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Delta Sigma Theta Sorority, Inc.

**Austin Alumnae Chapter
Policies and Procedures**

Chapter #161

P.O. Box 143381

Austin, Texas 78714

www.dstatx.org

Policies and Procedures Committee

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INTRODUCTION.....	5
ARTICLE I: CHAPTER INFORMATION	6
SECTION 1: NAME/LOCATION/NUMBER	6
SECTION 2: SERVICE AREA	6
SECTION 3: CONTACT INFORMATION	6
ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES.....	6
SECTION 1: EXECUTIVE COMMITTEE	6
SECTION 2: EXECUTIVE BOARD	6
SECTION 3: COMMITTEES	7
A. <i>Standing</i>	7
B. <i>Special</i>	8
ARTICLE III: ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS.....	9
SECTION 1: DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS	9
A. <i>PRESIDENT</i>	9
B. <i>FIRST VICE PRESIDENT</i>	10
C. <i>SECOND VICE PRESIDENT</i>	10
D. <i>THIRD VICE PRESIDENT</i> — (<i>May only be included for chapters with 150 members or more</i>).....	11
E. <i>RECORDING SECRETARY</i>	11
F. <i>CORRESPONDING SECRETARY</i>	11
G. <i>ASSISTANT SECRETARY</i> (<i>Moved to Appointed Positions</i>).....	12
H. <i>FINANCIAL SECRETARY</i>	12
I. <i>TREASURER</i>	13
J. <i>ASSISTANT TREASURER</i>	13
K. <i>ASSISTANT FINANCIAL SECRETARY</i>	13
SECTION 2: DUTIES AND RESPONSIBILITIES OF APPOINTED POSITIONS	14
A. <i>Parliamentarian</i> **	14
B. <i>Chaplain</i> **	14
C. <i>Emergency Response Coordinator</i> **	14
D. <i>Sergeant-At-Arms</i> **	14
E. <i>Assistant Sergeant-At-Arms</i> **	15
F. <i>Historian</i> **	15
G. <i>Journalist</i> **	15
H. <i>Assistant Journalist</i>	15
1. <i>Acts in conjunction with and in the absence of the Journalist</i>	15
I. <i>Timekeeper</i>	15
1. <i>Assists the President by keeping time for designated chapter reports and/or discussions during chapter meetings</i>	15
J. <i>National Pan Hellenic Council Representative</i>	15
1. <i>Represents the chapter during meetings of the National Pan Hellenic Council-Austin Chapter and reports to the chapter transactions of said meetings</i>	16
K. <i>Custodian of Properties</i> **	17
L. <i>Internal Audit Committee Members</i> **	17
M. <i>Committee Chairs</i>	17
N. <i>ASSISTANT SECRETARY (moved from elected to appointed)</i>	17
SECTION 3: DUTIES AND RESPONSIBILITIES OF ELECTED POSITIONS	18
A. <i>Nominating Committee Chair and Members</i>	18
B. <i>Risk Management Coordinator</i>	18
C. <i>Internal Audit Committee Chair</i>	18
D. <i>Minerva Circle</i>	19

E. Advisors (Collegiate Only)	19
SECTION 4: TERM OF OFFICE	19
A. <i>Limits of Office</i>	19
B. <i>Assumption of office</i>	20
C. <i>Appointments</i>	20
D. <i>Resignations</i>	20
SECTION 5: IMPEACHMENT	20
A. <i>Impeachment Process</i>	20
SECTION 6: FILLING VACANCIES	21
A. <i>Chapter Officers</i>	21
B. <i>Other Positions</i>	21
C. <i>Minerva Circle</i>	21
D. <i>Full term served</i>	21
ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION	22
SECTION 1: STANDING COMMITTEES	22
A. <i>Executive Committee</i>	22
B. <i>Executive Board</i>	22
C. <i>Arts and Letters</i>	22
D. <i>Budget and Finance</i>	22
E. <i>Emergency Response</i>	23
F. <i>Communications and Public Relations *</i>	23
G. <i>Fundraising (Ways and Means)</i>	24
H. <i>Heritage and Archives</i>	25
I. <i>Internal Audit</i>	25
J. <i>Membership Services</i>	26
K. <i>Nominating</i>	27
L. <i>Policies and Procedures</i>	27
M. <i>Program Planning and Development</i>	27
N. <i>Protocol and Traditions</i>	29
O. <i>Ritual and Ceremonies</i>	29
P. Scholarship	30
Q. <i>Social Action</i>	30
R. <i>Technology</i>	30
S. <i>Chapter Specific Standing Committee</i>	31
1. <i>Charitable Partners</i>	31
SECTION 2: SPECIAL COMMITTEES.....	31
A. <i>Elections Committee</i>	31
B. <i>Minerva Circle</i>	32
C. <i>Founders Day Committee</i>	32
D. May Week	32
E. Past Presidents Council	33
F. <i>National Pan-Hellenic Representative</i>	33
G. <i>Step Team</i>	33
H. Advisor Selection Committee (Collegiate Only)	33
I. <i>Pure Essence Interpretative Dance Team</i>	34
J. Chapter Specific Special Committees	34
ARTICLE V: MEETINGS	34
SECTION 1: EXECUTIVE COMMITTEE MEETINGS	34
SECTION 2: EXECUTIVE BOARD MEETINGS	34
SECTION 3: CHAPTER BUSINESS MEETINGS	34
SECTION 4: COMMITTEE MEETINGS	34
SECTION 5: CALL MEETINGS	34
SECTION 6: NOTIFICATIONS	35
SECTION 7: CHAPTER MEETING BUSINESS ATTIRE	35
SECTION 8: ELECTRONIC MEETINGS AND COMMUNICATIONS	35

ARTICLE VI: QUORUM	35
SECTION 1: DEFINITION.....	35
SECTION 2: EXECUTIVE BOARD MEETINGS	35
SECTION 3: CHAPTER BUSINESS MEETING	35
SECTION 4: COMMITTEE MEETING	35
ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY	36
SECTION 1: NATIONAL DOCUMENT RETENTION POLICY	36
ARTICLE VIII: FISCAL POLICIES AND PROCEDURES	36
SECTION 1: FISCAL ROLES AND RESPONSIBILITIES	36
SECTION 2: LOCAL DUES	36
SECTION 3: COLLEGIATE SORORS	36
SECTION 4: UNCONSUMED DUES	37
SECTION 5: TRANSFER OF DUES	37
SECTION 6: TRAVEL POLICY	37
SECTION 7: PURCHASE ORDER/REIMBURSEMENT EXPENSE VOUCHER	39
SECTION 8: METHOD OF PAYMENT	40
SECTION 9: UNCONSUMED FUNDS: YEAR END RECONCILIATION.....	40
SECTION 10: INSUFFICIENT FUNDS OR RETURNED CHECKS POLICY:	41
SECTION 11: FUNDRAISING.....	41
SECTION 12: BUDGETING.....	41
A. <i>Timing and Process</i>	41
B. <i>Chapter Approval</i>	41
SECTION 13: ADDITIONAL FISCAL POLICIES AND PROCEDURES	41
ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES.....	42
SECTION 1: ELIGIBILITY CRITERIA FOR HOLDING ELECTED CHAPTER OFFICER AND ELECTED POSITIONS	42
SECTION 2: NOMINATIONS OF CHAPTER OFFICERS AND ELECTED POSITIONS	42
SECTION 3: TIMELINE FOR NOMINATIONS OF CHAPTER OFFICERS AND ELECTED POSITIONS	43
SECTION 4: CAMPAIGNING	44
SECTION 5: PROCEDURE FOR REPORTING ALLEGATIONS OF VIOLATIONS	45
SECTION 6: NOMINATIONS OF CHAPTER MINERVA CIRCLE	45
SECTION 7: ELECTIONS.....	45
A. <i>Election day procedures and timeline</i>	45
B. <i>Voting guidelines</i>	46
C. <i>Re-balloting</i>	46
SECTION 8: GENERAL VOTING GUIDELINES	46
SECTION 9: ELECTRONIC VOTING	46
SECTION 10: ELECTION REPORTING	47
SECTION 11: SPECIAL ELECTIONS	47
ARTICLE X: INSTALLATION OF OFFICERS.....	47
SECTION 1: GUIDELINES FOR INSTALLATION OF OFFICERS	47
ARTICLE XI: TRANSITION OF OFFICERS	47
SECTION 1: PROCEDURES FOR CONDUCTING TRANSITION	47
A. <i>Timing</i>	47
B. <i>Coordination</i>	48
ARTICLE XII: MEMBERSHIP INTAKE	48
SECTION 1. MEMBERSHIP INTAKE PROCESS	48
SECTION 2: MINERVA CIRCLE	48
A. <i>Handling Minerva Circle Members with Relatives as Applicant</i>	48
B. <i>Filling Vacancies</i>	48
C. <i>Frequency</i>	49

ARTICLE XIII: CHAPTER REPRESENTATION.....	49
SECTION 1: NATIONAL CONVENTION AND REGIONAL CONFERENCE DELEGATES.....	49
SECTION 2: DELTA STATE MEETINGS, DELTA DAYS AT STATE, AND OTHER STATE MEETINGS REPRESENTATIVES.....	49
SECTION 3: DDNC, DDUN AND OTHER NATIONAL/REGIONAL MEETINGS REPRESENTATIVES.....	49
SECTION 4: ORDER OF SUCCESSION	50
ARTICLE XIV: MEMBERSHIP VERIFICATION PROCEDURES	50
ARTICLE XV: INTERNET AND EMAIL POLICIES.....	50
ARTICLE XVI: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES	50
SECTION 1. PROCEDURES AND TIMING FOR POLICIES AND PROCEDURES CHANGES	50
SECTION 2. EFFECTIVE DATE	51
ARTICLE XVII: ADVISORS.....	52
SECTION 1. ADVISOR DUTIES AND RESPONSIBILITIES.....	52
SECTION 2. SELECTION PROCESS.....	52
SECTION 3. TERMINATION AND/OR RESIGNATION GUIDELINE.....	52
ARTICLE XVIII: COLLEGE OR UNIVERSITY POLICIES	53
SECTION 1. UNIVERSITY POLICIES.....	53
ARTICLE XIX: ACADEMIC REQUIREMENTS	53
SECTION 1. GPA	53
APPENDIX 1: CHAPTER RULES OF ORDER FORM	54
APPENDIX 2: CHAPTER VOUCHER/CHECK REQUEST	56
APPENDIX 3: CHAPTER PRESS RELEASE	57
APPENDIX 4: CHAPTER POLICIES AND PROCEDURES RECOMMENDATION FORM.....	58
APPENDIX 5: COMMITTEE REPORTING FORM.....	61
APPENDIX 6: CANDIDATE NOMINATION GUIDELINES	62
APPENDIX 7: CHAPTER AWARDS GUIDELINES.....	63
APPENDIX 8: RECORDS MANAGEMENT MATRIX.....	68

INTRODUCTION

The Policies and Procedures for the **Austin Alumnae** Chapter of Delta Sigma Theta Sorority, Inc. (Herein referred to as the chapter) are in accordance with the National Constitution and Bylaws wherever applicable to Chapters except those identified herein. All chapters of Delta Sigma Theta Sorority, Inc. are governed by the State Statutes and Laws, Corporate Charter and Articles of Incorporation, Constitution and Bylaws, Chapter Policies and Procedures, Rules of Order Form, and Robert's Rules of Order. All matters not covered by the Constitution and Bylaws and other governing documents of the Sorority will be governed by the current edition of Robert's Rules of Order, Newly Revised Administrative Resources and Tools (listed alphabetically) Brand Guide, Chapter Management Handbook, Code of Conduct, Delta Technology Guidelines (DTG), Delta Style Guide, Fiscal Officers Manual, Internal Audit Manual, Membership Intake Program Documents (e.g., Administrative Procedures for Membership Intake, Membership Intake Program, Pyramid Study Guide), Protocol and Traditions Manual, and The Ritual.

Each chapter develops its unique Rules of Order and Policies and Procedures that officially disseminates the rules of conduct or procedures of members. These policies and procedures are specific to the **Austin Alumnae** Chapter, and they describe the manner in which our chapter operates. Chapter Policies and Procedures include areas not covered by the Constitution and Bylaws and other governing documents of the sorority. They attempt to solve problems, make wise decisions, and maintain control to manage chapter affairs.

It is important to note that a **“policy”** states what must be done. A **“procedure”** describes how, when, and by whom something is to be done.”¹

ARTICLE I: CHAPTER INFORMATION

Section 1: Name/Location/Number

- A. The chapter is called the **Austin Alumnae Chapter**.
- B. The chapter is located in the state of **Texas**.
- C. The **Austin Alumnae Chapter** is assigned to the **Southwest Region** of the Sorority.
- D. The chapter number is **161**.

Section 2: Service Area

- A. ~~(Alumnae)~~ The **Austin Alumnae Chapter** serves the cities of 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. ~~and the **County of Anywhere**~~
- B. ~~(Collegiate)~~ The ~~**Anywhere**~~ Collegiate Chapter service area is the campus of ~~**University of Somewhere**~~

Section 3: Contact Information

- A. Mailing address: **P.O. Box 143381, Austin, Texas 78714-3381**
- B. Website: www.dstatx.org
- C. Email address: dstatxnews@gmail.com
- D. Chapter Social Media Accounts: **Facebook, Twitter, Instagram, etc.**
 - 1. **Facebook: Austin Alumnae Chapter of Delta Sigma Theta Sorority Inc.**
 - 2. **Twitter: @DSTATX**
 - 3. **Instagram: @dstatx**
 - 4. **YouTube: The Austin Alumnae Chapter of Delta Sigma Theta Sorority, Inc.**

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES

The ruling authority of the chapter will be the Grand Chapter of Delta Sigma Theta Sorority, Inc. Locally, the chapter will be governed by the elected officers, elected positions, and appointed positions.

Section 1: Executive Committee

- A. The Executive Committee is comprised of the following officers: President, **First Vice President**, **Second Vice President**, ~~**Third Vice President**~~, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer.
- B. The President serves as chairperson of the committee.
- C. The President develops the agenda, and the Recording Secretary prepares the agenda for the Executive Committee.
- D. The Executive Committee meets at the call of the President or at the request of a majority of Executive Committee members.
- E. The Executive Committee represents and responds on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.
- F. ~~[Insert Chapter Specific Information](#)~~
- G. ~~[Insert Chapter Specific Information](#)~~

Section 2: Executive Board

- A. The Executive Board is composed of all elected officers, chairpersons of the chapter standing committees, elected positions, and appointed positions as specified in the Chapter Management Handbook.

- B. Special Committee Chairs, Sub-Committee Chairs, and Ad Hoc Committee Chairs do not have a vote on the executive board. They may attend and present at Executive Board meetings at the request of the President. They do not have a vote on the executive board.
- C. The executive board consists of the following:
(Please list which elected and appointed positions are members of the executive board)
1. President (Chair)
 2. First Vice President
 3. Second Vice President
 4. ~~Third Vice President~~ (May only be included for chapters with 150 members or more)
 5. Recording Secretary
 6. Corresponding Secretary
 7. Treasurer
 8. Financial Secretary
 9. Assistant Financial Secretary
 10. Asst. Corresponding Secretary
 11. Asst. Recording Secretary
 12. Assistant Treasurer
 13. Chair of the Internal Audit Committee
 14. Chair of the Nominating Committee
 15. Chaplain
 16. Sergeant-at-Arms
 17. Assistant Sergeant-at-Arms
 18. Parliamentarian
 19. Journalist
 20. Historian
 21. Custodian of Properties
 22. Emergency Response Coordinator
 23. Immediate Past President
 24. Chairs of the Standing Committees
- D. The Executive Board is responsible for general management of chapter affairs between business meetings.
- E. The Executive Board makes recommendations to the body on committee reports for action.
- F. The immediate past president is a member of the executive board.
- G. The duties of the Executive Board include:
1. supervises the affairs of the chapter between its regular chapter meetings and
 2. performs such other duties as may be specified in these Policies and Procedures.
- H. The report of the Executive Board is based on the minutes of its meetings and will 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.
- I. The Executive Board will not supersede the desires of the chapter and its decisions.

Section 3: COMMITTEES

A. Standing

1. Standing committees perform a continuing task related to chapter operation and remain in existence throughout the sorority year.
2. The Standing Committees of the chapter are:

~~[Provide a listing of all committees utilized by the chapter. All committees that are required are in black ink]~~

- a. Executive Committee
- b. Executive Board
- c. Arts and Letters
- d. Budget and Finance
- e. Emergency Response
- f. Fundraising (Ways and Means)
 - ~~i. Cotillion / Jabberwock~~
- g. Heritage and Archives
- h. Communication and Public Relations *
- i. Internal Audit
- j. Membership Services
 - ~~i. Internal Development (Chapter Retreat)~~
 - ~~ii. Hospitality and Courtesies~~
- k. Nominating Committee
- l. Policies and Procedures
- m. Program Planning and Development
 - a. Economic Development **
 - b. Educational Development **
 - ~~i. Delta Academy~~
 - ~~ii. Delta GEMS~~
 - ~~iii. EMBODI~~
 - iv. Early Childhood Literacy
 - c. International Awareness and Involvement **
 - d. Physical and Mental Health **
 - e. Risk Management **
- n. Protocol and Traditions *
- o. Ritual and Ceremonies *
- ~~p. Scholarship~~
- q. Social Action (in support of Political Awareness and Involvement)
- r. Technology*
- s. Charitable Partners
- t. Records Management and Retention
- u. Strategic Planning

* May Be Combined with other committees (e.g., Communications and Public Relations and Technology; Protocol and Traditions/Rituals and Ceremonies)

** May Be Added as Standing or Subcommittee

B. Special

1. These committees are established by the President to focus on a specific area or project as needed. Such committees would only be established when a standing or appointed committee could not execute the needed duties.
2. The President will appoint chairpersons for these committees.

3. When the task is done, the committee's business is considered complete, and the committee is dismissed.
4. Special Committee Chairs may attend Executive Board meeting at the request of the President.
5. The Special Committees of the chapter are: ***Provide a listing of all committees utilized by the chapter. Committees that are required are in black ink***
 - a. Elections
 - b. Minerva Circle
 - c. Founders Day
 - ~~d. May Week~~
 - e. National Pan-Hellenic Council
 - ~~f. Past Presidents Council~~
 - g. Step Team
 - ~~h. Advisors Selection Committee (Collegiate Only)~~
 - i. Pure Essence Interpretative Dance Team
 - ~~j. Insert Chapter Specific Information~~

ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

A. PRESIDENT

1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter
2. Officially represents the chapter
3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after the National Convention or Regional Conference
4. ***In the event the President and First Vice-President are unable to serve as delegate and/or alternate to National Convention or Regional Conference, the chapter will follow the order of succession as outlined in the Policies and Procedures***
5. Oversees Chapter Operations
6. Oversees and adheres to the responsibilities of the President in the current Fiscal Officers Manual
7. Leads ritualistic services and ceremonies
8. Appoints all Chairs, Co-Chairs, and committee members unless designated by election or the chapter Policies and Procedures
9. Fills vacancies according to the "Filling Vacancies" section
10. Ensures corporate accountability reports are completed and submitted and that chapter compliance is met by established deadlines
11. Reviews and approves all chapter communications, publications, etc.
12. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees
13. Serves as chair of Executive Committee (EC) and Executive Board (EB)
14. Signs all contracts for the chapter
15. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs, and members
16. Ensures the chapter operates under an approved budget

17. Serves as one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers, and checks (except her own check)
18. Serves as member of the Budget and Finance Committee
19. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee, and Internal Audit Committee
20. Serves as a member of the Minerva Circle by virtue of position
21. Reviews the Internal Audit report prior to the Internal Audit Chair submitting in the Red Zone by the due dates
22. Completes, signs, and ensures that all Fiscal Officers have completed and signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office and she is President; submits the forms to Grand Chapter via the Red Zone
23. Votes only in matters of secret ballot and/or to break a tie vote
24. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
25. Calls special meetings
26. Refrains from making motions
27. Speaks on behalf of the chapter or designates a member to represent the chapter

B. FIRST VICE PRESIDENT

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President
2. Serves as Alternate Delegate to National Convention and/or Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after National Convention or Regional Conference in conjunction with the Chapter President
3. In the event the President and First Vice-President are unable to serve as delegate and/or alternate to National Convention or Regional Conference, the chapter will follow the order of succession as outlined in the Policies and Procedures
4. Serves as Chair of Membership Services Committee:
 - a. Coordinates membership retention efforts
 - b. Coordinates members reclamation efforts
 - c. Coordinates collegiate transition efforts
5. Assists the President in appointing program chairpersons
6. Serves as a member of Executive Committee and Executive Board
7. Serves as a member of the Budget and Finance Committee
8. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
9. Ascends to the office of President if the President cannot fulfil her term

C. SECOND VICE PRESIDENT

1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties in absence of and at request of the President
2. Serves as Alternate Delegate to National Convention and/or Regional Conference; if the First Vice President is unable to attend, reports Grand Chapter updates back to the body at the first business meeting after National Convention or Regional Conference in conjunction with the Chapter President;
3. Serves as Chair of Program Planning and Development Committee
4. Assists the President in appointing appropriate committee chairpersons
5. Serves as a member of the Executive Committee and Executive Board
6. Coordinates other activities as deemed necessary by the President

7. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
8. ~~Insert Chapter Specific Information~~
9. ~~Insert Chapter Specific Information~~

D. ~~THIRD VICE PRESIDENT~~ – (May only be included for chapters with 150 members or more)

1. ~~Performs specified duties, with the exception of the fiscal and Minerva Circle duties in absence of and at request of the President.~~
2. ~~Serves as Alternate Delegate to National Convention and/or Regional Conference; if the First Vice President, and/or Second Vice President are unable to attend and reports Grand Chapter updates back to the body at the first business meeting after National Convention or Regional Conference in conjunction with the Chapter President.~~
3. ~~Serves as chair of a standing committee (e.g., Program Planning and Development Committee, Membership Services Committee, Risk Management Coordinator, Leader of Minerva Circle).~~
4. ~~Assists the President in appointing appropriate committee chairpersons.~~
5. ~~Serves as a member of the Executive Committee and Executive Board.~~
6. ~~Coordinates other activities as deemed necessary by the President.~~
7. ~~Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.~~
8. ~~Insert Chapter Specific Information~~
9. ~~Insert Chapter Specific Information~~

E. RECORDING SECRETARY

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting
3. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting, or posted in the Members Only section of the chapter website, if applicable
4. Responsible for accurate records of attendance at chapter and Executive Board meetings
5. Records all chapter votes
6. Obtains, maintains, and secures all minutes and committee reports in a permanent media of record
7. Ensures chapter adheres to document retention policies
8. Serves as the custodian of all of the chapter's records
9. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
10. Maintains the chapter's official membership roll for attendance purposes only and prints the chapter's official membership roll
11. Calls roll when necessary

F. CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the Chapter
2. Reads correspondences to membership
3. Sends meeting notices to membership
4. Picks up the mail weekly from chapter's post office box and makes President aware of all incoming correspondence

5. Advises chapter President of all correspondence received before distributing to chapter officers and committee chairs
6. Distributes committee correspondence to appropriate Chair or designee
7. Provides a log of National, Regional, State, and Local correspondence at Executive Board meetings and to members at business meetings
8. At the direction of the president, sends written notice at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
9. Responsible for obtaining, maintaining, and securing all yearly correspondence in a permanent file/folder
10. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
11. Assists in the distribution of the chapter's monthly newsletter, *The Odyssey*, and other weekly news publications as well as other publications and communications as directed by the President

G. ASSISTANT SECRETARY (Moved to Appointed Positions)

1. ~~Fulfill all duties in support of the recording secretary.~~
2. ~~Fulfill all duties in support of the corresponding secretary.~~
3. ~~Insert Chapter Specific Information~~
4. ~~Insert Chapter Specific Information~~

H. FINANCIAL SECRETARY

1. Adheres to responsibilities of the Financial Secretary role in the Fiscal Officers Manual
2. Receives, issues receipts for, and keeps records of all income and related funds to the Chapter
3. Coordinates with the Treasurer to ensure that all receipts for funds collected are deposited within two (2) business days
4. Serves as one of three persons authorized to sign bank checks (Position does not sign her own check.)
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting (This report will reflect a summarization of all income received for the period excluding interest.)
7. Notifies Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of dues collection
8. Serves as member of Budget and Finance committee
9. Serves as a member of the Minerva Circle
10. Notifies the Chapter President regarding any lapse of eligibility of chapter officers, appointed/elected positions, committee chairs, and committee members
11. Transacts all business in Executive Board meetings, sorority meetings (including writing checks), or special business meetings at the request of the President
12. Prepares the roster of financial chapter members
13. Completes and signs the Acceptance of Fiduciary Responsibility Form
14. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
15. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
16. Attends finance training workshops
17. Execute orders for form, book, and other necessary material to conduct the smooth operation of her office and the chapter

I. TREASURER

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual
2. Monitors expenditures of the Chapter budget
3. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers, and checks (except her own check)
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements, and committee expenses
5. Serves as keeper of chapter funds and accounts for all income and expenditures
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation (This report will reflect an exact statement of income, disbursements, and summary ledger on a monthly basis.)
7. Balances monthly bank statements and merchant and/or electronic payment system accounts
8. **Serves as Chair of the Budget and Finance Committee**
9. Disburses and processes chapter expense vouchers for reimbursement
10. Works closely with Financial Secretary to ensure all financial records are accurate
11. Deposits all funds within two (2) business days of receipt by the Financial Secretary
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check
13. Ensures the bookkeeping policies are followed as outlined in the current Fiscal Officers Manual
14. Transacts all financial business in Executive Board meetings, sorority meetings (including writing checks), or special business meetings at the request of the President
15. Checks relevant budgets prior to issuing checks
16. Ensures voucher process is used for disbursement of funds
17. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment
18. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
19. Ensures all fiscal officers are bonded
20. Completes and signs the Acceptance of Fiduciary Responsibility Form
21. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook, and as directed by Grand Chapter
22. **Files the annual financial report with the assistance of a public accountant, if necessary**
23. **Ensures books are audited in accordance with current internal audit guidelines**
24. **Presents 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**
25. **Attends finance training workshops**
26. **Honors only approved purchases**

J. ASSISTANT TREASURER

1. Performs all duties of the office of Treasurer except for signing checks and depositing funds, at the request of, in the absence of, or upon the resignation or incapacitation of the Treasurer
2. Serves as a member of the budget and finance committee
3. Completes and signs Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook, and as directed by Grand Chapter
5. **Attends finance training workshops**

K. ASSISTANT FINANCIAL SECRETARY

1. Performs all duties of the office of Financial Secretary except for signing checks and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the Financial Secretary
2. Serves as a member of the budget and finance committee
3. Completes and signs Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook, and as directed by Grand Chapter
5. Assists in the collection of funds at meetings
6. Assists chapter committees with the collection of funds for events if assigned to do so

Section 2: Duties and Responsibilities of Appointed Positions

**** Must be an appointed position only**

A. Parliamentarian **

1. Advises, upon request of the Chapter President, other officers, committees, and member on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Policies and Procedures, and current edition Robert's Rules of Order Newly Revised
2. Serves as Chair of the Policies and Procedures/Rules of Order Committee
3. ~~Insert Chapter Specific Information~~
4. ~~Insert Chapter Specific Information~~

B. Chaplain **

1. Sets the spiritual tone of the meeting when so requested
2. Serves in this capacity at other gatherings at the request of the President
3. Fulfills the role outlined in the Ritual for chapter meetings and ceremonies
4. Participates in Omega Omega services
5. Must keep accurate record of deceased members of the chapters for reports to Grand Chapter
6. ~~Insert Chapter Specific Information~~
7. ~~Insert Chapter Specific Information~~

C. Emergency Response Coordinator **

1. Chairs the Emergency Response Committee
2. Maintains sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates
3. Develops, documents, and executes a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations
4. Adheres to the guidelines and instructions in the Emergency Response Toolkit

D. Sergeant-At-Arms **

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies
2. Assists President in keeping order at all times
3. Supervises admittance of all persons to chapter meetings
4. Guards against intrusion
5. Ensures the chapter members and visitors adhere to the guidelines of the current Protocol and Traditions Manual upon entry to meetings and ceremonies
6. Notifies the Recording Secretary of the determination of a quorum

7. Serves as a member of the Protocol and Traditions Committee
8. Ensures that furnishings are arranged in proper order for meeting

E. Assistant Sergeant-At-Arms **

1. Assists Sergeant -At- Arms and President in keeping order at all times
2. Assists with admittance of all persons to chapter meetings
3. Guards against intrusion
4. Ensures the chapter and members adhere to the guidelines of the current Protocol and Traditions Manual upon entry to meetings and ceremonies
5. ~~Insert Chapter Specific Information~~
6. ~~Insert Chapter Specific Information~~

F. Historian **

1. Maintains an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary
2. Submits a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year
3. Maintains a list of chapter awards, certificates, etc.
4. Ensures that pictures are taken at all chapter activities, National Conventions, and Regional Conferences
5. Displays the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year
6. Serves as Chair of Heritage and Archives
7. ~~Insert Chapter Specific Information~~
8. ~~Insert Chapter Specific Information~~

G. Journalist **

1. Collects and disseminates timely information to the general public regarding the Chapter's community service and related activities that may be of interest to the public
2. Advises the Executive Board on matters pertaining to strengthening public relations in the community
3. Serves as Chair of the Communications and Public Relations Committee
4. Serves as a member of Heritage and Archives
5. Prepares for distribution: the chapter monthly newsletter, The Odyssey, and the Weekly Digest as well as other publications with the approval of the President
6. Serves as public relations agent for the chapter and informs the media about all chapter public service endeavors with the approval of the President
7. Submits newsworthy materials to the Grand Chapter and all entities of the Sorority for inclusion in any publication with the approval of the President

H. Assistant Journalist

1. Acts in conjunction with and in the absence of the Journalist

I. Timekeeper

1. Assists the President by keeping time for designated chapter reports and/or discussions during chapter meetings

J. National Pan Hellenic Council Representative

1. Represents the chapter during meetings of the National Pan Hellenic Council-Austin Chapter and reports to the chapter transactions of said meetings

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K. Custodian of Properties **

1. Properly stores and maintains in fine condition all ritual and chapter properties for use during chapter meetings and other sorority functions
2. Maintains a written inventory of all chapter properties and submits an annual report to the President with a copy to the Recording Secretary
3. Ensures that properties are available for meetings and other sorority functions as required
4. Removes the table properties after chapter meetings
5. ~~Insert Chapter Specific Information~~

L. Internal Audit Committee Members **

1. The committee consists of **2-6** members appointed by the President.
2. The committee audits the chapter's records in accordance with the procedures listed in the Internal Audit Manual.
3. ~~Insert Chapter Specific Information~~
4. ~~Insert Chapter Specific Information~~

M. Committee Chairs:

1. The chair works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust.
2. The chair facilitates and coordinates tasks to get the committee's work accomplished.
3. The chair submits a budget no later than **March** to the Budget and Finance Committee.
4. The chair prepares written committee reports to the EB for the committee to be placed on the agenda for chapter meeting.
5. The chair approves only budgeted committee expenses.
6. The chair signs all committed POs/Reimbursement Vouchers before forwarding to the President for signature prior to any fund disbursement.
7. The chair ensures the President signs all contracts and letters to external parties.
8. The chair advises the Treasurer of all vendor's payment requirements and timetables.
9. The chair ensures general liability insurance is secured for all programs or events attended by individuals that are not members of the chapter.
10. The chair submits all signed vouchers with receipts at Executive Board, Chapter meetings, or special called meetings designated by the President.
11. The chair reconciles budget expenses before signing a committee member's PO/Reimbursement Voucher.
12. All committee meetings are open to the Chapter for attendance except for Nominating, Minerva Circle, and Elections.
13. The Chair of each committee completes and submits to the Chapter President a written Evaluation Form at the end of the sorority year.
14. ~~Insert Chapter Specific Information~~
15. ~~Insert Chapter Specific Information~~

N. ASSISTANT SECRETARY (moved from elected to appointed)

1. Fulfill all duties in support of the recording secretary
2. Fulfill all duties in support of the corresponding secretary

Section 3: Duties and Responsibilities of Elected Positions

A. Nominating Committee Chair and Members

1. The committee will consist of one (1) Chairperson and ~~four~~ (4) members of the chapter.
2. Members of the Nominating Committee will be elected by a majority vote of the members present and voting at the time of chapter elections in ~~April~~.
3. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, ~~Delta of the Year, and other special chapter Awards/Recognitions~~ to create a slate of candidates.
4. The Chair and the members of the Nominating Committee serve only one (1) term and cannot be a candidate for any elective office while serving on the Nominating Committee.
5. Members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.
6. ~~The committee presents a slate of eligible candidates with at least two (2) members per office or position, if possible, at the March meeting prior to the election of officers in April.~~
7. ~~The committee notifies qualified candidates within five (5) business day of the March chapter meeting so that qualified candidates may prepare for campaigning at the end of the March chapter meeting.~~
8. ~~The committee hosts a candidate forum for the confirmed slated candidates at the close of the March chapter meeting to begin the campaigning.~~
9. ~~The committee verifies the eligibility of names that are placed in nominations from the floor at the March chapter meeting.~~
10. ~~The committee ensures that consent of each candidate has been obtained prior to placing her name in nomination and is present at the meeting.~~

B. Risk Management Coordinator

1. Works with President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate
2. Identifies, obtains background checks, and selects volunteers to work with participants of chapter youth programs when needed
3. Monitors youth program activities to ensure planning is based on the four forms of Risk Management: reputation, emotional/psychological, financial, and physical
4. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta
5. Ensures the chapter adheres to policies established in the Risk Management Manual
6. ~~Designated as the First Vice President.~~
7. ~~Maintains regular contact with youth and their parents when there is a mentoring relationship component to programming~~
8. ~~Attends Risk Management Training~~
9. ~~Serves as the chair of the Risk Management Team~~
10. ~~Fosters and maintains a relationship with the regional risk management coordinator~~

C. Internal Audit Committee Chair

1. The chairperson is elected during the chapter election of officers.
2. The chairperson audits the chapter's records on a quarterly and annual basis in accordance with the procedures listed in the Internal Audit Manual.

3. The chair establishes a schedule for the year as to when the audit will be completed and when records will be collected.
4. The chairperson collects the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee.
5. The financial records should be returned to the fiscal officers as soon as possible, but before the next scheduled Executive Board meeting.
6. A draft of the audit report should be discussed with the fiscal officers before the Audit report is finalized.
7. The chairperson makes a report to the chapter of the summary audit findings and recommendations for improvements, if any.
8. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone in accordance with the Internal Audit Manual schedule.
9. The chairperson provides the Detailed Audit report to the Recording Secretary and makes it available for review at the Executive Board and Chapter meetings.
10. If the services of a CPA are required, the chair will coordinate with the treasurer to provide the books to the CPA for the external Review or Audit.
11. The chairperson will 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 the required deadlines outlined in the Internal Audit manual.
12. The chairperson reviews the CPAs report with the president and financial officers, then the Executive Board, and finally the chapter.
13. The chairperson performs other duties as noted in the Internal Audit Manual and as directed by Grand Chapter.
14. The chairperson conducts training for Internal Audit Committee members and chapter members.
15. The chairperson makes recommendations to the Budget and Finance Committee regarding internal controls.
16. The chairperson meets with the chapter fiscal officers regarding the financial review findings and recommendations.
17. The chairperson documents recommended improvements to internal control weakness.
18. The chairperson notifies the chapter of any weaknesses in financial structure and recommends corrective actions.

D. Minerva Circle

1. The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program.
2. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake.
3. Insert Chapter Specific Information
4. Insert Chapter Specific Information

E. Advisors (Collegiate Only)

1. All Advisor Duties and Responsibilities for advisors and advisory council are per the current version of the Chapter Management Handbook.
2. All advisors assist with the execution of promoting a successful collegiate chapter.
3. Insert Chapter Specific Information
4. Insert Chapter Specific Information

Section 4: Term of Office

A. Limits of Office

1. Elected Chapter officers, elected chairs and positions are elected every **two (2)** years.
2. Nominating Committee Chair and Nominating Committee members can only serve one (1) term.
3. Chapter officers cannot serve more than two (2) consecutive terms in the same office.
4. One term equals **two (2) years**.
5. No member may hold more than one (1) elected office at a time, with the exception of being elected to the Minerva Circle.
6. ~~Insert Chapter Specific Information~~
7. ~~Insert Chapter Specific Information~~

B. Assumption of office

1. ~~[Collegiate only]~~ Elected Chapter officers assume office immediately upon election by a majority vote of the chapter.
2. ~~[Alumnae only]~~ Elected Chapter officers assume office on July 1 after being elected by a majority vote of the chapter.
3. Installation is not required to assume office. It is the election rather than the installation that confirms the member has been elected to the office.
4. ~~Insert Chapter Specific Information~~
5. ~~Insert Chapter Specific Information~~

C. Appointments

1. Appointed positions will serve terms per the authority of the President.
2. All Chairs, Co-Chairs, and committee members unless designated by election or the chapter P&P are appointed by the chapter president.
3. Chapters may determine the methodology used to solicit members interest in serving on a committee. (i.e., Sign Up Sheet, Committee Application, Volunteers etc.)
4. ~~Insert Chapter Specific Information~~
5. ~~Insert Chapter Specific Information~~

D. Resignations

1. If any elected officer resigns, relinquishes, or ends her duties before end of term the officer must deliver written resignation to the chapter president to be shared with the membership via e-mail and/or letter to chapter PO Box.
2. It is requested that all resignations or intent to resign be notified to the chapter president as soon as the resigning officer is made aware that a resignation is pending / forthcoming.
3. A transition meeting must occur with either the chapter president or her designee no later than one week after resignation. All areas of the transition of officers as outlined in the Chapter Management Handbook and chapter Policies and Procedures (P&P) must be fulfilled.
4. ~~Insert Chapter Specific Information~~
5. ~~Insert Chapter Specific Information~~

Section 5: Impeachment

A. Impeachment Process

1. This is the formal process used to charge, conduct hearings, and remove elected chapter officers from office for misconduct while in office.
2. The impeachment process must be carried out in accordance with the Chapter Management Handbook.
3. Appointed committee chairs, appointed positions, and members are removed by the Chapter President, not by impeachment.

4. Any elected officer or elected position who has been impeached is ineligible for election to any other chapter office.

5. ~~Insert Chapter Specific Information~~

6. ~~Insert Chapter Specific Information~~

Section 6: Filling Vacancies

A. Chapter Officers

1. When a vacancy occurs in the office of President, the second highest ranking officer (e.g., Vice President) will become President to complete the unexpired term.
2. ~~The new President will appoint an eligible member to the office of First Vice President to fill that vacancy.~~
3. ~~Should both the position of President and First Vice President become vacant, the Second Vice President shall ascend to the position of President to complete the unexpired term and appoint eligible members to the vacant offices.~~

B. Other Positions

1. When vacancies occur in other elected offices or elected positions, they must be appointed by the President within no more than thirty (30) days.
2. The President can only appoint chapter members to elected offices or positions when the office or position is vacant due to a member not being elected during the chapter elections or due to an unexpected vacancy.
3. Only chapter members who meet eligibility requirements as defined in the chapter P&P for the office or position can be appointed to fill vacancies.
4. In the event the chapter President cannot fill the vacant office or position due to chapter member(s) not meeting eligibility requirements, or when no member is willing to serve, she will contact the Regional Director and request special dispensation to make an appointment.
5. In the event the chapter needs to hold a special election to fill a vacancy, the Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
6. The incoming president appoints any vacancies during an election year.
7. ~~Insert Chapter Specific Information~~
8. ~~Insert Chapter Specific Information~~

C. Minerva Circle

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.
2. In the event the Leader of the Minerva Circle (LMC) position becomes vacant, the president will replace the LMC with a current trained member of the Minerva Circle.
3. ~~Insert Chapter Specific Information~~
4. ~~Insert Chapter Specific Information~~

D. Full term served

1. An officer elected or appointed position, committee chair, or committee member who has served more than half a term in an office is considered to have served a full term.
2. ~~Insert Chapter Specific Information~~
3. ~~Insert Chapter Specific Information~~

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: Standing Committees

Committees consist of chapter members that are elected or appointed to consider, investigate, perform a task, or oversee a project/program on behalf of the chapter.

A. Executive Committee

1. The Executive Committee is comprised of the following officers: President, ~~First Vice President, Second Vice-President, Third Vice-President~~, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer.
2. The Chair of the Committee is the Chapter President.
3. The President prepares the agenda for the Executive Committee.
4. The Executive Committee meets at the call of the President or at the request of a majority of Executive Committee members.
5. The Executive Committee represents and responds on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.
6. ~~Insert Chapter Specific Information~~
7. ~~Insert Chapter Specific Information~~

B. Executive Board

1. The Executive Board is composed of all elected officers, elected positions, ~~appointed positions~~, chairpersons of standing committees of the chapter, and the ~~immediate past president~~.
2. The Executive Board is responsible for general management of chapter affairs between business meetings.
3. The Executive Board makes recommendations to the body on committee reports for action.
4. ~~Insert Chapter Specific Information~~
5. ~~Insert Chapter Specific Information~~

C. Arts and Letters

1. The Arts and Letters Committee promotes and supports cultural arts in the community and develops programs in accordance with the Grand Chapter's directions.
2. ~~Insert Chapter Specific Information~~
3. ~~Insert Chapter Specific Information~~

D. Budget and Finance

1. The Chair of the Committee ~~may be~~ is the Treasurer, and it is composed of about five (5) members, including the President, Financial Secretary, ~~Assistant Financial Secretary, Assistant Treasurer, Program Planning and Development Chair, and Fundraising (Ways and Means) Chair~~.
(Note: If Chapter Treasurer is not the chair of Budget and Finance Committee she must be elected. Please refer to Fiscal Officers Manual for the election guidelines of the Budget and Finance Committee Chair).
2. Any member of the current Internal Audit Committee cannot be a member of this committee.
3. The committee collects, reviews and, if necessary, revises all budgets submitted by chapter officers and committee chairpersons by March 31st.

4. The committee presents the annual operating budget for the ensuing fiscal year (prepared by the committee) to the chapter for approval by May of each sorority year.
5. The committee recommends general financial policies of the chapter.
6. The committee studies and develops financial plans to strengthen the financial base of the chapter.
7. The committee ensures, at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
8. The committee considers the financial needs of the chapter and recommends increase of dues.
9. The committee distributes final copies of the approved budget for the upcoming year by the June business meeting.
10. The committee reviews the budget quarterly.
11. The committee meets within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year.
12. If an impromptu budget reallocation is necessary due to an additional request for funds or notification of unused allocated money, a meeting will be scheduled to reallocate funds.
13. The committee ensures the following schedule is maintained:

MONTH	ACTION
March	Budget requests are due to the Budget and Finance Committee from Chairpersons.
April	The committee meets to make Budget Recommendation.
May	The operating budget for the ensuing year is presented at Executive Board and Chapter meeting for approval.
August-May	Written Monthly Treasurer's report and Financial Secretary report will be presented at Executive Board and Chapter meetings.
September	First budget reallocation, if needed: Chairpersons will complete beginning year committee financial evaluation prior to Budget and Finance Committee meeting. Treasurer prepares a report to present to chapter.
January	Second budget reallocation, if needed: Chairpersons will complete mid-year committee financial report prior to January Budget meeting. The Budget and Finance committee will re-evaluate budget year to date and revise if necessary. Treasurer prepares mid-year report.
June-July	Treasurer prepares year-end report. Books are completed and turned over to Internal Audit Committee.
July-August	Submit required reports to Grand Chapter for compliance and turn over to Internal Audit Committee.

E. Emergency Response

1. The Emergency Response Committee maintains sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates.
2. The Emergency Response Committee develops, documents, and executes a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations.
3. The Emergency Response Committee adheres to the guidelines and instructions in the Emergency Response Toolkit.
4. [Insert Chapter Specific Information](#)
5. [Insert Chapter Specific Information](#)

F. Communications and Public Relations *

1. **The Chair of the Committee is the chapter Journalist.**
2. The Communications Committee maintains the chapter email distribution list, compiles and updates the chapter directory annually, and notifies financial members of information regarding Omega Omega and other pertinent information when activated by the Chapter President.
3. The committee prepares press releases and distributes to the print and electronic media. (Star, Globe, and Call)
4. The committee prepares a newsletter periodically that will inform Chapter members of relevant activities and accomplishments of committees and members.
5. The committee obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
6. The committee coordinates with Committee Chairs regarding newsworthy activities of their committees.
7. The committee sends pertinent Chapter news to Regional and Grand Chapter publications.
8. **In partnership with the Technology Committee, the committee manages and monitors the chapter's social media pages and accounts.**
9. ~~Insert Chapter Specific Information~~
10. ~~Insert Chapter Specific Information~~

G. Fundraising (Ways and Means)

1. The Fundraising Committee plans, organizes, and coordinates appropriate events to raise funds for chapter programs and projects.
2. The Chair of Fundraising may be a member of the Budget and Finance committee.
3. The committee presents the proposed fundraising activities to the chapter for final approval at the **May** chapter meeting to include the projected fundraising goal for each activity, a complete event budget with potential profit/loss statement, and the total projection for the fiscal year in the recommendation of activities.
4. The committee jointly implements all fundraising activities involving other committees. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
5. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter.
6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.
7. After any fundraiser, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report is presented to the chapter.
8. All fundraising must adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.

~~a. Cotillion or Jabberwock (This is an example insert chapter specific fundraisers)~~

- ~~i. The Cotillion is a youth development and scholarship program sponsored by Anywhere Alumnae Chapter of Delta Sigma Theta Sorority.~~
- ~~ii. The Cotillion consists of a group of activities designed to enhance the academic, social, cultural and civic awareness of selected high school seniors from the greater Anywhere City metropolitan area.~~

~~b. Insert Chapter Specific Fundraiser~~

- ~~i. Insert Chapter Specific Information~~

ii. ~~Insert Chapter Specific Information~~

H. Heritage and Archives

1. The Heritage and Archives Committee may prepare materials for exhibition at conferences and other activities and keeps a scrapbook up to date, with documentary evidence of the activities of the Chapter.
2. The Chair of the Committee is the Historian.
3. The committee is responsible for managing the chapter's storage facility.
4. The Journalist serves as a member of the committee.
5. ~~Insert Chapter Specific Information~~
6. ~~Insert Chapter Specific Information~~

I. Internal Audit

1. The Internal Audit Committee consists of a Chair, elected by majority vote of the members present and voting, and **two (2) to four (4)** members appointed by the President to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President, or members of the Budget and Finance Committee, but should have some knowledge of the chapter fiscal operations and general accounting procedures (i.e., past financial officers and members with an accounting or financial background).
2. Immediate past fiscal officers may serve as either chair or member as long as they avoid reviewing transactions which they may have been party to.
3. The committee reviews the chapter's financial records quarterly.
4. The committee verifies the existence of and chapter adherence to the internal controls.
5. The committee adheres to all of the internal controls as outlined in the Internal Audit Manual.
6. The committee will document and recommend improvements to the internal controls to address any weaknesses.
7. The audit committee completes Form IAR-1 audit worksheets as part of the quarterly review process.
8. The Summary Audit report is to be read at the Executive Board meeting before it is read at the Chapter meeting as outlined in the Internal Audit Manual.
9. The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings.
10. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone as outlined in the Internal Audit Manual.
11. The chairperson secures the books for the committee's audit of the 4th quarter transactions by the schedule outlined in the Internal Audit Manual.
12. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.
13. The treasurer obtains all documents and reports from the CPA by dates outlined in the Internal Audit Manual.
14. The chairperson will 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 the dates outlined in the Internal Audit Manual.
15. The chairperson reviews the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.
16. ~~Insert Chapter Specific Information~~
17. ~~Insert Chapter Specific Information~~

J. Membership Services

1. The Chair of the Membership Services Committee is responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
2. The committee coordinates reclamation programs.
3. The committee is responsible for the hospitality and courtesies extended to members included in the chapter P&P and others at the approval of the chapter.
4. The committee works with the Financial Secretary to keep a record of non-financial sorors for the purpose of reclamation.
5. The committee coordinates all membership activities as mandated by National Membership Services Committee.
6. The committee coordinates with the Financial Secretary the membership of new sorors entering the Chapter.
7. The committee records and acknowledges 25 and 50-years membership in Delta Sigma Theta.
8. The committee manages collegiate transition activities.
9. The First Vice President serves as chair of the Membership Services Committee.
10. The committee is charged with heightening and developing the membership experience; developing and promoting continuous programming for membership retention; reclaiming former chapter members; fine tuning the transitioning of collegiate members; and any activities designed to honor and celebrate chapter members. The committee's signature activities include, but are not limited to new member orientation; membership moment organization; sisterhood month coordination; chapter handbook and directory management; and leading programming initiatives such as Delta-Nic, chapter retreats, and any other activity as directed by the chapter membership. In addition, this committee leads the management of the Leadership Academy.

~~a. Hospitality and Courtesies (This may be a standing committee depending on chapter size/operations)~~

- ~~i. The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc.~~
- ~~ii. The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events, as appropriate and other activities as deemed by the President and/or Chairperson.~~
- ~~iii. The Hospitality and Courtesies Committee will work closely with the Membership Services Committee to provide appropriate courtesies in a timely manner.~~
- ~~iv. The courtesies referenced in the guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.~~
- ~~v. Each member and Soror will be responsible for contacting the President in case of an illness or death in her family. Such notification is also applicable during events of recognition and honor. Members are encouraged to send cards, visit or telephone sorors for personal courtesies.~~
- ~~vi. An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent, brother/sister, stepchild, step siblings, stepparent, parent-in-law, son/daughter-in-law, brother/sister-in-law, or grandparent/child.~~
- ~~vii. The designated amount for (Insert Specific Chapter Courtesy) is \$0.00~~
- ~~viii. The designated amount for (Insert Specific Chapter Courtesy) is \$0.00~~
- ix. Insert Chapter Specific Information
- x. Insert Chapter Specific Information

K. Nominating

1. The committee will consist of one (1) Chairperson and no more than **four (4) members** of the chapter.
2. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates.
3. **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 two members per office or position, if possible, at the March meeting prior to the election of officers in April; and**
 - e. **host a candidate forum for the confirmed slated candidates at the close of the March chapter meeting.**
4. **The Nominating Committee will review and determine eligibility of the nominees for the Chapter Awards.**
5. **The guidelines for Chapter Awards are outlined in Appendix 7.**
6. **These awards are presented during the Founders Day recognition which is held between January through March of each year.**

L. Policies and Procedures

1. The Policies and Procedures Committee is responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.
2. The Chair and members review annually the Chapter Policies & Procedures.
3. The Chair and members review, update, and submit the Chapter Rules of Order annually on or before June 30.
4. The Committee immediately reviews current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
5. The committee establishes a timeline for receiving, reviewing, and submitting proposed Policies and Procedures amendments in accordance with Amendments for Policies and Procedures section of this P&P.
6. ~~Insert Chapter Specific Information~~
7. ~~Insert Chapter Specific Information~~

M. Program Planning and Development

1. The committee provides leadership, focus, and coordination for implementation of the Chapter's public service and internal development programs.
2. ~~The Chair of the Committee is the First Vice President, Second Vice President, or Third Vice President.~~
3. ~~The chair may serve as a member of the Budget and Finance Committee.~~
4. The committee maintains a repository of knowledge about the Sorority's national program thrusts and initiatives.
5. The committee develops a plan with committee chairpersons, programs, and projects to be implemented.
6. The committee reviews feasibility and coordinates implementation of national initiatives.

7. The committee conducts a chapter-wide evaluation survey of performance of all programs and activities and makes recommendations to the Executive Board and to the Chapter.
8. The committee provides guidance to the chapter in the implementation and sustainability of its programming with a strong emphasis on chapter resources and community needs.
9. The committee assists committee chairs with the development of quality programming that can be measured and aligned with the committee's function as outlined in the Chapter Management Handbook.
10. As new programs or initiatives are recommended by the National Program Planning and Development Committee, the committee will provide support for how those programs help meet the needs of the Chapter's service area and evaluate chapter implementation.
11. The committee assists with committee chair training, provides resources on documentation and reporting, and conducts a community needs assessment as frequently as data sources are updated.

a. Economic Development **

- i. The committee will address issues concerning financial planning, money management, consumer education, investments, and employment opportunities.
- ii. The committee will provide programs to assist chapter members and the community to start the journey to financial independence and economic empowerment.
- iii. The committee will assist and provide the Chapter with information and guidance on current issues affecting the communities and the Chapter's opportunities for economic development.
- iv. The committee will implement any Grand Chapter and/or Southwest Regional initiatives to continue Delta's focus on economic empowerment for sorors and the communities they serve.

b. Educational Development **

- i. The committee implements national and local programs that promote academic excellence and provide financial support to students within the Chapter's service area.
- ii. Dr. Betty Shabazz Delta Academy: The program enriches and enhances the education of young females between the ages of 11 and 14. Delta Academy supplements their studies in math, science, and technology. It encourages them to dream and also to prepare for full participation as leaders in the 21st century.
- iii. Delta G.E.M.S. (Growing and Empowering Myself Successfully): From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the frame-work to actualize those dreams through the performance of tasks to develop goals leading to college and career.
- iv. E.M.B.O.D.I.: The EMBODI program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc., with the support and action of other major organizations, on the plight of African American males. EMBODI is designed to address these issues through dialogue and recommendations for change and action.
- v. 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.

c. International Awareness and Involvement **

- i. Through international awareness and involvement projects, members of the chapter and the community will broaden their knowledge and understanding of nations other

than their own, increase interest in international affairs, and aid in developing a greater appreciation for people of different backgrounds and cultures.

- ii. The chapter supports the continuation and expansion of the international awareness and involvement agenda.
- iii. It is the duty of the committee to recommend the chapter's fiscal support for the IAI Sustainability Plan.
- iv. *It is the duty of the committee to implement any Grand Chapter and/or Southwest Regional initiatives to continue the rich history of involvement in international affairs.*

d. Physical and Mental Health **

- i. The Physical and Mental Health committee develops and coordinates health and wellness.
- ii. This committee provides information and programs on physical health and mental well-being for the membership and the community.
- iii. *This committee monitors activities in the community and presents projects to further the goals of this programmatic thrust.*

e. Risk Management **

- i. The Chair of the Committee is the Risk Management Coordinator.
- ii. The committee ensures the chapter administers all youth programs and initiatives consistently and in a manner that minimizes harm or injury to youth as well as mitigates the probability of the Sorority incurring liability.
- iii. The committee follows all national and regional guidance regarding compliance, reporting, and chapter accountability.
- iv. *Insert Chapter Specific Information*

**** May be a Standing Committee**

N. Protocol and Traditions

- 1. It is the duty of the Protocol and Traditions Committee to support the chapter with the implementation of rules, customs, structure, and standards that codify the behaviors and arrangements which ensure the perpetuation of reverence and decorum in all Sorority ceremonies.
- 2. *The Sergeant-At-Arms serves as a member of the committee.*
- 3. *This committee consists of 3 to 5 members, or more appointed by the 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.*

O. Ritual and Ceremonies

- 1. It is the duty of the Ritual and Ceremonies Committee to support the chapter with the implementation of any chapter ceremonies (Chapter Meeting, Omega Omega, Rededication, etc.).
- 2. The committee reviews the Sorority's ceremonies and ritual activities to ensure the chapter conducts the ceremonies in accordance with the current Ritual.
- 3. *The Chair of the Committee is the Custodian of Properties.*

4. This committee consists of 3 to 5 members appointed by the President. The committee provides clear and authentic descriptions of the rituals and ceremonies of 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.

P. Scholarship

1. ~~This committee is responsible for administering the scholarship program to maximize benefit to deserving, students who aspire for a higher education.~~
2. ~~Develop/recommend the scholarship criteria and the distribution of scholarship funds. (Note: If the chapter has specific scholarship criteria, requirements and selection procedures please detail in Appendix section).~~
3. ~~Administer the scholarship program of the chapter by reviewing applications and making recommendations concerning the distribution of funds.~~
4. ~~Insert Chapter Specific Information~~
5. ~~Insert Chapter Specific Information~~

Q. Social Action

1. The Social Action Committee implements the chapter's Political Awareness and Involvement Thrust in the community and develops programs in accordance with the Grand Chapter's directions.
2. The committee increases the knowledge of current national, state, and local issues so that every Delta is informed.
3. The committee encourages active participation as individuals in political activity and works to enact national and local legislation of particular interest to African Americans and women.
4. The committee promotes social activism, targeted advocacy, and ongoing education specific to current and evolving local, state, national, and international issue.
5. This committee implements programs and projects that support the longstanding social concerns of the Grand Chapter as well as our local community. This committee will establish a network of resources, promote leadership, and influence policymakers by advocating for fiscal responsibility and compassion for the quality of life in Austin and the surrounding communities.
6. 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 develop/coordinate social action programs and projects approved by the Executive Board and the membership.
7. This committee is non-partisan in nature and purpose. The committee informs the membership on electoral issues, voter registration initiatives, and voter education programs.

R. Technology

1. The committee is responsible for addressing the communication needs of the chapter and implementing best practices to meet media and technology needs.
2. The committee creates, edits, and maintains the chapter's website and social media platforms (i.e., Facebook, Twitter, etc.).
3. The committee implements technological solutions that aid in the efficiency and effectiveness of the chapter.
4. The committee monitors recommendations and requirements from the National Technology Committee, as presented in the Delta Technology Guidelines, while working with the chapter's leadership for implementation.
5. The committee provides chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal.

6. The committee audits the security of the website through the use of sophisticated anti-virus protection, firewalls, and application-based updates.
7. The committee conducts technology training sessions for chapter members as requested; serves as resource consultants on all technology related activities; encourages the use of best practices; and stays up to date on cutting edge technology and industry standards.
8. The committee works in partnership with the Communications and Public Relations Committee in managing and monitoring the Chapter's social media pages and accounts.
9. The Technology Chair must have attended at least one of the last two National Conventions or one of the last two Regional Conferences held prior to her appointment.

S. Chapter Specific Standing Committee

1. Charitable Partners

- a. The Charitable Partners Committee is responsible for establishing and sustaining key partnerships with two or more community service organizations as identified by the Strategic Partnership Task Force of Grand Chapter. Charitable Partners is an initiative designed to demonstrate our united power of service and our commitment to lead, serve, and empower our communities.
- b. 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 for partner events.

2. Strategic Planning

- a. The Strategic Planning Committee (SPC) will evaluate and recommend the long-range plans (2 – 5 years) and direction of the Chapter.
- b. This plan provides a roadmap through which Austin Alumnae Chapter will address the challenges and opportunities presented by a changing social and economic landscape.
- c. SPC will develop innovative new ways to fulfill our mission and respond to the needs of the local community.
- d. 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 biannually.
- e. This committee is comprised of the: President, Immediate Past Chapter President (if available, if not, most recent past Chapter President), Treasurer, Program Planning and Development Chair, Technology Chair, Fundraising (Ways and Means) Chair, Policies & Procedures Chair, and up to three additional members from the chapter to be appointed by the President.

Section 2: Special Committees

These are committees that have a specific purpose, usually with a time limit in which to complete their assignment. When the task is done, the committee business is completed and dismissed.

A. Elections Committee

1. The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued+.
2. The Chair and committee conduct and oversee the election process of the chapter.
3. The Election Chair receives the slate from the Nominating Chair.
4. The Election Chair and committee prepare the slate in the form of a sample paper ballot or electronic ballot for the Chapter at the meeting prior to the election.
5. Sixty (60) days prior to the slate being presented to the Chapter, Elections Committee meets to:

- a. Establish/review rules for elections
- b. Determine the balloting method (paper, machines, electronic device)
- c. Set location
- d. Set time to begin and end balloting
6. Thirty (30) days prior to Election Day, the committee presents this same information to the Executive Board and then to the Chapter for approval.
7. The committee is responsible for printing the ballot.
8. The committee sets up location for balloting.
9. The committee oversees the signing in of those eligible to vote and monitors the voting process.
10. The committee ensures the balloting starts and ends at the designated time.
11. The committee advises the Presiding Officer of the end of balloting.
12. The committee announces the election result.
13. The committee designs the ballot, presents the 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.
14. 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.
15. The Elections Committee Chair provides the election results in her report to the body. The President declares the winners after the Election Report has been given and the written report, along with the ballots, will be given to the Recording Secretary and housed with official chapter records.

B. Minerva Circle

1. Leader

The duties and responsibilities of the Leader of the Minerva Circle are detailed in the Membership Intake Program.

2. Minerva Circle Members

- a. The duties and responsibilities of the members of the Minerva Circle are detailed in the Membership Intake Program.
- b. Members are eligible to serve on this committee according to the criteria established in the Administrative Procedures for Membership Intake.
- c. At the conclusion of membership intake, the Minerva Circle is dissolved.

C. Founders Day Committee

1. The committee plans and coordinates the program to honor the Founders of the Sorority between the months of January and March of each year.
2. The committee ensures the celebration and other related activities (e.g., responsible for coordinating The Rededication Ceremony) will be in keeping with the occasion.
3. The committee develops a plan of action for the celebration and presents it to the Chapter for approval.
4. The committee works with the Nominations Committee to ensure the awards are presented during the Founders Day observance.

D. May Week

1. Plan, develop and implement a program stressing higher education and academic accomplishment during the month of May each year.
2. Works in partnership with other chapter committees to execute and plan the May Week events.
3. Insert Chapter Specific Information

4. ~~Insert Chapter Specific Information~~

~~E. Past Presidents Council~~

~~(Note: If a chapter has a past presidents' council task 1-6 may not be deleted or amended. Chapters may include additional responsibilities in blue)~~

- ~~1. A chapter may include a past presidents' council as a special committee.~~
- ~~2. This council is comprised of past chapter presidents and the council serves strictly and only at the request of the current president, who will appoint the chair of the council.~~
- ~~3. The council will convene at the request of the current president when there is a need for their collective wisdom on a specific issue.~~
- ~~4. Report meeting results to the current president if she is unable to attend the committee meeting.~~
- ~~5. Act only as a resource bank and/or provide historical context to assist the current president.~~
- ~~6. [Insert Chapter Specific Information](#)~~
- ~~7. [Insert Chapter Specific Information](#)~~

F. National Pan-Hellenic Representative

1. The representative represents the chapter at monthly meetings.
2. The representative acts as chapter liaison to share Delta activities with other representatives and to present to the chapter information of the other organizations represented.
3. The representative serves as the officer to the Pan-Hellenic organization when the chapter is up for rotation for a position.
4. Delta's voting and non-voting representation on NPHC is determined by the local NPHC chapter bylaws.
5. Local DST chapter must verify the NPHC chapter is in good financial standing with the National NPHC body.
6. [Insert Chapter Specific Information](#)
7. [Insert Chapter Specific Information](#)

G. Step Team

1. The step team is a committee within the chapter and represents the chapter. No member is allowed to participate in any show unless she is in good standing with Delta, including being a member of the chapter.
2. For each event, the committee should submit, and receive approval by the Chapter, a budget that includes revenue and all allowable expenses.
3. The team must adhere to the Step Show Guidelines of the Sorority.
4. [Clothing items are not allowable chapter expenses; however, items such as registration fees, props, music, and travel costs may be considered allowable expenses.](#)
5. [All prize monies should be deposited in the chapter's operating account. The money should not ever be spent among the step show participants. Prize monies can be used to support chapter programming.](#)

~~H. Advisor Selection Committee (Collegiate Only)~~

- ~~1. The Chapter Advisor Selection Committee includes the President, First Vice President and (1-3) other members.~~
- ~~2. If the chapter P&P does not designate the 1-3 other members that will serve on the Advisor Selection Committee, the president will appoint.~~
- ~~3. The committee makes recommendations to the chapter for a vote no later than the March meeting.~~

4. ~~Insert Chapter Specific Information~~
5. ~~Insert Chapter Specific Information~~

I. Pure Essence Interpretative Dance Team

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.

J. Chapter Specific Special Committees

1. ~~Insert Chapter Specific Information~~
2. ~~Insert Chapter Specific Information~~

ARTICLE V: MEETINGS

Section 1: Executive Committee Meetings

- A. Executive Committee meetings will be called and scheduled by the President, as needed.
- B. ~~Insert Chapter Specific Information~~
- C. ~~Insert Chapter Specific Information~~

Section 2: Executive Board Meetings

- A. Executive Board meetings will be held on the ~~third Tuesday at 6:00 pm~~ for the months of ~~August through April (September through June)~~ unless otherwise fixed by the Board at its first meeting of the program year. The President or officer in order of succession may call special meetings.
- B. Meetings will start promptly at ~~6:00 pm~~ unless otherwise determined by the Board at its first meeting.
- C. The Corresponding Secretary will notify members by written, electronic, or verbal notice of the time and place of monthly meetings.
- D. ~~Insert Chapter Specific Information~~
- E. ~~Insert Chapter Specific Information~~

Section 3: Chapter Business Meetings

- A. Chapter Business meetings will be held on ~~first Saturday (specify week and day, e.g., first Saturday)~~ for the months of ~~September through May, unless otherwise ordered by the chapter.~~
- B. The meetings will begin promptly at ~~10:00 am (specify time here).~~
- C. The Corresponding Secretary will notify members by written, electronic, or verbal notice of the time and place of monthly meetings.
- D. ~~Insert Chapter Specific Information~~
- E. ~~Insert Chapter Specific Information~~

Section 4: Committee Meetings

- A. Committee meetings will be called and scheduled by the committee chairperson.
- B. ~~Insert Chapter Specific Information~~
- C. ~~Insert Chapter Specific Information~~

Section 5: Call Meetings

- A. The President or written majority of the Executive Board may schedule call meetings, as necessary.

- B. The chapter will hold call meetings as deemed necessary.
- C. Call meetings must have a stated purpose and no other business will be conducted except the stated purpose.
- D. The chapter must be given prior written notice of at least ten (10) days.
- E. ~~Insert Chapter Specific Information~~
- F. ~~Insert Chapter Specific Information~~

Section 6: Notifications

- A. Corresponding Secretary and/or Recording Secretary will notify chapter members of chapter business meetings and other notifications as deemed by the President.
- B. Executive Board members are required to notify the President (or designee) of absences from Executive Board and chapter business meetings 24 hours before the meetings.
- C. ~~Insert Chapter Specific Information~~
- D. ~~Insert Chapter Specific Information~~

Section 7: Chapter Meeting Business Attire

- A. In accordance with the current edition of the Protocol and Traditions Manual, under Proper Attire, business attire is required for business meetings.
- B. ~~Insert Chapter Specific Information~~
- C. ~~Insert Chapter Specific Information~~

Section 8: Electronic Meetings and Communications

- A. The Executive Board, Executive Committee, and chapter committees are 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.
- B. All communication may be sent electronically in accordance with the Delta Technology Guidelines.
- C. ~~Insert Chapter Specific Information~~
- D. ~~Insert Chapter Specific Information~~

ARTICLE VI: QUORUM

Section 1: Definition

- A. A **quorum** is the minimum number of members who must be present at the meeting for business to be validly transacted.

Section 2: Executive Board Meetings

- A. A quorum consists of **25%** of Executive Board members. Percentage must be greater than or equal to 25%.

Section 3: Chapter Business meeting

- A. A quorum consists of **25%** of chapter members. Percentage must be greater than or equal to 25%. (A quorum is not required to begin the ceremonial opening, but no business can be conducted without a quorum).

Section 4: Committee meeting

- A. A quorum consists of **25%** of committee members. Percentage must be greater than or equal to 25%.

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

Section 1: National Document Retention Policy

- A. The Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy per the Chapter Management Handbook, with acknowledgement that no records are to be destroyed when the Sorority is in litigation.
- B. Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.
- C. 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 restricted area with limited access.
- D. 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.
- E. The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed.
- F. Please refer to the Records Management Matrix in Appendix 8.

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

- A. The Austin Alumnae fiscal officers will follow the directives as defined in the current version of the Fiscal Officers Manual.
- B. Insert Chapter Specific Information
- C. Insert Chapter Specific Information

Section 2: Local Dues

- A. **Local Chapter Dues** – Members will be responsible for local dues according to the established fee voted upon by the chapter members.
 - 1. Local chapter dues will be \$185.00 per sorority year (July 1st to June 30th).
 - 2. Local and National dues are due and payable from January 1st – March 31st.
 - 3. Golden/Diamond Life members:
 - a) Pay local chapter dues and current per capita fee
 - b) Do not pay annual Grand Chapter dues
 - c) Do not pay late and/or reinstatement fee
- B. Insert Chapter Specific Information
- C. Insert Chapter Specific Information

Section 3: Collegiate Sorors

- A. With appropriate documentation, local chapter dues will be waived for Sorors their first immediate year after graduating from a college or university. The Soror will be considered a member of the chapter once National dues are received and receipted at National Headquarters.

1. Example 1: Soror Jane graduates from University of Service in December 2014. Soror Jane's dues with Anywhere Alumnae Chapter will be waived until March 2016. Her National dues must still be paid to National Headquarters.
2. Example 2: Soror Kate graduates from University of Anywhere in March 2014. Soror Kate's local dues with Anywhere Alumnae Chapter will be waived until March 2015. Her National dues must still be paid to National Headquarters.
3. ~~Insert Chapter Specific Information~~
4. ~~Insert Chapter Specific Information~~

Section 4: Unconsumed Dues

- A. New initiates or other chapter members who graduate or transfer after paying dues can have the unconsumed portion of their dues transferred to their new chapter.
- B. Chapters are required to transfer unconsumed dues to a Soror's new chapter when requested by the Soror in writing.
- C. ~~Insert Chapter Specific Information~~
- D. ~~Insert Chapter Specific Information~~

Section 5: Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must complete the member information and former chapter section of the Dues Transfer Form.
- B. The chapter will follow steps detailed in the transfer of dues / unconsumed dues section outlined in the Fiscal Officers Manual.
- C. In the event a collegiate member who graduated in December immediately joins Austin Alumnae, her dues are waived for the remainder of the business year.
 1. She can request that her unconsumed dues from the collegiate chapter be transferred to the Austin Alumnae. Those funds must be kept separate from the chapter's operating funds. If the Alumnae Chapter waives local dues for a collegiate graduate for the current sorority year, unconsumed dues may NOT be requested.
 2. A line item is added on the financial report as a liability and the chapter cannot use those funds until they are transferred out or the time has expired in six (6) months.
 3. Then, the funds can be used in the operating budget or for the new sorority year when the Soror will be required to pay chapter dues.
- D. Graduating Sorors have six (6) months from their time of graduation to request a transfer of dues. After six (6) months, the chapter can transfer the funds to their operating account.
- E. When a Soror transfers dues to Austin Alumnae, upon acceptance of the unconsumed dues, the Chapter Financial Secretary contacts national Information Systems at Delta Headquarters to have the Soror's information added to the online roster for Austin Alumnae and advises the Treasurer.
- F. ~~Insert Chapter Specific Information~~
- G. ~~Insert Chapter Specific Information~~

Section 6: Travel Policy

A. Travel Policy for National Convention and Regional Conference Delegates

The travel policy for the voting and alternate delegate is:

1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. The chapter will reimburse based upon the state prevailing rate.

- b. Rental Car
 - i. The chapter will not reimburse for rental cars.
- c. Air Travel / Bus Travel / Rail Travel
 - i. The chapter will reimburse based upon which is most cost effective.
- d. Parking / Ground Transportation
 - i. The chapter will not reimburse for parking/ground transportation.
- 2. Lodging
 - a. Single Occupancy
 - i. The chapter will not reimburse for single occupancy.
 - b. Double Occupancy
 - i. The chapter will reimburse hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin.
- 3. Registration fees
 - a. The chapter will reimburse the registration fees for all delegates/representatives.
- 4. Subscription events
 - a. The chapter will not reimburse for subscription events.
- 5. Meals
 - a. The chapter will reimburse delegates/representatives for meals based upon the prevailing state rate.
- 6. Per Diem
 - a. All reimbursements will be based upon the prevailing state rate.

B. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives

The travel policy for chapter representative(s) to state meetings:

- 1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. The chapter will reimburse based upon the state prevailing rate.
 - b. Rental Car
 - i. The chapter will not reimburse for rental cars.
 - c. Air Travel / Bus Travel / Rail Travel
 - i. The chapter will reimburse based upon which is most cost effective.
 - d. Parking / Ground Transportation
 - i. The chapter will not reimburse for parking/ground transportation.
- 2. Lodging
 - a. Single Occupancy
 - i. The chapter will not reimburse for single occupancy.
 - b. Double Occupancy
 - i. The chapter will reimburse hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin.
- 3. Registration fees
 - a. The chapter will reimburse the registration fees for all delegates/representatives.
- 4. Subscription events
 - a. The chapter will not reimburse for subscription events.
- 5. Meals

- a. The chapter will reimburse delegates/representatives for meals upon the prevailing state rate.
- 6. Per Diem
 - a. All reimbursements will be based upon the prevailing state rate.

C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives

The travel policy for chapter representative(s) at other national / regional meetings is:

- 1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. The chapter will reimburse based upon the state prevailing rate.
 - b. Rental Car
 - i. The chapter will not reimburse for rental cars.
 - c. Air Travel / Bus Travel / Rail Travel
 - i. The chapter will reimburse based upon which is most cost effective.
 - d. Parking / Ground Transportation
 - i. The chapter will not reimburse for parking/ground transportation.
- 2. Lodging
 - a. Single Occupancy
 - i. The chapter will not reimburse for single occupancy.
 - b. Double Occupancy
 - i. The chapter will reimburse hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin.
- 3. Registration fees
 - a. The chapter will reimburse the registration fees for all delegates/representatives.
- 4. Subscription events
 - a. The chapter will not reimburse for subscription events.
- 5. Meals
 - a. The chapter will reimburse delegates/representatives for meals based upon the prevailing state rate.
- 6. Per Diem
 - a. All reimbursements will be based upon the prevailing state rate.
 - b. Insert Chapter Specific Information

D. Advancements and Reimbursements

- 1. Upon request, the chapter will advance/reimburse the approved chapter representatives for approved meetings for any of the applicable expenses registration, travel, per diem etc. in accordance with the chapter travel policy.
- 2. Any funds unconsumed must be returned to the chapter within 30 days of event close.
- 3. ~~Insert Chapter Specific Information~~
- 4. ~~Insert Chapter Specific Information~~

Section 7: Purchase Order/Reimbursement Expense Voucher

- A. Refer to current issue of the Fiscal Officer's Manual for guidelines and chapter requirements.
- B. All expenses paid on behalf of the chapter must be reimbursed.

- C. All reimbursements require a voucher and receipt(s) to be submitted to the Treasurer by the Committee Chair for payment within sixty (60) days from the event or by the end of the fiscal year, whichever comes first. If there are no voucher or receipt(s), no reimbursement will be issued.
- D. It is the Committee Chair's responsibility to:
 - 1. Maintain the committee budget ledger and
 - 2. Ensure that funds are available in their budgeted line item for any approved expenditures.
- E. All reimbursements will be processed at Executive Board meetings and Chapter meetings.

Section 8: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders, cashier's checks, or **merchant accounts, e.g., PayPal**. **Ten (10)** days prior to due date, all payments will be remitted in certified funds in the form of cashier's check or money order. When chapters are remitting dues and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone.
- B. Merchant accounts and/or electronic payment systems may be used as an alternate payment method for committee activity and dues. **(Note: The inclusion of merchant accounts must have chapter approval.)**
 - 1. The Chapter will ensure adherence to the newly revised Fiscal Officers Manual for related merchant and/or electronic payment system accounts.
 - 2. In accordance with the vendor's guidelines, the fees to use merchant accounts and/or electronic payment systems may be passed on to individuals who use these methods.
 - 3. **Procedures for transferring ownership of the merchant accounts due to changes in chapter leadership, i.e., transition of officers, will be conducted in accordance with the Fiscal Officers Manual. A procedure for transferring ownership of the merchant accounts due to changes in chapter leadership (transition of officers) should be created and added to the chapter's policies and procedures. The process for the Anywhere Alumnae Chapter is:**
 - a. **Insert Your Chapter Transfer of ownership policy. Refer to the Fiscal Officers Manual for Guidance.**
- C. Payment of dues must be paid by the March Executive Board Meeting.
- D. Payments made after the March Executive Board meeting must include any applicable penalties/late fees as determined by Grand Chapter.
- E. Dues can be received in person, i.e., Chapter or Executive Board meetings, or by mail to the chapter's post office box.
- F. All monies must be submitted to the Financial Secretary. In her absence, these funds will be submitted to the Assistant Financial Secretary.
- G. No partial payments will be accepted.
- H. Postdated checks will not be accepted.
- I. All payments made using PayPal will include a service fee.

Section 9: Unconsumed Funds: Year End Reconciliation

- A. Upon reconciliation of chapter finances, elected officers and appointed committee chairpersons may request additional funds.
- B. Purchases not previously allocated will be presented for consideration through existing fiscal practices detailed in Chapter's Policies and Procedures. The policy of the **Austin Alumnae** chapter is:
 - 1. **Any unconsumed funds that exist at year end reconciliation will roll over to become a part of the beginning balance for next year's budget.**
- C. In the event of an emergency and the chapter is not in session, the Executive Committee will review and approve allocations to be approved by the chapter at the next chapter meeting.

Section 10: Insufficient Funds or Returned Checks Policy:

- A. The chapter will use the United States Postal Service, electronic mail, and other methods to contact the chapter member/patron involved to obtain funds for the returned check.
- B. Contact will be made as often as necessary to receive remittance for return checks.
- C. A member will reimburse the chapter the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount.
- D. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.
- E. A certified letter will be written by the President, which will state payment is requested within two (2) weeks from the postmark date of the letter.
- F. Collection of funds (in cash or certified funds) will include the amount of the check and the 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

- A. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
- B. Financial Secretary or Assistant Financial Secretary must collect money on behalf of fundraising committee.
- C. After any major activity, a written financial report must be submitted within thirty (30) days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report is presented to the chapter.
- D. The purpose of any fundraising event is to raise funds so that the chapter can carry out its public service projects.
- E. The number and type of fundraising events should correlate with the amount of funds needed and the strengths of the chapter.
- F. 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. Timing and Process

- 1. Budgets must be submitted by Officers and Committee Chairpersons no later than March 31st.
- 2. When no budget is submitted, the Budget and Finance Committee will use its discretion in allocating a budget for that Committee/Officer.

B. Chapter Approval

- 1. The budget must be presented to and approved by the chapter no later than May of each year.
- 2. No Committee can exceed its budget without written approval from the Executive Board. If time does not permit or in the case of an emergency approval from the Executive Committee must be obtained.

Section 13: Additional Fiscal Policies and Procedures

The chapter must adhere to the guidelines as specified in the current version of the Fiscal Officers Manual regarding, but not limited to the following areas:

- A. Step Show Policy
- B. Bonding
- C. Membership Intake

ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions

- A. Each Soror seeking an elected office or position in the **Austin Alumnae Chapter** must meet the eligibility criteria as defined in the chapter Policies & Procedures.
- B. A candidate for chapter office or position must be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.
- C. If elected, the officer, chair, or committee member must maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.
- D. **The President, First Vice President, Second Vice President, and Financial Secretary must have attended at least one of the past two (2) National Conventions and one of the past two (2) Regional Conferences.**
- E. **Candidates must complete and submit to the Nominating Committee Chair or designee a Candidate's Profile at the designated time established by the committee for all candidates.**
- F. **The Candidate Profile will include:**
 - 1. **~~Completed Application or Candidate Nomination Form~~**

Note: The chapter must have a written notification of intent to seek office from candidate. This may be a candidate nomination form or application.
 - 2. **Delta Resume**
- G. **Candidate Data Profile Forms may be obtained from the Nominating Committee, Members Only Section of Chapter Website, or another platform as approved by the chapter.**
- H. Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations" is issued. They are ineligible to be slated or run from the floor.
- I. If a member of the Nominating Committee desires to serve on the chapter's Minerva Circle as an officer or in an elected position, she must recuse prior to the Call for Nominations.
- J. **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.**
- K. **The President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Financial Secretary, and Assistant Financial Secretary must have been financial for the fiscal year preceding the year of election.**
- L. **A member holding an elected or appointed position may only hold one position.**
- M. **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. The Nominating Committee initiates the "Call for Nominations".
- B. ~~The Delta Profile Application will be available at that time of the call for nominations and must be completed by all who are interested in being nominated. The candidate nomination guidelines are outlined in Appendix 6.~~
- C. ~~All nominations will be presented in writing using the Delta Profile Sheet and will be submitted to the nominating chair by the established committee deadline for all candidates.~~

- D. ~~The Delta Profile Application must be received by the nominating committee via the nominating committee e-mail or the approved submission format for all candidates by the establish deadline.~~
- E. The committee will develop the slate of candidates for chapter officers and elected positions utilizing the criteria set forth in the chapter Policies and Procedures.
- F. The Nominating Committee confirms the candidate's eligibility with chapter Financial Secretary, Treasurer, and Chapter President.
- G. If a member is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.
- H. The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for "Filling Vacancies".
- I. The call for nominations must include the following elected officers:
1. Chapter President
 2. **First Vice President**
 3. **Second Vice President**
 4. ~~Third Vice President~~
 5. Recording Secretary
 6. Corresponding Secretary
 7. Financial Secretary
 8. Treasurer
 9. **Assistant Financial Secretary**
 10. **Assistant Treasurer**
 11. ~~Assistant Recording Secretary~~
 12. ~~Assistant Corresponding Secretary~~
- J. The call for nominations must include the following elected positions:
1. Chair, Nominating Committee
 2. Nominating Committee Members; no more than eight (8) members
 3. Chair, Internal Audit Committee
 4. **Risk Management Coordinator**
 5. ~~Insert Other Chapter Elected Position~~

Section 3: Timeline for Nominations of Chapter Officers and Elected Positions

- A. The timeline for nominating and elections is as follows:
1. **September**
 - a. Review established rules and timelines.
 - b. Present information on positions with detailed roles and responsibilities, application, and scoring rubric to the Executive Board.
 2. **October**
 - a. Call for Nominations will open on October 1st.
 - b. Present information on positions with detailed roles and responsibilities, application, and scoring rubric to the Chapter.
 3. **December**
 - a. Call for Nominations will close on December 31st.
 4. **January**
 - a. Review applications and seek applicants for unfilled positions.
 5. **February**
 - a. Present Slate to Executive Board for information only.
 6. **March**

- a. Present Slate to Chapter.
- b. Open floor for nominations.
- c. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections.
- d. Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting.

7. April

- a. Elections to be held at Chapter meeting.

Section 4: Campaigning

- A. Although campaigning is not mandatory, candidates have the option to campaign if desired.
- B. Campaign guidelines must be in the policies and procedures to give the candidate an opportunity to share her platform for the office.
- C. All campaign guidelines not covered in this section of the chapter Policies and Procedures must receive the vote of the chapter prior to implementation for each election.
- D. The Nominating Committee organizes, oversees, implements, and monitors all campaign activities.
- E. Slated candidates may officially begin campaigning immediately after the chapter meeting in which the slate is announced/presented.
- F. Slated candidates must end all campaign activities **by midnight** prior to the launch of the election ballot.
- G. Campaigning is restricted to within the sorority.
- H. If a candidate is recognized, all slated candidates **MUST** be recognized at chapter events, meetings, and functions.
- I. Candidate forums are allowed and coordinated under the direction of the Nominating Committee.
- J. With the written approval of the nominating committee, candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members.
- K. Campaign donations and expenditures cannot exceed a total of **\$500.00**.
- L. Candidates may accept contributions from Deltas and non-Deltas.
- M. Once a candidate has reached the donation limit, she must stop accepting monetary and in-kind donations.
- N. Candidates are encouraged to use the "bcc" (blind carbon copy) option when sending campaign communication. This allows each recipient to only see their email address.
- O. Chapter leadership contact email addresses on chapter, regional or national websites, that are available to the public, may be used by candidates for the purpose of sending campaign material.
- P. With approval of the nominating committee, candidates **may** use member directories of the chapter to campaign.
- Q. Email addresses must not be connected to the candidate's business/work or official role in the Sorority.
- R. Candidates must adhere to and abide by the Delta Technology Guidelines.
- S. Candidates are not required to seek permission for photographs used in their campaign, either in print or electronic form (e.g., email, video, website, etc.).
- T. Candidates, who use pictures of others, **MUST** include the following disclaimer on all campaign materials (websites, emails, videos, flyers, postcards, ads, etc.) whether or not the candidate has or has not received permission to use an individual's photograph:
Disclaimer: The use of a photograph on my campaign literature does not imply an endorsement. Images are intended only to demonstrate actual events that occurred and interactions between individuals photographed.
- U. All campaign material (websites, email, campaign literature, videos, etc.) **MUST** contain a disclaimer:

Disclaimer example: © 2021 Jane Violet Jones. Content should not be copied without permission or shared on social media.

- V. All campaign websites must be approved by Nominating Committee before launch.
- W. Any Chapter member that does not choose to receive campaign solicitations from candidates must notify the nominating committee in writing.

Section 5: Procedure for Reporting Allegations of Violations

- A. Any chapter member may report an alleged campaign violation.
- B. The decision to disqualify or not to disqualify an applicant or candidate rests with the Chapter Nominating Committee.
- C. The candidate may report the decision to the Regional Director, Regional Representative and Member of National Scholarship & Standards for review to uphold or not to uphold the decision of the chapter Nominating Committee to disqualify an applicant or candidate.
- D. An alleged violation is reported in writing to the Chair of the Nominating Committee.
- E. Any alleged violation that occurs must be reported within 48 hours of discovery.
- F. The Chair of the Nominating Committee must reply in writing to the reporter acknowledging receipt of the allegation within 48 hours.
- G. Based upon an initial investigation conducted by the Chair and Members of the Nominating Committee, the Chair of the Nominating Committee will notify the applicant/candidate of the allegation.
- H. The applicant/candidate may submit a written statement and supporting documentation to the Chair of the Nominating Committee within 72 hours of notification of alleged violation.
- I. The Chair of the Nominating Committee will notify the applicant/candidate of her disqualification or reinstatement as an applicant/candidate.
- J. If the applicant/candidate is disqualified, then her campaign is ended.
- K. The Regional Director, Regional Representative, and Scholarship & Standards member will either uphold the disqualification or overturn the Nominating Committee's recommendation to disqualify the applicant/candidate.
- L. The Regional Director, Regional Representative, and Scholarship & Standards member will inform the candidate with a copy to the Chair of the Nominating Committee.

Section 6: Nominations of Chapter Minerva Circle

- A. If the chapter votes to proceed with the Membership Intake Process, the chapter elects the members of the Minerva Circle in accordance with the current Administrative Procedures for Membership Intake.
- B. ~~Insert Chapter Specific Information~~
- C. ~~Insert Chapter Specific Information~~

Section 7: Elections

A. Election day procedures and timeline

1. Election of Officers and Elected Positions takes place at the April Chapter Meeting.
2. Chapter voting begins at a designated time on the chapter meeting agenda.
3. The Chair and Members of the elections committee issue the ballot to those members eligible to vote.
4. Only one ballot will be given to the eligible member during the time designated on the meeting agenda.
5. ~~Insert Chapter Specific Information~~

~~6. Insert Chapter Specific Information~~

B. Voting guidelines

1. The chapter vote must be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
2. Only the Elections Chair and committee can distribute, collect, and tally ballots.
3. Winners are determined by majority vote.
4. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for a majority).
5. ~~Insert Chapter Specific Information~~
6. ~~Insert Chapter Specific Information~~

C. Re-balloting

1. If re-balloting is necessary, it must take place immediately during the same chapter meeting in which the election has occurred. A quorum must be present in order to re- ballot.
2. ~~Insert Chapter Specific Information~~
3. ~~Insert Chapter Specific Information~~

Section 8: General Voting Guidelines

- A. Refer to the current version of the Chapter Management Handbook for additional voting guidelines.
- B. The election of officers and elected positions must be by majority vote of the members present and voting during the ~~April or May~~ meeting.
- C. Voting on all issues not requiring a secret ballot will be by the raising of the “vote card” or **electronic voting devices**. (~~Note: Chapter may only use electronic voting if the electronic voting procedures have been approved by the chapter and included in the chapter Policies and Procedures.~~)
- D. The Sgt-At-Arms does not assist with the counting of votes. Vote counting is the responsibility of the Recording Secretary and her assistants. The chapter should add assistant secretaries and not assistant Sgt-At-Arms if support is needed with vote counting. Additionally, the chapter may utilize electronic methods to tally votes.
- E. It is the duty of the Elections Committee to conduct all balloting for Membership Intake and the Election of Officers. The Sgt-At-Arms may assist with the admittance of people into the chapter meeting, but may not assist with the validation of eligible voters or any part of the election process.
- F. **When electronic voting is not feasible, a paper ballot will be used.**
- G. **Illegal ballots will be maintained with legal ballots in the chapter record.**

Section 9: Electronic Voting

- A. If the chapter is using a voting machine or electronic device, the Elections Committee should confirm the printing of the ballot, to make certain that the names and positions are spelled and placed correctly.
- B. If the chapter requires the use of a ballot machine or electronic voting during its election process, the process for use is outlined as follows: ~~needs to be included in the Policies and Procedures.~~
- C. ~~Insert Chapter Electronic Voting Procedures—Refer to Delta Technology Guidelines for Guidance.~~
- D. ~~Insert Chapter Electronic Voting Procedures—Refer to Delta Technology Guidelines for Guidance.~~
 1. ~~The Elections Committee will oversee all activities associated with the voting process.~~
 2. ~~The chapter will use scantrons, electronic voting methods, e.g., web-based application, or other approved methods as directed by Grand Chapter.~~

3. Only those chapter members present for the meeting during which the election is held receive a ballot.
4. Each member is only allowed to cast one ballot per election or run-off.
5. The confidentiality of each member's vote is maintained.
6. The selected solution complies with the electronic voting specifications outlined in the Administrative Procedures for Membership Intake.

Section 10: Election Reporting

- A. Votes will be tallied by the Elections Committee and results will be announced prior to the formal closing of the meeting in which elections take place.
- B. The Elections Chair presents the elections report.
- C. The Presiding Officer reads and declares the winner of each elected office and position for the upcoming biennium.
- D. The Recording Secretary is given a copy for the minutes.
- E. Destruction of Ballots
 - a. After completion of an election or balloting on a motion, the elections committee places the ballots and tally sheets in the custody of the recording secretary who keeps them under seal until the close of business of the next regularly scheduled chapter meeting.
 - b. Any challenges to the election results must be presented in writing to the chapter president, elections committee chair, and regional director before the close of business at the next regularly scheduled chapter meeting.

If an election challenge is presented, the ballots may not be destroyed until written permission is received by the Regional Director.
- F. ~~Insert Chapter Specific Information~~
- G. ~~Insert Chapter Specific Information~~

Section 11: Special Elections

- A. The Minerva Circle is elected at a special election prior to Membership Intake of the chapter using guidelines in the Administrative Procedures for Membership Intake.
- B. The Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
- C. Special elections cannot supersede the filling vacancies policy of the chapter.

ARTICLE X: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of officers

- A. The ritualistic installation ceremony will be conducted during the final chapter meeting of the Sorority year.
- B. ~~[Collegiate Chapters Only] The Chapter Advisor may serve as the installing officer.~~
- C. All outgoing officers, positions, and committee chairs will pass over the tools of their office to the incoming officer assuming those duties, with completion of transition of officers by July 1st.
- D. ~~Insert Chapter Specific Information~~
- E. ~~Insert Chapter Specific Information~~

ARTICLE XI: TRANSITION OF OFFICERS

Section 1: Procedures for conducting transition

- A. Timing

1. The period between elections and assumption of duties for new officers is the start of the transition period.
2. The outgoing officer has sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters.
3. The incoming officer is a participant in all chapter related administrative activities.
4. All newly elected officers and outgoing officers must participate in training/transition activities by May 31st. It shall be the duty of each outgoing officer to train and familiarize her newly elected replacement.
5. 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:
 - a. acquaint them with rules, regulations, procedures, and managerial tasks of the position or committee
 - b. enable them to obtain a basic knowledge of principles, operations, and conceptual framework
 - c. assist them in obtaining a thorough knowledge of the functions and business aspects related to the officer/position/committee and other routines
 - d. persons required to attend the transition meeting are as follows:
 - i. all outgoing and incoming elected officers and positions
 - ii. all outgoing and incoming appointed officers and positions
 - iii. all outgoing and incoming committee chairpersons
6. 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, electronic merchant accounts, 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.

B. Coordination

1. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee in the Chapter Management Handbook.
2. ~~Insert Chapter Specific Information~~
3. ~~Insert Chapter Specific Information~~

ARTICLE XII: MEMBERSHIP INTAKE

Section 1. Membership Intake Process

- A. The Membership Intake Process is defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

Section 2: Minerva Circle

A. Handling Minerva Circle Members with Relatives as Applicant

1. The handling of applicants with relatives on the Minerva Circle is defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

B. Filling Vacancies

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. If there are no other trained chapter members to replace the

vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.

2. In the event The Leader of the Minerva Circle position becomes vacant, the president will replace the LMC with a current trained member of the Minerva Circle.

C. Frequency

1. The chapter votes **every five years beginning in 2025**, to proceed or not proceed with membership Intake, **which will be determined by a two-thirds (2/3) vote**.
2. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake.
3. If a chapter decides at a later point and time to rescind its vote to conduct membership intake, the motion to rescind must pass by a two-thirds (2/3) vote of those members present and voting on the motion.

ARTICLE XIII: CHAPTER REPRESENTATION

Section 1: National Convention and Regional Conference Delegates

- A. The Chapter President will serve as the voting delegate for National Convention and Regional Conference.
- B. **The First Vice President will serve as the alternate delegate for National Convention and Regional Conference.**
- C. During the year of elections, the incoming President is the National Convention and Regional Conference Voting Delegate; the incoming **First Vice President** serves as the Alternate Delegate to the National Convention and Regional Conference.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.
- E. **Any person serving as a convention or conference delegate must record all relevant events from the convention or conference (including, but not limited to votes) and provide a summary by the next official chapter meeting.**
- F. ~~Insert Chapter Specific Information~~

Section 2: Delta State Meetings, Delta Days at State, and other State Meetings Representatives

- A. Delta Days at State - The **Social Action Chair and Co-Chair** will serve as representatives of the chapter.
- B. State Cluster: The **Chapter President** will serve as representative for state cluster meetings.
- C. Other State and Local Meetings: The **Chapter President** will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the Region or State.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.
- E. ~~Insert Chapter Specific Information~~
- F. ~~Insert Chapter Specific Information~~

Section 3: DDNC, DDUN and other National/Regional Meetings Representatives

- A. Delta Days in the Nation's Capital (DDNC) - **The Social Action Chair and Co-Chair** will serve as representatives of the chapter.
- B. **Delta Days at the United Nations (DDUN) – The Social Action Chair and Co-Chair will serve as representatives of the chapter.**

- C. Other National Meetings: **The Chapter President** will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the National or Regional Meeting.
- D. ~~Insert Chapter Specific Information~~
- E. ~~Insert Chapter Specific Information~~

Section 4: Order of Succession

- A. If the President is unable to attend a National Convention or Regional Conference the replacement will be determined by order of succession: **First-Vice President, Second-Vice President, Third-Vice President**, Recording Secretary, Treasurer, Corresponding Secretary, and Financial Secretary.
- B. If the President is unable to attend meetings as the chapter representative, she follows the order of succession for events in which the chapter funds cover the expenses.
- C. After exhausting order of succession, she may appoint the chapter representative from the membership.
- D. ~~Insert Chapter Specific Information~~
- E. ~~Insert Chapter Specific Information~~

Section 5: Reimbursement

- A. 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 25-mile radius of Austin, reimbursement is provided for registration only.
- B. Delta Days at the Nation's Capital and United Nations budget for travel and expenses should be included in the annual budget process as funds allow.

ARTICLE XIV: MEMBERSHIP VERIFICATION PROCEDURES

- A. The chapter will adhere to the Chapter Management handbook when conducting on-site verifications of membership.
- B. ~~Insert Chapter Specific Information~~
- C. ~~Insert Chapter Specific Information~~

ARTICLE XV: INTERNET AND EMAIL POLICIES

- A. The chapter will adhere to the Chapter Management Handbook, Delta Technology Guidelines, and the Delta Style Guide for Internet Policies and Procedures.
- B. ~~Insert Chapter Specific Information~~
- C. ~~Insert Chapter Specific Information~~

ARTICLE XVI: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES

Section 1. Procedures and Timing for Policies and Procedures Changes

- A. The Policies and Procedures Committee will monitor and review the chapter's Policies and Procedures throughout the year to identify necessary updates or revisions to be recommended to chapter members.

- B. The Committee immediately reviews the current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
- C. When proposed recommendations are received from chapter members, the P&P Committee members will analyze them and determine if the proposals will effectively improve chapter functioning.
- D. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting.
- E. Members must receive a ten (10) day written notification to vote on amendments to the chapter P&P.
- F. The proposed amendments must be presented to the Executive Board prior to being voted on by the chapter at a regularly scheduled chapter meeting.
- G. The timeline for chapter P&P updates and approval is as follows:

(Note: Chapters may adjust the months to accommodate their chapter schedule)

1. July – August

- a. Policies and Procedures Chair will be appointed by President.
- b. Chapter members will volunteer for/be appointed to Policies and Procedures Committee.

2. September – November

- a. Policies and Procedures Committee convenes to review current Rules of Order Form, Policies and Procedures, Chapter Minutes, and any policy changes from Grand Chapter.
- b. Policies and Procedures Committee educates chapter members on Policies and Procedures and Rules of Order content and timeline.
- c. Policies and Procedures Committee invites chapter members to submit proposed changes and indicates timeline.

3. November – January

- a. Policies and Procedures Committee meets to review and prepare all proposed amendments.

4. February – March

- a. Policies and Procedures Committee reviews and discusses proposed amendments at Executive Board meeting.

5. February – March

- a. Policies and Procedures Committee reviews and discusses proposed amendments at chapter meeting.

6. April – May

- a. Policies and Procedures Committee follows the process for review and Chapter approval as described in the Policies and Procedures.
- b. Chapter is given written prior notice for review, and then approves by a two-thirds (2/3) vote at the chapter meeting.

7. June

- a. President and/or Policies and Procedures Committee submits the Rules of Order Form annually by June 30th.
- b. President and/or Policies and Procedures Committee submits Policies and Procedures, if changed, by June 30th.

H. ~~Insert Chapter Specific Information~~

I. ~~Insert Chapter Specific Information~~

Section 2. Effective Date

- A. The Rules of Order and Policies and Procedures are submitted to the Regional Member of the National Scholarship and Standards Committee (S&S) and become effective upon receipt of approval from S&S.
- B. The chapter members must receive the updated documentation within sixty (60) days of the S&S approval.

- C. ~~Insert Chapter Specific Information~~
- D. ~~Insert Chapter Specific Information~~

ARTICLES XVII, XVIII AND XIX ARE FOR COLLEGIATE CHAPTERS

ARTICLE XVII: ADVISORS

Section 1. ~~Advisor Duties and Responsibilities~~

- A. ~~All Advisor Duties and Responsibilities for advisors and advisory council are per the current version of the Chapter Management Handbook.~~
- B. ~~All advisors assist with the execution of promoting a successful collegiate chapter.~~
- C. ~~The Primary Advisor Guides the chapter in developing and implementing programs and activities that comply with the Sorority's standards and policies. She coordinates the activities of the advisory team. She serves as the liaison to the Regional Director, National Headquarters, the alumnae chapters, and the college.~~
- D. ~~Secondary Advisor serves as a guide, consultant, mentor, and advisor to the collegiate chapter — she is responsible for the welfare, aptitude, knowledge base, of the chapter assigned. She assists the primary advisor.~~
- E. ~~On-Campus Advisor — Serves as a guide, consultant, mentor, and advisor to the collegiate chapter — she is responsible for the welfare, aptitude, knowledge base, of the chapter assigned. She assists the primary advisor.~~
- F. ~~Advisory Council Serves as a collective body to assist the primary advisor, when needed.~~
- G. ~~Insert the Duties and Responsibilities of other Advisory Team members~~
- H. ~~Insert Chapter Specific Information~~
- I. ~~Insert Chapter Specific Information~~

Section 2. ~~Selection Process~~

- A. ~~All advisors are selected in accordance with the chapter P&P. The process is defined as~~
- B. ~~The Chapter Advisor Selection Committee includes the President, First Vice President and (1–3) other members.~~
- C. ~~If the chapter P&P does not designate the 1–3 other members that will serve on the Advisor Selection Committee, the president will appoint.~~
- D. ~~The committee makes recommendations to the chapter for a vote no later than the **March** meeting.~~
- E. ~~Interested advisor's complete application via the Red Zone in the month of **February**.~~
- F. ~~Each year, the chapter will vote for all advisors during the month of **April or May**.~~
- G. ~~Insert Chapter Approved Process~~
- H. ~~Insert Chapter Approved Process~~

Section 3. ~~Termination and/or Resignation Guideline~~

- A. ~~In accordance with the process identified in the Chapter Management Handbook, the chapter must inform an advisor no later than March 31 for the ensuing year if it decided to no longer select an advisor. The chapter will work with the Regional Director, Regional Representative, and state level leaders to proceed through the process of advisor selection.~~

- B. In accordance with the process identified in the Chapter Management Handbook, an advisor must provide the chapter at least 6 months notification of her decision to no longer serve in the capacity as an advisor.
- C. ~~Insert Chapter Specific Information~~
- D. ~~Insert Chapter Specific Information~~

Article XVIII: COLLEGE OR UNIVERSITY POLICIES

Section 1. University Policies

- A. ~~Insert University Policies that impact chapter operations (i.e. NPHC, Greek Week Guidelines).~~
- B. ~~Insert Chapter Specific Information~~
- C. ~~Insert Chapter Specific Information~~

Article XIX: ACADEMIC REQUIREMENTS

Section 1. GPA

- A. ~~The members must maintain a GPA of 2.75 on a 4.0 scale or 1.75 on a 3.0 scale and pay all applicable dues to Grand Chapter and **Anywhere Chapter**.~~
- B. ~~Those members who fail to maintain the required GPA will be placed in inactive status and must follow the guidelines and requirements thereof.~~
- C. ~~Insert Chapter Specific Information~~
- D. ~~Insert Chapter Specific Information~~

ATTACHMENTS: ALL FORMS USED BY THE CHAPTER must be given to chapter members.

List forms used by the chapter in this section, such as:

Appendix 1: Chapter Rules of Order Form

Scholarship Application

Appendix 2: Chapter Vouchers/Check Request Copy of Travel Expense Report

Appendix 3: Chapter Press Release

Appendix 4: Chapter Policies and Procedures Recommendation Form

Appendix 5: Chapter Committee Meeting Report

Appendix 6: Candidate Nomination Guidance

Appendix 7: Chapter Awards Guidelines

Appendix 8: Records Management Matrix

APPENDIX 1: Chapter Rules of Order Form

DELTA SIGMA THETA SORORITY, INC.
A Service Organization Since 1913
1707 New Hampshire Avenue, N.W.
Washington, DC 20009



CHAPTER RULES OF ORDER FORM - 20 - 20

Instructions: Chapters MUST upload this form into the Red Zone each fiscal year by June 30th. Once approved by the Regional Member of Scholarship & Standards Committee, each chapter member MUST receive a copy of this completed form. Newly established or reactivated chapters MUST submit within 30 days of establishment or reactivation.

Policies & Procedures Confirmation

Please confirm if there have been changes to Chapter Policies & Procedures since the last approval date.

YES ☐

NO ☐

Chapter Name						Chapter #	
Chapter President						Charter Date	
Chapter Email							
President's Email						Phone #	
P&P Chair							
P&P Chair's Email						Phone #	
# of Financial Members						Region	
Chapter Service Area(s)							
Mailing Address							
City				State		Zip Code	
Chapter Meeting	Day		Time			Frequency	
Executive Board Meeting	Day		Time			Frequency	
Percentage of the financial membership that constitutes a quorum (Min 25%)				Amount of Local Chapter Dues for Sorority Year			
Month of Chapter Elections				Month of Installation Ceremony			

Elected Officers (Select all that apply):

Every chapter MUST have the following Elected Officers (depending on chapter size): President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, Assistant Treasurer, Assistant Recording Secretary, Assistant Corresponding Secretary

Appointed positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms

Elected positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: Chair, Nominating Committee, Nominating Committee Members, Minerva Circle, Internal Audit Committee Chair, Finance Committee Chair (if not Treasurer)

Rev. 11/2021

Standing Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have the following Standing Committees (depending on chapter size): Emergency Response, Internal Audit, Nominating, Policies & Procedures, Finance and Program, Planning & Development (PP&D), Social Action.

Special Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have an Elections Committee and Minerva Circle

Process for selection of voting/alternate delegates and other chapter representatives:

The chapter Policies and Procedures MUST designate the selection process of the Regional Conference and National Convention voting and alternate delegates and the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital, and State Delta Days.

Voting Delegate	
Alternate Delegate	
Delta Days in the Nation's Capital Representative	
State Delta Days Representative	
Cluster Meeting Representative	
State Meeting Representative	

Advisors Section: For Collegiate Chapters Only. Advisors must be selected & voted upon, by position, by the chapter

Primary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Secondary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	

Chapter Confirmation

DO NOT provide Signature and Date when submitting to Scholarship & Standards Committee. Please provide Signature and Date only **AFTER** the document has been approved by S&S and **BEFORE** chapter distribution.

President's Signature		Date	
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Rev. 11/2021

APPENDIX 2: Chapter Voucher/Check Request

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
	TOTAL	\$

Approved By:

Committee Chair: _____

Date: _____

President: _____

Date: _____

Treasurer: _____

Date: _____

To be Completed by the Treasurer

Check #: _____

Date Issued: _____

Amount: _____

APPENDIX 3: Chapter Press Release



Austin Alumnae Chapter DELTA SIGMA THETA SORORITY, INC.

For Immediate Release
Date

Contact
Chapter Journalist
dstatx.journalist@gmail.com
Phone Number

Subject

AUSTIN, Texas – insert text...

About Austin Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

Since 1930, the members of Austin Alumnae Chapter of Delta Sigma Theta Sorority, Inc. have strived to sustain the vision of our Founders. We are charged with a commitment of service in the areas we live, work, and worship. We hope you will find our online home (www.dstatx.org) to be a useful tool that allows you to learn more about Austin Alumnae and its programs. Please visit our website frequently and explore our calendar for opportunities to partner with Austin Alumnae or support our programs and events. We look forward to providing continuous updates and building a stronger relationship with our community.

Robin Blackmon President	Jacqueline Habersham 1 st Vice-President	Kacey Hanson 2 nd Vice-President	Demitra Alexander Treasurer	Anita Daniels Financial Secretary	Janet Marshall Recording Secretary	Tiffany White Corresponding Secretary
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P.O. Box 143381, Austin, Texas 78714

www.dstatx.org

APPENDIX 4: Chapter Policies and Procedures Recommendation Form

DELTA SIGMA THETA SORORITY, INC AUSTIN ALUMNAE CHAPTER

POLICIES & 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 Article, Section, Number/Letter, if applicable, and page number:

Rationale for Recommendation:

Name: _____

Member ID Number: _____

**Policies and Procedures/Rules of Order
Recommendation for Change Form**

Continuation of Recommendations or Rational of Recommendation, as applicable:

DRAFT

DRAFT

APPENDIX 5: Committee Reporting Form

Delta Sigma Theta Sorority, Inc.

Austin Alumnae Chapter

Committee Reporting Template

Committee Name:

Committee Chair(s):

Date/Time of meeting (MM/DD/YYYY):

Attendees:

Committee Decisions: (limit 500 characters)

Recommendation(s) to Executive Board: (limit 500 characters)

Next month's activities: (limit 500 characters)

Volunteer Activities (include Date/Participants/Time): (limit 500 characters)

Signature of soror making the committee report: _____

Date of report to Executive Board/Chapter: _____

Date/Time of next scheduled committee meeting: _____

APPENDIX 6: Candidate Nomination Guidelines



Call for Nominations

Elected Officers and Elected Positions AUSTIN ALUMNAE CHAPTER

Please email the Nominations Committee the name of the person being nominated and the applicable officer and/or position for consideration. The email address is nominating.aacdst@gmail.com

Timeline for Nominations

Nominations Open: October 1st

Nominations Close: December 31st

As a reminder the nominations include:

Elected Officers	Elected Positions
<ul style="list-style-type: none">• President• First Vice President• Second Vice President• Recording Secretary• Corresponding Secretary• Financial Secretary• Treasurer• Assistant Financial Secretary• Assistant Treasurer	<ul style="list-style-type: none">• Chair, Nominating Committee• Nominating Committee Members; four (4) members• Chair, Internal Audit Committee• Risk Management Coordinator

APPENDIX 7: Chapter Awards Guidelines



Call for Nominations

FOUNDERS DAY AWARDS AUSTIN ALUMNAE CHAPTER

Presentations will be made during annual Founders Day

Instructions: Please thoroughly respond to the questions below. One nominee per form. Sorors may submit multiple nominations. Each nomination should be no longer than a single page. The description of award types is attached.

NOMINATION FORM

Name of Nominee:

Name of Award: _____

1. Identify the nominee's relevant chapter office, committee chair or major chapter project.
2. Describe how this involvement supports the five-point programmatic thrust and/or national initiatives:

Name of Nominator:

Date:

Submit this nomination form, as an attachment, by email to nominating.aacdst@gmail.com with subject line: "Founders Day Award Nomination."

Nominations are due to the Chair of the Nominating Committee, by 11:59 PM Central on the second Thursday of October. Late nominations will not be accepted.

DELTA OF THE YEAR

Criteria

- ☐ Must be financial with Austin Alumnae Chapter for the current chapter year
- ☐ Must have been financial with Austin Alumnae Chapter for the immediate past chapter year
- ☐ Must have attended at least 50% of the chapter meetings (in person or virtual) held during the immediate past chapter year
- ☐ Must have held a chapter office, chaired a chapter committee, or coordinated a major chapter project during the immediate past chapter year
- ☐ Must be nominated by a financial member of the Austin Alumnae Chapter
- ☐ Must not have previously received the DELTA OF THE YEAR award

VIOLET IN BLOOM

Criteria

- ☐ Must be a Soror who has recently transitioned from her collegiate chapter to Austin Alumnae Chapter within six months of earning her first Bachelor's degree
- ☐ Must be financial with Austin Alumnae Chapter for the current chapter year
- ☐ Must have been financial with her collegiate chapter at the time of graduation
- ☐ Must have attended at least 50% of the chapter meetings (in person or virtual) held since transitioning into Austin Alumnae
- ☐ Must have chaired/co-chaired a chapter committee or had significant involvement in a major chapter event during her transition year
- ☐ Must be nominated by a financial member of the Austin Alumnae Chapter

THE FOUNDERS AWARDS

Frederica Chase Dodd ▲ **Myra Davis Hemmings** ▲ **Zephyr Chisom Carter** ▲ **Jessie McGuire Dent**

Criteria

- ☐ Must be financial with Austin Alumnae Chapter for the current chapter year
- ☐ Must have been financial with Austin Alumnae Chapter for the immediate past chapter year
- ☐ Must have attended at least 50% of the chapter meetings (in person or virtual) held during the immediate past chapter year
- ☐ Must be nominated by a financial member of the Austin Alumnae Chapter
- ☐ Must not have previously received THE FOUNDERS AWARD for which she is being nominated

THE FREDERICA CHASE DODD AWARD

Soror Founder Dodd was a Dallas social worker who helped establish a YWCA branch in the Dallas Community.

Social work (definition) – to enhance social functions and overall well-being by aiding individuals, families, and groups in finding solutions that lead to self-reliance

The Soror who receives this award has demonstrated outstanding service in alignment with Physical and Mental Health and/or Economic Development programming within the Chapter's service area.

THE MYRA DAVIS HEMMINGS AWARD

Soror Founder Hemmings was from San Antonio. She was an actress, producer, and director for the San Antonio Negro Little Theater.

Actress (definition)– from the Greek term, “one who answers”

The Soror who receives this award has demonstrated outstanding service in alignment with Arts and Letters programming within the Chapter's service area.

THE ZEPHYR CHISOM CARTER AWARD

Soror Founder Carter was from El Paso. Her resume includes activism in the NAACP, zest and fervor as a leader, and service as the Alpha Chapter's first Reporter.

Leader (definition) – the principal player, the organizer, commands responsibility and builds morale towards achieving clear goals while aiding individuals, families, and groups

The Soror who receives this award demonstrated outstanding service and zeal for the health and wellbeing of individuals, families and groups in our African homeland and/or throughout the African diaspora. This aligns with International Awareness and Involvement as she is mindful that we are the world and we must stay connected as people of the African diaspora.

THE JESSIE MCGUIRE DENT AWARD

Soror Dent was from Galveston. She was instrumental in integrating the Galveston Public School District.

Educator / Activist (definition)– someone who has the knowledge and understanding to interact, engage, motivate and speak up for others including families as a voice for those unable to speak for themselves

The Soror who receives this award has demonstrated outstanding service in alignment with Political Awareness/Involvement and/or Educational Development programming within the Chapter's service area.

**Austin Alumnae Chapter
Delta Sigma Theta Sorority Inc.**

TIMELINE

- Nominations are due to the Chair of the Nominating Committee, by 11:59 PM Central on the second Thursday of October. Late nominations will not be accepted.
- Slated candidates will be announced to the membership no later than the second Sunday of November.
- Voting will take place at the December Chapter Meeting.
- Presentation of the FOUNDERS DAY Awards will take place at the annual Austin Alumnae Founders Day observance.

**Austin Alumnae Chapter
Delta Sigma Theta Sorority Inc.**



FOUNDERS DAY CHAPTER AWARDS

RUBRIC	9 POSSIBLE PEARLS	Yes or No
Nominee's relevant chapter office, committee chair or major chapter project stated?	1	
Minimum Financial AND Attendance criteria met?	1	
Program goals, thrust and /or objectives align with National?	1	
Stated program goals, thrust and objectives met?	1	
Evidence of chapter membership involvement?	1	
Evidence of collaboration with other community organizations or individuals?	1	
Evidence of positive Austin Alumnae Chapter impact including financial?	1	
Was the Chapter's service area positively impacted?	1	
Supporting documentation (flyers, photos, screen shots, articles, etc.)	1	
TOTAL POINTS:	9	

**** Must secure all 9 pearls to be placed on ballot. ***

APPENDIX 8: Records Management Matrix

RECORDS MANAGEMENT MATRIX

Type 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/Erase
*Bank Statements	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Erase
*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/Erase
*IAR-1 Form	5 Years	Electronic	Quarterly	Quarterly	Erase
*Receipt Logs	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Erase
*Receipt Books	5 Years	Paper	When Book is Completed	Monthly	Shred
*Vouchers	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Erase
*Year-end Financial Statements	7 Years	Paper/ Electronic	End of the Year	Yearly	Shred/Erase
Audit Reports	7 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Erase
Audit Work Papers	7 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Erase
Meeting minutes	Permanent	Paper/ Electronic	Monthly	Weekly	N/A
Member records	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Erase
Contracts and legal documents	4 Years after expiration	Paper/ Electronic	Upon Receipt	Weekly	Shred/Erase

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



Type of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Membership Intake Documents:					
Chapter Copies of documents	6 Months after Initiation	Paper	N/A	N/A	Shred
Training/Guidance Material	4 Years	Paper/ Electronic	Monthly	Quarterly	Shred/Erase
Original Application for Membership	4 Years, If Accepted	Paper	Monthly	Quarterly	Shred/Erase
Original Application for Membership	2 Years, If Rejected	Paper	Monthly	Quarterly	Shred/Erase
Correspondence	4 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Erase
Complaints	2 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Erase
Court Orders and Settlements	Permanent	Paper/ Electronic	Monthly	Monthly	N/A
Other					
Scholarship Information	5 Years	Paper	Yearly	Yearly	Shred
Chapter Rules of Order	Until Newly Revised and Approved	Paper/ Electronic	When Approved by Scholarship and Standards	Yearly	Shred/Erase
Chapter Policies and Procedures	Until Newly Revised and Approved	Paper/ Electronic	When Approved by Scholarship and Standards	Yearly	Shred/Erase
Chapter Records	Permanent	Electronic	Upon Approval	Yearly	N/A
Correspondence (actionable)	3 Years	Paper	Monthly	Monthly	Shred/Erase
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.



The Policies and Procedures Committee reserves the right to make any grammatical and punctuation edits as needed.