



VIRTUAL

CHAPTER OPENING AND CLOSING CEREMONY

Delta Sigma Theta Sorority, Incorporated

Legal Notice

Must show on screen prior to each Ritualistic Ceremony

ALL CONTENT SHARED, DISPLAYED, OR OTHERWISE PRESENTED DURING THIS MEETING, INCLUDING BUT NOT LIMITED TO SORORITY MANUALS, CEREMONIAL RITUALS, AND OTHER MATERIALS THAT CONTAIN DELTA'S TRADEMARKS, COPYRIGHTS, OR ANY OTHER INTELLECTUAL PROPERTY, IS OWNED AND CONTROLLED BY DELTA SIGMA THETA SORORITY, INC. AND IS PROTECTED BY LAW. PARTICIPANT SHALL NOT PHOTOGRAPH, VIDEO RECORD, SCREEN CAPTURE, OR OTHERWISE COPY DELTA MATERIALS TO MODIFY OR REPRODUCE FOR PERSONAL OR THIRD-PARTY USE. PARTICIPANT FURTHER UNDERSTANDS, AGREES, AND ACKNOWLEDGES TO BE SOLELY LIABLE FOR ANY DAMAGES, IN LAW OR IN EQUITY, RESULTING FROM VIOLATION OF APPLICABLE LAWS AND SHALL BE SUBJECT TO DISCIPLINARY ACTION ACCORDING TO THE MEMBER CODE OF CONDUCT AND ANY OTHER RELATED AGREEMENT.

REMINDEES FOR THE CHAPTER MEETING OPENING/CLOSING CEREMONY

PROTOCOL AND PREPARTION REMINDERS



- ▲ The protocols outlined in the *Ritual* related to properties, attire, and music are to be observed.
- ▲ All chapters will utilize the virtual animation ceremonial table for the Chapter Meeting Opening Ceremony and the Chapter Meeting Closing Ceremony.
- ▲ Virtual Ceremonies should be used until otherwise directed by the National President and CEO.
- ▲ There should be no deviation to the Chapter Meeting Opening and Closing Ceremonies, as provided in the 2014, 12th Edition of the Official Ritual of Grand Chapter of Delta Sigma Theta Sorority, Incorporated.
- ▲ **Practice, Practice, Practice**
 1. Presiding Officer should be certain the raps from the gavel can be heard during the Ceremony.
 2. Officiating Officers should pay attention to the lighting in their personal space and make adjustments as necessary.
- ▲ Officiating Officers should be familiar with and follow instructions in italics.
- ▲ The following are reminders for virtual meetings:
 1. The **Legal Notice** *must* be displayed and read before the start of the Ceremony
 2. Chapters should reference the Delta Technology Guide for Virtual Meeting Guidelines.
 3. Sorors cannot not be admitted from the waiting room once the Ceremony has begun.
 4. The chat feature should be disabled and members should be muted during the Opening and Closing Ceremonies.
 5. The technology team should spotlight those who are speaking.
 6. When the *Ritual* directs sorors to stand, the ceremonial participants will remain seated.
 7. The Delta Prayer and the Delta Sigma Theta National Hymn should be sung by a designated soror or the music could be used from the Songs of Heritage CD.
- ▲ Once the chapter meeting date is set, the chapter President, or her designee, will send notification to chapter members and to other participants deemed appropriate by the chapter President. The notification shall adhere to the following:
 - Contain a **personal** zoom link to the chapter meeting.
 - Include instructions to **not to forward**.
 - Note the time Zoom meeting will LOCK and participants will no longer be admitted to the meeting
 - If Zoom capacity is reached, the eeting will lock and participants will no longer be admitted to the meeting.
 - The “waiting room” feature must be used.
- ▲ Prepare a timeline for Zoom entry (Chapter Sorors, Visiting Sorors and other approved participants).




PROCEDURAL REMINDERS





- ▲ All participants are in place.
- ▲ Lighted candles will be on the virtual animated ceremonial table.
- ▲ “Delta Prayer” - sorors remain seated. All verses are sung. It is never sung as a solo or choir rendition.
- ▲ The Ceremonial Table will consist of: One white candle in candleholder – Fundamental Principles; One red candle in candleholder – Torch of Wisdom; Candle lighter; Candle snuffer; Gavel; Clean, pressed white tablecloth; *Ritual; Constitution & Bylaws; Protocol & Traditions Manual; Chapter Management Handbook; Chapter Rules of Order; Chapter Policies &*

<p><i>Procedures; Robert’s Rules of Order (Newly Revised); Delta pennant – Sorority Symbols in front of Ceremonial Table.</i></p> <p>▲ Reverence, respect, solemnity, and dignity must prevail.</p>	
WORDS/SONGS	
<ul style="list-style-type: none"> • <i>Technology will cue these for play during the ceremony.</i> • Reminder: <i>Technology Committee should ensure sound check video checks.</i> 	<ul style="list-style-type: none"> • Delta Prayer • Delta Sigma Theta National Hymn • Delta Mizpah
VIDEOS FOR SERVICE	
<ul style="list-style-type: none"> • Chapter Opening/Closing Ceremony 	<ul style="list-style-type: none"> • Sorors participating in the ceremony should rehearse ahead of time.

THE CHAPTER MEETING OPENING CEREMONY (page 2)
*The Chapter Opening Ceremony is to be conducted at the opening of each chapter meeting. Chapters may **not** omit this ceremony. The President, Vice President, and Chaplain are standing behind the Ceremonial Table.*

PRACTICE...PRACTICE...PRACTICE	
<p>Technology</p> <ul style="list-style-type: none"> • Admit all sorors and visitors into the assembly 	Spotlight President on screen
<p>President (Page 2):</p> <ul style="list-style-type: none"> • <i>President raps one time for attention</i> 	Spotlight President on screen
<p>Sergeant-at-Arms (Page 2)</p> <ul style="list-style-type: none"> • <i>Sergeant-at-Arms should begin speaking when she sees the ceremonial table on the screen.</i> <p>Δ SERGEANT-AT-ARMS: Attention! Attention!</p> <ul style="list-style-type: none"> • <i>President raps three times. Ceremonial participants should remain seated and all other Sorors should stand.</i> 	<p>Spotlight Ceremonial Table on screen</p> 
<p>President (Page 2)</p> <p>PRESIDENT: I am about to open this meeting of the _____ Chapter of Delta Sigma Theta Sorority. Soror Sergeant-at-Arms, are we ready to proceed?</p> <p>Δ SERGEANT-AT-ARMS: Soror President, we are ready to proceed.</p> <p>Δ PRESIDENT: Sorors, let us recite the Secret Motto of our honored Sisterhood.</p>	<p>Spotlight Ceremonial Table on screen</p> 

<p>Δ <i>President recites the Secret Motto; participants, while on mute, should recite the Secret Motto.</i> <i>The President raps one time.</i> <i>Ceremonial participants should remain seated and all other Sorors should be seated.</i></p>	
<p>President (Page 2-3) Δ <i>Follow Ritual</i> Δ PRESIDENT: Though I speak with the tongues of the learned and the profound, and have no love, I am as a noisy gong or a clanging cymbal. Thus faith, and hope, and love last on, these three; but in Delta Sigma Theta, the greatest of these is love.</p>	<p>Ceremonial Table is displayed on screen</p> 
<p>Vice President (Page 3)</p> <ul style="list-style-type: none"> • <i>Vice President speaks as the simulation for the lighting of the white candle occurs.</i> <p>Δ VICE PRESIDENT: I light the candle representing the Fundamental Principles.</p>	<p>Technology: Press Play to light the white and red candles; be mindful of speaker's speech pattern to time animation.</p> 
<p>President (Page 3)</p> <ul style="list-style-type: none"> • <i>President speaks as the simulation for the lighting of the red candle occurs.</i> <p>Δ PRESIDENT: I light the Torch of Wisdom.</p>	<p>Ceremonial Table remains displayed</p> 

<p>Vice President (Page 4):</p> <p>Δ VICE PRESIDENT: Let me be a torch. Strive and attain for Delta.</p> <p>Technology: Press Pause once both candles are lighted. Graphic does not need to be restarted; will resume from pause for Chapter Closing Ceremony.</p>	<p>Ceremonial Table remains displayed Both candles are now lighted</p> 
<p>Chaplain (Page 4)</p> <p>Δ CHAPLAIN: Let us center our minds and hearts on an Inspirational Word.</p> <ul style="list-style-type: none"> • <i>Chaplain reads a scripture, poem or reflection she has prepared for not more than two minutes.</i> 	<p>Ceremonial Table remains displayed</p> 
<p>Chaplain (Page 4)</p> <p>Δ CHAPLAIN: Let us sing the “Delta Prayer”.</p> <ul style="list-style-type: none"> • <i>Delta Prayer should be sung or played. While muted, Sorors should sing the Delta Prayer.</i> 	<p>Ceremonial Table remains displayed</p> 
<p>President (Pages 5-6)</p> <p>Δ PRESIDENT: We, in this community... Let us with great care serve as wholesome examples for others to follow.</p> <ul style="list-style-type: none"> • <i>President raps three times. Ceremonial participants should remain seated and all other Sorors should stand.</i> • <i>All sorors should place right hand over heart. The Chapter President will recite aloud the Delta Oath. All Sorors, while on mute, will recite.</i> 	<p>Ceremonial Table remains displayed</p> 

President (Page 6)

Δ **PRESIDENT:** I declare this meeting ... in due form for the transaction of business.

- *President raps one time. Ceremonial participants should remain seated and all other Sorors should be seated.*
- *The ceremonial table is removed following the rap.*





Ceremonial Table remains displayed.




The ceremonial table is removed following the rap.



THE CHAPTER MEETING CLOSING CEREMONY (page 7)

The Chapter Closing Ceremony is to be conducted after the motion for adjournment has passed, the President shall close the meeting.

<p>Technology:</p> <ul style="list-style-type: none"> • <i>After the motion for adjournment has passed, spotlight Ceremonial Table on the screen.</i> 	<p>Ceremonial Table remains displayed</p> 
<p>President (Page 7):</p> <p><i>President raps one time for attention</i></p>	<p>Ceremonial table remains displayed</p> 
<p>Sergeant-at-Arms (Page 7)</p> <p>Δ SERGEANT-AT-ARMS: Attention! Attention!</p> <ul style="list-style-type: none"> • <i>President raps three times; ceremonial participants should remain seated and all other Sorors should stand.</i> 	<p>Ceremonial Table remains displayed</p> 
<p>President (Page 7)</p> <p>Δ PRESIDENT: We are about to close ... Soror Sergeant-At-Arms, are we ready to proceed with the closing of this meeting?</p>	<p>Ceremonial Table remains displayed</p> 

<p>Sergeant-at-Arms (Page 7)</p> <p>Δ SERGEANT-AT-ARMS: Soror President, we are ready to proceed.</p> <ul style="list-style-type: none"> • <i>The white candle is extinguished.</i> 	<p>Technology: Resume from PAUSE White candle is extinguished</p> 
<p>President (Page 7)</p> <p>Δ PRESIDENT : As we extinguish the flames, let us go forth carrying the Fundamental Principles ... and recite the “Delta Mitzpah”</p> <ul style="list-style-type: none"> • <i>As the red candle is extinguished, the President speaks.</i> 	<p>Red candle is extinguished</p> 
<p>Technology:</p> <ul style="list-style-type: none"> • <i>All verses of the Delta Sigma Theta National Hymn are sung or played.</i> <p>President (Page 8)</p> <ul style="list-style-type: none"> • <i>Following the Delta Sigma Theta National Hymn, the Presiding Officer will sing/recite/play the Delta Mizpah.</i> 	<p>Play Delta Sigma Theta National Hymn</p> 
<p>President (Page 8)</p> <p>Δ PRESIDENT: I declare this meeting ... closed in due form.</p> <ul style="list-style-type: none"> • <i>President raps one time to end the ceremony.</i> 	<p>Ceremonial Table removed from Screen</p> 