



Delta Gamma Foundation Governance Resource

JANUARY 2022



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Introduction

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

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



Timeline

For Board of Trustees, Governance Committee, Foundation
Parliamentarian and Foundation Constitution Chairman

June

BOARD OF TRUSTEES (BOT)

1. Attend June BOT meeting and Foundation annual meeting.
2. Elect members of GC and new Chairman if needed.
3. Inform GC Chairman of new GC members if applicable.
4. Notify new and reappointed GC members if applicable.
5. If a vacancy occurs on the GC, the GC Chairman immediately notifies the BOT Chairman. BOT appoints a new member, and the BOT Chairman informs the GC Chairman of the selection.
6. Participate in monthly conference call as needed.

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

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

GOVERNANCE COMMITTEE CHAIRMAN

1. Attend Convention or OTS to present the annual report of the GC (may be another GC member) at the Foundation annual meeting.
2. Notify the BOT Chairman immediately if a vacancy occurs on the GC.
3. Contact BOT Chairman prior to monthly GC meeting.



4. Conduct monthly GC meeting and email summary to BOT Chairman within two (2) days after the meeting.

CC AND GC CHAIRMAN

1. Destroy all slating and election information.

FOUNDATION PARLIAMENTARIAN

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



July

BOARD OF TRUSTEES (BOT)

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

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

1. If possible, conduct exit interview with outgoing Trustees, Foundation Directors, Regional Foundation Coordinators and GC members.
2. Complete Leadership Volunteer Service agreements.
3. Participate in monthly GC meeting.

GOVERNANCE COMMITTEE CHAIRMAN

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



August

BOARD OF TRUSTEES (BOT)

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

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

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

GOVERNANCE COMMITTEE CHAIRMAN

1. Request a draft of the revised Member-at-Large position description from BOT Chairman (due by October 1).
2. Request a draft of revised BOT Responsibilities from BOT Chairman (due by October 1).
3. Draft evaluated/revised selection criteria for elected Trustees and forward to BOT (due by October 1).
4. Contact BOT Chairman prior to monthly GC meeting.
5. Conduct monthly GC meeting and email summary to BOT Chairman within two (2) days after the meeting.



September

BOARD OF TRUSTEES (BOT)

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

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

1. Review Constitution for knowledge and to discuss potential amendments with BOT Chairman and/or CC.
2. Participate in monthly GC meeting.

GOVERNANCE COMMITTEE CHAIRMAN

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



October

BOARD OF TRUSTEES (BOT)

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

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

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

GOVERNANCE COMMITTEE CHAIRMAN

1. Ascertain if any Trustee with an expiring term and is eligible to serve another term is interested in continuing.
2. Submit *ANCHORA* content to Foundation staff by due date for the winter issue.
3. Submit report of activity and agenda items for fall BOT meeting, including a summary of interviews (touch points) with Trustees, Foundation Directors, Regional Foundation Coordinators and GC members, if not completed in September.
4. Contact BOT Chairman prior to monthly GC meeting.
5. Conduct monthly GC meeting and email summary to BOT Chairman within two (2) days after the meeting.



November

BOARD OF TRUSTEES (BOT)

1. Participate in monthly conference call.

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

1. Verify that all election materials are finalized and sent for posting on the Delta Gamma website.
2. Send an acknowledgment to each person submitting a nomination.
3. Participate in monthly GC meeting.

GOVERNANCE COMMITTEE CHAIRMAN

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



December

BOARD OF TRUSTEES (BOT)

1. Participate in monthly conference call.

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

1. Participate in monthly GC meeting.

GOVERNANCE COMMITTEE CHAIRMAN

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



January

BOARD OF TRUSTEES (BOT)

1. Participate in monthly conference call.

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

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

GOVERNANCE COMMITTEE CHAIRMAN

1. Send an acknowledgment to each person submitting a nomination.
2. Immediately email an acknowledgment and online application link to each nominee which gives access to:
 - a. Letter of congratulations
 - b. Member-at-Large position description
 - c. Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
 - d. Selection criteria for elected Trustee
 - e. Governance Committee roster
3. Notify GC members of all nomination applications received.
4. Check to confirm eligibility of candidate (i.e. Fraternity per capita dues paid, otherwise in good standing).
5. Notify any ineligible candidates (those not in good standing).
6. Remind Regional Directors to make the BOT vacancies/nomination and election process an agenda item for their January Regional Team conference call.
7. Continue to publicize “Call for Nominations” in electronic communications.
8. Make arrangements with Foundation staff for GC to meet at Executive Offices (preferably at the end of March) to prepare the slate of BOT members, dates of meeting, number in attendance.
9. Contact BOT Chairman prior to monthly GC meeting.
10. Conduct monthly GC meeting and email summary to BOT Chairman within two (2) days after the meeting.



February

BOARD OF TRUSTEES (BOT)

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

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

1. February 15 – Deadline for receipt of participant submitting recommendations to the GC.
2. Prepare for candidate interview process, schedule and conduct telephone/video interviews (two or more GC members per interview).
3. Participate in monthly GC meeting.

GOVERNANCE COMMITTEE CHAIRMAN

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



March

BOARD OF TRUSTEES CHAIRMAN

1. Notify CC of BOT vote regarding any proposed Constitutional amendments.

BOARD OF TRUSTEES (BOT)

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

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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

GOVERNANCE COMMITTEE (GC)

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

GOVERNANCE COMMITTEE CHAIRMAN

1. Conduct yearly meeting of the GC for nominating BOT candidates virtually or at Executive Offices. In even-numbered years, meet the weekend after the Fraternity Nominating Committee, if possible.
2. Submit interim report of GC activity to the BOT Chairman.
3. Contact BOT Chairman prior to monthly GC meeting.
4. Conduct monthly GC meeting and email summary to BOT Chairman within two (2) days after the meeting.



March/April

GOVERNANCE COMMITTEE (GC)

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

GOVERNANCE COMMITTEE CHAIRMAN

1. Conduct yearly meeting of the GC for nominating BOT candidates virtually or at Executive Offices. In even-numbered years, meet the weekend after the Fraternity Nominating Committee, if possible.
2. Call slated candidate(s).
3. Call nominees if not slated.
4. Submit announcement of slated candidate(s), and information regarding participant nominations, for posting on the Delta Gamma website, in electronic communications and via email in accordance with the approved distribution list.



April

BOARD OF TRUSTEES CHAIRMAN OR SENIOR BOT OFFICER NOT STANDING FOR RE-ELECTION

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

FOUNDATION EXECUTIVE DIRECTOR (ED)

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

BOARD OF TRUSTEES (BOT)

1. Submit to the BOT Chairman a list of potential GC candidates.
2. Submit nominations for any available officer positions.
3. Participate in monthly conference call.

FOUNDATION CONSTITUTION CHAIRMAN (CC)

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



GOVERNANCE COMMITTEE (GC)

1. Participate in monthly GC meeting.

GOVERNANCE COMMITTEE CHAIRMAN

1. Notify the slated candidates if there are no participant-nominated candidates.
2. Coordinate the publication of the GC slate and the names of any participant-nominated candidates in the spring *ANCHORA* with CC and EO Foundation staff.
3. Contact BOT Chairman prior to monthly GC meeting.
4. Conduct monthly GC meeting and email summary to BOT Chairman within two (2) days after the meeting.

FOUNDATION PARLIAMENTARIAN

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



May

BOARD OF TRUSTEES CHAIRMAN OR SENIOR BOT OFFICER NOT STANDING FOR RE-ELECTION

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

BOARD OF TRUSTEES (BOT)

1. Review list of potential GC candidates for occurring vacancies.
2. Participate in Finance Committee meeting as assigned.
3. Participate in monthly conference call.

FOUNDATION CONSTITUTION CHAIRMAN

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

GOVERNANCE COMMITTEE (GC)

1. Participate in monthly GC meeting.

GOVERNANCE COMMITTEE CHAIRMAN (CC)

1. Ensure annual report of GC is sent to the BOT Chairman for the Foundation annual meeting.
2. Contact BOT Chairman prior to monthly GC meeting.
3. Conduct monthly GC meeting and email summary to BOT Chairman within two (2) days after the meeting.

FOUNDATION PARLIAMENTARIAN

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



The Delta Gamma Foundation Governance Committee

GOVERNANCE COMMITTEE PURPOSE AND AUTHORITY

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

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

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

GOVERNANCE COMMITTEE MEMBERSHIP

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



Election Guidance and Procedures

INTRODUCTION

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

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

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

CALL FOR NOMINATIONS

- In the fall of each year, the Governance Committee will ascertain if Trustees completing a first term wish to stand for a second term. If so, any such interested Trustee will complete the applications process in the same manner as any other interested member.
- In November of each year, the Governance Committee will work with the EO Foundation staff to post a "Call for Nominations" on the Foundation website and social media and to send the "Call for Nominations" via email in accordance with the approved distribution list. The "Call for Nominations" will include:
 - Member-at-Large position description
 - Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)
 - Nomination form
 - Selection criteria for elected Trustee
 - The number of Trustee positions open
 - The term of eligibility of current Trustees
 - Time frame for nomination process
- In January, the "Call for Nominations" and related information will continue to be publicized.
- Throughout January and February of each year, the Governance Committee will receive names of suggested nominees and will send each nominee a link for the electronic application which includes:
 - Letter of congratulations
 - Member-at-Large position description
 - Trustee application form (includes Self-Assessment: Skills/Experience Areas and BOT Responsibilities)



- Selection criteria for elected Trustee
- Governance Committee roster
- Completed applications must be submitted to the Governance Committee by March 1 (5 p.m. EST).
- Upon receipt of a completed application, the Governance Committee will confirm that each applicant is a Delta Gamma alumna in good standing.
- On or around February 15, the Governance Committee will remind suggested nominees and others of the March 1 deadline for receipt of completed applications.

GOVERNANCE COMMITTEE SLATE

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

PARTICIPANT NOMINATIONS

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

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

If there are Participant Nominations:

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



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

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

If there are no Participant Nominations:

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

ELECTION BEHAVIOR

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

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



ATTENDANCE AT THE FOUNDATION ANNUAL MEETING

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

- The BOT will arrange for Convention and Officer Training Seminar (OTS) registration materials to be sent to each member, noting correct arrival and departure dates and an explanation of travel and accommodation costs, if any.
- Every effort will be made to ensure candidates enjoy a feeling of welcome and appreciation.
- The Foundation Constitution Chairman and the Foundation Parliamentarian will carefully explain to the candidates, as necessary, the Foundation annual meeting agenda and election forum protocol, noting which meetings they may appropriately attend.

FOUNDATION ANNUAL MEETING AND ELECTIONS

Presentation of Candidates:

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

Election:

- In the event there is only one candidate for each vacancy, a voice vote may be taken at the appropriate time in the meeting agenda.
- If there is more than one candidate for any vacancy, an election forum shall be held following the procedures outlined below, either before the Foundation annual meeting or prior to the vote.
- Voting shall be by written or electronic ballot with no talking during the voting. The Foundation Constitution Chairman and Foundation Parliamentarian, or their designated alternates, will enforce the silence.
- A majority vote is required to elect. If there are more than two candidates the following plan will be followed:
 - If two or more of the candidates receive a majority vote, the two candidates with the highest number of votes will be elected;
 - If only one candidate receives a majority, that woman is elected to one vacancy. The remaining candidates will proceed to a run-off for the second vacancy; the woman with the majority after this second round of voting is elected to the second vacancy;
 - If no candidate gets a majority after the first round of voting, the two women with the highest number of votes participate in a run-off for one vacancy. The woman



with the majority after the second round of voting is elected. A third vote is taken with the unsuccessful candidate from round 2 and the remaining candidates. The woman who receives a majority in round 3 is elected to fill the second vacancy.

- If there are four or more candidates for the two vacancies, the voting will follow this same pattern (two women with highest number participate in a run-off) until two women have been elected.
- The Foundation Constitution Chairman or, in her absence, a neutral party appointed by the BOT and appointed monitors will collect and count the votes.
- The Chairman of the BOT and the Foundation Parliamentarian, or her designated alternate, will be informed of the outcome of the election.
- The Foundation Constitution Chairman and the Foundation Parliamentarian, or their designated alternates, will inform the candidates of the outcome of the election.
- The results of the election will be announced at an appropriate time.

ELECTION FORUM

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

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

POST-ELECTION

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

ELECTION OF BOT OFFICERS

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



Nominations:

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

- Two weeks after the close of participant nominations, the BOT Chairman will send a call for officer nominations to all current elected Trustees, slated nominees or participant-nominated nominees identifying the officer positions available.
- Any current elected Trustee, slated nominee or participant-nominated candidate must signify in writing her interest in any eligible office to the BOT Chairman.
- Any sitting Trustee may also nominate any other current elected Trustee, slated nominee or participant-nominated candidate for an office by sending the woman's name to BOT Chairman.
- All nominations must be sent to the BOT Chairman within seven days of the call for nominations.
- At the end of the allotted time period, the Chairman of the BOT will announce to the BOT and all slated and participant-nominated candidates, the nominees for all available officer positions. The Foundation Constitution Chairman and the Foundation Parliamentarian shall be copied on the announcement.

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

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

Election:

- Following the election of Trustees, the new BOT will meet to elect officers. The Foundation Parliamentarian, the Foundation Constitution Chairman and the Governance Committee Chairman will be in attendance.
- If the Chairman of the BOT is in mid-term or retiring, she shall conduct the election.
- If the Chairman of the BOT has just been elected to a second term as a Trustee, regardless of whether she is running for an office, the senior BOT officer not standing for reelection will conduct the election.



- If there is only one candidate for each office, a voice vote may be taken. The Foundation Parliamentarian and Foundation Constitution Chairman will count the votes.
- In the event there are two candidates nominated for a position, each candidate will give a short statement not to exceed two minutes. The Foundation Parliamentarian will act as timer. Voting will be by written ballot and the Foundation Parliamentarian and Foundation Constitution Chairman will count the votes.



Position Descriptions

BOARD OF TRUSTEES | CHAIRMAN

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

Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Chair all Delta Gamma Foundation Board of Trustees meetings.
- Chair the Foundation annual meeting of the Delta Gamma Foundation at Convention and Officer Training Seminar.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation Leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee and act as the liaison between the Board of Trustees and the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Foundation and/or Fraternity officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Foundation Finance Committee** – Serves as a member of the Foundation Finance Committee and the Crisis Grants Committee.
- **Foundation annual meeting Minutes Review Committee** – Participate in the appointment of three (3) members of the Delta Gamma Foundation annual meeting minutes review committee.
- **Foundation Parliamentarian and Foundation Constitution Chairman** – Appoint eligible women to both positions.
- **Fundraising** – Provide guidance and leadership to the development activities and programs of the Foundation and assist with appeals to individuals and groups for Foundation financial support.
- **Officer Election** – Manage the nomination process and conduct election of officers of the Board of Trustees, as appropriate.
- **Trustee Appointment** – Manage the process for appointment of Delta Gamma alumnae members to the Board of Trustees when necessary.



- **Board of Trustees Meetings and Conference Calls** – Conduct at least two (2) meetings of the Board of Trustees annually. Prepare, submit, and review, agenda items and materials for meetings and conference calls of the Board of Trustees preside at Board of Trustees meetings and conference calls, and receive Board of Trustees meeting and conference call agendas, decisions, minutes and reports.
- **Leadership Events** – Direct and participate in the planning and implementation of Foundation programming at Convention, Officers Training Seminar, and other Delta Gamma events.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation-related publications, as necessary.
- **Annual Reporting** – Manage the preparation and presentation of the Foundation Annual Impact Report and the State of the Foundation.
- **Officer Reports** – File annual reports and review all reports submitted by Trustees, Foundation Directors/Coordinators, and Foundation executive director.
- **Correspondence** – Send letters of welcome to new Trustees and letters of appreciation to retiring Foundation Trustees and Leadership at the end of their terms in office. Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports, as necessary.
- **Voting** – Participate in the vote of approval of merit-based scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma’s philanthropic mission, the Foundation’s annual budget, and such other business as may come before the Board.
- **Donor** – Support the Foundation within one’s ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses and copies of correspondence, and provide transition for her successor.

Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership, Foundation Governance Committee** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, Leadership, and the Foundation Governance Committee
- **Executive Offices Staff** – Coordinate and direct the work of the Foundation executive director and staff, and act as a resource to the Executive Offices staff, and evaluate the job performance of the Foundation executive director.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the General Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



BOARD OF TRUSTEES | TREASURER

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

Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Serve as the Corporate Treasurer of the Delta Gamma Foundation.
- Chair the Delta Gamma Foundation Finance Committee, the Investment Committee, and the Joint Finance Committee with the Delta Gamma Fraternity
- Serve as a member of the Crisis Grants Committee.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- **Foundation Finance Committee** – Conduct at least two (2) meetings of the Foundation Finance Committee Chair annually.
- **Board of Trustees** – Prepare and present agenda materials for the Board of Trustees, including reports and recommendations.
- **Fiduciary Responsibilities** – Review monthly financial statements prepared by the Director of Finance; review investments consistent with the Delta Gamma investment practices; assist in the preparation and review of the Foundation budget.
- **Fundraising** – Provide guidance and leadership to the development activities and programs of the Foundation and assist with appeals to individuals and groups for Foundation financial support.
- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Officer Election** – Elect officers of the Board of Trustees.
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes, and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation-related publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.



- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Voting** – Participate in the vote of approval of merit-based scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma’s philanthropic mission, the Foundation’s annual budget, and such other business as may come before the Board.
- **Donor** – Support the Foundation within one’s ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for her successor.

Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership, Foundation Governance Committee** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, Leadership, and the Foundation Governance Committee regarding finances.
- **Executive Offices Staff** – Coordinate and direct the work of the Director of Finance and Foundation staff, and act as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the General Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



BOARD OF TRUSTEES | SECRETARY

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

Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Serve as the Corporate Secretary of the Delta Gamma Foundation.
- Serve as a voting member of the Delta Gamma Foundation Awards and Recognition Committee in selecting individuals and groups receiving Delta Gamma Foundation awards
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- **Record** – Serve as Secretary, recording, filing, and maintaining the official corporate minutes of the Delta Gamma Foundation and the Delta Gamma Foundation Board of Trustees.
- **Voting** – Collect and record votes of the Board of Trustees, as appropriate; participate in the vote of approval of merit-based scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and such other business as may come before the Board.
- **Foundation annual meeting Minutes Review Committee** – Participate in the appointment and management of three (3) members of the Delta Gamma Foundation annual meeting minutes review committee.
- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Committee Chair** – Serve as assigned by the Board of Trustees.
- **Officer Election** – Elect officers of the Board of Trustees.
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation-related publications, as assigned.



- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Donor** – Support the Foundation within one’s ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for her successor.

Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the General Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



BOARD OF TRUSTEES | MEMBER-AT-LARGE 1

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

Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis
- **Committee Chair** – Serve as assigned by the Board of Trustees
- **Officer Election** – Elect officers of the Board of Trustees
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports
- **Publications** – Assist in writing ANCHORA articles and other Foundation-related publications, as assigned
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation
- **Correspondence** – Prepare correspondence and respond to inquiries
- **Foundation Representation** – Represent the Foundation and submit reports when assigned
- **Voting** – Participate in the vote of approval of merit-based scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and such other business as may come before the Board
- **Donor** – Support the Foundation within one's ability
- **Development** – Develop relationships with donors
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for her successor



Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the General Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



BOARD OF TRUSTEES | MEMBER-AT-LARGE 2

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

Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Committee Chair** – Serve as assigned by the Board of Trustees.
- **Officer Election** – Elect officers of the Board of Trustees.
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, receive, and review Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation-related publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Voting** – Participate in the vote of approval of merit-based scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and such other business as may come before the Board.
- **Donor** – Support the Foundation within one's ability
- **Development** – Develop relationships with donors
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for her successor.



Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities.
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff.
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the General Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



BOARD OF TRUSTEES | MEMBER-AT-LARGE 3

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

Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- **Trustees, Foundation Directors/Coordinators** – Participate in the identification, training and development of Foundation leadership.
- **Governance Committee** – Participate in the appointment of five (5) members of Delta Gamma Fraternity to the Governance Committee.
- **Fraternity Nominating Committee** – Send names and contact information of potential Fraternity and/or Foundation officers, collegiate chapter advisers, house corporation board members and alumnae group officers to the Regional Nominating Committee Representative on a continuing basis.
- **Committee Chair** – Serve as assigned by the Board of Trustees.
- **Officer Election** – Elect officers of the Board of Trustees.
- **Trustee Appointment** – Appoint members to the Board of Trustees when necessary.
- **Board of Trustees Meetings and Conference Calls** – Attend Board of Trustees meetings and submit, and review receive Board of Trustees meeting agendas, decisions, minutes and reports.
- **Publications** – Assist in writing *ANCHORA* articles and other Foundation-related publications, as assigned.
- **Reports** – Provide information necessary for the preparation of the Foundation Annual Impact Report and the State of the Foundation.
- **Correspondence** – Prepare correspondence and respond to inquiries.
- **Foundation Representation** – Represent the Foundation and submit reports when assigned.
- **Voting** – Participate in the vote of approval of merit-based scholarship and graduate fellowship recipients, Service for Sight grants to national organizations sharing Delta Gamma's philanthropic mission, the Foundation's annual budget, and such other business as may come before the Board.
- **Donor** – Support the Foundation within one's ability.
- **Development** – Develop relationships with donors.
- **Other** – Maintain files, record of term in office, record of expenses, and copies of correspondence; and provide transition for her successor.



Relationships

- **Board of Trustees** – Serve as a member of the Board of Trustees with equal rights and responsibilities
- **Board of Trustees, Council, Leadership** – Work cooperatively with and serve as a resource to members of the Board of Trustees, Fraternity Council, and Leadership.
- **Executive Offices Staff** – Serve as a resource to the Executive Offices staff
- **Individual Members and Organized Chapters/Groups** – Inspire and advise Delta Gamma groups and members to support the Delta Gamma Foundation mission through service and through donations to the General Fund, Scholarship & Fellowship, Service for Sight, Endowment, and other Foundation funds.



FOUNDATION GOVERNANCE COMMITTEE CHAIRMAN

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

Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all the general responsibilities of the position; attendance at Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Chair all meetings of the Delta Gamma Foundation Governance Committee.
- Present the annual report of the Governance Committee.
- Provide an effective transition to the incoming Governance Committee Chairman.
- Advise Delta Gamma members, groups, and officers on issues, policies and procedures, training, and education regarding the Governance Committee and the Election process Foundation Constitution.
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- Maintain files, record of term in office, record of expenses, copies of correspondence; and provide transition to her successor.
- Maintain and promote the confidentiality, integrity, and dignity of the Governance Committee.
- Engage in regular communication with the Board of Trustees Chairman.
- Participate in the training and development of members of the Governance Committee.
- Engage in regular communication with Governance Committee members
- Educate the Delta Gamma membership regarding the Foundation nomination process and the Election Process using the *ANCHORA*, the Delta Gamma website, social media, and electronic communications.
- Participate in the preparation of a slate of qualified nominees for election to the Board of Trustees.
- Present a slate of qualified nominees to the Board of Trustees and voting membership in accordance with the Foundation Constitution.
- Identify and provide to the Board of Trustees names of qualified candidates for Foundation leadership positions and presenting a list of potential volunteers to the Board of Trustees.
- Consult with the Foundation Parliamentarian and Foundation Constitution Chairman, as needed or requested.
- Communicate in a timely manner with Foundation volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested
- Support the Foundation within one's ability.
- File personal expense reports, reviews, and other Foundation reports as needed or requested.
- Serve as a resource to Executive Offices staff.



Relationships

- Report to the Foundation Board of Trustees Chairman.
- Consult with and advise the Foundation Board of Trustees, Governance Committee, the Foundation Constitution Chairman, and the Foundation Parliamentarian.
- Works with the Foundation Executive Director and select Executive Offices staff.



FOUNDATION GOVERNANCE COMMITTEE MEMBER

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

Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all the general responsibilities of the position; attendance at Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers on issues, policies and procedures, training, and education regarding the Governance Committee and the election process Foundation Constitution.
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- Maintain and promote the confidentiality, integrity, and dignity of the Governance Committee.
- Engage in regular communication with Governance Committee members.
- Participate in the training and development of Governance Committee members.
- Educate the Delta Gamma membership regarding the Foundation nomination process and the election of Foundation Trustees.
- Promote using the *ANCHORA*, the Delta Gamma website, social media and emails.
- Participate in all meetings of the Delta Gamma Foundation Governance Committee.
- Participate in the preparation of a slate of qualified nominees for election to the Board of Trustees.
- Participate in the identification of qualified candidates for Foundation leadership positions and presentation of a list of potential volunteers to the Board of Trustees.
- Communicate in a timely manner with Foundation volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested.
- Support the Foundation within one's ability.
- File personal expense reports, reviews, and other Foundation reports, as needed or requested.
- Serve as a resource to the Executive Offices staff.
- Maintain files, record of term in office, record of expenses, and copies of correspondence.

Relationships

- Report to the Chairman of the Governance Committee.
- Consult with and advise the Foundation Board of Trustees, Foundation Constitution Chairman, and the Foundation Parliamentarian.
- Work with the Foundation Executive Director and select Executive Offices staff.



FOUNDATION CONSTITUTION CHAIRMAN

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

Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all the general responsibilities of the position; attendance at Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers on issues, policies and procedures, training, and education regarding the Foundation Constitution.
- Perform assigned duties in conformity with the Foundation Constitution and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- Monitor and update the Foundation Constitution and Foundation Policies and Statements of Clarification in consultation with the Board of Trustees.
- Review the Foundation Constitution and recommend revisions, additions and deletions.
- Oversee the Constitutional amendment process as outlined in the Foundation Constitution.
- Draft and present proposed Constitutional amendments and rationale at the Foundation annual meeting, as needed or requested.
- Monitor and update materials regarding the Foundation Constitution.
- Monitor the Foundation Board of Trustees election process.
- Manage the Foundation participant nomination process.
- Address inappropriate Board of Trustees election behavior in conjunction with the Foundation Parliamentarian and in consultation with the Chairman, as appropriate.
- Serve as the official timer for the Board of Trustees election forum, if applicable.
- Tabulate the votes of the Board of Trustees election.
- Assist the Foundation Parliamentarian with the Board of Trustees election forum and the Board of Trustees officer election, if applicable.
- Serve as a member of the Foundation Credentials Committee .
- Consult with the Foundation Parliamentarian, as needed or requested.
- Communicate in a timely manner with Delta Gamma volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested
- Support the Foundation within one's ability.
- File personal expense reports and other Foundation reports, as needed or requested
- Serve as a resource to Executive Offices staff.
- Maintain files, record of term in office, record of expenses, copies of correspondence; and provide transition to her successor.

Relationships

- Report to the Foundation Board of Trustees Chairman.
- Consult with and advise the Foundation Board of Trustees, Governance Committee, and Foundation Parliamentarian.
- Work with the Foundation Executive Director and select Executive Offices staff.



FOUNDATION PARLIAMENTARIAN

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

Functions

- Serve on the Delta Gamma Foundation Leadership team adhering to all the general responsibilities of the position; attendance at Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and maintaining fiscal responsibility.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of the Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

- Serve as a consultant to the Foundation Board of Trustees Chairman on matters relating to parliamentary procedure.
- Provide parliamentary procedure consultation in preparation for and during the Foundation annual meeting.
- Address inappropriate Board of Trustees election behavior in conjunction with the Foundation Constitution Chairman and in consultation with the Chairman, as appropriate.
- Preside over the Board of Trustee election forum, when applicable.
- Assist the Foundation Constitution Chairman with the Board of Trustees officer election.
- Serve in an advisory capacity on parliamentary procedure to the Board of Trustees, Foundation Directors and Coordinators, members of the Foundation, and the Governance Committee.
- Possess a thorough knowledge of the Foundation Constitution, Foundation policies and procedures, and Robert's Rules of Order Newly Revised.
- Consult with the Foundation Constitution Chairman, as needed or requested.
- Communicate in a timely manner with Delta Gamma volunteers, as needed or requested.
- Prepare correspondence and respond to inquiries, as needed or requested
- Support the Foundation within one's ability.
- File personal expense reports, reviews, and other Foundation reports, as needed or requested.
- Serve as a resource to the Executive Offices staff.
- Maintain files, record of term in office, record of expenses, copies of correspondence, and provide transition to her successor.

Relationships

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



FOUNDATION EXECUTIVE DIRECTOR

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

Functions

- Serve as a voting member of the Delta Gamma Foundation Board of Trustees, adhering to all the general responsibilities of the position: attendance at Board of Trustees' meetings (in person and conference calls), Officer Training Seminars and Conventions, regional leadership conferences, and other Delta Gamma events as requested; filing reports; and, maintaining fiscal responsibility.
- Direct, lead, and manage Executive Offices staff working for the Delta Gamma Foundation.
- Advise Delta Gamma members, groups, and officers seeking information on the Foundation.
- Perform assigned duties in conformity with the Foundation Constitution, and policies and procedures of Delta Gamma Fraternity and Foundation.
- Promote the high standards and ideals of Delta Gamma Fraternity.

Expectations and Responsibilities

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

Relationships

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





Appendix





Delta Gamma

Foundation

Articles of Incorporation and Constitution



(Code of Regulations)
June 28, 2019

RESTATED ARTICLES OF INCORPORATION

The following Restated Articles of Incorporation are hereby adopted to supercede and take the place of the existing Articles of Incorporation of the Delta Gamma Foundation and all amendments thereto.

1. The name of the corporation shall be DELTA GAMMA FOUNDATION.
2. The place in the State of Ohio where the principal office of the Foundation will be located is in the City of Columbus, Franklin County.
3. The purposes of the Foundation shall be to provide a means by which the members of Delta Gamma Fraternity may act in concert with each other in the furtherance of exclusively charitable, scientific, literary and educational objectives, specifically including, but not limited to sight preservation and services for those who are visually impaired or blind; the awarding of scholarships, fellowships, grants and loans for university study to deserving students; and such other exclusively charitable and educational programs as may be designated by the Board of Trustees; provided however, that no substantial part of the activities of which consist of the carrying on of propaganda or otherwise attempting to influence legislation or participating in or intervening in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidates for public office, and no part of the net earnings of which inure to the benefit of any private shareholder or individual, and otherwise.
4. The corporate powers of the Foundation shall be exercised, its property controlled, and its affairs conducted by a Board of Directors which shall be known as the Board of Trustees and consist of not less than six (6) members elected by the members of the Foundation as defined in the Foundation's Constitution (Code of Regulations) and not less than three (3) ex officio members as set forth in the Code of Regulations.
5. The Foundation may acquire by purchase or otherwise, and may hold, own, buy, sell, convey, lease, mortgage, repair, remodel, recondition, improve, maintain and manage real estate and other property of any type and may invest and re-invest the Foundation's assets in bonds, stocks, notes, real estate mortgages, or other securities, and in any other property, real or personal.
6. No dividends shall be paid and no part of the net earnings or income of the corporation shall inure to the benefit of any private shareholder, director, trustee, officer, member or other individual. The corporation shall not engage in any activity that will prevent it from qualifying and continuing to qualify as a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended.
7. In case of dissolution of the Foundation, all of the then remaining assets of the Foundation shall be distributed solely for one or more of the purposes for which the Foundation is organized to or for the benefit of an organization or organizations described in Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended, as shall be designated by a two-thirds vote of the members of the Foundation as defined in the Foundation's Constitution.

8. These Articles of Incorporation, including the purpose clause, may be amended in any respect by the insertion, alteration, or omission of any provision which might properly have been inserted, altered, or omitted at the time of granting of the original charter; provided, however, that the provisions of Articles 3 and 7 shall not be substantially modified if the effect will be to produce a violation of the provisions of the Internal Revenue Code of 1986, as amended. Amendment may be accomplished by the two-thirds vote of the members of the Foundation as defined in the Foundation's Constitution, provided that such amendment shall be consistent with the Provisions of Chapter 1702 of the Ohio Revised Code and Internal Revenue Code 501(c)(3) or any successor provisions of law.

CHARTERED - January 17, 1951

CONSTITUTION

(Code of Regulations)

ARTICLE I. NAME

The name of this organization shall be the Delta Gamma Foundation, a corporation, not for profit, created and existing under and by virtue of the laws of the state of Ohio.

ARTICLE II. OBJECTS

The purposes of the Foundation shall be to provide a means by which the members of Delta Gamma Fraternity may act in concert with each other in the furtherance of exclusively charitable, scientific, literary and educational objectives, specifically including, but not limited to sight preservation and services for those who are visually impaired or blind, the awarding of scholarships, fellowships, grants and loans for university study to deserving students; and such other exclusively charitable and educational programs as may be designated by the Board of Trustees; provided however, that no substantial part of the activities of which consist of the carrying on of propaganda or otherwise attempting to influence legislation or participating in or intervening in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidates for public office, and no part of the net earnings of which inure to the benefit of any private shareholder or individual, and otherwise.

ARTICLE III. MEMBERSHIP

Section 1. Voting membership The participants of the Foundation shall consist of all members of the Delta Gamma Fraternity; however, the voting members of the Foundation as defined by the Ohio Nonprofit Corporation Law, shall be all of the elected members of the Delta Gamma Foundation Board of Trustees, the Delta Gamma Foundation Executive Director, the Delta Gamma Fraternity Council, the Delta Gamma Fraternity Directors and the Delta Gamma Foundation Directors and Coordinators (who shall be appointed by the Board of Trustees). Any vote taken by the total membership of the Foundation, except elections, shall require a two-thirds vote for passage.

Section 2. Classes of members There shall be two classes of members, the Foundation Positions and the Fraternity Positions. The Foundation Positions shall consist of the elected members of the Delta Gamma Foundation Board of Trustees, the Delta Gamma Foundation Executive Director, and the Delta Foundation Directors and Coordinators. The Fraternity Positions shall consist of the Delta Gamma Fraternity Council and the Delta Gamma Fraternity Directors. The aggregate voting power of the membership shall be exercised by the Foundation Positions, collectively, and the Fraternity Positions, collectively, as follows:

- A. Fifty-one percent (51%) of the aggregate voting power of the membership shall be exercised collectively by the Foundation Positions; and
- B. Forty-nine percent (49%) of the aggregate voting power of the membership shall be exercised collectively by the Fraternity Positions.

Only individuals present at a meeting may vote. At each meeting, the fifty-one percent (51%) aggregate voting power of the Foundation Positions shall be allocated among the individuals serving in Foundation Positions.

Similarly, the forty-nine (49%) aggregate voting power of the Fraternity Positions shall be allocated among the individuals serving in Fraternity Positions. The number of votes of each person in attendance serving in a Foundation Position and each person serving in a Fraternity Position shall be calculated prior to each meeting by the Chairman of the Foundation Board of Trustees, the Foundation Executive Director and the Foundation Constitution Chairman.

Section 3. Annual meeting The annual meeting of the members shall be held as follows: in the even numbered years during the biennial meeting of the Delta Gamma Fraternity which is known as Convention and in the odd numbered years during the biennial Delta Gamma Fraternity Officers' Training Seminar.

Section 4. Voting by mail Voting on issues requiring a vote of the Foundation members may be conducted by mail. In order to be counted, votes must be received within six weeks of the date on which they were mailed by the Foundation. Return is to be by ordinary U.S. mail postage pre-paid to the Secretary.

ARTICLE IV. BOARD OF TRUSTEES

Section 1. Board composition The Directors of this corporation shall be known as Trustees. The Board of Trustees shall be composed of six (6) elected Trustees and three (3) ex-officio voting Trustees who shall be the then-serving President, Treasurer, and Council Trustee: Fraternity Programming of the Delta Gamma Fraternity.

Section 2. Terms Subject to Section 3 of this ARTICLE IV, the six (6) elected Trustees shall be elected by the members of the Foundation as defined in ARTICLE III. hereof. They shall serve three (3) year terms. They shall be limited to serving two (2) such terms, and service of more than one year shall count as a full term for these purposes.

Section 3. Rules of governance The Board of Trustees shall function in accordance with the Ohio Nonprofit Corporation Law, Articles of Incorporation and the Constitution of the Delta Gamma Foundation.

ARTICLE V. OFFICERS OF THE FOUNDATION

Section 1. Officers The officers of the Foundation shall be a President who shall be known as the Chairman; and a Secretary, and a Treasurer.

Section 2. Election The members of the Board of Trustees shall elect the officers. To be eligible to serve in an office position, an individual must be one of the elected Trustees.

Section 3. Terms The officers shall serve three-year terms and shall assume their duties at the conclusion of the meeting at which they are elected. Each officer shall serve until the end of her term or until a successor is elected. Voting for officers shall be by ballot; except when there is but one candidate for office, voting may be by voice vote. A majority vote of the Board of Trustees shall be required to elect. Each officer shall be limited to two three-year terms as an officer.

ARTICLE VI. DUTIES OF THE OFFICERS OF THE FOUNDATION

The officers of the Foundation shall perform those duties customary to their offices and which shall be assigned to them by the Board of Trustees.

ARTICLE VII. ELECTION AND VACANCIES

Section 1. Governance Committee

- A. A Governance Committee shall be appointed by the Board of Trustees of the Delta Gamma Foundation. The appointment shall take effect at the annual meeting held in odd numbered years. The Governance Committee shall be composed of five (5) members and shall include two (2) voting members of the Foundation and an alumna member in good standing of the Fraternity who is not serving on either the Delta Gamma Fraternity Council or the Delta Gamma Foundation Board of Trustees. If possible, the remaining two (2) members will include a former Delta Gamma Fraternity Council member and a former Delta Gamma Foundation Board of Trustees member.
- B. A chairman for the Governance Committee shall be appointed by the Board of Trustees of the Delta Gamma Foundation.
- C. The term for the Governance Committee shall be two (2) years. Governance Committee members may serve a total of four (4) years. Members may serve two (2) consecutive terms. A member of the Governance Committee who permits her name to be submitted for consideration for the Board of Trustees must resign immediately from the Governance Committee. The Board of Trustees shall fill the vacancy.
- D. In the event a Governance Committee member, appointed as one of the two (2) voting members of the Foundation, is no longer a voting member of the Foundation, the Board of Trustees may permit her to complete her term or may appoint another voting member to complete the term.
- E. The Governance Committee shall present to the Delta Gamma Foundation Board of Trustees and the voting membership at least one, but not limited to one, candidate for each vacancy on the Board of Trustees by April 15 prior to an annual meeting.

Section 2. Nominations by participants Following the presentation of candidates proposed by the Governance Committee, any two (2) participants of the Foundation may submit a nomination by filing the required forms with the Executive Director of the Delta Gamma Foundation by 14th day after the date the Governance Committee slate is presented. Such nominations and qualifications shall be presented in the same manner as the Governance Committee slate and shall be included in any mailing sent prior to the annual meeting. There shall be no nominations from the floor.

Section 3. Election

- A. The election of Foundation Trustees shall occur at an annual meeting of the members of the Delta Gamma Foundation. Voting shall be by ballot; unless there is but one candidate for each vacancy, in which case voting may be by voice vote. A majority vote shall be required to elect.

- B. Only alumnae members of Delta Gamma Fraternity, in good standing, shall be eligible for election as a Foundation Trustee. A member of the Delta Gamma Fraternity Council cannot be elected to serve as a Foundation Trustee.

Section 4. Removal In the event that an elected member of the Board of Trustees fails to perform or is unable to perform the duties assigned to her, she shall be asked by the Board of Trustees to resign. If she does not resign, she shall be removed from the Board by a two-thirds vote of the Trustees.

Section 5. Vacancies A vacancy occurring in an elected Trustee position shall be filled by appointment by the Board of Trustees. The individual filling the vacancy shall serve through the end of the term of her predecessor, at which time the position shall be filled by election.

ARTICLE VIII. MEETINGS

Section 1. Schedule of meetings The Board of Trustees shall meet at least semi-annually, the time and place of the meeting to be decided by the Board. The Chairman or any two Trustees may call a special meeting. At least two weeks written or electronic transmission notice of a meeting must be given to each Trustee.

Section 2. Transaction of business Unless otherwise specified herein, five Trustees shall constitute a quorum for the transaction of business at a meeting of the Board of Trustees. Unless otherwise specified herein, all matters presented at a Trustees' meeting at which a quorum is present shall be determined by majority vote.

Section 3. Action without a meeting Any action that may be authorized or taken at a meeting of The Board of Trustees may be authorized or taken by the Board of Trustees without a meeting. Any such action must be by unanimous written consent of all Trustees as provided by Ohio law and shall be a valid action of the Board of Trustees effective as of the date of the last affirmative consent. Such written consents of the Trustees may be signed in counterparts and shall be preserved and reported in the official corporate records.

Section 4. Action by facsimile Action taken by unanimous written consent of the members of the Board of Trustees via facsimile transmission or electronic transmission shall be a valid action of the Board of Trustees effective as of the date of the last affirmative consent. Such written consents of the Trustees shall be preserved and reported in the official corporate records.

ARTICLE IX. EXECUTIVE DIRECTOR

The Board of Trustees shall annually appoint an Executive Director of the Delta Gamma Foundation. The Executive Director shall be responsible for the proper execution of the functions, activities and programs of the Foundation within the provisions of the budget approved by the Board of Trustees. The Executive Director shall be responsible to the Board of Trustees and report directly to the Chairman of the Board.

ARTICLE X. FOUNDATION PROGRAM

Section 1. Programs The program of the Foundation shall encompass Service for Sight, Scholarships, Fellowships, Grants and Loans and such other philanthropies as may be designated by the Board of Trustees.

Section 2. Committees Committees, as may be necessary to assist the Board in carrying out the programs of the Foundation, shall be appointed by the Board of Trustees. The committees shall be appointed for a term of two years and be chaired by a Chairman, appointed by the Board of Trustees, who may serve only two such terms consecutively.

ARTICLE XI. FINANCE

Section 1. Transferred funds Funds may be transferred from the Delta Gamma Fraternity upon authorization of the Council of Delta Gamma Fraternity. Such funds may be used only for Foundation purposes and may not be returned to Delta Gamma Fraternity.

Section 2. Voluntary contributions Voluntary contributions and bequests by members and friends of Delta Gamma shall include those contributions and bequests made to Delta Gamma Fraternity for philanthropic purposes and transferred to the Foundation under Article XIII. Section 8 of the Constitution of Delta Gamma Fraternity. They shall be used for the purpose designated. In the absence of designation, they shall be expended as directed by the Board of Trustees for Foundation purposes.

Section 3. Separate funds In addition to all of their other powers, the Trustees may maintain any number of separate funds, which may be designated by specific names in separate banks and/or investment accounts in furtherance of one or more of the Foundation's purposes; provided, however, that such funds may be pooled for investment and administrative purposes.

ARTICLE XII. LOCAL PHILANTHROPIES

The Board of Trustees of the Foundation may grant permission to use the name of the Delta Gamma Foundation in connection with local philanthropies in accord with Foundation policies.

ARTICLE XIII. AMENDMENTS

Section 1. Required vote Any provision of this Constitution may be amended by the affirmative two-thirds vote of the members of the Foundation at an annual meeting, the notice of any proposed amendment having been given; provided that such amendment shall be consistent with the provisions of Chapter 1702 of the Ohio Revised Code and Internal Revenue Code Section 501 (c) (3) or any successor provisions of law.

Section 2. Required notice Notice in writing of any proposed amendments shall be sent by December 1 to the Foundation Constitution Chairman who shall refer them to the Board of Trustees by February 1. By April 15 the Constitution Chairman shall submit the proposed amendments to the members, noting those approved by the Board of Trustees. Any proposed amendments to the amendments must be sent by June 1 preceding the annual meeting to the Constitution Chairman of the Foundation. This provision shall not operate to prevent any amendments arising at an annual meeting to these amendments sent as of June 1.

ARTICLE XIV. INDEMNIFICATION

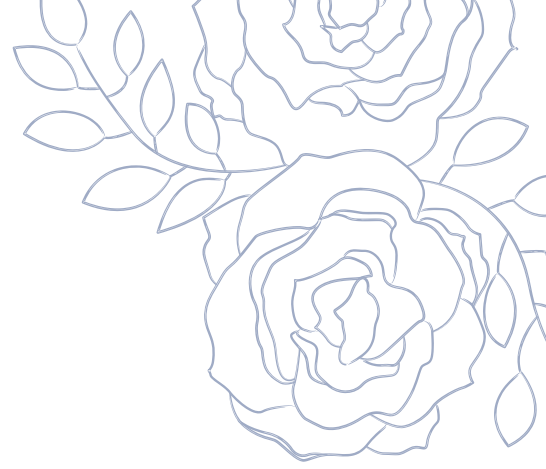
The Foundation shall indemnify, to the full extent then permitted by law, any Board member, officer, employee, or volunteer, or former Board member, officer, employee, or volunteer who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that the individual is or was a Board member, officer, employee, volunteer or agent of the Foundation or is or was serving at the request of the Foundation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise.

The Foundation shall advance, to the full extent then permitted by law, expenses, including attorney's fees, incurred by a person subject to indemnification in defending any such action, suit, or proceeding as they are incurred, prior to the final disposition thereof.

The indemnification and payment of the expenses provided by this section shall not be exclusive of, and shall be in addition to, any other rights granted to any person seeking indemnification under any law, the Amended Articles of Incorporation of the Foundation then in effect, any agreement, vote of members or of disinterested Trustees, or otherwise, both as to action in official capacities and as to action in another capacity, while that person is a Trustee or an officer, employee or volunteer of the Foundation, and shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

ARTICLE XV. RESTRICTION OF GIFTS

Notwithstanding any other provisions hereof, the Delta Gamma Foundation is prohibited from making any grants to the Delta Gamma Fraternity unless it has received in advance a written commitment from the Fraternity stating that such grant will be used exclusively for charitable, scientific, literary, and educational purposes, as authorized by the Foundation's Articles of Incorporation.



Delta Gamma

Foundation

Foundation Policies and Statements of Clarification



Policy Name

Policy

Advanced Funds

Advanced funds shall be used only for authorized travel, equipment and supplies. These funds may not be used for services or personal expenses. (Foundation 10-09)

Alcohol/Event Sponsors

Delta Gamma Fraternity or Foundation collegiate functions may not be sponsored by distributors of alcoholic beverages. (Joint 11-20)

Alcohol/Pre-Post Event

Pre-and post-event activities (sponsored or co-sponsored by Delta Gamma) where alcoholic beverages are available may take place no less than 24 hours prior to a fundraising event or 24 hours after the event. No proceeds from a Delta Gamma fundraising event may be used to fund or otherwise provide a reward, celebration, or other event at any time prior to or following a Delta Gamma sponsored or co-sponsored fundraising event. (Foundation 03-20)

Rationale:

The revision to the pre-event timeframe aligns the Foundation risk management requirements with those of the Fraternity.

Rewards, celebrations, and similar types of events related to those organizations and individuals participating in and/or winning Delta Gamma Signature Fundraising events have become increasingly popular. Proceeds of Delta Gamma Signature Fundraising events, rather than budgeted chapter funds, have been used to finance costs associated with the rewards, celebrations, and similar types of events. In addition, such events have been held at venues which allow alcohol but for which collegiate chapters have not adhered to required programming and risk management requirements. The Foundation Board of Trustees seeks to prevent the occurrence of non-signature fundraising events which are inconsistent with the programming, financial, and risk management requirements for Delta Gamma events.

Alumna Service Hours Clarification

Volunteer/Board Member vs. Employee/Staff:

If an alumna member is working as a volunteer for and/or serving on the Board of an organization with a mission similar to the Delta Gamma Foundation, she can get individual Do Good Service for Sight Hours for the time she spends. If an alumna member is employed by an organization with a mission similar to the Delta Gamma Foundation, she cannot get individual Do Good Service for Sight Hours for the time she spends as an employee. (Foundation 04-20)

Alumnae Office/Dual Position

Alumnae may serve concurrently in only one international, regional and/or local Fraternity and/or Foundation position. (Joint 06-03)

Policy Name

Policy

Blindfolding

Alumnae groups, collegiate chapters or new chapters are prohibited from covering their eyes in any manner to simulate blindness or the ability to distort one's vision in an educational, recreational or any other setting without a trained professional facilitator associated with a (inter)national/local sight-related organization, a Fraternity/University sponsored leadership event, or at an outside leadership training facility. Professional facilitation is defined as a facilitator participating in a training by the event organizer that teaches them how to safely execute the activity. Participants shall always be given the choice to participate in any activities that ask them to cover their eyes. (Joint 05-17)

Board of Trustees-Elections During Annual Meeting

In the event the sitting Foundation Chairman is up for re-election to the Foundation Board of Trustees, the next ranking officer, not up for re-election, shall serve as Chairman Pro Tem, for that portion of the Foundation Board of Trustees Annual Meeting; the Foundation officers/trustees are ranked by virtue of the order in which they are listed in the Constitution, then by tenure. (Foundation 06-15)

Board of Trustees-Installation During Annual Meeting

The Foundation Chairman administers the Oath of Office of Trustees during a Foundation Annual Meeting. In the event the sitting Foundation Chairman is being re-installed as a Trustee, the next ranking officer/trustee shall administer the Oath of Office. (Foundation 06-15)

Board of Trustees-Officer Elections

In the event all Foundation Board of Trustee officer positions are open and all six elected Trustees are candidates, the Fraternity President will conduct the officer elections. (Foundation 10-15)

Cabinet Officer/Term of Office

The term of office shall be two years with a limit of two terms in the same position. In the case of a vacancy, the partial term of the new appointee shall be considered one of the two terms. (Joint 10-09)

Convention/Officer Training Seminar Attendance

Foundation Board of Trustees, Foundation Directors and Foundation Coordinators are required to attend Officers Training Seminar and Convention unless specifically excused. (Foundation 10-09)

Council/Cabinet/Foundation /Staff/Official Visits

When making official visits, Fraternity/Foundation officers, appointees and staff will be reimbursed for private car travel at the approved rate per mile (plus tolls) or for air travel (economy fare).

Crisis Grant Recipient

A Crisis Grant (formerly Anchor Grant) may be granted only two times to the same applicant. (Foundation 10-09)

Policy Name

Policy

Dawson Loan	Dawson Loans must be either signed or co-signed by a member of Delta Gamma in good financial standing. The Dawson Loan Fund shall be used for educational loans to worthy students as stipulated within the bequest. Dawson Loans shall be granted for post-secondary education only and shall be available to Delta Gammas, their sisters and children. Dawson Loans shall be granted on the same interest provisions as Student Loans. (Foundation 10-09)
Endowed Funds/Funding Terms	Endowed Funds may be funded over a period not to exceed five years for individuals and alumnae groups and three years for collegiate chapters. An initial donation of 20% of the minimum funding level must be made to establish the fund. If the endowment is not funded within the three- or five-year requirement, the funds will be distributed at the discretion of the Foundation Board of Trustees to a purpose as close as possible to the donor's original intent. (Foundation 03-18)
Endowment Funds/Restrictions	Donors may restrict the use of an endowed fund by designating that the income be used to support an existing Foundation programs(s) consistent with the gift thresholds established in the Gift Acceptance Policy. The establishment of a restricted endowed fund for purposes other than an existing Foundation program(s) will require the prior approval of the Foundation Board of Trustees. Donors may not restrict the use of the fund to a specific individual or purpose inconsistent with the Foundation's philanthropic purpose. (Foundation 03-18)
Endowment Funds/Unused Income	Should the need for an endowed fund cease to exist or so diminish as to provide unused income, the Foundation Board of Trustees shall direct the income of the endowment to a purpose as close as possible to the donor's original intent and consistent with the needs of the Foundation. (Foundation 03-18)
Endowed Merit-Based Scholarship and Fellowship Funds/Restrictions	Donors may restrict the use of an endowed merit-based scholarship or fellowship fund by specifying that the income be awarded to a member from a specific chapter or region consistent with the gift thresholds established in the Gift Acceptance Policy. Chapter restricted scholarships or fellowships are available to initiates and affiliates of the specific chapter. Region restricted scholarships are available to initiates or affiliates of chapters in the specified region. Donors may not restrict the use of the fund to a specific individual. (Foundation 03-18)
Expense Refund	Any Foundation officer who does not complete her term of office or assignment of work may be asked to refund the expenses paid. (Foundation 10-09)

Policy Name

Policy

Expense Reporting	All Directors and Coordinators must file expense reports by the applicable due dates. Any unbudgeted expenses must be approved by the supervising Foundation Board of Trustee officer. (Foundation 10-09)
Fellowship Categories	Fellowship applicants will be reviewed in two categories: Recent Graduates (recent graduate to five years) Reentry Applicants (after five years from undergraduate degree). (Foundation 10-09)
Fellowship Fund	Annual donations that are restricted to fellowships but not dedicated to an established fellowship endowment are placed in the general Fellowship Fund. (Foundation 10-09)
Foundation Directors/Coordinators Convention Attendance	Foundation Directors/Coordinators may attend only two consecutive Conventions in the same office at Foundation expense. (Foundation 03-08)
Foundation Directors/Coordinators Term of Office	The term of office shall be two years with a limit of two consecutive terms in the same position. In the case of a vacancy, the term of the new appointees shall be for the unexpired term. If the unexpired term is more than a year, it shall be considered a full term, making the new appointee eligible for only one additional term. (Foundation 03-08)
Foundation Expenses	All expenses must be accounted for as directed by the Foundation Board of Trustees. (Foundation 11-97)
Foundation Materials Approval	All special materials sent to Executive Offices for printing and/or distribution must be approved by the contributor's supervising Trustee. (Foundation 03-08)
Fundraising/Outside Organizations	The Delta Gamma Foundation will neither originate nor manage fundraising for other not-for-profit organizations. (Foundation 10-09)
Foundation Governance Committee	No member of the Governance Committee may serve concurrently on the Fraternity Nominating Committee. (Foundation 06-15)

Policy Name

Policy

Fundraising/Promotions

The Delta Gamma Foundation shall not participate in the promotion of the sale of goods or services where any portions of the proceeds go to the Delta Gamma Foundation. This includes promoting contests on the Foundation's social media accounts or by mail/email.

Rationale:

This policy allows the Foundation staff to have a policy to lean on when contacted by vendors regarding promotions or partnerships. No promotions will be the default position, but the Board of Trustees can choose to waive the policy if there is a promotion that makes sense for the Foundation. If the Foundation chooses to waive the policy at any time, the privacy of membership information should be considered when choosing how to advertise or implement the promotion. (Foundation 07-17)

Gift Acceptance Policy

Please refer to:

<https://www.deltagamma.org/library/procedureProcess/foundation-gift-acceptance-policy>

Income Distribution Policy

The total amount available for distribution from permanently endowed funds, their corresponding temporarily restricted income funds and board designated funds in the next fiscal year is defined as up to five percent of the fund's average market value over the preceding 20 quarters ended December 31. The fund must be fully funded for one full fiscal year at the date of distribution. If the fund has been fully funded for more than one full fiscal year but less than 20 quarters at the date of distribution calculation, the calculation is based on the number of quarters the fund has existed. Based on the calculation, the Foundation Finance Committee selects the income distribution rate which is then recommended to the Foundation Board of Trustees for approval. (Foundation 03-18)

Loans/Second Loans

A loan recipient may apply for a second loan after her first loan has been paid in full. (Foundation 10-09)

Member-at-Large Trustee Responsibilities

The Foundation Board of Trustees expanded the internal designation of responsibilities in the areas of alumnae, collegiate and development to the three members on the Foundation Board of Trustees not serving in elected officer positions. (Foundation 10-14)

Naming Rights/Modification (Gift Acceptance Policy)

Once a physical entity, program or endowment has been named the name shall not be changed unless there are unusual or compelling reasons for changing the name. This is at the sole discretion of the Delta Gamma Foundation Board of Trustees. (Foundation 03-18)

Oath of Office

Elected and Ex Officio Trustees:

All elected and ex officio trustees shall take the following oath to be administered either by the Chairman of the Board of Trustees or the next ranking Trustee: “I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution of the Delta Gamma Foundation, the duties of the office to which I have been elected.”

Appointed Foundation Volunteers:

Each woman appointed to a Foundation position shall take the following oath to be administered by the Chairman of the Board of Trustees or her designee: “I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution of the Delta Gamma Foundation, the duties of the office to which I have been appointed.” (Foundation 05-21)

Rationale: Regarding Foundation Trustees, the Foundation Election Guidance and Procedures provides that the BOT Chairman or next ranking Trustee will administer the Oath of Office at an appropriate time following the election, however, the text of the oath is not set out in that document. There is no provision for ex officio trustees to take an Oath of Office, although traditionally they have taken an oath after their installation as Council trustees.

Regarding appointed Foundation volunteers, the Foundation Leadership Volunteer Service Agreement includes the following provision: “Each officer shall take the following Oath of Office as provided in the Constitution: I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution of the Delta Gamma Foundation, the duties of the office to which I have been elected.” While the intent is clear, the language used raises three issues: the Foundation Constitution does not contain an Oath of Office, so reference to the Constitution is in error; the term “officer” is not defined and arguably applies only to the officers of the Foundation (Chairmen, Secretary and Treasurer); and not all volunteers are elected, the majority are appointed.

Therefore, including the Oath of Office in the Foundation Policies and Statements of Clarification establishes a consistent practice and appropriate language for everyone.

Officer Transition

Upon leaving office, either before or at the completion of her term, an officer must forward her files, make a final report including an accounting of the discharge of her responsibilities, file a final expense report and transition her successor including any pertinent statistical data or general information that would be helpful to the new officer. (Foundation 10-09)

Policy Name

Policy

Outside Organization/Business Circularizing

The Foundation shall not release any list of Delta Gamma Fraternity members, collegiate chapters and/or alumnae groups to any outside organization or business. (Foundation 10-09)

Physical Entity/Elimination: (Gift Acceptance Policy)

If a physical entity ceases to be needed, the original naming ceases. If the Foundation plans to construct a new area/facility with a similar purpose, the Foundation will, if the original donor(s) or her/his designated representative(s) can be contacted, offer the original donor(s) the opportunity to name the new physical entity at the new set gift threshold. (Foundation 03-18)

Planned Gifts

The Delta Gamma Foundation will accept planned charitable gifts for the benefit of the Foundation as provided by the Internal Revenue Code. (Foundation 10-09)

Product Endorsement (Foundation version)

The Delta Gamma Foundation does not endorse any products for sale other than those endorsed by the Fraternity licensed vendor list. (Foundation 03-09)

Raising a Guide Dog

If a member is raising a guide dog, she may count a maximum of fifty (50) hours per year as individual Do Good Service for Sight Hours. (Foundation 04-20)

Rationale:

Our members who raise guide dogs are very special and take on this responsibility because they truly love the animals and are not doing it for the Do Good Service for Sight Hours. A maximum number has been set in order to be fair and consistent for all groups with members who are raising the guide dogs.

Removal of Office

The Board of Trustees may remove from office any Foundation officer failing to perform the duties of her office. (Foundation 11-97)

Retiring/Departing Foundation Trustee

A retiring or departing member of the Delta Gamma Foundation Board of Trustees (elected or ex officio) is ineligible to serve on the Delta Gamma Foundation Governance Committee for two years after her Foundation Board of Trustees service ends. (Foundation 05-19)

Retiring/Departing Fraternity Council Member

A retiring or departing member of the Delta Gamma Fraternity Council cannot be elected to serve as a Delta Gamma Foundation Board Trustee the same year her Council service ends but is eligible for election as a Trustee the following year. (Foundation 10-14)

Policy Name

Policy

Ruth Billow Memorial Grants

The Foundation shall maintain the Ruth Billow Memorial Fund to provide:

Grants-in-aid to Delta Gamma members who are legally blind (or have a low-vision acuity of 20/200 or less in the better eye with correction) and are in need of financial assistance.

Educational grants to Delta Gammas blind or sighted, who are pursuing or desire to pursue training in the area of working with persons who are visually impaired or in preventing blindness.

Grants-in-aid to Delta Gammas exhibiting a financial need necessitated by medical procedures prescribed to conserve or restore their sight.

Grants-in-aid for Delta Gamma members who are in need of financial assistance in order to care for blind (or low vision acuity of 20/200 for the better eye with correction) dependents.

Grants-in-aid to elderly Delta Gammas in immediate need of financial assistance. (Foundation 01-06)

Scholarship/Fellowship Award Criteria for Accelerated/Concurrent Master's Programs

Members enrolled in an accelerated/concurrent Bachelor's/Master's Degree program must apply for a scholarship while taking undergraduate classes. When the majority of the member's coursework is at the graduate level, they have the option of applying for a graduate fellowship. The scholarship or fellowship recipient must remain a participating member of their chapter, in good standing, through the senior year. (Foundation 10-21)

Scholarship/Fellowship Re-Application

A scholarship or fellowship applicant who has previously submitted an application must submit a new application each year in order to be considered. A scholarship recipient who does not return to school during the scholarship term, and thus forfeits the scholarship to the next applicant, is eligible to re-apply and to be considered for a scholarship the next academic year. (Foundation 10-09)

Scholarship Fund

Annual donations which are restricted to scholarships but are not dedicated to an established scholarship endowment are placed in the general Scholarship Fund. (Foundation 10-09)

Scholarship/Fellowship Revocation/Enrollment Failure

A scholarship or fellowship recipient who does not retain her full-time student status during the scholarship/fellowship term or until graduation will forfeit her scholarship/fellowship to another candidate as selected by the Director: Scholarships and Fellowships and approved by the Board of Trustees. (Foundation 04-20, 10-21)

Policy Name

Policy

Scholarship/Fellowship Revocation/Membership Status

Should the recipient fail to continue to meet the criteria of her award, (including resignation or expulsion of her membership in Delta Gamma) she will forfeit her scholarship or fellowship to the next eligible applicant as selected by the Scholarships and Fellowships Committee. If the scholarship has been applied by a college/university to the former member's educational expenses, that former member will be responsible to repay the full award amount to the Delta Gamma Foundation within 30 days. (Foundation 10-16)

Scholarship/Fellowship/ Loan Eligibility

Candidates for all scholarships of the Foundation must be enrolled in a university within the United States or Canada. Candidates for fellowships of the Foundation may be enrolled in any college/university regardless of geographic location. An initiated member who attends a school on a campus where there is no Delta Gamma chapter may apply for a scholarship, fellowship or loan. Scholarship recipients are expected to remain a member in good standing of her collegiate chapter for the full scholarship term or until graduation. (Foundation 03-21, 10-21)

Scholarship/Fifth Year Member

A scholarship applicant who may graduate before the end of the school year of the scholarship term may be considered for a scholarship. In order to receive a scholarship, a fifth-year senior must agree to remain a participating member of her collegiate chapter, in good standing, for the full scholarship term. (Foundation 10-16)

Scholarship Recipient/Chapter Participation

Scholarship recipients are expected to remain participating members of their collegiate chapter, in good standing, throughout the full scholarship term or until graduation. (Foundation 10-16, 10-21)

Scholarship Recipient/Full-time Student Status

Award criteria for scholarships shall include full-time student status, as defined by the institution the recipient is attending during the year that the scholarship is awarded. (Foundation 10-16)

Service for Sight Grants

The Foundation Director: Grants shall submit to the Board of Trustees with a recommendation for action to be taken, written requests for funding that meet the guidelines of the Board of Trustees. (Foundation 03-08)

Social Media–Fraternity Policy Documents

Please refer to:
<https://www.deltagamma.org/library/policy/social-media-policy>

Travel Expense Refund

Any Foundation officer who travels at Foundation expense and does not complete her term of office or assignment of work may be asked to refund her travel expenses. (Foundation 04-03)

Policy Name

Policy

Travel Reimbursement

When making official visits, Foundation officers will be reimbursed for private car travel at the Board of Trustee approved rate per mile (plus tolls) or for air travel (economy fare). (Foundation 11-03)

Travel and Event Fraternity Policy

Please refer to:
<https://www.deltagamma.org/library/policy/travel-and-event-policy>

Unrestricted Bequest Gifts (Gift Acceptance Policy)

Unrestricted bequest gifts received by the Foundation without specific designation or restrictions shall be added to the General Fund, unless such gifts are \$25,000 or more. The use of gifts of \$25,000 or more shall be determined by the Foundation Board of Trustees. The Foundation Board of Trustees may vote to place these gifts into a designated fund or expend them for a specific purpose. (Foundation 03-18)

Statements of Clarification

Co-Hosting Anchor Splash/ Games Events

The Foundation Board of Trustees carefully reviewed the issue of our collegiate chapters co-hosting Anchor Splash/anchor Games events. Due to the myriad of liability, advertising and financial issues, we do not recommend or endorse our collegiate chapters co-hosting our signature fundraising events. It is not in the best interest of the Delta Gamma Foundation or our collegiate chapters. (Foundation 02-13)

The Foundation Board of Trustees encourages fundraisers that are non-signature fundraising events to be hosted solely by Delta Gamma collegiate chapters in order to ensure events are well-managed and successful. In the event a collegiate chapter co-sponsors a non-signature fundraising event, the event may not be held in or on property managed or owned by another fraternal organization. All such co-sponsored non-signature fundraising events must adhere to the same rules and guidelines which apply to Delta Gamma Foundation Signature events to include: prohibition of service or consumption of alcohol by participants; submission and approval of an Events Guideline for Events without Alcohol by the respective Advisory Team Chairman; and, adherence to all House Corporation Bylaws and Standing Rules for all such co-sponsored non-signature fundraising events held at Delta Gamma housing. (Foundation 02-20)

Rationale: Non-signature fundraising events have become increasingly popular among collegiate chapters partnering with men's fraternal organizations. Such non-signature fundraising events have been conducted in or on property managed or owned by those organizations, raising risk management concerns. In addition, such events have resulted in collegiate chapters' difficulty in collecting, monitoring, accounting for, and disbursing fundraising events' proceeds. The Foundation Board of Trustees seeks to prevent the occurrence of non-signature fundraising events which are inconsistent with the financial and risk management requirements for Delta Gamma events.

Delta Gamma Fundraising Activities

Delta Gamma has been supported by collegiate chapter and alumnae group fundraising for many years. It is greatly appreciated and allows us to touch the lives of over one million adults and children each year and to fundraise to meet the needs of our collegiate chapters and alumnae groups.

It is Delta Gamma's expectation and hope that all fundraising activities, whether for Foundation or chapter fundraising, include respect for members and participants, adherence to good risk management procedures, maintain positive health and wellness practices and are reflective of the best interest of all involved.

Ideas for fundraising activities/events can be found in the Foundation Focus. If you have any questions, please contact the Foundation Director: Special Events & Fundraising at Fundraising@deltagamma.org (Foundation 01-13)

Statements of Clarification

Foundation Credentials Committee

As set forth in the Foundation Constitution ARTICLE III, Section 2, prior to each Foundation Annual Meeting, the Chairman of the Foundation Board of Trustees, the Foundation Executive Director and the Foundation Constitution Chairman shall determine the official voting membership numbers for that Foundation Annual Meeting pursuant to the requirements of ARTICLE III, Section 2. They shall be assisted by the Foundation Director of Finance. (Foundation 05-19)

Rationale: In June 2013, ARTICLE III of the Foundation Constitution was amended to add Section 2 which provides for the weighted vote and specifically designates the BOT Chairman, the Foundation Executive Director and the Foundation Constitution Chairman as the individuals responsible for calculating the weighted vote. Because of the calculations required, the assistance of the Foundation Director of Finance is critical to ensure accuracy.

Fundraising Precautions

The following precautions shall be taken for all Delta Gamma fundraising events which involve athletic performance and/or require maximum mental alertness and physical condition of participants:

1. An Event Guideline must be completed for each event and approved by the advisory team chairman 4 weeks prior to the event date.
2. A Foundation Pre-Planning Event Form must be completed/ submitted via Anchorbase to the Regional Foundation Coordinator for event approval 4 weeks prior to the event date.
3. Collegiate chapters must have at least one security guard on duty at fundraising events.
4. Alcoholic beverages are forbidden.
5. The use of dunk tanks at a Foundation fundraising event is prohibited.
6. Any participant or spectator who consumes alcohol during the event or arrives at the event under the influence of alcohol will be disqualified and not allowed to participate in or observe the event.
7. A fully equipped first-aid station with qualified attendants shall be maintained throughout the event.
8. A certified lifeguard shall be in attendance throughout all poolside or water-related events.
9. There shall be no diving competition or exhibition.
10. All participants, including Delta Gamma members, whether participating in the actual event or working the event shall sign the official Fraternity medical waiver and release of liability form prior to the event. Minors who are unable to obtain the signatures of parents or legal guardians may not participate.
11. Prior to the event, the chapter will contact local law enforcement and rescue organizations to advise them of the time and location of the event.

(Foundation 08-09)

Statements of Clarification

Reading to the Blind and Visually Impaired

Delta Gammas have been reading to the blind and visually impaired for many years as part of our Service for Sight mission. Of course, it is our hope that we are able to continue serving the blind and visually impaired community in this manner.

Due to a recent incident involving some of our collegians, we do ask that all of our members be especially careful about the locations used for reading.

Location suggestions include: libraries, student centers, restaurants and other public places. It is not recommended that the reading take place in chapter houses, suites or lodges.

Reading at a person's home should only occur after a relationship has been well-established. In this case especially, members should always use the buddy system and never go alone.

If you have any questions, please contact the Foundation Director: Collegiate Service at CollService@deltagamma.org or the Foundation Director: Alumnae Service at AlumService@deltagamma.org. (Foundation 01-13)

Service Hours for Helping Family Members

The majority of our members spend or have spent time with family members who reside in an assisted living facility, a nursing home, at a home or another living situation. Some of the family members may be visually impaired or blind. We do this because helping family members is the right thing to do. In all phases of our lives, Delta Gammas are committed to our motto to do good! The Delta Gamma Foundation does not, however, feel it's appropriate for an individual to receive Do Good Service for Sight Hours for those who are spending time with a family member, nor should those hours be included in her chapter's/group's Do Good Service for Sight Hours. (Foundation 04-20)

Current Board of Trustees and Terms

ELECTED MEMBERS OF THE BOARD OF TRUSTEES

Ruth Grant Alsbrooks, Chairman

First term: 2019-2022

Joan Workman Newman, Treasurer

First term: 2017-2020

Second term: 2020-2023

Lynne C. Thieme, Secretary

First term: 2018-2021

Second term: 2021-2024

Catherine (Kim) Schmoker Hunnewell

First term: 2020-2023

Deborah Taber Crosby

First term: 2018-2019

Second term: 2019-2022

Jennifer (Jenn) Stuart Ragusa

First term: 2021-2024

EX OFFICIO MEMBERS OF THE BOARD OF TRUSTEES

Wilma Johnson Wilbanks, President

First term: 2018-2020

Second term: 2020-2022

Joanna Rosenow Shook, Council Trustee: Fraternity Programming

First term: 2020-2022

Susan Eddy Kinney, Treasurer

First term: 2018-2020

Second term: 2020-2022



Previous Elected Board of Trustees and Terms

Judith (Judy) Van Scoyk Barnhart*

First term: 2002-2005
Second term: 2005-2008

Rachel McDougal Bishop

First term: 2018-2021

Ann Glosup Bordelon

First term: 2007-2009
Second term: 2009-2012

Susan Beavers Crucq

First term: 2013-2016
Second term: 2016-2019

Linda Shreve Davidson

First term: 2012-2015
Second term: 2015-2018

Jacquelyn (Jacque) Geving Everson*

First term: 2006-2009
Second term: 2009-2012

Dorothy (Dotty) West Farwell

First term: 2002-2004
Second term: 2004-2007

Doris Sonnie Flint*

First term: 2002-2003
Second term: 2003-2005

Rachel Stack-Dunne Foster

First term: 2008-2011

Dinah Doty Hays

First term: 2014-2017

Anne Hohenberger

First term: 2011-2014

Mary Anne Ruman Lachenmaier

First term: 2012-2015
Second term: 2015-2018

Susie B. Lamy

First term: 2009-2012

Linda Crawford Linck*

First term: 2008-2011
Second term: 2011-2014

Kristine Reed Maedel

First term: 2007-2010
Second term: 2010-2013

Tamara E. Morse

First term: 2005-2006
Second term: 2006-2007

Mickey North Rizza

First term: 2006-2009

Jane Williams Simmons*

First term: 2014-2017
Second term: 2017-2020

Catherine (Kit) Stuart Schmoker

First term: 2002-2005
Second term: 2005-2008

Wilma Johnson Wilbanks*

First term: 2012-2015
Second term: 2015-2018

*Served as Chairman of the Board



Governance Committee Terms of Service

(As of July 2021)

Lisa Anderson – 2013-2017

Judy Van Scoyk Barnhart – 2007-2011

Ann Glosup Bordelon – 2017-2019

Barbara Gerow Broyles – 2011-2015

Gretchen Nadler Clifton - 2018-2019
(completed term of Deborah Taber Crosby)

Kathi Keppler Coles – 2011-2015

Deborah Taber Crosby – 2015-2018

Linda Krohn Elliott – 2007-2009

Debbie Bryd Etheridge – 2017-2021
*Chairman 2017-2021

Doris Sonnie Flint – 2007-2009
* Chairman 2007-2009

Kay Bodkin Harvey – 2019-present
*Chairman 2021-present

Carolyn Schnure Hill – 2014-2017
(completed term of Aleesa Miller Ross)
*Chairman 2015-2017

Anne Elizabeth Hohenberger –
2019-present

Mary Anne Ruman Lachenmaier – 2007-
2008; 2021-present

Linda Crawford Linck – 2019-present

Kristine Reed Maedel – 2015-2019

Karla Treckel Mugler – 2015-2019

Carol Jones Nunnally – 2011-2015
*Chairman 2013-2015

Christine Boring Pope – 2012-2013

Aleesa Miller Ross – 2013-2014

Jennifer Kane Schwartz – 2009-2010

Carol Bennie Shay – 2019-present

Stacia Rudge Skoog – 2009-2013
*Chairman 2011-2013

Teena Folker Tabor – 2010-2012

Erin Doty Toohey – 2007-2011

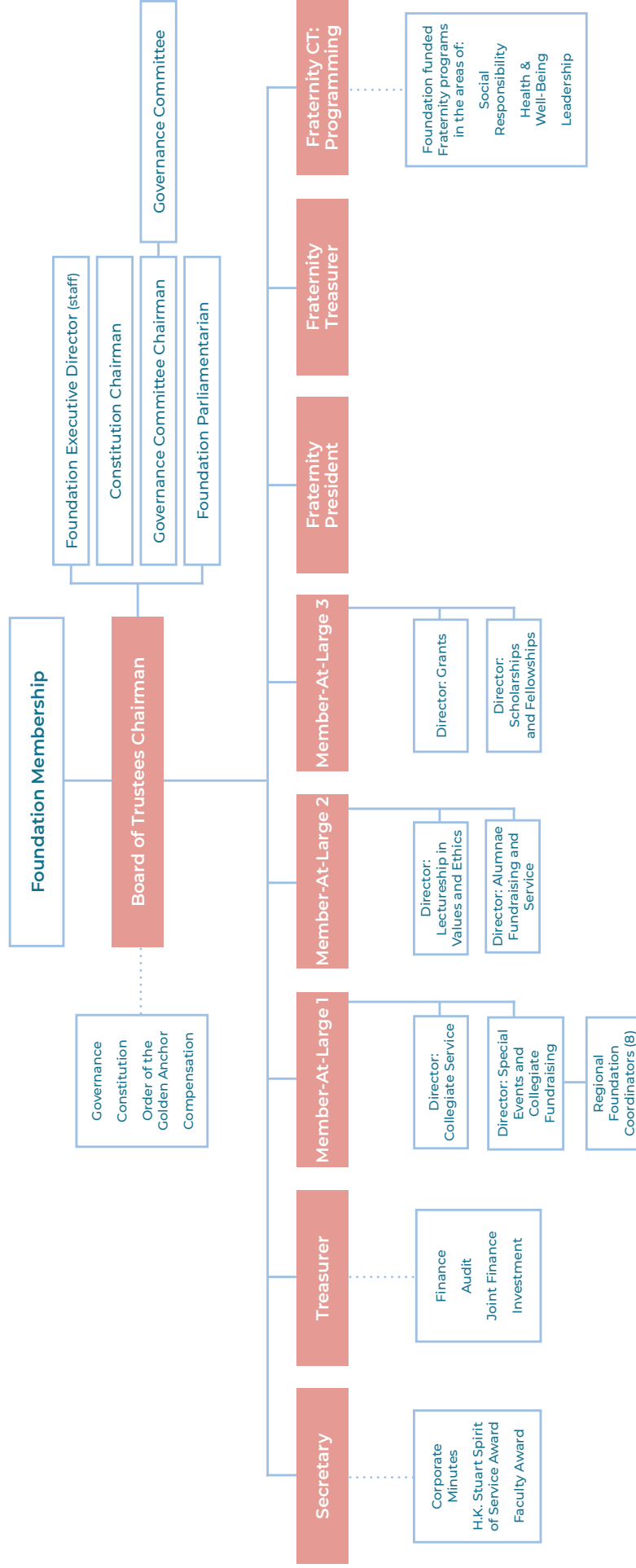
Beth Dubil Welmaker – 2007-2011
*Chairman 2009-2011





Delta Gamma 1873

Foundation Volunteer Structure

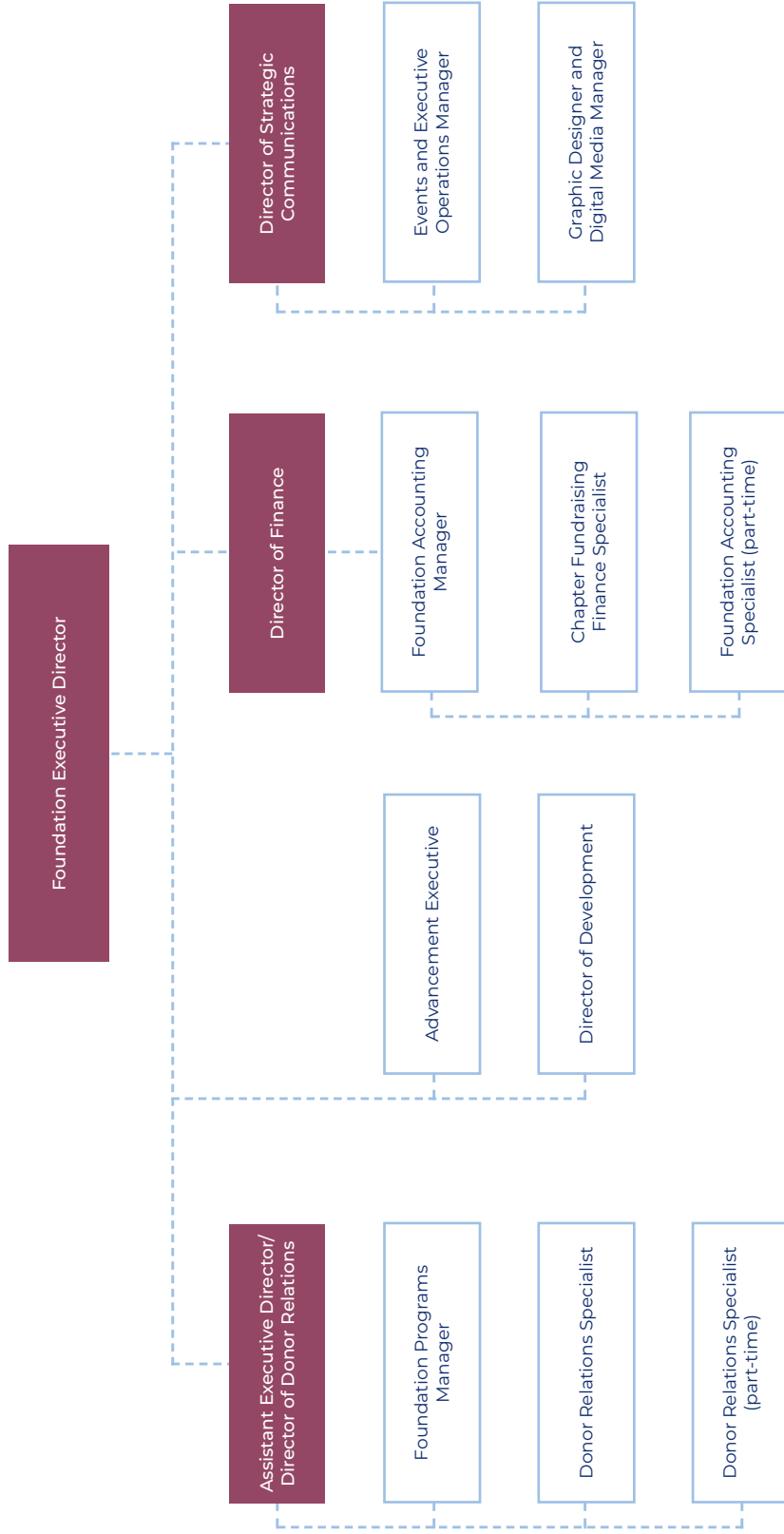




Delta Gamma

1873

Foundation Executive Offices Staff



Approved Distribution Lists

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

All alumnae with good emails, mailing addresses, social media accounts will be reached through the winter *ANCHORA*, DG Headlines (all member email), eDG, social media and the Delta Gamma website.

There may be some directed Communication to these groups:

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

LIST 2 – SURVEY

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

