

# Daughters of Penelope



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## SUPREME CONVENTION DELEGATE/ALTERNATE REPORTING FORM

Chapter # \_\_\_\_\_ Chapter Name: \_\_\_\_\_ District# \_\_\_\_\_

Date Meeting Held: \_\_\_\_\_ Number in Attendance \_\_\_\_\_

### DELEGATES:

	Name	National ID	Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

### ALTERNATES:

	Name	National ID	Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chapter President

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chapter Secretary

**Headquarters Use Only**  
Membership at Year End: \_\_\_\_\_  
Votes: \_\_\_\_\_ Received \_\_\_\_\_

## INSTRUCTIONS

Reporting forms from chapters are due by June 1 according to the Constitution & By-Laws. Please adhere to this deadline to assure all credentials and paper work for the Supreme Convention are completed timely. Your assistance and cooperation is greatly appreciated.

## IMPORTANT

- 1) Each reporting form must list all Delegates and Alternates elected in order of preference. Such order shall list the member receiving the highest number of votes as Delegate or Alternate #1; the member receiving the second highest number of votes as Delegate or Alternate #2; etc.
- 2) Please type or print information and include National ID Number.
- 3) No more than one (1) Alternate shall be elected for each Delegate to which each Chapter is entitled for presentation. There are no half votes.
- 4) The reporting form must bear a postmark **no later than June 1**. The Chapter Secretary must mail this form to Headquarters via Certified Mail, Return Receipt Requested. If faxed, the form **MUST** bear a time and date. The Chapter should retain a copy for their records.
- 5) Delegates & Alternates **MUST** be paid up through **the convention year** to be seated at the convention.

**Note:** *Where a chapter certifies two or more votes to Headquarters as its voting strength, but is entitled to a lesser number of votes as reflected by the records at Headquarters, the Delegate(s) receiving the least number of votes shall receive preferential status as Alternate(s), unless otherwise specified by the chapter in its report.*

Article XV, Section 8, Number and Voting Power of Delegates

- a. Each Chapter in good standing with headquarters shall be entitled to the following voting rights in the Supreme Convention:

Members	Votes
8-15	2
16-25	4
26-50	6
51-100	8
101-150	10
151-200	12
201-250	14

- b. The number of delegates to which a Chapter is entitled shall be determined by the number of members for which per capita tax has been paid by January 1 of the convention year.