

# Delta Sigma Theta Sorority, Inc.

*Austin Alumnae Chapter*

## *Committee Reporting Template*

**Committee Name:** Policies and Procedures Rules of Order

**Committee Chair(s):** Patricia Shorter, Chair

**Date/Time of meeting (MM/DD/YYYY):** 03/05/2024

**Attendees:** Chair, Pamela Hall, Zabrina Hoggard, Donna Jackson, Brenda Kennedy, and Michelle Scruggs

**Committee Decisions:** (limit 500 characters)

- Committee received great feedback during the 2/19/24 Q&A Session. We diligently worked to revise, consolidate as applicable, and eliminate proposed amendments. The total number was reduced from 32 to 26. An overview of changes includes:
  - Recommendations from Elections and Nominating Committees were revised (see references 2-6).
  - Hospitality and Courtesies will remain as a subcommittee of Membership Services; responsibilities were modified (see reference 12).
  - Article VIII: Fiscal Policies and Procedures received additional updates (see references 14-23). These changes pertain to local dues, travel policies, and return check policy.
  - Article IX: Nominations, Elections, and Voting Processes (see references 24-26)
- **Eliminated Proposed Amendments**
  1. Elections Committee – wording that cannot be changed based S&S Guidelines
  2. Nominating Committee – creating a new section within Article IX for Chapter Awards
  3. Nominating Committee – move the Chapter Awards criteria from Appendix 7 into Article IX.
  4. Member recommendation – Chair of Technology must have attended at least two of the last three National Conventions and two of the last three Regional Conferences.
  5. P&P Committee – Hospitality and Courtesies to be a stand-alone committee
  6. P&P Committee – Article XI, adding paragraph C regarding the Installation of Officers.
- Committee concurred with the final proposed amendments to the Policies and Procedures.
  - Committee recommended the final proposed amendments be posted to the member portal
  - Committee recommended the final proposed amendments are voted on during the April Chapter meeting.

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

- The Policies and Procedures Committee favorably recommends adoption of the final proposed amendments to the Austin Alumnae Chapter Policies and Procedures for the 2024-25 sorority year by unanimous consent.

**Next month's activities:** (limit 500 characters)

- Prepare for program year end compliance activity, i.e., forwarding the Policy and Procedure amendments and Rules of Order Form to the Southwest Regional Representative for concurrence.

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

- None at this time

*Patricia D. Shorter*

**Signature of soror making the committee report:** Patricia D. Shorter

**Date of report to Executive Board/Chapter:** 03/22/2024

**Date/Time of next scheduled committee meeting:** To be determined

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### Summary of Proposed Amendments

- *Executive Committee, Executive Board, Committees*  
(References: 7 – 9)
- *Duties and Responsibilities of Elected Officers & Other Leadership Positions*  
(References: 5 and 10)
- *Standing Committees and Special Committees*  
(References: 1 – 3, and 11 – 13)
- *Fiscal Policies: Local Dues, Travel, and Returned Checks*  
(References: 14 – 23)
- *Eligibility Criteria for Holding Elected Officer and Positions*  
(References: 24 – 25)
- *Nominations Timeline*  
(Reference: 26)
- *Chapter Awards Guidelines*  
(References: 4 and 6)