Austin Alumnae Chapter Delta Sigma Theta Sorority, Incorporated Proposed Amendments to the 2023-24 Policies and Procedures

Reference Number: 1	Article Description:	B&F Committee Composition
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CURRENT PAGE	ARTICLE	SECTION		R/LETTER				
19	IV	1	Ι	D. 1				
CUF	RRENT WORD	DING		UDGET AN COMM RECOMME		IF.	ADOPTED, WILL READ	
Article IV: Committee Duties, Responsibilities and Membership Composition		Respons	Article IV: Committee Duties, Responsibilities and Membership Composition		Respor	Article IV: Committee Duties, Responsibilities and Membership Composition		
Section 1 Stand	Section 1 Standing Committees		Section	Section 1 Standing Committees		Section	1 Standing Committees	
D. Budget and	D. Budget and Finance		D. Bud	D. Budget and Finance		D. Bu	D. Budget and Finance	
Treasur seven (Preside Financi Treasur Develo	air of the Commer, and it is common, and it is common, members, incommon, Financial Secal Secretary, Asser, Program Plapment Chair, and Means) Cha	posed of about luding the cretary, Assistant nning and d Fundraising	1.	the Treasure composed o members, in President, F Financial Se Financial Se Treasurer, P and Develop	f about seven (7)	1.	The Chair of the Committee is the Treasurer, and it is composed of about eight (8) members, including the President, First Vice President, Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, Program Planning and Development Chair, and Fundraising (Ways and Means) Chair.	

RATIONALE

The recommendation clears the discrepancy and identifies the members of the Budget and Finance Committee to include the First Vice President within the said mention article. This correction is in alignment with the duties and responsibilities of the position noted in Article III, Section 1.B.7.

The Policies and Procedures Committee accepts this recommendation with one modification, which updates the number of overall committee composition from "about" seven (7) to eight (8).

	Reference Number:	2	Article Description:	Elections Committee
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CURRENT	ARTICLE	SECTION	NUMBER/LETTER		
PAGE					
26	IV	2	5.a-d.		
CUI	RRENT WORD	ING	ELECTIONS	COMMITTEE	IF ADOPTED, WILL READ
			RECOMMI	ENDATION	
Article IV: Committee Duties,		Article IV: Commi	ttee Duties,	Article IV: Committee Duties,	
Responsibilities and Membership		Responsibilities and Membership		Responsibilities and Membership	
Composition		Composition		Composition	
Section 2. Speci	al Committees		Section 2. Special C	ommittees	Section 2. Special Committees

A. Elections Committee

- 5. 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).

CURRENT ARTICLE CECTION MUMBER / ETTER

- c. Set location.
- d. Set time to begin and end balloting.

A. Elections Committee

- 5. Within 90 days prior to the slate being presented to the Chapter, the Elections Committee meets to:
- a. Determine the balloting method (paper, machines, electronic device, online platforms).
- b. Set location.
- c. Investigate location technology (access, availability to Wi-Fi, etc.).

A. Elections Committee

This recommendation has P&P

Modifications

- 5. 60 days prior to Election Day the committee presents this same information to the Executive Board, and then to the Chapter for approval and prints ballot.:
- a. Investigate location to ensure technology (access, availability to Wi-Fi, etc.) is sufficient.
- b. If meetings are being held in person Two (2) months before e
 Election Day, the Elections
 Committee conducts a mock election during Chapter meeting.
- c. Following the mock election, Elections Committee will review the process to determine areas needing adjustment and/or support.

RATIONALE

Increasing the time to 90 days will allow the Elections Committee more time to investigate and determine the technology available at the meeting location. The Committee will have time to meet with the facility manager to determine Wi-Fi availability (including bandwidth and other access considerations). The Committee will be able to determine if there will be extra costs associated with the Wi-Fi connections. The Committee will be able to review options for balloting - current machines, electronic devices, and/or online voting options that may be available.

The Policies and Procedures Committee accepts this recommendation with modifications. Items 5. a-d. is specific language that cannot be changed per the P&P Template provided by the National Scholarships and Standards Committee. Items e. has been added as Chapter specific information. Items e. and f. should be added to Section 2.A.6 (within 30 days). Sixty days is too early and would not be approved.

Reference Number: 3 Article Description: Elections Committee (2)

CURRENT	ARTICLE	SECTION	NUMBER/LETTER		
PAGE					
26	IV	2	A.5.a-d.		
CUI	RRENT WORD	ING	ELECTIONS C	COMMITTEE	IF ADOPTED, WILL READ
			RECOMME	NDATION	
Article IV: Co	Article IV: Committee Duties,		Article IV: Commit	ttee Duties,	Article IV: Committee Duties,
Responsibilities	Responsibilities and Membership		Responsibilities and	Membership	Responsibilities and Membership
Composition		-	Composition	-	Composition
					_
Section 2. Speci	ial Committees		Section 2. Special C	ommittees	Section 2. Special Committees
A. Elections (Committee		A. Elections Com	nittee	A. Elections Committee
					This recommendation has P&P
					<u>Modifications</u>

- 5. 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.
- 5. Within 60 days prior to the slate being presented to the Chapter, Elections Committee meets to:
 - a. Establish/review rules for elections.
 - b. Set time to begin and end balloting.
 - c. If meetings are being held in person Two (2) months before Election Day, Elections Committee conducts a mock election during Chapter meeting.
 - d. Following the mock election, the Elections Committee will review the process to determine areas needing adjustment and/or support.

- 5. 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.
 - e. Investigate location technology (access, availability to Wi-Fi, etc.).

Elections Committee will

review the process to

RATIONALE

Conducting a mock election will allow the Elections Committee to determine if the technology available will support the actual Chapter election. The Committee will be able to work with the facility manager to troubleshoot and make adjustments to the technology available at the location. Additionally, if an online balloting platform is being used, the Elections Committee will be able to support individual Sorors with technology challenges that may occur.

The Policies and Procedures Committee accepts this recommendation with modifications. Items 5. a-d. includes specific language that cannot be changed per the P&P template provided by the Scholarships and Standards Committee. Items c and d may be considered during the 30-day period and as a part of Section 2.A.6. (see below).

Reference I	Number:	4	Article Description:	Elections Committee (4)
CUDDENT	ADTICLE	CECTION	NUMBED /LEGGED	

CURRENT PAGE	ARTICLE	SECTIO	N N	NUMBER/LETTER			
26	IV	2		5.a-d.			
CURRENT WORDING		Ğ		ELECTIONS COMP RECOMMENDA		IF AD	OPTED, WILL READ
Article IV: Committee Duties, Responsibilities and Membership Composition		ip	Article IV: Committee Duties, Responsibilities and Membership Composition		Article IV: Committee Duties, Responsibilities and Membership Composition		
Section 2. Special Committees			Section 2. Special Committees		Section 2. Special Committees		
A. Elections Committee 6. 30 days prior to Election Day the committee presents this same information to the Executive Board, and then to the Chapter for approval and prints ballot.		same itive hapter for	A. Elections Committee 6. Within 30 days prior to Election Day, the Elections Committee presents this same information to the Executive Board, and then to the Chapter for approval and prints ballot. a. If meetings are being held in person, one (1) month before Election Day, the Elections Committee conducts a mock election during Chapter		com info Boa appr a.	Committee lays prior to Election Day, the smittee presents this same rmation to the Executive rd, and then to the Chapter for roval and prints ballot. If meetings are being held in person, one (1) month before Election Day, the Elections Committee conducts a mock election during Chapter meeting. Following the mock election,	

election, Elections Committee

will review the process to

determine areas needing	
adjustment and/or support.	_

Conducting the 2nd mock election will allow the Elections Committee to test adjustments made following the 1st mock election. If needed, the Committee will be able to work with the facility manager to troubleshoot and make adjustments to the technology available at the location. Additionally, if an online balloting platform is being used, the Elections Committee will be able to support individual Sorors with technology challenges that may occur.

The Policies and Procedures Committee notes the mock election can only be held within 30 days of the Election; 60-or 90-day intervals are too early and are not allowed. The above recommendation was tweaked to keep the original P&P template language, which cannot be amended.

Reference Number:	5	Article Description:	Chapter Awards
			Election

				1	Election
CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
52	Appendix 7				
CUR	RENT WORDING	G	ELECTIONS COMM RECOMMENDATI		IF ADOPTED, WILL READ
None			Appendix 7: Chapter Awa	rds	Appendix 7: Chapter Awards
			A. Election Day Procedures (Founders Day) Awards 1. Selection of Chapter Arecipients takes place a December Chapter med 2. Chapter voting begins a time on the chapter med 3. The Chair and Member elections committee iss to those members eligil 4. Only one ballot will be eligible member during designated on the meet B. Voting Guidelines 1. The chapter vote will be ballot. Members will for	wards t the etting. at a designated etting agenda. s of the ue the ballot ble to vote. given to the the time ing agenda. e by secret	 A. Election Day Procedures for Chapter (Founders Day) Awards 1. Selection of Chapter Awards recipients takes place at the December 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.
			instructions provided be Elections Committee. 2. Only the Elections Chacommittee can distribute tally ballots. 3. Winners will be determed greatest number of vote each award category. C. Re-balloting 1. A second ballot or runder conducted only if there in any award category. 2. The second ballot must during the current meet during the current meet.	y the ir and te, collect, and nined by es received in off will be is a tie vote the conducted ing.	B. Voting Guidelines 1. The chapter vote will be by secret ballot. Members will follow instructions provided by the Elections Committee. 2. Only the Elections Chair and committee can distribute, collect, and tally ballots. 3. Winners will be determined by the greatest number of votes received in each award category. C. Re-balloting 1. A second ballot or runoff will be conducted only if there is a tie vote in any award category.

to re-ballot.

	2. The second ballot must be	
	conducted during the current	
	meeting.	
	3. A quorum must be present in order	
	to re-ballot.	

Currently there are no voting guidelines in Appendix 7 for selection of Chapter Awards recipients. The elections guidelines in Policies and Procedures are for the election of Chapter Officers and Elected Positions. Sorors running for these positions are able to campaign, so other Sorors in the Chapter are able to study campaign materials and possibly attend sessions to learn more about the candidates and their qualifications for the position they are seeking. Sorors do not have the same opportunity to learn about the sorors nominated for Chapter Awards. Limited knowledge of the nominees can have an impact on the votes cast and possibly lead to one or more categories not having a Soror who receives a majority vote (more than half the votes cast).

Reference Number:	6	Article Description:	Chapter Awards
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
26	IV	2	5.a-d.		
CURRENT WORDING			NOMINATING RECOMME		IF ADOPTED, WILL READ
ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 3: Duties and Responsibilities of Elected Positions A. Nominating Committee Chair and Members 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.			ARTICLE III: ELH OFFICERS and OT LEADERSHIP POS Section 3: Duties an of Elected Positions	HER STITIONS d Responsibilities mmittee Chair and Strom chapter ed officers and the Founders Day	ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 3: Duties and Responsibilities of Elected Positions B. Nominating Committee Chair and Members This recommendation has P&P Modifications 3. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, Founders Day Chapter Awards, and other special Chapter Awards/Recognitions to create a slate of candidates.
RATIONALE					

This recommendation allows clarity that specifically outlines Chapter Founders Day Awards.

This recommendation also removes the appearance of the Nominating Committee overstepping the guidelines specific to the election of the Minerva Circle, as this action is governed by the directions found in the Administrative Procedures for Membership Intake Guide (APMI)

The Policies and Procedures Committee accepts this recommendation with modifications. The original language as highlighted in column three was added as it cannot be changed per the P&P template provided by the National Scholarships and Standards Committee.

	Reference Number:	7	Article Description:	Chapter Awards
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CURRENT	ARTICLE	SECTION	NUMBER/LETTER					
PAGE								
39	IX	11						
CURRENT WORDING			NOMINATING	G COMMITTEE	IF ADOPTED, WILL READ			
			RECOMM	ENDATION				
ARTICLE IX: NOMINATIONS,			ARTICLE IX: NON	MINATIONS,				
ELECTIONS, AND VOTING PROCESSES		ELECTIONS, AND	VOTING					
		PROCESSES						
Section 10: Election Reporting								
			Section 10: Election	Reporting				
Section 11: Special Elections								
		Section 11: Chapter	r Awards					
			Section 12: Special	Elections				
DATIONALE		DATIONALE						

The newly created "Section 11: Chapter Awards" will better allow members to more easily access the information specific to the Award Nominating and Scoring Process, as this section will now be formally listed in the PnP Table of Contents.

The adoption of the above recommendation is not endorsed by the Policies and Procedures Committee. Currently, the Chapter Awards are listed in Appendix 7. Any changes to the appendix may be completed by majority vote. However, should the chapter accept and adopt the recommendation to include Chapter Awards within the body of the policies and procedures, it becomes a more rigid process; thereby, requiring two-thirds approval by the chapter to make any changes.

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
39	IX	11			
	121	11			
CURRENT WORDING		NOMINATING		IF ADOPTED, WILL READ	
			RECOMMEN	NDATION (3)	
None		ARTICLE IX: NON	MINATIONS,	Appendix 7 Chapter Awards	
			ELECTIONS, AND	VOTING	
			PROCESSES		
					Delta of the Year will be replaced
			The Nominating Con	nmittee suggests that	with "SOROR OF THE YEAR".
			the name of the Chap	oter Award -	
			"DELTA OF THE Y		
			with "SOROR OF TH	HE YEAR".	

RATIONALE

The process of creating a slate of candidates for Chapter Awards is new. This new process allows for the Award winners to be selected from the votes of chapter members. This is markedly different from the historical practice of the Chapter in the selection of the Delta of the Year. In the past, the Delta of the Year Awardee was solely selected from the submitted nominations, by a closed committee of former Delta of the Year Awardees. Though the criteria for this award remain the same, the overall selection process is different, as it now involves the Chapter membership.

As a way to honor the "new" award selection process and fully embrace the new direction of the Chapter's award process, choosing a new name from the Delta of the Year award to "Soror of the Year" is appropriate as this aligns with the other New Chapter Award categories now open to the entire membership to cast their votes for the awardees, i.e., Violet in Bloom and the awards named for our beloved Founders.

Reference Number:	9	Article Description:	Chapter Awards

CURRENT	ARTICLE	SECTION	NUMBER/LETTER		
PAGE					
39	IX	11			
CUI	RRENT WORD	ING	NOMINATING	COMMITTEE	IF ADOPTED, WILL READ
			RECOMME	NDATION (4)	
Appendix 7: Cl	hapter Awards (Guidelines	The Nominating Con		
			the Chapter Awards (Guidelines be	
Page 52, Append	lix 7: Chapter A	ward Guidelines			
			to the newly created S		
			Awards" or ARTICL		
		NOMINATIONS, ELECTIONS, AND			
		VOTING PROCESSES			
			Further the Nomination	ng Committee	
			suggests that the Chapter Award		
			Guidelines found in Appendix 7 be		
			removed and inserted	with the Award	
			Guidelines attached.		
DATIONALE			I		

The newly created "Section 11. Chapter Awards" will better allow members to more easily access the information specific to the Award Nominating and Scoring process.

The Nominating Committee suggests that the Chapter Award Guidelines and Criteria be replaced with the documents to follow; and be inserted in Section 11 "Chapter Awards" of Article IX Nominations, Elections, and Voting Processes.

The adoption of paragraph one under the Nominating Committee's recommendation is not endorsed by the Policies and Procedures Committee. As previously mentioned in reference 7, the Chapter Awards must remain as an appendix, currently noted as Appendix 7. Any changes to the appendix may be completed by majority vote. However, should the chapter accept and adopt the recommendation to include Chapter Awards within the body of the policies and procedures, it becomes a more rigid process; thereby, requiring two-thirds approval by the chapter to make any changes.

The committee supports paragraph two to update the Chapter Award guidelines and criteria as specified by the attached information. The updated information will replace the current information outlined in Appendix 7.

FOUNDERS DAY AWARDS AUSTIN ALUMNAE CHAPTER

Presentations or Awards will be made during annual Founders Day Celebration

Instructions: Please thoroughly respond to the questions below. One nominee per form, up to two additional pages (paper) can be used per nomination. Sorors may submit multiple nominations. The description of award types is attached.

Nomination Form

Name of Nominee:		
Name of Award:		
Information Needed:	Responses:	
1. Describe the nominee's involvement as a chapter officer, committee member, or leader of a chapter project/ program.		
2. Describe how the nominee supported a Five-Point Program Thrust and/or chapter initiative. (goals, objectives and program thrust identified)		
3. Nominee has been financial for the last 2+years. (minimum current and immediate past program year)		
4. Nominee attended 50% of chapter monthly meetings. (in-person and virtual)		
5. Soror(s) recommending nominee attended information session conducted by Nominating Committee		
6. Describe how the nominee impacted chapter members and/ or citizens in the chapter service area. (Data provided as evidence- ie: attendance, chapter participation, financial impact etc.)		
7. Supportive documentation related to how nominee has impacted chapter members and citizens. (Data provided as evidence- ie: flyers, photos, screen shots, articles, surveys etc.)		
8. Evidence of collaboration with other organizations/individuals		
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.

AWARD DESCRIPTIONS/ CRITERIA

SOROR 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.
<u>Criteria</u>	VIOLET IN BLOOM
	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 EOLINDEDS WWW.DDS

I LE LOONDERS AMAKDS

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

<u>Criteria</u> □	
	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 <u>Arts and Letters</u> 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 <u>Political</u> <u>Awareness/Involvement</u> and/or <u>Educational Development</u> programming within the Chapter's service area.

CHAPTER AWARDS SCORING GUIDE

Criteria	Evidence Notes	Score
Nomince's involvement as a chapter officer, committee member, or leader of a chapter project/ program (up to 20 points)		
How the nominee supported a Five- Point Program Thrust and/or chapter initiative ie. goals, objectives and program thrust identified (up to 30 points)		
Nominee has been financial for the last 2+ years; at minimum current and immediate past program year (up to 10 points)		
Nominee attended 50% of chapter monthly meetings i.e. in-person and virtual (up to 10 points)		
Soror(s) recommending nominee attended information session conducted by Nominating Committee (up to 5 points)		
Nominee impacted chapter members and/ or citizens in the chapter service area i.e. attendance sheets, chapter participation documentation, financially – budget information, donation given etc. (up to 15 points)		
Supportive documentation related to how nominee has impacted chapter members and citizens. Data provided as evidence- ie: flyers, photos, screenshots, articles, surveys etc. (up to 5 points)		
Evidence of collaboration with other organizations/individuals (up to 5 points)	TOTAL SCORE:	
	TOTAL SCORE:	

Scoring Guide is based on a Total of 100 points.

Each evaluator must provide written comments for numerical point value assigned.

Reference Number:	10	Article Description:	Elected Officer/Position Criteria
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CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER		
35	IX	1		D		
CURRENT WORDING				MEMBER RECOMMENDAT	ION	IF ADOPTED, WILL READ
ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions 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.			Sect Hold Elector D. T Fina Tech two Con Reg	FICLE IX: NOMINATI ECTIONS, AND VOTIN DCESSES tion 1. Eligibility Criter ding Elected Chapter Octed Positions The President, First Vice I ancial Secretary, and Cha hnology must have attend of the last three National ventions AND two of the ional Conference held pr ination.	ria for fficer and President, ir of led at least	

The latest requirement from our Administrative Procedures for Membership Intake requires any member who is interested in serving on a Minerva Circle or assisting on the Minerva Circle must meet the above criteria. It is only appropriate to have the other officers have the same level of attendance requirements as any other member who may serve on the Minerva Circle. The commitment to attend our national conventions and regional conferences also serves as evidence that the member is engaged and willing to take the time out for these learning opportunities.

The Policies and Procedures Committee does not support this recommendation as the criteria also includes the Chair of the Technology Committee. This soror is appointed by the president and not an elected position. Attendance at the national convention and regional conference is not a requirement for the position within the Chapter's policies and procedures.

Reference Number: | 11 | Article Description: | Elected Officer/Position Criteria

CURRENT PAGE	ARTICLE	SECTIO	N	NUMBER/LETTER		
35	IX	1	D			
CURRENT WORDING				POLICIES AND PROC RECOMMENDAT		IF ADOPTED, WILL READ
ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES			ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES		,	ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES
Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions		Ho	ction 1. Eligibility Crite Iding Elected Chapter C cted Positions		Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions	

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

Mandatory text as presented in the S&S template.

- D. The candidates for the offices of President, First Vice President, Second Vice President, and Financial Secretary must have attended at least one of the last two (2) National Conventions and one of the last two (2) Regional Conferences.
- D. The candidates for the offices of President, First Vice President, Second Vice President, and Financial Secretary must have attended at least one of the last two (2) National Conventions and one of the last two (2) Regional Conferences.

RATIONALE

Clarifies that the candidate running for these positions must meet the criteria. Also changes "past" to "last" to further emphasize the immediate time previous period.

Reference Number: | 12 | Article Description: | Elected Officer/Positions Criteria

Current Page	Article	Section	ı	Number/Letter		
35	IX	1		F.1.		
CURRENT WORDING				POLICIES AND RECOMME		IF ADOPTED, WILL READ
ARTICLE IX: ELECTIONS, A PROCESSES Section 1: Eligil Holding Elected Elected Position F. The Candidat 1. Candidate No. 2. Delta Resumo	AND VOTING Dility Criteria 1 I Chapter Office See Profile will insomination Form	for cer and aclude:	Red Ad wri	The Candidate Prof commendation: d: Note: The chapte tten notification of ice from candidate. didate nomination	er must have a intent to seek	ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions F. The Candidate Profile will include: 1. Candidate Nomination Form (Note: The chapter must have a written notification of intent to seek office from candidate. This may be a candidate nominations form or application.) 2. Delta Resume
Rationale (clear	ly explain the	reasons for	the	proposed amenda	nent and include any	y supporting data):

Reference Number: 13 Article Description: Installation of Officers

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
39	X	1			
CURRI	ENT WORDIN	G	POLICIES AND PROCEDU		IF ADOPTED, WILL READ
			RECOMMEND	ATION	
None		A	Article X Installation of Officers		Article X Installation of Officers
TVOICE			Section 1. Guidelines for Officers.	· Installation of	Section 1. Guidelines for Installation of Officers.

C. The incoming Chapter President will	C. The incoming Chapter President will
select the Installing Officer. The Installing	select the Installing Officer. The Installing
Officer shall conduct the Installation of	Officer shall conduct the Installation of
Chapter Officers Ceremony as detailed in	Chapter Officers Ceremony as detailed in
the Official Ritual of Grand Chapter of	the Official Ritual of Grand Chapter of
Delta Sigma Theta Sorority, Incorporated.	Delta Sigma Theta Sorority, Incorporated.
(new)	

Adding this as item C alleviates any confusion or dispute as to who is responsible for selecting the installing officer.

Reference Number: 14 Article De	cription: Executive Board Composition
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CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER		
8	II	2		F-G		
CURRENT WORDING			1	POLICIES AND PROC RECOMMENDAT		IF ADOPTED, WILL READ
Article II: Chapter Structure, Governing Bodies & Responsibilities			1	Article II: Chapter Structure, Governing Bodies & Responsibilities		
Section 2. Executive Board			Sect	tion 2. Executive Board		
F. The immediate past president is a member of the executive board.		Remove item F. as the immediate past president is identified as a member. See item C.23. (p.8)				
G. All chapter committee chairs who wish to report at chapter meeting must have reported at the prior Executive Board meeting			Remove item G. as the item is also identified in Article III, Section 2.M.4. (p.15)			
RATIONALE Same as recomn	nendation.					

Reference Number: 15 Article Description: Hospitality and Courtesies

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
8	II	3	A.2.j.a.		
CURRENT WORDING			POLICIES AND RECOMME		IF ADOPTED, WILL READ
Article II: Chapter Structure, Governing			Article II: Chapter Structure,		Article II: Chapter Structure,
Bodies & Responsibilities		Governing Bodies & Responsibilities		Governing Bodies &	
Section 3: Committees.			Section 3: Committees.		Responsibilities
A. Standing Committees			A. Standing Committ	ees	Section 3: Committees.

Services.	j. Membership Services a. Hospitality and Courtesies	u. Hospitality and Courtesies is recommended as a stand-alone committee rather than a subcommittee of Membership Services.	A. Standing Committees u. Hospitality and Courtesies
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Hospitality and Courtesies is recommended as a stand-alone committee to reduce the duties and responsibilities of Membership Services as well as ensure the appropriate courtesies are extended in lieu of the executive committee having to take appropriate

Note: Policies and Procedures will execute procedural changes to correct the renumbering of this section as well as place the list of committees (c-u) alphabetically for quick reference.

Reference Number:	16	Article Description:	Hospitality and Courtesies
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Reference Number: 16		Article Description: Hospitality and Courtesies			ality and Courtesies	
CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER			
23	IV	1	J.11.f.			
CURR	ENT WORDIN	G	POLICIES AND PERECOMMENT			IF ADOPTED, WILL READ
Article IV: Committee Duties, Responsibilities and Membership Composition				Article IV: Committee Duties, Responsibilities and Membership Composition Article IV: Committee Duties, Responsibilities and Membersh Composition		
Section 1. Stand	ling Committee	es	Section 1. Standing Cor	nmittee	s	Section 1. Standing Committees
extending courter recognition to che visiting Sorors of engagement, etc. ii. The commit playing a key rogenvironment, which spirit to our ment chapter meeting as appropriate and deemed by the P. Chairperson. iii. The Hospit Committee will Membership Ser provide approprimanner. iv. The courter guidelines with the Omega Ceremon Chapter members.	ing committee of operations) mittee is responsively. Sizes, such as contapter members, sulfilling a speaking tree is also responsed in setting a homich welcomes an obers, sorors and other activities resident and/or ality and Courte work closely with vices Committee interested in the exception of any are extended on the sizes and Soror with the sizes and	depending sible for indolences, to honor ing onsible for ospitable sisterly diguests at ed events, es as sies the the eto in a timely in the onegation only to ill be	R. Hospitality and Counterment Committee 1. The Chair of this conensure courtesies are chapter members, Do and family members 2. The Chair of this conrecords of all actions committee. 3. The Chair will serve the Membership Serto ensure continuity duplicating services. 4. The Chair will ensuractivities associated refreshments for Chawhen required. 5. This Committee is reextending courtesies condolences, recogn members, honoring fulfilling speaking en An overview of courextended are as follows.	mmittee extended elta Dig when a mmittee taken be as a me exices Cobut avoide e coord with proper me exponsible, such a sition to visiting ngagemetesies to	ed to nitaries, ppropriate. will keep by the ember of committee d ination of coviding cetings, ele for s chapter sorors ents, etc.	R. Hospitality and Courtesies Committee 1. The Chair of this committee will ensure courtesies are extended to chapter members, Delta Dignitaries, and family members when appropriate 2. The Chair of this committee will keep records of all actions taken by the committee. 3. The Chair will serve as a member of the Membership Services Committee to ensure continuity but avoid duplicating services. 4. The Chair will ensure coordination of activities associated with providing refreshments for Chapter meetings, when required. 5. This Committee is responsible for extending courtesies, such as condolences, recognition to chapter members, honoring visiting sorors fulfilling speaking engagements, etc. An overview of courtesies to be extended are as follows: a. Illness: In the event of hospitalization, a Chapter membe

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

- a. Illness: In the event of hospitalization, a Chapter member will be acknowledged with a courtesy not to exceed \$25.
- b. Death:
 - i. In memory of an immediate family member of a chapter member, a card will be given in their honor and announcement in The Odyssey or chapter publication.
 - ii. Upon the death of a financial chapter member the family will receive a financial courtesy not to exceed \$100.
- c. Special Occasion:
 - i. Outgoing President \$100 maximum
 - ii. Completion of postgraduate degree \$25 maximum
- iii. Retirement of Member \$25 maximum
- iv. Special recognition of a member *The Odyssey*
- v. Wedding card and mention in The Odyssey
- vi. New Child card and mention in The Odyssey
- vii. Birthday card and mention in The Odyssey
- viii. Delta Dignitaries, i.e., National and/or Regional Officers will have a courtesy extended as deemed appropriate for the occasion, with a maximum of \$100.

Additionally, chapter members are encouraged to send cards, visit or telephone sorors for personal courtesies.

The immediate family member is defined for the purpose of this policy as a spouse, child/children, parent, or sibling.

- 6. The Hospitality and Courtesies
 Committee will work closely with the
 Membership Services Committee to
 provide a hospitable environment that
 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 Chair.
- This Committee will coordinate with the chapter's Emergency Response Team on providing financial assistance

- will be acknowledged with a courtesy not to exceed \$25.
- b. Death:
 - i. In memory of an immediate family member of a chapter member, a card will be given in their honor and announcement in The Odyssey or chapter publication.
 - ii. Upon the death of a financial chapter member the family will receive a financial courtesy not to exceed \$100.
- c. Special Occasion:
 - i. Outgoing President \$100 maximum.
 - ii. Completion of postgraduate degree \$25 maximum
 - iii. Retirement of Member \$25 maximum
 - iv. Special recognition of a member The Odyssey
 - v. Wedding card and mention in The Odyssey
 - vi. New Child card and mention in The Odyssey
 - vii. Birthday card and mention in The Odyssey
 - viii. Delta Dignitaries, i.e., National and/or Regional Officers will have a courtesy extended as deemed appropriate for the occasion, with a maximum of \$100.

Additionally, chapter members are encouraged to send cards, visit or telephone sorors for personal courtesies.

The immediate family member is defined for the purpose of this policy as a spouse, child/children, parent, or sibling.

6. The Hospitality and Courtesies Committee will work closely with the Membership Services Committee to provide a hospitable environment that 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 Chair.

	to members who are experiencing a personal hardship, tragedy, suffered a loss due to natural disaster, etc. This kind of outreach program will address	
	and include, but is not limited to circumstances such as loss of home or	
	its contents due to fire, tornado, flood,	
	hurricane, extended/uninsured medical costs, etc. (Move to ERT).	
D - MTG37 - T D		

The recommendation formalizes the Hospitality and Courtesies Committee as a standing committee with specific guidance available to carry out these courtesies for the Chapter.

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
22	IV	1	Е.		
CUF	RRENT WORD	OING	POLICIES AND RECOMME		IF ADOPTED, WILL READ
None			Article IV: Commit Responsibilities and Composition	/	Article IV: Committee Duties, Responsibilities and Membership Composition
			Section 1. Standing E. Emergency Resp		Section 1. Standing Committees F. Emergency Response
			tragedy, suffered natural disaster, outreach program include, but is no circumstances su or its contents du flood, hurricane,	provide financial mbers who are ersonal hardship, a loss due to etc. This kind of an will address and ot limited to etc as loss of home are to fire, tornado,	4. The Emergency Response Committee will provide financial assistance to members who are experiencing a personal hardship, tragedy, suffered a loss due to natural disaster, etc. This kind of outreach program will address and include, but is not limited to circumstances such as loss of home or its contents due to fire, tornado, flood, hurricane, extended/uninsured medical costs,
DATIONAL F			etc. (new)		etc.

RATIONALE

The recommended item originated from Hospitality and Courtesies, but it is a better fit for the duties and responsibilities led by the Emergency Response Committee.

Reference Number: 18 Article Description: Chaplains Council

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER
8-9	II	3	Α.

CURRENT WORDING	POLICIES AND PROCEDURES RECOMMENDATION	IF ADOPTED, WILL READ
None	Article II: Chapter Structure, Governing Bodies & Responsibilities	Article II: Chapter Structure, Governing Bodies & Responsibilities
	Section 3: Committees.	Section 3: Committees.
	A. Standing Committees	A. Standing Committees
	w. Chaplains Council is recommended as	w. Chaplains Council is recommended
	a new standing committee	as a new standing committee

The Chaplains Council is recommended as a standing committee. It has successfully served as a pilot for the Chapter and their efforts are recognized accordingly. As a new standing committee, the Chaplains Council will continue to meet the spiritual needs of Austin Alumnae and much more. The proposed duties and responsibilities are further outlined in Article IV: Committee Duties, Responsibilities and Membership Composition.

Reference Number:	19	Article Description:	Chaplains Council

CURRENT PAGE None	ARTICLE IV	SECTION 1	S. to S. Chapter			pecific Standing Committees will be revised r Specific Standing Committees
None	ENT WORDING	G	Arti Resp Com Sect S. C Com 4. C	cle IV: Committee Dutionsibilities & Member position ion 1. Standing Committees haplains Council a. The Chaplain will sechair of the committee b. The committee will spiritual tone of med Chapter events upon c. The committee will Chapter member pra	es, ship ttee g erve as the tee. help set the etings or a request. support	IF ADOPTED, WILL READ Article IV: Committee Duties, Responsibilities & Membership Composition Section 1. Standing Committee S. Chapter Specific Standing Committees 4. Chaplains Council a. The Chaplain will serve as the chair of the committee. b. The committee will help set the spiritual tone of meetings or Chapter events upon request. c. The committee will support Chapter member prayer requests
				and bereavement no d. Assist the Chaplain upon or as directed Chapter President.	tices. when called	and bereavement notices. d. Assist the Chaplain when called upon or as directed by the Chapter President

RATIONALE

The Chaplains Council is formalized as a Chapter Specific Standing Committee and will continue to assist the chapter members as they have done so eloquently during the pilot period.

	Reference Number:	20	Article Description:	Corresponding Secretary
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CURRENT PAGE	ARTICLE	CLE SECTION		NUMBER/LETTER		
11-12	III	1		E		
CURRE	ENT WORDING	J	J	POLICIES AND PROC RECOMMENDAT		IF ADOPTED, WILL READ
Article III: Elec Leadership Pos		d Other		icle III: Elected Officers dership Position	s and Other	Article III: Elected Officers and Other Leadership Positions
Section 1: Duti of Elected Offic	-	ibilities	1	tion 1: Duties and Resp Elected Officers	onsibilities	Section 1: Duties and Responsibilities of Elected Officers
E. Corresponding Secretary 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.			E. Corresponding Secretary 11. Disseminates the official correspondence of the chapter at the direction of the President.			E. Corresponding Secretary 11. Disseminates the official correspondence of the chapter at the direction of the President.
RATIONALE						

Reference Number: 21 Article Description: Executive Committee

CURRENT PAGE	ARTICLE	SECTIO	ΟN	NUMBER/LETTER		
7	П	1		С		
CURRE	ENT WORDING	G]	POLICIES AND PROC RECOMMENDAT		IF ADOPTED, WILL READ
Article II: Chap Governing Bod		sibilities		icle II: Chapter Structuverning Bodies and Res		Article II: Chapter Structure, Governing Bodies and Responsibilities
Section 1. Executive Committee			Section 1. Executive Committee			Section 1. Executive Committee
C. The President and the Recordinagenda for the E	ng Secretary prep	pares the	C. The President develops the agenda, and the Recording Secretary prepares the agenda for the Executive Committee.		prepares the	C. The President develops the agenda for the Executive Committee.

The recommendation further refines the roles of the position.

The above recommendation aligns with, Article IV: Committee Duties, Responsibilities and Membership Composition Section 1: Standing Committees, Executive Committee, 3. The President prepares the agenda for the Executive Committee. By adopting the above recommendation, the conflict will be removed.

Reference Number: 22 Article Description: Local Dues

CURRENT	ARTICLE	SECTIO	ON	NUMBER/LETTER		
PAGE						
30	VIII	2				
CURRE	ENT WORDING	j	1	POLICIES AND PROC	EDURES	IF ADOPTED, WILL READ
				RECOMMENDAT	ION	
None			Art	icle VIII Fiscal Policies	and	Article VIII Fiscal Policies and
			Pro	cedures		Procedures
			Sect	tion 2. Local Dues		Section 2. Local Dues
				Delta DEAR Local Chap Members at the age of 8 will receive a waiver of local chapter dues as des in paragraph A.1. (curre	0 or above 50% of the scribed above	Delta DEAR Local Chapter Dues – Members at the age of 80 or above will receive a waiver of 50% of the local chapter dues as described above in
RATIONALE				in paragraph A.1. (curre	nuy \$183)	paragraph A.1.

RATIONALE

These sorors have been devoted and faithful members of the sorority for many years. The Delta DEAR reduced local dues initiative will help them sustain their financial status as chapter members during their golden years.

Reference Number: 23 Article Description: Travel Policy

CURRENT PAGE	ARTICLE	SECTION		NUMBER/LETTER			
31	VIII	6					
CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION			IF ADOPTED, WILL READ	
			Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy			Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy	
			All travel requiring Chapter funds must be budgeted and approved by the Chapter.			All travel requiring Chapter funds must be budgeted and approved by the Chapter.	
			(Statement is inserted before Item A.)				
RATIONALE Proper budgeting should be made to ensure applicable travel expenditures are sustained annually.							

Reference Number: 24 Article Description: Travel Policy

CURRENT WORDING	POLICIES &PROCEDURES COMMITTEE RECOMMENDATION	IF ADOPTED, WILL READ
Article VIII. Fiscal Policies and Procedures	Article VIII. Fiscal Policies and Procedures	Article VIII. Fiscal Policies and Procedures
Section. 6. Travel Policy	Section. 6. Travel Policy	Section. 6. Travel Policy
A. Travel Policy for National Convention and Regional Conference Delegates	A. Travel Policy for National Convention and Regional Conference Delegates	A. Travel Policy for National Convention and Regional Conference Delegates
1. Transportation 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.	1. Transportation c. Air Travel/Bus Travel/Rail Travel i. The chapter will reimburse based upon which is most cost effective. ii. Tickets must be purchased no later than 30 days prior to the event, when possible. iii. Travel expenses will be paid at the coach fare. If a mode of transportation is chosen that exceeds coach fare, the member must defray the additional cost. d. Parking /Ground Transportation i. The chapter will reimburse for parking/ground transportation. ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day.	 I. Transportation c. Air Travel/Bus Travel/Rail Travel i. The chapter will reimburse based upon which is most cost effective. ii. Tickets must be purchased no later than 30 days prior to the event, when possible. iii. Travel expenses will be paid at the coach fare. If a mode of transportation is chosen that exceeds coach fare, the member must defray the additional cost. d. Parking /Ground Transportation i. The chapter will reimburse for parking/ground transportation. ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day.

The voting and alternate delegates are on official Delta business representing the chapter; therefore, their expenditures should be underwritten by the chapter accordingly.

Reference Number:	25	Article Description:	Travel Policy

CURRENT PAGE	ARTICLE	SECTION		NUMBER/LETTER		
31	VIII	6		A.2		
CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION			IF ADOPTED, WILL READ
Article VIII. Fiscal Policies and Procedures			Article VIII. Fiscal Policies and Procedures		and	Article VIII. Fiscal Policies and Procedures
Section. 6. Travel Policy			Section. 6. Travel Policy			Section. 6. Travel Policy
A. Travel Policy for National Convention and Regional Conference Delegates			A.	Travel Policy for Natio Convention and Region Conference Delegates		2. Travel Policy for National Convention and Regional Conference Delegates

- 2. Lodging
 - a. Single Occupancyi. 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.
- 2. Lodging
 - a. The voting delegate and alternate voting delegate will be provided funds for two separate rooms.
 - b. The lodging expenses will be at the actual cost for the voting delegate and alternate voting delegates, not to exceed the maximum room rate established by the National Convention or Regional Conference, for twosingle rooms plus tax.
- 3. Lodging
 - a. The voting delegate and alternate voting delegate will be provided funds for two separate rooms.
 - b. The lodging expenses will be at the actual cost for the voting delegate and alternate voting delegates, not to exceed the maximum room rate established by the National Convention or Regional Conference, for twosingle rooms plus tax.

The voting and alternate delegates work tirelessly during the convention/conferences as representatives for the Chapter and do not always stay together. Due to their hectic schedule, it may be an imposition for another chapter member to lodge with them. Likewise, the variants that cause respiratory illnesses warrant the ability for these representatives, at their discretion, to have single occupancy/separate rooms.

Additionally, location should not matter as these individuals are conducting official Delta business as representatives of Austin Alumnae. Furthermore, as a safety perspective they should be allowed lodging since they are acting in an official capacity.

Reference Number: 26 Article Description: Travel Policy

CURRENT ARTICLE PAGE	SECTION	N NUMBER/LETTER	
31 VIII	6	A.4.	
CURRENT WORDING		POLICIES AND PROCE RECOMMENDATI	,
Article VIII. Fiscal Policies and Procedures		Article VIII. Fiscal Policies : Procedures	and Article VIII. Fiscal Policies and Procedures
Section. 6. Travel Policy	S	Section. 6. Travel Policy	Section. 6. Travel Policy
A. Travel Policy for National Convention and Regional Conference Delegates	A	A. Travel Policy for Nation Convention and Region Conference Delegates	
Subscription Events a. The chapter will not reim for subscription events.		Subscription Events a. The chapter will pay Social Action Lunch chapter voting delegation Social Action co-chapter	eon for the Social Action Luncheon for the ate and chapter voting delegate and

RATIONALE

Social Action is a major pillar of Delta Sigma Theta Sorority, Inc. and these positions should be afforded the opportunity to attend this subscription event at the chapter's expense as they are representing the Chapter.

CURRENT ARTICLE PAGE	SECTION	NUMBER/LETTER		
31 VIII	В	1.		
CURRENT WORDING	٦	POLICIES AND PROC	Thirty	F ADOPTED, WILL READ
CURRENT WORDING	ı	RECOMMENDAT		F ADOFTED, WILL READ
Article VIII: Fiscal Policies and Procedures		Article VIII: Fiscal Policies Procedures	and Article Procee	e VIII: Fiscal Policies and dures
Section 6. Travel Policy	S	Section 6. Travel Policy	Section	n 6. Travel Policy
B. Travel Policy for Delta Sta meetings, Delta Days at Sta other State/Cluster/Leader meetings Representatives	ite, and	3. Travel Policy for Delta meetings, Delta Days at other State/Cluster/Lea meetings Representativ	State, and m dership ot	ravel Policy for Delta State eetings, Delta Days at State, and her State/Cluster/Leadership eetings Representatives
1. Transportation c. Air Travel/Bus Travel i. The chapter reimburse upon whice cost effect d. Parking /Ground Transportation i. The chapter not reimbur parking/greatransportation	er will based h is most ive. er will creative.	. Transportation c. Air Travel/Bus Travel i. The chapter will based upon who cost effective. ii. Tickets must be no later than 30 to the event, whiii. Travel expense paid at the coad mode of transportation of the chapter will for parking/ground transportation. ii. The chapter will for parking/ground transportation. iii. The Chapter will up to \$40 for one transportation, i.e. ridesharing, shutted the chapter will reim parking at the sel rate per day	reimburse ch is most purchased days prior en possible. s will be h fare. If a protation is eeds coach er must ional cost. asportation reimburse d reimburse d reimburse way ground ., cab fare, le service, cle is used, burse hotel	Air Travel/Bus Travel/Rail Travel i. The chapter will reimburse based upon which is most cost effective. ii. Tickets must be purchased no later than 30 days prior to the event, when possible. iii. Travel expenses will be paid at the coach fare. If a mode of transportation is chosen that exceeds coach fare, the member must defray the additional cost. Parking /Ground Transportation i. The chapter will reimburse for parking/ground transportation. ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day

The chapter delegates/representatives are traveling on official Delta business on behalf of the chapter; therefore, their expenditures should be underwritten by the chapter accordingly.

Reference Number:	28	Article Description:	Travel Policy
iteletence i tumber.	-0	Til tiele Description.	II a v ci I olicy

CURRENT PAGE	ARTICLE	SECTIO	N	NUMBER/LETTER			
31	VIII	6		A.2			
CURRI	ENT WORDING	G]	POLICIES AND PROC RECOMMENDAT			IF ADOPTED, WILL READ
Article VIII. Fi Procedures	scal Policies and	l		icle VIII. Fiscal Policies cedures			ele VIII. Fiscal Policies and edures
Section. 6. Trav	el Policy		Sec	tion. 6. Travel Policy	:	Section	on. 6. Travel Policy
B. Travel Policy for Delta Days at State, and other State/Cluster/Leadership Meetings Representatives			B. Travel Policy for Delta Days at State, and other State/Cluster/Leadership Meetings			B. Travel Policy for Delta Days at State, and other State/Cluster/Leadership Meetings	
i. The control for sing b. Double Occurs is the cluster of the control for the	2. Lodging		2.	Lodging a. The voting delegate alternate voting delegate provided funds for trooms. b. The lodging expension the actual cost for the delegate and alternate delegates, not to examaximum room rate by the National Conference single rooms plus ta	egate will be wo separate es will be at the voting the voting teed the established established established to established the the testablished the established	а	a. The voting delegate and alternate voting delegate will be provided funds for two separate rooms. The lodging expenses will be at the actual cost for the voting delegate and alternate voting delegates, not to exceed the maximum room rate established by the National Convention or Regional Conference, for two-single rooms plus tax.

The representatives are traveling on official Delta business and should be afforded single occupancy lodging if so desired. Likewise, the variants that cause respiratory illnesses warrant the ability for these representatives, at their discretion, to have single occupancy/separate rooms.

Additionally, location should not matter as these individuals are conducting official Delta business as representatives of Austin Alumnae. Furthermore, as a safety perspective they should be allowed lodging since they are acting in an official capacity.

Reference Number: 29 Article Description: Travel Policy

CURRENT PAGE	ARTICLE	SECTION	ON	NUMBER/LETTER		
32	VIII	6		С		
CURRE	ENT WORDING	J	POLICIES & PROCEDURES COMMITTEE RECOMMENDATION			IF ADOPTED, WILL READ
Article VIII: Fiscal Policies and		Article VIII: Fiscal Policies and		s and	Article VIII: Fiscal Policies and	
Procedures		Procedures			Procedures	
Section 6. Travel Policy			Sect	tion 6. Travel Policy		Section 6. Travel Policy

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

- 1. Transportation
 - 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.

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

- 1. Transportation
 - c. Air Travel/Bus Travel/Rail Travel
 - *i.* The chapter will reimburse based upon which is most cost effective.
 - *ii.* Tickets must be purchased no later than 30 days prior to the event, when possible.
 - iii. Travel expenses will be paid at the coach fare. If a mode of transportation is chosen that exceeds coach fare, the member must defray the additional cost.
 - d. Parking /Ground Transportation
 - *i.* The chapter will reimburse for parking/ground transportation.
 - ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.
 - iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per

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

- 1. Transportation
 - c. Air Travel/Bus Travel/Rail Travel
 - *i.* The chapter will reimburse based upon which is most cost effective.
 - *ii.* Tickets must be purchased no later than 30 days prior to the event, when possible.
 - iii. Travel expenses will be paid at the coach fare. If a mode of transportation is chosen that exceeds coach fare, the member must defray the additional cost.
 - d. Parking /Ground Transportation
 - *i.* The chapter will reimburse for parking/ground transportation.
 - ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.
 - iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per

RATIONALE

The chapter delegates/representatives are traveling on official Delta business on behalf of the chapter; therefore, their expenditures should be underwritten by the chapter accordingly.

Reference Number: 30 Article Description: Travel Policy

CURRENT	ARTICLE	SECTION	ON	NUMBER/LETTER		
PAGE						
31	VIII	6		A.2		
CURRENT WORDING		Ĵ	POLICIES & PROCEDURES		DURES	IF ADOPTED, WILL READ
		COMMITTEE RECOMMENDATION		ENDATION		
Article VIII. Fiscal Policies and		Article VIII. Fiscal Policies and		and	Article VIII. Fiscal Policies and	
Procedures		Procedures			Procedures	
Section. 6. Travel Policy			Sect	tion. 6. Travel Policy		Section. 6. Travel Policy

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

- Lodging
 - 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.

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

- Lodging
 - The voting delegate and alternate voting delegate will be provided funds for two separate rooms.
 - The lodging expenses will be at the actual cost for the voting delegate and alternate voting delegates, not to exceed the maximum room rate established by the National Convention or Regional Conference, for twosingle rooms plus tax.

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

- Lodging
 - The voting delegate and alternate voting delegate will be provided funds for two separate rooms.
 - The lodging expenses will be at the actual cost for the voting delegate and alternate voting delegates, not to exceed the maximum room rate established by the National Convention or Regional Conference, for twosingle rooms plus tax.

RATIONALE

The representatives are traveling on official Delta business and should be afforded single occupancy lodging if so desired. Likewise, the variants that cause respiratory illnesses warrant the ability for these representatives, at their discretion, to have single occupancy/separate rooms.

Additionally, location should not matter as these individuals are conducting official Delta business as representatives of Austin Alumnae. Furthermore, as a safety perspective they should be allowed lodging since they are acting in an official capacity.

Reference Number: 31 **Article Description:** | **Returned Check Policy**

CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER		
34	VIII	10		Е		
CURRENT WORDING			POLICIES & PROCEDURES COMMITTEE RECOMMENDATION			IF ADOPTED, WILL READ
Article VIII: Fiscal Policies and Procedures			Article VIII: Fiscal Policies and Procedures		and	Article VIII: Fiscal Policies and Procedures
Section 10: Insufficient Funds or Returned Checks Policy			Section 10: Insufficient Funds or Returned Checks Policy		s or	Section 10: Insufficient Funds or Returned Checks Policy
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.			E. A certified letter will be written by the Treasurer with a copy to the President and Financial Secretary that includes the charge for each returned check as well as due date, which is within two (2) weeks from the postmark date of the letter.		y to the Secretary for each s due date, weeks from	E. A certified letter will be written by the Treasurer with a copy to the President and Financial Secretary that includes the charge for each returned check as well as due date, which is within two (2) weeks from the postmark date

The current language conflicts with the Treasurer's duties and responsibilities as outlined in Article III, Section 1.H.12.(page 13).

Reference Number: 32 Article Description	: Nominations Timeline
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER
36	IX	3	A.1-7

CURRENT WORDING

POLICIES & PROCEDURES **COMMITTEE RECOMMENDATION**

IF ADOPTED, WILL READ

Article IX: Nominations, Elections, and **Voting Processes**

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

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A. The timeline for nominating and elections is as follows:

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September

November:

November:

- Review established rules and timelines.
- Review established rules and timelines.
- Review established rules and timelines.

Present information on positions with detailed roles and responsibilities, application, and scoring rubric to the Executive Board.

2. **December:**

2. **December:**

2. October

a.

Present information on positions with detailed roles and responsibilities, application and scoring rubric to the Executive Board

Present information on positions b. with detailed roles and responsibilities, application and scoring rubric to the Executive Board

open on October 1st. Present information on positions with detailed roles and responsibilities, application, and scoring rubric to the Chapter.

Call for Nominations will

3. January:

3. January:

December

Present the same information to the Chapter for vote; distribute Call for Nominations; and accept Candidate Profiles which include the Candidate Nomination Form and Delta Resume.

Present the same information to b. the Chapter for vote; distribute Call for Nominations; and accept Candidate Profiles which include the Candidate Nomination Form and Delta Resume.

close on December 31st. January Review applications and

Call for Nominations will

February:

February: Review profiles, as applicable,

March:

5.

4.

- Review profiles, as applicable, seek applicants for unfilled positions, and Present slate to Executive Board b.
- seek applicants for unfilled positions, and Present slate to Executive Board d.

seek applicants for unfilled positions. **February**

Present Slate to Executive

Board for information only.

- 5. March:
- e. Present Slate to Chapter.

6. March

- a. Present Slate to Chapter. Open floor for nominations.
- f. Open floor for nominations.

Present Slate to Chapter. a. Open floor for b.

nominations.

- 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.
- 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.

- All nominations received c. 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.
- Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting.
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Campaigning begins at the conclusion of the March chapter meeting until the

6. April:

Elections to be held during Chapter meeting.

6. April:

Elections to be held during Chapter meeting.

	beginning of the April Chapter meeting.	
7. April	Elections to be held at Chapter meeting.	

The updated timeline is needed to ensure candidates running for office are financial as the financial and program years no longer run parallel with each other. Programing is July 1 – June 30 while finance is January 1 – December 31.