

**ΔΦΩ**

**DELTA PHI OMEGA SORORITY, INC.**  
**National Handbook**

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## **Delta Phi Omega Sorority, Inc.**

### **I. National Council**

Founded on February 1, 2002, the National Council became the administrative and governing body of Delta Phi Omega Sorority, Inc., possessing jurisdiction over all component parts of the sorority. The purpose of the National Council is to ensure that the original mission, principles and ideals formulated by our Honorable National Founding Mothers is continued and fortified by all existing and future chapters. Furthermore, the National Council also serves to facilitate chapter operations, oversee chapter compliance with National Policies, and presides over matters of controversy and to implement and coordinate all national-level programs and activities. Please refer to the National Council and Director Roster for details of individuals holding National positions in the current year.

#### **List Serves**

All Members: **DPO\_Members@googlegroups.com**

Moderator: Vice President of Communications

All Members (NON official DPO matters):

**Orchid\_Vines@googlegroups.com**

Moderator: Vice President of Communications

Alumnae: **dpo\_alumnae@googlegroups.com**

Moderator: Alumnae Director

Please refer to your respective National Council Vice President for E-board and Chair specific listservs.

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## **II. General Policies and Guidelines**

### **A. Risk Management Policy**

Delta Phi Omega Sorority's National Council has developed this policy on alcohol for our chapters and colonies to protect the Sorority and its members and guests from the risks associated with the consumption of alcoholic beverages. All Delta Phi Omega chapters and colonies must operate in a manner that is consistent with university, local, state and federal laws and policies concerning the serving and consumption of alcohol. Each chapter or colony shall provide its members/new members with the appropriate university alcohol policy.

#### **ALCOHOL AND DRUGS**

1. The illegal use, possession, sale or distribution of any controlled substances on or off campus, including alcohol, at chapter functions, at or during any membership education traditions, or function that would be associated with the sorority shall be strictly prohibited.
2. No alcohol or drugs are allowed at any rushing or membership education event or at any candidate or chapter meeting on or off campus.
3. No chapter/colony members/new members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to minors at Delta Phi Omega functions.
4. The sorority's name shall not be associated with any alcohol distributor.
5. No chapter or colony of Delta Phi Omega Sorority, Inc. may purchase alcoholic beverages with sorority funds, nor may anyone in the name of or on behalf of the chapter or colony coordinate the collection of any

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funds for such purchase. This includes the purchase of kegs, party balls, and other bulk quantities of alcoholic beverages. In addition, no alcohol may be served from common source containers (kegs, party balls, or other bulk containers) at chapter or colony events.

6. Consumption of alcohol or use of drugs by active members is not permitted before or during any Delta Phi Omega sponsored/hosted or co-sponsored/co-hosted external event (i.e. DPO parties, DPO sponsored mixers, philanthropic events, national conference, regional retreats, etc). Any active member that violates this rule shall immediately be put on probation for one semester and she must give a formal apology at the next general body meeting. External event is defined as an event where non-sorority members are in attendance.
7. The only Delta Phi Omega sponsored/hosted or co-sponsored/hosted external event that Delta Phi Omega members may consume alcohol is the chapter formal provided that there is a licensed bartender managing and controlling all alcohol consumed by members and guests. There also must be at least one police officer present at all times during the event. Only those members that are 21 years of age or older may consume alcohol. However, no active member is allowed to drink to the point of intoxication. Intoxication is defined as stumbling, throwing up, cursing, loud and obnoxious behavior, and any other behavior deemed inappropriate by a minimum of two executive board members (not incoming E-Board). The intoxicated active member will be asked to leave and she will immediately be put on probation for one year. She must also give a formal apology at the next general body meeting. If a graduating senior becomes intoxicated, in lieu of probation, she must pay a \$100 fine.

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8. Minors (less than 21 years of age) may not consume alcohol at non-sorority sponsored/hosted events in which members attend to represent the sorority.
9. Probation is a formal warning to an active member that if she violates any rule or does not fulfill her requirements as an active member of Delta Phi Omega (i.e. paying dues and fines on time, turning community service hours, etc) her membership shall be terminated. The member also perpetually loses the privilege to drink at any Delta Phi Omega formal. A member may appeal probation per the constitution.
10. Public intoxication or being under the influence of any illegal substance on or off campus of any member is considered unprofessional. Habitual violators will be advised to seek counseling.
11. No member shall permit, tolerate, encourage or participate in underage drinking, "drinking games" at DPO events which includes drinking with DPO paraphernalia in the vicinity (e.g. DPO banners, letters, etc.) promiscuous behavior, or anything else that may compromise yourself or the sorority that you represent.
12. Members may not smoke, drink or do drugs while wearing Delta Phi Omega letters, Greek or alphabet.
13. Any member that is cited for underage drinking or arrested for public intoxication will be automatically put on alcohol probation for 1 semester/2 terms or as seen fit by National Council. Alcohol probation includes alcohol counseling/support, the removal of DPO member privileges, revoked drinking privileges at Greek socials/mixers, and monitoring by National Council.
14. Each chapter or colony must report all violators to National Council. National Council has the right to enforce and administer any such

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program(s) necessary to avoid misconduct (i.e. drug testing, alcohol/drug seminar, notification to parents, etc.). A chapter or colony may be put on probation if the required punishments are not carried out.

## **HAZING**

No chapter shall conduct hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with sorority law, ritual or policy or the regulations and policies of the educational institution."

## **ABUSE**

The Sorority will not tolerate or condone any form of abusive behavior on the part of its members, whether physical, mental, or emotional. This includes any actions that are demeaning to any person, including but not limited to date rape, gang rape, verbal harassment, discriminatory slurs, unwelcome sexual advances or comments, harassment of any kind, or any jokes, remarks or conduct that creates a hostile environment.

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## **EVENTS**

DPO NVP of Finance must be notified of all events that occur off-campus that require a copy of our liability insurance, including but not limited to recruitment, social events, community service and fundraising. The host must be on our insurance as an 'Additional Insured Entity' to ensure that any unforeseen damages can be covered. Contact NVP of Finance for further details at least 3 weeks prior to said event.

## **EDUCATION**

The Delta Phi Omega Sorority, Inc. Risk Management policies must be read aloud at the first general body meeting of each semester/quarter. Official copies will be given to appropriate members of recruitment teams as requested by local universities.

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## **B. Crisis Management Policy**

At the beginning of each semester, the most recent copy of your university's Risk and Crisis Management Policies should be reviewed by the entire Executive Board as well as forwarded to the NVP of Finance. Those policies stand superior to our own especially if an incident were to occur on campus grounds. Using those policies and the one provided here, formulate a plan of action in the event of an emergency and share it with the rest of the chapter/colony at the first general body meeting. Also, give each member a list of persons and phone numbers that they should contact if an incident were to occur.

**Note:** These emergency procedures have been formulated for the Presidents of individual sorority chapters/colonies in the event of a death or serious injury to a member of your chapter or any other emergency situation.

1. Be certain that every member knows that you, as President, are in charge in any emergency situation involving serious injury or death. In your absence, establish a ranking order of officers (ex. Vice-President, Treasurer, Secretary, Historian) and be sure those officers know these procedures. You should already have arranged with your chapter advisor how she is to be notified.
2. If a tragedy has occurred within your house, close the house, apartment, meeting room, etc. at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only your members and University and/or city officials, including the police, to enter.
3. Your first call is to the Police Department emergency number 911 for an ambulance or the University police.

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- a. If the emergency situation is a fire, your alarm should automatically bring the fire truck, but always still call 911.
  - b. DO NOT hesitate to call the Police Department by dialing 911. The Police Department has a crisis notification list and will automatically contact the appropriate University officials.
  - c. The President of Student Life is chair of the University Crisis Management Team. He/She will either arrive onsite, or go to the hospital whichever is appropriate. If the President of Student Life goes directly to the hospital, she will assign an on-site coordinator, usually a Student Affairs staff member, who will assist on site.
4. Your second telephone call should be to the National Council President. The National Council president should then proceed to inform the appropriate members as she deems necessary
  5. Assemble your members in a group. Explain to them that there is an emergency situation and the house is closed. Ask them to cooperate in halting outgoing telephone calls until the situation is under control. Do not discuss the situation until the President of Student Life (or other Student Affairs staff member) arrives.
  6. Instruct your members to make NO STATEMENTS to anyone other than University officials. You, as the President, will make any appropriate statements to the media after the situation is under control and University Public Affairs has discussed with you the content of any statement.
  7. In the event of death, serious accident or illness, the President of Student Life or another Student Affairs staff member, police officer, or doctor will notify the family and advise them of the student's condition.

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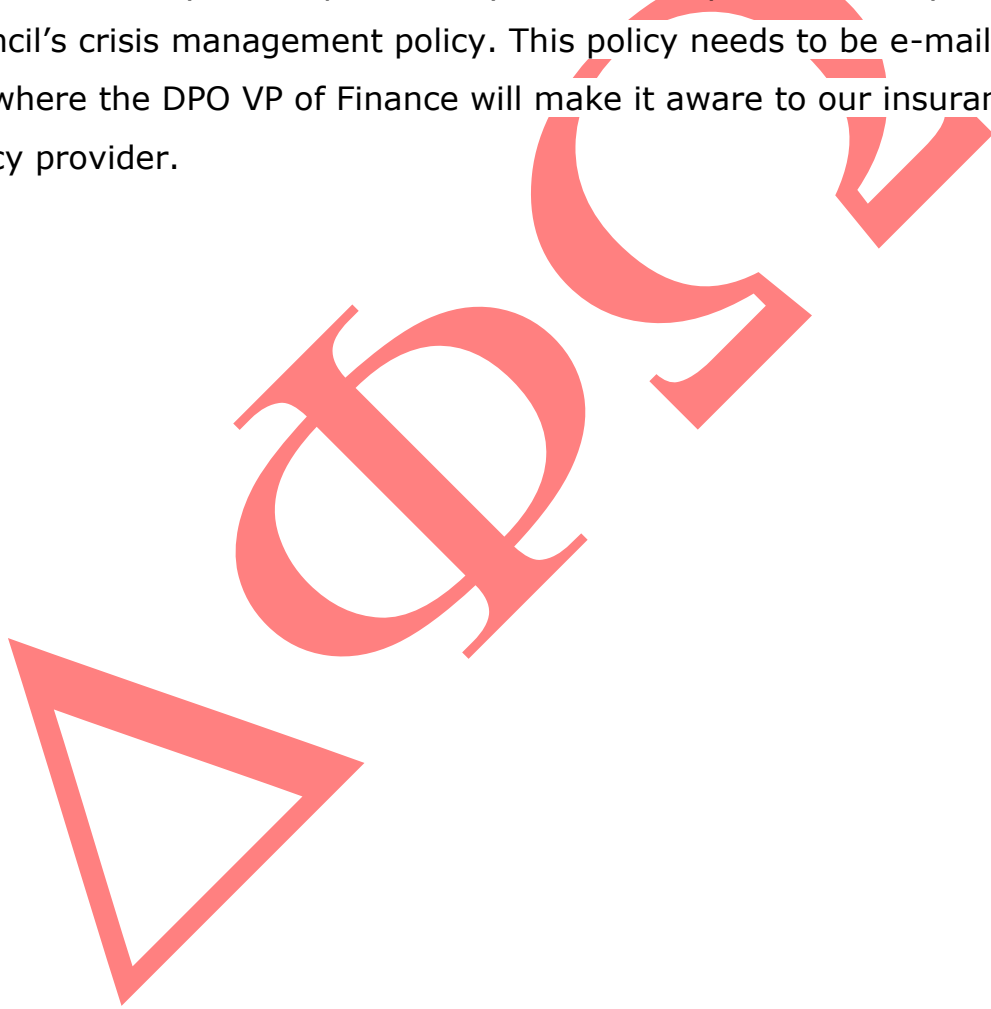
You are NOT to contact the family until the President of Student Life advises you that the University has already contacted them.

8. While your chapter members are gathered, there are several things to be done. It is important that they remain calm. When the situation warrants, out-of-house members and pledges may need to be called. Work with the University staff member on-site to determine how to make those calls and contacts and to formulate statements to keep everyone informed. Your chapter advisor should be kept informed of all of the steps you are taking.
9. If the situation is a death outside of the house, do not announce it until the President of Student Life or a Student Affairs staff member has arrived to help. Be very careful about this information as the Office of Public Affairs will release a statement only after all of the members of the immediate family have been notified. If the member or pledge lived in the house, do not move any of her possessions. The University will assist with temporary housing upon request. All necessary paperwork for withdrawing the student from the University will be handled by Student Affairs staff.
10. It is proper to send sympathy cards, notes, or flowers. If a funeral is in state or nearby, it will mean a great deal to the parents if some members attended. Most of your national organizations have a memorial ritual pertaining to the chapter. Check your own individual procedures and offer it to the parents in advance of the final arrangements.
11. The University Chaplain and the President of Student Life staff are available to assist in the planning and implementation of an on-campus memorial service. It is recommended that the service be held

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in the week following the death at a time convenient for the family to attend if possible.

12. In the occurrence of a situation, you must contact the National Council immediately via phone and e-mail with the details of the situation. National Council may then intervene hereon out, if need be.
13. Make sure that your chapter/colony is aware of your university's/Greek council's crisis management policy. This policy needs to be e-mailed to NC where the DPO VP of Finance will make it aware to our insurance policy provider.



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## **C. Chapter Articles of Association of Delta Phi Omega**

### **Preamble**

We, the members of \_\_\_\_\_ Chapter/Colony of Delta Phi Omega, National, Social and Service Sorority, founded on the campus of University of Houston, and established for the purpose of assembling women to encourage community service and to create sisterhood amongst women, do adopt these Standard Chapter Articles of Association.

### **Article I. Name**

The name of this organization is the \_\_\_\_\_ Chapter/Colony of Delta Phi Omega.

### **Article II. Purpose and Policy**

This chapter/colony shall be conducted as a Social, Service and philanthropic oriented sorority under the policies, principles, and provisions set forth in the National Constitution, National Bylaws, and these Standard Chapter Articles of Association of Delta Phi Omega. The purpose of this sorority shall be to:

1. Foster sisterhood amongst South Asian women
2. Excel in all academic endeavors
3. Provide service to the community
4. Build a relationship between the sorority and the university

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## **Article III. Membership**

### **Section 1. Open Membership.**

Membership in this chapter of Delta Phi Omega shall be open to all students. Membership in this chapter shall be granted only upon the approval of the applicant by this chapter and after the applicant has fulfilled the membership requirements prescribed by the National Sorority and by this chapter.

### **Section 2. Pledge Membership.**

Pledge membership in this chapter shall be conferred upon students enrolled in the institution where this chapter is located who are selected to participate in a period of preparation and training in the ideals and purposes of Delta Phi Omega. The pledge ceremony shall be according to the official ritual of the Social. This chapter shall determine the content and duration of the pledge period in accordance with the National Constitution, the National Bylaws, and the operating policies of the National Sorority. Pledge dues will be determined by the chapter/colony e-board.

**All Pledge dues set above \$150 must be approved in advance by National Council.**

### **Section 3. Active Membership.**

Active membership in this chapter shall be conferred upon enrolled students of this educational institution who are in fellowship with the principles of Delta Phi Omega and who have successfully completed an approved membership education program. Active membership shall carry all rights and responsibilities in this chapter, except that this chapter shall determine the degree of participation of members in graduate school. Active membership shall continue so long as the member remains in good standing in this chapter and continues enrollment in this educational institution.

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Active Members must maintain a GPA of at least a 2.0 or will be placed on academic probation for a period of 1 semester by the sorority.

Active members may not drink before or during any DPO hosted or co-hosted event.

**Type I – Regular Active-** A member whose description is stated above.

**Type II – Active Transfer** - A member that has transferred to a new school that does or does not have an established chapter or colony of DPO may apply via formal letter for active transfer status with the appropriate chapter/colony within 40 miles of member's new school. This letter must be sent to the appropriate chapter/colony(s), Regional Director and Vice President of Internal Affairs. This letter must be written and submitted to all stated parties by the member desiring active transfer status no later than 2 weeks from the date school (school applying status from) starts. The chapter/colony e-board may grant active transfer membership upon discussion of the situation with the Regional Director and member concerning the expectations and responsibilities of active transfer membership. The e-board shall confer and vote and announce their decision to the member no later than 1 week after receiving the letter. Active Transfer must be renewed each semester, and has no set maximum of semesters.

**Clause 1. Active Dues**

Reasonable Chapter/Colony dues will be determined by the chapter/colony eboard.

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**Section 4. Associate Membership.**

A chapter/colony may grant associate membership on an active member who finds it necessary to cease full involvement in chapter affairs, because of other commitments of time and effort, and who petitions for such membership. This chapter shall determine the procedures for conferring associate membership, the rights and responsibilities thereof, and for reinstatement to active membership.

**Type I – Associate Active – *maximum 2 semesters***

Acceptable reasons for a chapter/colony to grant associate membership include members that are 5<sup>th</sup> year seniors and need to focus on academics in order to graduate. This membership is also appropriate for members that are enrolled parttime in the university and are receiving credit from alternate occupation oriented environments such as involvement in co-ops, internships, and research opportunities outside the university or are currently working full-time and attend classes accommodated around work schedule.

**Type II – Professional Associate – *no maximum of semesters***

Acceptable reasons for a chapter/colony to grant associate membership include members who participate in study abroad, members that are enrolled in a professional school such as Accounting, Architecture, Nursing, Pharmacy, Dentistry, Medicine, or are in a combined bachelors/graduate academic program in which a bachelors degree has not been given yet. This title may remain until a degree is awarded, and alumnus status is obtained.

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**Type III – Transfer Associate** – *no maximum of semesters*

Acceptable reasons for a chapter/colony to grant transfer associate membership include members who have transferred to a different school more than 40 miles away from their original school, where no colony/chapter has been founded. The chapter/colony e-board will determine what requirements the transfer associate must adhere to with respect to distance. A formal letter to the chapter/colony e-board must be written and submitted by the member desiring associate status no later than 2 weeks from the date that school starts. The e-board shall vote and announce their decision to the member no later than 1 week after receiving the letter.

**Clause 1. Associate Dues**

All Associates (Type I, II, and II) must pay national dues. Only Associate Actives (Type I) are responsible for insurance. If an associate wants to attend Chapter/Colony events the chapter/colony e-board may charge a nominal fee; however chapter/colony dues are not mandatory.

**Section 5. Probation**

A chapter/colony may put a sister on probation for the following reasons:

- Outstanding debt (dues, fines, service hours, and any other chapter/colony requirements) past due for over 2 weeks. Probation term until outstanding debt is paid. If outstanding debt is not paid within 4 weeks, harsher consequences, including a disaffiliation trial may ensue.

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- Consumption of Alcohol by any DPO sister other than alumnae or inactive member at a DPO hosted or co-hosted event. Probation term of 1 semester (or 2 quarters).
- Being intoxicated at a DPO hosted or co-hosted event. Probation term of 1 year. "Intoxicated" will be determined by 3/5 e-board members.
- Not fulfilling assigned responsibilities and/or duties.
- Not following the purpose and pillars of the sorority or the risk management policy.
- Reoccurring offenses.
- Academic probation – Sisters unable to meet the cumulative GPA requirement.

The requirements of sisters placed on academic probation are as follows:

- Individuals are not allowed to attend any sisterhood or social events during the semester.
- No chair or e-board position can be held by a sister during academic probation.
- Updates of each exam results must be sent into the President.
- If the sister does return to the required GPA within one academic school year, her membership will be terminated.
- Community service hours may be reduced/waived for members on academic probation as seen fit by E-board/NC.

In the event a member is put on probation, the chapter/colony must notify NC VP Internal Affairs, and Regional Director of the situation.

**Section 6. Inactive Membership** – *Maximum of ONE semester.*

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A Chapter/Colony may grant inactive membership on a member who finds it necessary to cease involvement in chapter/colony affairs for **maximum of 1 semester**.

Acceptable reasons for a chapter/colony to grant inactive membership include:

- Academic probation,
- Extenuating family/personal circumstances, etc.
- Special consideration may be sought from NC concerning the length of the inactive status.

A formal letter to the chapter/colony e-board must be written and submitted by the member desiring inactive status no later than 2 weeks from the date that school starts. The e-board shall vote and announce their decision to the member no later than 1 week after receiving the letter.

Inactive members do not pay chapter/colony dues, national dues, and insurance. Inactive members are not to attend meetings, social or sisterhood events, nor set. Inactive members may not take on the role of a big, or participate on any external expansion committees. Inactive members are not subject to the alcohol restrictions as that of active or associate members. However, any inappropriate behavior occurring during this time may be used against the individual when evaluating her for reinstating Active, Associate or Alumna membership.

The Chapter/Colony must contact the Regional Director and NVP of Communications to have the sister receiving inactive status, furthermore their name should be removed from School, Area and National listserves.

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### **Section 7. Alumna Membership**

Upon leaving this chapter, without having been suspended or expelled by this chapter or the National Sorority, and have paid all outstanding debts, performed all outstanding duties, all who have held active membership in this chapter shall be recognized as alumna members upon graduation from their university. The New Alumna Form must be completed and signed by the member, Historian, and President. Form can be found under Historian guidelines

### **Section 8. Disaffiliation**

**Each member is required to sign a disaffiliation form, which states they have a maximum of 30 days to appeal the disaffiliation. After 30 days NC will NOT consider reevaluations of any form of disaffiliation.**

#### **Type I – *Self Disaffiliation***

In the event that a sister chooses to self-disaffiliate from the sorority, a formal letter Explaining her decision must be sent to the chapter/colony e-board. Each School MUST contact NC when a member decides to self-disaffiliate. An NC member will contact the individual requesting to disaffiliate to ensure the self disaffiliation was well thought out.

#### **Type II – *Chapter/Colony E-board Disaffiliation***

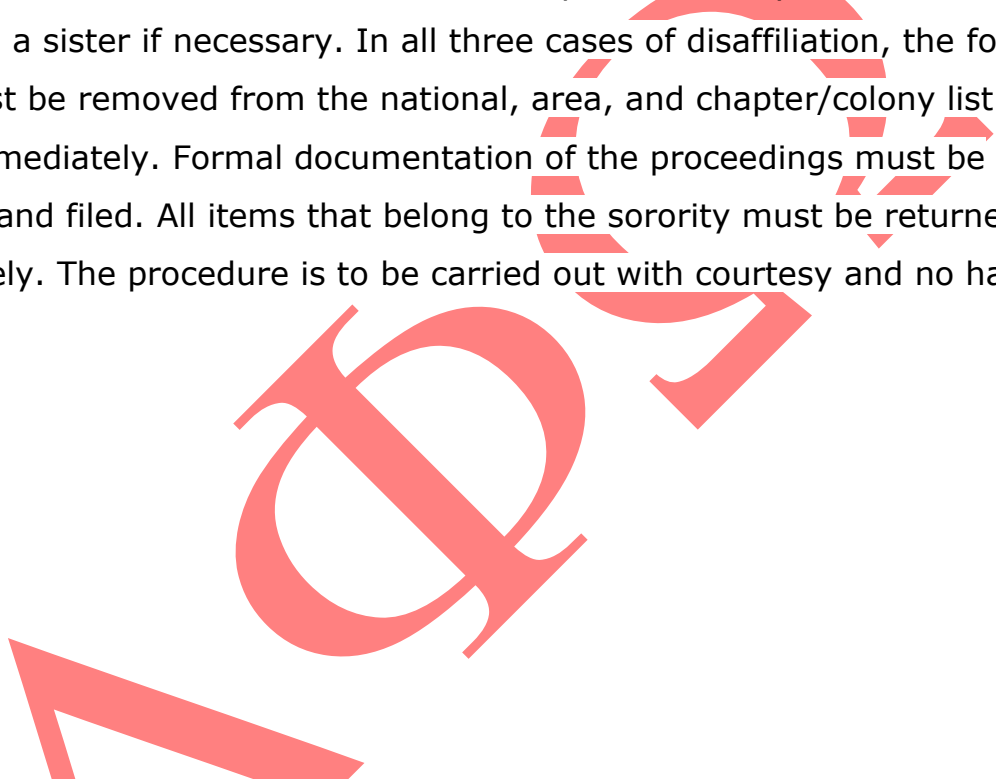
In the event that a chapter/colony e-board finds the need to disaffiliate a sister from the chapter/colony, NC VP Internal Affairs must be notified and the chapter/colony eboard must discuss the situation at length with NC. A trial may be necessary where the sister in question will be given a chance to

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defend herself and in which all active members of the chapter/colony will have the opportunity to vote on whether the sister must be disaffiliated.

**Type III – NC Disaffiliation**

In the event that the situation is at a critical point, NC may intervene and disaffiliate a sister if necessary. In all three cases of disaffiliation, the former sister must be removed from the national, area, and chapter/colony list serves immediately. Formal documentation of the proceedings must be delivered and filed. All items that belong to the sorority must be returned immediately. The procedure is to be carried out with courtesy and no harsh feelings.



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**DELTA PHI OMEGA SORORITY, INC.**  
**DISAFFILIATION FORM**

The below statement confirms that \_\_\_\_\_, sister of \_\_\_\_\_ Chapter/Colony has decided to disaffiliate from Delta Phi Omega Sorority, Inc as of [DATE].

This is a (please tick appropriate box):

- Disaffiliation by Executive Board
- Self - Disaffiliation

**E-board Statement:**

If the Disaffiliation has been enforced by the Executive Board, please include a statement below of reasons for this decision and the process and procedures followed in order to reach this decision.

We confirm all Delta Phi Omega policies and procedures have been followed in order to reach this decision.

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**VICE PRESIDENT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**Disaffiliated Member:**

If *Self-Disaffiliation*, please include your reasons for this decision.  
If Disaffiliated by E-board, please include your response to this decision.

For Self-Disaffiliated Members Only:  
I confirm no pressure or coercion has been imposed on me in order to reach this decision.

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**PRINTED NAME & SIGNATURE**

---

**DATE**

For All Disaffiliated Members:  
I understand that I have 30 days to appeal this decision and after this date, will no longer have any association with the sorority.

---

**PRINTED NAME & SIGNATURE**

---

**DATE**

---

**Disaffiliated Member details**

Sister Name:  
DPO Email Address:  
Date DPO Gear Collected:

Class Name:

#### **Article IV. Officers**

This chapter/colony shall elect a President, Vice Presidents, Treasurer, Secretary, Historian, Sisterhood Chair, Community Service Chair, Recruitment Chair, Fundraising Chair, Social Chair and other such officers as the chapter deems necessary. Such officers shall be elected at least annually. Such officers shall be properly installed by the chapter/colony traditional ceremony. This chapter may remove an officer for not meeting assigned responsibilities only in a method prescribed by this chapter's bylaws. In this event, a re-election should take place and the NVP of Internal Affairs should be notified immediately.

#### **Article V. Executive Board**

This chapter shall have an Executive Committee. The Executive Committee shall meet between chapter meetings as deemed necessary by the chapter. Membership shall consist of the Chapter President, Vice President, Treasurer, Secretary, and Historian.

#### **Article VI. Auxiliary Committee**

Membership shall consist of the Sisterhood Chair, Community Service Chair, Recruitment Chair, Fundraising Chair and Social Chair.

#### **Article VII. Advisors**

This chapter shall have one or more advisors from the faculty or administration of this educational institution, and any other advisors which it deems necessary. Advisors shall have all privileges of active membership, except those of voting and holding chapter office. Each Chapter/Colony must also elect an alumnae advisor to serve for a years term. Notification of this alumnae advisor must be sent to National Council. Alumni Advisor will serve

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as a contact between actives and alumni of a specific schools chapter/colony.

### **Article VIII. Meetings**

There shall be a *minimum* of 1 Executive board meeting per week. There shall be a *minimum* of 2 chapter (general body) meetings meeting per month. Prior approval for any exceptions must be made by National Council.

### **Article IX. Suspension**

This chapter shall have the authority to suspend members for just cause and after due deliberation. Upon suspension of a member, the chapter may, at its discretion, petition the National Council for a letter of suspension to be affixed to the individual's membership record. Suspension differs from probation in that when a member is suspended, she may not attend any chapter/colony events. In the event a member is suspended, the chapter/colony must notify NC VP Internal Affairs, and Regional Director of the situation.

### **Article XI. Registration of Pledges and Active Members**

The new membership form shall be emailed to [dpo.newmemberforms@gmail.com](mailto:dpo.newmemberforms@gmail.com) within 30 days of initiation. The secretary of each chapter/colony shall keep on file all pledge applications and the treasurer collect the required pledge dues In addition, the officers of this chapter shall submit the required annual active membership dues no later than December 1 and May 1. Any initiation not followed by the registration of pledges or active members with the National Council shall be considered null and void.

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### **Article XII. Membership Records**

This chapter shall maintain a permanent record of all its members. To the extent that such records are practically available, these records shall include:

1. a permanent file of each duplicate pledge and/or active membership form, beginning with the charter members and including all subsequent members; and
2. a current roster of all pledge, active, inactive and alumni members.

### **Article XIII. Permanent Mailing Address**

This chapter/colony shall maintain a post office box or other permanent chapter mailing address such as with a student union. The chapter/colony should avoid using a personal mailing address.

### **Article XIV. Chapter Dues**

This chapter may establish reasonable chapter initiation fees, dues and assessments, in addition to those established by the National Council. *The total of the national and chapter/colony dues is not to exceed \$150.* The chapter/colony treasurer shall provide a breakdown of dues as requested by the active members.

### **Article XV. Hazing**

There shall be no hazing or informal initiation in connection with the functions of the chapter. Any mistreatment of pledges, members or other persons at any time shall be considered a violation of the purpose of this chapter and of the National Sorority.

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### **Article XVI. Housing Policy**

This chapter/colony does not operate nor maintain a sorority house as lodging quarters neither for members nor for any other persons. It maintains rooms for meetings at the discretion of its members.

### **Article XVII. Authority of Chapters**

This chapter may adopt by-laws, rules, or regulations not in conflict with the National Constitution, the National By-laws, these Standard Chapter Articles of Association, or the rules, regulations, or policies of the educational institution and city at which this chapter is located. These rules must be sent to the VP of Internal Affairs, so that she may be aware, if situations arise.

### **Article XVIII. Finance and Property**

The officers of this chapter/colony shall maintain proper financial documents in the event of a tax audit. The detailed finance report that is submitted monthly must be compiled into a file annually, for example, all the records from January 2007 to December 2007 must be allocated together into a 2007 file. These documents should provide all information need for the appropriate local, state, and federal income tax to be filed. The financial records of each chapter shall be audited annually by an official approved by the institution in which the chapter is located; and a confirmation of the audit will be sent to the National Council upon request by the National Vice President of Finance.

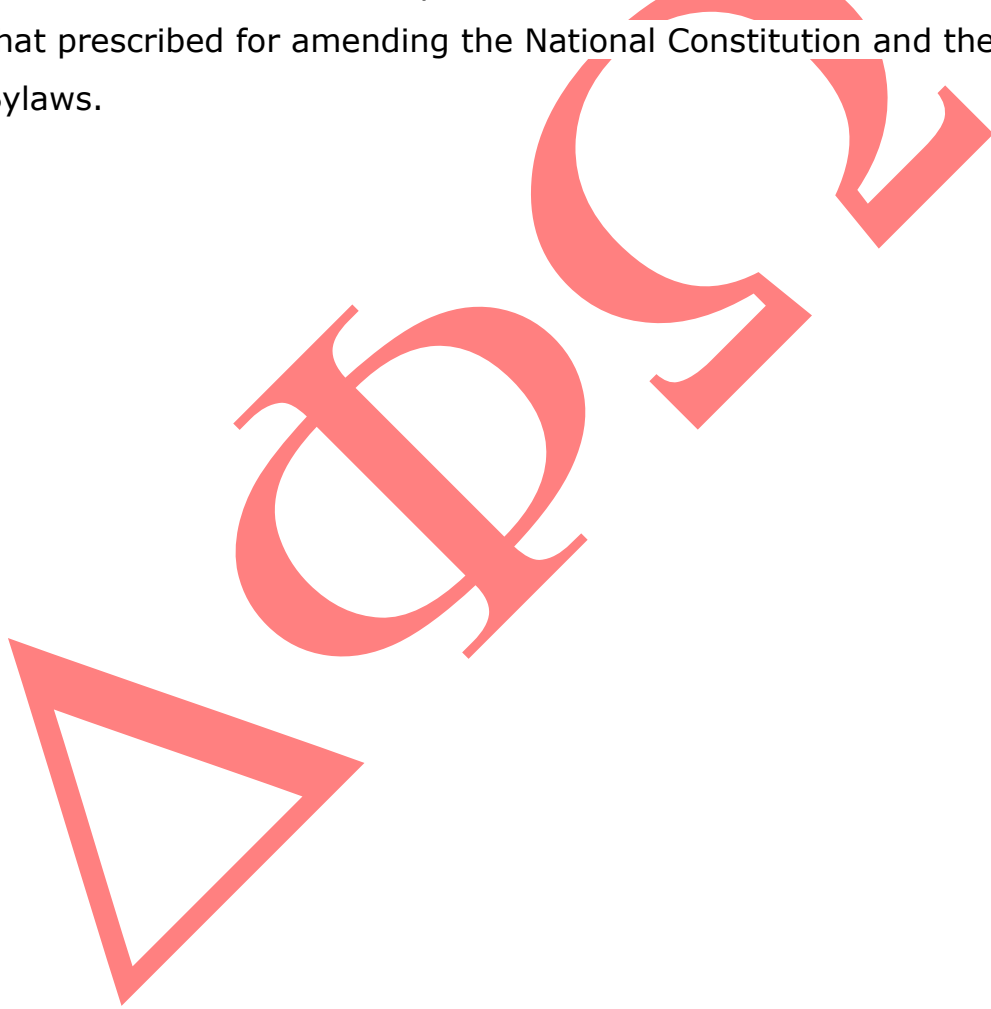
Upon dissolution of this chapter, a written report of any money or property on hand shall be filed by its officers with the educational institution and a copy with the NVP of Finance of Delta Phi Omega. Such money or property shall be held in trust by the educational institution, or by the National

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Council of Delta Phi Omega, until the reactivation of the chapter, and delivered to the chapter at such time.

**Article XIX. Amendments**

The National Council shall have the sole power to amend these Standard Chapter Articles of Association. The procedure for amendment shall be the same as that prescribed for amending the National Constitution and the National Bylaws.



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## D. Delta Phi Omega National Deadlines

(\*Postmark Deadline to personal address if 'Mail' or 11:59PM if 'Email')

**PLEASE CC ALL SUBMISSIONS TO DPO.MONTHLYREPORTS@GMAIL.COM**

Documents	Due Date(s)	Method*	Fines	Send To
Active Counts	Sept 10 <sup>th</sup> , Nov 10 <sup>th</sup> , Feb 10 <sup>th</sup> , Apr 10 <sup>th</sup>	Email	\$5/Day	NVP Finance
Member Listing	Aug 1 <sup>st</sup> , Jan 2 <sup>nd</sup>	Email	\$5/Day	NVP Communications
Annual Finance Report	Jan 15 <sup>th</sup>	Mail	\$5/Day	NVP Finance
Community Service Hours	Jun 1 <sup>st</sup> , Jan 1 <sup>st</sup>	Email	\$5/Day	Regional Director NVP Internal Affairs
Literacy Through Unity Week Outline	Feb 1 <sup>st</sup>	Email	\$5/Day	Regional Director NVP Internal Affairs
Community Service, Fund raising, Recruitment, Social Events Outline (AKA Chair Outlines)	Sept 1 <sup>st</sup> , Feb 1 <sup>st</sup>	Email	\$5/day	Regional Director NVP Internal Affairs
Conference Award Nominations	Jun 20 <sup>th</sup>	Email	No Fine	National Council
Eboard Directory	Aug 1 <sup>st</sup> (For Fall) Jan 2 <sup>nd</sup> (For Spring)	Email	\$5/Day	NVP Communications
End of Year Report	Jun 1 <sup>st</sup>	Email	\$5/Day	National President
Monthly Finance Reports	5 <sup>th</sup> of Each Month	Email	\$2/Day \$50/Month	NVP Finance
Insurance	TBA	Mail	\$30/Day	NVP Finance
Member Directory	June 1 <sup>st</sup> (include Spring Classes), Sept 1 <sup>st</sup> (include Summer Classes) Jan 2 <sup>nd</sup> (include Fall Classes)	Email	\$5/day	NVP Communications
Monthly Reports	5th of Each Month	Email	\$5/Day \$100/Month	Regional Director Monthly Reports Email
National Dues	Sept 15th, Feb 15th w/in 15 days after crossover	Mail	\$30/Day	NVP Finance
National Listserv Request Form	Jan 1st (include Fall Classes), June 1st (include Spring Classes)	By E-Board Email	No Fine	NVP Communications
National Newsletter	Jan 1st (include Fall Classes), June 1st (include Spring Classes)	Email	\$5/Day	Marketing Director
New Member Forms	w/in 30 days after initiation	Email	\$2/Day	Dpo.newmemberforms @gmail.com
New Officer Forms	w/in 15 days after election or if Officer info changes	Email	\$2/Day	Dpo.newofficerforms @gmail.com
Chair Evaluations	Dec 30th	Mail	\$5/Day	Regional Director
Semester Fines	TBA	Mail	\$5/Day	NVP Finance
Semester/Quarter Report	Jan 1st, Jun 1st	Email	\$5/Day	National President
GPA Submission	Jan 1st, Jun 1st	Email	\$5/Day	NVP Internal Affairs
Sister/Line Name Requests/Submissions	w/in 21 days before crossover	By RT Email	N/A	NVP Communications
Website	Sept 1st, Jan 1st	Email	\$5/Day	Marketing Director

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For schools that are on trimesters or quarterly systems please email the respective NCmember at the beginning of the school year. This is to allow fairness to all schools in regards to submission dates.

**Active Counts**

Active counts must be submitted in the following format:

<b>Membership</b>	<b>#</b>
Active	14
Active Transfer	0
Active Associate	1
Professional Associate	0
Transfer Associate	0
Pledges	3
Inactives	1
<b>Total Membership</b>	<b>19</b>
Chapter/Colony	Alpha

**Member Listing**

Member Listings must be submitted in the following format:

Delta Phi Omega Sorority, Inc.	If there are NO graduates for the semester	Indicate That as well					
(School Name) (Semester)-	ex. Communications Colony/Chapter. Fall 2009						
Active	Active Transfer (indicate what school they transferred from)	Active Associate	Professional Associate	Transfer Associate (indicate from what school)	Inactive	Disaffiliated	Alumni (ALL up till date)
Name (* = Graduating THIS semester)	Name (from Finance Colony)	Name *	Name *	Name (Internal Colony)	Name+ Email Add	Name+ Email Add	Name
Name *	Name	Name	Name	Name	Name+ Email Add	Name+ Email Add	Name
Total #	Total #	Total #	Total #	Total #	Total #	Total #	Total #

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### Community Service Hours

A spreadsheet or word document of community service must be submitted to your Regional Director via e-mail. The spreadsheet must include:

- Every service event during the semester
- All hours performed by each active sister
- Average number of community service hours performed by each active sister

Example: ***Alpha Chapter Fall 2005 Service Hours***

Sister Name	"Philadelphia Cares Day" 9.10.05	"Be the Change" 10.2.05	"Mentoring Program" 11.12.05	Average
Komal Patel	4	5	6	5
Anita Premjee	3	5	7	6
<b>TOTAL</b>	<b>7</b>	<b>10</b>	<b>13</b>	<b>10</b>

### Chair Outline

A list of planned community service, fundraising, social and recruitment events for the semester and lists of agencies for philanthropy hours must be submitted via e-mail to your Regional Director and VP of Internal Affairs. Please include the term and the tentative event per month.

### Conference Award Nominations

All nominations for Conference awards must be submitted via e-mail to the National Council account.

### DPO Member Directory

An updated chapter directory must be submitted to the NVP of Communications via e-mail with all changes in member information and additions of new members.

This is the New Official **Standard** format for the National Member Directory. Please notice the distinction from the old format:

- Information is in 2 SEPARATE columns.
- Additional entries are required

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Please update your current directory to match this format:

<b>Founding Class</b>	
<b>Name:</b>	Rachna Desai
<b>DPO name/number:</b>	Polaris #3
<b>Line name:</b>	Heartbeat
<b>Current Status/Position:</b>	National VP of Communications
<b>Classification/Major:</b>	Alumni/Biology
<b>Email address :</b>	dpo.vpcommunications@gmail.com
<b>Current address:</b>	Grenada-SGU
<b>Permanent address:</b>	114 Brook Ave Passaic NJ 07055
<b>Home number:</b>	N/A
<b>Cell number:</b>	N/A
<b>Birth date:</b>	June 19,1986
<b>Cross date:</b>	July 11,2005
<b>AIM SN:</b>	sumrgoddess619
<b>Big (Name,Sister Name,Number,School, Class)</b>	Payal Shah, Paradox, #3, PSU, Founding
<b>Little(s)(Name,Sister Name,Number,School, Class)</b>	Richa Dhawan, Pearl, #3, NJIT, Gamma

### DPO Executive Board Directory

An updated chapter directory must be submitted to the NVP of Communications via e-mail with all changes in member information and additions of new members.

This is the New Official **Standard** format for the National E-Board Directory.

Please notice the distinction from the old format:

- Information is in 5 SEPARATE columns.
- Additional entries are required

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Please update your current e-board directory to match this format:

Eboard Directory 2007-2008				
Alpha Chapter				
University of Houston				
Eboard Email: dpo.alpha@gmail.com				
<b>Position</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>AIM/Gchat/Skype*</b>
<b>President:</b>				
<b>Vice President:</b>				
<b>Treasurer:</b>				
<b>Secretary:</b>				
<b>Historian:</b>				
<b>Sisterhood Chair:</b>				
<b>Social Chair:</b>				
<b>Community Service Chair:</b>				
<b>Fundraising Chair:</b>				
<b>Recruitment Chair:</b>				
<b>Alumni Advisor:</b>				

\*Please specify which one it is

### Chapter Semesterly/Quarterly Report

This report must be mailed to the National President. Please make sure to confirm the National President's mailing address with her.

### End of Year Report

This Report will be due on June 1st to be emailed to the National President. Include this file in your chapter/colony archives for record keeping purposes.

**Please note this is separate from the year end report and at the end of the academic year BOTH an end of year report and a semesterly report need to be submitted.**

**Academics:** You calculate your chapter/colony grade point average by taking the cumulative grade point average of all active sisters at the end of the academic year (so this figure includes fall and spring grades, and will not include the GPA's of your spring pledges)

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Please turn in an excel spreadsheet which calculates the aforementioned information.

**Fundraising:** You must take the total amount of money fundraised during each semester, and divide it by the number of active sisters during that semester. Once you have the averages for each semester, take the average between the semesters/quarters, and this will be your final average. This figure cannot include money fundraised for charity.

Ex. Alpha chapter raised \$5,000 during fall semester and \$5,000 during spring semester. Alpha chapter had 10 members during fall semester and 20 members during spring semester. The average amount raised by each member during fall was \$500 and the average during spring semester was \$250. Therefore the average amount raised by each member is  $(500+250)/2 = \$375$ .

**Community Service:** You must take the total community service hours earned during each semester (group and individual hours), and divide it by the number of active sisters during that semester. Once you have the averages for each semester, take the average between the semesters/quarters, and this will be your final average. The cutoff date for community service hours is June 15.

Ex. Alpha chapter performed a total of 500 hours during fall semester, with ten active sisters, and 500 hours during the spring semester with 20 active sisters.

$500/10 = 50$  avg hours during fall semester

$500/20 = 25$  avg hours during spring semester

Average community service hours per active sister for the academic year is:  
 $(50+25)/2 = 37.5$

**New Membership:** Each chapter must calculate the proportionate increase in membership. This is done by taking all pledges initiated into the sorority by the **end of the academic year** and dividing it by the **number of active members at the beginning of the fall semester**

Ex. Alpha chapter has 20 active members at the beginning of the fall semester. During the fall semester, alpha chapter recruits 2 new members, and during spring semester, they recruit 3 new members. The proportionate increase in membership would be  $(3+2)/20 = 25\%$

Please make an excel spreadsheet or word document for each of the four areas.

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Each of the four areas are weighted equally. Each chapter will be ranked in each area. (I.e. Alpha chapter ranked 1 in service, 3 in fundraising, 5 in new membership, and 1 in academics). Each chapter's rankings in the four areas will be averaged, and the chapter with the closest average to 1 will be the winner of this award.

### **New Member Form**

These forms must be emailed to [dpo.newmemberforms@gmail.com](mailto:dpo.newmemberforms@gmail.com) within 30 days after initiation. Late fine \$2/day.

### **New Officer Form**

These forms must be emailed to [dpo.newofficerforms@gmail.com](mailto:dpo.newofficerforms@gmail.com) in pdf form within 15 days after elections.

### **National Dues**

A check or money order must be mailed to the National Vice President of Finance via mail (either certified or with delivery confirmation) postmarked by this date. Please send checks to her personal address. Checks must be payable to: Delta Phi Omega – NC. Under Memo, write in your total active count submitted days earlier. Make sure that your chapter/colony's name is on the check as well. Please include a return address on the envelope. A late fine of \$30 per day late will be assessed to the chapter/colony.

### **Insurance**

Insurance is calculated after active counts are turned in to the VP of Finance. The VP of Finance will contact your chapter/colony about amounts and due dates of insurance. A check or money order must be mailed to the National Vice President of Finance via mail (either certified or with delivery confirmation) postmarked by this date. Please check the mailing address with her before mailing. Checks must be payable to: Delta Phi Omega – NC. Under Memo, write in your total active count AND pledges (for e.g. 22 actives + 4 pledges) for which insurance is being paid. Make sure that your chapter/colony's name is on the check as well. Please include a return address on the envelope. A late fine of \$30 per day late will be assessed to the chapter/colony. National Council will not be held responsible for lost monies that were not sent as directed. No reimbursements will be made due to unforeseen circumstances such as changes in active counts.

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### **Mid-Year Officer and Chairperson Evaluations**

All active sisters must fill out the evaluation forms and turn it into the Chapter/Colony secretary. These forms must be mailed and postmarked by the date above to your Regional Director.

### **Amendments or changes to the Chapter Constitution**

Any amendments or changes (i.e. Community service hours, GPA requirements, etc) must be submitted to National Council at [dpo.nationalcouncil@gmail.com](mailto:dpo.nationalcouncil@gmail.com)

### **GPA Submissions**

Each semester, all active sisters must submit their cumulative GPA and term GPA of the most recent semester passed. (E.g. Fall 2009 GPA due on 30th December 2009). The Vice President of Internal Affairs will then pick schools at random each semester and request transcripts to verify the GPA's submitted. If this submission of GPA's or transcripts conflicts with the university's policies, the Chapter/Colony must contact the National Vice President of Internal Affairs at least a month before this deadline in order to resolve any conflicts.

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## E. General Body Meeting Guidelines

### Meeting Dates

It is preferred that meeting dates be set at the beginning of the academic semester/quarter. However, if this is not possible or meeting dates must be changed, two week advanced notice must be given to all actives. Emergency meetings may be called at any time when necessary.

### Meeting Place

All general body meetings must be held in a formal atmosphere, ex. Conference room, school meeting room, etc. It is the responsibility of the Vice President to book the meeting room and to notify actives of the location of the meeting. General Body Meetings should not be held at a sister's house, public area (cafeteria, computer lab, restaurant etc.)

### Dress Code

Members can only wear sorority colors. Gray may be substituted for silver. Business casual clothes must be worn to all general body meetings.

Actives **may not** wear:

- T shirts
- Flip flops
- Shorts
- Tennis shoes
- Hats/caps
- Jeans

*Recommended attire:*

- Black/gray slacks
- Button down shirt or cotton knit shirt

If a member violates the dress code, a \$2 fine will be incurred, which is due at the next general body meeting

### Sorority Binder

- Executive Board members are required to have a black binder.
- Chairpersons are required to have a red binder (sisterhood, social, fundraising and service).
- Active members are encouraged (not mandatory) to bring some sort of record keeping or a grey binder.
- Sorority binders should be kept safely so that non-sorority members do not have access to it.
- The secretary should be the only member with a laptop at the meeting.

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### **Etiquette**

- No eating or gum chewing allowed.
- Cell phones must be either turned off or set to silent mode.
- Each member must bring her sorority binder and proper writing utensils. Failure to do so shall result in a fine of \$2.

### **Missing a meeting**

- If an active member is to miss a meeting, she must call the secretary and notify her. If the secretary is not available, you must leave her a message.
- Those members who miss a meeting with at least 24 hours prior notification will pay a fine of \$5 per missed meeting. For no or delayed prior notification, the fine is \$10.
- Those members who are 15 minutes late, or leave more than 15 minutes early, will be charged \$3.
- If a member continues to fail to pay the aforementioned dues by the specified meeting dates, then the executive board, by majority vote, may place the member on probation for the following semester.
- The number of unexcusable absences allowed per member for general body meetings is 2 per semester (or 1 per quarter)
- Excusable absence – a member will not be required to pay a fine for hospitalization, personal sickness with doctor's note, death in immediate family or immediate family wedding or any other emergency at the chapter/colony e-boards discretion.

### **Fines**

- All fines incurred during a meeting are due at the next general body meeting.

### **Minutes**

- Minutes must be typed and emailed out to all active members within 48 hours after a general body meeting.

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### **Meeting Structure**

Meetings should follow this less strict form of Robert's Rules of Order:

- I. Call To Order
- II. Roll Call
- III. List active names here
- IV. Mark what time they arrive and leave the meeting
- V. Reading and Approval of Previous Minutes
- VI. An E-Board Member must make a motion to approve the minutes
- VII. All members should say YES if they agree, No if changes need to be made.
- VIII. Officer Reports
- IX. President
- X. Vice President
- XI. Treasurer
- XII. Secretary
- XIII. Historian
- XIV. Chair Reports
- XV. Service
- XVI. Sisterhood
- XVII. Social
- XVIII. Fundraising
- XIX. Committee Reports
- XX. Recruitment
- XXI. Regional Retreat
- XXII. Literacy Thru Unity Week
- XXIII. Old Business
- XXIV. New Business
- XXV. Open Forum
- XXVI. Adjourn Meeting

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## F. Mandatory Apparel

### **Line Jacket (chapters only)**

All chapters must purchase line jackets for all new members that crossover. The cost of this jacket is approximately \$60. Pledge dues and/or fundraising shall be used to cover the cost of these jackets. The line jacket must be given at crossover and is described below:

- Black pullover jacket with flannel lining.
- 4 inch sewn-on Delta Phi Omega letters on the back.
- Metallic silver background and red foreground.
- Right sleeve must have semester/year that member crossed. i.e. if the member crossed in spring of 2000, the sleeve would say in **two inch red sewn-on** lettering:

**SP**

**00**

- The left sleeve will have a two inch red sewn-on chapter letter i.e: □
- On the front upper left chest side, must have sorority name in red embroidery (script) and line number below i.e:

**Catwoman**

**#21**

### **Line Jacket (colonies only)**

All colonies are only allowed to purchase **red line jackets**. Instructions for the jackets must be followed as per the above instructions.

Colonies purchasing BLACK LINE JACKETS will be fined \$200.

**This policy is in effect as of 1<sup>st</sup> August 2010.**

### **Line Shirt (chapters and colonies)**

All chapters and colonies must purchase line shirts for all active members. The cost of this shirt is approximately \$30. Pledge dues and/or fundraising shall be used to cover the cost of the shirts. The line shirt must be given at crossover and is described below:

- Black cotton t shirt.
- 4 inch sewn-on Delta Phi Omega letters on the front.
- Metallic silver background and red foreground.
- On the back: Sorority name in **2 inch red sewn-on letters (straight, not arched)** and **8 inch red sewn-on line number**.

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- The left sleeve will have a **two inch red sewn-on** chapter letter i.e: Γ
- Right sleeve will have semester/year that member crossed. i.e. if the member crossed in spring of 2000, the sleeve would say in **two inch red sewn-on** lettering:

**SP**  
**00**

### **Senior Stole (chapters and colonies)**

All chapters and colonies must purchase graduation stoles for all their graduating seniors. The stole must be purchased by the respective chapter/colony treasury and be given to the graduating sister. The stole must be purchased at Joe Toga ([www.joetoga.com](http://www.joetoga.com)). The cost of the stole is approximately \$40.

The stole must be as described below:

- Red satin stole with black trim.
- Measurement of 90 inches.
- **Right Side:** 4 inch Delta Phi Omega letters sewn on vertically. Metallic silver background and black foreground.
- **Left Side:** Black embroidery in CAPS "Class of 200X" as noted below.

### **Colonies:**

Colonies must purchase the aforementioned line shirt for all new members that crossover. Colonies must also purchase the Senior Stole for all graduating senior sisters.

Black Line jackets may be purchased **ONLY** after chapter status is attained.  
Any Colonies that purchase chapter jackets will face repercussions as per National Council.

### **Chapters:**

Chapters must purchase the aforementioned line shirt and line jacket for all new members that crossover. Chapters must also purchase the Senior Stole for all graduating senior sisters.

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**Resources:**

\*Line Shirts and Jackets may be bought either at:  
[alphabetgreek.com](http://alphabetgreek.com) (cheaper)

**1-800-584-7335**

**or**

[uniqueonline.com](http://uniqueonline.com) (faster)

**1-800-504-2618**

\*Graduation Stoles must be purchased through our vendor at:  
Joe Toga ([joetoga.com](http://joetoga.com))

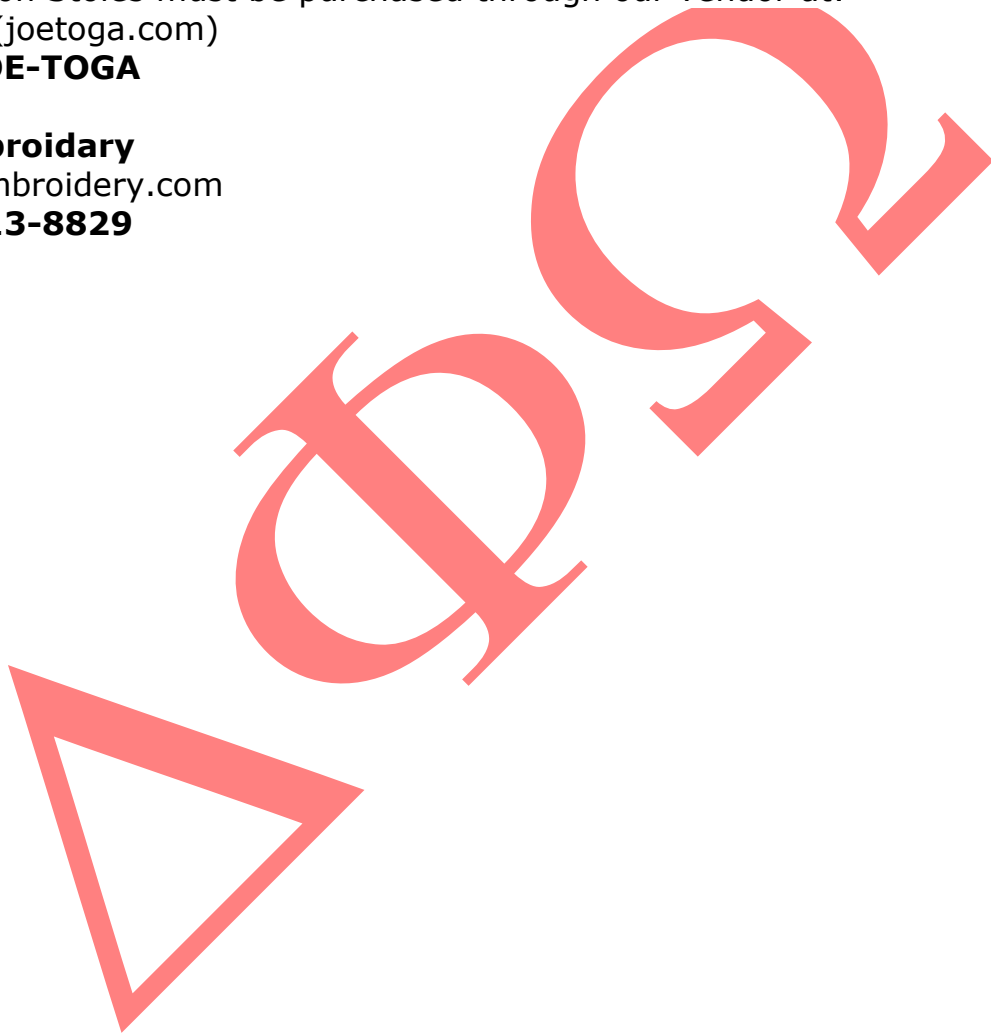
**1-866-JOE-TOGA**

**or**

**H&R Embroidary**

[www.hrembroidery.com](http://www.hrembroidery.com)

**1-804-513-8829**



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## G. National Conference

National conference is an event hosted annually at which at least 2 sisters from each chapter or colony is required to attend. Listed below are the fines and consequences should a chapter or colony not be able to attend conference.

1. If any school registered members to conference: **YOU MUST PAY THEM THE FEES** irrespective of if the sisters attended or not.
2. IF your colony was established within the last SIX months - you will pay \$75 fine per member for not attending.
3. IF your chapter/colony has a LOW active count (5 members or less) - your fine will be \$100 per member for not attending.
4. IF your colony/chapter has more than 5 actives and no member attend - your fine will be \$125 (current registration cost) per member for not attending.
5. IF any alumna went to conference on behalf of your colony/chapter to meet partial or complete attendance requirements and participates in active events - your fine will be reduced by \$25 per active member not attending.
6. IF you have a representation from your colony/chapter you should have them bring your appropriate fines to conference.

The active count reflected above is the active count submitted in Spring 2010 MINUS Spring/Summer Graduating Seniors submitted to VP of Finance.

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### **Other Conference Rules**

These rules apply from the time you are registered until the conference/retreat/formal is OFFICIALLY over.

- Actives, Associates, and Alumni are to have contact with at least one member that is hosting the event. This member is to have a record of your whereabouts.
- Actives, Associates, and Alumni are not allowed to have any NON-DPO guests (family or friends) back to their hotel rooms rented by the hosting chapter/colony.
- In the event that wish not to participate in activities listed during that event- you are required to inform a member that is hosting event of where you will be instead. ONLY ALUMNI are offered this option.
- In the event that you wish to use your own means of transportation, you are to inform a member that is hosting event. Any finances associated with that travel is not included in the fees and are your own financial responsibility. ONLY ALUMNI are offered this option.
- Actives, Associates, and Alumni are not allowed to engage in the use of any illegal activity or participate in any activity deemed irresponsible on the premises of the conference site. This includes the hotel, meeting areas, and outside venues such as clubs.
- ONLY Alumni 21+ are allowed to drink at these events.

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## National Conference Awards

The following awards are mandatory awards to be presented at National Conference each year. The hosting chapter may also add more awards if they see fit. When writing letters of nominations, **try not to write general statements about the individual, but specify certain accomplishments made by that sister (i.e. she created a certain event for our chapter, made contacts with the city newspaper and had an article published about our chapter, etc.).**

**Submit a MAXIMUM of 1 half page entry per award.**

Only chapters and colonies that have been established before the last National Conference are eligible for these awards. **All award nominations are due to National Council ([dpo.nationalcouncil@gmail.com](mailto:dpo.nationalcouncil@gmail.com)) by June 20<sup>th</sup>.**

### Individual Awards

**Sister of the Year Award:** This award aims to recognize the most outstanding active member within the National organization. Each chapter/colony may submit one letter of nomination highlighting the member's achievements and accomplishments in the sorority. The letter of nomination must be submitted to the National Council by June 20. The National Council will review each letter, and the winner will be chosen by majority vote of the members of the National Council.

**New Member of the Year Award:** This award aims to recognize the most outstanding new member within Delta Phi Omega. Only new members initiated within the academic year are eligible for this award. Each chapter/colony may submit one letter of nomination highlighting the new member's achievements and accomplishments in the sorority. The letter of nomination must be submitted to the National Council by June 20. The National Council will review each letter, and the winner will be chosen by majority vote of the members of the National Council.

**Alumna of the Year Award:** This award is aims to recognize the alumna member who has shown the strongest dedication to Delta Phi Omega after graduation. Each chapter/colony may submit up to two letters of nomination highlighting the alumna member's continued involvement with the sorority.

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The letters of nomination must be submitted to the National Council no later than June 20. The National Council will review each letter, and the winner will be chosen by majority vote of members of the National Council. National Council members and Regional Directors are not eligible for this award.

**Highest GPA Award:** This award aims to recognize the undergraduate member who has the highest cumulative GPA. Each chapter/colony must submit the portion of her transcript which shows her cumulative undergraduate GPA. The sister with the highest cumulative undergraduate GPA will be selected as the winner. No rounding up please.

**Most Talented Sister:** This award is to recognize the sister who has a talent immeasurable by all other members. This talent can be something such as singing, drawing or simply always being able to make another sister smile. The sister who stands out among all other nominations will receive this award.

**Leadership Award:** These awards are aimed to recognize the most outstanding executive board members and Chairpersons in Delta Phi Omega. Each chapter may submit a letter of recommendation for those officers it believes has shown exemplary leadership qualities. The letters of nomination must be submitted to the National Council no later than June 20. The National Council will review each letter, and the winner will be chosen by majority vote of members of the National Council. The following leadership awards are:

Regional Director of the Year  
Alumnae Advisor of the Year  
President of the Year  
Vice President of the Year  
Secretary of the Year  
Treasurer of the Year  
Historian of the Year  
Sisterhood Chair of the Year  
Social Chair of the Year  
Service Chair of the Year

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## **Chapter/Colony Awards**

**National Display Award:** This award is presented to the chapter/colony with the best display at conference. This award is open to all chapters and colonies except for the hosting chapter/colony. The display may include scrapbooks, backboards, banners and anything else characteristic of the chapter. The hosting chapter will determine the winner by majority vote.

**Best Website Award:** This award is presented to the chapter/colony with the best website. The winner will be chosen based on aesthetics, content of information, completeness and user friendliness. National Council shall determine the winner by majority vote.

**National Service Award:** This award is presented to the chapter/colony with the highest average of community service hours per member. You must take the total community service hours earned during each semester, and divide it by the number of active sisters during that semester. Once you have the averages for each semester, take the average between the semesters/quarters, and this will be your final average. The cutoff date for community service hours is June 15. Please turn in an excel spreadsheet detailing the aforementioned information.

**National Fundraising Award:** This award is presented to the chapter/colony with the highest average of money fundraised per active member. You must take the total amount of money fundraised during each semester, and divide it by the number of active sisters during that semester. Once you have the averages for each semester, take the average between the semesters/quarters, and this will be your final average. This figure cannot include money fundraised for charity.

**Highest GPA Award:** This award is presented to the chapter/colony with the highest grade point average. You calculate your chapter/colony grade point average by taking the cumulative grade point average of all active sisters at the end of the academic year (so this figure includes fall and spring grades, and will not include the GPA's of your spring pledges). Please turn in an excel spreadsheet which calculates the aforementioned information.

**Chapter & Colony of the Year Award:** This award is Delta Phi Omega's most distinguished award. It is a competitive award between all chapters, and recognizes one chapter and one colony with the highest points in their end of year report.

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**Highest Active Attendance:** The chapter or colony that has the highest active attendance at conference will win this award.

**Highest Alumnae Attendance:** The chapter or colony that has the highest alumnae attendance at conference will win this award.

**Distinguished Diamond Scholarship:** More details can be found by contacting the National Alumnae Director. Applicants are evaluated on the following criteria: GPA, Community & Sorority Involvement, Personal Statement, Sister Testimonial, and Eboard and recommendation letter.

**Revival of Passion Award:** The Revival award was created in honor of our dear sister *Kammini 'Mini' Ragoopath, Sister Revival*. Mini was known for her sense of passion, her vivacious personality, her love of dance, and her adoration of Delta Phi Omega. This award honors sisters who demonstrate the same passion and love that Mini did, not only for our sisterhood, but just a passion and a drive to make a difference in our community.

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## H. Chapter Status Requirements

In order to petition for chapter status, certain criteria must be fulfilled.

\*Please note: The earliest application is 3 years after colony establishment.

### 1. Fundraisers

Minimum of 15 fundraisers requiring 75% attendance of active members

### 2. Community Service

Minimum of 15 community service events requiring 75% attendance of active members

### 3. Sisterhood Events

Minimum of 15 sisterhood events requiring 75% attendance of active members

### 4. Social Events

Minimum of 15 social events, requiring 75% attendance of active members

### 5. Cultural Event:

Must participate or attend a minimum of 6 cultural events, requiring 80% attendance of active members

### 6. Website

A completed colony website approved by National Council

### 7. Conference:

Five members must attend conference, prior to submitting petition.

### 8. New Membership

Must have successfully initiated 5 new classes. Active membership must be at 10 members or more for the three semesters/quarters prior to applying for chapter status.

### 9. Campus Recognition

Recognition as a Greek organization by your university & member of a council (i.e. MGC).

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## 10. Letters of Recommendation

Colony must obtain a minimum of three letters of recommendation.

- I. One letter must be from the respective Regional Director.
- II. One letter must be from a campus council official (i.e. Greek Council Advisor, Greek Council President)
- III. Other letter may be from any other individual that works closely with your organization. (i.e. sorority advisor, philanthropic organization that your colony works closely with, etc.)

### Reminders:

- When petitioning for chapter status, an excel spreadsheet must be turned in for items 1-7, which includes each event, and the names of sisters who attended. On the community service sheet, include number of hours completed for by each sister for each event, and then a grand total of community service hours for the entire colony. For the fundraising sheet, include total amount raised for each fundraiser, and then a grand total of money fundraised.
- Also, a summary must be turned in for each item (1-6) describing the event.
- Do not forget to send a summary of chapter petition and synopsis of overall achievements, challenges, lessons, etc. during your colony status.
- The information must be emailed as an attachment to [dpo.nationalcouncil@gmail.com](mailto:dpo.nationalcouncil@gmail.com)
- National Council shall make a ruling within 21 days
- If an unfavorable ruling is given, National Council will specify the reasons why. Once those areas have been rectified, the colony may reapply for chapter status.
- Any events completed during the interest group phase or new member education process phase DO NOT count towards applying for chapter status.

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## I. Travel Reimbursements

The following are the stipulations regarding our National Expansion Travel Reimbursement Policy. Please remember to consult National Council for final confirmation and if any questions arise.

7. National Council must first approve all travel expense reimbursements before the date of travel.
8. Items that are eligible for travel expense reimbursements include carrier expenses (i.e. airfare, train fare, bus fare), gas, tolls and parking costs. If traveling by automobile, mileage accrued during travel will be reimbursed for most current gas average for the state(s) of travel. Otherwise, authorized sorority travel by automobile will be reimbursed at current gas price per gallon divided by mileage of trip(s) (effective June 1, 2010)
9. Authorized sorority travel by air carrier will be reimbursed at a rate no higher than the 21-day discounted airfare. Other carrier transportation (train or bus) should also be arranged to take advantage of all available discounts.
10. The Dean and ADP of an interest group will receive 100 percent travel expense reimbursement for their first set. 50 percent will be reimbursed by National Council and 50 percent will be reimbursed by the interest group dues. All travel thereafter shall be reimbursed up to 50 percent from interest group dues (this includes a maximum of four trips) and the other 50 percent of the trips will be out of pocket costs.
11. A document detailing the costs associated with travel to the First Set must be turned into the NVP of Expansion and returned with approval from National Council for appropriate reimbursement. Within the first two weeks of a New Member Education process for a new Colony, the recruitment team (Dean/ADP/PM) must prepare a financial plan detailing the predicted costs associated with the process. This document must include: method of travel, cost associated with travel, accurate mileage, etc.
12. All receipts for reimbursement must be turned in to the National VP of Finance within 30 days from the date of the expenditure.

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### III. Executive Board Guidelines

#### A. President

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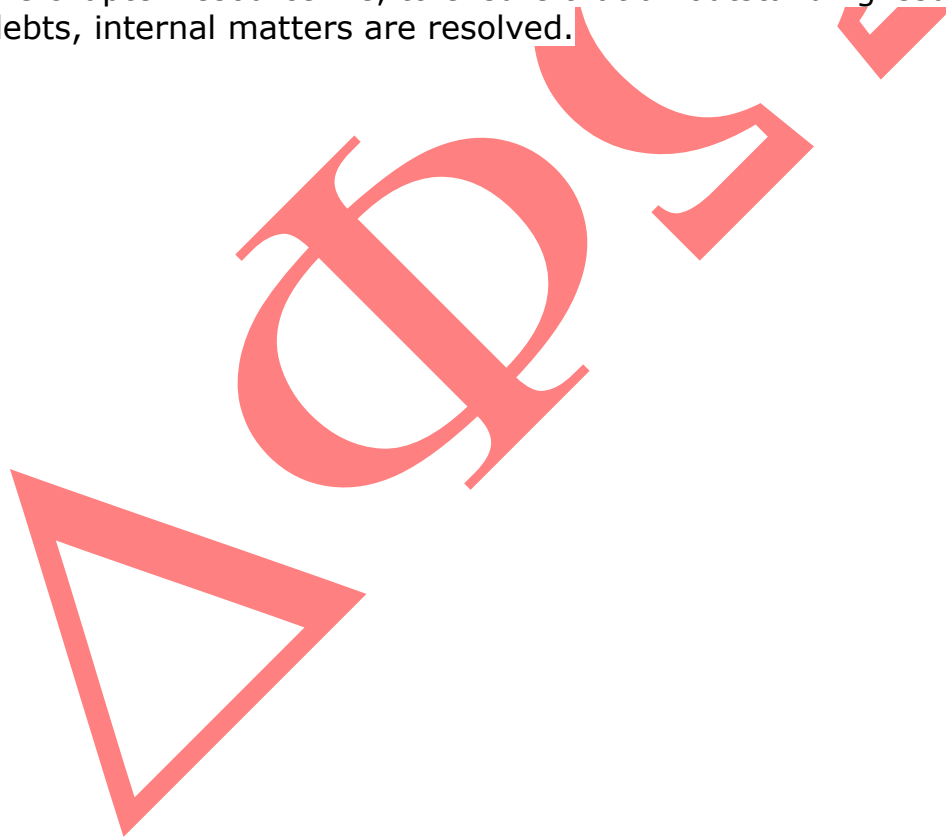
- In order to run for the position of president, a sister **MUST** have been an active member for at least one year, not inclusive of her pledge semester/quarter.
  - During that year that sister must have held some type of leadership position, preferably on the executive board. Chair positions and Director of Committees will also be acceptable.
  - During that year, the sister must not have been under any type of probation with National Council, the chapter/colony executive board, or with the university.
  - The only exceptions to this are as follows and must be approved by National Council:
    - Newly founded colonies
    - Active membership is too low to have experienced members run for this position.
- The president shall verify enrollment and GPA at the beginning of each Fall & Spring semester in order for any chapter/colony sister to remain an active, transfer, or associate member. All documents must be sealed and stamped by the University's Registrar. The president shall establish due dates as per that chapter/colony university's academic calendar. It is suggested that the president do these verifications as close to the start of each semester as possible.
- It is the responsibility of the President with the aid of other positions to submit the Chapter/Colony Semester/Quarterly Report to National Council.
- It is also the responsibility of the President and the Vice President to compile the End of the Year Report together and turn it in by June 1<sup>st</sup> to their respective Regional Director and National President.
- The president will count the money along with the chapter/colony treasurer after each event – fundraisers, parties, etc.
- The President shall find the most updated university's/Greek council's crisis management policy and email it to the National VP Finance at the beginning of each calendar year. This policy must be mailed no later than 2 weeks from the date of the beginning of the academic year.
- The president must remain unbiased and impartial at all times. She may say her opinion based on her own experience and knowledge, but

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must allow the chapter/colony executive board to formulate their own decision.

- Only if the chapter/colony is unsure of how to proceed or can not come to an agreement (if there are equal pro and con votes) then the president will make the ultimate decision
- The president shall verify all chapter/colony graduates by receipt of sealed & stamped transcript from University within 1 month of graduation from Fall, Spring, and Summer semesters. She must sign the New Alumna Form and mail a copy of that form to both National Alumnae Director and National Council President.
- At the end of the academic year, the President and/or Vice President should work with the chapter/colony secretary to go over the chapter resource file, to ensure that all outstanding issues, debts, internal matters are resolved.



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## I. Semesterly/Quarterly Report

This form must be completed and emailed to the National President before the first day of the new semester/quarter (not counting beginning of fall semester) and is to be completed by the Chapter/Colony President. If it is the last semester/quarter in the academic year, this form is due by June 1.

### Chapter/Colony:

University/College:

Chapter/Colony Mailing:

Address:

Chapter/Colony Email Address:

Chapter/Colony Website:

Date semester/quarter began:  
ended:

Date new semester/quarter will begin:  
will end:

Date semester/quarter

Date new semester/quarter

### Chapter/Colony Officers

President:

Secretary:

Historian:

Vice President:

Treasurer:

### Chapter/Colony Advisor

Name:

Contact Number:

Email:

Mailing Address:

### National Obligations

Number of Active members dues paid:

X \$20 (Chapter) or \$25 (Colony) per active member:

Total submitted to the National Council:

### Finances

Beginning of semester/quarter balance:

Total Dues paid this semester/quarter:

Total from fundraisers:

Total Donated for Literacy Week:

Total Expenses:

End of Semester/Quarter Balance:

Please describe all fundraisers and amounts raised in each fundraiser:

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**Membership**

This is to reflect the end of the semester- which includes newly crossed members.

Total Active Members:

Total Actives:

Total Active Transfers:

Total Active Associates:

Total Professional Associates:

Total Transfer Associates:

Total Inactive Members:

Total New Members:

Total Number of Alumnae:

Total Number of Disaffiliates:

Please list all sisters who have graduated this semester/quarter:

Please list and describe any pledges that were not accepted into membership:

**Service**

Total Group Community Service Hours (cumulative):

Please list and describe all service projects completed within the semester/quarter:

**Social**

Please list and describe all social events performed by the chapter. This should include all mixers, parties, etc.

**Sisterhood**

Please list all sisterhood events within the local chapter

**Other Chapter Activities**

**Any comments, suggestions, questions or concerns?**

These will be addressed at National Conference.

**Chapter**

**President Name**

**Signature**

**Date**

Revised by the National Council on: 9.1.08

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## ii. New Membership Form

### Delta Phi Omega Sorority, Inc. New Membership Form

Any member who has been initiated into the local sorority is not an official member until this form has been filled out and signed. This form must be e-mailed to **dpo.newmemberforms@gmail.com**. within 30 days after initiation. For every day that this form is late, a \$2 charge will be assessed to the chapter/colony. By signing this form, you agree that you have reviewed the alcohol policy and constitution and will abide by all of its policies. Signing this also agrees that under the circumstance of disaffiliation, all DPO property will be returned to the respective chapter/colony.

\_\_\_\_\_  
Chapter/Colony Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Sister Name

\_\_\_\_\_  
Line Name

\_\_\_\_\_  
Number

\_\_\_\_\_  
Class

Date of Initiation:

Current address:

\_\_\_\_\_  
Permanent address:

Contact Number:

Date of Birth:

Expected date of graduation:

Member's Signature:           X

Date:

President's Signature:        X

Date:

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## **B. Vice President**

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- The Vice President shall fill in for the president whenever necessary. She is to be "second in command".
- In the event there is no designated Community Service Chair, the Vice President will find individual and group community service opportunities.
- It is the responsibility of the Vice President and/or Community Service Chair to find individual volunteer opportunities for active members. Although many agencies require a long-term commitment, many agencies may be willing to be flexible and work out a schedule with your chapter (rotating different girls out each week).
- The Vice President, along with the Treasurer, will review fundraising guidelines and goals for the upcoming semester at the beginning of each term.
- The Vice President shall serve as co-chair with the Service Chair for Literacy through Unity Week.
- A monthly report must be sent to the Regional Director by the 1st of every month. The monthly report consists of events that have take place in the previous month. Each member of the Executive Board, each Chair, and the Recruitment Team will send updates to the Vice President and the Vice President will compile them all and send it in as the monthly report. The National Vice President of Internal Affairs may request monthly reports if necessary circumstances present themselves. (E.G – no regional director, school is placed on probation)
- The Vice President will also turn in Fundraising, Community Service, Social, and Recruitment outlines at the beginning of each semester. The individual chairs will send the Vice President the outlines and the Vice President shall compile the outlines and send it to the Regional Director and the National Vice President of Internal Affairs.
- The Vice President will be in charge of booking rooms for general body meetings.
- At the end of the academic year, the President and/or Vice President should work with the chapter/colony secretary to go over the chapter resource file, to ensure that all outstanding issues, debts, internal matters are resolved.
- The President and the Vice President will do the End of the Year Report together and turn it in by June 1<sup>st</sup> to the Regional Director and National President.

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## C. Treasurer

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The Treasurer is responsible for the handling of all finance-related concerns and aspects within the chapter/colony. A detail of each responsibility follows. The Vice President, along with the Treasurer, will review fundraising guidelines and goals for the upcoming semester at the beginning of each term. A separate handbook for Treasurers is distributed at the start of the academic year with all responsibilities in detail. Please refer to the Treasurer Handbook for direction, formats, and submission dates. This is just an overview.

### Financial Statement

- At each mandatory general body meeting, the treasurer must prepare and read a statement of the current bank account balance and all income generated and expenses incurred since the last statement.
- A monthly financial statement must be emailed to the National VP of Finance at her email address on the fifth of every month (including the summer months or months of no activity). The late fine is \$2/day. If it's not received at all for any given month, you will be charged \$50.
- All finance statements must be reviewed at the end of each calendar year and an Annual Finance Report must be mailed to the NVP of Finance by January 15<sup>th</sup>. This packet is a compilation of material submitted in the monthly finance reports as well as the Finance portion of the Semester/Quarterly Reports. This packet will provide the information needed for taxes and IRS purposes.
- The Treasurer must keep an accurate record of all transactions (reimbursements, dues, money spent by the chapter, etc.). The record must include check number, amount, and description of transaction in the same format as that of the spreadsheet utilized for the monthly finance report.
- At the last monthly EB/GB Meeting, the treasurer must review over all information and complete any outstanding or pending transaction and/or reimbursements. The President must review all entries prior to finalizing report for that month. The hard copy that is filed away must be dated and initialed by both the Treasurer and President.
- The final balance of each month must exactly match the balance in your respective bank account (checking + savings).
- All finance related records **MUST** be kept with the chapter archive for a minimum of 7 years. These records include the Finance Statements, cashed checks, and all reimbursement documentation and receipts. Any other files or documents that deem important or serve as a good reference must also be kept.

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### **Transactions**

- All transactions must be done in the form of a check to ensure a paper trail.
- Absolutely NO ATM/debit/check/credit cards can be utilized for transactions.
- All checkbooks must be the type that includes a carbon copy for each check written.
- Each check transaction must have a status associated with it: Pending, Deposited (if check was given to you), Cashed (if you gave a check), Voided, Cancelled, Stop Payment Made, or Bounced.
- Please attach all cashed checks to the monthly statement that it corresponds to and file in the chapter archive.
- Any transactions and/or reimbursement amounts less than \$5 can be taken out from the petty cash box. All transactions must be overlooked by the treasurer and president. Do not keep more than \$50 in the petty cash box at any one time. At the end of each month, calculate "current amount minus starting amount" and put it in the finance statement under deposits (if amount is positive) or under withdrawals (if amount is negative).

### **Reimbursements**

- Before any member makes any transactions on behalf of the chapter or colony, a budget proposal is necessary and must be approved by the chapter/colony e-board.
- Once purchases are made on behalf of the sorority, the member must fill out a reimbursement request form and submit it to the Executive Board. Please ask that all submitted materials must be photocopied by the individual prior to submitting them. The Executive Board will either accept (completely or partially) or reject the request. Once reviewed and approved, the Treasurer and the President sign the request form in the designated areas and fill out the appropriate information on the form. When getting reimbursed by the sorority, the member must present official paper documentation indicating date, price, and items purchased to the Treasurer within 30 days from date of purchase. Any receipts for goods or services purchased that are presented after 30 days from the date of purchase, may not be eligible for reimbursement.
- All reimbursements must be made in check form, and a reimbursement receipt must be given. The bottom portion of the Reimbursement Form serves as a receipt. Also, a copy of the reimbursement receipt must be kept by the chapter treasurer along with the original receipt of goods or

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services purchased. This is filed away at the end of the calendar month along with the cashed checks and monthly statement.

- Checks not cashed within 30 days or lost checks are subject to being voided and/or not honored.
- Any transactions or reimbursement amounts less than \$5 can be taken out from the petty cash box. Do not keep more than \$50 in the petty cash box at any one time. Tally up totals (deposits and withdrawals) in the petty cash box at the end of every month and record it onto the finance statement.

### **Pins**

- The treasurer is responsible for ordering all initiation pins for the chapter. The cost of these pins is up to \$4 each (includes shipping and depends on quantity) and may be ordered from the National VP of Finance. Payment must be sent directly to the National VP of Finance. Pins will not be mailed out until payment is received.
- Please order pins at least 2 weeks prior to initiation.
- Please mail checks to the NVP of Finance at her personal mailing address. Confirm the address with her prior to sending out any checks. Make checks payable to Delta Phi Omega.

### **Fines**

- Any fines incurred by any sister (alumna or active) must be paid within 2 weeks. If a sister fails to do so, the executive board has the authority to place that member on probation.
- Associate or alumna status may not be granted until all outstanding balances including fines are paid.
- A record of all fines imposed upon a sister and collected must be kept by the Treasurer and Secretary.

### **Chapter/Colony Dues**

- A breakdown of chapter/colony dues must be outlined by the treasurer at the beginning of semester/quarter

Ex:

Chapter/Colony Account \$25

Greek Council Dues \$20

Regional Retreat \$30

Colony Paraphernalia \$12

Semester/Quarter Dues = National Dues + Insurance + Chapter/Colony Dues

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- Semester and Quarter dues must be reasonable and should cover essential member costs. These dues are not meant to cover chapter/colony costs for all events including recruitment, social, or sisterhood. After that, fundraising should provide financial assistance.
- Payment plans for semester/quarter dues need to be provided to the members.

### **National Dues And Insurance**

- For National Dues - Each chapter must contribute \$20 per active member per semester. Each colony must contribute \$25 per active member per semester.
- For Insurance - There will be 2 part payment schedule per calendar year. The National Council VP of Finance will contact all treasurers to notify due dates and amounts.
- All members (except for Inactives) are responsible for National Dues. All pledges, actives and actives associates are responsible for Insurance.
- Dues must be postmarked to the National Vice President of Finance no later than September 15 and February 15 of each academic school year. Please indicate the name of your chapter/colony on the check and the number of paying sisters. More information is available on page 22.
- A \$30 per day late fee will be assessed for any late payments
- Please mail checks to the NVP of Finance at her personal mailing address

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## D. Secretary

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### Chapter Resource File

- Each secretary should buy an expandable file folder with tabs and a box to put them in.
- There should be one tabbed folder with each class such Founding class, alpha class, beta class, and so on with the directory of each class and their directory information.
- There should also be a tab of the academic years i.e. 2002-2003, 2003-2004, and so on.
- These should contain a hard copy of that year's attendance sheets, minutes, community service sheets of hours completed as a group and by each sister, copies of money's spent and collected, as your file. **This must be passed down to the next secretary.**
- All formal letters created by NC or E-board, or sister must also be kept on file.
  - Probation
  - Disaffiliation
  - Resignation
  - Inactiveness
  - Associate membership
  - Active transfer
  - New Alumnae Forms

### Attendance Sheets

- Make prior to each general body meeting.
- Print out sheets with the dates of each general body meeting and pass around it around for actives to sign in.
- Place all the attendance sheets in your black binder under the attendance sheets section.
- At the end of your term move all the attendance sheets into the Chapter Resource File.
- Document any fines incurred/paid at that meeting by a member. Ensure that this document matches the treasurer's records at the end of each month.

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### Minutes

- Each secretary must take detailed minutes at each general body meeting.
- The minutes should be written in the same outline format each time.
- The minutes should be easy to read and emailed within 48 hours to all actives, Regional Director, & Alumnae Advisor.
- If your school is a new colony (under the 6 month probation period), then the minutes need to be emailed to your Dean, ADP, the VP of Expansion and VP of Internal Affairs, in addition to all actives, regional director, and alumnae advisor for the first six months.
- Print out a copy of each minutes and place them in your black binder under the minutes section.
- At the end of your term/school year move all the minutes into the Chapter Resource File.

### Community Service Sheets

- Each secretary should work in conjunction with the community service chair to turn in individual hours and the group hours to the National VP of Internal Affairs and Regional Director.
- Copies of the community service sheets of hours completed should be placed in the Chapter Resource File.

### Directory

- Each secretary must turn in her chapter/colony's updated directory to the National VP of Communications. You should email all alumnae of your chapter to get their most updated information at least two weeks before this due date.
- Please send **your chapter's/colony's entire** updated directory and not just the updated portions. To minimize the size of the files, do not send the entire DPO National directory, but only send your chapter/colony portion.
- A \$5 fine per day will be incurred for each day that the directory is late.
- All fields must be **bolded**, 12 point font in Times New Roman with one space between each member. All members should be separated by class and members should be listed in line number order. Each class should be in bold and underlined in the color red. Each entry should look exactly as below (please note that the two columns are to be in separate cells):

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<b>Founding Class</b>	
<b>Name:</b>	Rachna Desai
<b>DPO name/number:</b>	Polaris #3
<b>Line name:</b>	Heartbeat
<b>Current Status/Position:</b>	National VP of Communications
<b>Classification/Major:</b>	Alumni/Biology
<b>Email address :</b>	dpo.vpcommunications@gmail.com
<b>Current address:</b>	Grenada-SGU
<b>Permanent address:</b>	114 Brook Ave Passaic NJ 07055
<b>Home number:</b>	N/A
<b>Cell number:</b>	N/A
<b>Birth date:</b>	June 19,1986
<b>Cross date:</b>	July 11,2005
<b>AIM SN:</b>	sumrgoddess619
<b>Big (Name,Sister Name,Number,School, Class)</b>	Payal Shah, Paradox, #3, PSU, Founding
<b>Little(s)(Name,Sister Name,Number,School, Class)</b>	Richa Dhawan, Pearl, #3, NJIT, Gamma

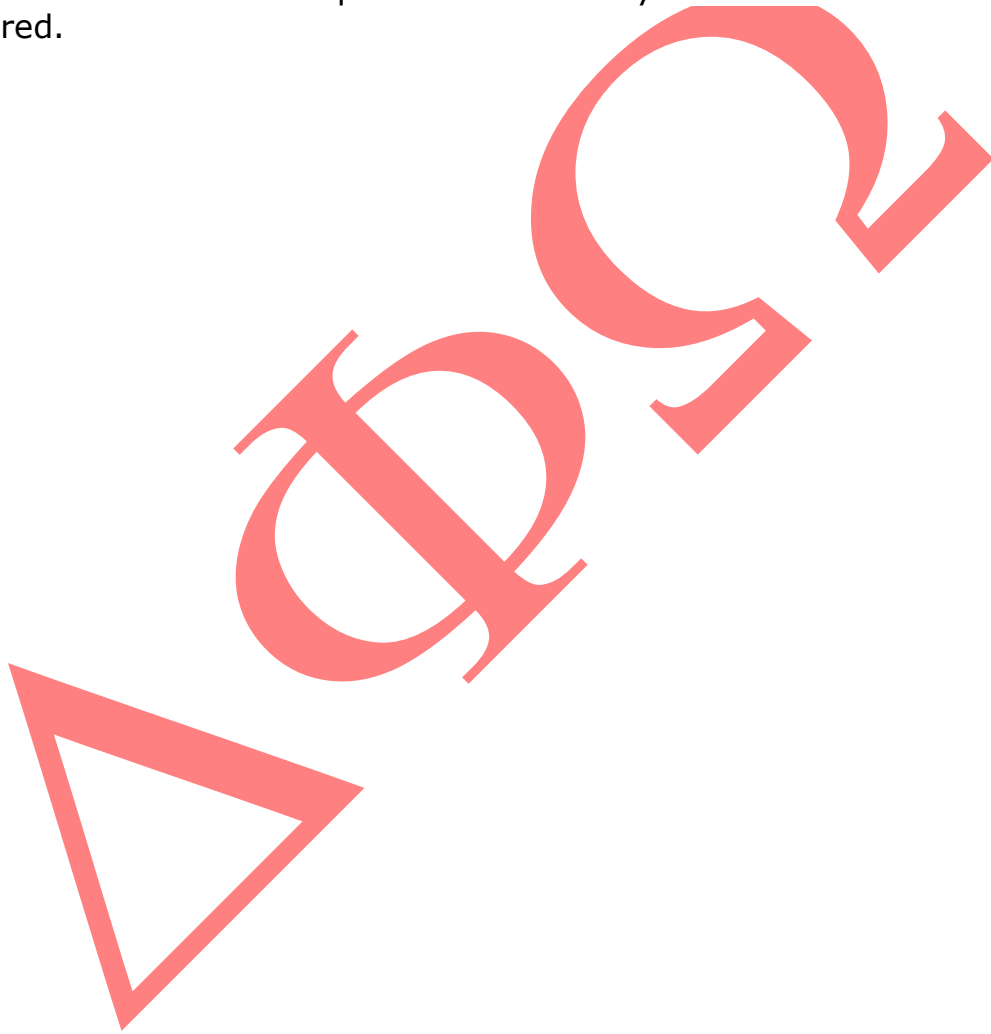
### Chapter Email Account

- It is your duty to update the address book in the Executive Board email account. By the second week each semester, you must update it with the most current email addresses.
- You should have email lists and groups for:
  - Alumnae
  - Actives
  - Chapter E-board
  - Each DPO chapter/colony's E-board main email address
  - National Council
  - Regional Directors
- Remove inactive member's email addresses from the chapter/colony list (Be sure to notify NVP of Communications so they can be removed from the national listserv) and to add new members to the active member list.
- To transfer new alumnae from the active list to the alumnae listserv, please email the DPO Alumnae Director @ dpo\_alumnae@yahoo.com.
- The format for each chapter/colony account should be formatted in the following way:
  - dpo.alpha@gmail.com

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**Listserv**

- After each new class crosses over, please send each new member's email address via the official listserv request form to the National VP of Communications so that she may add it to the dpo\_members listserv.
- Please do not forget to notify the VP of Communications of any members that have gone inactive or members that have resigned so that their email addresses may be removed from the listserv.
- Only National Listserv Request Forms sent by the Eboard Email will be honored.



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### **i. Chapter/Colony Officer Form**

#### **Delta Phi Omega Sorority, Inc. Chapter/Colony Officer Form**

This form must be completed within 15 days after officer elections, or if any of the chapter information changes, and must be submitted to the National Council.

Chapter/Colony:  
Chapter/Colony Mailing Address:

Chapter/Colony E-mail address:

Chapter website:

Report completed by:

Date:

#### **Chapter Officers**

Date of elections:

President:

Email address:

Vice President:

Email address:

Secretary:

Email address:

Treasurer:

Email address:

Historian:

Email address:

Service Chair:

Email address:

Sisterhood Chair:

Email address:

Social Chair:

Email address:

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**ii. New Alumna Form**

**Delta Phi Omega Sorority, Inc.  
New Alumna Form**

Any member who has graduated is not an official alumna until this form has been filled out and signed. This form must be turned in to the National Alumni Director and President within one month of graduation. For every day that this form is late, a \$2 charge will be assessed to the chapter/colony. By signing this form, you agree that your account is clear of all dues and outstanding balances.

\_\_\_\_\_  
Chapter/Colony Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Class

Date of Graduation:

Contact Number:

Current address:

\_\_\_\_\_  
Permanent address:

Plans After Graduation:

Would you be interested in being active as an alumna within DPO? Yes No

Member's Signature: X

Date:

Treasurer's Signature: X

Date:

President's Signature: X

Date:

\_\_\_\_\_  
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## **E. Historian**

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### **Scrapbook**

Contents in the scrapbook should contain pictures from the start of the summer before the academic school year (June) and stop the last day of school (however if formal is just after school ends, then you can stop the scrapbook then). It should also contain any other DPO materials such as sorority invitations, tickets to events, thank you cards, etc. Be creative in your scrapbook! Each scrapbook should be completed by Conference and brought to Conference.

### **Backboard**

Contents should contain designs, pictures, paperwork, etc. from the previous academic year of the actives present in that chapter/colony. You may choose to have an informative backboard or a more creative backboard or both. Each backboard should be completed by Conference and brought to Conference.

### **Alumnae**

- You must invite alumnae to all chapter/colony events such as sisterhood events, regional retreat, crossovers, parties, Literacy through Unity week, formal, mixers, etc at least one week in advance of the event. Always keep the alumnae email address list updated and maintain contact. If they need anything, you are their lead contact within the chapter/colony.

### **New Alumnae Form**

This form must be filled out 45 days prior to the end of the semester of graduation by the member graduating. Email to National Alumnae Director. Upon receipt of this form, the Historian will sign and inform the Treasurer, who will then (upon evaluating the members outstanding balance) plan to purchase the senior stole.

An official degree verification must be then reviewed by the president within 30 days that the degree verification becomes available from the University. A completed copy of this form must be kept on file in the chapter resource file and a copy must be mailed to the National Alumnae Director, as well as to the National President.

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An Email detailing the chapter/colonies graduate's major and college must be sent to the NVP of Communications to post on the National Website all graduates of each semester.

*Ex. Pennsylvania State University - Anne Thomas - Communications Arts and Sciences, College of Liberal Arts*

### **Picture Taking**

Always make sure that you bring your camera to **every event**. If you are unable to attend an event, make sure that you assign another sister to take the pictures for you. When developing pictures for special events such as formal, have a picture CD made so it is easier to upload for the chapter/colony and national website. Make sure you take enough group pictures at each event. Try to find the most economical place to develop pictures, but don't compromise quality. At every event TAKE AT LEAST ONE GROUP PICTURE. This means to take a picture of ALL sisters who have attended the event.

### **Timeline**

Historian and Secretary should keep a detailed timeline of every event taken place during the year such as meetings, mixers, formals, presents, parties, crossovers, etc. It should also include the E-board members, chairpersons, Dean/ADP's, new members for the year. This timeline will be a great resource when developing the petition for chapter status.

### **Chapter/Colony Tree**

Each historian must continue the tradition of the family tree. If this is your first time – then you still must start the family tree from the original founders. Each year the Historian will add a family tree page for each of the new classes crossed over. Each little should descend from her respective big.

### **Birthdays**

You should sign the chapter guestbook AND the national guestbook for all alumnae sisters in your chapter. (Sisterhood chair will be given the duty for active sisters). The entry should say:

**The Sisters of Delta Phi Omega Sorority, Inc. at X Chapter/Colony would like to wish "Sister Name" a Happy \_\_ Birthday!**

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## **Anniversaries**

You should sign the chapter guestbook AND the national guestbook for all active and alumni sisters in your chapter. (Since all sisters graduate at different times within their line, the historian will have this duty). The entry should say:

**The Sisters of Delta Phi Omega Sorority, Inc. would like to congratulate "Sisters' Names" on their \_\_ yr(s) Anniversary!**

Also, send out an email to all members of your chapter about this as well. You also need to remind Big Sisters to purchase a paddle for their Little Sister on each line's one year anniversary.

## **Newsletter**

Must be completed according to specific guidelines. National Newsletters are due Jan 1st (include Fall Classes) and June 1st (include Spring Classes).

### **i. "White Orchid" Newsletter Guidelines**

#### **National Newsletter**

The official newsletter of Delta Phi Omega Sorority, Inc. is "The White Orchid". It is a semiannual newsletter that highlights each chapter's achievements, as well as the National Organization's as a whole. Each chapter/colony will incur a \$5 per day late fee for every day that the historian is late in turning in her section.

- Each chapter or colony historian is responsible for collaborating with all other historians, to put this newsletter together. The National Marketing Director shall oversee the construction and completion of the newsletter. Each historian must submit her section to the Marketing Director by January 1st and June 1st of each year. For every day that it is late, a \$5 fine will be incurred. Although the second issue comes out in the summer after the school year ends, the historian for that school year is responsible for the newsletter, not the new incoming historian.
- The Marketing Director will email out the newsletter to each Eboard account. Each chapter/colony historian is responsible for emailing out the newsletter to her chapter's/colony's active members and alumnae only. It is up to the historians Marketing Director to determine whether to print the newsletters at one location, or to make it the responsibility of each historian to print the newsletters for her chapter/colony. However, "The White Orchid", must be printed on the same type of

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paper, color, and font throughout all chapters and colonies. There may not be any differences in any of our national newsletters.

The newsletter will include:

- Name: "The White Orchid – National Newsletter"
- Date/Volume/Issue of newsletter
- Special announcements such as weddings, engagements, graduations, baby births, etc.
- Sister spotlight
- A word from the National President
- Chapter/colony summary including community service events, fundraising, social events, recognition of new members, etc.
- Each chapter/colony is limited to ONE page and ONE picture.
- Recap on National Conference (Fall Issue)

A word document entailing the following announcements must be sent in a SEPARATE WORD 2003 or higher document.

Special announcements such as graduations, engagements, weddings, baby births, acceptance into graduate schools, jobs (any alum news) etc.

- NJIT Colony:  
Rachna J Desai- Sister Polaris – Founding Class- Biology (can include major and minor)
- NJIT Colony:  
Rachna J Desai- Sister Polaris – Founding Class- Engaged to (can include date of engagement)
- NJIT Colony:  
Rachna J Desai- Sister Polaris – Founding Class- Married to (can include date of marriage)
- NJIT Colony:  
Rachna J Desai- Sister Polaris – Founding Class-had \_\_\_\_\_ (can include baby's DOB)
- NJIT Colony:  
Rachna J Desai- Sister Polaris – Founding Class- got accepted into \_\_\_\_\_ (for graduate studies- can include for ex. medical school, law school, business school, pharmacy school, etc)
- NJIT Colony:  
Rachna J Desai- Sister Polaris – Founding Class- on her upcoming career at \_\_\_\_\_

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## **ii. Chapter/Colony Newsletter**

The chapter/colony historian should also send out a chapter newsletter every two months to her chapter throughout the year (not only academic year). The newsletter is due on the first day of the new month that the newsletter does not cover. For example, if the newsletter covers January and February, then the newsletter must be sent out by March 1. The newsletter should be sent out via email to both active and alumni members. The newsletter should recap:

- Name: "The White Orchid – Alpha Chapter at University of Houston" (chapter/colony name w/university).
- Article from E-Board
- Fundraising events
- Community service events
- Social/Sisterhood events
- Birthdays/Class Anniversaries
- Crossovers
- Other events such as Formal, Literacy Awareness, Jingle Ball, etc.

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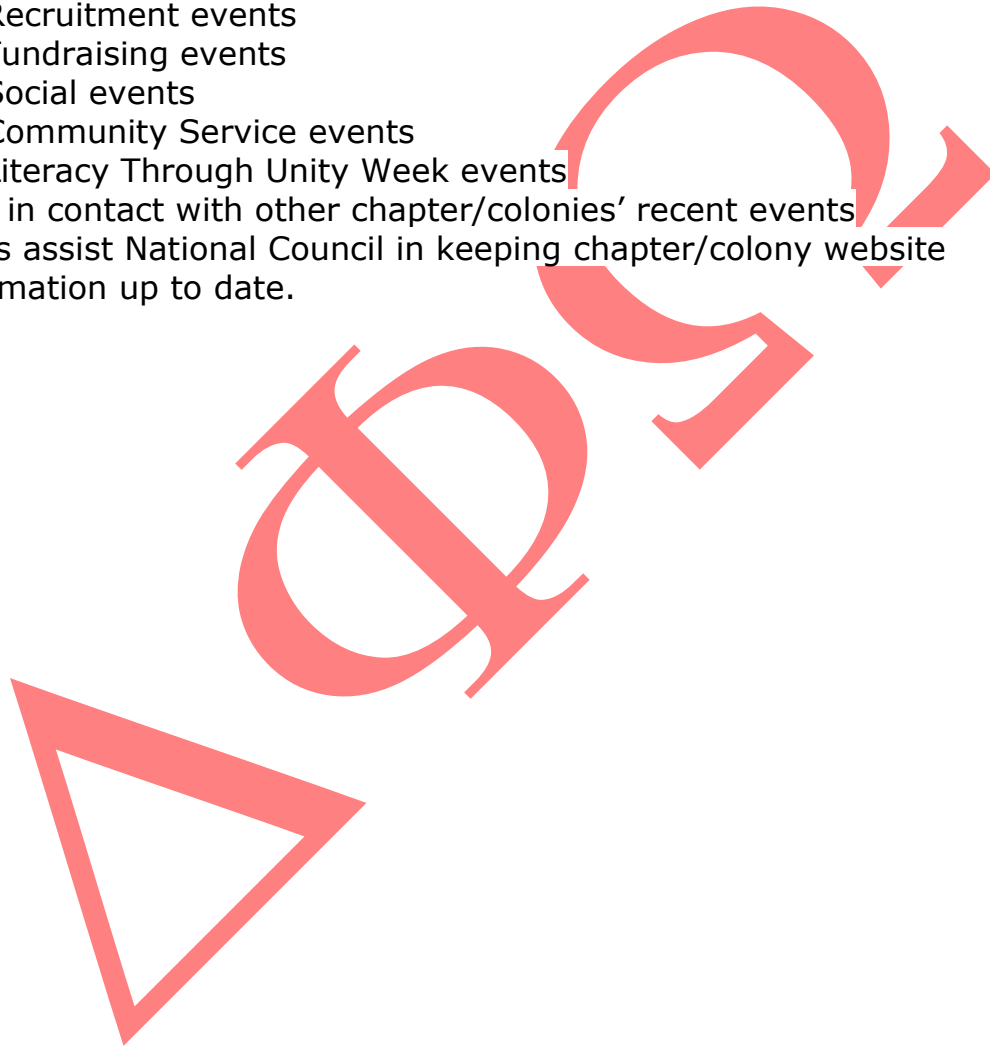
Updated August 2010

## **F. Webmaster**

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The webmaster's responsibilities are as follows:

- Maintain website
- Provide Chapter/Colony Information
  - Online Sister Profiles
  - Chapter/Colony History
- Post Upcoming Events
  - Recruitment events
  - Fundraising events
  - Social events
  - Community Service events
  - Literacy Through Unity Week events
- Stay in contact with other chapter/colonies' recent events
- Helps assist National Council in keeping chapter/colony website information up to date.



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## **G. Chair Positions and Guidelines**

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### **1. Sisterhood Chair**

#### **Sisterhood Events**

- Plan a minimum of one sisterhood event a month ex. Movie and pizza night, hot fudge sundae night, ice skating, etc. Try to arrange these dates at convenient times in the beginning of the semester.
- Plan the sisterhood event for Founder's Day—December 6th. This event should be something semi-formal, like a dinner, and should include personal reflections on Delta Phi Omega.

#### **Birthdays**

- Celebrating active birthdays are your responsibility, including pledges. Ex) give a card from the sorority.
- Sign the chapter guestbook and national guestbook for every *active* sister's birthday.

#### **Study Buddy System/Academics**

- Arrange a study buddy system within the chapter or colony by finding out everyone's best time to study and pairing them up according to compatible schedules and subject matter if possible. This should be done together at least once every week.
- Keep a copy of everyone's class schedule and test schedules. Try to keep track of grades and always send out good luck emails before exams and midterms and finals.

#### **Retreats/Trips**

- Plan a weekend retreat for your colony/chapter full of spirit building and sisterhood activities.
- Help coordinate the January Regional Retreat, by working with your E-Board, Regional Director, and other sisterhood chairs in your region.
- Try to attend as many parties or special events of other colonies and chapters as possible. If several actives would like to attend, you must coordinate rides and set it up with the host colony/chapter.

#### **Awards/Recognition**

- Give Sister of the month awards at general body meetings (let them wear something special to an event or even for the whole month).
- Set a date for officer appreciation day and organize an event with the active sisters

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- Recognize sisters who work particularly hard, who reach a life goal [i.e. graduate school admissions, job offers, get engaged], or who uplift the chapter or colony, and plan an event in celebration.

### **DPO Spirit**

- Plan attire for Wednesday (Greek letter day) and email this information the preceding Sunday to all active sisters.
  - You are in charge of ordering and getting designs for apparel.
  - Let actives know when new DPO merchandise comes out.

### **Miscellaneous**

- Talk to sisterhood chairs from other chapters/colonies once a month to share ideas.
- Send every sister a note at the beginning of each semester and at every holiday.
- Keep open ties with all sisters to know what is going on.
- Give every big a list of things they can do to be a better big.
- Make sure that there are always pictures taken at your events, even if the historian is not there.
- Try to initiate proactive things amongst the sisters i.e. book clubs or trips to the museum.
- Send invitations to alumnae on the area list-serve & alumnae list-serve via National Alumnae Director.

## **2. Community Service Chair**

Service to the community is an essential part of this organization. Therefore, it is imperative that each chapter or colony fulfills the community service goals set forth by the original founding mothers of this sorority. The following are guidelines that each chapter or colony must adhere to. They must be read aloud at the first meeting of every semester/quarter.

### **Group Volunteering events**

- You should find and organize at least **one group volunteering event a month**. Even if you are not in attendance, you must set up the event and inform sisters of the details so that they may volunteer. Try to make the event correspond with a cause or season. In October for example, you may want to find a volunteering event pertaining to Breast Cancer, or in November/December you may want to do a project at a homeless shelter or soup kitchen.

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- Always give active members **at least 2 weeks advance notice** of an event.
- You are in charge of keeping track of which sisters show up or do not show up and at what times they arrive/leave.
- Also try to find group volunteering events at South Asian events i.e. India or Pakistan Independence Day Celebrations or volunteer for South Asian organizations such as TIE that may hold a big event. You can find out about these events by looking in your local South Asian newspaper or by listening to a South Asian radio station.▲
- Maintain strong contacts with your local South Asian literacy organizations. Email them every once in a while and let them know to keep you up to date on any of their events where the sisters can help out.▲
- Each chapter or colony must fulfill a minimum of 15 hours as a group for each allotted six-month period. These hours are compulsory for active members, and optional for alumni members.▲
- Each chapter has the option of the type of community service they want to perform i.e. breast cancer, children's health, etc. It is strongly recommended that some of these hours be performed within the philanthropy of Delta Phi Omega. Also, at least one of the community service events must be a service project for the South Asian community.▲
- Events where members of Delta Phi Omega are paid to volunteer or events that do not benefit the general community or South Asian community cannot be counted towards volunteer hours.
- It is the responsibility of the Vice President or Community Service Chair of each chapter to find community service opportunities and she must give the chapter 14 days advanced notice of the date, times and place. A good website to look for volunteer opportunities is [www.volunteermatch.org](http://www.volunteermatch.org). Inquire at local shelters and soup kitchens if they would be willing to host your hours.
- It is also mandatory that all members wear letters or colors while performing group hours, unless a volunteering event shirt is given out.
- For better alumnae involvement, the chapter historian should email all chapter alumnae giving them the opportunity to participate in group community service events, unless the event only allows a certain number of volunteers.

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### **Individual hours**

- Each active sister must complete 5 individual hours each six-month period. These hours **MUST** be hours pertaining to the philanthropy (i.e. tutoring, reading to children, teaching a class, etc.).
- The community service form must be turned in to the secretary or Community Service Chair by the aforementioned deadlines for it to be considered valid.
- It is the responsibility of the Vice President or Community Service Chair to find individual volunteer opportunities for active members. Although many agencies require a long-term commitment, many agencies may be willing to be flexible and work out a schedule with your chapter (rotating different girls out each week).
- You must provide actives with a list of individual volunteering opportunities where they can perform their philanthropy hours. Many agencies require a long-term commitment, but you may be able to work something out with an agency where you send different sisters each week.
- Eta Chapter has set up a program with Barnes and Nobles where the sisters read to children once a week. See if this is available in your area.
- Make a spreadsheet with all active sisters and their respective hours that they have completed with both group hours and individual hours. The spreadsheet needs to include the titles of the group volunteering events.

### **“Be the Change” National Service Event [October]**

- You are in charge of registering the colony or chapter with SAALT [[www.saalt.org](http://www.saalt.org)] and setting up the service activity with SAALT representatives.
- You must inform all active sisters of this event including date, time, and location at least three weeks prior to the event.
- You must also obtain the SAALT T-shirt and coordinate outfits to unify the sisters during their service activity.

### **Literacy through Unity Week [February-March]**

- You are the head of this committee, and it is your biggest responsibility. You must begin planning in late October.
- Keep contacts with other service chairs frequently during the planning stages of this event, and share ideas on what each other is doing.

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### **Community Service Guidelines**

- It is your duty to make sure that all the community service guidelines listed in this handbook and the constitution are followed and enforced.

### **Deadlines**

Community service hours must be turned in semi-annually on **December 15** and **June 15** of every year to the chapter/colony Secretary or Community Service Chair. It is then the responsibility of these individuals to submit by mail or e-mail a spreadsheet or word

document detailing:

- Amount of hours completed by each active sister
- Each community service event
- Average community hours per active member

This is to be sent to the Regional Director by the deadlines given on the "Delta Phi Omega National Deadlines" page. If the information is mailed, it must be mailed either certified or with delivery confirmation. For every day that the information is late, a \$5 per day late penalty will be assessed to the colony or chapter.

The chapter Vice President and Community Service Chair must also turn in a community service outline by the deadlines given on the "Delta Phi Omega National Deadlines" page to their Regional Director and the National VP of Internal Affairs. The outline must include planned and tentative community service projects for the upcoming academic school year and a list of agencies where active members can perform their individual community service hours. This outline must be submitted via e-mail. A fine of \$5 will be assessed to the chapter/colony for every day that it is late.

### **Consequences for Missing Hours**

If an active sister is unable to attend a mandatory group community service event, the following are the punishments. Excusable absences include hospitalization, death in the family, immediate family wedding, examination the next day, personal sickness with doctor's note or religious event.

- a. ***Advanced call/notification to chapter secretary with unexcused absence:***

\$5 fine and must complete two times the hours missed by the community service deadline. These hours must be done individually

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and must pertain to the philanthropy. The hours are due by the June 15<sup>th</sup> and December 15<sup>th</sup> community service deadline.

b. ***Advanced call/notification to chapter secretary with excused absence:***

must complete the hours missed by the community service deadline. These hours must be done individually and must pertain to the philanthropy. The hours are due by the June 15<sup>th</sup> and December 15<sup>th</sup> community service deadline.

c. ***No advanced call/notification to the chapter secretary:***

\$20 fine and must complete four times the hours missed by the community service deadline. These hours must pertain to the philanthropy. The hours are due by the June 15<sup>th</sup> and December 15<sup>th</sup> community service deadline.

\*If a member misses more than 2 community service events in a semester/quarter, the executive board has the authority to place that member on probation the following semester.

**Community Service Form**

For all individual hours completed, a community service form MUST be filled out and signed by the appropriate person(s) at the agency. For group hours a form is not necessary, however, the Secretary or Community Service Chair must keep track of the time that the community service event started, when it ended, and the time, if necessary, when an active member leaves early.

The community service form for individual hours must be turned in to the Secretary or Community Service Chair by **December 15** and **June 15** of each year.

- If a member submits these forms after these dates, a fine of \$10 will be assessed, which is to be turned in at the time the form is submitted. The community service form will not be accepted unless payment is accompanied with the form. The late form may not be turned in past the first general body meeting of the new semester.
- If a member does not turn in a form at all, she has the option of either paying a fine of \$35 or performing an additional 10 hours of individual

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community service the following semester. If the payment option is selected, it is to be paid by the first general body meeting of the new semester.

### **3. Recruitment Chair**

#### **Recruitment Committee**

- The Recruitment Chair must oversee a recruitment committee. This committee needs to be formulated by the end of the spring semester, so that the summer time can be utilized to plan Fall recruitment. A committee of 3 will suffice and does not have to consist of sisters NOT on the recruitment team [i.e. Dean/ADP/Pledge Mom].
- Make sure that if you get email addresses of interests, that you frequently send them emails about dates and times of informationals and mixers.
- Also, send out reminder emails to all active sisters about time and dates of informationals, mixers and interviews.
- Require each active sister to recruit at least two girls to come to informationals and mixers.
- The chapter Vice President, Recruitment Chair and Recruitment Committee must also turn in a Recruitment outline by the deadlines given on the "Delta Phi Omega National Deadlines" page to their Regional Director and the National VP of Internal Affairs. The outline must include planned and tentative recruitment events for the upcoming academic school year. This outline must be submitted via e-mail. A fine of \$5 will be assessed to the chapter/colony for every day that it is late.

#### **Dates**

- Find out when the general recruitment period for your university is. Plan your events accordingly.
- Book your rooms early!! You are competing for these rooms with a million different organizations for a limited amount of space. An ideal time to book for rooms in the fall semester would be May/June.

#### **Promotion**

- Begin immediately when the semester begins, as you will be competing for attention.
- Post flyers on campus.
- Put your informational/mixer dates in the school newspaper.
- Put all Rush information on your chapter website.

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- Post messages on message boards. Ex. ISA
- Print brochures
- Print information packets
- Word of mouth
- Make a painted banner, and hang it in the student center (if your school allows this)
- Require all active sisters to wear the letters x number of days a week, during the week of tables, informationals and mixers.
- Some schools will give you a list of all incoming freshman; use this to your advantage to send them emails or mail them rush information. (attempt to attend Freshman orientation, Hall Raisers, etc.)

### **Recruitment Tables**

- Find out if your school has a time period to recruit people on campus. I.e. Setting up a table in the Student Center. Register the organization to do this.
- Make shifts for each active sister to work the table. Always have the table look presentable. The table must include: Backboard, banner, scrapbook, people pages, brochures, info packets and other DPO paraphernalia.
- Please make sure that everyone knows that while they stand at the table, they cannot sit around and talk to each other or eat. They must actively be recruiting!

### **Informationals**

- Set up at least 2-3 informational meetings on campus. Book rooms with your university.
- The informationals probably don't last longer than 1 hour, but set your times for a two hour period. I.e. 6pm-8pm.
- These informationals need to be prepared ahead of time. Prepare what you are going to talk about, and who is going to speak. Things to discuss: History, Philanthropy, Community Service, Fundraising, Sisterhood Events, Social Events National Events (such as Literacy Week), and dates of Rush Mixers.
- It would be ideal to have a power point presentation if the resources are available. The more organized the better!
- Have pamphlets and brochures handy at these meetings.
- Make it mandatory for all active sisters to attend at least 2 of 3 informationals.
- Have a dress code for all active sisters.

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- Distribute an interest form to all interests, and collect them at the end of the meeting. (You all need to devise a general form, with information such as phone numbers, email address. a more detailed application will be given to them later).
- Be friendly!! Make sure every sister approaches every interest and introduces herself. Please make every attempt to befriend interests.

### **Mixers**

- Set up at least 5 mixers. These mixers may be either on or off campus.
- You should have a theme for your mixer, if your budget allows. However, if the budget is low, you may need to think of other creative ways to have a mixer.
- Examples of mixer themes: Hawaiian luau night, country western theme, seventies theme. Or you can have one theme for all the mixers: "DPO Survivor" or "Delta Airlines—Fly the Delta Sky" or have different cultural mixers.
- Require all active sisters to come to at least 3 out of 5 mixers; otherwise, their vote to bid on the incoming class is null.
- Distribute a detailed application at the first mixer, which will be due on the date of their interviews. (NVP of Expansion will send this application upon request by email).
- You may also arrange up to 2 additional mixers with other organizations on campus. This is up to each chapter/colony's discretion. Please note that this is still considered a DPO Event therefore all rules must be complied.

### **Interviews**

- Set up a date to interview all interests. Generally, the executive board shall interview the interests.
- Interviews should be held within one week after your recruitment mixers.
- Read through all applications and write out all interview questions before hand.

### **Bids**

- Bids must be given within a week of interviews.
- The president of the colony or chapter must call each rusher and either offer or not offer a bid. If you are unable to give an interest a bid, please explain that she is encouraged to rush again next semester and that it is a matter of timing and nothing personal. If you do offer a bid to an interest, you must ask if they accept this bid.

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- For women that are offered and accept bids, the president must meet with them in person, at a discreet off-campus location to personally give them a bid.
- That evening or thereafter should be the bid dinner. This ceremony should be a formal but fun night of sisterhood, to inspire the girls as they move on to the pledging process. However, nothing about the pledge process should be discussed during this time (i.e. color rule, numbers, etc).

### **New Member Education**

**More details and guidelines are found in the most recently released Expansion Handbook. That document supercedes the rules of expansion including also the rules found below.**

- The Dean, ADP and Pledge Mom for the new line should be decided at least one month prior to the recruitment period. They can also be part of the Rush committee but it is not compulsory.
- Dean, ADP and Pledge Mom can obtain all necessary information and recruitment materials from National Council.
- Actives and E-Board members should remain actively involved in the process throughout the semester.
- Each membership education process shall be a minimum of 8 weeks and not extend over a ten week period. If there are extenuating circumstances that requires more time, NC MUST be informed!!!!

Any new Colony will be under a pro visionary probation for their first active semester. This entails that they MUST inform the National Director of Internal of Expansion if they wish to pledge a class.

NOTE: Any school put on probation by NC will only have their probationary status removed once an official letter from the university Greek Advisor is received. This letter must indicate that you fully recognized and abiding by the university policies. A failure to obtain a letter will cause you to REMAIN on probation until the letter is submitted.

### **4. Fundraising Chair**

Dues alone will not keep a chapter running. Therefore, it is necessary for each chapter to fundraise as much as possible. If there are not enough members to fill this position, this role must be designated to the Treasurer. Each chapter/colony must elect a fundraising chair if there are more than 15 members in the chapter/colony. If the number of actives exceeds 25, a fundraising committee must be established with at least one person per 10 – 15 actives.

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The chair/committee communicates extensively with the Vice President and Treasurer. The fundraising guidelines and goals are reviewed by them at the beginning of each term. Unless a system is already put into place, the suggested system of meeting fundraising goals is provided. This can be adjusted to accommodate needs.

- Every member is required to complete at least 15 hours of fundraising (safer choice) or \$90 dollars of fundraising and must sign up for either one of the options in the beginning of the semester. In this option, 1 hour = \$6.
  - For every hour that she cannot complete, she must pay \$6/hour missed.
  - For every dollar she did not meet, she must pay the difference.
- The chapter fundraising chair should organize a minimum of two fundraising events per semester or four per academic school year that allows for at least 45 hours of fundraising and approximately \$270 of fundraising [i.e. three times the requirement]. This provides members ample opportunities to meet their chosen goal.
- It is the responsibility of fundraising chair to research and find the best fundraising opportunities for her chapter.
- She should also give at least **14 days** advanced notice of any major fundraising event. The chapter Vice President and Fundraising Chair must also turn in a fundraising outline by the deadlines given on the "Delta Phi Omega National Deadlines" page to their Regional Director and the National VP of Internal Affairs. The outline must include planned and tentative fundraising events for the upcoming academic school year. This outline must be submitted via e-mail. A fine of \$5 will be assessed to the chapter/colony for every day that it is late.

### **Advertising**

If the chapter is holding a fundraising event, such as a bake sale or carwash, it is strongly recommended that the appropriate advertising arrangements be made. Advertise in the school newspaper or post flyers in a building if a bake sale is being held. If the chapter is holding a car wash, email friends and post messages on other Greek/student organizations message boards.

### **Deposits**

At the end of each fundraiser, the treasurer must count all monies along with the President, or Vice President if the President is not available. The

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fundraising chair/treasurer must also send an e-mail within 3 days after the fundraising event, and notify everyone of all profits made. She must also deposit the money into the chapter account within 2 business days after the fundraising event.

### **Fundraising Ideas**

The following is a list of possible fundraising ideas. If your chapter/colonies have other ideas that have been fruitful to you, please share it with the rest of the schools either by directly emailing them, posting it over the members list serve or over the treasurer list serve.

**Bake Sales:** Have a bake sale in a high traffic area on your campus. Make it mandatory for each active sister to bring a certain number of items. In most cases, you must make a reservation with your school, and you may have to obtain a food permit.

**Candy Sales:** Buy candy bars by the bulk (either from Sam's or from someone you know who buys it wholesale) and sell it to people for \$1 each. Have each active sister sell one box each. You can even sell blow pops at 25 cents each, and have each sister sell a box each. This idea works very well when there are members that work in an office setting. They place the open box of chocolate bars/candy bars with an envelope attached with \$1 donations requested per bar or a \$1 sign attached kept in view on a desk or counter.

**Carnation Sale:** On Valentine's Day, buy dozens of carnations for a low price, and sell them for \$2 each on campus.

**Concession Stands:** Some stadiums or sports arenas will allow organizations to work the concession stands and will pay hundreds of dollars or a percentage of sales made.

**Theme Parks:** Some theme parks will allow organizations to work certain booths, and will pay a certain amount per person that works.

**Stadium Clean-up:** Some universities and professional stadiums will pay people/community groups to clean after games and major events. Check into this.

**Gift Wrapping:** Wrap gifts during the Christmas holiday season. Find a store that wants to sponsor this service to their customers. The chapter

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supplies the paper and the store provides the space. Ask for donations. Since this is a popular fundraising idea, you may want to contact the store a month advance to make a reservation. Barnes and Nobles is a good place to do this during the Christmas season.

**Car Wash:** Have a car wash at a location that will allow you to use their water, like a fast food restaurant or a store. Wal-mart will usually match whatever you make at the car wash. Don't forget to bring a lot of sponges, those sprayers, car wash solution, and tons of towels!! Also, have two or three girls make posters and stand at street intersections (but far away from cars) to advertise.

**Coat Checks:** For those of you who live in colder parts of the US, look into events that will allow organizations to work the coat checks and keep the money.

**Campusfundraiser.com:** This fundraiser allows you to raise a lot of money, if you have a lot of girls participating. With campusfundraiser.com, you sell magazine subscriptions, and for every subscription that you sell, you retain a huge chunk of it. However, some people have had problems with this fundraiser, i.e. People not getting their subscriptions on time, etc.

**Pizza Sale:** Make a deal with a local pizza store (i.e. Papa John's) for them to sell you boxes of large pizza for a low cost (ie. \$5 per box). Ask permission from your school to sell the pizza in an appropriate area at school. Sell the slices for \$2 each. Sell cans of Coke as well. Don't forget to bring napkins and plates!

**Studio Shows:** This fundraiser allows us to volunteer on certain days that a television studio is filming and will pay each girl a sum of money for their organization. This fundraiser consists of the girls just participating as audience members. Look into your near by studios and see if this is offered.

**Mendhi:** If your school or any other organization is hosting a festival or bazaar, look into having a mendhi booth. Ask one of your members who knows how to apply mendhi to work the booth. Charge \$5 per hand! Also, ask your members for extra packs of bindi's and sell them at the booth for \$2.

**Funnel Cakes:** If your school or any other organization is hosting a festival or bazaar, look into having a funnel cake booth. Funnel cake booths raise a

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lot of money; however, you will need to look into how to operate a funnel cake booth.

**Car Hopp:** This fundraiser allows you to be the food runner at a drive in restaurant (i.e. Sonic), and your organization gets to keep all the tips.

**Donations:** Ask local businesses or family friends if they would like to make a contribution.

***The following must be read aloud at the first general body meeting of every semester/ quarter regarding fundraising so that there is no confusion.***

### **Attire**

Depending on the fundraising event, appropriate attire must be worn. It is strongly encouraged that during major fundraising events, all sisters wear uniform clothing, be it letters or colors. The treasurer should notify the chapter/colony on what attire to wear.

### **Repercussions for missing mandatory Fundraising events.**

- A Party cannot be considered a mandatory fundraising for members that usually do not or
- are unable to come out to them otherwise due to personal or parental obligations.
- If for any reason, a member is unable to attend/participate in a mandatory or oncampus fundraising event, she must pay a fine. The fine is determined by the following configuration:

*The amount of money raised by the fundraising event = amount of fine  
# of members who participated*

*Ex. If Alpha Chapter fundraises \$300 at a Car Hopp and 20 girls participated, then a member who missed the event must pay a fine of \$15.*

- Candy Sales – If a member is unable to sell the required amount, and none of the other sisters can assist her, then she must pay for the total price of the remaining candy.
- Bake Sales – If a sister does not bake her required goods, then the amount is doubled for the next bake sale.

The fine is to be paid in full within two weeks from the date of the fundraiser to the chapter treasurer, unless otherwise specified by the Executive Board.

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If the fine is not paid in full, then the executive board may put the member on probation for the next semester.

The only excuses (maximum of one time for every four opportunities) allowed without a fine being incurred include:

- Attending another DPO event (another chapter/colony crossover, Recruitment Team obligation, etc.)
- Immediate family wedding
- Personal or family hospitalization
- Death in the family
- Personal sickness with doctor's note
- Religious event
- University Examination the day of (if fundraiser is before examination) or examination next day. Proof of examination must be shown via syllabus, course website, etc to treasurer.
- Aptitude Exam within 7 days (LSAT, PCAT, MCAT, OAT, etc.) Proof of registration for exam must be submitted to treasurer upon notice of upcoming fundraising event. If a member misses more than 2 mandatory fundraising events in a semester/quarter, the executive board has the authority to place that member on probation the following semester.

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**Delta Phi Omega Sorority, Inc.**  
**Donation Form**

**Yes. I support Delta Phi Omega (circle one).**

Nationally

Locally

**[Note – This donation is not tax-deductible]**

**Please accept my donation of:**

\$200

\$150

\$100

\$50

\$25 Other \$ \_\_\_\_\_

**Payment Method**

By Check: \$

Check No:

By Cash: \$

By Money Order: \$

Name:

Phone #: (Primary)  
(Secondary)

Email:

Mail your donation check to:

Delta Phi Omega Sorority, Inc.  
**[www.deltaphiomega.org](http://www.deltaphiomega.org)**

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**Delta Phi Omega Sorority, Inc.**  
**Donation Form – Literacy Week**

**Yes. I support Delta Phi Omega’s Literacy Through Unity Week  
Beneficiary:**

Circle One -      Nationally                      Locally

**[Note – This donation is tax-deductible through the National  
Beneficiary, not the sorority]**

**Please accept my donation of:**

\$200      \$150      \$100      \$50      \$25 Other \$ \_\_\_\_\_

**Payment Method**

By Check: \$

Check No:

By Cash: \$

By Money Order: \$

Name:

Phone #: (Primary)  
(Secondary)

Email:

Mail your donation check to:

For credit card donations, please visit our beneficiary’s website:

\_\_\_\_\_

And let a member of Delta Phi Omega know of your monetary contribution  
so that they can get credit.

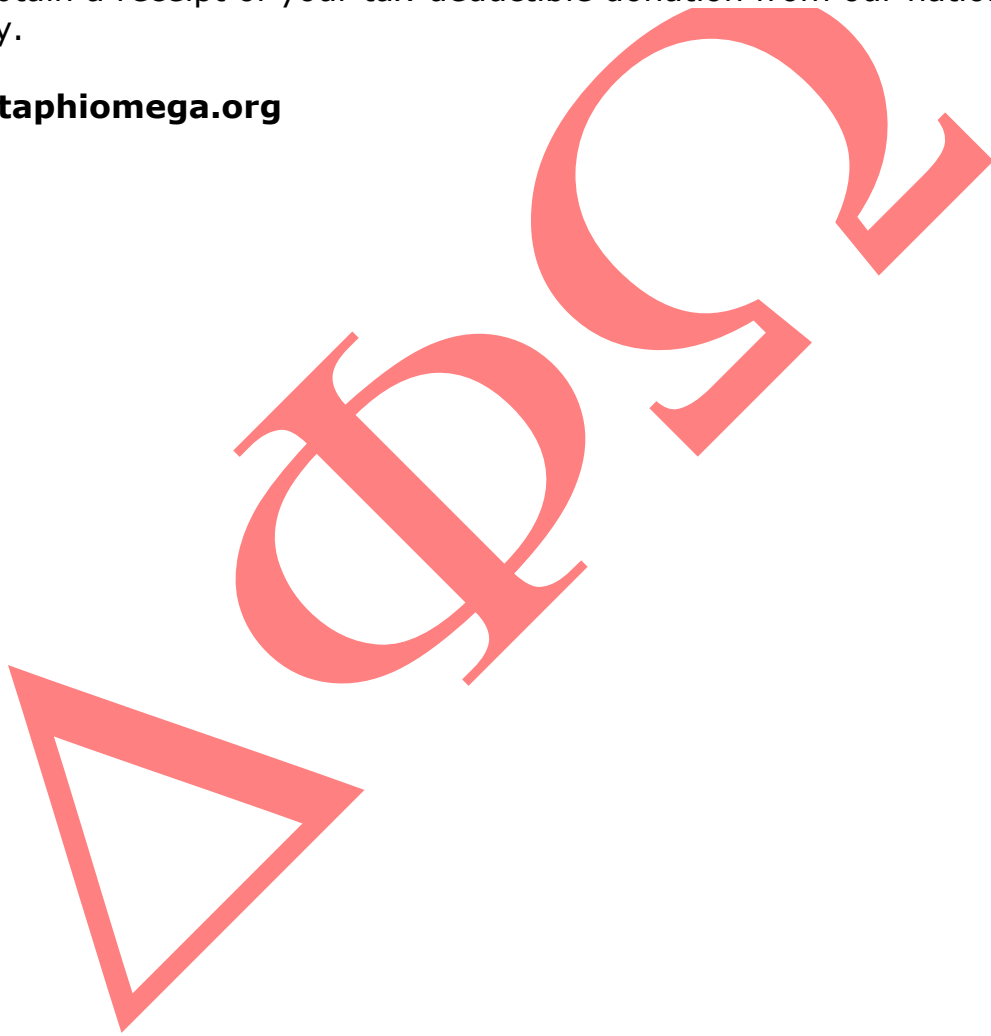
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Send your donation check with this form to:  
Delta Phi Omega Sorority, Inc.

A member of the organization will contact you directly within 1 week so that you can obtain a receipt of your tax-deductible donation from our national beneficiary.

**[www.deltaphiomega.org](http://www.deltaphiomega.org)**



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## 5. Social Chair

The chapter Vice President and Social Chair must also turn in a social outline by the deadlines given on the "Delta Phi Omega National Deadlines" page to their Regional Director and the National VP of Communications. The outline must include planned and tentative social events for the upcoming academic school year. This outline must be submitted via e-mail. A fine of \$5 will be assessed to the chapter/colony for every day that it is late.

### Mixers

- The social chair should try to organize at least 2 mixers and a maximum of 16 per year with outside organizations.
- DPO can either host the mixer, or you can work with the other organization to cosponsor.
- Remember it is a DPO event, and NO alcohol may be consumed!!!
- Always give active members and the other party at least **two weeks notice** of a mixer.
- Mixer ideas: barbeque, 70's mixer, bowling night, etc.▶
- Create invitations for the sisters and give one to the other organization (more personal).
- Remember that organization is key! A poorly organized event reflects badly on our organization and creates awkward ties that may impact future endeavors and collaborations with other Greek organizations.
- Always give a thank you card to the other organization after the mixer within one week.

### Parties

- Social chair heads the party committee.
- Each chapter/colony is allowed to throw 4 parties per year. However, one of the parties must be a charity party in which ALL profits are donated to charity. (1 Non profit and 3 Profit/ year) An exception may be made for an additional party if it is strictly for charity. Please direct all party proposals to the NVP of Communications for approval.
- Any promotion must be approved by National Vice President of Communications (i.e. shout outs, sponsorship, partnership or actual DPO party promotion).

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**DEADLINES:**

- Proposal- 2 months in advance
- Flyer and contract-1 month in advance
- Club and DJ should be booked at least two months in advance.

PLEASE NOTE: If you fail to meet these deadlines NC will NOT be responsible for any cancellation fees or any legal problems you may face. Also if a flyer is posted without approval, you will receive the following warnings and following repercussions:

1 warning: only 1 profit party

2 warnings: only non profit parties allowed-all profit is donated to lit week

3 warnings: no parties allowed. and 2 extra community service hours per girl.

- You must write an initial proposal to National Vice President of Communications detailing the following:
  - Cause of party – non-charity or charity
    - If party is “non charity”, include what date the 10% profits will be mailed to NVP of Finance by chapter/colony treasurer. Once the event is finalized, email the NVP of Finance to know when to expect it.
    - It must be mailed to the National VP of Finance within 2 weeks after the party. Failure to do so will result in a \$5 per day late fee and future parties not being approved.
    - The name of the event and all text on the flier must be submitted with initial proposal.
  - Venue Contract
  - Name of event
  - Date of event
  - Age Requirements Security provided by venue – bouncers, id scanner, etc
  - Mandatory clause: DPO will not be held liable for any patron(s) under 21 who consume alcohol.
  - Cost of Venue
  - % of profits to be received by Colony/Chapter
  - Maximum # of people allowed in club
  - Bar requirement (try to avoid this requirement if possible)
  - Transportation Contract (if chapter/colony is providing it or is in anyway responsible for it)
  - Means of Entry (Guest List with reduced Admission, Comps, etc)

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- Printed & Signed names of Venue Representative (manager - NOT a promoter) & DPO Representative (Social Chair/Treasurer)

#### DJ Contract

- Equipment fee
  - # of DJ's
  - Cost of service
  - Length of Service
  - Agreement indicating if the DJ is required to play certain type of music
  - Any other fees or responsibilities either from Delta Phi Omega Sorority Inc. or the DJ themselves
  - Please include the stipulations agreed upon if the DJ cancels.
- A final version of the flyer must be submitted to National Council for final approval at least 1 month in advance to allow enough time for corrections to be made BEFORE DISTRIBUTION.
    - If a flier is not ready 1 month in advance a description of the flier must be included in the initial proposal.
    - The name of the event and all text on the flier must be submitted with initial proposal.

#### Flyer requirements:

- Must have Delta Phi Omega Sorority Inc. (chapter/colony name)
- Please specify the university (chapter) that is hosting the party on the flyer. (I.e. if you don't want to put "Pace Colony", you could put, the sisters of DPO at Pace University bring you....)
- Greek letters are not required but recommended
- Must have age requirements and must state that proper ID is required
- Must state location and time (start and end)
- Admission rate (if reduced must indicate what times and who)- ex all greeks before 10pm with form of letters as proof (in this case for DPO or any other organization that does not drink with letters, TRY to get a list)
- Drink Specials
- Contact Info
- Crest not required but recommended

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- Please use your best judgement. If it is distasteful it will NOT be approved. Therefore to avoid time conflicts please preview the flyer before sending it to NVP of Communications.

Any party promotion group or organization is not allowed to use the Delta Phi Omega name without permission from National Council first including "Supported by" "In conjunction with" and/or "Co-sponsored".

- Ask other party promoters and South Asian Greeks to see if they are throwing a party the same day.
- Selling tickets for a party promoter is not allowed, unless the chapter/colony counts it as their 1 out of 2 parties a year.
- Find out if the club will allow you to hang a DPO banner in the club or if you can do the stroll.
  - Flyers must be printed at least one month before the event.
  - Club and DJ should be booked at least two months in advance.

### **Promotion:**

- Send mass emails
- Post flyer on [desiclub.com](http://desiclub.com) and [desiparty.com](http://desiparty.com)
- Post flyer on organization guest books (once preferably a few weeks before the party, and at least once during the week of the party)
- Promote on campus
- It is recommended that actives wear Letters or similar attire to DPO parties. Social chair will be in charge of either finding attire or placing order for shirts.
- Only Alumni who are 21 year of age or older may consume alcohol at a DPO party!!!

### **Formals**

If you are having a flyer, send that in for approval. A contract MUST be formulated PRIOR to the event and approved by the NVP of Communications.

(Please contact NVP of Communications if you need a template)

- This is the only Delta Phi Omega sponsored/hosted or co-sponsored/hosted event that alcohol consumption for members 21+ is allowed.
- A licensed bartender must be present to manage and control all alcohol consumed by members and guests.
- There must be at least one police officer present at all times.
- Only those members that are 21 year of age or older may consume alcohol. (including actives).

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- No active member is allowed to drink to the point of intoxication.
- Intoxication is defined as stumbling, throwing up, cursing, loud and obnoxious behavior, and any other behavior deemed inappropriate by a minimum of two executive board members (not incoming E-Board). The intoxicated active member will be asked to leave and she will immediately be put on probation for one year. She must also give a formal apology at the next general body meeting. If a graduating senior becomes intoxicated, in lieu of probation, she must pay a \$100 fine.
- Proper venues, contracts etc shall be booked in advance

### **Supporting other Greeks**

- Make a spreadsheet of email addresses and contact information of Greeks on campus, as well as south Asian Greeks nationwide (preferably their social chairs). This should be done within the first two weeks of school.
- Within the first two weeks of school, you should send out a welcome letter to each Greek organization on campus. You should introduce yourself as social chair; let them know that we would like to work with them in the future, etc. *See sample letter.*
- For any Delta Phi Omega event, send out emails to the Greek contacts. It is your job to be aware of events hosted by other Greeks. Try to get as many sisters to attend these events and always give actives proper notice.
- You should also from time to time sign guestbooks wishing the organization for example a happy holiday or enjoyable summer.

### **Organization Presents**

(applies to those chapters that attend class presents of other Greeks)

- You are in charge of finding a thoughtful present for the new class of the other organization i.e. plaque, handmade gifts, tickets to an event, bowling passes for one game/night/, etc.

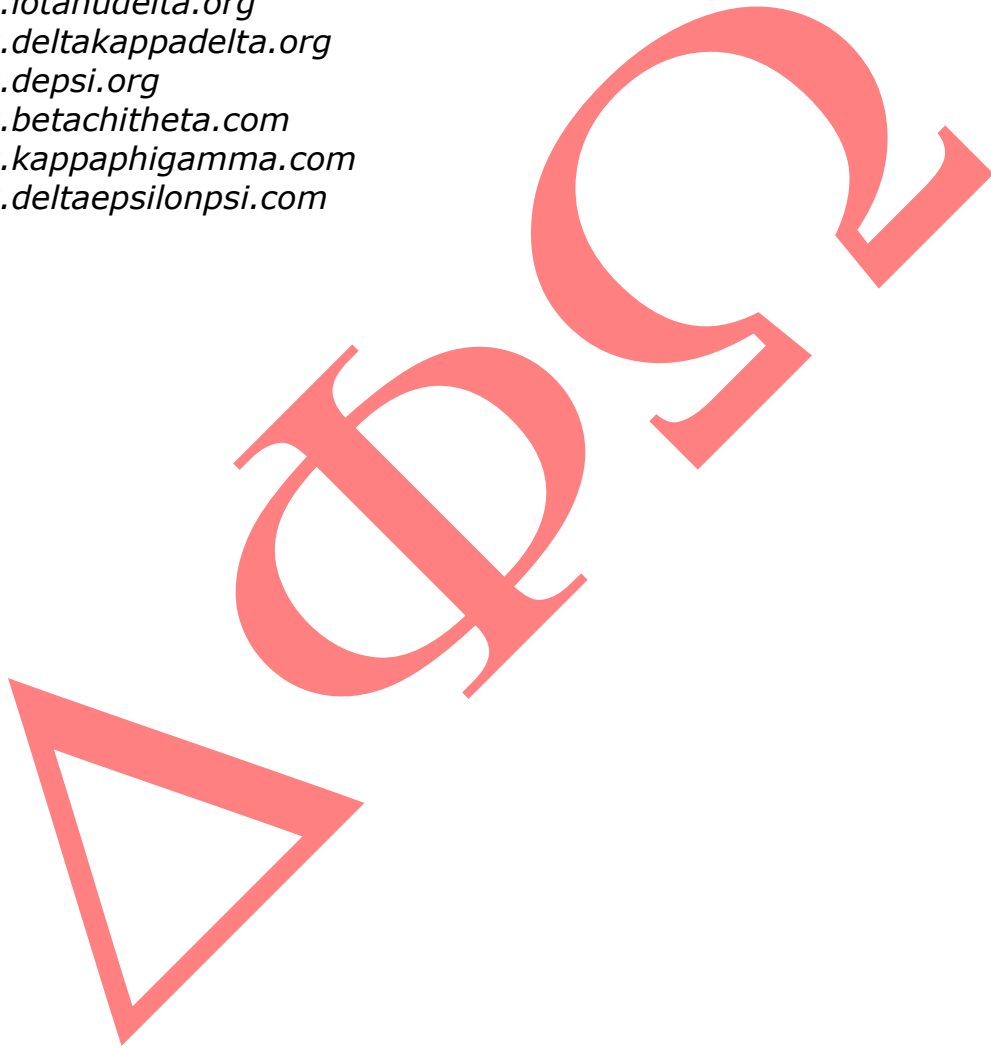
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### **South Asian Websites**

If you want to know what other South Asian Organizations are established nearby, you may contact their Public Relations Officer through their respective national websites for more information.

- [www.sigmabetarho.org](http://www.sigmabetarho.org)
- [www.iotanudelta.org](http://www.iotanudelta.org)
- [www.deltakappadelta.org](http://www.deltakappadelta.org)
- [www.depsi.org](http://www.depsi.org)
- [www.betachitheta.com](http://www.betachitheta.com)
- [www.kappaphigamma.com](http://www.kappaphigamma.com)
- [www.deltaepsilonpsi.com](http://www.deltaepsilonpsi.com)



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**ΔΦΩ**

**Delta Phi Omega Sorority, Inc.**

To The Brothers of Delta Epsilon Psi,

My name is Amy Kadakia and I am the new representative for Delta Phi Omega. First of all, I would like to welcome everybody back for the fall semester and wish everyone good luck with this new pledge semester.

Delta Phi Omega is a South Asian sorority that has been on campus since December of 1998. This semester, one of our primary goals is to become more involved in the Greek community at the University of Houston.

We would like to strengthen our relationship with your organization and show our support by coming out to your events. If your organization could please update us on your events and mixers, we will be more than happy to attend. I will also update your organization on all of our events, and your interest and participation will be greatly appreciated.

If you have any questions, please feel free to call me at 832-754-8598 or email me at [Shortyx965@aol.com](mailto:Shortyx965@aol.com).

Thank you for your time.

Sincerely,

Amy Kadakia  
Social Chair  
Delta Phi Omega Sorority

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## I. Officer Evaluation Forms

Directions are as follows:

### **Active Members**

All active members must fill out the form. Each member must type or fill out by hand the officer evaluation forms. The forms must be stapled or paper-clipped together. Please do not put your name anywhere on the form. If you are an executive board/chair member, do not fill out an evaluation for yourself, but you must fill out the evaluations for the other positions.

The forms are to be collected by the last general body meeting of each semester by the secretary. She must then **postmark** the forms to her respective Regional Director by **December 30**. Any member who misses the last meeting, but has completed the form, may mail the evaluation directly to her Regional Director. If any active member fails to turn in her evaluations, the chapter Executive Board may decide on an appropriate repercussion. A \$5 per day late fee will be assessed to the chapter/colony for each day the evaluations are late. Submission is not complete till each and every evaluation is received. Therefore, even if one is missing, fines will be assessed.

**Note: This form is only filled out once a year!!**

### **Regional Directors**

Please send out a reminder email about the evaluation forms a month prior to the deadline date. Once you have received the evaluations, for each officer and chairperson you should compile a sheet which gives an average for each rated question. Also compile a list of comments from all the evaluations for each question. Give one-on-ones to each officer/chair by phone or in person by **February 1st**. On each comment sheet, please indicate the day that the one-on-one was performed. Once all one-on-ones have been conducted you must mail the comment sheets to the National Vice President of Internal Affairs so that they may be filed. You may discard the evaluation forms.

**Revised by the National Council on: 9.1.08**

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**Delta Phi Omega Sorority, Inc.**  
**Executive Board Mid Year Evaluation Forms**

Please answer all questions as honestly as possible. Only your Regional Director and National Council will review this form. Please do not put your name anywhere on this form.

Chapter/Colony:

Semester/Quarter/Year:

Presidents name:

On a scale of 1-10, 1 being poor and 10 being the best, please rate your President's overall level of communication with the chapter/colony: ie. Did she frequently send out emails? Did she keep you all updated on what she was doing?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How well of a job do you think your President did communicating with other Greek/Student/Philanthropic organizations?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How approachable was your President? How easy did you find it to talk to her about a problem or issue?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How good of a job do you think your President did in following the constitution and rules in the handbook?

Circle one: **1 2 3 4 5 6 7 8 9 10**

Rate how effective your President was in conducting a GB meeting:

Circle one: **1 2 3 4 5 6 7 8 9 10**

How organized was your President?

Circle one: **1 2 3 4 5 6 7 8 9 10**

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On a scale of 1-10, 1 being poor and 10 being the best, please rate your President's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

If this person were to run for an E-Board position again, would you vote for them and why?

How impartial was your President towards other members of the sorority? ie. Favoritism

Please tell us the strengths of your President?

Weaknesses?

Comments/Questions/Concerns:

**"We Dreamt, We Saw, We Conquered"**

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### Mid Year Vice President Evaluation Form

Vice President's Name:

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Vice President's overall level of communication with the chapter/colony: i.e. Did she frequently send out emails? Did she keep you all updated on what she was doing?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How well of a job do you think your Vice President did communicating with other Greek/Student/Philanthropic organizations?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How approachable was your Vice President? How easy did you find it to talk to her about a problem or issue?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How organized was your Vice President?

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Vice President's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

If this person were to run for an E-Board position again, would you vote for them?

Please tell us the strengths of your Vice President?

Weaknesses?

Comments/Questions/Concerns

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### Mid Year Historian Evaluation Form

Historian's Name:

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Historian's overall level of communication with the chapter/colony: i.e. Did she frequently send out emails? Did she keep you all updated on what she was doing?

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Historian's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

Did your Historian send out chapter newsletters on time? (Should be sent out on the 1st of every second month) If no, how late would she send it out?

Did your Historian sign the chapter guestbook and national guestbook for all alumnae birthdays?

Did your Historian sign the chapter guestbook and national guestbook for all class anniversaries?

Was your Historian at all events taking pictures? If not, did she have someone else there to take pictures for her?

Did your Historian update the national calendar in a timely manner?

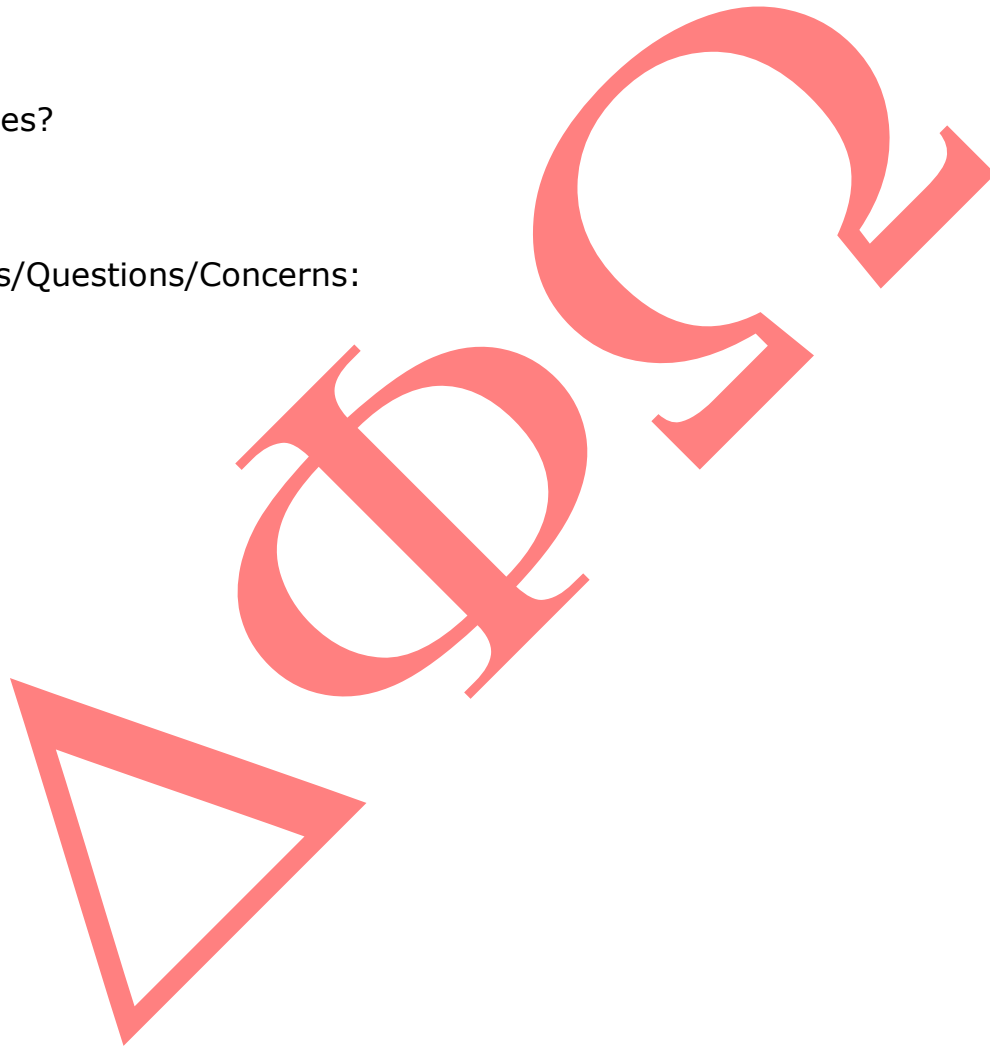
**"We Dreamt, We Saw, We Conquered"**

If this person were to run for an E-Board position again, would you vote for them?

Please tell us the strengths of your Historian?

Weaknesses?

Comments/Questions/Concerns:



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### Mid Year Secretary Evaluation Form

Secretary's name:

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Secretary's overall level of communication with the chapter/colony: i.e. did she frequently send out emails? Did she keep you all updated on what she was doing?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How organized was your Secretary?

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Secretary's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

Did the Secretary send out chapter minutes via email within 48 hours of a GB meeting?

Did the Secretary distribute the updated directory in a timely manner?

If this person were to run for an E-Board position again, would you vote for them?

Please tell us the strengths of your Secretary?

Weaknesses?

Comments/Questions/Concerns:

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### Mid Year Treasurer Evaluation Form

Treasurer's name:

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Treasurer's overall level of communication with the chapter/colony: i.e. did she frequently send out emails? Did she keep you all updated on what she was doing?

Circle one: **1 2 3 4 5 6 7 8 9 10**

How organized was your Treasurer?

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Treasurer's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

Did the Treasurer read the bank account balance at each GB meeting, including all income generated and all expenses incurred since the last statement?

Did the Treasurer give all active members at least two weeks notice before any fundraising event?

Did the Treasurer email within 3 days after a fundraiser to let the chapter/colony know about all profits made at that fundraising event?

How many fundraisers did the Treasurer organize since the beginning of the school year?

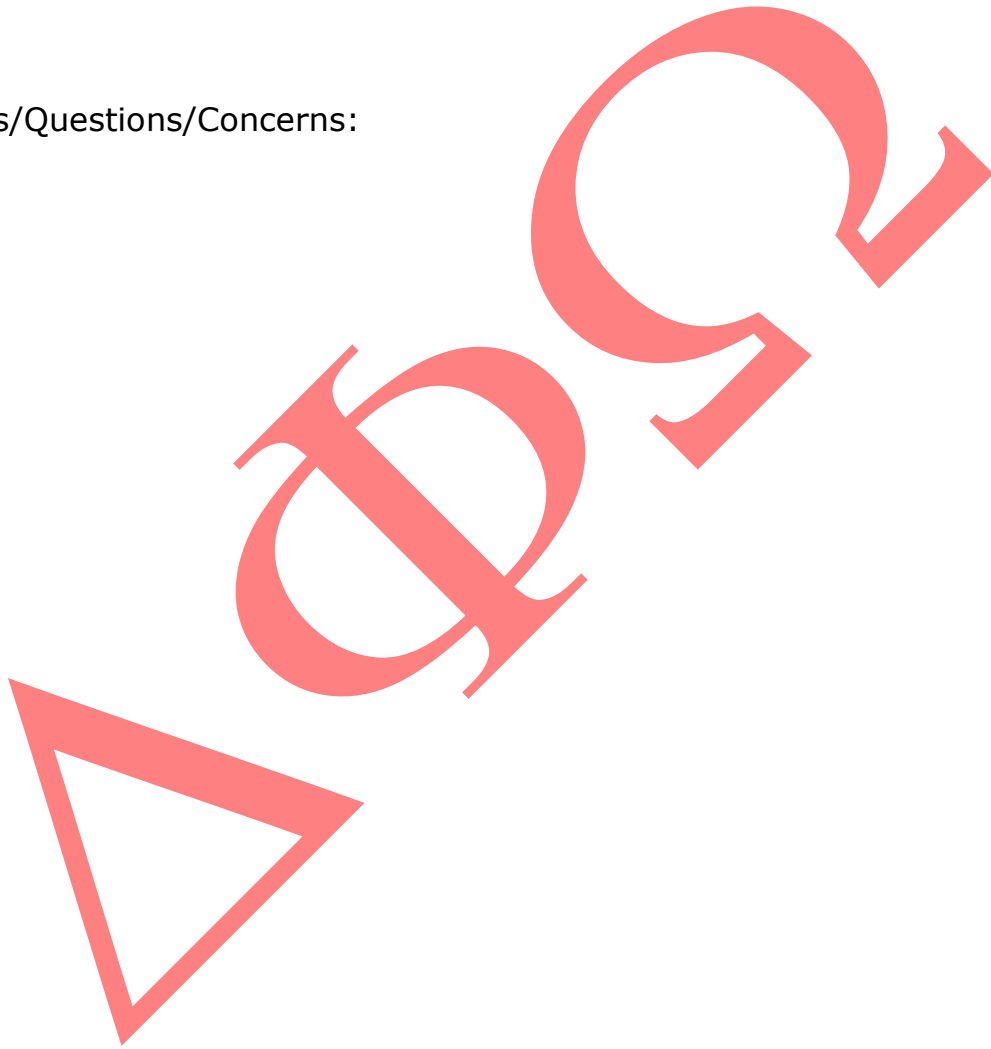
Did the Treasurer enforce/collect all fines?

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Please tell us the strengths of your Treasurer:

Weaknesses?

Comments/Questions/Concerns:



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### Mid Year Service Chair Evaluation Forms

Service Chair's name:

Did your Service Chair organize at least one service project per month?

Did she give at least 14 days notice of the event?

Was she well rounded in picking the different service projects? I.e. she picked different causes to volunteer for.

Did she set a dress code for service events?

How organized was your Service Chair?

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Service Chair's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

Please tell us the strengths of your Service Chair:

Weaknesses?

Comments/Questions/Concerns

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### Mid Year Social Chair Evaluation Form

Social Chair's Name:

How many social events did your Social Chair organize?

Did she give at least 14 days notice of a social event?

Did your Social Chair frequently update your chapter/colony on the events being hosted by other Greek organizations and encourage attendance of these events?

Of the social events that she organized, how well organized were they (1 poor, 10 excellent)?

Circle one: **1 2 3 4 5 6 7 8 9 10**

Did your Social Chair maintain good communication with both on campus Greeks and South Asian Greeks?

Circle one: **1 2 3 4 5 6 7 8 9 10**

Did your Social Chair frequently sign other organizations guest books?

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Social Chair's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

Please tell us the strengths of your Social Chair:

Weaknesses?

Comments/Questions/Concerns

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**Mid Year Sisterhood Chair Evaluation Form**

Sisterhood Chair's name:

Did the Sisterhood Chair create a study buddy system for your chapter/colony?

Did your Sisterhood Chair plan a sisterhood event at least once a month?

Did your Sisterhood Chair sign the guestbook for active's birthdays?

Did she plan a DPO spirit day each week? (I.e. planned a day of the week to sport our letters)

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Sisterhood Chair's overall performance:

Circle one: **1 2 3 4 5 6 7 8 9 10**

Please tell us the strengths of your Sisterhood Chair:

Weaknesses?

Comments/Questions/Concerns

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### Mid Year Fundraising Chair Evaluation Form

Fundraising Chair's name:

If Fundraising Committee, names of committee members:

Did the Fundraising Chair/Committee give all active members at least two weeks notice before any fundraising event?

How many fundraisers did the Fundraising Chair/Committee organize since the beginning of the school year? How often were these fundraisers?

Did she do a good job promoting the event?

Did the Fundraising Chair/Committee plan enough events throughout the semester in order for you to meet your goal/hours?

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Fundraising Chair/Committee's choices of fundraisers:

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Fundraising Chair/Committee's schedule of fundraisers:

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Fundraising Chair/Committee's overall performance:

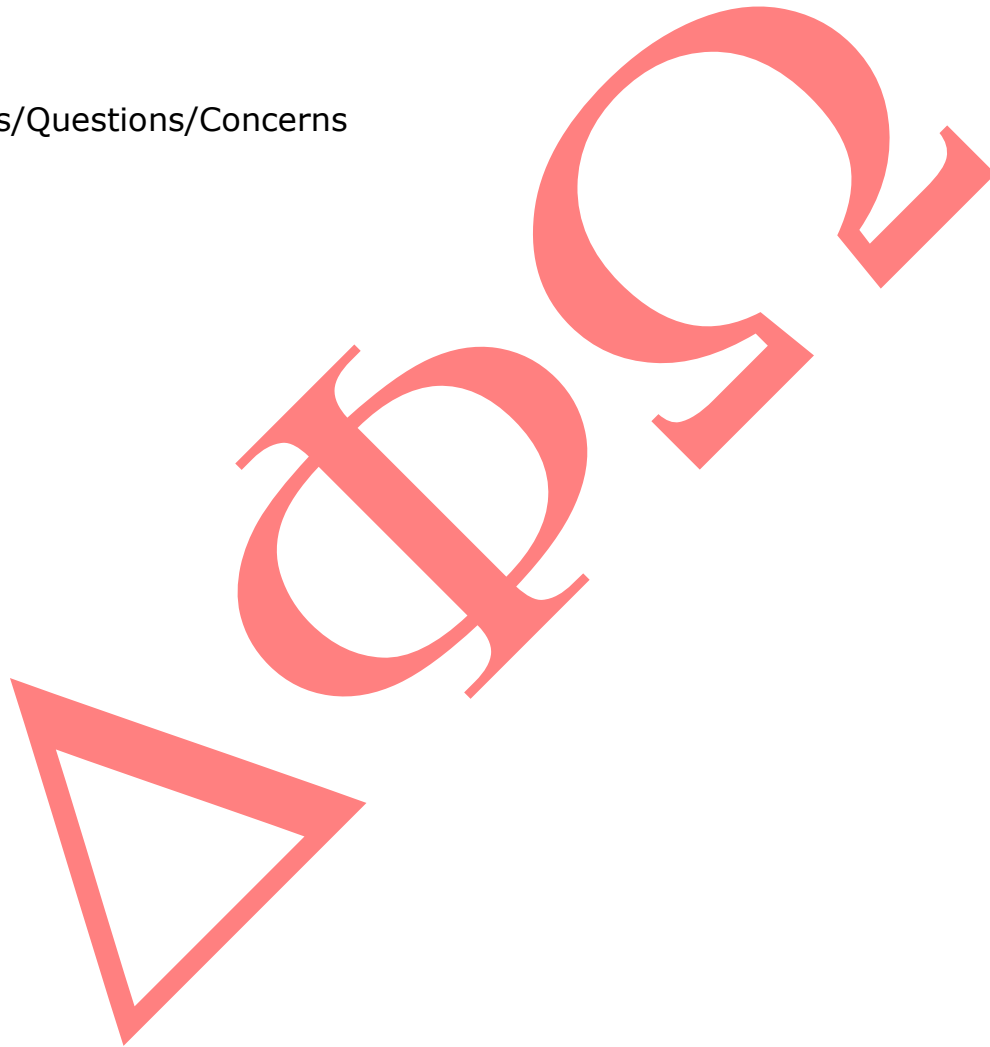
**"We Dreamt, We Saw, We Conquered"**

Circle one: **1**   **2**   **3**   **4**   **5**   **6**   **7**   **8**   **9**   **10**

Please tell us the strengths of your Fundraising Chair/Committee:

Weaknesses?

Comments/Questions/Concerns



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### Mid Year Recruitment Chair Evaluation Form

Recruitment Chair's name:

If Recruitment Committee, names of committee members:

Did the Recruitment Chair/Committee give all active members at least two weeks notice before any Recruitment week activities?

How many recruitment events did the Recruitment Chair/Committee organize since the beginning of the school year? How often were these events?

Did she do a good job promoting the organization and events?

Did the Recruitment Chair/Committee plan events throughout the semester in order to keep potential pledges interested for next term?

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Recruitment Chair/Committee's choices of recruitment activities:

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Recruitment Chair/Committee's schedule of activities:

Circle one: **1 2 3 4 5 6 7 8 9 10**

On a scale of 1-10, 1 being poor and 10 being the best, please rate your Recruitment Chair/Committee's overall performance:

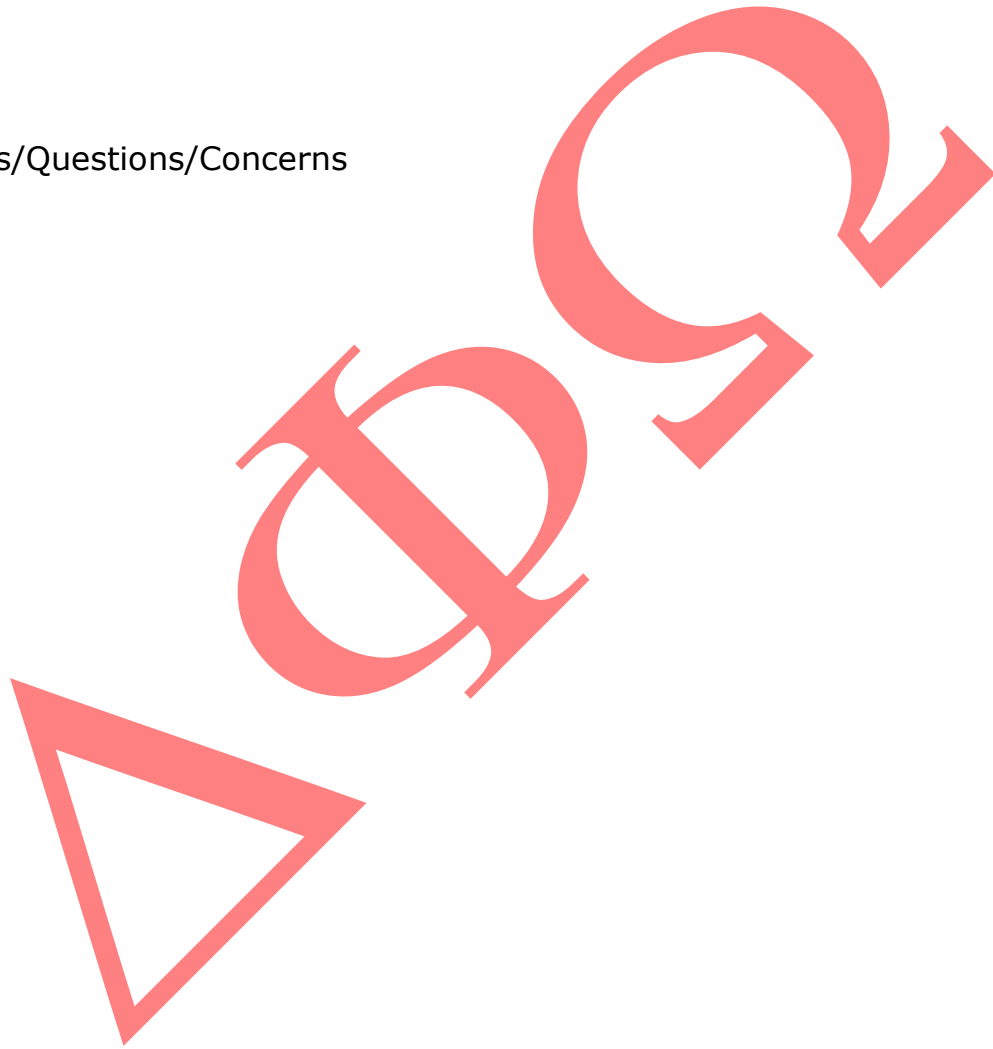
Circle one: **1 2 3 4 5 6 7 8 9 10**

**"We Dreamt, We Saw, We Conquered"**

Please tell us the strengths of your Recruitment Chair/Committee:

Weaknesses?

Comments/Questions/Concerns



**"We Dreamt, We Saw, We Conquered"**

Updated August 2010