



Delta Sigma Theta Sorority, Incorporated
A Service Sorority
Grand Chapter

Guidelines and Instructions

For Seeking Office in
Delta Sigma Theta Sorority, Inc.

2022
Regional Conference Cycle



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DELTA SIGMA THETA SORORITY, INC.

A Service Sorority Founded in 1913

IMPORTANT

PLEASE DISTRIBUTE TO CHAPTER MEMBERS

To: Grand Chapter and Prospective Candidates for Regional Offices, Positions, and Committees

From: Tami V. Bass, Chair - National Nominating Committee

Date: November 18, 2021

Subject: Call for Nominations

The Regional Nominating Committee has the responsibility of soliciting and receiving applications, and selecting candidates to seek regional offices and positions. The Chairs of the 2022 Regional Nominating Committees are:

- **LaTonya Sanders**, Central Region
- **Monica Watkins**, Eastern Region
- **Jacqueline P. Wyse**, Farwest Region
- **Deborah Hunter-Harvill**, Midwest Region
- **Tarsha Burroughs**, South Atlantic Region
- **Laticia Khalif-Smith**, Southern Region
- **Rochelle Gilbert-Abram**, Southwest Region

In keeping with Delta's honored legacy of electing qualified, effective, and visionary leaders, the Regional Nominating Committee Chairs are pleased to issue this Call for Nominations for Regional Officers and Committee Members.

All interested sorors are encouraged to consider seeking office. The elected sorors will serve for the **2022-2024** biennium unless the committee position is a 4-year term. The enclosed Guidelines and Instructions will be posted on the Corporate Website in the "Members Only" section. Select the National Committees link, then Nominating Committee tab to access ALL documents and forms necessary for a complete application. Detailed instructions for the online application software are also included in this document.

APPLICATION DEADLINE:

ALUMNAE & COLLEGIATE MEMBERS: SUNDAY, JANUARY 30, 2022 at 11:59 P.M. (EASTERN TIME)

CALL FOR NOMINATIONS - 2022 REGIONAL CONFERENCES

One of the most important responsibilities of the Voting Delegates of the 2022 Regional Conferences is to elect the regional leadership for the 2022-2024 biennium. The Regional Nominating Committee is charged with the duty of soliciting and receiving recommendations and credentials of members to serve in Regional offices and positions.

The 2022 Regional Nominating Committees invite you to recommend capable candidates for the offices and positions listed below.

AVAILABLE POSITIONS	TENURE
Regional Director	2 years
Regional Representative	2 years
Member, National Finance Committee (Central, Eastern, Farwest, Southwest)	4 years
Member, National Scholarship & Standards Committee (Midwest, Southern, Southwest)	4 years
Member, 2023 National Nominating Committee	2 years
Chair, 2024 Regional Nominating Committee	2 years
Member, 2024 Regional Nominating Committee (3 Alumnae Positions and 1 Collegiate Position)	2 years

ELIGIBILITY REQUIREMENTS

Eligibility requirements and responsibilities for officers are set forth in the Constitution and Bylaws, Article IX – Elections and Voting, Section 10. (A and B), 2020 Edition. Critical points relative to the requirements and responsibilities of officers are listed below:

1. To be eligible for National or Regional Office, elected National or Regional Committee chairs or members, a member must:

- ✓ be financial with a chapter and the Grand Chapter for the period beginning with the first day of the National Convention preceding the one at which the national election will occur and continuing through her term of office;
- ✓ be financial with a chapter and Grand Chapter for the period beginning with the first day of the Regional Conference preceding the one at which the regional election will occur and continuing through the term of office;
- ✓ be present at the National Convention or Regional Conference at which she is to be elected;
- ✓ have attended at least two of the last three National Conventions and two of the last three Regional Conferences held previous to her nomination, except that this provision does not apply to candidates for the positions reserved for collegiate members by these Bylaws; and
- ✓ be available to travel to regional and national meetings and perform duties of the office.

NATIONAL CONVENTION & REGIONAL CONFERENCE ATTENDANCE

- Any soror who purchased the 2017 weekend/two-day convention registration cannot use the 2017 National Convention to satisfy eligibility requirements.
- Any soror who registered for the 2019 National Convention received attendance credit whether she attended or not.
- Any soror who registered and attended the 2020 Virtual Regional Conference (live or playback) received attendance credit.

2. National Second Vice President, Regional Representative, and other collegiate positions on all levels:

- ✓ Only collegiate members are eligible for the office of National Second Vice President and other positions so reserved by these Bylaws.
- ✓ A candidate for any of these positions shall:
 - have been continuously financial from the date of her initiation; and
 - have at least one full academic year left in school at the time of election.

- Any collegiate members seeking office **MUST** have a minimum cumulative grade point average of 2.75 on a 4.0 scale or 1.75 on a 3.0 scale.
- The applicant **MUST** upload an official or unofficial transcript in the application. The transcript **MUST** include Summer 2021, if applicable, and Fall 2021 semester or quarter grades. If the university only submits transcripts electronically, the applicant **MUST** notify the Chair of the Regional Nominating Committee to arrange for an exception to this guideline.
- If slated, she must also submit **ON-SITE**, to the Chair of the Regional Nominating Committee (or her designee), one (1) **SEALED** official transcript from the Registrar with the university seal (which includes Fall 2021 and Spring 2022 semester or quarter grades).
- An official transcript **MUST** display the disclaimer of “official” and/or the official school seal.

RESIDENCY REQUIREMENT

All members elected by regional ballot shall reside in the region by which they were elected during the tenure of their position. Cessation of such residence shall automatically create a vacancy in the position, except when the elected member is a collegiate who fulfilled requirements upon election.

IMPEACHMENT

Any officer who has been impeached shall be ineligible for election to any national, regional, or chapter office.

LIMITATION OF OFFICE

A member shall hold only one position, either elected or appointed on any level -- Regional or National -- at the same time, except in cases where one's position has additional duties or in extenuating circumstances. For example, on the National level, the National First Vice President also serves as the chair of the Scholarship and Standards Committee. Where feasible, chapters may follow the same procedure.

LIMITATION OF TENURE

- A. Elected national, regional and chapter officers shall not serve more than two consecutive terms in the same office.
- B. The chairs and members of the National, Regional and Chapter Nominating committees shall not be a candidate for any elective office on the respective level while serving on either of the Nominating Committees.
- C. The chair and members of the Finance Committee shall be ineligible for re-election to the same position on the committee.
- D. The chairs and members of the National and Regional Nominating Committees must resign prior to the call for nominations to be eligible to run for an office or position on either the National or Regional level.
- E. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for a chapter office or position.
- F. Members of the Scholarship and Standards Committee shall be ineligible for re-election to the same position on the Committee.

DUTIES OF REGIONAL OFFICERS & COMMITTEE MEMBERS

REGIONAL DIRECTORS

The Regional Directors must attend annual training sessions to become knowledgeable on policies, procedures, and programs of the Sorority. They work with collegiate and alumnae chapters, within a given geographical area, in strengthening participation in the life of the sorority.

It shall be the duty of the Regional Director to:

1. enforce the Constitution and Bylaws, the Code of Conduct, policies and procedures, and other governing documents of the Sorority;
2. stimulate growth and development in the region, encourage the chapters in the achievement of national program goals, and provide regional correspondence and communications with chapters in the region through e-mail, letters, newsletters or other appropriate means;
3. assist and advise the chapters in the region;
4. approve, assist, monitor or remove chapter advisor(s) as warranted and prescribed in ARTICLE III - CHAPTERS, Section 1. ESTABLISHMENT AND MAINTENANCE, C. Collegiate Chapter Advisors;
5. investigate applications for the establishment of new chapters and such pre-initiation of collegiate groups as may be necessary prior to the establishment of chapters, make recommendations regarding the same to the Scholarship and Standards Committee, and perform the ceremonies related to the establishment of new chapters; International Charter requests will be directed to the National First Vice President and the Regional designation determined by the National President;
6. review all required documentation, investigate any alleged violations, and approve the chapter's compliance with the Membership Intake Program of the Sorority;
7. report to the National Board of Directors and the Regional Conference, in conjunction with the Regional Representative, on the activities of the office;
8. serve as presiding officer at meetings of the Regional Conference;
9. appoint a Regional Secretary, Regional Journalist, and Regional Program Coordinator. In addition, the Regional Director, in consultation with the Regional Representative, shall appoint State Coordinator(s) for each state, including the District of Columbia and international areas in the region within 60 days following her election, to serve for the biennium;
10. appoint a Sergeant(s)-at-Arms, Parliamentarian(s), Chaplain(s), Timekeeper(s), committees, and others in accordance with the Regional Conference Planning Guide, to serve at the time of the Regional Conference; and
11. submit reports to the Scholarship and Standards Committee as requested.

REGIONAL REPRESENTATIVES

The Regional Representatives shall be collegiate members and shall assume duties after their election and installation. They work with collegiate officers and chapters in strengthening collegiate participation in the life of the Sorority.

It shall be the duty of the Regional Representative to:

1. assist the Regional Director with duties as assigned;
2. appoint a State Facilitator(s), in consultation with the Regional Director, for each state, including the District of Columbia and international areas, in each region within 60 days following her election to serve for the biennium;
3. participate in the decision making on all disciplinary actions;
4. stimulate growth and development in the region, encourage the chapters in the achievement of national program goals and carry on regional correspondence and communications with chapters in the region through letters, newsletters or other appropriate means;
5. assist and confer with the National Second Vice President in strengthening the life of the Sorority;

6. submit reports to the Scholarship and Standards Committee as requested; and
7. serve as the Regional Social Action Co-Coordinator.

FINANCE COMMITTEE MEMBERS

The Finance Committee shall consist of ten members: the National Treasurer; a Chair; one member from each of the seven regions; and one collegiate member in accordance with ARTICLE IX – ELECTIONS AND VOTING, Section 1, NATIONAL CONVENTIONS and Section 2. REGIONAL CONFERENCES.

The members of the Finance Committee **MUST** meet the following criteria:

- Alumnae Members: The member has earned one of the following designations: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Financial Planner (CFP), Chartered Financial Analysts (CFA) OR earned one of the following degrees: Master of Business Administration (MBA), graduate degree or an undergraduate degree in finance, accounting or economics; OR five years of current experience in the following industries: finance, budgeting, accounting, auditing, internal controls, and or asset management and has served as a fiscal officer of a local chapter or member of the National Finance Committee.
- Collegiate Members: Majoring in accounting, finance, business administration, or any other related subject areas in the list of majors.

It shall be the duty of the Finance Committee to:

- a) consider the financial needs of the Sorority and recommend dues and fees to the National Board of Directors;
- b) plan, evaluate and recommend the annual operating budget to the National Board of Directors;
- c) recommend the general financial policies of Grand Chapter to the National Board of Directors;
- d) study and develop financial plans to strengthen the financial base of the Sorority with input from the National Board of Directors, national committees, national commissions and chapters;
- e) oversee and monitor fiscal control of the approved budgets of the Sorority; and
- f) conduct training sessions for chapter fiscal officers.

SCHOLARSHIP AND STANDARDS COMMITTEE MEMBERS

It is the duty of the committee to:

- a) enforce the Constitution and Bylaws, the Code of Conduct, policies and procedures and other governing documents of the Sorority;
- b) function as a judiciary board and serve as an arbitrator when disputes arise between officers, chapters and individual members;
- c) develop and administer the scholarship program of the Sorority and make recommendations concerning the same to the National Board of Directors;
- d) conduct training sessions for regional officers, chapter advisors and Membership Intake trainers;
- e) advise the National First Vice President on reclamation programs;
- f) develop and administer the membership intake program
- g) approve or recommend action on membership matters not otherwise provided for;
- h) discipline chapters or individuals, upon request of the National President or Regional Director, as prescribed in ARTICLE XIII - DISCIPLINE;
- i) evaluate annually the corporate accountability of each chapter;
- j) monitor and investigate, upon request of the National President or Regional Director, all allegations and improprieties related to Membership Intake;
- k) receive and evaluate recommended changes and update the Chapter Management Handbook;
- l) hear and act on appeals from sorors, chapters; and
- m) conduct the leadership transition meetings on both the Grand Chapter and Regional levels.

NATIONAL NOMINATING COMMITTEE MEMBERS

It shall be the duty of the Nominating Committee to:

- a) operate with the structure of policies and procedures developed and approved by the National Board of Directors, including implementing Board of Directors-approved qualifications of candidates for Grand Chapter officers;
- b) solicit and receive nominations from chapters and members of persons to serve in Grand Chapter offices;
- c) select, for the consideration of the National Convention, candidates for Grand Chapter offices;
- d) provide to chapters timely notice of vacancies, requirements, and timeliness;
- e) distribute to the chapters by April 1st prior to the National Convention the names of candidates to be presented to the National Convention;
- f) report the names of the candidates to the National Convention at a session prior to the final session; and consult with and advise the Regional Nominating Committee Chairs.

CHAIR AND MEMBERS OF THE REGIONAL NOMINATING COMMITTEE

It shall be the duty of the Regional Nominating Committee to:

1. solicit and receive nominations from chapters and members of persons to serve in elected regional offices and on committees;
2. select, for consideration of the Regional Conference, candidates for election to regional elected offices and committees;
3. distribute to the chapters, by April 1 prior to the Regional Conference, the names of candidates to be presented to the Regional Conference;
4. report the names of candidates to the Regional Conference at a session prior to the final session; and
5. consult with the National Nominating Committee Chair.

NOMINATING PROCEDURES & GUIDELINES

- **Applicants** are members who have submitted an application or those who are considering applying for an elected Regional office or position.
- Applicants may form a **Core Campaign Team**, which is a group of members of the Sorority who assist with planning and strategizing campaign activities.
 - o All activities **MUST** remain **CONFIDENTIAL** and shall not be shared outside of the Core Campaign Team, except during the approved campaign period.
 - o Applicants and Core Campaign Teams can consult with the Chair and/or Members of the Regional Nominating Committee to seek guidance throughout the nominating and campaigning process.
- Campaigning is considered activities that support a member who is seeking an elected position, which includes, but is not limited to, distribution of campaign materials, displaying or posting of campaign materials, wearing campaign paraphernalia, making campaign speeches, seeking support and/or votes, and soliciting and accepting donations.
- Applicants should request letters of recommendation from financial members to include in their online application. Request(s) **MUST** be for letters of recommendation **ONLY** and **NOT** for support or votes.
- The application (Components I, II and III and all other required uploaded documentation) **MUST** be completed, electronically signed, and submitted in its entirety no later than **January 30, 2022 at 11:59 p.m. Eastern Time (ET)** for alumnae and collegiate positions. Emails, facsimiles or hard copies of any kind will not be accepted.
- Nomination materials **MUST** be submitted electronically by using the application software link provided. Applicants will receive a confirmation receipt with the recorded submission date.
- The applicant's electronic signature on the electronic application form indicates that the information provided is true, complete and accurate as of the date electronically signed. If any information changes during the nomination and election process, the applicant must notify the Chair of the Regional Nominating Committee immediately (See page 35 for the *Directory*)
- Collegiate applicants **MUST** upload an official or unofficial transcript in the application software.
 - o The official or unofficial transcript must include **Spring 2021** grades, **Summer 2021** grades and/or **Fall 2021** semester or quarter grades (if applicable).
 - o If the university only submits transcripts electronically, the collegiate applicant **MUST** notify the Chair of the Regional Nominating Committee to arrange for an exception to this guideline. Electronic transcripts sent directly from the university to the Chair of the Regional Nominating Committee will be accepted.
 - o The Nominating Committee will not calculate GPAs. If you attend a college/university where the cumulative GPA is not calculated on the official transcript, a letter on official letterhead will be required from the registrar/transcript office indicating that the grades submitted are equivalent to a minimum cumulative grade point average of 2.75 on a 4.0 scale or 1.75 on a 3.0 scale.
- Alumnae applicants seeking positions of Member, National Finance Committee **MUST** upload a copy of her degree, official transcript, certifications, or resume that includes evidence of current job experience that relates to eligibility credentials.
- National Headquarters staff will verify that each applicant meets the eligibility requirements and shall notify each applicant of her eligibility by **February 7, 2022**.

- Applicants may challenge the eligibility determination of National Headquarters. Challenges must be directed to the Executive Director by **February 11, 2022 at 8 p.m. Eastern Time** for alumnae and collegiate positions (See page 35 for the *Directory* for the Executive Director's contact information). A final determination of eligibility will be rendered by **February 16, 2022** for alumnae and collegiate positions.

NOTE: If the member campaigns prior to receiving official notification from the Chair of the Regional Nominating Committee that she is slated, this will result in the removal of the member's application from consideration.

NOTE: Members whose applications are removed from consideration are disqualified and cannot run from the floor.

Failure to adhere to the guidelines for submitting nomination materials will result in the removal of your application from consideration.

ELECTRONIC APPLICATION INFORMATION & INSTRUCTIONS

The Regional Nominating Committees are pleased to welcome members to the “Call for Nominations” web-based application process. Applicants who are interested in running for an office during the Regional Conference Cycle **MUST** complete the web-based application comprised of:

- Personal demographic information;
- Educational and occupational information;
- Community and professional involvement;
- Delta demographic information and experience;
- Personal statement;
- Head shot photo;
- Resume or curriculum vitae; and
- Letter(s) of recommendation.

Applicant Responsibility

- Read and follow all of the “*Guidelines and Instructions for Seeking Office*”;
- Review the application for accuracy before submission. Once the completed application is submitted electronically it **CANNOT** be edited;
- Submission of all required and supporting documents must be through the web-based application process **ONLY**;
- Ensure sorors who are writing recommendation letters are aware that the recommendation **MUST** be submitted by the applicant through the web-based application software. No more than two (2) letters of recommendation will be accepted per applicant; and
- Alumnae and collegiate members must complete Components I, II and III of the application by **January 30, 2022 at 11:59 p.m. Eastern Time**.

Technical Requirements

The web-based application allows you to save your information prior to submission. Use the unique link provided in your registration email to access your saved application. Also, personal information will not be stored in the application software.

To ensure optimal results for completing the web-based application, use the most current version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

Attachments must be smaller than 1 Megabyte (MB) to reduce technical issues with your application submission. Megabytes related to file sizes, which are listed beside the file names in your directory. **NOTE:** 1 MB = 1024 Kilobytes (KB).

To ensure your color head shot photograph can be easily reproduced, the specified file types must only be **jpg, jpeg, or png** (image file formats). When uploading your photograph, use your **first initial and last name** (for example dsmith.jpg) for the file name.

Please allow enough time to complete the application process. It is recommended to submit application information at least 48 hours in advance of the deadline. This will allow enough time to accommodate technical issues that may emerge.

If technical difficulties arise, please contact the Chair of the National Nominating Committee immediately (See page 35 for the *Directory*).

Application Components

The Components of the application are:

- Component I – Personal Demographic Information
- Component II – Delta Demographic Information
- Component III – Recommendation Letter(s), Uploads & Signature

All candidates must also complete a final component for clearance at the Regional Conference:

- Component IV – Candidate Financial Report Form
(CFRF excel form must be completed and uploaded in Component IV.
The CFRF is located in Members Only area, then Nominating Committee.)
Due 9 a.m. (Region Specific Time Zone) the day before the Opening Plenary at the Regional Conference

Application Registration

- To begin the application process:
 - Members **MUST** register before beginning the application.
 - Use the link below to register for the application.
 - Registration information includes: Member Name, Member Number, Member Email and Region.
 - Upon completion and submission of the registration form, members will receive a unique link. This link will allow the member to access the full application, as well as save the entries on the application, that can be accessed prior to submitting the completed application.

2022 Call for Nominations Application Registration Link

<https://form.jotform.com/212953733154153>

Application Completion

- To complete the application:
 - Member must click on the application link in the email received after registering, or copy and paste the entire link in the browser.
 - The application begins with Component I, then moves to Component II, and finally to Component III.
 - Each page of the application must be completed prior to going to the next page.
 - After completing Component III, members must click to submit the application.
 - Applicants should review the application for accuracy before submission. Once the completed application is submitted electronically it **CANNOT** be edited.
 - Applicants are encouraged to print the application prior to submitting.
 - An email will be sent to the applicant confirming receipt of the submitted application.
 - The **application deadline** is **Sunday, January 30, 2022 at 11:59 p.m. Eastern Time.**

NOTE: Information entered in the application by the applicant will be used for the official **Candidate Profile** that is distributed to all members of the Sorority. Applicants must ensure that the information in her application is accurate, as no changes will be made to the **Candidate Profile**.

APPLICATION QUESTIONS

Component I – Personal Demographic Information

- Applicant Name
- Position for which you are applying
- Email
- Cell Phone Number
- Home Phone Number
- Work Phone Number
- Address

Educational and Occupational Information

- Select highest degree held
- List associated field of concentration for each degree held
- Collegiates - List Major
- Collegiates - Anticipated Date of Graduation
- Professional/Occupational Title

Community and Professional Information

- List Public Speaking Experience with title, date and event name within the last 5 years. (300-word limit)
- List no more than six (6) Current and/or Past Community Involvement and/or Other Organization Affiliations, the positions held and accomplishments within the last 5 years. (300-word limit)
- List no more than six (6) Current and/or Past Professional (paid) Leadership roles held within the last 5 years. (300-word limit)

Other Information

- Do you have travel limitations?
- If yes, explain
- Have you ever been convicted of, currently being investigated for, or on trial for a criminal offense?
- If yes, explain

Component II - Delta Demographic Information

- Member Number
- Membership Type
- Current Region
- Current Chapter of Affiliation and Location
- Current Chapter Number
- Date of Initiation
- Name at the time of Initiation
- Chapter of Initiation and Location
- Region of Initiation
- Are you currently under investigation or have you ever been suspended, placed on probation, fined, or removed from an office in Delta?
- If yes, explain disciplinary action.
- Have you ever been impeached from a position in Delta?
- If yes, explain why you were impeached.

Delta Leadership & Involvement Information

- List Current & Past Chapter Experiences
- List Current & Past Regional Experiences
- Regional Conferences Attended: Beginning with the most recent to the oldest, list the years of Regional Conference(s) attended. Collegiate members should enter *None*, if they have not attended a Regional Conference.
- List Current & Past National Experiences
- National Conventions Attended: Beginning with the most recent to the oldest, list the years of National Convention(s) attended. Collegiate members should enter *None*, if they have not attended a National Convention.

Position of Interest

- Reason for Seeking Office
State your reason for seeking this office with your vision/plan for Delta Sigma Theta. If you held this position prior to this term, state how your reason for seeking this office has changed, if it has changed; and, how your vision/plan for Delta Sigma Theta Sorority, Inc. has/has not been actualized. (300-word limit)
- Position Statement
Cite experiences, either in Delta and/or in your professional career, that impact directly on the position you are seeking. (225 to 250-word limit depending on position)

Component III – Recommendation Letter(s), Uploads & Signature

- Recommending Member #1 Full Name
- Recommending Member #1 Member Number
- Recommending Member #1 Email Address
- Recommending Member #1 Cell Phone Number
- Recommending Member #1 Chapter Name
- Recommending Member #1 Region
- Recommendation Letter #1 Upload
- Recommending Member #2 Full Name (Optional)
- Recommending Member #2 Member Number (Optional)
- Recommending Member #2 Email Address (Optional)
- Recommending Member #2 Cell Phone Number (Optional)
- Recommending Member #2 Chapter Name (Optional)
- Recommending Member #2 Region (Optional)
- Recommendation Letter #2 Upload (Optional)

Additional Uploads

- All Applicants – Upload Color Head Shot of Yourself
- All Applicants – Upload Professional Resume or Curriculum Vitae (*Not a Delta Resume*)
- Applicants for Member of National Finance Committee Only - Must upload degree, official transcript, certifications, or resume that includes evidence of current job experience that are related to eligibility credentials
- Collegiate Applicants Only - Must upload an official or unofficial transcript showing calculated and cumulative GPA

ACKNOWLEDGMENT

The information provided is complete and accurate to the best of my knowledge. I have read, understand, and will abide by the guidelines for seeking office and campaigning in Delta Sigma Theta Sorority, Inc. Any false information will lead to the removal of an application from consideration and could be subject to a Code of Conduct violation. A member whose application is removed due to false information may not run from the floor.

Application requires the following to complete the submission:

- Acknowledgment
- Submission Date
- Electronic Signature, and
- Email Address

NOTE: Prior to submitting your application, applicants should take time to preview it. An acceptable application is only one that is completed in its entirety. You may want to print it. Once submitted, your application cannot be edited, and additional information will not be accepted. The 2022 Regional Nominating application process is completely electronic and applicants must use the application software to submit Components I, II, III and IV, including all supporting documents.

POSITION STATEMENT INSTRUCTIONS

Cite your experiences, either in Delta and/or in your professional career, that impact directly on the position you are seeking.

Regional Director (250-word limit for the entire position statement)

1. Establishing and enforcing policies and procedures
2. Stimulating and promoting growth and development strategies
3. Providing counsel to individuals or chapters
4. Managing conflict or serving as an arbitrator when disputes arise
5. Recommending and implementing decisions to take disciplinary actions
6. Teambuilding and leadership development
7. Other skills and abilities that you believe are germane and important to this position

Regional Representative (225-word limit for the entire position statement)

1. Assisting others in implementing goals and objectives
2. Implementing strategies that stimulate energy and action among peers
3. Stimulating and promoting growth and development strategies
4. Providing counsel to individuals or chapters
5. Involvement in Social Action programs
6. Teambuilding skills and abilities
7. Other skills and abilities that you believe are germane and important to this position

Member, National Finance Committee (225-word limit for the entire position statement)

1. Providing input to financial plans and making budgetary recommendations
2. Monitoring budgets and expense accounts
3. Recommending policies and procedures that ensure consistency for all committees
4. Making sound financial recommendations
5. Conducting financial workshops and assisting chapters in developing budgets
6. Other skills and abilities that you believe are germane and important to this position

Member, National Scholarship & Standards Committee (225-word limit for the entire position statement)

1. Establishing, approving and enforcing policies and procedures
2. Managing conflict or serving as an arbitrator when disputes arise
3. Conducting training sessions
4. Evaluating membership and reclamation programs
5. Recommending and implementing decisions to take disciplinary actions
6. Consensus building skills and abilities
7. Other skills and abilities that you believe are germane and important to this position

Member, National Nominating Committee (225-word limit for the entire position statement)

1. Encouraging others to assume leadership roles
2. Developing procedures and criteria for selecting applications
3. Conducting training sessions
4. Evaluating and selecting recommended candidates for leadership roles
5. Consensus building skills and abilities
6. Other skills and abilities that you believe are germane and important to this position

Chair, Regional Nominating Committee (225-word limit for the entire position statement)

1. Encouraging others to assume leadership roles
2. Developing procedures
3. Conducting training sessions
4. Evaluating recommendations and candidates for leadership roles
5. Managing and leading a nominations process
6. Consensus building skills and abilities
7. Other skills and abilities that you believe are germane and important to this position

Alumnae or Collegiate Member, Regional Nominating Committee (225-word limit for the entire position statement)

1. Encouraging others to assume leadership roles
2. Conducting training sessions
3. Evaluating recommendations and candidates for leadership roles
4. Assisting with the nominating process
5. Consensus building skills and abilities
6. Other skills and abilities that you believe are germane and important to this position

LETTER OF RECOMMENDATION INSTRUCTIONS

Applicants must submit at least one (1) letter of recommendation. Letter(s) of recommendation are to be completed and signed by a member. No more than two (2) letters of recommendations can be submitted for an applicant.

Applicants should share the information below with the member who writes their letter of recommendation.

To the Members Writing a Letter of Recommendation:

The members of the Regional Nominating Committee thank you for recommending an eligible and qualified member to serve in Regional offices and positions. Your diligence helps to ensure that the most qualified members are slated for leadership positions.

Use of chapter, regional or Grand Chapter letterhead is prohibited because your letter of recommendation is personal. In recommending an applicant, you must provide your personal knowledge of the applicant's skills, abilities, and accomplishments, which you believe make her distinctly qualified for the position she is seeking in Delta Sigma Theta Sorority, Inc. Be sure to include specific information about the applicant that will aid the Regional Nominating Committee in its decision-making process.

Use the following questions as guidelines to complete your letter of recommendation.

Does the applicant...

- *Possess and utilize leadership ability and skills?*
- *Understand the organization of Delta Sigma Theta Sorority, Inc.?*
- *Think nationally and regionally (i.e., translate successful chapter experiences into general principles)?*
- *Possess public speaking skills?*
- *Follow through on responsibilities?*
- *Have an awareness and understanding of current regional, national and global educational, social and political issues?*
- *Possess the personality traits and character fit for the position?*

Your letter of recommendation must include your name, your member number, your email address, your cell phone number, your chapter, and your signature, which can be electronic. Because only financial members can write letters of recommendation for applicants, your financial status will be verified by the Executive Director and/or Headquarters staff as part of the eligibility process.

Once completed, please give your letter of recommendation (PDF file) to the applicant. All requested information must be submitted electronically into the web-based application software by the applicant in order for a nomination to be considered.

CANDIDATE SELECTION PROCESS

- The Regional Nominating Committee will meet to review all nominations that meet the eligibility requirements as verified by the Executive Director and/or National Headquarters staff.
- Each committee member will rate each application packet. Points will be assigned for the following categories:

Alumnae	Collegiate
<ul style="list-style-type: none"> • Education • Public Speaking Experience • Current and/or Past Professional (paid) Leadership Roles • Current and/or Past Community or Organization Leadership • Chapter Experience • Regional Experience • National Experience • Reason for Seeking Office & Vision • Position Statement • Letters of Recommendation (Max 2) • Overall Professionalism of Application 	<ul style="list-style-type: none"> • GPA • Public Speaking Experience • Current and/or Past Employment or Internship Leadership Roles • Current and/or Past Community or Organization Leadership • Chapter Experience • Regional Experience • National Experience • Reason for Seeking Office & Vision • Position Statement • Letters of Recommendation (Max 2) • Overall Professionalism of Application

- Each member of the Regional Nominating Committee will provide a final score for each applicant. Points for each applicant will be averaged to determine the applicant’s evaluation score.
- The Regional Nominating Committee will determine the minimum evaluation score for slating for alumnae and collegiate submissions before the review of applications.
- An applicant **MUST** receive the minimum evaluation score to be slated as a candidate.
 - The Regional Nominating Committee will also determine the slate based on information in the application packet related to:
 - Conviction of a criminal offense
 - Current investigation or trial for a criminal offense
 - Past suspension, probation, or fine for a code of conduct violation, along with removal from office
- All applicants will receive notification of slating status on **March 3, 2022** from the Chair of the Regional Nominating Committee via email.
- After the selection meeting, the Regional Nominating Committee will prepare the slate of candidates, which will be disseminated to chapters and members, and then presented at the Regional Conference.
- An applicant, who is not slated, will have the opportunity to resubmit her application for the nominations process during the Regional Conference (See page 31 for *Running from the Floor*).

CAMPAIGN PROCESS & GUIDELINES

- Slated candidates may officially begin campaigning on **Tuesday, March 8, 2022 at 12:01 a.m. Eastern Time.**
- Campaigning is restricted to within the sorority.
- All applicants or slated candidates are strictly prohibited from **ANY** campaign activity prior to **Tuesday, March 8, 2022 at 12:01 a.m. Eastern Time.** Failure to adhere to this designated date will result in disqualification from the election process. This includes, but is not limited to:
 - Distribution of print and electronic solicitation/campaign literature;
 - Sending communication requesting support from individuals or for a chapter's vote;
 - Seeking or soliciting support, endorsements, or testimonials;
 - Conducting telephone canvasses;
 - Sending communication that she is slated, except to her Core Campaign Team;
 - Holding fundraising events;
 - Activities conducted by members of the candidate's Core Campaign Team.
- A soror who solicits support for a candidate prior to March 8, 2022 will be in violation of the campaign rules established by the Regional Nominating Committee and she will be subject to disciplinary action. Subject to investigation, if the candidate played a role in the solicitation, she may be disqualified.
- Candidates may speak about her campaign at **chapter meetings** or called chapter meeting (in person or virtual meetings). When speaking at chapter meetings, candidates:
 - may not answer questions during the chapter meeting as this is considered a forum.
 - may invite chapter members to send emails with questions after the candidate has spoken.
 - may not distribute, display or post campaign material in the meeting room.
 - may distribute, display and post campaign material outside of the meeting room.
 - may not display a virtual campaign background in the meeting room.
- Candidates may be recognized or invited to speak about her campaign at state, regional, and/or national meetings, or other events. If a Regional or National Officer recognizes or invites a candidate to speak about her campaign, she must recognize or invite all candidates for all positions to speak.
- Candidates may attend meetings and other events to network with members. Candidates may be recognized as a slated candidate for office during the 2022 Regional Conference Cycle nominating process. If a candidate is recognized, all slated candidates **MUST** be recognized.
- Distribution of campaign materials at **events MUST** be outside of the event room or main meeting room. Candidates **MUST NOT** distribute, display or post campaign material in the physical or virtual event room. Virtual campaign backgrounds **MUST NOT** be displayed in the event room or main meeting room.
- Candidates may distribute, display or post material at **meetings**; however, distribution, displaying or posting of campaign material **MUST** be outside of the main meeting room or plenary room (physical or virtual).
- Candidates **MUST NOT** place campaign material on seats or tables in the main meeting or event room. (The exception is during the approved time at the Regional Conference.)
- Candidate forums are allowed **only** by the Regional Nominating Committees. Forums are an organized Delta event, coordinated under the direction of the Regional Nominating Committees.
- The Regional Nominating Committees shall host and facilitate a Virtual Candidates Forum during the campaigning process. All slated candidates will be invited to participate.

- Candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members. Candidates may give a speech and talk about her platform at meet and greet and reception events.
- Candidates may host fundraising events. Fundraising events are a gathering of people to raise money for a campaign, which may involve food for consumption, entertainment, etc. Candidates may distribute, display or post campaign material at fundraising events. Invited guests are allowed at fundraisers and may hear the candidate's speech or platform.
- Campaign donations and expenditures **SHALL NOT** exceed the maximum amount designated for the region.
 - o Candidates may accept contributions from Deltas and non-Deltas.
 - o Candidates may not seek or accept corporate, small business, for profit or non-profit organization contributions.
 - o Once a candidate has reached the donation limit, she must stop accepting monetary and in-kind donations.
 - o Just the same, the candidate should monitor campaign expenses, as she cannot go over the limit set for the region.
- Campaign donations and expenses **MUST** be submitted **by 9:00 a.m. (Region specific time zone) on the day before** the Opening Plenary of the Regional Conference by using **ONLY** the application software provided:
 - o Component IV: Candidate Financial Report Form (CFRF) is due by 9:00 a.m. (Region specific time zone) on the day before the Opening Plenary of the Regional Conference.
 - o Candidates **MUST** also upload **ALL** receipts into Component IV: Candidate Financial Report Form (CFRF) by 9:00 a.m. (Region specific time zone) on the day before the Opening Plenary of the Regional Conference.
 - o Candidates **MUST** also upload **ALL** in-kind donations information into Component IV: Candidate Financial Report Form (CFRF) by 9:00 a.m. (Region specific time zone) on the day before the Opening Plenary of the Regional Conference.
 - o Any additional receipts for minor expenses (**NOT TO EXCEED** the limit for the region) must be emailed to the Chair of the Regional Nominating Committee or her designee during the clearance process.
- Candidates may request chapter mailing addresses and chapter email addresses from National Headquarters.
 - o Candidates will receive a request form for chapter mailing addresses and chapter email addresses from the Chair of the Regional Nominating Committee to be submitted to the Executive Director.
 - o There is no fee for the list of chapters mailing addresses or for chapters email addresses.
 - o All requests for chapter mailing addresses and chapter email addresses from National Headquarters will require a completed form with a statement indicating that the candidate will **ONLY** share the information with her campaign manager or person managing the Internet communication. Improper use and distribution of the chapter mailing addresses and chapter email addresses will result in disqualification and a Code of Conduct Violation.
- Chapter telephone numbers **will NOT** be provided by National Headquarters, and candidates may not use chapter, regional or national telephone directories.
- Candidates are encouraged to use the "bcc" (blind carbon copy) option when sending campaign communication. This allows each recipient to only see their email address.
- Chapter leadership contact email addresses on chapter, regional or national websites, that are available to the public, may be used by candidates for the purpose of sending campaign material.
- Candidates **may not** use member directories received while serving in a position in the Sorority.

- Candidates may create a campaign email account or use any personal email address (that is not shared) for campaigning. However, the email address must not be connected to the candidate’s business/work or official role in the Sorority.
- Candidates may use group messaging apps, such as GroupMe, for campaign team members to communicate. The texting feature of group messaging apps is only permitted. The group messaging account **MUST** be a closed group and may only include members of the campaign team.
- Candidates may text or email campaign information to individual members listed in the candidate’s personal contacts. Just the same, members may reach out to other members on behalf of a candidate’s candidacy or campaign by using her own personal contact list. All members must follow the campaign guidelines.
- Candidates are **PROHIBITED** from distributing gifts, giveaways, candy or favors of any kind. Such gift items may not be mailed nor distributed on-site at events or campaign booths, placed in delegates’ seats, nor dispersed at receptions. Examples are presented in the following table, but NOT limited to:

ALLOWED	NOT ALLOWED
1. Print and electronic literature	1. Gifts in voting delegates seats
2. Texting, emails	2. Gifts/Giveaways at campaign booths
3. Campaign booth items (e.g., stand-up and hanging table banners, backdrop banners and decorations, print literature on the table, balloons etc.)	3. Giveaways of any kind
4. Campaign team items purchased by the individual campaign team member (e.g., shirts, scarfs, buttons, hats)	4. Gifts at campaign receptions
5. Receptions	5. Mailing gifts
6. Food at candidate fundraiser, reception, and meet and greet events	6. Food of any kind (e.g., table candy, peppermints, popcorn, chocolates), except at campaign fundraisers, receptions, and meet and greets and is for consumption only
7. Forums	7. CDs, Jump Drives, etc.
	8. Use of Chapter, Regional, or National telephone directories
	9. Robo Calls

- Applicants, candidates, campaign committees, or Core Campaign Teams **may NOT** hold fundraising events, solicit contributions or support, conduct telephone canvasses, distribute materials via the mail or Internet (e.g., email), schedule any type of campaign activity (excluding the Core Campaign Team meetings) or event, **prior to March 8, 2022 at 12:01 a.m. Eastern Time, or from the Sunday directly prior to the Opening Plenary of Regional Conference, until the acceptance of the Elections Committee report during the designated plenary session.**
- Any campaign activities, including those activities by members of the Core Campaign Team, (other than the initial consultation and obtaining recommendation letter(s)), **prior to Tuesday, March 8, 2022 at 12:01 a.m. Eastern Time** will result in the immediate disqualification of the applicant.
- Candidates must adhere to and abide by the Delta Technology Guidelines. Any violation of the Delta Technology Guidelines will result in the candidate being disqualified. Refer to the complete guidelines on the Corporate website, which is available here: [Delta Technology Guidelines](#)
- Candidates are responsible for complying with guidelines and monitoring all Internet information related to their campaign.

- Professional and/or personal websites (including ALL social media pages) **MUST NOT** contain campaign-related information.
- Candidates are not required to seek permission for photographs used in their campaign, either in print or electronic form (e.g., email, video, website, etc.). However, permission for use of photographs is recommended. This rule, approved by the National Board of Directors, pertains only to running for office (National, Regional, Local) in Delta Sigma Theta Sorority, Inc.
 - o If a candidate decides to seek permission for photographs used in her campaign literature, it is her option. However, candidates cannot seek permission for photographs until **Tuesday, March 8, 2022 at 12:01 a.m. Eastern Time**.
 - o If a candidate is requested to remove a photograph from her campaign material, and the candidate does not honor that request, she may be disqualified.
 - o Candidates, who use pictures of others, **MUST** include the following disclaimer on all campaign materials (websites, emails, campaign literature, ads, videos, flyers, postcards, etc.) whether or not the candidate has or has not received permission to use an individual's photograph:

Disclaimer: The use of a photograph on my campaign literature does not imply an endorsement. Images are intended only to demonstrate actual events that occurred and interactions between individuals photographed.

- Campaigning on the Internet is allowed via campaign websites, personal emails, e-blasts, email marketing tools, and video marketing tools. Activities within all social networking sites that allow individuals to interact with each other are **NOT ALLOWED**. Video marketing tools are the exception (ex: Vimeo or YouTube but comments must be disabled.)
 - o Due to the continuous emergence of new internet and/or social media tools, candidates must receive permission for use of any internet and/or social media tool not listed above with the Chair of the Regional Nominating Committee.
 - o Acceptable video marketing tools must have:
 - Privacy settings that allow the user to not show the video on the public company website.
 - Settings that disallow embedding of the video on social network sites.
 - Settings that disallow public posting of comments and feedback.
- All campaign material (websites, email, campaign literature, ads, souvenir journal ads, videos, flyers, postcards, posters, banners, etc.) **MUST** contain a disclaimer:

Disclaimer example: © 2022 Jane Violet Jones. Content should not be copied without permission or shared on social media.

- **Campaign Websites**
 - o Campaign websites **MUST** adhere to the Delta Technology Guidelines.
 - o All campaign websites **MUST** be approved by the Chair of the Regional Nominating Committee prior to launching.
 - o Slated candidates must send the campaign website link to the Chair of the Regional Nominating Committee beginning **Tuesday, March 8, 2022 at 12:01 a.m. Eastern Time** and no later than **May 13, 2022 at 11:59 p.m. Eastern Time**.
 - o Only completed campaign websites will be reviewed by the Chair of the Regional Nominating Committee.
 - o Candidates must allow 48 hours for a response and feedback about the campaign website by the Chair of the Regional Nominating Committee.

- o Approved campaign websites may be launched at any time during the campaign period.
- o Only approved campaign websites and the Sorority's corporate website shall contain campaign material.
- o Campaign websites may remain live until the date and time campaigning ends as determined by the Elections Committee at the Regional Conference.
- o Candidates must take down or disable campaign websites when campaigning ends at the Regional Conference.
- o If a candidate's campaign website is not taken down or disabled when campaigning ends at the Regional Conference, she will be disqualified.
- **Campaign Paraphernalia Prior to the Regional Conference**
 - o After campaigning begins on **Tuesday, March 8, 2022 at 12:01 a.m. Eastern Time** and until campaigning ends the Sunday prior to the Opening Plenary of the Regional Conference, candidates and campaign team members may wear campaign paraphernalia (outside of the main meeting room) at state and cluster meetings, Delta Days at the Nation's Capital, Delta Days at the United Nations, Founders Day, and other Delta-related events.
 - o In any of these aforementioned settings, candidates and campaign team members are **NOT ALLOWED** to wear campaign paraphernalia and/or distribute, display or post campaign literature in the main meeting room or while the plenary/meeting is in session. The main meeting room or plenary floor is that space/hall/room where the main event is being held.
 - o Campaign paraphernalia is defined as any item with the candidate's name and position they seek, campaign slogan, theme, logo, graphic design—including but not limited to: unique flowers/corsages or pins, and any designs or items intending to identify the candidate's campaign.

CANDIDATE FINANCIAL REPORT FORM INSTRUCTIONS

Donations and expenditures for campaigning during the Regional Conference Cycle **SHALL NOT** exceed \$2,500 or \$20 per active chapter, whichever is greater, in the Region. As of November 2021, the number of active chapters are listed below. Therefore, the maximum donations and expenses are:

Region	# of Chapters	Maximum
Central	53	\$2,500
Eastern	140	\$2,800
Farwest	95	\$2,500
Midwest	119	\$2,500
South Atlantic	158	\$3,160
Southern	211	\$4,220
Southwest	130	\$2,600

DONATIONS

- Donations (monetary plus in-kind) for candidates seeking elected office during the Regional Conference **SHALL NOT exceed the maximum amount for the candidate's region.**
- Candidates may receive non-Delta personal contributions, but shall not seek or receive corporate or business (including small business, for-profit business or organization, and not-for-profit business or organization) contributions, directly or indirectly.
- Soliciting donations (monetary or in-kind) is restricted to individuals (such as sorors, friends, family members, church members, other individual Greeks, etc.). Chapters may contribute to a candidate's campaign.
- Candidates **MUST** keep a record of the donor's name, donor's contact information (phone number or email address), date of donation, and form of transaction or donation (for example, cash, check, PayPal, Cash App, Zelle, etc.).
- Candidates **may not** publicly reveal the name of donors without the donor's written permission.
- Donation links can be included on campaign literature and websites, but should be disabled when the candidate receives the contribution limit.
- All monetary donations (i.e., cash, checks, money orders, Cash App, PayPal, electronic payments, mobile payments and/or gift cards), in-kind donations (i.e., donated materials, goods, products and services) and expenses must be included on the Candidate Financial Report Form (CFRF), including monetary donations from fundraising events and personal contributions, etc.
- Campaign donations may only be used for campaign expenses.
- Campaign donations **may not** be used for post campaign events. Thus, expenses for post campaign receptions, dinners, parties etc. are not required to be reported on the Candidate Financial Report Form (CFRF).

IN-KIND DONATIONS

- All in-kind contributions, donations, services and expenses must be included on the Candidate Financial Report Form (CFRF).
- In-kind contributions/donations include materials, goods, and/or products (excluding volunteer hours from members of the Sorority). Some examples are paper, stamps, envelopes, printer cartridge, post office box rentals, tickets and fees to events, travel expenses and food **(Food is only allowed at fundraising, reception, and meet and greet events, and is for consumption ONLY)**.
- Examples of in-kind services are printing, copying, professional photography, and website design.
- Candidates must receive written documentation of the in-kind donation item and value from the donor. The donor is responsible for giving an estimated value of the in-kind donation.
- Candidates receiving in-kind contributions/donations must include a description and value of each donation. All written documentation for in-kind donation must be electronically submitted with receipts, if applicable, **by 9 a.m. (Region specific time zone) on the day before the Opening Plenary** of the Regional Conference. Any additional minor in-kind contributions/donations must be submitted at the conclusion of the plenary in which the Chair gives the Regional Nominating Committee Report.

EXPENSES

- Expenses for candidates seeking elected office during the Regional Conference **SHALL NOT exceed a total amount for the region.**
- Examples of expenses are costs related to the following:
 - Chapter address labels
 - Campaign literature
 - Publicity cost
 - Campaign ads (purchased by candidate)
 - Souvenir journal ads (purchased by candidate)
 - Photography fees
 - Graphic design fees
 - Postage/Shipping/Mailing supplies
 - Stationery/Envelopes
 - Printing
 - Paper
 - Space/Room rental
 - Marketing cost (i.e., email marketing service)
 - Website design, hosting, and maintenance fees
 - Video production fees
 - Video editing fees
 - Candidate's campaign promo attire (i.e., shirts, hats, buttons, corsages, scarves, etc.)
 - Campaign travel expenses (i.e., gas, transportation, accommodations)
 - Campaign booth items (i.e., décor, artifacts, popups, banners, posters)
 - Campaign booth related expenses (i.e., electricity, wi-fi, etc.)
 - Fundraising/Reception/Meet and Greet costs (i.e., food, snacks and beverages for consumption)

- Categories for Expenses and In-Kind Donations include:
 - o Advertising
 - o Campaigning Activity
 - o Campaign Booth
 - o Campaign Literature
 - o Fees
 - o Fundraising
 - o Media (Website/Video/Email Marketing)
 - o Reception(s)
 - o Supplies, and
 - o Miscellaneous

NOTE: Personal ads purchased by the candidate must be included as an expense. However, ads purchased by a candidate’s chapter and/or a member supporting a candidate, will not be counted against the spending limit, and should not be included as a campaign expense.

*Component IV: Candidate Financial Report Form
includes all financial information: monetary donations, in-kind donations and expenses.*

Candidate Financial Report Form (CFRF)

- All candidates **MUST** submit Component IV: Candidate Financial Report Form (CFRF).
- All candidates will receive, from the Chair of the Regional Nominating Committee, an application software link to complete and submit Component IV: Candidate Financial Report Form (CFRF). Candidates must attach/upload the CFRF excel spreadsheet.
- An electronic copy of the CFRF excel spreadsheet is posted in the “Members Only” section under the “National Committees Area” under “Nominating Committee” on the national website. The CFRF spreadsheet can be filled out electronically, saved, and attached as a file to Component IV – Candidate Financial Report Form (an online application software) along with scanned copies of the original receipts. Component IV must be uploaded **by 9 a.m. (Region specific time zone) on the day before** the Opening Plenary of the Regional Conference, by uploading all campaign related expense receipts into the application software used to complete the application (instructions on how to upload receipts are located on the CFRF).
- Candidates are required to have original receipts available on-site and upon request by the Chair of the Regional Nominating Committee (or her designee).
- Any additional **MINOR** expenses incurred, after submission of Component IV: Candidate Financial Report Form, must be submitted via email to the Chair of the Regional Nominating Committee (or her designee) at the conclusion of the plenary during which the Chair gives the Regional Nominating Committee Report.

ON-SITE PROCESS & GUIDELINES

- **Campaign Paraphernalia at the Regional Conference**
Campaign paraphernalia is defined as any item with the candidate's name, position she seeks, campaign slogan, theme, logo, graphic design—including but not limited to: scarves, unique flowers/corsages or pins, and any designs or items intending to identify the candidate's campaign.
 - From the Sunday directly prior to the Opening Plenary of Regional Conference until the acceptance of the Elections Committee report during the Regional Conference, candidates and campaign team members are **NOT ALLOWED** to wear campaign paraphernalia on-site.
 - After the adoption of the Elections Committee report, candidates and their campaign teams can wear campaign paraphernalia outside of Candidates Corner. However, **NO campaign paraphernalia is allowed on the plenary floor** while the plenary is in session. (Exception is the placing of campaign material in the voting delegates' seats during the designated time.)
- The Chair of the Regional Nominating Committee will give the Regional Nominating Committee report at the Regional Conference; at that time, an opportunity will be provided for nominations from the floor (See page 31 for *Running from the Floor*).
- All candidates or a designee **MUST** meet with the Regional Nominating Committee at the conclusion of the plenary that includes the presentation of the Regional Nominating Committee report.
- Candidates may begin on-site campaigning **AFTER** clearance from the Regional Nominating Committee. Regional Nominating Committee clearance process includes eligibility verification and review of Component IV: Candidate Financial Report Form, which includes campaign donations and expenses.
- Cleared candidates will be provided space in the Candidates Corner for campaigning during the specified time at the Regional Conference.
- Members and non-members may assist candidates with setting up and manning her booth.
- All distribution of campaign material **MUST** be conducted outside of the plenary room, main meeting room or event room at the Regional Conference.
- No campaign posters, banners, virtual background, pictures, signs, material etc. shall be placed or displayed in elevators, halls, lobbies, or any other place outside of Candidates Corner.
- During an approved time at the Regional Conference, candidates will be allowed to place campaign material on seats or tables of voting delegates located in the plenary or main meeting room.
- All candidates will deliver a speech not to exceed 3-minutes and respond to a question in no more than 1-minute during the *Meet the Candidates Plenary*.
- Once campaigning has ended, as ruled by the Elections Committee, all campaign material **MUST** be removed from Candidates Corner.
- The election will take place at the Regional Conference at a specified time under the supervision of the Elections Committee.
- The Chair of the Elections Committee will report election results.
- Members elected will be installed at the Regional Conference.

- All outgoing elected and newly elected Regional Officers and Members are expected to attend the transition of officers meeting. If you cannot attend the transition of officers meeting, you **MUST** notify the National First Vice President, in advance, as to the reason. This meeting will occur at a time provided on the day following the close of the Regional Conference. Members elected are responsible for checking the Program Agenda for the time and location of the transition meeting. Travel plans should be arranged accordingly.

NOTE: Plenary room/floor is defined as the main meeting room or the entire hall—not just where the voting/alternate delegates are seated—beyond the entrance where the Sergeant-At-Arms and/or her assistants are checking badges for entrance.

Campaigning should reflect the dignity and beauty of our Sisterhood.



RUNNING FROM THE FLOOR GUIDELINES & INSTRUCTIONS

- The Chairs of the Regional Nominating Committee will announce a designated time when the online application will be re-opened prior to the Regional Conference for those members who desire to run from the floor.
- Members may submit an application any time after the online application has been re-opened.
- Submission of the application before nominations are taken from the floor is recommended, and is not considered pre-campaigning.
- During the Regional Conference, the presiding officer will issue the “Call for Nominations” from the floor. Members desiring to run from the floor must request that a voting delegate nominate her during the “Call for Nominations.” Only voting delegates may make nominations from the floor.
- An applicant running from the floor must meet all eligibility requirements and responsibilities for officers and members as set forth in the Constitution and Bylaws, Article IX – Elections and Voting, Section 10. (A and B), 2020 Edition. She must:
 - o be financial with a chapter and Grand Chapter for the period beginning with the first day of the National Convention preceding the one at which the national election will occur and continuing through the term of office;
 - o be financial with a chapter and Grand Chapter for the period beginning with the first day of the Regional Conference preceding the one at which the regional election will occur and continuing through the term of office;
 - o be present at the National Convention or Regional Conference at which she is to be elected;
 - o have attended at least two of the last three National Conventions and two of the last three Regional Conferences held previous to her nomination, except that this provision does not apply to candidates for the positions reserved for collegiate members by these Bylaws; and
 - o be available to travel to regional and national meetings and perform duties of the office.
- National Headquarters’ staff shall verify that each applicant meets eligibility requirements and shall notify the applicant and the Chair of the National Nominating Committee of the applicant’s eligibility status at the specified time.
- Collegiate members running from the floor **MUST** have a minimum cumulative grade point average of 2.75 on a 4.0 scale or 1.75 on a 3.0 scale. Please be advised that minimum grade point averages (GPAs) will not be calculated by the nominating committee. If the member attends a college/university where GPA's are not calculated on the official transcript, a letter will be required, on official letterhead, from the registrar/transcript office indicating that the grades submitted are equivalent to a minimum cumulative grade point average of 2.75 on a 4.0 scale or 1.75 on a 3.0 scale.
 - o Collegiate member running from the floor **MUST** request that her university send an electronic official transcript directly to the Chair of the Regional Nominating Committee.
 - o The official transcript must include the applicant’s Spring 2021 and Fall 2021 (if applicable) semester or quarter grades.
 - o Collegiate member may upload an unofficial transcript in her application.
 - o Collegiate members official transcript must be received by Chair of the Regional Nominating Committee by the conclusion of the plenary that includes the presentation of the Regional Nominating Committee Report.

- Additionally, collegiate applicants **MUST**:
 - o have been continuously financial from the date of her initiation; and
 - o have at least one full academic year of college remaining.
- An applicant running from the floor **MUST** complete the online application in its entirety, and be prepared to provide a copy of the confirmation receipt along with all supporting documents to the Chair of the Regional Nominating Committee (or her designee) at the conclusion of the plenary that includes the presentation of the Regional Nominating Committee Report. (See page 12 for *Electronic Application Information and Instructions*.)
- Applicants running from the floor must also submit “Component IV: Candidate Financial Report Form” (CFRF), which includes all receipts for expenses. Component IV must be submitted by the conclusion of the plenary that includes the presentation of the Regional Nominating Committee Report. Members running from the floor may not accept monetary or in-kind donations.
- An electronic copy of the Candidate Financial Report Form excel spreadsheet can be obtained from the “Members Only” section of the national website or from a member of the Regional Nominating Committee (See page 35 for the *Directory*).
- An applicant running from the floor can submit an application **any time prior** to the conclusion of the plenary that includes the presentation of the Regional Nominating Committee report. The entire application is electronic and must be completed using the software provided. The **link to register for the application** can be found in the Call for Nominations.
- Applications received after the plenary that includes the presentation of the Regional Nominating Committee Report **SHALL NOT** be accepted.
- Applicants running from the floor **may not** campaign prior to her name being placed in nomination and eligibility being established. Any campaign literature sent prior to that time will result in immediate disqualification of the member running from the floor. This includes, but is not limited to, print as well as electronic materials (excluding the online submission of the application).
- Any campaign activities, including those activities by members of the Core Campaign Team (other than initial consultation) prior to the member’s name being placed in nomination and eligibility being established, will result in the immediate disqualification of the applicant running from the floor.
- Applicants running from the floor **may not**:
 - o request chapter mailing addresses and/or chapter email addresses from National Headquarters.
 - o solicit or accept monetary or in-kind donations.
 - o have a campaign website.

Applicants and/or candidates disqualified for violating campaign rules prior to the Regional Conference are **PROHIBITED** from running from the floor.

PROCEDURE FOR REPORTING ALLEGATIONS OF VIOLATIONS

Applicants, candidates and Core Campaign Team members must abide by the guidelines and instructions written in this document. Any member of Delta Sigma Theta Sorority, Inc. may report an alleged campaign violation.

PROCEDURE

The following procedure for reporting allegations of campaign violations ensures the integrity of the nominating process:

- An alleged violation is reported in writing to the Chair of the Regional Nominating Committee.
- Any alleged violation that occurs must be reported within 48 hours of discovery.
- The Chair of the Regional Nominating Committee shall reply in writing to the reporter acknowledging receipt of the allegation within 48 hours.
- If the violation has merit, based upon an investigation conducted by the Chair of the Regional Nominating Committee and the Chair of the National Nominating Committee, and the documented evidence supports a breach of the nominating guidelines, then the Chair of the Regional Nominating Committee, in collaboration with the Chair of the National Nominating Committee, will notify the candidate of the allegation and, send an email for her to cease all campaigning, including but not limited to:
 - o unpublish her campaign website; and
 - o cancel any meetings or scheduled activities until such time as the allegation is confirmed or dismissed.
- The applicant/candidate may submit a written statement and supporting documentation to the Chair of the Regional Nominating Committee within 48 hours of notification of alleged violation.
- Other members (if involved) will be interviewed by the Chair of the Regional Nominating Committee, along with the Chair of the National Nominating Committee.
- Once all members have been questioned and information regarding the alleged violation has been gathered, Chair of the Regional Nominating Committee, in consultation with the Chair of the National Nominating Committee, will convene the Regional Nominating Committee. The Regional Nominating Committee will review the documentation/evidence and make a recommendation to either disqualify the candidate or dismiss the allegation(s)/violation(s).
- The Chair of the Regional Nominating Committee will notify the applicant/candidate of her disqualification or reinstatement as an applicant/candidate.
 - o If the applicant/candidate is exonerated, then the applicant/candidate shall resume all campaign activities immediately.
 - o If the applicant/candidate is disqualified, then her campaign is ended and the applicant/candidate shall be ineligible to run from the floor.

PROCEDURE FOR APPEALING DISQUALIFICATION

PURPOSE

The purpose of the procedure for appeal is to provide a framework by which grievances filed by an applicant/candidate (slated and/or running from the floor) may be settled in a fair and expeditious manner. The appeal process is designed to obtain, develop, and clarify factual matters for which an equitable determination can be made regarding the reported allegation. The proceedings shall be conducted in a manner that encourages open and frank, but orderly, presentation and discussion of relevant facts related to those seeking office in Delta Sigma Theta Sorority, Inc.

POLICY

The National Nominating Committee of Delta Sigma Theta Sorority, Inc. shall provide an appeal procedure for Regional Conferences and National Conventions for actions taken by the Regional Nominating Committee in response to an alleged violation of the nominating guidelines and instructions. Such actions or decisions may include, but are not limited to disqualifications, removal from the slate, and campaign termination.

Disqualified applicants/candidates are entitled to appeal. To ensure that consistency and integrity are maintained, the National and Regional Nominating Committees are committed to sharing this procedure so that all members understand their rights as an applicant or candidate.

PROCEDURE

- A disqualified applicant/candidate may appeal the decision of the Regional Nominating Committee within 48 hours or less by submitting a written request of appeal via email to the Chair of the National Nominating Committee. The email should include all relevant information required to develop and clarify factual matters of the allegation. No additional information shall be provided during the appeal process.
- The Chair of the National Nominating Committee shall notify the National President of the request to appeal, and the National President shall appoint an Ad Hoc Appeals Committee to review the appeal.
- The Ad Hoc Appeals Committee shall consist of 3 Past National Presidents, one of whom shall serve as the Chair.
- The same information provided to the Chairs of the National and Regional Nominating Committees shall be presented to the Ad Hoc Appeals committee.
- The Ad Hoc Appeals Committee shall either uphold the disqualification or overturn the Regional Nominating Committee's recommendation to disqualify the applicant/candidate.
- The Ad Hoc Appeals Committee shall inform the National President of their decision, with a copy to the Chair of the National Nominating Committee.
- The Chair of the National Nominating Committee shall notify the disqualified applicant/candidate of the Ad Hoc Appeals Committee's decision, with a copy to the National President and the Chair of the Regional Nominating Committee.
 - o If the decision of the Ad Hoc Appeals Committee overturns the decision of the Regional Nominating Committee to disqualify the applicant/candidate, then the applicant/candidate shall resume all campaign activities immediately upon notification.
 - o If the decision of the Ad Hoc Appeals Committee upholds the decision of the Regional Nominating Committee to disqualify the applicant/candidate, then the applicant's/candidate's campaign is terminated and she shall be ineligible to run from the floor.
- The decision of the Ad Hoc Appeals Committee is the **final level of appeal** for an applicant/candidate.

DIRECTORY

REGIONAL & NATIONAL NOMINATING COMMITTEE CHAIRS	
<p style="text-align: center;">Central LaTonya Sanders (913) 522-5324 (cell) chair2022centralregionrnc@gmail.com</p>	<p style="text-align: center;">Eastern Monica Watkins (202) 743-4353 (cell) chair2022ernc@gmail.com</p>
<p style="text-align: center;">Farwest Jacqueline P. Wyse (256) 361-3770 (cell) 2022fwnominatingchair@gmail.com</p>	<p style="text-align: center;">Midwest Deborah Hunter-Harvill (313) 743-8207 (cell) dhhchair2022mwrnc@gmail.com</p>
<p style="text-align: center;">South Atlantic Tarsha Burroughs (919) 265-7322 (cell) 2022sarnominating@gmail.com</p>	<p style="text-align: center;">Southern Laticia Khalif-Smith (614) 546-5325 (cell) chair2022rncsouthernregion@gmail.com</p>
<p style="text-align: center;">Southwest Rochelle Gilbert-Abram (318) 278-9876 (cell) chair2022rncsouthwest@gmail.com</p>	<p style="text-align: center;">Chair, National Nominating Committee Tami V. Bass (702) 591-3055 (cell) nominating@deltasigmatheta.org</p>
EXECUTIVE DIRECTOR	
<p>Dorcas Washington, Acting Executive Director Delta Sigma Theta Sorority, Inc. Attention: Chair, National Nominating Committee 1707 New Hampshire Ave, NW Washington, DC 20009 dwashington@deltasigmatheta.org (202) 986-2400</p>	

NOMINATING TIMELINE

January 30, 2022	Deadline for submitting ONLINE nominating application: Components I – III
February 7, 2022	Applicants receive notification of eligibility (Financial status of applicant; Conference/Convention attendance confirmation; Financial status of recommending soror, etc.)
February 11, 2022	Eligibility challenges must be received by Executive Director
February 16, 2022	Final decision rendered on eligibility challenges
February 25 - 27, 2022	Regional Nominating Committee Slating Meetings
March 3, 2022	Applicants receive notification of slating status from the Chair of the Regional Nominating Committee
March 5 - 7, 2022	Webinar for Slated Candidates
March 8, 2022	Campaigning for Slated Candidates begins on Tuesday, March 8, 2022 at 12:01 a.m. Eastern Time
March 8, 2022	Slated Candidates begin submitting campaign website links for approval to the respective Chair of the Regional Nominating Committee
May 13, 2022	Last date to submit campaign website links for approval

Campaigning ENDS at 11:59 p.m. on Saturday
prior to the Opening Plenary of the Regional Conference (Region specific).

Component IV and ALL campaign expense receipts
Uploaded (due) by 9 a.m. the day before the Opening Plenary (Region specific).

