

**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 AND FINANCE COMMITTEE RECOMMENDATION	IF ADOPTED, WILL READ	
Article IV: Committee Duties, Responsibilities and Membership Composition Section 1 Standing Committees D. Budget and Finance 1. 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.			Article IV: Committee Duties, Responsibilities and Membership Composition Section 1 Standing Committees D. Budget and Finance 1. The Chair of the Committee is the Treasurer, and it is composed of about seven (7) members, including the President, <i>First Vice President</i> , Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, Program Planning and Development Chair, and Fundraising (Ways and Means) Chair.	Article IV: Committee Duties, Responsibilities and Membership Composition Section 1 Standing Committees D. Budget and Finance 1. The Chair of the Committee is the Treasurer, and it is composed of about eight (8) members , including the President, <i>First Vice 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

Reference Number:	2	Article Description:	Elections Committee
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
26	IV	2	5.a-d.		
CURRENT WORDING			ELECTIONS COMMITTEE RECOMMENDATION	IF ADOPTED, WILL READ	
<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 2. Special Committees</p> <p>A. Elections Committee</p> <p>5. 60 days prior to the slate being presented to the Chapter, Elections Committee meets to:</p> <p>a. Establish/review rules for elections.</p> <p>b. Determine the balloting method (paper, machines, electronic device).</p> <p>c. Set location.</p> <p>d. Set time to begin and end balloting.</p>			<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 2. Special Committees</p> <p>A. Elections Committee</p> <p>5. Within 90 days prior to the slate being presented to the Chapter, the Elections Committee meets to:</p> <p>a. Determine the balloting method (paper, machines, electronic device, online platforms).</p> <p>b. Set location.</p> <p>c. Investigate location technology (access, availability to Wi-Fi, etc.).</p>	<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 2. Special Committees</p> <p>A. Elections Committee</p> <p>This recommendation has P&P Modifications</p> <p>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.:</p> <p>a. Investigate location to ensure technology (access, availability to Wi-Fi, etc.) is sufficient.</p> <p>b. If meetings are being held in person - Two (2) months before Election Day, the Elections Committee conducts a mock election during Chapter meeting.</p> <p>c. Following the mock election, Elections Committee will review the process to determine areas needing adjustment and/or support.</p>	
<p>RATIONALE</p> <p>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.</p>					

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			ELECTIONS COMMITTEE RECOMMENDATION	IF ADOPTED, WILL READ
Article IV: Committee Duties, Responsibilities and Membership Composition Section 2. Special Committees A. Elections Committee 5. 60 days prior to the slate being presented to the Chapter, Elections Committee meets to: <ol style="list-style-type: none"> Establish/review rules for elections. Determine the balloting method (paper, machines, electronic device). Set location. Set time to begin and end balloting. 			Article IV: Committee Duties, Responsibilities and Membership Composition Section 2. Special Committees A. Elections Committee 5. Within 60 days prior to the slate being presented to the Chapter, Elections Committee meets to: <ol style="list-style-type: none"> Establish/review rules for elections. Set time to begin and end balloting. If meetings are being held in person - Two (2) months before Election Day, Elections Committee conducts a mock election during Chapter meeting. Following the mock election, the Elections Committee will review the process to determine areas needing adjustment and/or support. 	Article IV: Committee Duties, Responsibilities and Membership Composition Section 2. Special Committees A. Elections Committee <i>This recommendation has P&P Modifications</i> 5. 60 days prior to the slate being presented to the Chapter, Elections Committee meets to: <ol style="list-style-type: none"> Establish/review rules for elections. Determine the balloting method (paper, machines, electronic device). Set location. Set time to begin and end balloting. Investigate location technology (access, availability to Wi-Fi, etc.).
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 Number:	4	Article Description:	Elections Committee (4)
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
26	IV	2	6	
CURRENT WORDING			ELECTIONS COMMITTEE RECOMMENDATION	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 Membership Composition

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.	Section 2. Special Committees 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 meeting. Following the mock election, Elections Committee will review the process to determine areas needing adjustment and/or support.	Section 2. Special Committees Modified by P&P 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. 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 review the process to
RATIONALE 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
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
52	Appendix 7			
CURRENT WORDING		ELECTIONS COMMITTEE RECOMMENDATION (4)		IF ADOPTED, WILL READ
None		Appendix 7: Chapter Awards A. Election Day Procedures for Chapter (Founders Day) Awards <ol style="list-style-type: none"> Selection of Chapter Awards recipients takes place at the December Chapter meeting. Chapter voting begins at a designated time on the chapter meeting agenda. The Chair and Members of the elections committee issue the ballot to those members eligible to vote. Only one ballot will be given to the eligible member during the time designated on the meeting agenda. B. Voting Guidelines		Appendix 7: Chapter Awards A. Election Day Procedures for Chapter (Founders Day) Awards <ol style="list-style-type: none"> Selection of Chapter Awards recipients takes place at the December Chapter meeting. Chapter voting begins at a designated time on the chapter meeting agenda. The Chair and Members of the elections committee issue the ballot to those members eligible to vote. Only one ballot will be given to the eligible member during the time designated on the meeting agenda. B. Voting Guidelines

	<ol style="list-style-type: none"> 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 greatest number of votes received in each award category. <p>C. Re-balloting</p> <ol style="list-style-type: none"> 1. A second ballot or runoff will be conducted only if there is a tie vote in any award category. 2. The second ballot must be conducted during the current meeting. 3. A quorum must be present in order to re-ballot. 	<ol style="list-style-type: none"> 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. <p>C. Re-balloting</p> <ol style="list-style-type: none"> 1. A second ballot or runoff will be conducted only if there is a tie vote in any award category. 2. The second ballot must be conducted during the current meeting. 3. A quorum must be present in order to re-ballot.
<p>RATIONALE</p> <p>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).</p>		

Nominating

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 COMMITTEE RECOMMENDATION	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: 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 as well as the Founders Day Chapter Awards to create a slate of candidates."	ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 3: Duties and Responsibilities of Elected Positions B. Nominating Committee Chair and Members <i>This recommendation has P&P Modifications</i> 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 PAGE	ARTICLE	SECTION	NUMBER/LETTER	
39	IX	11		
CURRENT WORDING			NOMINATING COMMITTEE RECOMMENDATION	IF ADOPTED, WILL READ
ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Section 10: Election Reporting			ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES	

Section 11: Special Elections	Section 10: Election Reporting 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.

Reference Number:	8	Article Description:	Chapter Awards
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
39	IX	11		
CURRENT WORDING		NOMINATING COMMITTEE RECOMMENDATION (3)		IF ADOPTED, WILL READ
None		ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES The Nominating Committee suggests that the name of the Chapter Award - "DELTA OF THE YEAR" be replaced with "SOROR OF THE YEAR".		Appendix 7 Chapter Awards Delta of the Year will be replaced with "SOROR OF THE YEAR".
RATIONALE				
<p>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.</p> <p>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.</p>				

Reference Number:	9	Article Description:	Chapter Awards
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
39	IX	11		
CURRENT WORDING			NOMINATING COMMITTEE RECOMMENDATION (4)	IF ADOPTED, WILL READ
Appendix 7: Chapter Awards Guidelines Page 52, Appendix 7: Chapter Award Guidelines			The Nominating Committee suggests that the Chapter Awards Guidelines be removed from Appendix 7 and be inserted to the newly created Section 11 "Chapter Awards" or ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Further the Nominating Committee suggests that the Chapter Award Guidelines found in Appendix 7 be removed and inserted with the Award Guidelines attached.	N/A
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. 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 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.

VIOLET IN BLOOM

Criteria

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

THE FOUNDERS AWARDS

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

Criteria

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

THE FREDERICA CHASE DODD AWARD

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

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

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

THE MYRA DAVIS HEMMINGS AWARD

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

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

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

THE ZEPHYR CHISOM CARTER AWARD

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

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

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

THE JESSIE MCGUIRE DENT AWARD

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

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

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

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 Description:	Elected Officer/Position Criteria
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
35	IX	1	D	
CURRENT WORDING		MEMBER RECOMMENDATION		IF ADOPTED, WILL READ
<p>ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES</p> <p>Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>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.</p>		<p>ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES</p> <p>Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>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.</p>		
<p>RATIONALE</p> <p>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.</p>				

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	Article Description:	Executive Committee
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
7	II	1	C	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
Article II: Chapter Structure, Governing Bodies and Responsibilities Section 1. Executive Committee C. The President develops the agenda, and the Recording Secretary prepares the agenda for the Executive Committee.		Article II: Chapter Structure, Governing Bodies and Responsibilities Section 1. Executive Committee C. The President develops the agenda, and the Recording Secretary prepares the agenda for the Executive Committee.		Article II: Chapter Structure, Governing Bodies and Responsibilities Section 1. Executive Committee C. The President develops the agenda for the Executive Committee.
RATIONALE 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:	12	Article Description:	Executive Board Composition
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
8	II	2	F-G	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
<p>Article II: Chapter Structure, Governing Bodies & Responsibilities</p> <p>Section 2. Executive Board</p> <p>F. The immediate past president is a member of the executive board.</p> <p>G. All chapter committee chairs who wish to report at chapter meeting must have reported at the prior Executive Board meeting</p>		<p>Article II: Chapter Structure, Governing Bodies & Responsibilities</p> <p>Section 2. Executive Board</p> <p>Remove item F. as the immediate past president is identified as a member. See item C.23. (p.8)</p> <p>Remove item G. as the item is also identified in Article III, Section 2.M.4. (p.15)</p>		
<p>RATIONALE</p> <p>Same as recommendation.</p>				

Reference Number:	13	Article Description:	Hospitality and Courtesies
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
8	II	3	A.2.j.a.	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
Article II: Chapter Structure, Governing Bodies & Responsibilities Section 3: Committees. A. Standing Committees j. Membership Services a. Hospitality and Courtesies		Article II: Chapter Structure, Governing Bodies & Responsibilities Section 3: Committees. A. Standing Committees u. Hospitality and Courtesies is recommended as a stand-alone committee rather than a subcommittee of Membership Services.		Article II: Chapter Structure, Governing Bodies & Responsibilities Section 3: Committees. A. Standing Committees u. Hospitality and Courtesies
RATIONALE 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.

Reference Number:	14	Article Description:	Chaplains Council
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
8-9	II	3	A.	
CURRENT WORDING			POLICIES AND PROCEDURES RECOMMENDATION	IF ADOPTED, WILL READ
None			Article II: Chapter Structure, Governing Bodies & Responsibilities Section 3: Committees. A. Standing Committees w. Chaplain’s Council is recommended as a new standing committee	Article II: Chapter Structure, Governing Bodies & Responsibilities Section 3: Committees. A. Standing Committees w. Chaplains Council is recommended as 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:	Corresponding Secretary
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CURRENT PAGE	ARTICLE	SECTION	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 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.		Article III: Elected Officers and Other Leadership Position Section 1: Duties and Responsibilities of Elected Officers E. Corresponding Secretary 11. Disseminates the official correspondence of the chapter at the direction of the President.		Article III: Elected Officers and Other Leadership Positions Section 1: Duties and Responsibilities of Elected Officers 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.				

Reference Number:	16	Article Description:	Emergency Response
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
22	IV	1	E.	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
None		<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 1. Standing Committees</p> <p>D. Emergency Response</p> <p>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. (new)</p>		<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 1. Standing Committees</p> <p>E. Emergency Response</p> <p>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.</p>
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:	17	Article Description:	Hospitality and Courtesies
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
23	IV	1	J.11.f.	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 1. Standing Committees</p> <p>J.11.f. Hospitality and Courtesies (This may be a standing committee depending on chapter size/operations)</p> <p>i. The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc.</p> <p>ii. The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events, as appropriate and other activities as deemed by the President and/or Chairperson.</p> <p>iii. The Hospitality and Courtesies Committee will work closely with the Membership Services Committee to provide appropriate courtesies in a timely manner.</p> <p>iv. The courtesies referenced in the guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.</p> <p>v. Each member and Soror will be responsible for contacting the President in case of an illness or death in her family. Such notification is also applicable during events of recognition and honor. Members are encouraged to send cards, visit or telephone sorors for personal courtesies.</p> <p>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</p>		<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 1. Standing Committees</p> <p>R. Hospitality and Courtesies Committee</p> <p>1. The Chair of this committee will ensure courtesies are extended to chapter members, Delta Dignitaries, and family members when appropriate.</p> <p>2. The Chair of this committee will keep records of all actions taken by the committee.</p> <p>3. The Chair will serve as a member of the Membership Services Committee to ensure continuity but avoid duplicating services.</p> <p>4. The Chair will ensure coordination of activities associated with providing refreshments for Chapter meetings, when required.</p> <p>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:</p>		<p>Article IV: Committee Duties, Responsibilities and Membership Composition</p> <p>Section 1. Standing Committees</p> <p>R. Hospitality and Courtesies Committee</p> <p>1. The Chair of this committee will ensure courtesies are extended to chapter members, Delta Dignitaries, and family members when appropriate.</p> <p>2. The Chair of this committee will keep records of all actions taken by the committee.</p> <p>3. The Chair will serve as a member of the Membership Services Committee to ensure continuity but avoid duplicating services.</p> <p>4. The Chair will ensure coordination of activities associated with providing refreshments for Chapter meetings, when required.</p> <p>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:</p> <p>a. Illness: In the event of hospitalization, a Chapter member will be acknowledged with a courtesy not to exceed \$25.</p> <p>b. Death:</p> <p>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.</p> <p>ii. Upon the death of a financial chapter member the family will receive a financial courtesy not to exceed \$100.</p> <p>c. Special Occasion:</p>

	<p>a. Illness: In the event of hospitalization, a Chapter member will be acknowledged with a courtesy not to exceed \$25.</p> <p>b. Death:</p> <ol style="list-style-type: none"> In memory of an immediate family member of a chapter member, a card will be given in their honor and announcement in <i>The Odyssey</i> or chapter publication. Upon the death of a financial chapter member the family will receive a financial courtesy not to exceed \$100. <p>c. Special Occasion:</p> <ol style="list-style-type: none"> Outgoing President - \$100 maximum Completion of postgraduate degree - \$25 maximum Retirement of Member - \$25 maximum Special recognition of a member – <i>The Odyssey</i> Wedding – card and mention in <i>The Odyssey</i> New Child - card and mention in <i>The Odyssey</i> Birthday – card and mention in <i>The Odyssey</i> 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. <p>Additionally, chapter members are encouraged to send cards, visit or telephone sorors for personal courtesies.</p> <p>The immediate family member is defined for the purpose of this policy as a spouse, child/children, parent, or sibling.</p> <ol style="list-style-type: none"> 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 to members who are experiencing a personal hardship, tragedy, suffered a 	<ol style="list-style-type: none"> Outgoing President - \$100 maximum. Completion of postgraduate degree - \$25 maximum Retirement of Member - \$25 maximum Special recognition of a member – <i>The Odyssey</i> Wedding – card and mention in <i>The Odyssey</i> New Child - card and mention in <i>The Odyssey</i> Birthday – card and mention in <i>The Odyssey</i> 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. <p>Additionally, chapter members are encouraged to send cards, visit or telephone sorors for personal courtesies.</p> <p>The immediate family member is defined for the purpose of this policy as a spouse, child/children, parent, or sibling.</p> <ol style="list-style-type: none"> 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.
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	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).	
RATIONALE The recommendation formalizes the Hospitality and Courtesies Committee as a standing committee with specific guidance available to carry out these courtesies for the Chapter.		

Reference Number:	18	Article Description:	Chaplains Council
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	<i>R. Chapter Specific Standing Committees will be revised to S. Chapter Specific Standing Committees</i>
None	IV	1	S.4 (new)	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
None		Article IV: Committee Duties, Responsibilities & Membership Composition Section 1. Standing Committee S. Chapter Specific Standing Committees 4. Chaplain’s 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. (new)		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
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
30	VIII	2		
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ

None	Article VIII Fiscal Policies and Procedures 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 local chapter dues as described above in paragraph A.1. (currently \$185)	Article VIII Fiscal Policies and Procedures Section 2. Local Dues 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 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:	20	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
31	VIII	6		
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
		<p>Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy</p> <p>All travel requiring Chapter funds must be budgeted and approved by the Chapter.</p> <p><i>(Statement is inserted before Item A.)</i></p>		<p>Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy</p> <p>All travel requiring Chapter funds must be budgeted and approved by the Chapter.</p>
<p>RATIONALE</p> <p>Proper budgeting should be made to ensure applicable travel expenditures are sustained annually.</p>				

Reference Number:	21	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
31	VIII	6	A.1	
CURRENT WORDING		POLICIES & PROCEDURES COMMITTEE RECOMMENDATION		IF ADOPTED, WILL READ
Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates 1. Transportation		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates 1. Transportation		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates 1. Transportation

<p>c. Air Travel/Bus Travel/Rail Travel</p> <p>i. The chapter will reimburse based upon which is most cost effective.</p> <p>d. Parking /Ground Transportation</p> <p>i. The chapter will not reimburse for parking/ground transportation.</p>	<p>c. Air Travel/Bus Travel/Rail Travel</p> <p>i. The chapter will reimburse based upon which is most cost effective.</p> <p>ii. Tickets must be purchased no later than 30 days prior to the event, when possible.</p> <p>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.</p> <p>d. Parking /Ground Transportation</p> <p>i. The chapter will reimburse for parking/ground transportation.</p> <p>ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.</p> <p>iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day.</p>	<p>c. Air Travel/Bus Travel/Rail Travel</p> <p>i. The chapter will reimburse based upon which is most cost effective.</p> <p>ii. Tickets must be purchased no later than 30 days prior to the event, when possible.</p> <p>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.</p> <p>d. Parking /Ground Transportation</p> <p>i. The chapter will reimburse for parking/ground transportation.</p> <p>ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.</p> <p>iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day.</p>
<p>RATIONALE</p> <p>The voting and alternate delegates are on official Delta business representing the chapter; therefore, their expenditures should be underwritten by the chapter accordingly.</p>		

Reference Number:	22	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
31	VIII	6	A.2	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
<p>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p> <p>A. Travel Policy for National Convention and Regional Conference Delegates</p> <p>2. Lodging</p> <p>a. Single Occupancy</p> <p>i. The chapter will not reimburse for single occupancy.</p> <p>b. Double Occupancy</p> <p>i. the chapter will reimburse hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin.</p>		<p>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p> <p>A. Travel Policy for National Convention and Regional Conference Delegates</p> <p>2. Lodging</p> <p>a. The voting delegate and alternate voting delegate will be provided funds for two separate rooms.</p> <p>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.</p>		<p>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p> <p>2. Travel Policy for National Convention and Regional Conference Delegates</p> <p>3. Lodging</p> <p>a. The voting delegate and alternate voting delegate will be provided funds for two separate rooms.</p> <p>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.</p>

RATIONALE

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	SECTION	NUMBER/LETTER	
31	VIII	6	A.4.	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates 4. Subscription Events a. The chapter will not reimburse for subscription events.		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates 4. Subscription Events a. The chapter will pay for the Social Action Luncheon for the chapter voting delegate and Social Action co-chairs.		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates 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	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
31	VIII	6	B.1	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
Article VIII: Fiscal Policies and Procedures Section 6. Travel Policy B. Travel Policy for Delta State meetings, Delta Days at State, and		Article VIII: Fiscal Policies and Procedures Section 6. Travel Policy B. Travel Policy for Delta State meetings, Delta Days at State, and		Article VIII: Fiscal Policies and Procedures Section 6. Travel Policy C. Travel Policy for Delta State meetings, Delta Days at State, and

<p>other State/Cluster/Leadership meetings Representatives</p> <p>1. Transportation</p> <p>c. Air Travel/Bus Travel/Rail Travel</p> <p>i. The chapter will reimburse based upon which is most cost effective.</p> <p>d. Parking /Ground Transportation</p> <p>i. The chapter will not reimburse for parking/ground transportation.</p>	<p>other State/Cluster/Leadership meetings Representatives</p> <p>1. Transportation</p> <p>c. Air Travel/Bus Travel/Rail Travel</p> <p>i. The chapter will reimburse based upon which is most cost effective.</p> <p>ii. Tickets must be purchased no later than 30 days prior to the event, when possible.</p> <p>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.</p> <p>d. Parking /Ground Transportation</p> <p>i. The chapter will reimburse for parking/ground transportation.</p> <p>ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.</p> <p>iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day</p>	<p>other State/Cluster/Leadership meetings Representatives</p> <p>1. Transportation</p> <p>c. Air Travel/Bus Travel/Rail Travel</p> <p>i. The chapter will reimburse based upon which is most cost effective.</p> <p>ii. Tickets must be purchased no later than 30 days prior to the event, when possible.</p> <p>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.</p> <p>d. Parking /Ground Transportation</p> <p>i. The chapter will reimburse for parking/ground transportation.</p> <p>ii. The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.</p> <p>iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day</p>
<p>RATIONALE</p> <p>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.</p>		

Reference Number:	25	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	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		
Section. 6. Travel Policy		Section. 6. Travel Policy		Section. 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		
2. Lodging		2. Lodging		2. Lodging		

<ul style="list-style-type: none"> b. Single Occupancy <ul style="list-style-type: none"> i. The chapter will not reimburse for single occupancy. b. Double Occupancy <ul style="list-style-type: none"> i. the chapter will reimburse hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
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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:	26	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER		
32	VIII	6	C.1		
CURRENT WORDING		POLICIES & PROCEDURES COMMITTEE RECOMMENDATION		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 1. Transportation <ul style="list-style-type: none"> c. Air Travel/Bus Travel/Rail Travel <ul style="list-style-type: none"> i. The chapter will reimburse based upon which is most cost effective. d. Parking /Ground Transportation <ul style="list-style-type: none"> i. The chapter will not reimburse for parking/ground transportation. 		Article VIII: Fiscal Policies and Procedures Section 6. Travel Policy C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives 1. Transportation <ul style="list-style-type: none"> c. Air Travel/Bus Travel/Rail Travel <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i. The chapter will reimburse for parking/ground transportation. 		Article VIII: Fiscal Policies and Procedures Section 6. Travel Policy C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives 1. Transportation <ul style="list-style-type: none"> c. Air Travel/Bus Travel/Rail Travel <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i. The chapter will reimburse for parking/ground transportation. 	

	<p><i>ii.</i> The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.</p> <p><i>iii.</i> If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day.</p>	<p><i>ii.</i> The Chapter will reimburse up to \$40 for one way ground transportation, i.e., cab fare, ridesharing, shuttle service, etc.</p> <p><i>iii.</i> If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day.</p>
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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:	27	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
31	VIII	6	C.2	
CURRENT WORDING		POLICIES & PROCEDURES COMMITTEE RECOMMENDATION		IF ADOPTED, WILL READ
<p>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p> <p>C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives</p> <p>2. Lodging</p> <p>a. Single Occupancy</p> <p>i. The chapter will not reimburse for single occupancy.</p> <p>b. Double Occupancy</p> <p>i. the chapter will reimburse hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin.</p>		<p>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p> <p>C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives</p> <p>2. Lodging</p> <p>a. The voting delegate and alternate voting delegate will be provided funds for two separate rooms.</p> <p>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.</p>		<p>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p> <p>C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives</p> <p>2. Lodging</p> <p>a. The voting delegate and alternate voting delegate will be provided funds for two separate rooms.</p> <p>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.</p>

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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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
34	VIII	10	E	
CURRENT WORDING		POLICIES & PROCEDURES COMMITTEE RECOMMENDATION		IF ADOPTED, WILL READ
Article VIII: Fiscal Policies and Procedures 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.		Article VIII: Fiscal Policies and Procedures Section 10: Insufficient Funds or Returned Checks Policy 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.		Article VIII: Fiscal Policies and Procedures Section 10: Insufficient Funds or Returned Checks Policy 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
RATIONALE The current language conflicts with the Treasurer’s duties and responsibilities as outlined in Article III, Section 1.H.12.(page 13).				

Reference Number:	29	Article Description:	Elected Officer/Position Criteria
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
35	IX	1	D	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
<p>ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES</p> <p>Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>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</p>		<p>ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES</p> <p>Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>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.</p>		<p>ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES</p> <p>Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>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.</p>
<p>RATIONALE</p> <p>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.</p>				

Reference Number:	30	Article Description:	Elected Officer/Positions Criteria
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Current Page	Article	Section	Number/Letter	
35	IX	1	F.1.	
CURRENT WORDING		POLICIES AND PROCEDURES RECOMMENDATION		IF ADOPTED, WILL READ
<p>ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES</p> <p>Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>F. The Candidate Profile will include:</p> <p>1. Candidate Nomination Form</p> <p>2. Delta Resume</p>		<p>Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>F. The Candidate Profile will include:</p> <p>Recommendation:</p> <p>Add: Note: The chapter must have a written notification of intent to seek office from candidate. This may be a candidate nomination form or application.</p>		<p>ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES</p> <p>Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions</p> <p>F. The Candidate Profile will include:</p> <p>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.)</p> <p>2. Delta Resume</p>
<p>Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):</p> <p>Adds the mandatory text as presented in the S&S template.</p>				

Reference Number:	31	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 Section 3: Timeline for Nominations of Chapter Officers and Elected Positions A. The timeline for nominating and elections is as follows: 1. September a. Review established rules and timelines. b. Present information on positions with detailed roles and responsibilities, application, and scoring rubric to the Executive Board. 2. October a. Call for Nominations will open on October 1 st . b. Present information on positions with detailed roles and responsibilities,		Article IX: Nominations, Elections, and Voting Processes Section 3: Timeline for Nominations of Chapter Officers and Elected Positions A. The timeline for nominating and elections is as follows: 1. November: a. Review established rules and timelines. 2. December: a. Present information on positions with detailed roles and responsibilities, application and scoring rubric to the Executive Board 3. January: a. Present the same information to the Chapter for vote; distribute Call for Nominations; and accept Candidate Profiles which include		Article IX: Nominations, Elections, and Voting Processes Section 3: Timeline for Nominations of Chapter Officers and Elected Positions A. The timeline for nominating and elections is as follows: 1. November: b. Review established rules and timelines. 2. December: b. Present information on positions with detailed roles and responsibilities, application and scoring rubric to the Executive Board 3. January: b. Present the same information to the Chapter for vote; distribute Call for Nominations; and accept Candidate Profiles which include

<p>application, and scoring rubric to the Chapter.</p> <p>3. December</p> <p>a. Call for Nominations will close on December 31st.</p> <p>4. January</p> <p>a. Review applications and seek applicants for unfilled positions.</p> <p>5. February</p> <p>a. Present Slate to Executive Board for information only.</p> <p>6. March</p> <p>a. Present Slate to Chapter.</p> <p>b. Open floor for nominations.</p> <p>c. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections.</p> <p>d. Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting.</p> <p>7. April</p> <p>Elections to be held at Chapter meeting.</p>	<p>the Candidate Nomination Form and Delta Resume.</p> <p>4. February:</p> <p>a. Review profiles, as applicable, seek applicants for unfilled positions, and</p> <p>b. Present slate to Executive Board</p> <p>5. March:</p> <p>a. Present Slate to Chapter.</p> <p>b. Open floor for nominations.</p> <p>c. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections.</p> <p>d. Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting.</p> <p>6. April:</p> <p>a. Elections to be held during Chapter meeting.</p>	<p>the Candidate Nomination Form and Delta Resume.</p> <p>4. February:</p> <p>c. Review profiles, as applicable, seek applicants for unfilled positions, and</p> <p>d. Present slate to Executive Board</p> <p>5. March:</p> <p>e. Present Slate to Chapter.</p> <p>f. Open floor for nominations.</p> <p>g. 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.</p> <p>h. Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting.</p> <p>6. April:</p> <p>b. Elections to be held during Chapter meeting.</p>
<p>RATIONALE</p> <p>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.</p>		

Reference Number:		32	Article Description:		Installation 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 Section 1. Guidelines for Installation of Officers. 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. (new)		Article X Installation of Officers Section 1. Guidelines for Installation of Officers. 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.						