and programming to increase the number of local dues-paying members over the biennium are recognized with this award.

#### **Collumnae Award**

Alumnae chapters with exemplary programming designed and developed to foster collegiate and alumnae chapter interaction and understanding are recognized with this award.

#### **Maggie Award for Outstanding Alumnae Newsletter**

Chapters submit an example of their newsletter, which is evaluated for content and overall appeal.

#### **Barbara Boersma Outstanding Technology Award**

This award recognizes alumnae and collegiate chapters that maintain a positive and appropriate image on the Internet, promoting Delta Gamma programming, recruitment, ideals and technology.

#### **The H.K. Stuart Spirit of Service Award**

This award, sponsored by the Foundation, is reserved for alumnae groups and collegiate chapters that evidence the spirit of dedication and service that was exemplified in the life of H.K. Stuart, an initiate of Kappa-Nebraska.

#### **Catherine Stuart Schmoker Alumna Principled Leadership Award**

Helen Catherine Davis Stuart, Kappa-Nebraska chapter of Delta Gamma and her husband James Stuart, Phi Delta Theta Fraternity – University of Nebraska, parents of Catherine (Kit) Stuart Schmoker, developed the Schmoker Alumna Principled Leadership Award to honor and recognize their daughter's commitment to Delta Gamma, her alma mater, her community and her place



of worship. The award is managed by the Delta Gamma Fraternity and funded by the Delta Gamma Foundation.

## **Regional Awards**

Regional awards are presented within each region by the regional team to deserving alumnae groups and collegiate chapters and, occasionally, to individual members. The awards are generally presented at Convention or an appropriate Delta Gamma gathering. They constitute a vital part of the overall Fraternity awards program by recognizing academic, campus and community, and Delta Gamma achievement on the regional level. Each individual regional team makes the final decisions on the types of awards to be given and the methods for selecting the winners. Alumnae wishing to sponsor a regional award should consult with their Regional Alumnae Specialist, who can be found in the Leadership Directory on the Delta Gamma website Library.

# Fraternity & Foundation Resources

## Fraternity Organization

### Council

Council members are elected by the Convention delegates to conduct the business of the Fraternity in accordance with the Constitution. They plan and preside at Convention, direct Fraternity business, oversee programming and policy implementation for their respective areas of responsibility, and appoint Fraternity Directors, specialists and committees to assist with work in specific areas. All officers, alumnae and collegiate, serve without financial compensation, but are reimbursed for supplies and travel expenses. Detailed job descriptions can be found in the Volunteer Position Description Handbook.

- Fraternity **President** is responsible for the Constitution, Convention, Officers Training Seminar, Executive Offices and public relations.
- **Council Trustee: Collegians** supervises collegiate chapter administration and oversees the Collegiate Development Consultant (CDC) program. They assume the responsibilities of the President in the President's absence.
- **Council Trustee: Alumnae** supervises alumnae group administration and oversees the Regional Alumnae Specialists, Alumnae Development Consultant (ADC) program, and the alumna initiate and reinstatement programs.
- **Council Trustee: Fraternity Programming** oversees and directs all Fraternity programming.
- **Council Trustee: Membership** oversees all areas of recruitment and extension matters.
- **Council Trustee: Communications** supervises the management information system, oversees the awards program, is the project manager for Convention and Officers Training Seminar (OTS), is responsible for the *ANCHORA*, and archives and serves as a resource for public relations.
- **Fraternity Treasurer:** supervises Fraternity finances, the Fraternity housing program, and serves as the corporate secretary for the Fraternity.

## Leadership

Council appoints Fraternity Directors and regional team specialists to work directly with alumnae and collegians. These officers are all volunteers and comprise the Delta Gamma Leadership. They may serve two two-year terms.

- **Fraternity Directors** are appointed by Council to coordinate specific areas within the structure of the Fraternity. They are appointed to roles such as alumnae development, alumnae operations, awards, chapter development, chapter operations, collegiate recruitment development, collegiate recruitment operations, extension, finance, housing development, housing resources, lifetime engagement, member education, new chapter development, Panhellenic development, programming, standards, and regional directors.
- **Regional Director (RD)** is the regional leader and is responsible to supervise the regional team specialists and coordinate the activity within their region.
- **Regional Alumnae Specialist (RAS)** is responsible for day-to-day management and oversight of alumnae groups in the region.
- **Regional Collegiate Specialist (RCS)** is responsible for the direction and supervision of the collegiate chapters and appoints and guides collegiate advisers.
- **Regional Collegiate Recruitment Specialist (RCRS)** guides all areas of collegiate membership recruitment.
- **Regional Finance Specialist (RFS)** guides and assists collegiate and alumnae chapters with financial responsibilities.
- **Regional Housing Specialist (RHS)** guides house corporations and collegiate chapters to cooperatively maintain healthy and safe chapter homes and meeting facilities.
- **Regional Foundation Coordinator (RFNC)** is a resource for all collegiate chapters and alumnae groups in the region, providing guidance and procedures for Foundation fundraising and service projects.
- **Panhellenic Support Specialist (PSS)** works with collegiate vps: Panhellenic on issues related to college Panhellenic voting decisions, and other Panhellenic related activities.

The Fraternity is divided into eight regions. A [regional map](#) is on the library. Each region has a team of volunteers consisting of the positions above who lead and supervise the efforts of the collegiate chapters and alumnae groups in the region.

**Appointed by Council**

Council appoints coordinators, specialists and consultants to fulfill specific needs.

**Overview of Alumnae Team Structure****Council Trustee: Alumnae**

The CTA is responsible for overseeing all areas of alumnae matters. They appoint, supervise, train and assist the Alumnae Directors as they educate Leadership, regional team members, Alumnae Development Consultants (ADCs), and alumnae officers on alumnae development and management. They are to appoint, supervise and advise ADCs and act as a resource. They appoint, support, train and educate Alumnae Directors and Regional Alumnae Specialists.

**Director: Alumnae Development**

The Director: Alumnae Development is responsible for alumnae extension and revitalization, including alumnae development resources. They oversee and support the Alumnae Development Consultants and is a resource for them. They are supervised by the Council Trustee: Alumnae and receives support regarding recommendation from the Council Trustee: Membership.

**Director: Alumnae Operations**

The Director: Alumnae Operations is responsible for the development and maintenance of all alumnae training and resources, except for alumnae development resources. They are a resource for the entire alumnae team and is responsible for the Alumnae Group Evaluation (AGE) process. They are a resource for alumnae team technology. They are supervised by the Council Trustee: Alumnae.

**Director: Alumnae Engagement**

The Director: Alumnae Engagement is responsible for new programming initiatives related to alumnae life as well as senior programming. They lead connection projects to keep members engaged with Delta Gamma. They are a resource for the alumna initiate program. They are supervised by the Council Trustee: Alumnae and receives support regarding alumnae programming from the Council Trustee: Fraternity Programming.

**Regional Alumnae Specialists**

RASs oversee and are responsible for day-to-day management of alumnae groups in the region, which includes training and education of officers and members, communication, visits and facilitating Alumnae Training Days, revitalizations and extension as needed. Their role is to be proactive in maintaining and/or improving alumnae group health as well as to identify nonfunctioning groups. RASs will serve on each regional team, will have the same responsibilities and divide the alumnae groups equally, and will be managed by the Regional Director and report functionally to the Council Trustee: Alumnae.

### **Alumnae Development Consultants**

ADCs form new alumnae groups and revitalize targeted alumnae groups. The ADC has total oversight of an assigned alumnae group from formation/revitalization until the goal for the group is accomplished. Until the group is fully functioning, the ADC will perform the same responsibilities as a RAS for the group. Once the alumnae group is functioning well, it will revert back to the RAS for oversight.

ADC requests from the regional teams will be evaluated, prioritized and assigned by the Director: Alumnae Development and Council Trustee: Alumnae. Assignments will be based on the need for alumnae group revitalization, extension, officer recruitment, education and training, and the alumnae team's determination to optimize on alumnae development opportunities.

### **Alumnae Services at Executive Offices Staff**

The Alumnae Services team consists of the assistant director for alumnae engagement & development, the alumnae resources specialist, and the alumnae engagement specialist. The team assists both organized alumnae groups and scattered alumnae with requests for services, information and materials. All requests can be sent to [alumnaedept@deltagamma.org](mailto:alumnaedept@deltagamma.org)

### **Assistant Director for Alumnae Engagement & Development (staff)**

The assistant director for alumnae engagement & development serves as the lead alumnae services staff, guiding and directing staff responsibilities related to all alumnae engagement and development efforts including, but not limited to: monthly e-mailings, monthly financial updates, group status changes, managing dues campaigns, assisting with alumnae group tax filings and fee invoicing. They also aid in forming new alumnae groups and supports the extension on collegiate campuses as well as revitalization efforts. Along with the other members of the alumnae team, the ADAED plans and executes training sessions during Conventions and seminars when requested.

### **Alumnae Resources Specialist and Alumnae Engagement Specialist (staff)**

Alumnae Services Specialists support the alumnae team at Executive Offices. They communicate with alumnae groups regarding member affiliations, rosters and group status changes. They assist with the alumna initiate program and the reinstatement process. Each year, they coordinate the Fraternity awards, processes award certificates and documents recipients in Anchorbase. Further, they coordinate Do Good Week, young alumnae communication campaigns and various alumnae contests.

## The Delta Gamma Foundation

Mission Statement: Delta Gamma Foundation fosters lifetime enrichment for members, promotes Service for Sight and partners with the Fraternity to ensure the future of our sisterhood.

The stated purpose of the Delta Gamma Foundation is to provide the means by which Delta Gamma members may act in concert with each other in the furtherance of exclusively charitable, scientific, literary and educational objectives.

### The Foundation:

- is funded by contributions from Delta Gamma collegiate chapters, alumnae groups, individual members, friends and families, and others who support our mission.
- conducts Delta Gamma Fraternity's international philanthropy Service for Sight. Members support this mission through Do Good: Service for Sight Hours and fundraising projects.
- grants merit-based undergraduate scholarships and graduate fellowships and Sisters Helping Sisters: Need-Based Scholarships.
- provides financial assistance to Delta Gamma members in crisis through Crisis Grants.
- funds Fraternity Training and Programming initiatives in the areas of Social Responsibility, Health and Well-Being and Leadership.
- supports Lectureships in Values and Ethics.
- is governed by an elected Board of Trustees and the *Delta Gamma Foundation Articles of Incorporation and Constitution*; the Delta Gamma Foundation is a not-for-profit corporation that operates under Section 501(c)(3) of the Internal Revenue Service code for tax-exempt organizations.

The Foundation Executive Director, who is hired by the Foundation Board of Trustees, is assisted by staff members who work in areas of donor relations, marketing and communications, development, and finance.

## Executive Offices

3250 Riverside Drive  
Columbus, OH 43221-0397  
614-481-8169  
email: [dg-eo@deltagamma.org](mailto:dg-eo@deltagamma.org)

Executive Offices is the headquarters of Delta Gamma Fraternity, the Delta Gamma Foundation and the Fraternity Housing Corporation.

## Convention

Delta Gamma Conventions are held biennially in even-numbered years. The official membership of the Convention consists of one delegate representing each alumnae and collegiate chapter and Fraternity officers as provided by the Constitution. Alumnae associations are not required to send a delegate, but may attend as a visitor

Convention delegates convene to:

- Take action on any proposed Constitutional amendments.
- Elect Council officers.
- Hold training and discussion sessions both regionally and as delegate-only groups.
- Receive information on Fraternity activities of the past biennium.
- Plan for the future of the Fraternity.

Each alumnae chapter sends as its delegate a member who has been in good standing in the chapter for at least two years; or in the case of a new chapter, since its founding. They shall be one who plans to be a member of the chapter the following year. If possible, the president should be the delegate. An alternate delegate may be elected or appointed by the executive board if the president is unable to attend Convention. When choosing a delegate and an alternate delegate a group should keep in mind that no delegate may attend more than two consecutive Conventions at Fraternity expense. Refer to Fraternity policy for the list of policies on Convention.

Specific information concerning Convention, proposed Constitutional amendments and the election of Council officers is included in Fraternity information sent prior to Convention. A delegate should consider the views of their chapter, but they are free to vote as they choose after hearing discussion on the Convention floor. Each delegate should share a brief summary of their Convention experience with their local alumnae chapter in the fall newsletter and at the fall kick-off event. Chapters are encouraged to have additional members attend Convention as visitors, paying their own expenses.

## Election of Council

Delta Gamma's success and respected position in the fraternity world is directly attributed to the quality of the leadership, and this leadership is a direct result of the participation of the membership in the election process. Every Delta Gamma has the opportunity and the responsibility to seek out and nominate the best-qualified candidates for these Council positions and to participate in the process that determines the Fraternity's future.

At each Convention the delegates elect a Fraternity Nominating Committee to serve for the biennium. This Committee is comprised of eight alumnae members with each region electing a representative for the Committee.

In the fall prior to Convention, the Committee notifies alumnae chapters of their responsibility to submit names for prospective members of Council to be elected or re-elected at Convention. Any initiated alumna or collegian, any alumnae group or collegiate chapter may recommend nominees to the Nominating Committee. A candidate should have held a Fraternity office at the Cabinet level and have a general knowledge of the Fraternity and of the office for which they are recommended.

From the suggestions made by the membership, as well as the results of an evaluation survey and the shared judgment of the Nominating Committee, the Committee prepares a slate of those whom it deems most suitable to be the candidates for Council offices. Prior to April 15 of the Convention year, the Nominating Committee presents the slate to the delegates. Additional candidates may be nominated following the presentation of the slate to the members. Any two members may submit a nomination by filing the required forms with Executive Offices within two weeks of the presentation of the slate. The election of all Council officers takes place at each Convention.