



AUSTIN ALUMNAE CHAPTER

Delta Sigma Theta Sorority, Inc.

Proposed Amendments to the Policies and Procedures (Final)

(To be Voted on During the April Chapter Meeting)

**Submitted By:
Policies and Procedures Committee**

Patricia Shorter, Chair

Jada Cooley

Donna Jackson

Pamela Hall

Brenda Kennedy

Zabrina Hoggard

Michelle Scruggs

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

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
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. 		Article IV: Committee Duties, Responsibilities and Membership Composition Section 2. Special Committees A. Elections Committee 5. Within 90 days prior to the slate being presented to the Chapter, the Elections Committee meets to: <ol style="list-style-type: none"> Determine the balloting method (paper, machines, electronic device, online platforms). Set location. Investigate location technology (access, availability to Wi-Fi, etc.). 		Article IV: Committee Duties, Responsibilities and Membership Composition Section 2. Special Committees A. Elections Committee 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.: <ol style="list-style-type: none"> Establish/review rules for elections. Determine the balloting method (paper, machines, electronic device).

d. Set time to begin and end balloting.		c. Set location. d. Set time to begin and end balloting. e. Investigate location to ensure technology (access, availability to Wi-Fi, etc.) is sufficient.
RATIONALE: The 60 days is standard language as noted in the Policies and Procedures template and is not editable. Item e. is chapter specific, allowing the committee to investigate locations and technology access/availability as well as determine if there are extra costs associated with Wi-Fi connections or other election related expenses.		

Reference Number:	3	Article Description:	Elections Committee
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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 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.		Article IV: Committee Duties, Responsibilities and Membership Composition 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. 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 determine areas needing adjustment and/or support.		Article IV: Committee Duties, Responsibilities and Membership Composition Section 2. Special Committees A. Elections Committee 6. 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. 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 determine areas needing adjustment and/or support
RATIONALE: Conducting a mock election will allow the Elections Committee to determine if the technology available will support the upcoming election. The committee will work with the facility manager to troubleshoot and adjust, as needed. Also, the committee will be able to assist sorors experiencing technological challenges.				

Reference Number:	4	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"> 1. Selection of Chapter Awards recipients takes place at the December Chapter meeting. 2. Chapter voting begins at a designated time on the chapter meeting agenda. 3. The Chair and Members of the elections committee issue the ballot to those members eligible to vote. 4. Only one ballot will be given to the eligible member during the time designated on the meeting agenda. 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. C. Re-balloting <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. 	Appendix 7: Chapter Awards A. Election Day Procedures for Chapter Awards <ol style="list-style-type: none"> 1. The Elections Committee will oversee the Chapter Awards elections process as outlined in Article IX, Sections 7-10.
RATIONALE The Elections Committee will follow the general voting guidelines and elections procedures as outlined in Article IX, Sections 7-10.		

Reference Number:	5	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		ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 3: Duties and Responsibilities of Elected Positions A. Nominating Committee Chair and Members		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.	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."	3. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, and Chapter Awards to create a slate of candidates.
RATIONALE: This recommendation allows clarity that specifically outlines Chapter Founders Day Awards.		

Reference Number:	6	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: 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. 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.				

CHAPTER AWARDS AUSTIN ALUMNAE CHAPTER

Presentations of Awards may occur during the annual Founders Day Celebration or as directed by the Executive Board.

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. 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.)	
6. Supportive documentation related to how nominee has impacted chapter members and citizens. (Data provided as evidence- ie: flyers, photos, screen shots, articles, surveys etc.)	
7. 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: "Chapter Award Nomination." Nominations are due as noted by the specified timeline from the Nominating Committee. 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/SOROR 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 i.e., 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)		
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 20 points)		
Supportive documentation related to how nominee has impacted chapter members and citizens. Data provided as evidence – i.e., 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.

Reference Number:	7	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: Removing the strike language in the above recommendation aligns with Article IV: Section 1.A.3. The President prepares the agenda for the Executive Committee. By adopting the above recommendation, the conflict will be removed.				

Reference Number:	8	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. The immediate past president is a member of the executive board. The immediate past president is identified as a member as item C.23. (p.8)</p> <p>Remove item G. All chapter committee chairs who wish to report at chapter meeting must have reported at the prior Executive Board meeting.</p> <p>The item is not needed in this section as it is identified in Article III, Section 2.M.4. (p.15)</p>		
RATIONALE: By removing the strike language, removes duplicative information.				

Reference Number:	9	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 (see Reference No. 13).				

Reference Number:	10	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:	11	Article Description:	Emergency Response
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
22	IV	1	E. (NEW)	
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.</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 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:	12	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
Article IV: Committee Duties, Responsibilities and Membership Composition Section 1. Standing Committees J.11.f. Hospitality and Courtesies (This may be a standing committee depending on chapter size/operations) i. The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc. ii. The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events,		Article IV: Committee Duties, Responsibilities and Membership Composition Section 1. Standing Committees J. 11.f. Hospitality and Courtesies i. The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc. ii. The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events, as appropriate and other activities as		Article IV: Committee Duties, Responsibilities and Membership Composition Section 1. Standing Committees J. 11.f. Hospitality and Courtesies i. The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc. ii. The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events, as appropriate and other activities as

<p>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 Chair 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>deemed by the President and/or Chairperson.</p> <p>iii. The Hospitality and Courtesies Committee will work closely with the Membership Services Committee Chair 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>vii. The chapter will extend courtesies for the following events in equal amounts per categorical designation based on the budget for the current sorority year: chapter member hospitalization; death of a financial chapter member; in memory of an immediate family member of a chapter member; outgoing president; completion of a post graduate degree; retirement of a chapter member; wedding; new child; birthdays; other special recognition; and Delta Dignitaries.</p>	<p>deemed by the President and/or Chairperson.</p> <p>iii. The Hospitality and Courtesies Committee will work closely with the Membership Services Committee Chair 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>vii. The chapter will extend courtesies for the following events in equal amounts per categorical designation based on the budget for the current sorority year: chapter member hospitalization; death of a financial chapter member; in memory of an immediate family member of a chapter member; outgoing president; other special recognition; and Delta Dignitaries.</p>
RATIONALE The recommendation notes events that should be recognized by the committee as budget allows.		

Reference Number:	13	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 <ol style="list-style-type: none"> The Chaplain will serve as the chair of the committee. The committee representative will help set the spiritual tone of meetings or Chapter events upon request. 		Article IV: Committee Duties, Responsibilities & Membership Composition Section 1. Standing Committee S. Chapter Specific Standing Committees 4. Chaplains Council <ol style="list-style-type: none"> The Chaplain will serve as the chair of the committee. 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)	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:	14	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 85 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 B. Delta DEAR Local Chapter Dues – Members at the age of 85 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:	15	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</p> <p>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</p> <p>Section. 6. Travel Policy</p> <p>All travel requiring Chapter funds must be budgeted and approved by the Chapter.</p>
RATIONALE: Proper budgeting should be made to ensure applicable travel expenditures are sustained annually.				

Reference Number:	16	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 c. Air Travel/Bus Travel/Rail Travel i. The chapter will reimburse based upon which is most cost effective. d. Parking /Ground Transportation i. The chapter will not reimburse for parking/ground transportation.		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates 1. Transportation c. Air Travel/Bus Travel/Rail Travel i. The chapter will reimburse based upon which is most cost effective. ii. Travel expenses will be paid at the coach fare. If a mode of transportation is chosen that exceeds coach fare, the member must defray the additional cost. d. Parking /Ground Transportation i. The chapter will reimburse for parking/ground transportation. ii. The chapter will reimburse destination ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. to and from the transportation hub at a rate determined by the chapter’s budget. iii. If a personal vehicle is used, chapter will reimburse hotel parking at the self-parking rate per day.		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy A. Travel Policy for National Convention and Regional Conference Delegates I. Transportation c. Air Travel/Bus Travel/Rail Travel i. The chapter will reimburse based upon which is most cost effective. ii. Travel expenses will be paid at the coach fare. If a mode of transportation is chosen that exceeds coach fare, the member must defray the additional cost. d. Parking /Ground Transportation i. The chapter will reimburse for parking/ground transportation. ii. The chapter will reimburse destination ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. to and from the transportation hub at a rate determined by the chapter’s budget. iii. If a personal vehicle is used, the chapter will reimburse hotel parking at the self-parking rate per day.
RATIONALE: Updating these travel policies to align with standard business practices as 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:	17	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
Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy

A. Travel Policy for National Convention and Regional Conference Delegates 2. Lodging <ul style="list-style-type: none"> a. 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. 	A. Travel Policy for National Convention and Regional Conference Delegates 2. Lodging <ul style="list-style-type: none"> a. The voting delegate will be reimbursed at the single occupancy rate. b. The alternate delegate will be reimbursed at 50% of the single or double occupancy rate. 	A. Travel Policy for National Convention and Regional Conference Delegates 2. Lodging <ul style="list-style-type: none"> a. The voting delegate will be reimbursed at the single occupancy rate. b. The alternate delegate will be reimbursed at 50% of the single or double occupancy rate.
<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.</p> <p>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.</p>		

Reference Number:	18	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:	19	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
<p>Article VIII: Fiscal Policies and Procedures</p> <p>Section 6. Travel Policy</p> <p>B. Travel Policy for Delta State meetings, Delta Days at State, and other State/Cluster/Leadership meetings Representatives</p> <p>1. Transportation</p> <p>a. Air Travel/Bus Travel/Rail Travel</p> <p>i. The chapter will reimburse based upon which is most cost effective.</p> <p>b. Parking /Ground Transportation</p> <p>i. The chapter will not reimburse for parking/ground transportation.</p>	<p>Article VIII: Fiscal Policies and Procedures</p> <p>Section 6. Travel Policy</p> <p>B. Travel Policy for Delta State meetings, Delta Days at State, and 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. 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 destination ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. to and from the transportation hub at a rate determined by the chapter's budget.</p> <p>iii. If a personal vehicle is used, chapter will reimburse hotel parking at the self-parking rate per day.</p>	<p>Article VIII: Fiscal Policies and Procedures</p> <p>Section 6. Travel Policy</p> <p>B. Travel Policy for Delta State meetings, Delta Days at State, and 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. 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 destination ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. to and from the transportation hub at a rate determined by the chapter's budget.</p> <p>iii. If a personal vehicle is used, Chapter will reimburse hotel parking at the self-parking rate per day</p>
<p>RATIONALE: Updating these travel policies to align with standard business practices as the 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:	20	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	
31	VIII	6	C.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>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p>		<p>Article VIII. Fiscal Policies and Procedures</p> <p>Section. 6. Travel Policy</p>

B. Travel Policy for Delta Days at State, and other State/Cluster/Leadership Meetings Representatives 2. Lodging <ul style="list-style-type: none"> a. 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. 	B. Travel Policy for Delta Days at State, and other State/Cluster/Leadership Meetings Representatives 2. Lodging <ul style="list-style-type: none"> a. The voting delegate/chapter president will be reimbursed at the single occupancy rate. b. The alternate delegate or representative will be reimbursed at 50% of the single or double occupancy rate. 	B. Travel Policy for Delta Days at State, and other State/Cluster/Leadership Meetings Representatives 2. Lodging <ul style="list-style-type: none"> a. The voting delegate/chapter president will be reimbursed at the single occupancy rate. b. The alternate delegate or representative will be reimbursed at 50% of the single or double occupancy rate.
RATIONALE: The representatives are traveling on official Delta business and should be afforded separate rooms.		

Reference Number:	21	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. 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. ii. The chapter will reimburse destination ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. to and from the transportation hub at a rate determined by the chapter's budget. iii. If a personal vehicle is used, chapter will reimburse hotel 		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. 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. ii. The chapter will reimburse destination ground transportation, i.e., cab fare, ridesharing, shuttle service, etc. to and from the transportation hub at a rate determined by the chapter's budget. iii. If a personal vehicle is used, the chapter will reimburse hotel

	parking at the self-parking rate per day.	parking at the self-parking rate per day.
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:	22	Article Description:	Travel Policy
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CURRENT PAGE	ARTICLE	SECTION	NUMBER/LETTER	Revert to original policy
31	VIII	6	C.2	
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 2. Lodging a. Single Occupancy i. The chapter will not reimburse for single occupancy. b. Double Occupancy i. the chapter will reimburse hotel cost based on double room occupancy if the meeting takes place beyond a 25-mile radius of Austin.		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives 2. Lodging a. Single Occupancy i. The chapter will not reimburse for single occupancy. b. Double Occupancy i. the chapter will reimburse hotel cost based on double room occupancy. if the meeting takes place beyond a 25-mile radius of Austin.		Article VIII. Fiscal Policies and Procedures Section. 6. Travel Policy C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives 2. Lodging a. Single Occupancy i. The chapter will not reimburse for single occupancy. b. Double Occupancy i. the chapter will reimburse hotel cost based on double room occupancy.
RATIONALE: Location/25-mile radius is removed as these individuals are conducting official Delta business as representatives of Austin Alumnae. From a safety perspective, they should be allowed lodging since they are acting in an official capacity.				

Reference Number:	23	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:	24	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
ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions D. The President, First Vice President, Second Vice President, and Financial Secretary must have attended at least one of the past two (2) National Conventions and one of the past two (2) Regional Conferences		ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions 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.		ARTICLE IX: NOMINATIONS, ELECTIONS, AND VOTING PROCESSES Section 1. Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions D. The candidates for the offices of President, First Vice President, Second Vice President, and Financial Secretary must have attended at least one of the last two (2) National Conventions and one of the last two (2) Regional Conferences.
RATIONALE: Clarifies that the candidate running for these positions must meet the criteria. Also changes “past” to “last” to further emphasize the immediate time previous period.				

Reference Number:	25	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: Adds the mandatory text as presented in the S&S template.</p>				

Reference Number:	26	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 <ol style="list-style-type: none"> Review established rules and timelines. Present information on positions with detailed roles and responsibilities, application, and scoring rubric to the Executive Board. 2. October <ol style="list-style-type: none"> Call for Nominations will open on October 1st. Present information on positions with detailed roles and responsibilities, application, and scoring rubric to the Chapter. 3. December <ol style="list-style-type: none"> Call for Nominations will close on December 31st. 4. January <ol style="list-style-type: none"> Review applications and seek applicants for unfilled positions. 5. February <ol style="list-style-type: none"> Present Slate to Executive Board for information only. 6. March <ol style="list-style-type: none"> Present Slate to Chapter. Open floor for nominations. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections. Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting. 		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: <ol style="list-style-type: none"> Meet to establish rules and timelines 2. December: <ol style="list-style-type: none"> Present information on positions with detailed roles and responsibilities, application and scoring rubric to the Executive Board Present the same information to the Chapter for vote; distribute Call for Nominations; and accept Candidate Profiles which include the Candidate Nomination Form and Delta Resume. 3. January: <ol style="list-style-type: none"> Review profiles; as applicable, seek applicants for unfilled positions. 4. February: <ol style="list-style-type: none"> Present slate to Executive Board for information only. 5. March: <ol style="list-style-type: none"> Present Slate to Chapter. Open floor for nominations. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections. Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting. 6. April: <ol style="list-style-type: none"> Elections to be held during Chapter meeting. 		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: <ol style="list-style-type: none"> Meet to establish rules and timelines 2. December: <ol style="list-style-type: none"> Present information on positions with detailed roles and responsibilities, application and scoring rubric to the Executive Board Present the same information to the Chapter for vote; distribute Call for Nominations; and accept Candidate Profiles which include the Candidate Nomination Form and Delta Resume. 3. January: <ol style="list-style-type: none"> Review profiles; as applicable, seek applicants for unfilled positions. 4. February: <ol style="list-style-type: none"> Present slate to Executive Board for information only. 5. March: <ol style="list-style-type: none"> Present Slate to Chapter. Open floor for nominations. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections. Campaigning begins at the conclusion of the March chapter meeting until the beginning of the April Chapter meeting. 6. April: <ol style="list-style-type: none"> Elections to be held during Chapter meeting.

<p>7. April</p> <p>Elections to be held at Chapter meeting.</p>		
<p>RATIONALE: 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 fiscal year is January 1 – December 31.</p>		

Candidate Nomination Guidelines



Call for Nominations

Elected Officers and Elected Positions

AUSTIN ALUMNAE CHAPTER

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

Timeline for Nominations

Nominations are due as noted by the specified timeline from the Nominating Committee.

As a reminder the nominations include:

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