



Alumnae Delegate Credentials Procedure

- The Alumnae Delegate Credentials Form is the Sorority's official document to certify that your alumnae chapter has **elected** its delegate and alternate delegate to represent and vote in the best interest of your alumnae chapter at Convention.
- Chapters and delegates in good standing as of May 26, 2018 (30-days prior to Convention) are eligible to vote at Convention. Good standing means all international Gamma Phi Beta financial obligations have been paid and all reporting is completed via Beta Base no later than 30-days prior to Convention. For good standing details, refer to the Alumnae President's Book (Procedures Section, Good Standing) and the Chapter Good Standing Report in Beta Base. Your sorority coordinator-alumnae resources is also a good source for information on good standing.
- Complete **Section I** of the Alumnae Delegate Credentials Form and send it to International Headquarters via mail to 12737 E. Euclid Dr. Centennial, CO 80111. You may also email a completed form to Kendra Bocher at kbocher@gammaphibeta.org. The form must be received no later than May 2, 2018, to be eligible to vote at Convention. Please note that the attesting member can be any current officer of the alumnae chapter, other than the elected delegate or alternate delegate.
- The delegate, alternate delegate and attesting officer must be in financial good standing with the Sorority, having paid their international alumnae dues during this fiscal year (8/1/2017 to 7/31/2018) or by being Life Loyal.
- International volunteer leaders (elected or appointed) or any alumna member of the Nominating Committee may not serve as an alumnae chapter delegate or alternate delegate.
- The delegate credential process must be completed through International Headquarters prior to Convention. **If your credentials are not complete before the start of the first Business Session of Convention, your chapter will not be allowed to vote.** Your alumnae chapter is encouraged to elect and send a delegate and alternate delegate to Convention. If your alumnae chapter is only sending a delegate to Convention, it is in the alumnae chapter's best interest to also elect an alternate delegate in case your delegate must cancel at the last minute. This will safeguard your alumnae chapter's Convention vote since your alternate delegate will already be credentialed and prepared to step in, if required.
- If a delegate or alternate delegate that has already been elected and credentialed by your chapter is replaced with a new delegate or a new alternate delegate, a replacement credential form must be completed, attested and submitted to International Headquarters prior to Convention. If a last-minute change of delegate or alternate delegate is necessary, due to extraordinary circumstance (and there is not time to send the new credential form to International Headquarters prior to Convention), a new credential form must be completed, attested and hand-carried to Convention. All names on the new credentials form will be verified for financial good standing on site.
- **The delegate and alternate delegate must attend all Business Sessions that occur on a daily basis while attending Convention.** Be sure your delegate and alternate delegate understand this commitment. A delegate's



temporary absence from a Business Session does not entitle an alternate delegate to substitute for the delegate for that session. An alternate delegate will only be credentialed to replace a delegate if the delegate is required to end her presence at Convention for an extenuating reason.

- If you have any questions about the procedures to complete this form, please contact Kendra Bocher at International Headquarters at kbocher@gammaphibeta.org or 303.799.1874 ext. 321.



Alumnae Delegate Credentials

This form must be completed and received at International Headquarters by **May 2, 2018**, for your delegate to be eligible to vote at Convention.

Section I

Chapter: _____

Region: _____

Delegate name: _____
PRINT NAME

Alternate delegate name: _____
PRINT NAME

ATTEST: To be filled out by a current officer of the alumnae chapter who is in financial good standing and is not the elected delegate or alternate delegate.

I, _____, the chapter's _____, do hereby
NAME OFFICER TITLE
attest on this date _____, that the above-listed delegate and alternate delegate were
DATE
elected by the _____ Chapter to represent our chapter at the 2018 Convention,
CHAPTER NAME
and are in good standing.

Signature: _____

Other alumnae members attending Convention: _____

Section II – For Convention use only

On-site signatures – **The delegate and alternate delegate must check in and sign this form at Convention.**

Delegate: _____
SIGNATURE PRINT NAME

Alternate delegate: _____
SIGNATURE PRINT NAME

For office use only:

Designation of delegates received by 5/2 deadline	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alumnae chapter is in good standing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Delegate is in good standing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alternate Delegate is in good standing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attest officer is in good standing	<input type="checkbox"/> Yes	<input type="checkbox"/> No