



## Collegiate Delegate Credentials Procedure

- The Collegiate Delegate Credentials Form is the Sorority's official document to certify that your collegiate chapter has **elected** its delegate and alternate delegate to represent and vote in the best interest of your collegiate 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 Gamma Phi Beta chapter and international financial obligations have been paid and all chapter reporting is completed via Beta Base no later than 30-days prior to Convention. For details on chapter good standing, refer to the Collegiate Operations Manual (Good Standing for a Chapter) and the Chapter Good Standing Report in Beta Base. Your regional coordinator/sorority coordinator-new chapter is also a good source for information on your chapter's good standing status.
- Complete **Section I** of the Collegiate 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](mailto: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 recording secretary (attesting officer) cannot be the elected delegate or alternate delegate. If your chapter does not have a recording secretary, the form must be attested and signed by the administrative vice president or any officer who is not the delegate or alternate delegate and who was present when the delegate and alternate delegate were voted on by the chapter.
- The delegate credential process should 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.**
- 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 (signed by recording secretary) 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. **Please note:** regional directors and regional coordinators are **not** authorized to attest for a delegate or alternate delegate at the Convention 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](mailto:kbocher@gammaphibeta.org) or 303.799.1874 ext. 321.



## Collegiate 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: \_\_\_\_\_

School: \_\_\_\_\_

Region: \_\_\_\_\_

Delegate name: \_\_\_\_\_  
PRINT NAME

Alternate delegate name: \_\_\_\_\_  
PRINT NAME

ATTEST: To be filled out by the recording secretary.

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 (all chapter and international Gamma Phi Beta financial obligations are paid).

Signature: \_\_\_\_\_

Other chapter members/advisors 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  
Chapter is in good standing

Yes  No  
 Yes  No