

PROCEDURE NO. 1
ELECTION OF PROVINCE TRUSTEE
(Adopted October 1978, Revised April 1986)

The Province President shall notify each chapter by June 1 prior to the Province Convention held prior to National Convention. Each chapter shall have the privilege of submitting the name of one candidate for National Trustee to the Province President within 30 days by June 30. The Province President shall then notify each chapter by September 1 prior to the Province Convention of the names of possible candidates which have been submitted; from this the chapters may then consider their choice for Alcyone's National Trustee.

During the Province Convention these candidates' names shall be presented to the voting body for election by secret ballot. The candidate receiving the highest number of votes shall be considered Alcyone Province Trustee-elect to be installed at the following National Convention; the candidates receiving the second and third highest number of votes shall be considered Alcyone's first and second alternate Province Trustee-elect, eligible to fill the office of Trustee should it become vacant. The Alcyone Trustee's name shall be submitted to the National Office by letter prepared by the Province President, with a copy to the National President along with the names of Alcyone's first and second alternate Trustees.



PROCEDURE NO. 2
OUTSTANDING SORORITY SISTER AWARD
(Revised April 1978)

Believing that a Sister has contributed by way of outstanding service, beyond the prescribed duties of an officer or member, she shall be proclaimed an Alcyone Province Outstanding SorORITY Sister, WITH THE FOLLOWING EXCEPTION:

Any previous recipient shall not be eligible to receive the Province Award a second time.

On or before June 1, each Chapter may select one (1) member from the Chapter whom it believes to be an Outstanding SorORITY Sister. On or before June 30, the Chapter President or duly appointed member shall submit the name of this member to the Chair of the Outstanding SorORITY Sister Award Committee, together with the qualifications and outstanding service in the format listed below.

The committee for judging and selecting the Alcyone Province Outstanding SorORITY Sister shall consist of the last five (5) recipients of this award; the last recipient to be Chair. In the event any of these recipients are not available they shall be replaced by drawing from previous recipients in the reverse order in which they received the award.

The Committee shall evaluate the qualifications and outstanding service of each Sister who has been nominated.

Outstanding Sisters voted by the Chapters shall be honored with a certificate presented by the Outstanding SorORITY Sister Award Committee at a specially scheduled time during the Fall Convention. In the event a Chapter desires to honor a past recipient of the Province Award as their Outstanding Sister, it may do so, although that Sister will not be eligible to receive the Province Award a second time. Chapter certificates may be received as many times as a Sister is voted outstanding.

OUTSTANDING SERVICE

In not more than 300 words, list Outstanding Service to her Chapter, Province and/or National. This brief summary of the reasons why this Sister was voted Outstanding shall receive primary consideration.

BACKGROUND INFORMATION

(Format)

_____ Chapter(s) sponsored.

_____ How many new members in each Chapter sponsored?

_____ Little Sisters initiated.

_____ Referrals to other Chapters that resulted in Membership.

Chapter Offices held (year):

Chapter Committees served (year):

Chapter Committees chaired (year):

Province Offices held (year):

Province Committees served (year):

Province Committees chaired (year):

Province Convention Chair? _____ (year) Co-Chair? _____ (year)

National Offices held (year):

National Committees served (year):

National Committees chaired (year):

National Convention Chair? _____ (year) Co-Chair? _____ (year)

Served in more than one capacity during one year, please list years:



PROCEDURE NO. 3
ALCYONE PROVINCE ACHIEVEMENT AWARD
(Revised October 2003)

ROTATING TROPHY - will continue to rotate to First place winners. Certificates for First, Second, and Third place winners will be presented at Convention. Chapters receiving First place for the third time will be presented with an additional certificate. The Alcyone Province Educational Director will provide a list of all place winners for the Achievement Award to the person responsible for updating the Web site within 30 days after the awards are presented.

At or before the Spring Meeting, Alcyone Province Educational Director shall announce the Central Theme of the Achievement Programs to be presented during Convention. The Central Theme rotates among ART, LITERATURE, and MUSIC. The deadline for Achievement Award entry shall be observed for smooth Convention planning.

Chapters will participate on a voluntary basis, with time limited to 5 minutes each, with 5 minutes between skits. The Province Educational Director may not participate in her Chapter's Achievement skit.

Three outside qualified judges are to be used in judging the entries and are to be acquired by the Convention Hostess Chapter who will in turn notify the Province Educational Director. The judges shall be provided privacy in order that they may discuss and agree upon the grading percentage allocations for each category for each program and record their decision on the form provided. The judges are to use the following percentages:

PROLOGUE - 10%

1. Explanation of program and how it related to central theme 5%
 2. Source of information for program 5%
- TOTAL_____%

SUBJECT MATTER - 50%

1. Originality - Does it show evidence of work by chapter or was it lifted from book or books? 20%
 2. Cultural Assets —Does it further cultural growth? 15%
 3. Preparation —Evidence of research and rehearsal 15%
- TOTAL_____%

DELIVERY - 20%

20% TOTAL_____%

EFFECTIVE INTERPRETATION OF SUBJECT - 20%

1. Purpose 15%
 - a. Informative
 - b. Entertaining
 - c. Convincing

2. Timing - five (5) minutes 5%

a. Program moves easily from beginning to end.

b. Finishes in allotted time.

TOTAL _____%

GRAND TOTAL POINTS _____%



PROCEDURE NO. 4
HISTORY BOOK AWARD
(Revised October 2003)

ROTATING TROPHY - will continue to rotate to First place winners. Certificates for First, Second, and Third place winners will be presented at Convention. Chapters receiving First place for the third time will be presented with an additional certificate. The Alcyone Province Educational Director will provide a list of all place winners for the History Book Award to the person responsible for updating the Web site within 30 days after the awards are presented.

Outside qualified judges are to be used for judging the History Books. Three judges are to be acquired by the Convention Hostess Chapter who will in turn notify the Province Educational Director.

The judges' examination of the History Books shall take place as early as possible during the Saturday session of Convention. Judges shall be provided privacy in order that they may discuss and agree upon the grading percentage allocations for each category for each History Book and record their decision on the form provided.

OVERALL APPEARANCE - 50%

1. Cover 10%
 2. Originality 10%
 3. Theme 10%
 4. Format (neatness, art, arrangement) 10%
 5. Variety of media used, such as photography, news releases, memorabilia, and significant communications 10%
- TOTAL_____%

CONTENT - 50%

1. Educational Activities 20%
 2. Social Activities 10%
 3. Philanthropic Activities 10%
 4. Chapter Personalities 10%
- TOTAL_____%

GRAND TOTAL POINTS_____



PROCEDURE NO. 5
YEARBOOK AWARD
(Revised October 2003)

ROTATING TROPHY - will continue to rotate to First place winners. Certificates for First, Second, and Third place winners will be presented at Convention. Chapters receiving First place for the third time will be presented with an additional certificate. The Alcyone Province Educational Director will provide a list of all place winners for the Yearbook Award to the person responsible for updating the Web site within 30 days after the awards are presented.

Outside qualified judges are to be used for judging the Yearbooks. Three judges are to be acquired by the Convention Hostess Chapter who will in turn notify the Province Educational Director.

CONTENT — 55%

1. Should contain a roster of all members showing addresses and telephone numbers. 15%
 2. Should contain names of all Chapter Officers, respective Province Officers and National Officers. Where Province Officers change after yearbooks are printed, provisions should be made for leaving space for their names. 10%
 3. Should contain calendar of all regular meetings, rushing events, social activities, special projects, and educational programs for the year. 10%
 4. Should contain listing of all committees. 10%
 5. It may contain special rules, songs, poems, motto, or any pertinent information deemed valuable to the members. 10%
- TOTAL_____%

LAYOUT — 30%

1. The contents should be laid out in a logical order for easy reference 5%
 2. Neatness 5%
 3. Cover 15%
 4. Ingenuity 5%
- TOTAL_____%

USEFULNESS — 15%

1. The size and shape of the yearbooks should be such that is easy and practical for use by members. 10%
 2. Should be durable enough to withstand use for an entire year. 5%
- TOTAL_____%

GRAND TOTAL POINTS_____%



PROCEDURE NO. 6
NOMINATING COMMITTEE
(Revised October 2003)

The Nominating Committee shall consist of all Chapter Presidents of Alcyone Province. Members of this Committee shall know the duties of each office so as to select qualified candidates (see Alcyone Province By-Laws, Article I, for duties).

CHAIR: The Province President must appoint a Chapter President as Chair of the Nominating Committee, on or before June 30, who shall call the meeting.

MEETING: The Nominating Committee shall meet in conjunction with the Province Board Meeting in August. The Chapter Presidents shall be notified, in writing, of the meeting place at least 30 days in advance (followed up by a telephone call if no response received in a few days after the mailing of notices). Chapter Presidents may mail in names of qualified candidates for consideration by the committee. A MINIMUM OF ONE-HALF OF THE ACTIVE CHAPTERS must be represented at the Nominating Committee Meeting for a quorum. Votes may NOT be cast by mail. If unable to attend, the Chapter President may send an alternate chapter officer in order of rank, but only one member from any chapter shall serve on this committee.

QUALIFICATIONS: PROVINCE PRESIDENT - Any past president of any chapter in the Province, who is in good standing, who does not hold the office in chapter of President, Vice President or Educational Director, and who has served on the Province Executive Board for two full terms, in different positions, shall be eligible for election to the office of President.

Candidates for the offices of VICE PRESIDENT, EDUCATIONAL DIRECTOR, RECORDING SECRETARY, CORRESPONDING SECRETARY, TREASURER, and SERGEANT-AT-ARMS of this Province may be selected from the complete roster of membership of any member chapter, provided only that said member be an initiated member in good standing in Chapter and Province, and with the National organization.

An incumbent of any Province office shall be eligible for re-election to the same office. In no event, however, may an officer hold the same office for more than two consecutive years. The Nominating Committee Chair shall contact each incumbent Province Officer prior to the meeting for consideration. The Nominating Committee may prepare a multiple slate of more than one qualified candidate including the incumbent Province officers.

Since Alcyone Province has several chapters at this time, it is advisable to select candidates from as many chapters as possible.

THE PROPOSED SLATE OF OFFICERS SHALL BE SENT TO ALL CHAPTERS AT LEAST THIRTY (30) DAYS PRIOR TO THE OCTOBER MEETING SO THAT ALL MEMBERS ARE AWARE OF NOMINATIONS IN ADVANCE.

The Nominating Committee Chair shall present the Slate at the meeting on the first day of the two-day Convention held in October. The Province President shall call for nominations from the floor.



PROCEDURE NO. 7
ALCYONE PROVINCE SCHOLARSHIP
(Revised October 2008)

1. A scholarship grant will be awarded in an amount not to exceed \$500. All applications are to be submitted by March 1; winner to be announced at the Spring Open Board Meeting; grant to be effective in the fall for the new school year, upon verification of enrollment.
2. This grant will be made to a member of Alcyone Province, a member's child, or a member's grandchild. Members will take precedence over a child or grandchild.
3. This grant will be made to an applicant after the completion of one year of college and will be granted for use while attending as a degree candidate in any accredited college or graduate school. If no application is received from a current college student, the scholarship may be granted to an entering college student.
4. The award of this scholarship grant does not disqualify a recipient from reapplying in subsequent years, but does not give them preference over new candidates.
5. Based on 4.0 count, a student must maintain a 3.0 grade point average or better to qualify. Applications must be complete to qualify, including transcripts of academic work.
6. Award of the grant will be made on need, ability and drive.
7. \$2.00 per member per year will be transferred to the Scholarship Fund. If no applications are received for any year, the funds will accumulate in the Scholarship Fund.
8. Funds for the approved award will be transferred to the Alcyone Province Operating Account from the Scholarship Fund. The amount to be transferred is to be determined by the Alcyone Province Board based upon the recommendation of the Scholarship Committee.
9. If funds have accumulated, more than one grant may be given in one year.
10. The Scholarship committee will consist of three (3) members. Each year one member will be replaced by a new member, thus rotating the committee members. Preferably, the senior member will chair this committee.
11. The new member of the Scholarship Committee will be appointed by the Province President at the beginning of her term of office.
12. A full report and accounting will be given at each general meeting of Alcyone Province.
13. Graduating university seniors are eligible for the grant, if qualified, to help defray costs of graduation.



PROCEDURE NO. 8
CUSTOMARY COURTESY GIFTS TO NEWLY CHARTERED CHAPTER
(Given at time of chartering)
(Revised April 2008)

Alcyone Province	DTC Banner and Officers Manuals
National Executive Council	Gavel engraved with name of new chapter
CA Alpha	
CA Beta*	
CA Gamma	

CA Delta	
CA Epsilon	White tablecloth
CA Zeta	White Bible
CA Eta	7 Tall and Small candles/Candle snuffer
CA Theta	History Book
CA Iota	Guest Book & Corresponding Secretary's Quill Pen (prop)
CA Kappa	Treasurer's Key (prop)
CA Lambda	
CA Mu	
CA Nu	Flower Vase and Robert's Rules of Order, Rev.
CA Xi	
CA Omicron	Candelabra for (7) Candles
CA Pi	
CA Rho	Two (2) small silver trays
CA Sigma	Minutes binder 8 ½ x 11" & Book of Openings
CA Tau*	Informal Crest Notes, Sgt-at-Arms Letter Opener (prop)
CA Upsilon	
CA Phi	
CA Chi	
CA Psi	
CA Omega	
WA Alpha	Friendship Candle with jewels and pins
WA Beta	Informal Crest Notes, Sgt-at-Arms Letter Opener (prop)
*chapter disbanded	



PROCEDURE NO. 9
ALCYONE PROVINCE CONVENTION HOSTESS
(Revised October 2008)

1963 - CA BETA
1964 - CA GAMMA
1965 - CA DELTA
1966 - CA ZETA
1967 - CA THETA
1968 - CA UPSILON
1969 - CA KAPPA
1970 - CA PI
1971 - CA RHO
1972 - CA IOTA
1973 - CA EPSILON
1974 - CA ZETA
1975 - CA ETA
1976 - CA THETA
1977 - CA OMICRON
1978 - CA BETA CA GAMMA CA DELTA CA PI
1979 - CA SIGMA
1980 - CA ALPHA
1981 - CA KAPPA
1982 - CA PI
1983 - CA RHO
1984 - CA UPSILON
1985 - CA ETA
1986 - CA EPSILON
1987 - CA ALPHA CA OMICRON CA PHI
1988 - CA THETA
1989 - CA IOTA
1990 - CA KAPPA CA DELTA CA THETA CA RHO CA SIGMA
1991 - CA NU
1992 - CA OMICRON
1993 - CA SIGMA
1994 - CA TAU
1995 - CA EPSILON CA DELTA
1996 - CA ETA
1997 - CA ZETA
1998 - CA THETA
1999 - CA IOTA
2000 - CA KAPPA
2001 - CA NU
2002 - CA OMICRON
2003 - CA RHO & CA SIGMA
2004 - CA TAU

2005 - WA ALPHA, WA BETA
2006 - CA EPSILON
2007 - CA ETA
2008 - CA THETA
2009 - CA IOTA
2010 - CA NU
2011 - CA OMICRON
2012 - CA RHO
2013 - CA SIGMA



PROCEDURE NO. 10
ALCYONE PROVINCE COURTESY COMMITTEE
(Revised October 2008)

The Province Vice President is responsible for all gifts and flowers. The Province Corresponding Secretary is responsible for all cards (sympathy, etc.). The Province budget as adopted each year shall contain funds for the following expenses.

SPRING OPEN BOARD MEETINGS

1. Province President – Registration Fee to be prepaid
2. All NEC Members – Registration Fee to be prepaid*

ALCYONE PROVINCE CONVENTION

1. Province President –
 - a. Corsage
 - b. Registration Fee to be reimbursed
 - c. Hotel room for two nights to be reimbursed at a single rate
 - d. *Outgoing* Province President is to be presented with Crest Charm
2. All NEC
 - a. Corsages
 - b. Registration Fee to be prepaid*
3. *Visiting* Province Presidents – Corsages
4. Past National Presidents – Corsages

ADDITIONAL FLOWERS AND GIFTS

1. Centerpiece for Memorial Service, Initiation Ceremony and Installation of Officers. One Centerpiece will serve several functions.
2. Gifts such as lavalieres or charms for Initiates engraved with DTC (greek letters)
3. Corsages or single-stem flowers (7) for Installation of Officers
4. Presentation bouquet of roses for Province Outstanding Sorority Sister

NATIONAL CONVENTION

1. Province President**
 - a. Corsage
 - b. Registration fee paid
 - c. Round trip economy airfare paid
 - d. Hotel room for two nights paid at a single rate
2. Alcyone National Trustee
 - a. In the event the host Province does not provide a corsage for the Alcyone Trustee, our Province will provide one.
 - b. Gift (approx. \$35.00) – if going out of office

3. National President –
 - a. Gift (approx. \$35.00) – whether or not the National President is going out of office

MISCELLANEOUS COURTESIES

1. Deaths –
 - a. Members – Cards to be sent to member's chapter and family. Flower arrangements may be sent to funeral or, in lieu of flowers, a donation may be made in her memory to a National or the Province scholarship fund at the discretion of each year's Province Board.
 - b. Relative of Member – Sympathy card to be sent to the member
2. Holiday Greetings –

The Province Board may send holiday cards to each chapter in Alcyone Province and to all NEC officers or, in lieu of cards, may place a holiday greeting in the Pleiad or on the Web site or may make a donation to a National or the Province scholarship fund at the discretion of each year's Province Board.
3. Chartering –

Each new chapter chartered in Alcyone Province will receive the gift of a DTC banner from the Province. The new chapter will receive a gavel engraved with the name of the chapter and the date of chartering from the NEC.

NOTES:

- * When invitations are extended to National Officers for either the Spring Open Board Meeting or Province Convention, the fees to be paid by Alcyone must be clearly indicated.
- ** If the Province President is unable to attend a National Convention, then the recipient of a paid airfare, hotel room and registration fee is to be determined in order of rank.



Please note: These procedures were not really meant for printing from the Web. The forms do not lend themselves well to putting on the Web without a lot of additional formatting and the pagination is no where near what it should be. If you need printed copies, please contact your Chapter Vice President or the Province Parliamentarian.