



**"Service To All"**

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**How Do You Organize???**

These are the proceedings found most successful to follow in organizing a Chapter of Sigma Tau Alpha.

1. Contact the National Executive Director or the National Associate Director - Organizer, of Sigma Tau Alpha, for Organizing materials and instructions.
2. Contact a minimum of ten girls as prospective members. Notices may be run in school or Rainbow papers. Names of possible members may be obtained from the Supreme Inspectors (Deputies), Grand Deputies, Mother Advisors, or Rainbow Girls.
3. If you wish to be officially recognized by a University or College, and meet on the campus, you will need to meet with school officials in charge of student organizations. A National Constitution may be required. Supply a list of girls interested, to show sufficient desire for such an organization.
4. Select a Chapter Advisor that will meet the college or university requirements. Sigma Tau Alpha suggests that advisors be Masons, Eastern Star, or Majority members, if possible.
5. Submit a "Petition for Charter", accompanied by \$25.00 to the National Director. This is normally funded by the Grand Assembly.
6. Have each prospective member fill out an "Application for Membership", and collect the Initiation Fee of \$ 25.00 (Regular) or \$50.00 (Lifetime). This fee includes the yearly dues. Each state is responsible for determining what they will collect for a State Initiation fee (if any), and State and Chapter dues.
7. Send a copy of each application for membership, and all of the National Initiation Fees, to the National Director. Upon receipt, membership pins and rituals will be sent to the State Director, for each prospective member.
8. Arrange for an initiation. This is usually done by a nearby chapter. Where there are none available, adult Rainbow, Eastern Star, or Masons may perform the ceremony. In so doing, they would become Service Affiliate members of Sigma Tau Alpha. All necessary paraphernalia, is normally purchased by the Grand Assembly of each state.
9. Officers should then be elected and appointed ( sometimes, the State Director will appoint the first President, so that she might aid in planning the initiation, and will have time to plan for the year ahead ). Decisions need to be made regarding meeting places and times; Chapter Constitutions, By-Laws, Rules and Regulations, should be adopted to conform with the State and National Federation. Copies should be sent to the State and National Directors.
10. New Officers should be installed at the Initiation, or at the next scheduled meeting.