Standing Rules of
Alpha Sigma Tau Sorority

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I. Members

A. Qualifications to Become a New Member
   1. Have a 2.5 grade point average on a 4.0 scale.
   2. Represent the values of Alpha Sigma Tau.
   3. Receive a formal invitation from the Alpha Sigma Tau chapter on her college campus.

B. Qualifications to be an Initiated Member
   1. Have a 2.5 grade point average on a 4.0 scale.
   2. Meet all financial obligations to the National Sorority and local chapter.
   3. Complete all requirements outlined in the New Member Education Handbook.
   4. Pass all required examinations in the New Member Education process.
   5. Participate in the appropriate ritual services to become and initiated member.

C. Qualifications for Initiation Other than a Collegiate Member
   1. She must meet all financial obligations to the National Sorority.
   2. Represent the values of Alpha Sigma Tau.
   3. Receive a formal invitation from the Alpha Sigma Tau Sorority for initiation as an alumnae member.
   4. Membership must be approved by the National Council at a 2/3 vote.

D. Procedures for Dismissal of a New Member and Collegiate Member
   The following steps must be completed in order to dismiss a new or collegiate member.

   1. If charges are brought forth against a member, the Tau Honor Council must be convened to determine whether just cause exists and if the new or collegiate member should be considered for dismissal.
   2. Once the Tau Honor Council has determined that the new or collegiate member should be considered for dismissal, the collegiate alumnae advisory board must be contacted about all details pertaining to the dismissal.
   3. The collegian must be given written notice of charges brought forth and is given at least 2 weeks to provide a written statement to the chapter or colony.
   4. The chapter or colony must convene including a representative of the collegiate alumnae advisory board before any vote can occur.
   5. All details and recommendations are presented to the chapter via the Tau Honor Council without the new member or member present.
   6. The new or collegiate member will join the rest of the colony or chapter and will have an opportunity to voice her opinion to the entire chapter before a vote is cast.
      a. No discussion of the new or collegiate member will be made. The vote must be conducted by ballot and counted by designated officers in the chapter or colony. A 2/3 vote is needed in the affirmative to release the new or collegiate member.
b. The new or collegiate member is notified via writing of the decision made by the colony or chapter.

c. Proper documentation of the decision must be sent to National Headquarters, National President and Executive Director.

d. After dismissal, the member must relinquish all regalia including Sorority badge, letters, and all other items with Alpha Sigma Tau insignia to the colony or chapter.

E. Dismissal of a New, Collegiate or Alumnae Member by National Council

National Council has the authority to directly dismiss a new, collegiate or alumna member if just cause exists. The following procedure must be followed by the National Council.

1. National Council must call a business meeting to discuss whether just cause exists.
2. When National Council has decided that just cause exists, further discussion of correct action should take place.
3. After this first meeting takes place, the member is notified and has 2 weeks to provide further explanation or written statement to the National Council.
4. After this first meeting takes place the new, collegiate or alumnae member has an opportunity to speak to National Council either via telephone or written letter.
5. After all discussions have finished, a vote by ballot must be conducted in order to dismiss a member. In this event, the Secretary will collect votes which can be done via e-mail.
6. After all votes are collected, a 2/3 vote in the affirmative is necessary to dismiss a member.
7. The new, collegiate or alumna member is notified via writing from the National President on behalf of the National Council.
8. Proper documentation of the decision is sent to National Headquarters, National President and the Executive Director.
9. After dismissal, the member must relinquish all regalia including the Sorority badge, letters and all other items with Alpha Sigma Tau insignia to National Headquarters.

F. Reinstatement of a Member

If a member who has resigned would like to be reinstated and qualifies to be a collegiate member, the following procedures are to be followed for reinstatement.

1. The member wanting reinstatement sends a written letter to the colony or chapter for consideration.
2. A representative of the collegiate alumnae advisory board must be present at the next business meeting to discuss reinstatement.
3. The letter is read to the entire colony or chapter for consideration.
4. A vote is held for reinstatement. 2/3 in the affirmative is necessary for reinstatement.
5. After the vote is counted, the results are announced to the chapter and written notification is sent to the member seeking reinstatement.
6. Proper documentation of the decision is sent to National Headquarters, National President and Executive Director.
7. If the chapter or colony votes for reinstatement the member is now reinstated and must pay all financial obligations in order to be in good standing.
8. After all obligations are met, she is considered a member and awarded full rights.

If the member who has resigned would like to be reinstated and qualifies to be an alumna member, the following procedures are to be following for reinstatement.

1. After a written statement is submitted to National Headquarters, copies are sent to the entire National Council.
2. A meeting is convened of the National Council to discuss reinstatement.
3. The Council conducts a vote on the reinstatement. A 2/3 vote in the affirmative is necessary for reinstatement.
4. After the vote is counted, the result is announced to the rest of the National Council and written results are sent to the member requesting reinstatement via National Headquarters.
5. If reinstatement has been granted, the member is now reinstated as an alumna member and must pay all financial obligations in order to be in good standing.
6. After all obligations are met, she is considered a member and awarded full rights.

**G. Requirements for Alumnae Induction for Graduating Seniors**

1. The collegiate member must not be on academic probation the last semester before graduation.
2. The collegiate member must meet all financial obligations to the Sorority and collegiate chapter.

A collegiate member who has not met these requirements is not eligible to participate in the alumnae induction ceremony. Once she has graduated, she must complete any outstanding financial obligations to the Sorority and her collegiate chapter in order to be considered an alumna member in good standing.

**II. Crisis Management**

**A. Crisis Management Emergency Procedures**
The Crisis Management Plan/Emergency Procedures will be according to the information as set forth in the National Handbook. Each collegiate chapter will review the plan during the first meeting of each semester/term. The Crisis Management Plan/Emergency Procedure
forms will be completed, distributed and displayed by the Chapter President by the first meeting and updated as changes occur.

All members will be educated on all Sorority and FIPG policies; current insurance risk reduction practices and policies; and Tau Honor Principles.

B. Incident Investigation Procedures
A complete Incident Report Form, with all supporting documents and evidence must be completed and sent by the chapter/colony president or other officer to the National President, National Vice President, Director of Collegiate Chapters (or Director of Extension, if a colony) and National Headquarters, within 24 hours of the incident.

III. Divisions

A. Installation of Collegiate Colonies
A local collegiate organization/interest group may petition Alpha Sigma Tau to become a colony. To be eligible to petition, a local collegiate organization/interest group must have at least 25 members or be competitive in size with other sororities on its campus, unless an exception is made by the National Council. If the group receives an affirmative vote from the National Council, the group is designated as a colony.

When Alpha Sigma Tau receives an invitation from a Collegiate Panhellenic or a university to expand on campus, the colonization must receive an affirmative vote from the National Council. To be considered for colonization, the initial membership size will depend on upon the size of the other NPC chapters/local groups, recruitment statistics and any other factors deemed necessary by the National Council. If the colonization is successful, the National Council designates the group of women as a colony.

The colony remains as such until the National Council deems the colony capable of functioning as a collegiate chapter based on membership size, the size of other sororities on the campus, the completion national program requirements and financial obligations, and other factors deemed necessary, at which time the colony is granted a charter.

There shall be a colonization fee for any established college local organization seeking affiliation with Alpha Sigma Tau or for the women who are pledged as members of a colony by Alpha Sigma Tau. The colonization fee shall accompany the petition.

A charter may be granted by the National Council to a collegiate colony formed by women students in colleges accredited by the Association of American Colleges and Universities and/or the pertinent recognized regional association of colleges and universities as prescribed by the Bylaws of the National Panhellenic Conference.
B. Dissolution of Collegiate Colonies
Once the dissolution of a collegiate colony has been approved by the National Council, the Executive Director will notify the colony president and campus fraternity/sorority advisor and/or other appropriate campus of the effective date of the dissolution. When possible, the Executive Director will provide the fraternity/sorority advisor and the College Panhellenic with notice of the Sorority’s interest in returning to the campus at a mutually agreeable time in the future. The National Council will release all colony members from membership in the Sorority. The Executive Director will oversee the collection of all Sorority materials from the colony and its members.

C. Dissolution of Collegiate Chapters
Once the dissolution of a collegiate chapter has been approved by the National Council, the Executive Director will notify the chapter president and the campus fraternity/sorority advisor and/or other appropriate campus of the effective date of the dissolution. When possible, the Executive Director will provide the fraternity/sorority advisor and the College Panhellenic with notice of the Sorority’s interest in returning to the campus at a mutually agreeable time in the future. The National Council will convey Collegiate-Alumnae Status to all chapter members in good standing. The Executive Director will oversee the collection of all Sorority materials from the chapter and its members.

D. Dissolution of Alumnae Associations, Alumnae Chapters or Alumnae Interest Groups
Once the dissolution of an alumnae association, alumnae chapter or alumnae interest group has been approved by the National Council, the Executive Director will notify the alumnae association, alumnae chapter or alumnae interest group president of the effective date of the dissolution. The Executive Director will oversee the collection of all Sorority materials from the alumnae association and its members.

E. Alumnae Chapters and Alumnae Associations
The Sorority shall recognize alumnae chapters and alumnae associations. Recognized alumnae chapters and alumnae associations shall be grouped into regions. The National Council determines the number of regions. Alumnae chapters must be located in a designated geographic area. Alumnae associations are not required to be located in a designated geographic area. A Regional Alumnae Coordinator may be appointed for each region.

F. Recognition of a New Alumnae Chapter or New Alumnae Association
A group of alumnae seeking to establish an alumnae chapter or an alumnae association shall submit the Petition Report to the National Council for approval upon successful completion of requirements. Alumnae chapters will be chartered by the National Council at an
installation ceremony after all requirements have been satisfied. Alumnae associations will be recognized by a vote of the National Council.

In order to obtain alumnae chapter or alumnae association status, an interest group shall:

1. Select format: chapter or alumnae association.
2. Establish a calendar outlining the frequency, dates/times and locations of future meetings/activities depending on the type of association.
3. Hold election of officers according to the type of association.
4. Submit required reports and bylaws according to the type of association.
5. Collect national alumnae dues for all members.
6. All interested alumnae should sign the Petition Report, which shall be submitted to the National Headquarters with the Petition Fee (if required.)
7. If the group selects the Chapter format, an installation ceremony should be planned at which time the association receives its charter.

**G. Eligibility Requirements for Alumnae Chapters and Associations to Elect a Convention Delegate**

1. An alumnae chapter is in good standing when:
   a. All national financial obligations are met, including the establishment of a bank account and convention fund, and National Alumnae Dues are collected for each member.
   b. All required reports are submitted.
   c. A minimum of seven business meetings and events are held each year and Founders Day is observed.
   d. A local philanthropy is supported and a donation is made to the Alpha Sigma Tau National Foundation.
   e. Chapter officers are elected: President, Vice President, Secretary, Treasurer, Historian, Chaplain, Editor and Alumnae Panhellenic Delegate.
   f. A chapter delegate attends National Convention.

An alumnae chapter not meeting these requirements is placed on probation until the qualifications are met. The chapter will not vote at convention or on other Sorority business.

2. An alumnae association is in good standing when:
   a. All national financial obligations are met and National Alumnae Dues are collected for each member.
   b. All required reports are submitted: National Dues Report, Alumnae Associations Mid-Year Report, and Alumnae Associations Annual Report.
   c. A minimum of three meetings or activities are held each year, which may be in-person or virtual, and Founders Day is observed.
d. Association officers are elected: President, Treasurer, Secretary and Activities Chairman.

An alumnae association not meeting these requirements is placed on probations until the qualifications are met.

Alumnae associations are eligible to vote at convention if a minimum of three of the following additional requirements have been met:

1. Establish a bank account and convention fund.
2. Publish a newsletter at least semi-annually or host a website.
4. Support a collegiate chapter or colony or assist with a collegiate expansion effort.
5. Sponsor an alumnae affiliate.
7. Donation to the Alpha Sigma Tau National Foundation.
8. Send a delegate to the National Convention.

H. Honorary Alumnae Chapters and Alumnae Associations
The National Council may approve the establishment of honorary alumnae chapters or alumnae associations to recognize the contributions of a designated group of alumnae. Honorary alumnae chapters and alumnae associations do not have a vote at Convention or on other Sorority business and are not eligible for awards.

1. The Anchor Chapter
   The Anchor chapter is an honorary alumnae chapter composed of dues-paying alumnae living more than 50 miles from an alumnae chapter or association. Its purpose is to encourage alumnae involvement.

2. The Emerald Chapter
   The Emerald Chapter is an honorary alumnae chapter composed of alumnae members who have served a minimum of four (4) years, consecutively or non-consecutively, in one or more National positions on the National Council, National Staff (Volunteer Personnel) or Chapter Advisor, or of alumnae members who have attended a minimum of five (5) National Conventions.

   All Emerald Chapter members must be current with the payment of National alumnae dues for the applicable fiscal year by June 1.

   The purpose of the Emerald Chapter is to maintain a communication system for its members, encourages members to attend conventions, provide knowledge and
expertise to the Sorority, and stay informed of National organizational changes. The Emerald Chapter meets at conventions and communicates between conventions.

3. The Eternal Chapter
The Eternal Chapter is an honorary alumnae chapter composed of all deceased initiated members of Alpha Sigma Tau.

IV. National Organization

A. Permanent Files of Sorority Publications and Other Materials
The National Headquarters maintains a permanent file of the minutes of conventions, minutes of the National Council meetings, bound copies of The Anchor and other official records as deemed necessary.

B. Accounts Held at Financial Institutions
The National President and two Vice Presidents (alumna) will maintain signature authority over all accounts held at financial institutions. In addition, the Executive Director will maintain signature authority over the general checking account.

C. National Philanthropy and Philanthropic Service Projects
The National Philanthropy is recognized as Pine Mountain Settlement School in Harlan County, Kentucky.

The National Service Project is recognized as Habitat for Humanity.

D. Trademarks
The National Organization prohibits the unauthorized use of Alpha Sigma Tau Sorority trademarks. The name, symbols and other registered trademarks of the organization (including ΑΣΤ in the Greek letter form) are registered with the federal government. The organization maintains contracts with vendors through Affinity Consultants. Anything bearing the name, symbols or other registered trademark should be ordered through contracted vendors or sanctioned by the National Organization.

E. Regalia, Insignia and Symbols
1. Regalia
   Used at formal initiation, the regalia are fashioned after authentic Grecian designs.

2. Colors
   Emerald green and gold.

3. Coat of Arms
A shield divided into four parts with the following symbols: upper right, a book; upper left, a crown; lower right, an anchor; and lower left, six stars. Above the shield is a lighted candle with the spreading rays resting upon a rope. The words “Alpha Sigma Tau” in Greek appear in a band below the shield.

4. Crest
   The Crest is the Coat of Arms.

5. Symbol
   Anchor.

6. Flower
   Yellow Rose.

7. Jewel
   White Pearl

8. Banner
   The Banner is an emerald green rectangle with the Crest centered in the field with the words “Alpha Sigma Tau” in an arc above the Crest. It may include the chapter designation on the back of the banner.

9. Candlestick Holder
   Made of green and bronze-colored pottery it is shaped like a Grecian lamp with the letters ΑΣΤ on one side.

10. Seal
    Oval in shape, it is made of green foil paper with a narrow gold border. The Coat of Arms is stamped in the center.

11. Flag
    The Flag is an emerald green rectangle bisected diagonally from the upper left corner to the lower right corner with a white stripe with ΑΣΤ letters placed diagonally in gold. Centered in the lower left is “1899” encircled with eight stars that represent the founders. The Coat of Arms appears in the upper right.

12. Official Sorority Jewelry
    a. New Member Pin – ΑΣΤ letters placed vertically in yellow gold or other yellow metal.
b. Badge – Black enameled, six point badge, with $\Lambda\Sigma\Tau$ letters placed horizontally in yellow gold, with a white pearl or yellow gold border.

c. National Staff (Volunteer Personnel), Initiated Advisor Badge – Badge with a white pearl border set with rubies in the four pin points.

d. NPC Delegation – Badge with a white pearl border set with yellow topaz in the four pin points.

e. National Council – Badge with a white pearl border set with emeralds in the four pin points.

f. National President Badge – Badge with a white pearl border set with white diamonds in the four pin points. The National President Badge is the property of the Sorority and presented to the incoming National President at the Installation of Officers.

g. Sweetheart, Mother, Patroness or Uninitiated Advisor Badge – Black enameled six point badge with $\Lambda\Sigma\Tau$ letters placed vertically in yellow gold.

h. Chapter Guard – Greek letters in yellow gold or white pearls denoting a chapter attached to the badge with a yellow gold chain.

i. Alumnae Guard – A yellow gold anchor which may be worn in lieu of a chapter guard.

j. Recognition Pin – $\Lambda\Sigma\Tau$ letters placed diagonally or staggered in yellow gold or other yellow metal.

k. 25 Year Member Pin – In silver or other white metal, a circle surrounding an anchor.

l. 50 Year Member – In yellow gold or other yellow metal, a circle surrounding an anchor.

m. National Officer Ring – Square emerald stone with a yellow gold rose emblem affixed to the top of the stone with a yellow gold setting. A National Officer ring is presented by the National President to a National Officer who has fulfilled two complete terms of service.

Any changes in Alpha Sigma Tau regalia or symbols to be used by the National Organization will be presented to the convention body for approval.

F. Traditional Awards

1. Alumnae Top Tau
   The award is presented annually to a member of each alumnae chapter chosen by the membership of that chapter for outstanding service and commitment to her chapter and the Sorority.

2. Elizabeth Willson Award for Chapter Excellence
The award is presented annually to the collegiate chapters achieving the highest percentage of Collegiate Chapter Excellence program and to the alumnae associations and chapters achieving one level of the Alumnae Chapter Excellence Program.

3. 4.0 Award
   The award is presented to each collegiate member who achieves a 4.0 semester/term scholastic average.

4. Martha Drouyor Belknap DeCamp Outstanding Alumnae and Collegiate Chapter Philanthropy Award
   The award is presented annually to the alumnae and collegiate chapters that demonstrate an outstanding commitment to philanthropic endeavors.

5. Music Award
   The award is presented annually to collegiate chapters submitting the best songs in categories stipulated by the Music Coordinator.

6. Scholarship Award
   The award is presented annually to the collegiate chapters achieving the highest grade point average.

7. Collegiate Top Tau Award
   The awards is presented annually to a member of each chapter, nominated by the membership of that chapter, for her academic achievement, participation in campus activities and service to the Sorority.

G. Traditional Sorority Recognition
1. Anniversary
   Gifts presented or announced at each Convention to collegiate and alumna chapters on their 10th, 25th, and every subsequent 25th anniversary.

2. Fifty Year Membership Certificate
   The award is presented to a member who has reached her fiftieth year of membership.

3. President Emerita
   Title bestowed upon a Past National President for exemplary and faithful service to the Sorority, the Greek world and her community; this title is an honor, rarely bestowed, only after much research and prudence by a unanimous affirmative vote by the National Council.
H. Convention Awards

1. Ada A. Norton Award
   The award is presented to alumnae for outstanding long-time national service to the Sorority.

2. Lois Schweikart O’Dell Anchor Award
   The award is presented to outstanding alumnae who have given exceptional dedication and faithful service to their alumnae chapter and community for a minimum of five years. It is presented only to those alumnae who are not presently service the National Organization.

3. Carrie W. Staehle Award
   The award is presented to the Chapter Advisor(s), chosen from the alumnae, for exceptional service to collegiate chapters and to the Sorority.

4. District Excellence Award
   The award is presented to a collegiate chapter in each district which has made the greatest improvement in its Chapter Excellence Program rating.

5. Edward Jervey/Martha DeCamp Award
   The award is presented to honor the collegiate chapter which has exhibited in all its actions, the highest adherence to the ideals and integrity of Alpha Sigma Tau as set forth in the Creed.

6. Founders Award
   The award is presented to the collegiate chapter that is outstanding in all facets of sorority, college and community life.

7. Helen R. Garman Award
   The award is presented to the Chapter Advisor, who is a faculty member, for outstanding service to the collegiate chapter and to the Sorority.

8. Margaret M. MacDonald Convention Belle Award
   The award is presented to members who have attended three or more National Conventions.

9. Mary Louis Doyle Panhellenic Award
   The award is presented to an alumna(e), collegian(s), alumnae chapter(s) and/or collegiate chapter(s) for exceptional Panhellenic service which exceeds expectations.
10. National Excellence Improvement Award
   The award is presented to the collegiate chapter which has made the greatest improvement in its Chapter Excellence Program rating.

11. National Membership Improvement Award
   The award presented to collegiate chapter which has made the greatest gain in membership.

12. Order of the Yellow Rose
   The award is presented to alumnae who have completed a special project or given long, faithful service to the Sorority.

13. Scrapbook Award
   The award is presented to the collegiate and alumnae chapters exhibiting the best scrapbook, which conforms to the established criteria.

14. Mary Charles Adams Ashby Alumnae Convention Top Tau
   The award is presented to the alumna chosen as the outstanding alumnae attending the Convention.

15. Mary Charles Adams Ashby Collegiate Convention Top Tau
   The award is presented to the collegian chosen as the outstanding collegian attending the Convention.

16. Thomas J. King Jr. Award
   The award is presented to a non-member who has contributed in an exceptional manner to Alpha Sigma Tau and her members for an extended period of time.

17. McCrory Order of Interfraternity Excellence
   The award is presented to honor an individual who has contributed outstanding service to the betterment of the Greek system.

18. Colony Excellence Award
   The award is presented to a colony that is outstanding in all areas.

V. National Council

A. National Council Incumbent Report
   The Nominations Chair will survey all incumbents to ascertain if they:
1. Have exceeded term limits.
2. Wish to run for the same position.
3. Wish to run for another position.
4. Wish to retire.

The Nominations Chair will present a report to the membership stating the status of each National Council position by October 15th proceeding the year of convention.

B. Candidate Application and Interview
Names recommended to the membership for National Council candidates should be accompanied by an application completed by the candidate. The Nominations Committee will conduct interviews for all recommended candidates.

C. Candidate Speeches at Convention
Candidates of National Council will be allowed a speech to a maximum of three minutes. With 15 seconds remaining, she will be silently signaled by a member of the committee to conclude her speech. At 30 seconds over the time limit, the Nominations Chair will step in to end the speech.

D. Elections Committee
The National President will appoint the Elections Committee with the approval of the National Council. This committee serves under the direction of the National President. The purpose of the committee is to prepare the ballot(s), prepare tally sheets, count votes; tally votes cast for National Council offices or other business of the Sorority and report the results to the National President. Current members of the Nominations Committee may not serve on the current Elections Committee.

The Elections Committee will destroy all ballots at the close of convention.

E. Filling Vacancies on the National Council
In the event an office becomes vacant between conventions, the Nominations Committee submits the names of qualified candidates to the National Council. The National Council shall appoint one candidate to fill the unexpired term.

VI. Appointed Officers

A. Filling Vacancies in the Appointed Offices of Secretary, Treasurer, NPC Delegate and NPC Alternate Delegate
If the Executive Director position becomes vacant, the National Council shall appoint a committee to conduct a search and make recommendations for employment. The National Council may appoint an interim Executive Director until the vacancy is filled. One of the four vice presidents on the National Council who are alumnae members may be appointed
by the National Council to serve as acting Secretary/Treasurer until such time as the Executive Director position is filled.

Candidates for vacant NPC Delegate or NPC Alternate positions shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met. The Executive Director will submit the names of the qualified candidates to the National Council. The National Council shall appoint one candidate to fill the unexpired term.

B. Duties of Appointed Officers

1. Corporation Secretary
   The Corporation Secretary ensures attendance at National Council meetings and National Conventions is taken and recorded; ensures the business transacted at National Council meetings and National Conventions is recorded and approved; ensures corporation forms are filed with the State of Michigan and any required fees are paid; and performs other duties assigned.

2. Corporation Treasurer
   The Corporation Treasurer oversees the preparation of the annual budget; administers the receipt, deposit and disbursement of all Sorority funds; administers the transfer of other designated Alpha Sigma Tau National Sorority funds to the Alpha Sigma Tau National Foundation, Inc. as approved by the National Council; preserves bills and receipts; submits the records for review to a certified public accountant at the end of each fiscal year; ensures financial compliance with IRS requirements and state statutes; and performs other duties as assigned by the National Council.

3. National Panhellenic Conference Delegate
   The National Panhellenic Conference Delegate represents Alpha Sigma Tau on the Board of Directors of the National Panhellenic Conference and serves as a liaison between NPC and the Sorority concerning NPC policies, procedures and resources; promotes and assists chapters with Panhellenic matters; directs the Sorority’s NPC delegation; and performs other duties as assigned by the National Council.

4. National Panhellenic Conference Alternate Delegates
   The National Panhellenic Conference Alternate Delegates represent the Sorority on NPC Standing Committee(s), chair NPC Standing Committee(s) and serve on special committees at the request of the NPC Executive Committee. Alternate Delegates assist the NPC Delegate in fulfilling NPC and inter-Greek obligations and duties of the Sorority; and perform other duties as assigned by the National Council and/or NPC Delegate.
VII. Volunteer Personnel

A. Nomination and Appointment of Volunteer Personnel
Candidates for the offices of Chaplain, Historian and District Coordinator positions shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met. The Executive Director will submit the names of qualified candidates to the National Council. The Executive Director will appoint District Coordinators as needed pursuant to the Strategic Plan.

The National Council will approve the establishment of additional Volunteer Personnel positions as needed to ensure the strategic advancement of the Sorority. Candidates for Volunteer Personnel positions shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met.

B. Filling Vacancies in Volunteer Personnel Positions
Candidates for vacancies in the Volunteer Personnel positions of Chaplain, Historian and District Coordinator shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met.

Candidates for vacancies in additional Volunteer Personnel positions established by the National Council shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met.

C. Duties of Volunteer Personnel
1. Chaplain
   The Chaplain oversees all Ritual and ceremonial activities of the Sorority. She coordinates the devotions, memorial service, Ritual and ceremonies at National Convention; and performs other duties as assigned by the National Council.

2. Historian
   The Historian guides chapter historians to maintain a permanent, current, written history of the chapter; files written histories of all chapters; writes an annual account of the National History; keeps a photographic history of the Sorority from National, regional and chapter events; and performs other duties assigned by the National Council.

3. District Coordinator
The District Coordinator supervises and coordinates the activity of collegiate chapters, colonies and alumnae associations within the District; develops relationships and sustains contact with collegiate and alumnae members, volunteer personnel and campus officials in the District; identifies and engages area alumnae and friends of Alpha Sigma Tau to serve as members of Collegiate Alumnae Advisory Boards; plans, promotes and facilitates Collegiate Alumnae Advisory Board education in conjunction with the National Council, Headquarters Staff and other volunteer personnel as necessary; engages area alumnae to develop associations in alumnae-rich geographic areas; participates in strategic forums as needed; works with the National Council, Headquarters Staff and other volunteer personnel to ensure the needs of members in the District are being met with consistent and effective services; and performs other duties as assigned by the National Council.

D. Additional Volunteer Personnel
1. The Academics Coordinator evaluates the scholastic standing of collegiate chapters and presents awards in recognition of superior academic achievement; works directly with chapters to improve academic standards; and performs other duties as assigned by the National Council.

2. The Alumnae Expansion Coordinator recruits, establishes and develops new alumnae interest groups; and performs other duties as assigned by the National Council.

3. THE ANCHOR Editor writes, edits and publishes at least two issues of THE ANCHOR each year; coordinates and supervises the duties of The Anchor Collegiate and Alumnae Editors; and performs other duties as assigned by the National Council.

4. THE ANCHOR Alumnae Editor compiles alumnae material for THE ANCHOR and performs other duties as assigned by the National Council.

5. THE ANCHOR Collegiate Editor compiles collegiate material for THE ANCHOR; and performs other duties as assigned by the National Council.

6. The Area Expansion Representative assists in establishing colonies; and performs other duties as assigned by the National Council.

7. The Awards Coordinator maintains a historical record of all the national awards, recognitions and observances; evaluates the Top Tau entries from each collegiate and alumnae chapter and announces the winners annually; supervises the Awards Committee; arranges for purchase of awards and gifts; oversees all awards for National Conventions; and performs other duties as assigned by the National Council.
8. The Convention Coordinator assists the Executive Director with the planning and execution of the National Convention.

9. THE CREST Editor writes, edits and publishes at least four issues of THE CREST each year; and performs other duties as assigned by the National Council.

10. The Housing Coordinator chairs the Housing Committee; distributes information on housing; supervises the maintenance of collegiate chapter housing savings; assists chapters in forming Housing Corporations; and performs other duties as assigned by the National Council.

11. The Membership Development Coordinator prepares program outlines each year emphasizing the ideals of Alpha Sigma Tau as set forth in The Creed; researches and circulates articles relevant to the membership; prepares and records the annual Sorority Collegiate Examination; prepares annual etiquette studies; prepares educational programs for National and regional events; and performs other duties as assigned by the National Council.

12. The Membership Recruitment Coordinator assists collegiate chapters with membership recruitment and performs other duties as assigned by the National Council.

13. The Music Coordinator supervises the selection of music awards; plans and directs the music at conventions; updates the Alpha Sigma Tau Song Book and music recordings; and performs other duties as assigned by the National Council.

14. The Philanthropy Coordinator promotes and evaluates involvement in national and local philanthropic endeavors; and performs other duties as assigned by the National Council.

15. The Collegiate Extension Coordinator recruits alumnae support for colonies; makes extension contacts; and performs other duties as assigned by the National Council.

16. The Colony Advisor supervises the activities of a colony; works to prepare for the initiation of the members and the installation of the colony; and performs other duties as assigned by the National Council.

17. The New Member Coordinator supervises the collegiate chapters in the education of new members in accordance with the national new member program; reviews and periodically revises the Alpha Sigma Tau New Member Handbook; prepares and
evaluates the new member examinations each year; and performs other duties as assigned by the Director of Fraternity Programs.

18. The Publicity Coordinator promotes the Sorority by writing press releases; prepares public relation materials; and performs other duties as assigned by the National Council.

19. The Regional Alumnae Coordinator supervises alumnae chapters and associations, except for interest groups, in fulfilling the defined criteria for their particular type of association; and performs other duties as assigned by the National Council.

20. The Regional Leadership Workshop (RLW)/Officer Academy Coordinator assists the Executive Director with the planning and execution of the RLW and Officer Academy.

21. The Risk Management Coordinator develops and implements proactive and reactive risk management education programs for the general collegiate and alumnae membership. She educates the chapters/colonies that have been placed on probation or identified as having risk management concerns regarding effective risk management and reduction practices; and performs other duties as assigned by the National Council.

22. The Webmaster designs and maintains the National website: www.alphasigmatau.org; assists collegiate and alumnae chapters in preparing their websites; and performs other duties as assigned by the National Council.

23. The Staff Writer assists in the writing, editing and publishing of publications and websites of the Sorority; and performs other duties as assigned by the National Council.

VIII. Chapter Advisory Board

A. Duties of Chapter Advisory Board

1. Assistant Chapter Advisor
   The Assistant Chapter Advisor supervises the financial matters of the collegiate chapter; advises chapter officers and chairmen of their national and local duties; serves on the Collegiate/Alumnae Advisory Board; and performs other duties as assigned by the National Council.

2. Chapter Advisor
   The Chapter Advisor attends all business meetings of the chapter; advises chapter officers and chairmen of their national and local duties; serves on the Collegiate/Alumnae Advisory Board; and performs other duties as assigned by the National Council.
3. Chapter Consultant
The Chapter Consultant inspects the properties and supplies of the collegiate chapter; advises chapter officers and chairmen of their national and local duties; serves on the Collegiate/Alumnae Advisory Board; and performs other duties as assigned by the National Council.

She must be an initiated member of Alpha Sigma Tau, unless an exception is granted by the National Council.

4. Chapter Recruitment Advisor
The Chapter Recruitment Advisor assists the chapter with recruitment preparation and execution; advises chapter officers and chairmen of their national and local duties; serves on the Collegiate/Alumnae Advisory Board; and performs other duties as assigned by the National Council.

5. New Member Advisor
The Chapter New Member Advisor assists the chapter with implementing the national new member education program; executing the Ritual Services; advises chapter officers and chairmen of their national and local duties; serves on the Collegiate/Alumnae Advisory Board; and performs other duties as assigned by the National Council.

B. Nomination and Appointment of Advisors
Candidates for offices of Chapter Advisor, Assistant Chapter Advisor, Chapter Consultant, New Member Advisor and Recruitment Advisor shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met.

C. Filling Vacancies in Advisor Positions
Candidates for vacancies in the positions of Chapter Advisor, Assistant Chapter Advisor, Chapter Consultant, Chapter Recruitment Advisor and Chapter New Member Advisor shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met.

IX. Standing and Special Committees
A. Nomination and Appointment of Standing Committee Members
Candidates for positions on standing committees shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the
Executive Director to ensure eligibility requirements are met. The Executive Director will submit the names of qualified candidates to the National Council.

Candidates for vacancies on standing committees shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met. The Executive Director will submit the names of qualified candidates to the National Council.

B. Nomination and Appointment of Special Committee Members
Candidates for positions on special committees shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met.

Candidates for vacancies on special committees shall submit applications to the National Headquarters. All candidates will be vetted by the Headquarters Staff at the direction of the Executive Director to ensure eligibility requirements are met.

C. Composition and Duties of Standing and Special Committees
1. Audit Committee
   The Audit Committee shall be comprised of at least three members, including one collegiate member. The committee will assist the Treasurer of the Corporation in preparing an annual Sorority budget for consideration and adoption by the National Council. The committee shall make proposals for increasing revenue and improving cost effectiveness. The committee also administers the set-asides and reserve funds.

2. Governing Documents Committee
   The Governing Documents Committee shall be composed of at least five members, including one collegiate member. The Governing Documents Committee shall receive all proposed amendments to the governing documents that will be considered by the convention body. They shall study each amendment to see that it does not conflict with other rules of a higher authority. They shall ensure that all amendments are in correct parliamentary form and shall consolidate similar amendments for joint proposal subject to the acceptance by the proposers. The committee shall give notice of all properly submitted amendments along with a recommendation for action.

3. Sorority Advisory Committee
   The Sorority Advisory Committee shall be composed of at least five alumnae and/or collegiate members. The Sorority Advisory Committee shall serve as a think-tank for the purpose of assisting the National Council in researching specific topics, trends and other items as needed to meet strategic objectives.
X. **Dues, Fees and Assessments**

Chapters and colonies submit all National dues, fees and assessments to National Headquarters with appropriate and current report forms submitted through Officer Portal. All National dues, fees and assessments are non-refundable.

1. **Collegiate Dues**
   
   Chapters on a semester schedule pay dues in the fall (due October 15 based on the chapter roster effective October 1) and spring (due March 1 based on the chapter roster effective February 15.)
   
   Fall Semester - $62.00 per collegiate member
   Spring Semester - $62.00 per collegiate member
   
   Chapters on a term schedule pay dues in fall (due October 15 based on the chapter roster effective October 1), winter (due February 1 based on the chapter roster effective January 15) and spring (due April 1 based on the chapter roster effective March 15.)
   
   Fall Term - $41.50 per collegiate member
   Winter Term - $41.50 per collegiate member
   Spring Term - $41.50 per collegiate member

2. **Alumnae Dues**
   
   $40.00 paid by alumnae members, either individually or through an alumnae chapter, due June 1st of each year.

3. **New Member Fees**
   
   $50.00 per new member

4. **Initiation Fees**
   
   $160.00 per initiated member

5. **Badge Costs**
   
   Alpha Sigma Tau badges and new member pins may only be ordered from National Headquarters. All other jewelry may be ordered from the Herff-Jones Company.
   
   Gold Filled Badge - $60.00
   10K Gold Badge - $150.00
   Crown Pearl Badge - $220.00
   Crown Pearl Badge with Jeweled Points (Ruby or Emerald) - $230.00
New Members shall be reported through Officer Portal immediately following the Pin Pledging Service. New Member Fees shall be remitted immediately thereafter.

Initiation shall be reported two weeks in advance of the Formal Initiation Service in order to receive badges and membership cards in time for the Formal Initiation Service. Initiation and Badge Fees shall be remitted at that time.

6. Alumnae Affiliation Fees
$140.00 plus Badge cost Initiation Fee for alumnae affiliation to be submitted with Badge money four (4) weeks prior to Initiation Service with the Alumnae Affiliation List.

7. Insurance Assessment
An insurance assessment charged to chapters to provide insurance. Chapters and colonies will be billed for each member and new member per term. The total amount payable is $45.00 per member and new member per academic year.

Chapters on a semester schedule will pay $22.50 per member and new member each semester.

Chapters on a semester schedule pay insurance in the fall (due October 15 based on the chapter roster effective October 1) and spring (due March 1 based on the chapter roster effective February 15.)

Chapters on a term schedule will pay:
$15.00 Fall term
$15.00 Winter term
$15.00 Spring term

Chapters on a term schedule pay insurance in the fall (due October 15 based on the chapter roster effective October 1), winter (due February 1 based on the chapter roster effective January 15) and spring (due April 1 based on the chapter roster effective March 15.)

8. Non-Sufficient Funds Charge
Charged to individual or chapter when a check is returned by the bank unpaid (non-sufficient funds, second signature required, closed account, etc.)
$50.00 plus bank charges