

# DELTA SIGMA THETA SORORITY, INCORPORATED

## AUSTIN ALUMNAE CHAPTER

### Article I: CHAPTER INFORMATION

- Section 1. Chapter Name/Location/Number
- a. Name: Austin Alumnae Chapter
  - b. Location: Texas
  - c. Region: Southwest
  - d. Chapter Number: 161
- Section 2. Chapter Service Area
- Austin, Round Rock, Pflugerville, Cedar Park, Leander, Georgetown, Manor, Hutto, Elgin, Del Valle, Dale, Buda, Dripping Springs, San Marcos, Kyle, Cedar Creek, Lago Vista, Bastrop, and Taylor
- Section 3. Contact Information
- a. Mailing address: P.O. Box 301273, Austin, TX 78703
  - b. Chapter Website URL: <http://dstatx.org>
  - c. Chapter Email Address: [austinalumnaepresident@gmail.com](mailto:austinalumnaepresident@gmail.com)

### Article II: CHAPTER STRUCTURE, GOVERNING BODIES

- Section 1. Executive Committee
- The Executive Committee is composed of only elected officers of the Chapter as designated on the Rules of Order form and delineated in the Chapter's Policies and Procedures.
- Section 2. Executive Board
- a. The Executive Board shall consist of sorors holding elected and appointed offices and positions of the Chapter, the Immediate Past President, and Chairpersons of Standing and Special Committees. Members of the Executive Board shall serve until their successors are elected or appointed. The President chairs the Board and prepares the agenda.
  - b. It shall be the duties of the Executive Board to:
    1. supervise the affairs of the Chapter between its regular Chapter meetings; and
    2. perform such other duties as may be specified in these Policies and Procedures.
  - c. The report of the Executive Board shall be based on the minutes of its meetings, and should be submitted to the Chapter at its regular meetings. All Chapter committee chairs who wish to report at Chapter Meeting must have reported at the prior Executive Board meeting.
  - d. The Executive Board shall not supersede the desires of the Chapter and its decisions.

- Section 3. Committees

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- a. Standing
  1. Economic Development
  2. Educational Development
  3. International Awareness and Involvement
  4. Physical and Mental Health
  5. Political Awareness and Involvement
  6. Arts and Letters
  7. Budget and Finance
  8. Emergency Response
  9. Internal Audit
  10. Membership Services
  11. Nominating
  12. Program Planning and Development
  13. Charitable Partners
  14. Protocol and Traditions
  15. Records Management and Retention
  16. Rules of Order and Policies and Procedures
  17. Social Action
  18. Strategic Planning
  19. Technology
  20. Ways and Means
  
- b. Special
  1. Delta of the Year
  2. Elections
  3. Founders Day
  4. Minerva Circle
  5. Pure Essence Interpretative Dance Team
  6. Step Team
  
- c. The President should appoint/confirm non-elected standing committee chairs by July 1 so that committees can meet at least once during the summer prior to the first regular Chapter meeting.
  
- d. Ad Hoc committees may be created by the President as required to promote the Chapter's objectives and purposes. The President shall appoint the chairperson of these committees. They may meet with the Executive Board when necessary. Their terms of office shall expire at the conclusion of the event or circumstance that warranted their creation.

### **Article III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS**

#### Section 1. Duties and Responsibilities of Elected Officers

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### a. President

#### 1. It shall be the duty of the President to:

- preside at all meetings of the Executive Board, Executive Committee, and Chapter where she shall serve as chairperson;
- enforce due observation of the Constitution and Bylaws of Grand Chapter and the Rules of Order/Policies & Procedures of this Chapter;
- call special meetings;
- perform such ritualistic ceremonies as may be necessary and appropriate;
- oversee the operation of the Chapter;
- be accountable for all chapter expenditures;
- be bonded;
- sign and submit President's Acceptance of Fiduciary Responsibility Form by the required deadline;
- serve as "exchequer of finances" and approve expenditure of funds;
- authenticate, by her signature, certificates of membership, vouchers for payment of bills, contracts, and other acts or orders;
- appoint committee chairs not elected;
- assure that corporate accountability reports are completed/submitted, and that chapter compliance is met by established deadlines;
- speak for the Chapter or designate a member to represent the chapter;
- refrain from making motions. Exception to this rule shall be that she is permitted to vote on candidates for elected offices and positions as well as candidates for membership and
- perform all other duties as provided by the most current edition of the Chapter Management Handbook.

### b. Vice Presidents

#### 1. First Vice President

- It shall be the duty of the First Vice President to:
  - act as an aide to the President;
  - perform all duties of the office of the President in her absence or incapacitation, with the exception of signing checks;
  - support the President in the overall management of the Chapter's business
  - serve as the Chairperson of Membership Services Committee and fulfill the duties as outlined by Grand Chapter for Membership Services, such as:
    - coordinate membership retention efforts
    - coordinate membership reclamation efforts
    - coordinate collegiate to alumnae transition efforts;

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and

- ascend to the office of President if the President cannot fulfill her term.

### 2. Second Vice President

- It shall be the duty of the Second Vice President to:
  - support the President in the overall management of the Chapter's business; and
  - serve as the Chairperson of Program Planning and Development.

### c. Secretaries

#### 1. Recording

- It shall be the duty of the Recording Secretary to:
  - record the minutes of all proceedings of the Chapter; via paper and electronic mediums
  - provide copies of the minutes to the members;
  - maintain a file of all chapter minutes/committee reports;
  - maintain the Chapter's official membership roll; for attendance purposes only; and, print the Chapter's official membership roll
  - call roll when necessary; and
  - perform other duties as may be delegated by the President.

#### 2. Corresponding

- It shall be the duty of the Corresponding Secretary to:
  - notify members of each meeting;
  - read the correspondence at each Chapter meeting;
  - prepare and send correspondence for the Chapter after approval of the President;
  - assist in the distribution of the Chapter's monthly newsletter, The Odyssey; and, other weekly news publications
  - perform other duties as may be delegated by the President.

### d. Financial Secretary

#### 1. It shall be the duty of Financial Secretary to:

- be bonded;
- sign and submit the Financial Secretary's Acceptance of Fiduciary Responsibility Form by the required deadline;
- receive payment of dues and all incoming monies;
- issue receipts for each payment made;
- maintain official record of all income;
- serve as a member of the Budget and Finance Committee;
- work closely with the Treasurer in completing reports and meeting deadlines established by Grand Chapter;
- Receive and submit money to the Treasurer to ensure that the

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- two (2) business day deposit requirement is met;
- work with the Treasurer in monitoring expenditures of the chapter budget;
- signs checks made payable to the President or Treasurer;
- collect funds for events/activities sponsored by chapter committees;
- prepare roster of financial chapter members;
- serve as a member of the Minerva Circle;
- attend finance training workshops;
- execute orders for forms, books and other necessary materials to carry out the smooth operation of her office and the chapter; and
- prepare and present a written report of the chapter's income on a monthly basis
- submit documents to the chair of internal audit by specified agreed upon due date

### e. Treasurer

#### 1. It shall be the duty of the Treasurer to:

- be bonded;
- sign and submit the Treasurer's Acceptance of Fiduciary Responsibility Form by the required deadline;
- maintain the official financial records of the chapter;
- receive and deposit all monies received from the Financial Secretary within two (2) business days of receipt;
- maintain an accurate record of receipts and expenditures, and pay out local funds as authorized by the President in accordance with the adopted fiscal year budget;
- serve as one of the authorizers for expenditures;
- ascertain that all disbursements are accompanied by appropriate voucher(s) and receipt(s);
- ensure all checks have two signatures;
- work closely with the Financial Secretary in completing reports and meeting deadlines established by Grand Chapter;
- submit all funds due to National Headquarters within 30 days of receipt;
- provide a written report of chapter income and disbursements monthly to all chapter members;
- reconcile all accounts on a monthly basis;
- file the annual financial report with the assistance of a public accountant, if necessary;
- serve as Chairperson of the Budget and Finance Committee;
- ensure books are audited in accordance with current internal audit guidelines;
- present the annual operating budget for the ensuing fiscal year prepared by the Budget and Finance Committee to the chapter for approval by May of each sorority year;

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- execute orders for forms, books and other necessary materials to carry out the smooth operation of her office;
- oversee the voucher process as detailed;
- honor only approved purchases;
- ensure that sorors complete vouchers and secure committee chair approval (where necessary and when committee budget is impacted); and
- attend finance training workshops
- submit documents to chair of internal audit by specified agreed upon due date as determined at the beginning of the chapter year

### f. Assistant Treasurer

#### 1. It shall be the duty of the Assistant Treasurer to:

- be bonded,
- assist the Treasurer and therefore do not supersede the duties of the Treasurer;
- perform all the duties of the Treasurer in her absence with the exception of signing checks and depositing funds;
- attend finance training workshops; and
- serve as a member of the Budget and Finance Committee.

### g. Assistant Financial Secretary

#### 1. It shall be the duty of the Assistant Financial Secretary to:

- be bonded;
- assist the Financial Secretary as needed;
- assist in the collection of funds at meetings but cannot sign checks;
- assist chapter committees with the collection of funds for events if assigned to do so;
- attend finance training workshops; and
- serve as a member of the Budget and Finance Committee.

## Section 2. Duties and Responsibilities of Appointed Positions

### a. Parliamentarian

#### a. It shall be the duty of the Parliamentarian to:

- advise the presiding officer on questions of parliamentary procedures;
- maintain current copies of the Constitution and Bylaws of Grand Chapter, the Rules of Order/Policies and Procedures of this Chapter, and current edition of Robert's Rules of Order Newly Revised where Delta does not provide guidance at all meetings; and
- serve as Chairperson of the Policies and Procedures Committee.

### b. Chaplain

#### a. It shall be the duty of the Chaplain to:

- conduct the invocation/meditation at meetings or other

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activities when requested by the President

c. Historian

a. It shall be the duty of the Historian to:

- compile and maintain a record of the activities and achievements of this Chapter

d. Custodian of Properties

a. It shall be the duty of the Custodian of Properties to:

- maintain the objects of value that belong to the Chapter;
- maintain a record of the properties and objects of value that belong to the Chapter (i.e. number of robes, chairs, tables, candle holders, etc.);
- inventory properties annually;
- set up the table for chapter meeting opening ceremony;
- remove the table properties after the chapter meeting; and
- perform other duties as delegated to that office.

e. Internal Audit Committee Members

a. It shall be the duty of the Internal Audit Committee Members to:

- review financial transactions of the Chapter on a quarterly basis to ensure that all fiscal operations are consistent with generally accepted accounting principles and standards.

f. Assistant Journalist

a. It shall be the duty of the Assistant Journalist to:

- act in conjunction with and in the absence of the Journalist.

g. Assistant Sergeant-at-Arms

b. It shall be the duty of the Assistant Sergeant-at-Arms to:

- assist the Sergeant-at-Arms with her duties.

h. Timekeeper

a. It shall be the duty of the Timekeeper to:

- assist the President by keeping time for designated Chapter reports and/or discussions during chapter meetings.

i. National Pan-Hellenic Council Representative

a. It shall be the duty of the National Pan-Hellenic Council Representative to:

- represent the Chapter during meetings of the National Pan-Hellenic Council – Austin Chapter, and report to the Chapter transactions of said meetings.

### Section 3. Duties and Responsibilities of Elected Positions

a. Chair and Members of Nominating Committee

- The Nominating Committee shall consist of a Chair and four (4) elected members.
- It shall be the duty of the Nominating Committee to:
  - canvas the membership and receive nominations from members of persons who are determined to be eligible and meet the criteria outlined in the current Policies and Procedures for their respective offices or position;

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- notify qualified candidates within five (5) business days of the March chapter meeting so that qualified candidates may prepare for campaigning at the end of the March chapter meeting;
  - present a slate of eligible candidates with at least 2 members per office or position, if possible, at the March meeting prior to the election of officers in April.;
  - host a candidate forum for the confirmed slated candidates at the close of the March chapter meeting to begin the campaigning
  - verify the eligibility of names that are placed in nominations from the floor at the March regular chapter meeting; and
  - ensure that consent of each candidate has been obtained prior to placing her name in nomination and is present at the meeting.
- The Chair and members of the Chapter Nominating Committee shall serve only one term and shall not be a candidate for any elective office while serving on the Nominating Committee. Members of the Nominating Committee can sit out a term and then be eligible to run for the Nominating Committee after sitting out. If a member of the Nominating Committee (including the Chair) wishes to resign and run for an office or position, she must do so before the call for nominations.
- b. Chair, Internal Audit Committee
- It shall be the duty of the Internal Audit Chair to:
    - serve as the Chairperson for the Internal Audit Committee;
    - secure a location for the meeting and contact members to attend.
    - collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee. The financial records should be returned to the fiscal officers before the next scheduled Executive Board meeting. A draft of the audit report should be discussed with the fiscal officers prior to being rendered at the Executive Board. The chairperson shall report to the chapter the audit findings and recommendations for improvements, if any.
    - read the Summary Audit report at the Executive Board meeting before it is read at the Chapter meeting in the following months:
      - November
      - February
      - May
      - September

The Detailed Audit report is to be given to the Recording



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Secretary and made available for review at the Executive Board and Chapter meetings via paper and electronic means

- submit the quarterly Internal Audit Report on-line in the Red Zone by the following dates:
  - 1st quarter - December 1
  - 2nd quarter - March 1
  - 3rd quarter - June 1
  - 4th quarter - August 1

The chairperson shall secure the books for the committee's audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.

- The chapter president will receive notification of the submissions in the Red Zone prior to the above-stated due dates.
- The treasurer shall obtain the following items from the CPA by August 15:
  - CPA report or opinion letter on the CPA's letterhead, including CPA signature and
  - license number
  - CPA prepared financial statements for the chapter for the year ended June 30th.
  - Any books, records or documents given to the CPA for the purpose of the Review or Audit.
- complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by August 31. The chapter president will receive notification of the completed submission in the Red Zone to complete the Compliance process.
- review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.
- conduct training for Internal Audit Committee members and chapter members;
- make recommendations to the Budget and Finance Committee regarding internal controls;
- meet with the Chapter Fiscal Officers regarding the financial review findings and recommendations;
- document recommended improvements to internal control weaknesses, and
- notify the chapter of any weakness in financial structure and recommend improvements.

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### c. Journalist

- It shall be the duty of the Journalist to:
  - collect and edit all pertinent newsworthy materials for national, regional, and local publication;
  - prepare for distribution, the chapter monthly newsletter, The Odyssey and the Weekly Digest;
  - serve as public relations agent for the Chapter and inform the media about all Chapter public service endeavors; with the approval of the Chapter President
  - submit newsworthy materials to the Grand Chapter and all other entities of the Sorority for inclusion in any publication with the approval of the Chapter President

### d. Minerva Circle

- It shall be the duty of the Minerva Circle to:
  - Implement of the Membership Intake process in accordance with the current Membership Intake documents of Delta Sigma Theta Sorority, Incorporated.
- Members of the Minerva Circle include:
  - Leader of the Minerva Circle
    - The Leader of the Minerva Circle performs duties as outlined in the Membership Intake Process including serving as chair of the Minerva Circle. She works closely with the Chapter President as well as all other members of the Minerva Circle to plan and implement all Membership Intake Activities.
  - Convener of the Odyssey Experience
    - The Convener of the Odyssey Experience performs all her duties as outlined in the Membership Intake Process.
  - Keeper of the Muses and the Graces
    - The Keeper of the Muses and the Graces performs duties as outlined in the Membership Intake Process including leading the Chapter in all traditional songs that are part of the Membership Intake Process.
  - Jewels
    - Jewels are nine (9) members of the Minerva Circle that are elected as a group, not as an individual Jewel. The Jewels perform duties as outlined in the Membership Intake Process and work closely with the Leader of the Minerva Circle, Convener of the Odyssey Experience, and Keeper of the Muses and Graces.
  - President
    - She works closely with the Leader of the Minerva Circle to plan and implement all Membership Intake Activities.

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- Financial Secretary
  - She explains the breakdown of the fees associated with the Membership Intake process. She collects and issues receipts for all funds collected during the process.
- e. Sergeant-at-Arms
  - It shall be the duty of the Sergeant-at-Arms to:
    - assist the President in keeping order;
    - handle certain physical arrangements at meetings and programs;
    - serve as doorkeeper during ritualistic activities;
    - ensure that furnishings are arranged in proper order for each meeting; and
    - perform other duties as requested by the President.
- f. Risk Management Coordinator
  - It shall be the duty of the Risk Management Coordinator to:
    - have received Risk Management Training
    - serve as the Risk Management Coordinator
    - fulfill the duties outlined in the Risk Management Manual, such as:
      - having knowledge of Delta's National youth initiatives screening procedures;
      - assist in screening members who volunteer to work with youth initiatives;
      - assist in conducting sufficient background checks;
      - coordinate training for volunteers to ensure that they have sufficient knowledge and skills to perform duties specific to their volunteer position;
      - coordinate training for chapter members about Delta's policies, procedures and guidelines for working with youth initiatives;
      - maintain training records as part of chapter's official files;
      - ensure that youth volunteers are properly supervised; and
      - maintain regular contact with youth and their parents when there is a mentoring relationship component to programming.

### Section 4. Term of Office

#### a. Limits of Office

- Elected Chapter officers, elected chairs and positions shall be elected every two (2) years and can serve only two (2) consecutive terms in the

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same office.

- The Nominating Chair and Committee and Chair and the Internal Audit Committee can only serve one (1) term. One term equals two (2) years.
- b. Assumption of Office
- Newly elected officers assume office July 1.
- c. Appointments
- These positions shall be appointed by the President and shall serve for the two years of that President's tenure.

### Section 5. Impeachment

An officer elected by the chapter is expected to fulfill all the roles and responsibilities of the position for which she was elected. In instances when this does not occur, the chapter members have the right to impeach the officer.

Officers shall be impeached for the following offenses:

- Criminal activities leading to conviction in a court of law (e.g. theft, drug involvement, prostitution, etc.)
- Violation(s) of the Constitution and Bylaws and the Code of Conduct of Delta Sigma Theta Sorority, Inc.
- Flagrant and deliberate neglect of duties and responsibilities as defined in any of the official and binding issuances or documents of the Sorority (i.e. Constitution and Bylaws, Code of Conduct, Chapter Management Handbook, Administrative Procedures for Membership Intake, Chapter Rules of Order, Chapter Policies and Procedures, etc.).
- Embezzlement of funds from the chapter.
- Physical, verbal or mental abuse of members.
- Willful and malicious destruction of materials and properties belonging to member(s), chapter(s) or Delta Sigma Theta Sorority, Inc.

In order to impeach an officer, there are several required steps which must be followed. The Chapter will proceed by following the required steps as outlined in the then current Chapter Management Handbook.

### Section 6. Filling Vacancies

#### a. Officers

- In the case of a vacancy in the office of the President, the First Vice President shall ascend to that office and complete the unexpired term of that office. In addition, the new President shall appoint an eligible member to the office of First Vice President to fill the vacancy in that office with the condition that the newly appointed First Vice President meets the requirements for said position. Should both the position of President and First Vice President become vacant, the Second Vice President shall ascend to the position of President, complete the unexpired term, and appoint eligible members to the vacant offices.

#### b. Other Positions

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- Any vacancy occurring in an elected office or position shall be filled by the President within thirty days.
- c. Minerva Circle
  - Vacancies on the Minerva Circle will be filled by the President within 48 hours of being advised of a vacancy.
  - The Chapter President shall appoint sorors to fill any vacancies that may occur on the Minerva Circle selecting from members who have been trained.

### Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP

#### COMPOSITION

##### Section 1. Standing Committees

###### a. Executive Committee

1. The Executive Committee is composed of only elected officers of the Chapter as designated on the Rules of Order form and delineated in the Chapter's Policies and Procedures shall act in emergencies and all decisions are subject to approval of the Chapter.

###### b. Executive Board

1. The Executive Board shall consist of sorors holding elected and appointed offices and positions of the Chapter, the Immediate Past President, and Chairpersons of Standing and Special Committees. Members of the Executive Board shall serve until their successors are elected or appointed. The President chairs the Board and prepares the agenda.
2. It shall be the duties of the Executive Board to:
  - i. supervise the affairs of the Chapter between its regular Chapter meetings,
  - ii. perform such other duties as many be specified in these Policies and Procedures.
3. The report of the Executive Board shall be based on the minutes of its meetings and should be submitted to the Chapter at its regular meetings. All Chapter committee chairs reported at the prior Executive Board meeting.
4. The Executive Board shall not supersede the desires of the Chapter and its decisions.

###### c. Arts and Letters

1. This committee shall implement a program that informs the Chapter and supports a wide array of the arts in our community in accordance with guidance from Grand Chapter and Delta's National Arts and Letters Commission.

###### d. Budget and Finance

1. The Budget and Finance Committee is responsible for preparing the chapter's annual budget. This committee is composed of the Treasurer, who serves as the Chairperson, President, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, Chairperson of Ways and Means, and Chairperson of Program Planning and Development. It is the duty of

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this committee to prepare a budget for the ensuing fiscal year beginning in July and submit it to the Chapter at its regular meeting in May. The Budget and Finance Committee can submit revisions to the budget for the current fiscal year as recommended by the Executive Board and approved by the Chapter. The committee meets quarterly.

- e. Fundraising (Ways and Means)
  - 1. The Ways and Means Committee is charged with the development and execution of the chapter's fundraising activities and for establishing an annual fundraising goal. The Chairperson will also serve as a member of the Budget and Finance Team. Based upon an annual strategic plan, all funds raised through this committee are utilized in support of chapter programming and/or scholarships.
- f. Internal Audit
  - 1. The Internal Audit Committee members (excluding the Chairperson) are appointed by the President.
  - 2. The committee shall review the chapter's financial records quarterly.
  - 3. The committee shall verify the existence of and chapter adherence to the internal controls. The review of the controls consists of, but is not limited to, the following:
    - i. Verification of receipts for the period;
    - ii. Verification of expenditures for the period;
    - iii. Verification of 100% of member dues;
    - iv. Verification of savings and checkbook balances;
    - v. Verification that accounts balances has been reconciled;
    - vi. Assurance of the presence of expenditure documentation (receipts, vouchers, invoices, etc.);
    - vii. Assurance of the adherence to budget line items; and
    - viii. Assurance of the adherence to separation of fiduciary responsibilities.
    - ix. Audit PayPal and all other electronic payments and receipts in accordance with mandates set forth in the National Internal Audit Manual
  - 4. The committee will document and recommend improvements to the internal controls to address any weaknesses.
  - 5. The audit committee shall complete Form IAR-1 audit worksheets as part of the quarterly review process.
  - 6. No member of the Budget and Finance Committee - Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, President or any other fiscal officer may serve on this committee.
- g. Internal Development (Chapter Retreat)
- h. Membership Services
  - 1. Membership services are charged with heightening and improving our membership experience. The committee develops and promotes continuous programs for retention of current members, the reclamation of former members, the transition of collegiate members, and any activities to honor and celebrate chapter members. Some of the signature activities

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governed by this committee are new member orientation, Membership Moment organization, Sisterhood Month coordination, chapter handbook, and chapter directory management. In addition, the Committee will lead the management of Leadership Academy. Other duties include programs and initiatives such as Delta-Nic, chapter retreats, or other key events that are directed and voted on by the chapter membership.

### i. Nominating Committee

1. The Nominating committee will canvas the membership and receive nominations from members of persons or themselves who are determined to be eligible and meet the criteria as outlined in Article IX, Section 2 of these Policies and Procedures for each respective office or position. The committee will also a.) notify qualified candidates within five (5) business days of the March chapter meeting so that qualified candidates may prepare for campaigning at the end of the March chapter meeting; b.) verify the eligibility of names that are placed in nominations from the floor at the March regular chapter meeting; c.) ensure that consent of each candidate has been obtained prior to placing her name in nomination; d.) present a slate of eligible candidates with at least 2 members per office or position, if possible, at the March meeting prior to the election of officers in April; e.) host a candidate forum for the confirmed slated candidates at the close of the March chapter meeting.

### j. Policies and Procedures

1. It is the duty of the Rules of Order/Policies and Procedures Committee to evaluate annually and amend the Rules of Order/Policies and Procedures as the need is identified by the chapter or as needed to remain in compliance with Grand Chapter Constitution and Bylaws. The Parliamentarian chairs this committee and is also responsible for monitoring the chapter's adherence to these policies and procedures. All members of the committee are appointed by the chapter President. Proposed changes to the documents may be submitted in writing to the chair of the committee, annually. The committee will review the proposed changes and submit a draft with the proposed changes and rationale to the Executive Board and the chapter for their review. Following normal approval procedures, the document will be submitted to the membership in writing for review at least 30 days before the official chapter vote. Upon approval from Scholarship and Standards, the chapter's updated policies and procedures will be distributed by the committee within 60 days.

### k. Program Planning and Development

1. The Program Planning and Development (PPD) committee will provide guidance to the chapter in the implementation and sustainability of its programming with strong emphasis on chapter resources and community needs. They will assist committee chairs with developing quality programming which can be measured and aligns with the committee's function as outlined in the Chapter Management Handbook. As new programs or initiatives are recommended by the National Program



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Planning and Development Committee, PPD will provide support for how those programs help meet the needs of Austin Alumnae's service area and evaluate whether the chapter can implement them at that time. The committee will assist with committee chair training, providing resources and workshops on documentation and reporting. PPD will conduct a community needs assessment as frequently as data sources are updated. The Chairperson will serve as a member of the Budget and Finance Committee.

### 2. Economic Development

- i. This committee assists and provides the Chapter with information and guidance on current issues affecting the communities and the Chapter's opportunities for economic development. The committee implements any Grand Chapter and/or Southwest Regional initiatives to continue Delta's focus on economic empowerment for sorors and the communities they serve.

### 3. Educational Development

The Educational Development Committee develops and designs projects to address excellence in education. The programmatic focus of this committee includes: Delta Academy, Delta GEMS, Early Childhood Literacy and EMBODI.

#### i. Delta Academy

1. The Delta Academy shall plan and implement a Delta Academy program for African-American females ages 11-14 in accordance with Grand Chapter guidelines. Austin Alumnae works to enrich and enhance the education that our young women receive in school by providing additional exposure to math, science, and technology. The exposure to these areas is enhanced through the Science and Everyday Experiences Project (SEE).

#### ii. Delta GEMS

1. The members of this committee serve as sponsors, chaperones and role models for our Delta GEMS as they plan and implement community-based programs that support the Sorority's programmatic thrusts. The committee plans and implements programs for African-American girls ages 14-18 in accordance with Grand Chapter guidelines. The Delta GEMS interactive framework is focused on self-reflection and individual growth, (i.e. Scholarship, Sisterhood, Show Me the Money, Service, and Infinitely Complete), forming a road map for college and career planning.

#### iii. EMBODI

1. The members of the EMBODI committee address issues related to STEM education, culture, self-efficacy, leadership, physical and mental health, healthy lifestyles choices, character, ethics, relationships, college readiness, fiscal



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management, civic engagement and service learning for young African American males.

- iv. Early Childhood Literacy
  1. The Early Childhood Literacy committee focuses on exposing elementary and pre-elementary students to reading. Volunteers with this program work with selected local schools to interact with and read with young students to provide equal opportunities for success with at-risk youth.
- v. Risk Management Plan
  1. The Chapter, under the direction of the National Program Planning and Development Committee, implements youth programs designed to promote the development of young girls and boys. These programs include, but are not limited to, Early Childhood Literacy Program, Delta Academy, Delta GEMS and EMBODI. To ensure all programs are administered consistently and in a manner that is in the interest of both the participating youth and Delta, the chapter will adhere to the policies as set forth in the most current edition of Delta's Risk Management Manual.
  2. Risk Management Team
    - A. The Risk Management Team will consist of the:
      - a. President
      - b. Second Vice President
      - c. Risk Management Coordinator
      - d. The sub-committee chairs and co-chairs of each youth program of the chapter including but not limited to:
        - i. Program Lead of the Early Childhood Literacy Program
        - ii. Program Lead of Delta Academy
        - iii. Program Lead of Delta GEMS
        - iv. Program Lead of EMBODI
        - v. Program Lead of any program or activity involving youth
  3. Duties of the Risk Management Committee
    - A. President:
      - a. The Chapter President has overall accountability for ensuring that all programs and committees' function as designed by Delta Sigma Theta Sorority, Inc and our Five Point Programmatic Thrust and are compliant with the Risk Management Manual
      - b. Reviews Youth Initiative Volunteer applications for Program Leads and Committee members and conducts the screening process as defined in the Risk Management Manual
    - B. Second Vice President:

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- a. Responsible for overseeing the Chapter's compliance with the requirements of the current Risk Management Manual.
- b. Along with the Chapter President, reviews Youth Initiative Volunteer applications of all volunteers and assists with the volunteer screening process.
- C. Risk Management Coordinator
  - a. Serves as the chair of the Risk Management Team.
  - b. Ensures that all programs and committees are compliant with the Risk Management Manual.
  - c. Along with the Chapter President, reviews Youth Initiative Volunteer applications of all volunteers and assists with the volunteer screening process.
  - d. To attend risk management training.
  - e. To conduct risk management training for team members, committee members, and volunteers.
- D. Program Leads:
  - a. Implements programs and ensures committee members and participants follow risk management policies as defined.
- E. Committee Members:
  - a. Assist the Program Lead with program implementation and follow all risk management policies as defined.
- 4. Application Process
  - A. Volunteers.
    - a. All persons (including all committee members and volunteers) working with any of the chapter's youth groups will be required to complete the following:
      - i. Youth Initiatives Volunteer Application
      - ii. Confidential Candidate File Volunteer Candidate Assessment Summary
      - iii. Candidate Interview Candidate References
      - iv. Submit Name for Background Screening
      - v. Application and background check as required by 3<sup>rd</sup> Party, Palmetto Security Services or as designate by Grand Chapter
    - b. The President, 2<sup>nd</sup> Vice President, and Risk Management Coordinator will screen all individuals who volunteer to assist with Delta's youth initiatives.
    - c. Volunteer candidates' files will be stored in a secure location in compliance with the current Risk Management Manual.
  - B. Participants and Parents.

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- a. All parents/guardians and participants of any of the Chapter's youth groups will be required to complete all sections of the youth initiative forms.
  - b. The President and Risk Management Coordinator will be the custodian of all participant confidential records.
  - c. Participants' files will be stored in a secure location in compliance with the current Risk Management Manual.
- C. Volunteer Candidate Screening
- a. The President, 2<sup>nd</sup> Vice President and Risk Management Coordinator, will conduct the screening process as defined in the current Risk Management Manual, using the predefined templates, assessments, and forms as outlined. Background screenings must be performed for each candidate, based on the criteria and frequency outlined. All volunteers will receive an acceptance or rejection notice as required.
  - b. Each volunteer will pay the full-service fee for the background check with the designated service provider. Upon receipt of the cleared background check and completion of risk management training, the volunteer may request for reimbursement for the service fee. The chapter will reimburse volunteers per the budgeted amount.
  - c. Volunteers for the Early Childhood Literacy program, or any other program involving contact with students on the Austin ISD campuses, must also complete any volunteer forms as indicated by Austin ISD. Austin ISD must provide acceptance or rejection information for all volunteers who wish to volunteer on their campuses.
5. Reporting Abuse
- A. It is the policy of Delta Sigma Theta Sorority, Inc. that all members and any participant in the youth initiative must report any reported or suspected child abuse and/or neglect of program participants immediately as stated in the current Risk Management Manual and Delta Youth Initiatives Code of Ethics and Mandatory Reporting Policy.
1. International Awareness and Involvement
1. The International Awareness and Involvement Committee is responsible for providing the international component of the Chapter program. This committee implements any Grand Chapter and/or Southwest Regional initiatives to continue Delta's rich history of involvement in the

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international arena.

m. Physical and Mental Health

1. The Physical and Mental Health Committee provides the Chapter with programs that address Grand Chapter and Southwest Regional initiatives. The committee monitors activities in the community and presents projects that the Chapter might undertake to further the goals of this point of our programmatic thrust.

n. Social Action

1. This committee implements programs and projects that support the long-standing social concerns of Grand Chapter as well as our local community. This committee will establish a network of resources, promote leadership, and influence policy makers by advocating for fiscal responsibility and compassion for the quality of life in Austin and the surrounding communities.
2. Efforts will be launched to empower African American communities on issues of policy related to health, education, and economics, educate the membership on current issues, and to develop and coordinate social action programs and projects approved by the Executive Board and the membership.
3. This committee is non-partisan in nature and purpose. The committee informs the membership on electoral issues, voter registration initiatives, and voter education programs.

o. Technology

1. The Technology committee shall develop and maintain technology solutions that help the chapter function more efficiently. It shall also advise the President and Executive Board on technology related matters as updated by Grand Chapter, maintain the chapter's website and social media sites, and ensure the chapter is compliant with the Delta Internet Guidelines. It shall conduct technology training sessions for chapter members as requested, serve as resource consultants on all technology-related activities, encourage the use of best practices, and stay up to date on cutting-edge technology and industry standards.

p. Emergency Response

1. The duties of the DELTA Emergency Response Team (ERT) is to increase awareness about emergency preparedness activities, provide structured and systematic training for the membership's readiness, response, and recovery efforts, provide effective and immediate communication strategies to facilitate and aid in preparedness and response. The committee also provides resource support and guidance for sorority members and the communities impacted by natural or man-made disasters and provides steps for early response and efficient recovery.

q. Charitable Partners

1. The Charitable Partners Committee is responsible for establishing and sustaining key partnerships with two or more community service

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organizations as identified by the Strategic Partnership Task Force of Grand Chapter. Charitable Partners is an initiative of the Sorority designed to demonstrate our united power of service and our commitment to lead, serve and empower our communities. The committee will seek to align local initiatives with the on-going programs of the partner organizations by encouraging local membership in the organizations or providing financial support to partner events.

- r. Protocol and Traditions
  1. The Protocol and Traditions Committee consists of 3-5 members, or more, appointed by the chapter president. The committee provides clear and authentic descriptions of the traditions and protocol of the chapter, implements the established code of protocol and behavior within the chapter, preserves the forms of ceremony and etiquette observed by the Sorority, and provides a support system for the Chapter President, visiting National and/or Regional Officers, Honorary Members, and other guests.
- s. Records Management and Retention
  1. The Records Management Committee will consist of a Chair, two representatives from the fiscal officers (Treasurer or Asst. Treasurer and Financial Secretary or Asst. Financial Secretary), one representative from the Policies and Procedures committee, one representative from PPD, **one** representative from Technology and up to three additional members from the chapter. The committee will develop, maintain, and implement procedures for accessing, storing, archiving, and disposing of chapter financial and programmatic records. All financial records must be maintained according to any guidance issued by our National Constitution and By Laws, the National Finance Committee, the Chapter Management Handbook, and/or IRS tax retention guidelines.
- t. Strategic Planning
  1. The Strategic Planning Committee shall evaluate and recommend the long-range plans (2 - 5 years) and direction of the Chapter. This plan provides a roadmap through which Austin Alumnae Chapter will address the challenges and opportunities presented by a changing social and economic landscape, develop innovative new ways to fulfill our mission, and respond to the needs of the local community. This committee is designed to guide focused processes and operations that lead to continued organizational success. This standing committee would review and evaluate the plan annually and refine or revise the plan bi-annually.
  2. Membership to include: Chapter President, Immediate Past Chapter President (if available. If not, most recent past Chapter President), Treasurer, Program Planning and Development Chair, Technology Chair, Ways & Means Chair, Policies & Procedures Chair, and up to three additional members from the chapter.

### Section 2. Special Committees

#### a. Elections

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- i. The Elections Committee oversees the election of Chapter officers and positions as well as any other elections of the chapter. The Chairperson and all members will be appointed by the chapter President. The committee designs the ballot, presents voting procedures, and presents the ballot of candidates for the election of officers and positions at the April meeting. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot. The committee distributes the ballots during the election, collects and counts the ballots, prepares a written report of the election outcomes and provides a copy to the President. The Elections Committee Chair provides the election results in their report to the body. The President declares the winners after the Election Report has been given and the written report, along with the ballots, shall be given to the Recording Secretary and housed with official chapter records.
- b. Founders Day
  - i. The Founders Day Committee is responsible for planning and implementing programs and/or activities to observe the founding of the sorority. The committee develops a plan of action and presents it to the Chapter.
- c. Minerva Circle
  - i. The Minerva Circle is responsible for the implementation of the Membership Intake process. All elected members must attend two (2) DID workshops, Membership Intake Training and one (1) Minerva Circle training to retain a position on the Minerva Circle. Duties and responsibilities of the Minerva Circle will be in accordance with the current Membership Intake Documents of Delta Sigma Theta Sorority, Incorporated
- d. Step Team
  - i. The Step Team is a committee within the chapter that performs and competes in events as approved by the Chapter. The committee should submit a budget that includes revenue and allowable expenses that will need to be paid for each event. Clothing items are unallowable chapter expenses; however, items such as registration fees, props, music, and travel costs may be considered allowable expenses. All prize monies should be deposited in the chapter's operating account; money should never be split amongst the step show participants. Prize monies can be used to support chapter programming.
- e. Delta of the Year
  - i. The Delta of the Year Committee is composed of sorors who have received the Delta of the Year Award. This is the chapter's highest award and recognizes outstanding service to the chapter and to the sisterhood. This committee reviews nominations each year "and selects the recipient of the current year award". The award is presented at the Founders Day celebration which is generally held

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in January of each year.

f. Pure Essence Interpretive Dance Team.

- i. This dance team performs at functions of the Chapter and other community events that support our programmatic thrusts. The team recruits members to serve on the committee, communicates commitments and practice times, choreographs dances and pieces, and coordinates wardrobe and outfitting for commitments.

Section 3. Ad Hoc Committees

Ad-hoc committees are “one-time only” committees, appointed for special assignments, such as Chapter Anniversary

### Article V: MEETINGS

Section 1. Executive Committee Meetings

Section 2. Executive Board Meetings

- i. Regular meetings of the Executive Board shall be held monthly during the program year, the time to be fixed by the committee at its first meeting of the program year. The President or officer in order of succession may call special meetings.

Section 3. Chapter Meetings

- i. Chapter meetings will be held on a monthly basis as outlined in the Rules of Order form related to the current Policies and Procedures of the Chapter

Section 4. Committee meetings

- i. Committee meetings will be held based on the established schedule developed at the beginning of the sorority year. As the committee acts, it will:
  1. Clarify and organize the chapter’s goals and objectives for the specific project or program;
  2. Develop a project plan or plan of action to accomplish those goals and objectives;
  3. Develop a budget for each program or project;
  4. Implement that well-organized plan of action; and
  5. Evaluate the effectiveness of the program, project, activity or event for future planning.

Section 5. Call Meetings

- i. Special/called meetings are separate sessions held at a different time than regular meetings. Special/called meetings are convened to consider one or more items of business that are specified in the call for that meeting. Only those items specified can be brought forward during the meeting. Notice of a special/called meeting must be given in writing at least 10 days in advance. Email notification is acceptable.

Section 6: Notifications

- i. The chapter will provide members notifications per current guidelines in the



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Administrative Procedures for Membership Intake, Chapter Management Handbook, and other documents.

### Section 7: Chapter Meeting Business Attire

- i. Business attire is traditionally a business suit or other clothing that reflects a professional style.

### Section 8: Electronic Meetings and Communication

- i. Chapter committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting.
- ii. All communication may be sent electronically in accordance with Delta Internet Guidelines.

## Article VI: QUORUM

### Section 1. Definition

- The minimum number of designated members to conduct business. The quorum will be met at twenty percent (25%) of the designated membership.

### Section 2. Executive Board

- The quorum is twenty percent (25%) of the Executive Board membership.

### Section 3. Chapter Meeting

- The quorum is twenty percent (25%) of the membership of the chapter.

### Section 4. Committee Meeting

- The quorum is twenty percent (25%) of the committee.

## Article VII: DOCUMENT RETENTION

### Section 1. Purpose

- A. This policy is intended to provide guidance regarding the retention and destruction of records. This policy covers records incurred in the daily transaction of business, the documenting of events and history and all other records not governed by other Delta doctrine, such as Membership Intake related documents.

### Section 2. Chapter Meeting Minutes

- A. Records should always be stored in a secure location in cabinets, containers or other airtight storage spaces that will preserve the quality of the records. Records containing confidential information, such as member records, financial data, and credit card information for example should be kept under lock and key or in a restricted area with limited access.
- B. Paper records should be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft or other loss of the original data. The recommended back-up timing for electronic



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records of Chapter Meeting minutes is weekly and should never be destroyed.

### Section 3. Other Chapter Records

A. Records such as vouchers, checks, audit reports, Membership Intake documents, etc. should be retained or destroyed per the National Headquarter guidelines for Document Retention and Destruction.

Section 4. The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed. The timeframes will be re-evaluated yearly to determine if adjustments need to be made based on the format and need for each record type. The table below provides guidance on the retention timeframe, storage medium and destruction method.

### Section 5. Destruction of Records\*

Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.

Types of Records (Paper/ Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Financial Records (receipt logs, 990's, receipt books, check registers)					
*Bank Reconciliations	5 years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*Bank Statements	5 years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*Checks	5 years	Paper	Monthly	Weekly	Shred
*Check Registers	5 years	Paper	Monthly	Weekly	Shred
*Expense Purchases	5 years	Paper	Monthly	Weekly	Shred
*Form 990	5 years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*IAR-1 Form	5 years	Electronic	Quarterly	Quarterly	Eraser
*Receipt Logs	5 years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*Year-end Financial Statements	7 years	Paper/ Electronic	End of Year	Yearly	Shred/Eraser
Audit Reports	7 years	Paper/ Electronic	Quarterly	Quarterly	Shred/Eraser
Audit Work Papers	7 years	Paper/ Electronic	Quarterly	Quarterly	Shred/Eraser
Meeting minutes	Permanent	Paper/ Electronic	Monthly	Weekly	N/A

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Member records	5 years	Paper/ Electronic	Monthly	Weekly	Shred/Erse
Contracts and legal documents	4 years after expiration	Paper/ Electronic	Upon Receipt	Weekly	Shred/Erse

Types of Records (Paper/ Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
<b>Membership Intake Documents:</b>					
Chapter	6 months after Initiation	Paper	N/A	N/A	Shred
Training/Guidance Material***	4 Years	Paper/ Electronic	Monthly	Quarterly	Shred/Erse
Original Application for Membership***	4 Yrs, If Accepted	Paper	Monthly	Quarterly	Shred/Erse
Original Application for Membership***	2 Yrs, If Rejected	Paper	Monthly	Quarterly	Shred/Erse
Correspondence***	4 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Erse
Complaints***	2 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Erse
Court Orders and Settlements***	Permanent	Paper/ Electronic	Monthly	Monthly	N/A
Scholarship information	5 years	Paper	Yearly	Yearly	Shred
Chapter Rules of Order	Until newly revised & approved	Paper/ Electronic	When approved by S&S	Yearly	Shred/Erse
Chapter Policies & Procedures	Until newly revised & approved	Paper/ Electronic	When approved by S&S	Yearly	Shred/Erse
Charter Records	Permanent	Electronic	Upon approval	Yearly	N/A
Correspondence (actionable)**	3 years	Paper	Monthly	Monthly	Shred/Erse
Correspondence (informational)	3 years	Paper	N/A	N/A	Shred
Chapter Histories	Permanent	Paper	N/A	Monthly	N/A
Event Programs	5 years	Paper	After each event	Monthly	Shred
Photographs	Permanent	Paper/ Electronic	After each event	Monthly	N/A

\*NOTE: Records should not be destroyed when the Sorority is in litigation.

### Article VIII: FISCAL POLICIES AND PROCEDURES

#### Section 1. Fiscal Roles and Responsibilities

##### a. President

- Manages and oversees the operation of the chapter

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- Is accountable to the chapter for the expenditure of funds
  - Responsible for the management and collection of revenue
  - Approves the expenditure of funds (ensures that all checks have two signatures) Under NO circumstances should the president pre-sign checks
  - Ensures a voucher system is used for the disbursement of funds
  - Ensures fiscal officers attend financial workshops at least once a year
  - Ensures all fiscal officers are bonded
  - Attends finance training workshops
  - Signs all checks except her own
  - Initials all deposits that contain cash
  - Ensures treasurer and financial secretary provide separate written reports
  - Ensures the Annual Financial Report/Federal Group Authorization Return is completed
  - Ensures that internal/external audits are completed
  - Ensures the outgoing and incoming fiscal officers conduct an effective transition
  - Completes the Acceptance of Fiduciary Responsibility Form
  - Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
- b. Treasurer
- Keeps the official financial records of the chapter
  - Provides a written report of the chapter's income and disbursements monthly to all chapter members
  - Keeps actual records of income, disbursement and summary ledgers on a monthly basis (see Chapter Recordkeeping)
  - Prepares and submits annual fiscal reports by the established due dates
  - Deposits income received by the financial secretary within two business days
  - Submits Grand Chapter funds within 30 days of receipt
  - Makes disbursements on written authorization as outlined in the chapter's policies and procedures (ensures all checks have two signatures)
  - Signs all checks except her own
  - Ensures a voucher system is used for the disbursement of funds
  - Reconciles all accounts on a monthly basis
  - Ensures books are audited in accordance with current internal audit guidelines (see Audit of Chapters)
  - May serve as Chair, Finance Committee
  - If Chair, Finance Committee, presents the annual operating budget for the ensuing fiscal year (prepared by the Finance Committee) to the chapter for approval by May of each sorority year
  - Monitors expenditures of the chapter budget

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- Completes the Annual Financial Report/Federal Group Authorization Return
  - Attends finance training workshops
  - Completes the Acceptance of Fiduciary Responsibility Form
  - Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
- c. Financial Secretary
- Records all income received
  - Issues official receipt for income upon receipt of funds
  - Turns all funds over to the treasurer to ensure the two business days deposit requirement is met
  - Serves as a member of the Finance Committee
  - Signs checks only when reimbursement is for another fiscal officer or when specifically requested by the president (this should be a rare occurrence)
  - Prepares the roster of financial chapter members
  - Serves as a member of the Minerva Circle
  - Attends finance training workshops
  - Presents a written monthly report to the chapter of all income received
  - Completes the Acceptance of Fiduciary Responsibility Form
  - Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
- d. Other Fiscal Officers (Assistant Financial Secretary and Assistant Treasurer)
- The assistant financial secretary can assist in the collection of funds and can be assigned to assist chapter committees with the collection of funds for events such as Jabberwock, fashion shows, Founders Day, etc.
  - The role of these fiscal officers is to assist and therefore do not supersede the duties of the treasurer and financial secretary
  - The assistant financial secretary/assistant treasurer shall attend finance training workshops
  - Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures

### Section 2. National and Local Dues

#### a. National Dues

- Grand Chapter dues and fees are the amounts determined by Grand Chapter. They are payable between January 1 and March 31 of each year or whatever time is set by Grand Chapter.
- Grand Chapter dues are payable at the same time as local dues.
- All funds must be received by the Financial Secretary and remitted to National Headquarters by the Treasurer within 30 days of receipt. Deposits must be made within two (2) business days of receipt.
- The late/reinstatement fee shall be paid in accordance with Grand Chapter policies when annual dues are paid.

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- The Chapter shall pay to the Grand Chapter the assessed sums to cover the corporate fee, the liability insurance premiums, and the bonding insurance premiums.
- b. Local Dues
  - Local dues will be determined by the Chapter upon recommendation of the Budget and Finance Committee on an annual basis. Local dues are payable concurrent with Grand Chapter dues. Members will not be financial until local dues are paid. Any recommended changes must be accompanied by an updated Rules of Order Form and Policies and Procedures and be approved by Scholarships and Standards before taking effect.
  - Local dues for financial members transferring to the Chapter shall be prorated based upon one-twelfth of the local chapter dues per fiscal year. The Financial Secretary shall apprise members, who are new to the chapter of their local dues.
  - Local dues will be waived for one year for sorors who wish to transfer membership from a collegiate chapter to Austin Alumnae Chapter in the year in which they complete their undergraduate work.

### Section 3. Collegiate Sorors

Local dues will be waived for one year for sorors who wish to transfer membership from a collegiate chapter to Austin Alumnae Chapter in the year in which they complete their undergraduate work.

### Section 4. Unconsumed Dues

1. Any unconsumed dues for a member will be transferred to her new chapter when requested in writing via the proper forms prior to the deadline. The Unconsumed Dues Form must be used for the transfer request and must be submitted to the new chapter by December 31st. Dues may be prorated on a twelve-month basis.

### Section 5: Transfer of Dues

1. Local dues for financial members transferring to the Chapter shall be prorated based upon one-twelfth of the local chapter dues per fiscal year but no less than \$35. The Financial Secretary shall apprise members, who are new to the chapter of their local dues.

### Section 6: Travel Policy

- a. Travel Policy for National Convention and Regional Conference Delegates
  - i. Convention and Conference delegates shall be the President and First Vice-President shall serve as delegates for all conventions and conferences. In the event of any circumstance preventing the President or First Vice President from serving in these roles, then the next highest-ranking officer(s) of Austin Alumnae Chapter will serve as substitute delegate(s).
- b. Conference/Convention Delegates will be reimbursed registration, air or ground travel based upon which is most cost effective and hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin as well as per diem based on the prevailing state rate.

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- c. Travel Policy for State Summits, Cluster Meetings, Delta Days and other meetings
  - i. Travel, lodging, registration fees, mileage, subscription events  
Chapter delegate will be reimbursed registration, air or ground travel based upon which is most cost effective and hotel cost based on double room occupancy for attending meetings where a chapter representative is requested.  
The Social Action Chair will be the chapter representative for Delta Days at the Nation's Capital.
  - ii. The Chapter President will be the chapter representative for the State Delta Days, Cluster Meetings, and State Meetings.
  - iii. The delegate(s) shall provide and present a written report of the conference/convention to the chapter at the next available meeting of the body following the event.
  - iv. Travel Policy for Delta Days at the Nation's Capital
    - a. The Chapter Social Action Chair should attend Delta Days in the Nation's Capital, if possible, on behalf of the Austin Alumnae Chapter. If the Chapter Social Action Chair cannot attend, then a National Committee Member or the President should be allowed to use the budgeted line item.
    - b. Travel Reimbursements
    - c. Budget for travel and expenses should be included in the annual budget process as funds allow.
  - v. The delegate(s) shall provide and present a written report of the conference/convention to the chapter at the next available meeting of the body following the event.

### Section 7: Purchase Order/Reimbursement Expense Voucher

1. All expenses paid on behalf of the chapter must be reimbursed.
2. All reimbursements require a voucher and receipts to be submitted to the Treasurer by the Committee Chair payment within 60 (sixty) days from the event or by the end of the fiscal year (whichever comes first). No voucher or receipts, no reimbursement.
3. It is the Committee Chair's responsibility:
  - a. To maintain the committee budget ledger; and
  - b. To ensure that funds are available in their budgeted line item for any approved expenditures.
4. All reimbursements will be made at Executive Board meetings and Chapter meetings.

### Section 8: Method of payment

1. Payment of dues may be paid by personal check, money order, cashier's check, or using PayPal by the March Executive Board meeting. Payments made after the March Executive Board meeting must include any applicable penalties/late fees as determined by Grand Chapter. Dues can be received in

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person (i.e. Chapter or Executive Board meetings) or by mail to the chapter's post office box.

2. All monies must be submitted to the Financial Secretary. In her absence, these funds will be submitted to the Assistant Financial Secretary.
3. No partial payments will be accepted.
4. Postdated checks will not be accepted.
5. All payments made using PayPal will include a service fee

### Section 9: Unconsumed Funds: Year End Reconciliation

1. Any unconsumed funds that exist at year-end reconciliation will roll over to become part of the beginning balance for next year's budget.

### Section 10: Insufficient Funds or Returned Check Policy

1. A certified letter will be written by the President which will state payment is requested within 2 (two) weeks from the postmark date of the letter. Collection of funds (in cash or certified funds) will include the amount of the check, bank fee(s) for insufficient charge. If payment is not received within the stated time period, the soror will lose all check writing privileges until payment is received.

### Section 11: Fundraising

1. The purpose of any fundraising event is to raise funds so that the chapter can carry out its public service projects.
2. The number and type of fundraising events should correlate with the amount of funds needed and the strengths of the chapter.
3. Net proceeds from fundraisers advertised to support a specific project or program must be used for that purpose. A small percentage of the net proceeds (5% - 15%) may be used for seed money for future fundraisers.

### Section 12: Budgeting

#### a. Committee Responsibility

- i. The Budget and Finance committee will meet to compile the annual chapter budget. The chapter budget will be drafted along with the chapter program calendar. The budget should be based on programs and activities that support Delta's 5 Point Programmatic Thrust, along with the operational needs of the chapter.

#### b. Timing and Process

- i. Minimum Budget Process is as follows:
  1. Establishing goals and objectives
  2. Preparing the annual forecast
  3. Preparing the approved budget to be used as an operating plan
  4. Comparing actual results with the budget forecast at regular intervals
  5. Analyzing the variances of actual from budgeted performance
  6. Deciding on what, if any, corrective action needs to be taken to eliminate the cause of the variance (including revising the budget)
- c. The budget must be completed, reviewed, and approved by May of each year for the ensuing fiscal year.



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### d. Chapter Approval

- i. The annual budget must be presented to the Executive Board and voted on for approval by the full chapter before the end of the fiscal year.

### Section 13: Additional Fiscal Policies and Procedures

#### a. Step Show policy

1. The chapter must approve any step show, stomp show, stroll off type activity. The team represents the chapter and is a committee within the chapter. For each event, the committee should submit a budget that includes revenue and all allowable expenses that will be paid by the chapter. Clothing is not allowed to be expensed to the chapter unless it is rented. Some examples of allowable expenses include:
  - i. Registration Fee
  - ii. Props
  - iii. Music (Tapes)
  - iv. Smoke Machine
  - v. Rented clothing used as costumes for step team participants
  - vi. Travel Cost (If allowed)
2. All prize monies (winnings) should be deposited in the chapter's operating account. It is not to be split among show participants. The proceeds may be used to support the chapter's programs and to defray the chapter's administrative expenses.

#### b. Scholarship Policies, Requirements and selection procedures

1. There is no policy from the sorority mandating all funds raised from fundraising be used for scholarships. Chapters are free to raise or to not raise funds for local scholarships. However, if an event is advertised as a means to fund scholarships, then the net proceeds must be used for that purpose.
2. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter. Scholarships to a chapter member's child should come from internally generated funds.

#### c. Bonding

1. The chapter remits bonding fees to Grand Chapter for bonding insurance coverage of the President, Treasurer, Assistant Treasurer, Financial Secretary, and Assistant Financial Secretary.

## Article IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

### Section 1. Eligibility Criteria for holding Office

1. To be eligible for office in the Austin Alumnae Chapter, a member must be financial with the local chapter in the year of election and remain financial throughout her elected timeframe. If she has not met her financial responsibility on or before July 1<sup>st</sup> of her elected year, she will be removed from office.
2. The additional requirement for the office of President, First Vice President, and Second Vice President is that they must have attended one of the last two



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National Conventions or Regional Conferences.

3. The candidate must be present at the Chapter meeting wherein she is to be elected, except in extenuating circumstances (for example, death in the immediate family, work obligations, attending Sorority functions, etc.) as determined by the Executive Committee.
4. The President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary and Sergeant-at-Arms must have been financial for the fiscal year preceding the year of election.
5. A member holding an elected or appointed position may only hold one position
6. Financial or accounting related experience, and/or degree in a related field, is preferred for the offices of Treasurer, Assistant Treasurer, Financial Secretary, and Assistant Financial Secretary.

### Section 2. Nominations of Chapter Officers and Elected Positions

#### a. Timeline and guidelines for process

1. Call for Nominations will be issued on October 1<sup>st</sup> with a deadline of December 31<sup>st</sup>.
2. Candidates for elected offices and positions shall be solicited by the Nominating Committee by the February meeting, prior to the presentation of the slate.
3. The slate will be presented at the March regular Chapter meeting.
4. Slating candidates for election is the duty of the Nominating Committee. The Nominating Committee will canvas the membership and receive nominations for all positions open for voting.
5. The Nominating committee will determine eligibility based on the criteria outlined in Article IX, Section 2A of these Policies and Procedures. All members are free to make nominations to the Nominating Committee. Members are free to nominate themselves for any office or position open for voting. Every member who meets the deadline and eligibility criteria will be slated.
6. Guidelines for Running from Floor:
  - Members are allowed to run from the floor.
  - Any member may nominate herself from the floor for any office or position open for voting.
  - Any member nominated from the floor will only be added to the slate once eligibility has been confirmed and all required documents have been submitted to the Nominating Committee.

#### b. Nominations of the Minerva Circle

1. Upon the chapter votes to proceed with the Membership Intake Process, the chapter shall elect the members of the Minerva Circle at the next regular chapter meeting.

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2. The chapter shall open the floor for nominations of the Minerva Circle at the same chapter meeting in which the vote to conduct membership intake occurred.
  3. Nominations for the positions on the Minerva Circle are conducted by the elected Nominating Committee of the chapter. The chapter president/presiding officer calls for the nominations from the floor.
  4. A member can be nominated for more than one position on the Minerva Circle. Except in the case of chapters on Special Dispensation, if the member is elected to more than one position, she must choose the position in which she will serve.
  5. The floor will not be open for nominations on the day of the election of the Minerva Circle.
- c. Candidate guidelines for campaigning
1. Campaigning for any office prior to the end of the March chapter meeting is strictly forbidden; failure to adhere to this guideline will result in immediate disqualification from the election process. This includes but is not limited to distribution of print and electronic solicitation/campaign literature or sending letters requesting support from chapter members.
  2. Slated candidates will be granted an open forum to respond to questions and campaign at the close of the March chapter meeting, organized by the Nominating Committee.
  3. Candidates will be allowed to campaign once eligibility has been confirmed by the Nominating Committee.
  4. Campaign website(s) must conform to the Delta Internet Guidelines as stated in the Chapter Management Handbook and must be approved, prior to launching by the Nominating Committee and must be taken down within three (3) days prior to the election.
  5. Professional and/or personal websites (including Facebook, YouTube, and other social media websites) shall not contain campaign related information.
  6. Candidates are responsible for complying with guidelines and monitoring all internet information related to their campaign;
  7. Candidates may wear campaign buttons, pins, etc. at the Candidate forum after the March meeting and during any other chapter meeting or event, including the April chapter meeting.
  8. Campaign solicitations are restricted to members of the Sorority.

### Section 3. Elections

- a. Election day procedures and timeline
  - a. The Elections Committee will oversee all activities associated with the voting process.
- b. Voting guidelines
  - a. The chapter will use scantrons, electronic voting methods or any

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other method approved by Grand Chapter for balloting, when possible; otherwise a paper ballot will be used. Members must be financial in the current fiscal year in order to vote. Only eligible members can receive a scantron for voting. Only the Elections Committee will issue ballots scantrons or provide access to the electronic voting methods or any other method approved by Grand Chapter.

c. Re-balloting

- a. If re-balloting is needed for a run off, scantrons, or any electronic voting options will be used, when possible as needed.

Section 4. General Voting Processes

- a. Ballots/scantrons or electronic voting method will only be issued once a quorum has been established.
- b. The Elections Committee will be responsible for collecting all completed ballots/scantrons or verifying electronic voting methods.
- c. Only the Elections Committee will collect ballots/scantrons or have access to the electronic voting system. Any ballot collected or electronic voting is viewed by anyone other than the Elections Committee will be considered an illegal ballot.
- d. Illegal ballots will be maintained with legal ballots in the chapter record.

Section 5. Election Reporting

- a. When all voting is completed, the Elections Committee will count the votes and report the results as part of their report. The Elections Committee report does not announce winners, it only reports the results of the counted ballots.
- b. If there is a tie or no majority winner from the first ballot, a run-off race will be performed by the Elections Committee.
- c. If a run off race is needed, it will occur within the same chapter meeting, immediately after the count of the votes from the first ballot. Only the top two candidates will be included in the runoff.

### Article X: SPECIAL ELECTIONS

Section 1. Minerva Circle

- A. The Minerva Circle shall be elected at the regular Chapter meeting following the vote to precede with Membership Intake by the chapter. The Minerva Circle must be elected (jewels to be elected as a group). The membership must be given a 10-day written notice via the USPS prior to the chapter vote to proceed with membership intake. The vote to proceed with membership intake requires 2/3 of the membership that is present and voting on the day that the chapter votes.
- B. Eligibility Requirements  
To be eligible for a Minerva Circle position, a member must meet the requirements per the Administrative Procedures for Membership Intake.

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### Article XI: INSTALLATION OF OFFICERS

Section 1. Guidelines for selecting installing officer (Ritual, p. 71)

- a. Newly elected officers shall be installed at the May regular Chapter meeting. All newly elected officers and outgoing officers shall participate in training/transition activities by May 15. At the training/transition meeting, all outgoing officers shall pass the tools and documents of that office to their successors. It shall be the duty of each outgoing officer to train and familiarize her newly elected replacement. Per the Constitution and Bylaws, Article IX, Elections and Voting, Section 3.C. Newly elected officers assume office July 1.

### Article XII: TRANSITION OF OFFICERS

Section 1. Procedures for conducting the transition process

- a. Timing and Coordination
  - o After new officers, positions, and committee chairs have been elected and/or appointed, there must be a transition meeting between the outgoing and incoming members. This transition will:
    - Acquaint them with rules, regulations, procedures, and managerial tasks of the position or committee;
    - Enable them to obtain a basic knowledge of principles, operations, and conceptual framework; and
    - Assist them in obtaining a thorough knowledge of the functions and business aspects related to the officer/position/committee and other routines.
  - o Persons required to attend the transition meeting are as follows:
    - All outgoing and incoming elected officers and positions;
    - All outgoing and incoming appointed officers and positions; and
    - All outgoing and incoming committee chairpersons.
  - o An official transfer checklist listing tools and documents transferred from each officer to their successor (i.e. procedure documents, manuals, reference guides, keys, chapter legal transfers, records, properties, etc.) with signatures of both the outgoing and incoming officer shall be executed. The transfer forms will be given to the Recording Secretary and housed with official chapter records.

### ARTICLE XII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

Section 2: Minerva Circle

- a. Handling Minerva Circle Members with Relatives as Applicant
  1. A member of the Minerva Circle is allowed to continue to serve on the Minerva Circle if an applicant is a family member.
  2. Minerva Circle Members must recuse themselves from scoring the packet and interviewing a family member.
  3. Minerva Circle Member is allowed to vote on all applicants
- b. Filling Vacancies
  1. Vacancies on the Minerva Circle will be filled by the President within 5 days

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- of being advised of a vacancy.
2. The Chapter President shall appoint sorors to fill any vacancies that may occur on the Minerva Circle selecting from members who have been trained.
- c. Frequency
1. There is no specific chapter frequency outlined for Membership Intake. The chapter will review membership needs and vote upon membership intake as deemed appropriate for the chapter.

### ARTICLE XIV: CHAPTER REPRESENTATION

#### Section 1: Voting and Alternate Delegate

- a. Regional Conference and National Convention
  - o Convention and Conference delegates shall be the President and First Vice-President shall serve as delegates for all conventions and conferences.
  - o Any person serving as a convention or conference delegate shall record all relevant events from the convention or conference (including but not limited to votes) and provide a summary of said events to the full membership by the next official chapter meeting.
- b. State and Local Chapter Representation
  - o The Chapter President will be the chapter representative for the State Delta Days, Cluster Meetings, and State Meetings.
- c. Order of Succession
  - o Absent unusual circumstances, the Chapter President and First Vice President shall serve as delegates for all conventions and conferences. In the event of any circumstance preventing the President or First Vice President from serving in these roles, then the next highest-ranking officer(s) of Austin Alumnae Chapter will serve as substitute delegate(s).

#### Section 2: Reimbursement

1. Conference/Convention Delegates will be reimbursed registration, air or ground travel based upon which is most cost effective and hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin as well as per diem based on the prevailing state rate. If the meeting takes place within a 25-mile radius of Austin, reimbursement is provided for registration only.
2. Delta Days at the Nation's Capital budget for travel and expenses should be included in the annual budget process as funds allow.

### ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

#### Section 1: Immediate verification

The following must be completed when conducting on-site verifications of membership:

- a. Proof of Membership
  - Membership card; membership certificate; verification via the Red Zone; or Verification of Membership Letter completed by National Headquarters (allow at least three business days for receipt).
- OR
- b. Vouching for Sorors/Members
  - Vouching for a person is when a member of the chapter can attest to the veracity of

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the visitor's claim of membership. Such attestation must be based on knowledge of the visitor's initiation or past activities with Delta Sigma Theta Sorority, Incorporated.

AND

c. Verification of Good Standing

Access the list of all sorors/members who have been placed on suspension, probation\* or have been expelled from the organization. This information is consistently updated on the Home Page of the official website (Membership Tab).

Section 2: Follow-up verification

- a. The Financial Secretary will submit a Verification of Membership Request to National Headquarters and advise the Membership Services committee when verification is received.
- b. The Membership Services Committee will provide the Sergeant-At-Arms with a list of women whose membership verification results are negative. If a woman's name appears on this list, she will not be admitted to sorority meetings.

### ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

The Internet policies and procedures shall be governed for the then current Delta Internet Guidelines (DIG). All Internet processes, websites, applications, and other uses will be reviewed by the Technology committee for compliance with the then current DIG before being implemented or voted upon by the chapter.

Section 2: Chapter Email Accounts

- a. The Chapter shall maintain a chapter email account for official communication with National Headquarters, chapter members, and the public.
- b. The following chapter officers must have access to the official chapter email account:
  - Chapter President
  - Chapter Corresponding Secretary
- c. Chapter Officers and Committee Chairs will be provided with email accounts to transact official chapter business.
- d. Chapter email accounts must be checked at least weekly.
- e. Passwords to chapter emails accounts will be maintained by the Technology Committee and changed each time chapter officers and committee chairs change.

### Article XX: AMENDMENTS FOR RULES OF ORDER AND POLICIES & PROCEDURES

Section 1. Procedures/timing for making changes, to whom are they submitted

- a. These Policies and Procedures may be amended at any regular meeting of the Chapter by a two-thirds vote of the members present and eligible to vote, provided notice of the proposed amendment shall have been given in writing 30 days before the vote.

Section 2. Quorum required to vote and 2/3 vote of those present and voting needed to amend

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Section 3. Effective Date

Section 4. Chapter Approval Date

### **Article XXI: PARLIAMENTARY AUTHORITY**

#### Section 1. Governing Documents

The governing documents of the Sorority are: Constitution and Bylaws, Robert's Rules of Order, Newly Revised, Chapter Rules of Order, and Chapter Policies and Procedures.

#### Section 2. Administrative Resources and Tools

- A. Ritual
- B. Administrative Procedures for Membership Intake
- C. Membership Intake Program
- D. Pyramid Study Guide
- E. Chapter Management Handbook
- F. Code of Conduct
- G. Protocol and Traditions Manual
- H. Fiscal Officers Manual
- I. Delta Internet Guidelines
- J. Chapter Compliance Checklist
- K. Chapter Mailings/Updates

### **ATTACHMENTS:**

Chapter Vouchers/Check Request Copy of Travel

Expense Report

Chapter Policies and Procedures Recommendation Form

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### Delta Sigma Theta Sorority, Incorporated Austin Alumnae Chapter

#### Voucher/Check Request

Date Requested: \_\_\_\_\_ Submitted By: \_\_\_\_\_ Total Requested: \_\_\_\_\_

Issue Check Payable To: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Committee/Office: \_\_\_\_\_ Activity: \_\_\_\_\_

#### List each expense item separately.

Vendor	Type of Expenditure	Amount
1.		
2.		
3.		
4.		
5.		
	<b>TOTAL</b>	

#### Approved By:

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

#### To be Completed by the Treasurer

Check #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Amount: \_\_\_\_\_



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**Delta Sigma Theta Sorority, Incorporated  
Austin Alumnae Chapter  
Policies and Procedures/Rules of Order**

**Recommendation for Change Form**

*Submit this form to the Policies and Procedures / Rules of order Committee to register a recommendation for change in the document.*

Date: \_\_\_\_\_

Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference the Current Policy or Procedure(s) by including the Section and Number, if Applicable:

\_\_\_\_\_

Rationale for Recommendation:

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Member ID Number: \_\_\_\_\_

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