**CERES FRATERNITY MEMORANDUM**

Executive Director

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**TO:** Association Delegates

**FROM:** Trina Kluever Pauli, Executive Director

**DATE:** Conclave 2014

**SUBJECT:** Conclave 2014 Voting Delegate Credentials

The credentials of each association delegate shall consist of

1. a receipt from the Executive Director showing that all financial obligations of

 the chapter to the International organization are paid in full,

1. typewritten biennial reports of the association reflecting the activities of the

 association,

(c) copy of the completed outstanding association award application for the past year, (Since awards were not available this year-this can be skipped).

1. a financial statement covering the most recently ended fiscal year,
2. a letter of authorization duly signed by the president and secretary of the

 chapter designating the official delegate,

1. a copy of the current year’s certification from the Secretary of State’s office proving incorporation status pursuant to local state or provincial laws, however, this requirement will be waived for chapters chartered within two years prior to the date that the association credentials are being considered and
2. copied of audits/financial reviews of the last two fiscal years.

All credentials are to be brought to Conclave and submitted to the credentials committee by the official delegate.