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

Budget and Finance

Reference Number:1	Article Description:	B&F Committee Composition
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
19	IV	1	D.1		
CURRENT WORDING		BUDGET AN COMM RECOMM	ITTEE	IF ADOPTED, WILL READ	
Article IV: Committee Duties, Responsibilities and Membership Composition		Article IV: Commi Responsibilities and Composition	,	Article IV: Committee Duties, Responsibilities and Membership Composition	
Section 1 Standing Committees		Section 1 Standing Committees		Section 1 Standing Committees	
D. Budget and	D. Budget and Finance		D. Budget and Finance		D. Budget and Finance
 The Chair of the Committee is the Treasurer, and it is composed of about seven (7) members, including the President, Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, Program Planning and Development Chair, and Fundraising (Ways and Means) Chair. 			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, <i>First Vice</i> <i>President</i> , 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).

Elections

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
26	IV	2	5.a-d.	
CU	RRENT WORD	DING	ELECTIONS COM RECOMMEND	
	Article IV: Committee Duties, Responsibilities and Membership Composition		Article IV: Committee I Responsibilities and Mer Composition	Duties, Article IV: Committee Duties,
Section 2. Spec	ial Committees		Section 2. Special Comm	ittees 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). c. Set location. d. Set time to begin and end balloting. 			Elections Committee a. Determine the ba	This recommendation has P&Pior to the slate e Chapter, the meets to:Modifications5. 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

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 by S&S Representative.

Reference Number:	3	Article Description:	Elections Committee (2)
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
26	IV	2	A.5.a-d.	
CURRENT WORDING Article IV: Committee Duties, Responsibilities and Membership Composition		ELECTIONS C RECOMME		
		Article IV: Commit Responsibilities and Composition	· · · · · · · · · · · · · · · · · · ·	
Section 2. Spec	ial Committees		Section 2. Special Co	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). c. Set location. d. Set time to begin and end balloting. 			 elections. b. Set time to begin balloting. c. If meetings are b person - Two (2) Election Day, El conducts a mock Chapter meeting d. Following the m 	This recommendation has P&Por to the slate being ter, Electionsor to the slate being ter, Electionsor rules foror and endbeing held in o months before ections Committeec election during .c election, the ittee will reviewc.ewill review

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).

CURRENT PAGE	ARTICLE	SECTION		NUMBER/LETTER		
26	IV	2		6		
CURRI	ENT WORDING	J		ELECTIONS COM RECOMMENDA		IF ADOPTED, WILL READ
Article IV: Con	Committee Duties, Article		Article IV: Committee Duties,		Article IV: Committee Duties,	
Responsibilities	and Membersh	ip	Res	ponsibilities and Memb	oership	Responsibilities and Membership
Composition			Composition			Composition

Section 2. Special Committees	Section 2. Special Committees	Section 2. Special Committees <u>Modified by P&P</u> A. Elections Committee		
A. Elections Committee	A. Elections Committee			
 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. 	 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 meeting. Following the mock election, Elections Committee will review the process to 	 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. a. If meetings are being held in person, one (1) month before Election Day, the Elections Committee conducts a mock election during Chapter meeting. b. Following the mock election Elections Committee will 		

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; 60or 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

CURRENT PAGE	ARTICLE	SECT	ION	NUMBER/LETTER		
52	Appendix 7					
CURREN	T WORDING			ELECTIONS COMMITTE RECOMMENDATION (4)		IF ADOPTED, WILL READ
None			Арр	endix 7: Chapter Awards		Appendix 7: Chapter Awards
			A. E	lection Day Procedures for Cha	apter	A. Election Day Procedures for Chapter
			(Fou	nders Day) Awards		(Founders Day) Awards
			1.	Selection of Chapter Awards		1. Selection of Chapter Awards
				recipients takes place at the De	ecember	recipients takes place at the December
				Chapter meeting.		Chapter meeting.
			2.	Chapter voting begins at a desi		2. Chapter voting begins at a designated
				time on the chapter meeting ag		time on the chapter meeting agenda.
			3.	The Chair and Members of the		3. The Chair and Members of the
				elections committee issue the l		elections committee issue the ballot to
			those members eligible to vote.			those members eligible to vote.
			4. Only one ballot will be given to the			4. Only one ballot will be given to the
				eligible member during the tim		eligible member during the time
				designated on the meeting age	nda.	designated on the meeting agenda.
			B. V	oting Guidelines		B. Voting Guidelines

	 The chapter vote will be by secret ballot. Members will follow instructions provided by the Elections Committee. Only the Elections Chair and committee can distribute, collect, and tally ballots. Winners will be determined by greatest number of votes received in each award category. 	 The chapter vote will be by secret ballot. Members will follow instructions provided by the Elections Committee. Only the Elections Chair and committee can distribute, collect, and tally ballots. Winners will be determined by the greatest number of votes received in each award category.
RATIONALE	 C. Re-balloting A second ballot or runoff will be conducted only if there is a tie vote in any award category. The second ballot must be conducted during the current meeting. A quorum must be present in order to re-ballot. 	 C. Re-balloting A second ballot or runoff will be conducted only if there is a tie vote in any award category. The second ballot must be conducted during the current meeting. 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).

Nominating

Reference	Number:	6	Article Descriptio	n: Cha	apter Awards
CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
26	IV	2	5.a-d.		
CURRENT WORDING		NOMINATING RECOMMEN		EE IF ADOPTED, WILL READ	
ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS			ARTICLE III: ELE OFFICERS and OTI LEADERSHIP POSI	IER	ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS
Section 3: Duties and Responsibilities of Elected Positions		Section 3: Duties and of Elected Positions			
 A. Nominating Members 3. The committee nominations from elected officers a Minerva Circle, special chapter A slate of candidat 	e will solicit and n chapter memb and positions, ind Delta of the Yea Awards/Recognit	l receive ers for all cluding the r, and other	 A. Nominating Con Members 3. "The committee will receive nominations frimembers for all electer 	l solicit and om chapter d officers and e Founders D	ir andB. Nominating Committee Chair and Members This recommendation has P&P Modificationsd3. The committee will solicit and receive nominations from chapter

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 PAGE	ARTICLE	SECTION	NUMBER/LETTER		
39	IX	11			
CURRENT WORDING				G COMMITTEE ENDATION	IF ADOPTED, WILL READ
ARTICLE IX: I	NOMINATION	S,	ARTICLE IX: NON		
ELECTIONS, AND VOTING PROCESSES			ELECTIONS, AND PROCESSES	VOTING	
Section 10: Elec	ction Reporting				

Draft Amendments 02/03/2024

Section 11: Special Elections	Section 10: Election Reporting	
Section 11. Special Exections	Section 11: Chapter Awards	
	Section 12: Special Elections	
RATIONALE		

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 stringent process; thereby, requiring two-thirds approval by the chapter to make any changes.

CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER		
39	IX	11				
CURRENT WORDING		NOMINATING COMMITTEE RECOMMENDATION (3)			IF ADOPTED, WILL READ	
None			ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES			Appendix 7 Chapter Awards
			the r "DE	Nominating Committee name of the Chapter Awa LTA OF THE YEAR" b n "SOROR OF THE YEA	rd - e replaced	Delta of the Year will be replaced with "SOROR OF THE 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:	Cha	pter Awards
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
39	IX	11			
CURRENT WORDING			COMMITTEE NDATION (4)	IF ADOPTED, WILL READ	
Appendix 7: Cl Page 52, Append	•		The Nominating Con the Chapter Awards (removed from Appen to the newly created 3 Awards" or ARTICL NOMINATIONS, EI VOTING PROCESS Further the Nominati suggests that the Cha Guidelines found in A removed and inserted Guidelines attached.	Guidelines be Idix 7 and be inserted Section 11 "Chapter E IX: LECTIONS, AND ES ng Committee pter Award Appendix 7 be	N/A

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 stringent process; thereby, requiring two-thirds approval by the chapter to make any changes.

The committee <u>supports paragraph two</u> 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. <u>Nomination Form</u>

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

<u>Criteria</u>

- $\hfill\square$ 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

<u>Criteria</u>

- □ 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.
- $\hfill\square$ 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 Δ Myra Davis Hemmings Δ Zephyr Chisom Carter Δ 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.
- $\hfill\square$ Must be nominated by a financial member of the Austin Alumnae Chapter
- $\hfill\square$ 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 <u>with Physical and Mental Health</u> and/or <u>Economic Development programming within the Chapter's service area</u>.

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 <u>International Awareness and Involvement</u> 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
Nominee'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:	

Scoring Guide is based on a Total of 100 points.

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

Chapter Member

Reference Number:10			Article Descripti	ion:	Elected Officer/Position Criter	
CURRENT PAGE 35	ARTICLE IX	SECTION 1	ON NUMBER/LETTER 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			ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions			ıd
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.			D. The President, First Vice President, Financial Secretary, and Chair of Technology must have attended at least two of the last three National Conventions AND two of the last three Regional Conference held prior to her nomination.			ee

RATIONALE

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 is 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.

Furthermore, having attended at least one of the past two National Conventions and one of the past two Regional Conferences ensures that the chapter is able to have a full slate of qualified candidates. Understanding that the requirement for the Minerva Circle is indeed two of the last three conferences and conventions, Membership Intake (MIT) is not that frequent. The Executive Board along with the Chapter must keep the Minerva Circle requirements in mind as discussions for MIT evolve.

Policies and Procedures

Reference Number: 11			1	Article Description: Execu			utive Committee
CURRENT	ARTICLE	SECTIO)N	NUMBER/LETTER			
PAGE							
7	Π	1		С			
CURRENT WORDING]	POLICIES AND PROC	EDU	RES	IF ADOPTED, WILL READ
				RECOMMENDATION			
Article II: Chaj	oter Structure,		Article II: Chapter Structure,				Article II: Chapter Structure,
Governing Bod	ies and Respons	sibilities	Governing Bodies and Responsibilities		bilities	Governing Bodies and Responsibilities	
Section 1. Executive Committee			Section 1. Executive Committee			Section 1. Executive Committee	
C. The President develops the agenda,				C. The President develops the agenda,			C. The President develops the agenda for
and the Recording Secretary prepares the and the Recording Secretary prepares the the Executive Committee						the Executive Committee.	
agenda for the E	xecutive Commi	age	agenda for the Executive Committee.				
RATIONALE							
The above recommendation aligns with, Article IV: Committee Duties, Responsibilities and Membership Composition							
	U						genda for the Executive Committee. By
				t will be removed.	1 I.		

	Reference Number:	12	Article Description:	Executive Board Composition
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CURRENT PAGE	ARTICLE	SECTI	ON	NUMBER/LETTER				
8	П	2		F-G				
CURRENT WORDING]	POLICIES AND PROC RECOMMENDAT		IF ADOPTED, WILL READ		
Article II: Chapter Structure, Governing Bodies & Responsibilities			Article II: Chapter Structure, Governing Bodies & Responsibilities					
Section 2. Executive Board			Section 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 recommendation.								

CURRENT PAGE	ARTICLE	ARTICLE SECTION		TION NUMBER/LETTER		
8	П	3		A.2.j.a.		
CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION			IF ADOPTED, WILL READ
Article II: Chapter Structure, Governing Bodies & Responsibilities			Article II: Chapter Structure, Governing Bodies & Responsibilities			Article II: Chapter Structure, Governing Bodies & Responsibilities
Section 3: Committees.			Section 3: Committees.			Section 3: Committees.
A. Standing Committeesj. Membership Servicesa. Hospitality and Courtesies			A. Standing Committees u. Hospitality and Courtesies is recommended as a stand-alone committee rather than a subcommittee of Membership Services.			A. Standing Committeesu. Hospitality and Courtesies
RATIONALE						ties and responsibilities of Membership

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 actions.

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.

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
8-9	II	3	А.		
CURRENT WORDING			POLICIES AND PR RECOMMEND		IF ADOPTED, WILL READ
None			Article II: Chapter Stru Governing Bodies & Re		Article II: Chapter Structure, Governing Bodies & Responsibilities
			Section 3: Committees.		Section 3: Committees.
			A. Standing Committeesw. Chaplain's Council is recommended as a new standing committee		A. Standing Committeesw. Chaplains Council is recommendedas a new standing committee

RATIONALE

The Chaplain's 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 Chaplain's 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:	15	Article Description

on: Corresponding Secretary

CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER				
11-12	III	1		E				
CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION			IF ADOPTED, WILL READ		
Article III: Elected Officers and Other Leadership Positions			Article III: Elected Officers and Other Leadership Position			Article III: Elected Officers and Other Leadership Positions		
Section 1: Duties and Responsibilities of Elected Officers		Section 1: Duties and Responsibilities of Elected Officers			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.				Corresponding Secretary Disseminates the official espondence of the chapte ction of the President.		E. Corresponding Secretary 11. Disseminates the official correspondence of the chapter at the direction of the President.		
RATIONALE The recommendation further refines the roles of the position.								

CURRENT PAGE	ARTICLE	SECTIO	N	NUMBER/LETTER		
22	IV	1		E.		
CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION			IF ADOPTED, WILL READ
None				ticle IV: Committee Du sponsibilities and Memb mposition	· ·	Article IV: Committee Duties, Responsibilities and Membership Composition
				ction 1. Standing Comm Emergency Response	ittees	Section 1. Standing Committees E. Emergency Response
			4.	The Emergency Respon Committee will provide assistance to members we experiencing a personal tragedy, suffering a loss natural disaster, etc. This outreach program will a include, but is not limite circumstances such as le or its contents due to fir flood, hurricane, extend	financial who are hardship, due to s kind of ddress and ed to oss of home e, tornado, ed/uninsured	4. The Emergency Response Committee will provide financial assistance to members who are experiencing a personal hardship, tragedy, suffering 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.
RATIONALE				medical costs, etc. (new)	

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.

17

Article Description: Hospitality and Courtesies

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
23	IV	1	J.11.f.		
CURRENT WORDING			POLICIES AND PE RECOMMEN		IF ADOPTED, WILL READ
Article IV: Committee Duties, Responsibilities and Membership Composition			Article IV: Committee Responsibilities and Me Composition	mbership	Article IV: Committee Duties, Responsibilities and Membership Composition
Section 1. Stand	ling Committee	s	Section 1. Standing Con	nmittees	Section 1. Standing Committees
extending courte recognition to cl visiting Sorors f engagement, etc ii. The commi- playing a key ro environment, wh spirit to our men chapter meeting as appropriate an deemed by the F Chairperson. iii. The Hospit Committee will Membership Ser provide appropri- manner. iv. The courte guidelines with Omega Ceremon Chapter member v. Each mem responsible for c case of an illness Such notification events of recogn are encouraged to telephone sorors	ng committee of operations) mittee is respon- sies, such as con- apter members, alfilling a speak ttee is also respon- te in setting a ho- abers, sorors and s, Delta sponsore alother activitie resident and/or ality and Courte work closely with vices Committee ate courtesies in sies referenced i he exception of any are extended of s. ber and Soror with ontacting the Pr s or death in her n is also application ition and honor. o send cards, vis for personal con- diate family men- urpose of this po- phter, parent, bro- blings, steppared hter-in-law, bro-	lependingsible foradolences,to honorngonsible forspitablesisterlyguests atad events,s assiesh thee toa timelyn thethe Omegaonly toII beesident infamily.ole duringMemberssit orirtesies.nber isolicy as aother/sister,nt, parent-	 R. Hospitality and Cour Committee The Chair of this conensure courtesies are chapter members, Deand family members The Chair of this conenced of all actions committee. The Chair will serve the Membership Service continuity duplicating services. The Chair will ensure continuity duplicating services. The Chair will ensure activities associated refreshments for Chawhen required. This Committee is refershments, honoring with fulfilling speaking en An overview of coure extended are as following with the service of the sectended are as following with the service of the sectended are as following with the seco	nmittee will extended to elta Dignitaries, when appropriate. nmittee will keep taken by the as a member of vices Committee but avoid e coordination of with providing apter meetings, esponsible for , such as ition to chapter visiting sorors ngagements, etc. tesies to be	 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 member will be acknowledged with a courtesy not to exceed \$25. b. Death: 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. Upon the death of a financial chapter member the family will receive a financial courtesy not to exceed \$100.

a. Illness: In the event of	i. Outgoing President - \$100
hospitalization, a Chapter member	maximum.
will be acknowledged with a	ii. Completion of postgraduate
courtesy not to exceed \$25.	degree - \$25 maximum
b. Death:	iii. Retirement of Member - \$25
i. In memory of an immediate	maximum
family member of a chapter	iv. Special recognition of a
member, a card will be given in	member – The Odyssey
their honor and announcement	v. Wedding – card and mention in
in The Odyssey or chapter	The Odyssey
publication.	vi. New Child - card and mention
ii. Upon the death of a financial	in The Odyssey
chapter member the family will	vii. Birthday – card and mention in
receive a financial courtesy not	The Odyssey
to exceed $\$100$.	viii. Delta Dignitaries, i.e., National
c. Special Occasion:	and/or Regional Officers will
i. Outgoing President - \$100	have a courtesy extended as
maximum	deemed appropriate for the
ii. Completion of postgraduate	occasion, with a maximum of
degree - \$25 maximum	\$100.
iii. Retirement of Member - \$25	
maximum	Additionally, chapter members are
iv. Special recognition of a member	encouraged to send cards, visit or
- The Odyssey	telephone sorors for personal courtesies.
	terepriorie sorors for personal courtestes.
v. Wedding – card and mention in	The immediate family member is defined
The Odyssey	for the purpose of this policy as a spouse,
vi. New Child - card and mention	
in The Odyssey	child/children, parent, or sibling.
vii. Birthday – card and mention in	
The Odyssey	6. The Hospitality and Courtesies
viii. Delta Dignitaries, i.e., National	Committee will work closely with the
and/or Regional Officers will	Membership Services Committee to
have a courtesy extended as	provide a hospitable environment that
deemed appropriate for the	welcomes a sisterly spirit to our members,
occasion, with a maximum of	sorors, and guests at chapter meetings,
\$100.	Delta sponsored events, as appropriate and
	other activities as deemed by the President
Additionally, chapter members are	and/or Chair.
encouraged to send cards, visit or	
telephone sorors for personal	
courtesies.	
courtesies.	
The immediate family member is	
defined for the purpose of this policy	
as a spouse, child/children, parent, or	
sibling.	
6 The Hearitelity and Caustering	
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.	
7. This Committee will coordinate with	
the chapter's Emergency Response	
Team on providing financial assistance	
to members who are experiencing a	
personal hardship, tragedy, suffered a	

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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	<i>R. Chapter Specific Standing Committees will be revised to Chapter Specific Standing Committees</i>		
None	IV	1	S.4 (new)			
CURRENT WORDING			POLICIES AND PRO		IF ADOPTED, WILL READ	
None			RECOMMEND. Article IV: Committee Do Responsibilities & Memb Composition Section 1. Standing Commits S. Chapter Specific Stand 4. Chaplain's Council a. The Chaplain will chair of the commits b. The committee replicition of the committee replication of the spiritum meetings or Chapper request. c. The committee with Chapter member particle and bereavement particle definition of the chaplain upon or as directed president. (new)	nties, ership nittee ling Committees serve as the nittee. presentative will hal tone of ter events upon ll support orayer requests notices. n when called	 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 representative will help set the spiritual tone of meetings or Chapter events upon request. c. The committee will support Chapter member prayer requests and bereavement notices. d. Assist the Chaplain when called upon or as directed by the Chapter President 	

RATIONALE

The Chaplain's 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:	19	Article Description:	Local Dues

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
30	VIII	2		
CURRENT WORDING		Gr I	POLICIES AND PROC RECOMMENDAT	 IF ADOPTED, WILL READ

Section 2. Local Dues Section 2. Local Dues B. Delta DEAR Local Chapter Dues – Members at the age of 80 or above will receive a waiver of 50% of the Delta DEAR Local Chapter Dues Members at the age of 80 or above receive a waiver of 50% of the	
Members at the age of 80 or above will receive a waiver of 50% of theMembers at the age of 80 or above receive a waiver of 50% of the lo	
local chapter dues as described above chapter dues as described above i in paragraph A.1. (currently \$185) paragraph A.1.	e will cal

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:	20	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION		NUMBER/LETTER		
31	VIII	6				
CURRENT WORDING]	POLICIES AND PROC RECOMMENDAT		IF ADOPTED, WILL READ
			Pro	icle VIII. Fiscal Policies cedures tion. 6. Travel Policy	and	Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy
			be b	travel requiring Chapter f oudgeted and approved by pter.		All travel requiring Chapter funds must be budgeted and approved by the Chapter.
				tement is inserted before	Item A.)	
RATIONALE Proper budgeting should be made to ensure applicable travel expenditures are sustained annually.						

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CURRENT PAGE			N	NUMBER/LETTER			
31	VIII	6		A.1			
CURRENT WORDING		POLICIES &PROCEDURES COMMITTEE RECOMMENDATION			IF ADOPTED, WILL READ		
Article VIII. Fiscal Policies and Procedures		Article VIII. Fiscal Policies and Procedures			ticle VIII. Fiscal Policies and ocedures		
Section. 6. Travel Policy		Section. 6. Travel Policy		Sec	ction. 6. Travel Policy		
A. Travel Policy for National Convention and Regional Conference Delegates		A. Travel Policy for National Convention and Regional Conference Delegates		А.	Travel Policy for National Convention and Regional Conference Delegates		
1. Transportat	ion		1.	Transportation		1.	Transportation

Draft Amendments 02/03/2024

с.	Air Travel/Bus Travel/Rail	c. Air Travel/Bus Travel/Rail Travel	c. Air Travel/Bus Travel/Rail Travel
	Travel	<i>i</i> . The chapter will reimburse	<i>i</i> . The chapter will reimburse
	i. The chapter will	based upon which is most cost	based upon which is most cost
	reimburse based	effective.	effective.
	upon which is most	<i>ii.</i> Tickets must be purchased no	<i>ii.</i> Tickets must be purchased no
	cost effective.	later than 30 days prior to the	later than 30 days prior to the
d.	Parking /Ground	event, when possible.	event, when possible.
	Transportation	<i>iii.</i> Travel expenses will be paid at	<i>iii</i> . Travel expenses will be paid at
	i. The chapter will	the coach fare. If a mode of	the coach fare. If a mode of
	not reimburse for	transportation is chosen that	transportation is chosen that
	parking/ground	exceeds coach fare, the member	exceeds coach fare, the member
	transportation.	must defray the additional cost.	must defray the additional cost.
	-	d. Parking /Ground Transportation	d. Parking /Ground Transportation
		<i>i</i> . The chapter will reimburse for	<i>i</i> . The chapter will reimburse for
		parking/ground transportation.	parking/ground transportation.
		<i>ii.</i> The Chapter will reimburse up	<i>ii.</i> The Chapter will reimburse up
		to \$40 for one way ground	to \$40 for one way ground
		transportation, i.e., cab fare,	transportation, i.e., cab fare,
		ridesharing, shuttle service, etc.	ridesharing, shuttle service, etc.
		<i>iii</i> . If a personal vehicle is used,	<i>iii</i> . If a personal vehicle is used,
		Chapter will reimburse hotel	Chapter will reimburse hotel
		parking at the self-parking rate	parking at the self-parking rate
		per day.	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:	22	Article Description:	Travel Policy

CURRENT PAGE	ARTICLE	SECTIO	N	NUMBER/LETTER				
31	VIII	6		A.2				
CURRI	ENT WORDING	G	Р	OLICIES AND PROC RECOMMENDAT			IF ADOPTED, WILL READ	
Article VIII. Fiscal Policies and Procedures			Article VIII. Fiscal Policies and Procedures			Article VIII. Fiscal Policies and Procedures		
Section. 6. Trav	el Policy		Sect	ion. 6. Travel Policy	\$	Section. 6. Travel Policy		
	cy for National and Regional Delegates			Travel Policy for Natio Convention and Region Conference Delegates		(Fravel Policy for National Convention and Regional Conference Delegates	
i. The c for sing b. Double Occ i. the cl hotel co occupa	hapter will reimb ost based on doul ncy if the meetin eyond a 25-mile	eimburse urse ble room g takes		 Lodging a. The voting delegate alternate voting delegate provided funds for t rooms. b. The lodging expense the actual cost for th delegate and alterna delegates, not to exc maximum room rate by the National Con Regional Conference single rooms plus ta 	and egate will be wo separate es will be at e voting te voting reed the e established vention or e, for two-	а	 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 two- single 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:	23	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER				
31	VIII	6		A.4.				
CURRENT WORDING			POLICIES AND PROCEDURES 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			А.	Travel Policy for National Convention and Regional Conference Delegates	
 Subscription Events The chapter will not reimburse for subscription events. 				Subscription Events a. The chapter will pay Social Action Lunch chapter voting deleg Social Action co-ch	y for the neon for the gate and	4.	Subscription Events a. The chapter will pay for the Social Action Luncheon for the chapter voting delegate and Social Action co-chairs.	

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.

Reference Number: 24	24	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER				
31	VIII	6		B.1				
CURRE	ENT WORDING	r J	POLICIES AND PROCEDURES 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			
B. Travel Policy for Delta State meetings, Delta Days at State, and		B. Travel Policy for Delta State meetings, Delta Days at State, and			C. Travel Policy for Delta State meetings, Delta Days at State, and			

	State/Cluster/Leadership gs Representatives		State/Cluster/Leadership gs Representatives	other State/Cluster/Leadership meetings Representatives		
1. Transpo c. d.	Air Travel/Bus Travel/Rail Travel i. The chapter will reimburse based upon which is most cost effective. Parking /Ground Transportation i. The chapter will not reimburse for parking/ground transportation.	Tr i. ii. iii.	tation r Travel/Bus Travel/Rail avel The chapter will reimburse based upon which is most cost effective. Tickets must be purchased no later than 30 days prior to the event, when possible. 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. king /Ground Transportation The chapter will reimburse for parking/ground transportation. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day	Тт <i>і.</i> <i>іі.</i> <i>ііі.</i>	rtation ir Travel/Bus Travel/Rail ravel The chapter will reimburse based upon which is most cost effective. Tickets must be purchased no later than 30 days prior to the event, when possible. 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. thing /Ground Transportation The chapter will reimburse for parking/ground transportation. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. 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:25Article Description:Travel Policy
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C	URRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER			
	31	VIII	6		B.2			
	CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION				IF ADOPTED, WILL READ
	Article VIII. Fiscal Policies and Procedures			Article VIII. Fiscal Policies and Procedures			Article VIII. Fiscal Policies and Procedures	
Sec	Section. 6. Travel Policy			Section. 6. Travel Policy			Sec	ction. 6. Travel Policy
В.	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		В.	Travel Policy for Delta Days at State, and other State/Cluster/Leadership Meetings		
2.	Lodging			2.	Lodging		2.	Lodging

 b. 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. 	 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 two- 	 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 two-
	Regional Conference, for two- single rooms plus tax.	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.

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER				
32	VIII	6	C.1				
CURR	ENT WORDING		POLICIES & PROCE OMMITTEE RECOMM		IF ADOPTED, WILL READ		
Article VIII: Fiscal Policies and Procedures			rticle VIII: Fiscal Policie rocedures	s and	Article VIII: Fiscal Policies and Procedures		
Section 6. Trav	el Policy	Se	ection 6. Travel Policy		Section 6. Travel Policy		
	cy for DDNC, D onal/Regional M s	leetings ar	. Travel Policy for DDNC nd other National/Regiona epresentatives		C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives		
Tr d. Pa	ion r Travel/Bus Tra avel i. The chapter reimburse upon whice cost effect rking /Ground ansportation i. The chapter not reimbur parking/gr transporta	er will based h is most ive. er will urse for ound	Transportation c. Air Travel/Bus Trav Travel <i>i</i> . The chapter wild based upon whith cost effective. <i>ii</i> . Tickets must be no later than 30 the event, when <i>iii</i> . Travel expenses at the coach farty of transportation that exceeds cost member must d additional cost. <i>d</i> . Parking /Ground Tra <i>i</i> . The chapter w for parking/ground.	l reimburse ch is most purchased days prior to possible. will be paid e. If a mode n is chosen ach fare, the efray the ansportation ll reimburse	 Transportation Air Travel/Bus Travel/Rail Travel The chapter will reimburse based upon which is most cost effective. Tickets must be purchased no later than 30 days prior to the event, when possible. 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		

ii.	The Chapter will reimburse	ii.	The Chapter will reimburse
	up to \$40 for one way ground transportation, i.e.,		up to \$40 for one way ground transportation, i.e.,
	cab fare, ridesharing,		cab fare, ridesharing,
	shuttle service, etc.		shuttle service, etc.
iii.	If a personal vehicle is used, Chapter will	iii.	If a personal vehicle is used, Chapter will
	reimburse hotel parking at the self-parking rate per		reimburse hotel parking at the self-parking rate per
	day.		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:	27	Article Description:	Travel Policy
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CURRENT PAGE 31	ARTICLE VIII	SECTION 6	NUMBER/LETTER C.2				
CURRENT WORDING Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives			POLICIES & PROCE OMMITTEE RECOMM ticle VIII. Fiscal Policies ocedures ction. 6. Travel Policy Travel Policy for DDN and other National/Reg Meetings Representativ	ENDATION and A P S C, DDUN ional	IF ADOPTED, WILL READ Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives		
i. The c for sing b. Double C i. the cl hotel co occupa	hapter will reimb ost based on dou ncy if the meetin eyond a 25-mile	urse ble room g takes	 Lodging a. The voting delegate alternate voting delegate provided funds for trooms. b. The lodging expense the actual cost for the delegate and alternad delegates, not to excomaximum room rate by the National Con Regional Conference single rooms plus taged. 	gate will be wo separate es will be at e voting eed the established vention or e, for two-	 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 two-single 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:	28	Article Description:	Returned Check Policy	
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President, which will state payment is requested within two (2) weeks from the postmark date of the letter.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 fromthe 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 fromthe 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	CURRENT PAGE	ARTICLE	SECTIO	ON	NUMBER/LETTER		
COMMITTEE RECOMMENDATIONArticle VIII: Fiscal Policies and ProceduresArticle VIII: Fiscal Policies and ProceduresArticle VIII: Fiscal Policies and ProceduresSection 10: Insufficient Funds or 	34	VIII	10		E		
ProceduresProceduresProceduresProceduresSection 10: Insufficient Funds or Returned Checks PolicySection 10: Insufficient Funds or Returned Checks PolicySection 10: Insufficient Funds or Returned Checks PolicySection 10: Insufficient Funds or Returned Checks PolicyE. 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 fromE. 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 fromE. 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	CURRE	ENT WORDING	Ĵ	CO			IF ADOPTED, WILL READ
Returned Checks PolicyReturned Checks PolicyReturned Checks PolicyE. A certified letter will be written by 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 fromE. 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 fromE. 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 fromE. 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							
President, which will state payment is requested within two (2) weeks from the postmark date of the letter.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 fromthe 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 fromthe 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.	E. A certified letter will be written by the President, which will state payment is requested within two (2) weeks from the			E.	the Treasurer with a cop President and Financial 3 that includes the charge returned check as well as	y to the Secretary for each s due date, weeks from	the Treasurer with a copy to the President and Financial Secretary

Reference Number:29Article Description:Elected Officer/Position Criteria				
	Reference Number:	29	Article Description:	Elected Officer/Position Criteria

CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
35	IX	1	D		
CURRENT WORDING		١G	POLICIES AND PRO RECOMMEND		IF ADOPTED, WILL READ
ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES		ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES		RTICLE IX: NOMINATIONS, LECTIONS, AND VOTING ROCESSES	
Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions			Section 1. Eligibility Cri Holding Elected Chapter Elected Positions	Officer and H	ection 1. Eligibility Criteria for olding Elected Chapter Officer and lected 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		D. The candidates for the President, First Vice F Vice President, and Fi must have attended at last two (2) National C one of the last two (2) Conferences.	resident, Second Pr nancial Secretary Vi least one of the m onventions and tw	The candidates for the offices of resident, First Vice President, Second ice President, and Financial Secretary sust have attended at least one of the last vo (2) National Conventions and one of the last two (2) Regional Conferences.	

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:	30	Article Description:	Elected Officer/Positions Criteria
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Current Page 35	Article IX	Section 1	1	Number/Letter F.1.		
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION			IF ADOPTED, WILL READ	
ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES			Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions			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: Recommendation: Add: Note: The chapter must have a written notification of intent to seek			Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions
F. The Candidate Profile will include:1. Candidate Nomination Form2. Delta Resume			office from candidate. This may be a candidate nomination form or application.			 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 Adds the manda	• •				ent and include any	v supporting data):

Reference Number:	31	Article Description:	Nominations Timeline
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-	URRENT PAGE	ARTICLE	SECTIO	N	NUMBER/LETTER				
	36	IX	3		A.1-7				
	CURRI	ENT WORDING	J	CO	POLICIES & PROCE			IF ADOPTED, WILL READ	
Article IX: Nominations, Elections, and Voting Processes			ions, and	COMMITTEE RECOMMENDATION Article IX: Nominations, Elections, and Voting Processes			Article IX: Nominations, Elections, and Voting Processes		
Section 3: Timeline for Nominations of Chapter Officers and Elected Positions					tion 3: Timeline for Non opter Officers and Elect		Section 3: Timeline for Nominations of Chapter Officers and Elected Positions		
A. The timeline for nominating and elections is as follows:		and	A. The timeline for nominating and elections is as follows:		A. The timeline for nominating and elections is as follows:				
1. 2.	b. Pres posi and appl rubr Boa October		on ed roles ring ve	2.	 November: a. Review established timelines. December: a. Present information with detailed roles a responsibilities, app scoring rubric to the Board 	on positions nd lication and	2.	 November: b. Review established rules and timelines. December: b. Present information on positions with detailed roles and responsibilities, application and scoring rubric to the Executive Board 	
	opo b. Pre pos	Il for Nomination en on October 1 st esent information sitions with detai <u>1 responsibilities</u>	t. 1 on iled roles	3.	January: a. Present the same inf the Chapter for vote Call for Nomination Candidate Profiles v	; distribute s; and accept		 January: b. Present the same information to the Chapter for vote; distribute Call for Nominations; and accept Candidate Profiles which include 	

	application, and scoring		the Candidate Nomination Form and Delta Resume.		the Candidate Nomination Form and Delta Resume.
3.	rubric to the Chapter. December	4.		4.	
5.		4.	February:	4.	February:
	a. Call for Nominations will		a. Review profiles, as applicable,		c. Review profiles, as applicable,
	close on December 31 st .		seek applicants for unfilled		seek applicants for unfilled
4.	January		positions, and		positions, and
	a. Review applications and		b. Present slate to Executive Board		d. Present slate to Executive Board
	seek applicants for unfilled	5.	March:	5.	March:
	positions.		a. Present Slate to Chapter.		e. Present Slate to Chapter.
5.	February		b. Open floor for nominations.		f. Open floor for nominations.
	a. Present Slate to Executive		c. All nominations received from		g. All nominations received from
	Board for information only.		the floor must be determined		the floor must be determined
6.	March		eligible prior to being slated.		eligible prior to being slated.
	a. Present Slate to Chapter.		Nominations from the floor are		Nominations from the floor are
	b. Open floor for		only taken at this meeting and		only taken at this meeting and
	nominations.		not on the day of elections.		not on the day of elections.
	c. All nominations received		d. Campaigning begins at the		h. Campaigning begins at the
	from the floor must be		conclusion of the March chapter		conclusion of the March chapter
	determined eligible prior to		meeting until the beginning of		meeting until the beginning of
	being slated. Nominations		the April Chapter meeting.		the April Chapter meeting.
	from the floor are only	6.	April:	6.	April:
	taken at this meeting and	υ.	a. Elections to be held during	υ.	b. Elections to be held during
	not on the day of elections.		Chapter meeting.		Chapter meeting.
	d. Campaigning begins at the		Chapter meeting.		Chapter meeting.
	conclusion of the March				
	chapter meeting until the				
	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.

Reference Number:		32	Article Description: Instal		ation of Officers	
CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER			
39	X	1	C (new)			
CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ	
None			Article X Installation of Officers		Article X Installation of Officers	
			Section 1. Guidelines for Installation of Officers.		Section 1. Guidelines for Installation of Officers.	
			C. The incoming Chapter Presi select the Installing Officer. Th Officer shall conduct the Instal Chapter Officers Ceremony as the Official Ritual of Grand Ch Delta Sigma Theta Sorority, In (new)	e Installing lation of detailed in apter of	C. The incoming Chapter President will select the Installing Officer. The Installing Officer shall conduct the Installation of Chapter Officers Ceremony as detailed in the Official Ritual of Grand Chapter of Delta Sigma Theta Sorority, Incorporated.	

RATIONALE

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