



# **Delta Gamma Foundation Governance Resource**

**FEBRUARY 2024**



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## Introduction

The Delta Gamma Foundation Governance Resource is a comprehensive compilation of the documents that guide and direct Foundation operations. The Governance Resource provides information about the Foundation leadership, policies and procedures, elections, and responsibilities. While primarily designed for use by the Chair, the Board of Trustees, the Governance Committee, the Foundation Constitution Chair, and the Foundation Parliamentarian, it provides ready access to accurate, useful information benefiting the entire Foundation team.

The BOT Secretary is responsible for maintaining the Governance Resource. Please direct suggestions or recommendations for revision or additions to her.



# Timeline

*For Board of Trustees, Governance Committee, Foundation  
Parliamentarian and Foundation Constitution Chair*

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## June

### **BOARD OF TRUSTEES (BOT)**

1. Attend June BOT meeting and Foundation annual meeting.
2. Participate in monthly conference call as needed.
3. Announce new Governance Committee members at Foundation annual meeting.

### **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Attend Convention or The Leadership Collective (TLC) as required.
2. Calculate the weighted vote with the BOT Chair and the Foundation Executive Director, see [Foundation Constitution](#) Article III, Section 2.
3. Attend Foundation annual meeting.
4. Present any proposed constitutional amendments.
5. Fulfill election responsibilities if present:
  - a. Introduce participant-nominated candidates.
  - b. Serve as timer during the election forum.
  - c. Count votes.
  - d. Administer the Oath of Office, if requested.
6. Attend and count the votes for the BOT officer election.

### **GOVERNANCE COMMITTEE (GC)**

1. Attend Convention or TLC as requested.
2. Participate in monthly GC meeting.

### **GOVERNANCE COMMITTEE CHAIR**

1. Attend Convention or TLC to present the annual report of the GC (may be another GC member) at the Foundation annual meeting.
2. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.

### **CC AND GC CHAIR**

1. Destroy all slating and election information at the completion of the election process.

### **FOUNDATION PARLIAMENTARIAN**

1. Attend Convention or TLC as requested.
2. Attend Foundation annual meeting.
3. Preside over the election forum, if necessary.
4. Attend, act as timer if necessary, and count the votes for the BOT officer election.



# July

## **BOARD OF TRUSTEES (BOT)**

1. Announce GC membership and Chair in electronic communication.
2. Announce new Trustees in electronic communication.
3. Send welcome email to new or reappointed GC members, Foundation Directors and Regional Foundation Coordinators.
4. Complete Leadership Volunteer Service agreements.
5. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Revise the Foundation Constitution as necessary as a result of the Foundation annual meeting.
2. Complete Leadership Volunteer Service agreements.

## **GOVERNANCE COMMITTEE (GC)**

1. If possible, conduct exit interview with outgoing Trustees, Foundation Directors, Regional Foundation Coordinators and GC members.
2. Complete Leadership Volunteer Service agreements.
3. Participate in monthly GC meeting.
4. Review and approve Governance Committee Member position description.

## **GOVERNANCE COMMITTEE CHAIR**

1. Contact committee members to set up call times, if not completed in June.
2. Conduct orientation of GC members:
  - a. Distribute materials and files.
  - b. Distribute assignments, revise documents.
3. Update Record of Trustee and GC terms.
4. Complete Leadership Volunteer Service agreements.
5. Contact BOT Chair with the calendar of GC meeting dates and times for the upcoming year.
6. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.

## **PARLIAMENTARIAN**

1. Complete Leadership Volunteer Service agreements.



# August

## **BOARD OF TRUSTEES (BOT)**

1. Attend Foundation for Fraternal Excellence (FFE) Seminar as assigned.
2. Participate in Trustee training/transition as requested by BOT Chair.
3. Participate in monthly conference call.
4. Review and update any routine resolutions.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Complete any required Constitutional revisions.
2. Transmit final draft of revised Constitution to BOT Chair and BOT Secretary.
3. Transmit revised Constitution to Foundation staff to update on the Delta Gamma website.

## **GOVERNANCE COMMITTEE (GC)**

1. If possible, conclude exit interviews with outgoing Trustees, Foundation Directors, Regional Foundation Coordinators and GC members.
2. Prepare summary report of exit interviews.
3. Review Election Guidelines and Procedures with CC and suggest revisions if necessary.
4. Participate in monthly GC meeting.

## **GOVERNANCE COMMITTEE CHAIR**

1. Request a draft of the revised Member-at-Large position description from BOT Chair (due by October 1).
2. Request a draft of revised BOT Responsibilities from BOT Chair (due by October 1).
3. Draft evaluated/revised selection criteria for elected Trustees and forward to BOT (due by October 1).
4. Make arrangements with Foundation staff for GC to meet at the Martin Center/ Executive Offices (preferably at the end of March and virtual if necessary) to prepare the slate of BOT members, dates of meetings, number in attendance.
5. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.



# September

## **BOARD OF TRUSTEES (BOT)**

1. Continue to develop and maintain current list of function needs and qualifications for Trustees.
2. Review, and revise as necessary (due to GC by October 1):
  - a. Member-at-Large position description
  - b. Trustee selection criteria materials
  - c. BOT Responsibilities
3. Identify continuing education.
4. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Review Constitution to identify any areas for proposed changes. Discuss proposed changes with BOT Chair.
2. Draft any suggested amendments as requested.

## **GOVERNANCE COMMITTEE (GC)**

1. Review Constitution for knowledge and to discuss potential amendments with BOT Chair and/or CC.
2. Review and revise necessary GC documents associated with the nomination process:
  - a. Election communication
  - b. Selection criteria for elected Trustees
  - c. Letter to nominees
  - d. Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
  - e. Nomination form
  - f. Governance Committee roster
  - g. Nominee survey
3. Participate in monthly GC meeting.
4. Annually review the terms of the Confidentiality agreement (within Volunteer Leadership Agreement).
5. Review Trustee position descriptions.
6. Develop and maintain a current list of the functional needs and qualifications for Trustees.
7. Recommend guidelines and policies for Governance for adoption by the Board of Trustees, including Policies furthering open communications between Trustees and all Delta Gamma membership.
8. Initiate and begin work on strategic mid-term review of the Board of Trustees.
9. Prepare a plan for the continuous recruitment and cultivation of volunteers who have the talent and skills to fill the needs and purposes of the Foundation.



## **GOVERNANCE COMMITTEE CHAIR**

1. Submit report of activity and agenda items for fall BOT meeting, including a summary of interviews with Trustees, Foundation Directors, Regional Foundation Coordinators and GC members.
2. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.





# October

## **BOARD OF TRUSTEES (BOT)**

1. Participate in fall BOT meeting.
2. Participate in Finance Committee meeting as required.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Review any proposed constitutional amendments and discuss with BOT Chair as necessary.

## **GOVERNANCE COMMITTEE (GC)**

1. Continue reviewing and revising necessary GC documents associated with the nomination process:
  - a. Election communication
  - b. Selection criteria for elected Trustees
  - c. Letter to nominees
  - d. Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
  - e. Nomination form
  - f. Governance Committee roster
  - g. Nominee survey
  - h. *ANCHORA* content
2. Participate in monthly GC meeting.

## **GOVERNANCE COMMITTEE CHAIR**

1. Review *ANCHORA* provided by the Foundation staff.
2. Submit report of activity and agenda items for fall BOT meeting, including a summary of interviews (touch points) with Trustees, Foundation Directors, Regional Foundation Coordinators and GC members, if not completed in September.
3. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.
4. Ascertain if any Trustee with an expiring term and is eligible to server another term is interesting in continuing.



# November

## **BOARD OF TRUSTEES (BOT)**

1. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Review any proposed Constitutional Amendments and discuss with BOT Chair as necessary (pursuant to [Foundation Constitution](#) Article XIII, Sec. 2, proposed amendments are due to the CC by December 1).

## **GOVERNANCE COMMITTEE (GC)**

1. Verify that all election materials are finalized and sent for posting on the Delta Gamma website.
2. Participate in monthly GC meeting.

## **GOVERNANCE COMMITTEE CHAIR**

1. Work with Foundation staff to announce “Call for Nominations.”
2. Work with Foundation staff to post “Call for Nominations” on Delta Gamma website and Foundation social media platforms.
3. Work with Foundation staff to post relevant information regarding the Trustee nomination process to the Delta Gamma website including the following:
  - a. Member-at-Large position description
  - b. Nomination form
  - c. Selection criteria for elected Trustee
  - d. The number of Trustee positions open
  - e. The term of eligibility of current Trustees
  - f. Time frame for nomination process
4. Send an acknowledgment to each person submitting a nomination.
5. Immediately email an acknowledgment and online application link to each nominee which gives access to:
  - a. Letter of congratulations
  - b. Member-at-Large position description
  - c. Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
  - d. Selection criteria for elected Trustee
  - e. Governance Committee roster
6. Notify GC members of all nomination applications received.
7. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.



# December

## **BOARD OF TRUSTEES (BOT)**

1. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Notify BOT Chair of any proposed Constitutional amendments, discuss as necessary.

## **GOVERNANCE COMMITTEE (GC)**

1. Participate in monthly GC meeting.

## **GOVERNANCE COMMITTEE CHAIR**

1. Send an acknowledgment to each person submitting a nomination.
2. Immediately email an acknowledgment and online application link to each nominee which gives access to:
  - a. Letter of congratulations
  - b. Member-at-Large position description
  - c. Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
  - d. Selection criteria for elected Trustee
  - e. Governance Committee roster
3. Notify GC members of all nomination applications received.
4. Notify Regional Directors to make the BOT vacancies/nomination and election process an agenda item for their January Regional Team conference call.
5. Continue to work with Foundation staff to publicize “Call for Nominations” in electronic communications.
6. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.



# January

## **BOARD OF TRUSTEES (BOT)**

1. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Refer any proposed Constitutional amendments to the BOT by February 1, see [Foundation Constitution](#) Article XIII, Section 2.
2. Revise language of any proposed Constitutional amendments as necessary and/or directed by the BOT.

## **GOVERNANCE COMMITTEE (GC)**

1. Evaluate need for further notice or communication in order to encourage nominations.
2. Ensure “Call for Nominations” and relevant documents (see November) remain posted on the Delta Gamma website.
3. Participate in monthly GC meeting.

## **GOVERNANCE COMMITTEE CHAIR**

1. Send an acknowledgment to each person submitting a nomination.
2. Immediately email an acknowledgment and online application link to each nominee which gives access to:
  - a. Letter of congratulations
  - b. Member-at-Large position description
  - c. Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
  - d. Selection criteria for elected Trustee
  - e. Governance Committee roster
3. Notify GC members of all nomination applications received.
4. Check to confirm eligibility of candidate (i.e. Fraternity per capita dues paid, otherwise in good standing).
5. Notify any ineligible candidates (those not in good standing).
6. Remind Regional Directors to make the BOT vacancies/nomination and election process an agenda item for their January Regional Team conference call.
7. Continue to work with Foundation staff to publicize “Call for Nominations” in electronic communications.
8. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.
9. Determine with Governance Committee how the results of the Nominee Survey should be grouped for the Governance Committee review.
10. Meet with the Foundation Communications team and HR to work on the Nominee Survey.



# February

## **BOARD OF TRUSTEES (BOT)**

1. Participate in winter BOT meeting or monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Refer any proposed Constitutional amendments to the BOT by February 1, see [Foundation Constitution](#) Article XIII, Section 2.
2. Revise language of any proposed Constitutional amendments as necessary and/or directed by the BOT.

## **GOVERNANCE COMMITTEE (GC)**

1. February 15 – Deadline for receipt of participant submitting recommendations to the GC.
2. Prepare for candidate interview process.
3. Participate in monthly GC meeting.

## **GOVERNANCE COMMITTEE CHAIR**

1. Send an acknowledgment to each person submitting a nomination.
2. Immediately email an acknowledgment and online application link to each nominee which gives access to:
  - a. Letter of congratulations
  - b. Member-at-Large position description
  - c. Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
  - d. Selection criteria for elected Trustee
  - e. Governance Committee roster
3. Notify GC members of all nomination applications received.
4. Check to confirm eligibility of candidate (i.e. Fraternity per capita dues paid, otherwise in good standing).
5. Notify any ineligible candidates (those not in good standing) through February 15.
6. Continue to work with Foundation staff to publicize “Call for Nominations” in electronic communications through February 15.
7. Send a reminder to suggested nominees to complete and submit their application by March 1 (5 p.m. EST).
8. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.
9. Continue to work with Foundation Communications team and HR on the Nominee Survey logistics.



# March

## **BOARD OF TRUSTEES CHAIR**

1. Notify CC of BOT vote regarding any proposed Constitutional amendments.
2. Review the terms of the current Governance Committee and ask the BOT for potential Governance Committee members (if applicable).

## **BOARD OF TRUSTEES (BOT)**

1. Identify any anticipated openings on the GC.
2. Vote on any proposed Constitutional amendments.
3. Attend Founders Day events as requested.
4. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Revise language of any proposed Constitutional amendments as necessary and/or directed by the BOT.

## **GOVERNANCE COMMITTEE (GC)**

1. Attend yearly meeting of the GC for nominating BOT candidates at the Martin Center/ Executive Offices (or virtually, if necessary). In even-numbered years, meet the weekend after the Fraternity Nominating Committee, if possible.
2. Present to the BOT and the voting membership at least one candidate for each vacancy on the BOT by April 15, see [Foundation Constitution](#) Article VII, Section 1E.
3. March 1 (5 p.m. EST) – deadline for receipt of Trustee application.
4. Review and assemble evaluation survey questions.
5. Send electronic evaluation Nominee Survey from the Delta Gamma Foundation in accordance with the approved distribution list.
6. Read and evaluate each Trustee application.
7. Assign candidates to be interviewed.
8. Prepare for candidate interview process, schedule and conduct telephone/video interviews (two or more GC members per interview).
9. Review the GC member position description for any proposed changes, if necessary.
10. Participate in monthly GC meeting.
11. Finalize preparation for nominee interviews conducted via phone or video (at least two Governance Committee members per interview, preferably the entire Governance Committee) and assign times for nominees to be interviewed.

## **GOVERNANCE COMMITTEE CHAIR**

1. Conduct yearly meeting of the GC for nominating BOT candidates at the Martin Center/ Executive Offices (or virtually, if necessary). In even-numbered years, meet the weekend after the Fraternity Nominating Committee, if possible.
2. Submit interim report of GC activity to the BOT Chair.



3. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.
4. Work with the Foundation Communications team and HR to receive the Nominee Survey results. HR complies survey results after survey deadline.



# March/April

## **GOVERNANCE COMMITTEE (GC)**

1. Attend yearly meeting of the GC for nominating BOT candidates at Executive Offices (or virtual if necessary). In even-numbered years, meet the weekend after the Fraternity Nominating Committee, if possible.
2. Present to the BOT and the voting membership at least one candidate for each vacancy on the BOT by April 15, see [Foundation Constitution](#) Article VII, Section 1E.

## **GOVERNANCE COMMITTEE CHAIR**

1. Conduct yearly meeting of the GC for nominating BOT candidates virtually or at Executive Offices. In even-numbered years, meet the weekend after the Fraternity Nominating Committee, if possible.
2. Call slated candidate(s).
3. Call nominees if not slated.
4. Working with Foundation staff, submit announcement of slated candidate(s) and information regarding the participant nomination process, for posting on the Delta Gamma website, in electronic communications and via email in accordance with the approved distribution list.
5. Follow all protocol for reporting procedures to the Board of Trustees, Foundation Staff, etc.





# April

## **BOARD OF TRUSTEES CHAIR OR SENIOR BOT OFFICER NOT STANDING FOR RE-ELECTION**

1. Send call for BOT officer nominations to all current elected Trustees, slated nominees, and participant-nominated candidates identifying the officer positions available two weeks after the close of participant nominations.
2. Announce the nominees for any available officer positions to the BOT, CC, Foundation Parliamentarian, slated nominees and participant-nominated candidates.
3. Notify the appointed Governance Committee members to ask if they accept the appointment.

## **FOUNDATION EXECUTIVE DIRECTOR (ED)**

1. Monitor electronic and postal service mail for participant nominations.
2. Confirm that any participant-nominated candidate is an alumna member in good standing.
3. Notify the Foundation Constitution Chair and the BOT Chair (if she is not a slated candidate) of any participant-nominated candidates and forward all related documents to the Foundation Constitution Chair.
4. Notify the BOT and the GC Chair of any participant nominations after the Foundation Constitution Chair notifies the slated candidates.
5. If there are no participant-nominated candidates, notify the Foundation Constitution Chair, the BOT Chair (if she is not a slated candidate), and the GC Chair. Once the GC Chair has notified the slated candidates, notify the BOT.

## **BOARD OF TRUSTEES (BOT)**

1. Submit to the BOT Chair a list of potential GC candidates.
2. Appoint members of GC and new Chair if needed.
3. Inform GC Chair of new GC members if applicable.
4. Submit nominations for any available officer positions.
5. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR (CC)**

1. Notify the voting membership of any proposed constitutional amendments by April 15, see [Foundation Constitution](#) Article XIII, Section 2.
2. Confirm any participant-nominated candidate's acceptance of the nomination.
3. Notify the slated candidates of any participant nominations.
4. Notify the voting membership and others on the approved distribution list the results of the participant nomination process.
5. Publish the election procedures, if necessary.
6. Coordinate the publication of the GC slate and the names of any participant-nominated candidates with GC Chair and EO Foundation staff.



7. Address any inappropriate election behavior in coordination with the Foundation Parliamentarian.

### **GOVERNANCE COMMITTEE (GC)**

1. Participate in monthly GC meeting.

### **GOVERNANCE COMMITTEE CHAIR**

1. Notify the slated candidates if there are no participant-nominated candidates.
2. Coordinate the publication of the GC slate and the names of any participant-nominated candidates with Foundation Constitution Chair and EO Foundation staff.
3. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.

### **FOUNDATION PARLIAMENTARIAN**

1. Address any inappropriate election behavior in coordination with the Foundation Constitution Chair.



# May

## **BOARD OF TRUSTEES CHAIR OR SENIOR BOT OFFICER NOT STANDING FOR RE-ELECTION**

1. Send call for BOT officer nominations to all current elected Trustees, slated nominees, and participant-nominated candidates identifying the officer positions available two weeks after the close of participant nominations.
2. Announce the nominees for any available officer positions to the BOT, CC, Foundation Parliamentarian, slated nominees and participant-nominated candidates.

## **BOARD OF TRUSTEES (BOT)**

1. Notify new and reappointed GC members if applicable.
2. If a vacancy occurs on the GC, the GC Chair immediately notifies the BOT Chair. BOT appoints a new member, and the BOT Chair informs the GC Chair of the selection.
3. Review list of potential GC candidates for occurring vacancies.
4. Participate in Finance Committee meeting as assigned.
5. Participate in monthly conference call.

## **FOUNDATION CONSTITUTION CHAIR**

1. Address any inappropriate election behavior in coordination with the Foundation Parliamentarian.

## **GOVERNANCE COMMITTEE (GC)**

1. Participate in monthly GC meeting.

## **GOVERNANCE COMMITTEE CHAIR (CC)**

1. Notify the BOT Chair immediately if a vacancy occurs on the GC.
2. Ensure annual report of GC is sent to the BOT Chair for the Foundation annual meeting.
3. Conduct monthly GC meeting and email summary to BOT Chair within two (2) days after the meeting.

## **FOUNDATION PARLIAMENTARIAN**

1. Address any inappropriate election behavior in coordination with the Foundation Constitution Chair.



# The Delta Gamma Foundation Governance Committee

## GOVERNANCE COMMITTEE PURPOSE AND AUTHORITY

In accordance with Article VII, Section 1, of the Delta Gamma [Foundation Constitution](#), the Governance Committee is appointed by the Board of Trustees. Each of the five members are appointed for a two-year term, which commences at the Foundation annual meeting held in odd-numbered years. The Board of Trustees appoints one member of the Governance Committee to serve as the Chair.

The primary function of the Governance Committee is to present to the Board of Trustees and the voting membership of the Foundation qualified candidates for election to the Board of Trustees. In addition, the Governance Committee conducts exit interviews with retiring Foundation volunteers to ascertain pertinent information about their volunteer experience to be shared with the Board of Trustees.

To accomplish these functions, the GC references the Foundation Constitution, Foundation Policies, the timeline, the election guidance and procedures, and other Foundation resources. The GC also develops other documents for use in both the slating and nominating process and conducting exit interviews, such as model correspondence and questionnaires.

## GOVERNANCE COMMITTEE MEMBERSHIP

As provided for in Article VII. Section 1A. of the Delta Gamma [Foundation Constitution](#), the Governance Committee is comprised of five members. The Governance Committee is comprised of five members; two voting members of the Foundation, an alumna in good standing and, if possible, the remaining two members should be a former Fraternity Council member and a former BOT member. All Governance Committee members must be in good standing. Each Governance Committee member serves for a two-year term and may serve up to two, two-year terms, for a total of four years. A retiring or departing member of the Delta Gamma Foundation Board of Trustees (elected or ex officio) is ineligible to serve on the Delta Gamma Foundation Governance Committee for two years after her Foundation Board of Trustees service ends.



# Election Guidance and Procedures

## INTRODUCTION

The Delta Gamma Foundation is governed by a Board of Trustees (BOT) comprised of six elected Trustees and three ex-officio voting Trustees. The six elected Trustees are elected by the voting membership of the Foundation and serve three-year terms. Each elected Trustee is limited to serving two terms. Trustees are elected at the Foundation annual meeting.

In accordance with the Foundation Constitution, the BOT appoints a Governance Committee to act as its nominating committee. The Governance Committee is comprised of five members; two (2) voting members of the Foundation, an alumna in good standing and, if possible, the remaining two (2) members should be a former Fraternity Council member and a former BOT member. It is the responsibility of the Governance Committee to, among other things, present at least one candidate for each vacancy occurring on the BOT to the BOT and the Foundation's voting membership by April 15.

Following the announcement of the Governance Committee's nominations, participants of the Foundation may nominate a Delta Gamma alumna in good standing for the BOT vacancies. The purpose of this document is to set forth the procedures the Foundation will follow when filling vacancies on the BOT and the election of BOT officers.

## CALL FOR NOMINATIONS

- In November of each year, the Governance Committee will work with the EO Foundation staff to post a "Call for Nominations" on the Foundation website and social media and to send the "Call for Nominations" via email in accordance with the approved distribution list. The "Call for Nominations" will include:
  - Member-at-Large position description
  - Nomination form
  - Selection criteria for elected Trustee
  - The number of Trustee positions open
  - The term of eligibility of current Trustees
  - Time frame for nomination process
- In January, the "Call for Nominations" and related information will continue to be publicized.
- Throughout January and February of each year, the Governance Committee will receive names of suggested nominees and will send each nominee a link for the electronic application which includes:
  - Letter of congratulations
  - Member-at-Large position description
  - Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
  - Selection criteria for elected Trustee
  - Governance Committee roster
- Completed applications must be submitted to the Governance Committee by March 1 (5 p.m. EST).
- Upon receipt of a completed application, the Governance Committee will confirm that each applicant is a Delta Gamma alumna in good standing.



- On or around February 15, the Governance Committee will remind suggested nominees and others of the March 1 deadline for receipt of completed applications.
- Any elected trustee completing a first term who wishes to stand for a second term will complete the application process in the same manner as any other interested Delta Gamma alumna.

## **GOVERNANCE COMMITTEE SLATE**

- The Governance Committee notifies the BOT, the Foundation Executive Director, the Foundation Constitution Chair, and the Foundation Parliamentarian of the slated candidates.
- The Governance Committee submits its slate to the BOT and the Foundation’s voting membership by April 15.
- A retiring or departing Fraternity Council member is not eligible for nomination or election as a Trustee the same year her Council service is ending. Voting members of the Fraternity Leadership are eligible for nomination and election, however, if elected to the BOT, may not continue to serve as a voting member of the Fraternity Leadership.
- The slate, along with a short resume for each candidate, will be posted on the Delta Gamma website, included in electronic communications and sent via email in accordance with the approved distribution list. Such notification will also include information for making participant nominations.

## **PARTICIPANT NOMINATIONS**

The Foundation Constitution provides that after the Governance Committee presents its nominee(s), any two participants of the Foundation may submit a nomination by “filing the required forms with the Executive Director of the Foundation by the 14<sup>th</sup> day after the date the Governance Committee slate is presented.”

- The required forms are available from the Foundation Executive Director or from the Delta Gamma website and include:
  - A letter signed by two participants in good standing or two letters signed individually by a participant
  - A completed application, including reference letters
- The letter(s) and a complete application must be received by the Foundation Executive Director no later than 5 p.m. EST, by the 14<sup>th</sup> day after the date the Governance Committee slate is presented.

### **If there are Participant Nominations:**

- The Foundation Executive Director will confirm that any participant-nominated candidate is a Delta Gamma alumna in good standing.
- The Foundation Executive Director will notify the Foundation Constitution Chair and the Chair of the Board of Trustees (if she is not a slated candidate) of any participant-nominated candidates. She will forward all documents received to the Foundation Constitution Chair.
- The Foundation Constitution Chair will confirm each nominee’s acceptance of the nomination.
- The Foundation Constitution Chair will notify the slated candidates of the participant nominations.



- Once the slated candidates have been notified, the Foundation Executive Director will notify the Governance Committee Chair and the Foundation Board of Trustees.
- Notification of any participant-nominated candidates will be provided in electronic communications and sent via email in accordance with the approved distribution list following the same format as used for the Governance Committee slate.
- The Foundation Constitution Chair will publish election procedures at least 30 days prior to the election.
- All questions and comments regarding election procedures from participant-nominated candidates or other interested parties shall be directed to the Foundation Constitution Chair for response.

The Governance Committee slate along with the names of any participant-nominated candidates will be published in the Foundation annual meeting materials.

#### **If there are no Participant Nominations:**

- The Foundation Executive Director will notify the Foundation Constitution Chair, the Chair of the Board of Trustees (if she is not a slated candidate) and the Governance Committee Chair.
- The Governance Committee Chair will notify the slated candidates.
- Once the slated candidates have been notified, the Foundation Executive Director will notify the Foundation Board of Trustees and the Governance Committee.

### **ELECTION BEHAVIOR**

There is to be no campaigning by Delta Gamma members for slated candidates or participant nominated candidates prior to or during the Foundation annual meeting.

- Written, email, social media or telephone communications promoting a candidate to members who are not intimate friends are not permitted.
- Signs, placards, balloons, gifts and any other election paraphernalia are prohibited.
- Questions regarding candidates' qualifications will be referred to the Constitutional process used and relevant Foundation resources.
- The Foundation Constitution Chair and the Foundation Parliamentarian will address inappropriate election behavior. Violations should be described in writing and signed by the author. If an accusation is deemed true, the candidate on behalf of whom inappropriate election behavior has occurred will be informed and asked to address the behavior.

### **ATTENDANCE AT THE FOUNDATION ANNUAL MEETING**

The Governance Committee, cooperatively with the BOT, will ensure that slated and participant-nominated candidates are treated with courtesy and consideration:

- The BOT will arrange for Convention and The Leadership Collective (TLC) registration materials to be sent to each member, noting correct arrival and departure dates and an explanation of travel and accommodation costs, if any.
- Every effort will be made to ensure candidates enjoy a feeling of welcome and appreciation.



- The Foundation Constitution Chair and the Foundation Parliamentarian will carefully explain to the candidates, as necessary, the Foundation annual meeting agenda and election forum protocol, noting which meetings they may appropriately attend.

## **FOUNDATION ANNUAL MEETING AND ELECTIONS**

### **Presentation of Candidates:**

- The Governance Committee Chair or another member of the Governance Committee will introduce the slated candidates in alphabetical order at the close of her committee report that describes the Governance Committee's activities, including efforts in the nomination area.
- If there are participant nominations, the Foundation Constitution Chair or, in her absence, a neutral party appointed by the BOT will introduce the participant-nominated candidates, also in alphabetical order.
- Foundation annual meeting materials available at Convention or TLC regarding the candidates will appear in the same format and will be circulated in the same manner. The names of the candidates, regardless of method of nomination, will be listed together alphabetically.

### **Election:**

- In the event there is only one candidate for each vacancy, a voice vote may be taken at the appropriate time in the meeting agenda.
- If there is more than one candidate for any vacancy, an election forum shall be held following the procedures outlined below, either before the Foundation annual meeting or prior to the vote.
- Voting shall be by written or electronic ballot with no talking during the voting. The Foundation Constitution Chair and Foundation Parliamentarian, or their designated alternates, will enforce the silence.
- A majority vote is required to elect. If there are more than two candidates the following plan will be followed:
  - If two or more of the candidates receive a majority vote, the two candidates with the highest number of votes will be elected;
  - If only one candidate receives a majority, that woman is elected to one vacancy. The remaining candidates will proceed to a run-off for the second vacancy; the woman with the majority after this second round of voting is elected to the second vacancy;
  - If no candidate gets a majority after the first round of voting, the two women with the highest number of votes participate in a run-off for one vacancy. The woman with the majority after the second round of voting is elected. A third vote is taken with the unsuccessful candidate from round 2 and the remaining candidates. The woman who receives a majority in round 3 is elected to fill the second vacancy.
  - If there are four or more candidates for the two vacancies, the voting will follow this same pattern (two women with highest number participate in a run-off) until two women have been elected.
- The Foundation Constitution Chair or, in her absence, a neutral party appointed by the BOT and appointed monitors will collect and count the votes.





- The Chair of the BOT and the Foundation Parliamentarian, or her designated alternate, will be informed of the outcome of the election.
- The Foundation Constitution Chair and the Foundation Parliamentarian, or their designated alternates, will inform the candidates of the outcome of the election.
- The results of the election will be announced at an appropriate time.

## **ELECTION FORUM**

Should there be more candidates than vacancies, either because the Governance Committee has slated more than one candidate for each vacancy or due to participant nominations, there shall be an election forum during the Foundation annual meeting or at some other appropriate time before the election.

- The Foundation Parliamentarian, or in her absence, a neutral party appointed by the BOT, will preside over the election forum. She will have the authority to disallow any personal attacks or emotional outbursts.
- The Foundation Constitution Chair or, in her absence, a neutral party appointed by the BOT will act as the official timer.
- Every nominee will participate in the election forum.
- Each nominee will present a speech of not more than three (3) minutes regarding her qualifications and intended actions as a Trustee.
- Nominees will speak in alphabetical order (by last name), regardless of method of nomination.
- There will be no question or answer period.

## **POST-ELECTION**

- The BOT Chair will administer the Oath of Office at an appropriate time. In the event the sitting BOT Chair is being re-installed as a Trustee, the next ranking officer/Trustee shall administer the Oath of Office.
- All information received relative to the election of Trustees shall be destroyed at the completion of the election process.

## **ELECTION OF BOT OFFICERS**

In accordance with the Foundation Constitution, all officers of the BOT serve for three years or until the end of their term as a Trustee. In the event of an expiring officer term, an officer election will be held at some point following the election of Trustees. Depending on the circumstances as described below, the following procedures will govern the election of officers.

### **Nominations:**

Chair of the BOT is in mid-term or retiring from the BOT:

- Two weeks after the close of participant nominations, the BOT Chair will send a call for officer nominations to all current elected Trustees, slated nominees or participant-nominated nominees identifying the officer positions available.
- Any current elected Trustee, slated nominee or participant-nominated candidate must signifiy in writing her interest in any eligible office to the BOT Chair.



- Any sitting Trustee may also nominate any other current elected Trustee, slated nominee or participant-nominated candidate for an office by sending the woman's name to BOT Chair.
- All nominations must be sent to the BOT Chair within seven days of the call for nominations.
- At the end of the allotted time period, the Chair of the BOT will announce to the BOT and all slated and participant-nominated candidates, the nominees for all available officer positions. The Foundation Constitution Chair and the Foundation Parliamentarian shall be copied on the announcement.

BOT Chair's term is expiring, and she is eligible for another term:

- Two weeks after the close of participant nominations, the senior BOT officer not standing for re-election will send a call for officer nominations to all current elected Trustees, slated nominees and participant-nominated candidates identifying the officer positions available.
- Any sitting Trustee, slated nominee or participant nominated nominee must signify in writing her interest in any eligible office to the senior BOT officer not standing for reelection.
- Any sitting Trustee may also nominate any current elected Trustee, slated nominee or participant-nominated candidate for an office by sending the woman's name to the senior BOT officer not standing for reelection.
- All nominations must be sent within seven days of the call for nominations.
- At the end of the allotted time period, the senior BOT officer not standing for re-election will announce to the BOT and all slated and participant-nominated candidates, the nominees for any available officer position. The Foundation Constitution Chair and the Foundation Parliamentarian shall be copied on the announcement.
- In the event all officer positions are open and all six elected Trustees are candidates, then the Fraternity President, as the senior Trustee, shall conduct the election.

### **Election:**

- Following the election of Trustees, the new BOT will meet to elect officers. The Foundation Parliamentarian, the Foundation Constitution Chair and the Governance Committee Chair will be in attendance.
- If the Chair of the BOT is in mid-term or retiring, she shall conduct the election.
- If the Chair of the BOT has just been elected to a second term as a Trustee, regardless of whether she is running for an office, the senior BOT officer not standing for reelection will conduct the election.
- If there is only one candidate for each office, a voice vote may be taken. The Foundation Parliamentarian and Foundation Constitution Chair will count the votes.
- In the event there are two candidates nominated for a position, each candidate will give a short statement not to exceed two minutes. The Foundation Parliamentarian will act as timer. Voting will be by written ballot and the Foundation Parliamentarian and Foundation Constitution Chair will count the votes.





# Appendix



# Position Descriptions

## VOLUNTEER POSITION DESCRIPTIONS

The following position descriptions can be found in the Volunteer Position Description Handbook in the Delta Gamma website library by visiting [deltagamma.org/library](https://deltagamma.org/library) (search: Volunteer Position Description Handbook) or clicking [here](#).

- Board of Trustees Chair
- Board of Trustees Treasurer
- Board of Trustees Secretary
- Board of Trustees Member-at-Large 1
- Board of Trustees Member-at-Large 2
- Board of Trustees Member-at-Large 3
- Foundation Governance Committee Chair
- Foundation Governance Committee Member
- Foundation Constitution Chair
- Foundation Parliamentarian

## FOUNDATION EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Foundation Executive Director must be a current per capita dues-paying Delta Gamma alumna with knowledge of and a commitment to the Delta Gamma Foundation mission.

### Functions

- Serve as a Foundation Voting Member.
- Attend Board of Trustees' meetings (in person and conference calls), The Leadership Collective and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Direct, lead, and manage Executive Offices staff working for the Delta Gamma Foundation.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

### Expectations and Responsibilities

- Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports.
- Communicate in a timely manner with Foundation volunteers, as needed or requested.
- Assist in writing *ANCHORA* articles and other Foundation-related publications, as assigned.
- Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- Prepare correspondence and respond to inquiries.
- Represent the Foundation and submit reports when assigned.
- Support the Foundation within one's ability.
- Develop relationships with donors.
- Maintain files, record of term in office, record of expenses, copies of correspondence; and provide transition for her successor.



- File personal expense reports, reviews, and other Foundation reports, as needed or requested.
- Serve as a resource to the Executive Offices staff.

#### Relationships

- Report to the Foundation Board of Trustees Chair.
- Consult with and advise the Foundation Board of Trustees, Governance Committee, and the Foundation Constitution Chair.
- Work in conjunction with Fraternity Executive Director and select Executive Offices staff.

## Foundation Constitution and Policies

The Foundation Constitution and Policies can be found in the Delta Gamma website library by visiting [deltagamma.org/library](https://deltagamma.org/library) (search: Constitution or Policies) or clicking the links below.

- [Foundation Constitution](#)
- [Foundation Policies](#)

## Organizational Charts

The following organizational charts can be found in the Delta Gamma website library by visiting [deltagamma.org/library](https://deltagamma.org/library) (search: org chart) or clicking the links below.

- [Executive Offices Staff Organization Charts](#)
- [Fraternity and Foundation Volunteer Organizational Chart](#)



# Current Board of Trustees and Terms

## ELECTED MEMBERS OF THE BOARD OF TRUSTEES

### **Jenn Stuart Ragusa, Chair**

First term: 2021-24

### **Jill Elizabeth Roshto, Treasurer**

First term: 2022-25

### **Lynne C. Thieme, Secretary**

First term: 2018-21

Second term: 2021-24

### **Catherine (Kim) Schmoker Hunnewell**

First term: 2020-23

Second term: 2023-26

### **Danielle Consentino D'Arcy**

First term: 2022-25

### **Lee C. Deadwyler**

First term: 2023-26

## EX OFFICIO MEMBERS OF THE BOARD OF TRUSTEES

### **Dr. Amy R. Ayres, President**

First term: 2022-24

### **Molly Peirano, Council Trustee: Fraternity Programming**

First term: 2022-24

### **Susan Meyer Kornegay, Treasurer**

First term: 2022-24



# Past Elected Board of Trustees and Terms

**Ruth Grant Alsbrooks\***

First term: 2019-22

**Judith (Judy) Van Scoyk Barnhart\***

First term: 2002-05

Second term: 2005-08

**Rachel McDougal Bishop**

First term: 2018-21

**Ann Glosup Bordelon**

First term: 2007-09

Second term: 2009-12

**Deborah Taber Crosby**

First term: 2018-19

Second term: 2019-22

**Susan Beavers Crucq**

First term: 2013-16

Second term: 2016-19

**Linda Shreve Davidson**

First term: 2012-15

Second term: 2015-18

**Jacquelyn (Jacque) Geving Everson\***

First term: 2006-09

Second term: 2009-12

**Dorothy (Dotty) West Farwell**

First term: 2002-04

Second term: 2004-07

**Doris Sonnie Flint\***

First term: 2002-03

Second term: 2003-05

**Rachel Stack-Dunne Foster**

First term: 2008-11

**Dinah Doty Hays**

First term: 2014-17

**Anne Hohenberger**

First term: 2011-14

**Mary Anne Ruman Lachenmaier**

First term: 2012-15

Second term: 2015-18

**Susie B. Lamy**

First term: 2009-12

**Linda Crawford Linck\***

First term: 2008-11

Second term: 2011-14

**Kristine Reed Maedel**

First term: 2007-10

Second term: 2010-13

**Tamara E. Morse**

First term: 2005-06

Second term: 2006-07

**Joan Workman Newman**

First term: 2017-20

Second term: 2020-23

**Mickey North Rizza**

First term: 2006-09

**Jane Williams Simmons\***

First term: 2014-17

Second term: 2017-20

**Catherine (Kit) Stuart Schmoker**

First term: 2002-05

Second term: 2005-08

**Wilma Johnson Wilbanks\***

First term: 2012-15

Second term: 2015-18



*\*Served as Chair of the Board*

## Current Governance Committee and Terms

**Janet Aronberg Hersh** – 2023-present  
\*Chair

**Jackie Leyes Bergquist** – 2023-present

**Ann Glosup Bordelon** – 2017-19;  
2023-present

**Kierstan Knaus Dufour** – 2024-present  
*(completing term of Danette Jones Beck)*

**Christine Rocchio** – 2023-present

## Past Governance Committee and Terms

**Lisa Anderson** – 2013-17

**Judy Van Scoyk Barnhart** – 2007-11

**Danette Jones Beck** – 2023-24  
\*Chair 2023-24

**Barbara Gerow Broyles** – 2011-15

**Gretchen Nadler Clifton** - 2018-19  
*(completed term of Deborah Taber Crosby)*

**Kathi Keppler Coles** – 2011-15

**Deborah Taber Crosby** – 2015-18

**Linda Krohn Elliott** – 2007-09

**Debbie Bryd Etheridge** – 2017-21  
\*Chair 2017-21

**Doris Sonnie Flint** – 2007-09  
\* Chair 2007-2009

**Kay Bodkin Harvey** – 2019-23  
\*Chair 2021-2023

**Carolyn Schnure Hill** – 2014-17  
\*Chair 2015-17  
*(completed term of Aleesa Miller Ross)*

**Anne Elizabeth Hohenberger** – 2019-23

**Mary Anne Ruman Lachenmaier** –  
2007-08; 2021-23

**Linda Crawford Linck** – 2019-23

**Kristine Reed Maedel** – 2015-19

**Karla Treckel Mugler** – 2015-19

**Carol Jones Nunnally** – 2011-15  
\*Chair 2013-15

**Christine Boring Pope** – 2012-13

**Aleesa Miller Ross** – 2013-14

**Jennifer Kane Schwartz** – 2009-10

**Carol Bennie Shay** – 2019-23

**Stacia Rudge Skoog** – 2009-13  
\*Chair 2011-13

**Teena Folker Tabor** – 2010-12

**Erin Doty Toohey** – 2007-11

**Beth Dubil Welmaker** – 2007-11  
\*Chair 2009-11





## Current Foundation Parliamentarian and Foundation Constitution Chair and Terms

**Alison Chastain Brackins**, Foundation Parliamentarian – 2018-present

**Susan Ruth Cornell**, Foundation Constitution Chair – 2007-present

## Past Foundation Parliamentarians and Foundation Constitution Chairs and Terms

**Wilma Johnson Wilbanks**, Foundation Parliamentarian – 2003-12

**Rachel McDougal Bishop**, Foundation Parliamentarian – 2015-18

**Carol Butler Haney**, Foundation Parliamentarian – 13

**Rachel McDougal Bishop**, Foundation Constitution Chair – 2005-07



# Approved Distribution Lists

## **LIST 1 - CALL FOR NOMINATIONS, NOTIFICATION OF BOARD OF TRUSTEES SLATE AND PARTICIPANT NOMINATIONS**

All alumnae with good emails and mailing addresses will be targeted through these possible Communication outlets: winter *ANCHORA*, Alumnae Compass, collegiate eNewsletters, DG Headlines (all member email), eDG, social media, targeted emails and the Delta Gamma website.

There may be some directed Communication to these groups:

- All Current Fraternity and Foundation Leadership (this encompasses many)
- All Former Foundation Leadership (include Foundation Nominating Committee, Governance Committee)
- Current BOT Candidates
- All Current Fraternity Nominating Committee
- All EO Staff
- Board of Advisers
- Foundation Advisory Board
- Foundation Ambassadors
- Former Delta Gamma PROs
- Alumnae Group Presidents
- Collegiate Chapter Presidents

## **LIST 2 – SURVEY**

- All Current Fraternity and Foundation Leadership (this encompasses many)
- All Former Foundation Leadership (include Foundation Nominating Committee, Governance Committee)
- Current BOT Candidates and Nominators
- All Current Fraternity Nominating Committee
- All EO Staff
- Board of Advisers
- Foundation Advisory Board
- Foundation Ambassadors
- Alumnae Group Presidents

