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| **Delta Sigma Theta Sorority, Inc.** |
| **Union County Alumnae Chapter** |
| **Policies and Procedures** |
| **Chapter #1020** |
|  |
| **P.O. Box 2095** |
| **Indian Trail, North Carolina 28079** |
| **www.ucacdst.org** |

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| **Policies and Procedures Committee** | |
| **Joycelyn Eason, Chair,** | **Beverly Jeter** |
| **Deirdre Hatcher,** | **Sabrina Jackson,** |
| **Samone Williams, Anya Ruffin,** | |
| **Shalohm Bentley, Laverne White**  **LAST REVISED: August 2017** | |

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**Delta Sigma Theta Sorority, Incorporated**

Union County Alumnae Chapter

Rules of Order/Policies & Procedures

2017-2018

Table of Contents

INTRODUCTION4

**ARTICLE I: CHAPTER INFORMATION**5

Section 1: Union County Alumnae Chapter/Union County/#1020 5

Section 2: Service Area 5

**Section 3: Contact Information** 5

**ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES**5

**Section 1: Executive Committee**5

**Section 2: Executive Board**5

Section 3: Committees5

**ARTICLE III: ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS** 5

**Section 1: Duties and Responsibilities of Elected Officers**6

* 1. President6
  2. First Vice President7
  3. Second Vice President7
  4. Recording Secretary7
  5. Corresponding Secretary7
  6. Financial Secretary7
  7. Assistant Financial Secretary …………………………………………………………………………… 8
  8. Treasurer8
  9. Assistant Treasurer ………………………………………………………………………………………. 9

Section 2: Duties and Responsibilities of Elected Positions9

* 1. Chair and Members of the Nominating Committee9
  2. Internal Audit Committee9
  3. Minerva Circle9

**Section 3: Duties and Responsibilities of Appointed Officers**9

* 1. Parliamentarian10
  2. Chaplain10
  3. Sergeant-At-Arms ..………………………………………………………………………………....……...10

Section 4: Duties and Responsibilities of Appointed Positions10

* 1. Historian10
  2. Journalist10
  3. Custodian of Properties10
  4. Committee Chairs11
  5. Webmaster …………………………………………………………………………………………………11

Section 5: Term of Office11

Section 6: Filling Vacancies11

Section 7: Removal from Office11

**ARTICLE IV: MEETINGS** 11

**Section 1: Executive Committee Meetings**11

**Section 2: Executive Board Meetings**11

**Section 3: Chapter Meetings**12

**Section 4: Committee Meetings**12

**Section 5: Call Meetings**12

**ARTICLE V: QUORUM** 12

**Section 1: Chapter Meetings**12

**Section 2: Executive Board Meetings**12

**ARTICLE VI: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION** 12

**Section 1: Committee Chairpersons Duties, Responsibilities and Membership Composition**12

1. General Responsibilities..……………………………………………………………………………………..12

**Section 2: Committees***………………………………………………………………………………………………..*13

1. Standing Committees13
2. Special Committees13
3. Elected Committees13
4. Committees and Responsibilities14
5. Finance/Budget14
6. Program Planning & Development14
7. Membership Services15
8. Policies and Procedures15
9. Scholarship15
10. Social Action15
11. Internal Audit16
12. Arts & Letters16
13. Fundraising16
14. Rituals and Ceremonies16
15. Public Affairs16
16. Technology Committee17
17. Founders Day17
18. Project 1317
19. Elections17
20. Amenities Committee17
21. Cotillion/Beautillion17
22. Retreat17
23. Legal17
24. Nominating18
25. The Minerva Circle18

**ARTICLE VII: FISCAL POLICIES AND PROCEDURES** 18

**Section 1:** **Fiscal Roles and Responsibilities**18

1. Chapter President’s Fiscal Responsibilities18
2. Treasurer’s Fiscal Responsibilities19
3. Financial Secretary’s Fiscal Responsibilities19
4. Travel20
5. Delegates20
6. Financial Procedures21
7. Fiscal Reports22
8. Internal Audit Committee22
9. Bonding23
10. Chapter Liability Insurance23

**Section 2:** **National and Local Dues**23

1. Dues23

**Section 3:** **Insufficient Funds or Returned Checks Policy**23

**ARTICLE VIII: NOMINATIONS, ELECTIONS AND VOTING**24

**Section 1:**  **Election of Officers/Position**24

**Section 2:** **Nominations**24

**Section 3: Eligibility for elected office/positions**24

**Section 4:**  **Process to seek nominations**24

**Section 5:**  **Time of Election**25

**Section 6:**  **Chapter Voting**26

**Section 7:**  **Election Reporting**26

**ARTICLE IX: SPECIAL ELECTIONS** 26

**Section 1:** **Minerva Circle**26

**ARTICLE X: INSTALLATION OF OFFICERS**26

**Section 1**: **Guidelines for Installation of Officers**26

**ARTICLE XI: TRANSITION OF OFFICERS**26

**Section 1: Transition of Officers**26

**ARTICLE XII: MEMBERSHIP INTAKE POLICIES**27

**Section 1:** **Membership Intake Processes**27

**Section 2:**  **Minerva Circle**27

**ARTICLE XIII: AMENDMENTS TO RULES OF ORDER AND POLICIES AND PROCEDURES**27

**Section 1:** **Process to amend Chapter Policies and Procedures/Rules of Order**27

**ARTICLE XIV: PARLIAMENTARY AUTHORITY**27

**Section 1:**  **Governing Documents**27

**APPENDIX A: SCHOLARSHIP**28

**APPENDIX B: COTILLION/BEAUTILLION**30

**INTRODUCTION**

**The Policies and Procedures for the Union County Alumnae Chapter** of Delta Sigma Theta Sorority, Inc. (Herein referred to as the chapter) shall be in accordance with the National Constitution and by-laws wherever applicable to Alumnae Chapters except those identified herein. All chapters of Delta Sigma Theta Sorority, Inc. are governed by the Constitution and Bylaws.

Each chapter develops its unique Rules of Order and Policies and Procedures that officially disseminates the rules of conduct or procedures of members. These policies and procedures are specific to the Union County Alumnae Chapter and they describe the manner in which our chapter operates. Chapter Policies and Procedures include areas not covered by the Constitution and Bylaws. They attempt to solve problems, make wise decisions and maintain control to manage chapter affairs.

It is important to note that a **“policy”** states what must be done. A **“procedure”** describes how, when, and by whom something is to be done.”[[1]](#footnote-1)

**Delta Sigma Theta Sorority, Inc.**

**Union County Alumnae Chapter**

**CHAPTER POLICIES AND PROCEDURES**

**ARTICLE I: CHAPTER INFORMATION**

**Section 1: Union County Alumnae Chapter/Union County/#1020**

1. The chapter shall be called the Union County Alumnae Chapter.
2. The chapter shall be located in the state of North Carolina.
3. The Union County Alumnae Chapter is assigned to the South Atlantic Region of the Sorority.
4. The chapter number is 1020.

**Section 2: Service Area**

1. The Union County Alumnae Chapter serves Union County, North Carolina.

**Section 3: Contact Information**

1. Mailing address: P.O. Box 2095 Indian Trail, North Carolina 28079
2. Website: [www.ucacdst.org](http://www.ucacdst.org)
3. Email address: unioncountydst1913@yahoo.com

**ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBLITIES**

**Section 1: Executive Committee**

1. The Executive Committee is composed of the elected officers of the chapter as designated on the Rules of Order Form for chapters as delineated in the chapter’s Policies and Procedures

**Section 2: Executive Board**

1. The Executive Board is composed of all officers (elected and appointed) and chairs of standing committees, as designated on the Rules of Order Form for chapters as delineated in the chapter’s Policies and Procedures.
2. The Chapter President chairs the board and prepares the agenda.
3. At Executive Board meetings, committee chairs present progress reports and indicate if they are ready to report to the chapter. The Chapter President helps the Executive Board see the need for making complete presentations to the chapter so that based upon the board’s recommendation, the chapter may take action.

**Section 3: COMMITTEES**

1. Function as advisors to study a problem, report in writing its findings and recommendations.
2. Function as coordinators to plan, direct and gain the cooperation of the group.
3. Work to complete specific tasks, which require skill, judgment, time and effort.

**ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS**

**Section 1: Duties and Responsibilities of Elected Officers**

1. **PRESIDENT – it shall be the duty of the President to:**
2. Preside at all chapter meetings (Regular, Special and Called) and all ceremonies as may be necessary and appropriate.
   1. Set the tone of the meeting.
   2. Call the meeting to order.
   3. Conduct ritualistic opening and closing.
   4. Present the agenda (which has been prepared with the Executive Committee).
   5. Determine the order throughout the meeting.
   6. Declare when the meeting is to be adjourned (by chapter vote or emergency situation).
   7. Host an Executive Board Training Meeting at the beginning of the fiscal year.
3. Demonstrate knowledge of parliamentary procedures
   1. Take all motions.
   2. Keep all discussions pertinent to the motion and answers questions pertaining to the motion.
   3. Put the motion to a vote and announces the results.
   4. Understands that the goal is to best execute the wishes of the chapter in the most efficient manner.
   5. Set a time limit for discussion.
   6. Know whether a situation demands a vote or when common consent has been achieved.
4. Work with Chapter Officers and Committees.
   1. Serve as chair of the Executive Board and prepares the agenda.
   2. Serve as an ex-officio member of all other committees, with the exception of the Nominating Committee.
   3. Work closely with the Executive Board (all elected and appointed officers and chairs of the standing and appointed committees).
   4. Help the executive board to understand the need for definitive and complete presentations.
   5. Assist other officers in the execution of their duties.
   6. Review and approve all chapter communications, publications and matters of finance.
5. Ensure adherence to fiscal policies.
   1. Serve as the overseer for the fiscal operation of the chapter.
   2. Serve as “exchequer of finances”.
   3. Is accountable to the chapter for the expenditure of funds.
   4. Approve the expenditure of funds (ensures that all checks have two (2) signatures).
   5. Under no circumstances pre-signs checks.
   6. Use a voucher system to request disbursement of funds.
   7. Verify the annual attendance of fiscal officers at financial workshops.
6. Appoint all committee chairs (unless otherwise provided for in the chapter’s Rules of Order).
   1. Take into considerations the job to be done, available resources and knows the abilities, potentialities and interests of each member.
   2. Help committee chairs and committee members understand what is expected of them and define committee’s focus relative to the framework of the chapter’s total program.
7. Fulfill responsibilities to Grand Chapter.
   1. Ensure corporate accountability reports are completed and submitted and chapter compliance is met by established deadlines.
   2. Maintain a file of administrative material to be passed on to the succeeding President.
8. Serve as the chapter delegate to the National Convention, Regional Conference and the Cluster Meetings.
9. **FIRST VICE PRESIDENT – it shall be the duty of the First Vice President to:**
10. Have the same leadership skills as the president.
11. Serve in the place of the President in her absence or at her request.
12. Automatically assume the office of President should that position become vacant.
13. Serve as chair of Program Planning & Development Committee.
14. Serve as a member of the Policies & Procedure Committee.
15. Serve as the alternate delegate to the National Convention and the Spring North Carolina State Meeting.
16. Maintain a file of administrative material to be passed on to the succeeding First Vice president.
17. **SECOND VICE PRESIDENT – it shall be the duty of the Second Vice President to:**
18. Have the same leadership skills as the First Vice President.
19. Serve in place of the First Vice President in her absence or at her request.
20. Automatically assume the office of the First Vice President should that position become vacant.
21. Serve as chair of the Membership Services Committee.
22. Sere as members of the Policies & Procedures Committee.
23. Serve as alternate delegate to the Regional Conference and to the Fall North Carolina State Meeting.
24. Maintain a file of administrative material to be passed on to the succeeding Second Vice President.

1. **RECORDING SECRETARY – it shall be the duty of the Recording Secretary to:**
2. Record the minutes of all regular, Executive Board, special and called meetings.
3. Record all votes.
4. Provide copies of meeting minutes to the membership.
5. Preserve all minutes and committee reports and under no circumstances alter them once they have been adopted.
6. Preserve all taped minutes and committee reports for a three (3) year period.
7. Submit to the President a copy of minutes no later than ten (10) days after the meeting date.
8. Maintain a file of administrative materials to be passed on to the succeeding Recording Secretary and Historian.
9. **CORRESPONDING SECRETARY – it shall be the duty of the Corresponding Secretary to:**
10. Acknowledge and send the official correspondence of the chapter.
11. Read all correspondence to the chapter, Executive Board and Executive Committee.
12. File official correspondence in a permanent place (i.e. thumb drive, etc.).
13. Serve in the absence of the Recording Secretary.
14. Acknowledge and receive, with summary statement regarding its dispositions, all correspondence from National Headquarters. This is recorded in the official records of the chapter.
15. Maintain a file of administrative material to be passed on to the succeeding Corresponding Secretary.

1. **FINANCIAL SECRETARY – it shall be the duty of the Financial Secretary to:**
2. Keep the official record(s) i.e. detail log of all income.
3. Serve as one of he authorizers of expenditures.
4. Submit all monies to the Treasurer to ensure that the two (2) business-day deposit deadline is met.
5. Issue official receipts for income.
6. Serve as a member of the Finance Committee.
7. Use a voucher system to request disbursement of funds.
8. Prepare a roster of financial chapter members.
9. Serve as a member of The Minerva Circle.
10. Attend finance training workshops.
11. Present a written monthly report to the chapter of all income received.
12. Complete the Acceptance of Fiduciary Responsibility Form.
13. Read and familiarize herself with the Fiscal Officers Manual and chapter’s Financial Secretary.
14. Sign checks only when reimbursement is for another fiscal officer or when specifically requested by the President (which should be a rare occurrence).
15. Provide access to the chapter’s annual report upon request of individual members.
16. **ASSISTANT FINANCIAL SECRETARY – it shall be the duty of the Assistant Financial Secretary to:**
17. Assist in the collection of funds, but not supersede the duties of the Financial Secretary. It is not the duty of the Assistant Financial Secretary to sign checks.
18. Be a bonded officer for the chapter.
19. Attend all finance training workshops.
20. **TREASURER – it shall be the duty of the Treasurer to:**
21. Keep the official financial records of the chapter.
22. Provide a written report of the chapter’s income and disbursements monthly to all chapter members.
23. Keep actual records of income, disbursements and summary ledgers on a monthly basis.
24. Maintain a running balance of budget line items.
25. Prepare and submit annual fiscal reports by established due dates.
26. Deposit income received form the Financial Secretary within two (2) business day s of receipt.
27. Submit Grand Chapter funds within 30 days of receipt.
28. Make disbursements on written authorizations as directed in our Policies & Procedures (ensures all checks have two (2) signatures).
29. Sign all checks except her own.
30. Ensure a voucher system to request disbursement of funds.
31. Reconcile all accounts on a monthly basis.
32. Ensure that funds restricted to a future financial year are not disbursed prior to the intended year.
33. Serve as Chair of Finance Committee.
34. Present the annual operating budget for the ensuing fiscal year (prepared by the Finance Committee) to the chapter for approval by May of each sorority year.
35. Monitor expenditures of the chapter budget.
36. Attend finance training workshops.
37. Complete the Acceptance of Fiduciary Responsibility Form.
38. Read and be familiar with the Fiscal Officers Manual and Chapter’s Financial Policies and Procedures.
39. Submit all required fiscal forms to National Headquarters by the appropriate deadline date.
40. Maintain a file of administrative material to be passed on to the succeeding Treasurer.
41. Provide access to the chapter’s annual report upon request of individual members.
42. **ASSISTANT TREASURER – it shall be the duty of the Assistant Treasurer to:**
43. Assist in the counting of money, but not supersede the duties of the Treasurer. It is not the duty of the Assistant Treasurer to deposit money or sign checks
44. Be a bonded officer for the chapter.
45. Attend all finance training workshops.

**Section 2: Duties and Responsibilities of Elected Positions**

1. **Chair and members of the Nominating Committee – it shall be the duty of this committee to:**
2. Receive and seek qualified candidates for chapter elections according to policy.
3. Set deadlines for receiving nominations for office.
4. Present a slate of candidates to the chapter in April of the year that chapter officers will be elected.
5. Provide written candidate profile to the membership 30 days prior to an election.
6. In the event of disqualification or withdrawal of a candidate, the Nominating Committee is revived and must meet immediately and agree upon another qualified candidate.
7. Maintain a file of administrative material to be passed on to the succeeding Nominating Committee.
8. **Internal Audit Committee – it shall be the duty of this committee to:**
9. Recommend an independent auditor for the annual review.
10. Review and propose internal controls.
11. Review the chapter records and indicate any material weaknesses.
12. Include in the review of activities:
    1. Verification of receipts of the period.
    2. Verification of expenditures for the period.
    3. Verification of balances for all accounts.
    4. Ensure presence of expenditure documentation (receipts, invoices, etc.).
    5. Ensure adherence to budget line items.
    6. Ensure adherence to separation of fiduciary responsibilities.
13. Meet with the Fiscal Officers to present the audit report to the chapter.
14. Notify chapter of any weakness in financial structure and recommend improvements.
15. Complete form IAR-1 as part of the quarterly review process.
16. Submit the IAR-1 online by August 31st.
17. Report audit findings and recommendations to the chapter quarterly.
18. Maintain a file of administrative material to be passed on to the succeeding Internal Audit Committee.
19. **Minerva Circle – it shall be the duty of The Minerva Circle to:**
20. The nine Jewels of The Minerva Circle shall be elected as a group.
21. The Leader of The Minerva Circle, Convener of the Odyssey Experience and the Keeper of the Muses and Graces are the only positions elected by position in accordance with the chapter’s Policies and Procedures and/or the Administrative Procedures of Membership Intake.
22. In the event a member of The Minerva Circle is related to an applicant seeking membership into this chapter, that soror must recuse herself from the screening/rating of the family member’s packet and the interviewing of the applicant.
23. At the conclusion of the intake process, the committee shall be dissolved.
24. The Minerva Circle will maintain a file of administrative material to be passed on to the succeeding The Minerva Circle.

**Section 3: Duties and Responsibilities of Appointed Officers**

1. **Parliamentarian – it shall be the duty of the Parliamentarian to:**
2. Upon request, advise the Chapter President, other officers, committees, and members on matters of parliamentary procedures (according to Grand Chapter’s Constitution and Bylaws, the chapter’s Rules of Order and Policies and Procedures, and Robert’s Rules of Order, Newly Revised).
3. Call attention to the Chapter President of any error in the proceedings that may affect the substantive rights of any member or may otherwise harm.
4. Maintain a file of administrative material to be passed on to the succeeding Parliamentarian.
5. **Chaplain – it shall be the duty of the Chaplain to:**
6. Fulfill the roles as outlined in the Ritual and sets the spiritual tone of the meetings when so requested.
7. Keep an accurate record of deceased members and their obituaries and submits the same to the chapter president. (The chapter president then reports the information to National Headquarters on or before the designated date prior to National Convention or Regional Conference.).
8. Maintain a file of administrative material to be passed on to the succeeding Chaplain.
9. **Sergeant-At-Arms** – it shall be the duty of the Sergeant-At-Arms to:
10. Fulfill the roles as outlined in the Ritual.
11. Assist the chapter president in keeping order at all times.
12. Supervise the admittance of all persons to chapter meetings.
13. Keep a record of all members and visiting sorors present at meetings.
14. Submit the attendance report to the Recording Secretary for the roll call and the determination of a quorum.
15. Maintain a file of administrative material to be passed on to the succeeding Sergeant-At-Arms.

**Section 4: Duties and Responsibilities of Appointed Positions**

1. **Historian – it shall be the duty of the Historian to:**
2. Compile an annual written narrative account of the chapter’s activities and submit it to the chapter president and the membership for approval before publication. This record becomes a permanent part of the chapter’s history.
3. Preserve documents regarding the chapter’s history (e.g. newspaper articles, chapter programs).
4. Collect documents, souvenirs, and clippings to be placed in the sorority’s scrapbook and/or files from each committee.
5. Send a complete account of the chapter’s activities to the National Historian annually.
6. Secure and maintain an appropriate storage facility on an ongoing basis.
7. Maintain a file of all administrative material to be passed on to the succeeding Historian.
8. **Journalist – it shall be the duty of the Journalist to:**
9. Compile news and information for publication which may be uploaded to the chapter’s website.
10. Send local chapter news and reports to national Headquarters for inclusion in the Delta Journal and Newsletter as directed by the President.
11. Send local chapter news and reports to the Regional Journalist for inclusion in the Regional Newsletter and local publications as directed by the President.
12. Maintain a file of administrative material to be passed on to the succeeding Journalist.
13. **Custodian of Properties – it shall be the duty of the Custodian of Properties to:**
14. Maintain a safe and central repository for the chapter’s properties (e.g. the official documents, candles, robes, tablecloths, gavel, and other effects which the chapter may obtain for the orderly and proper conduct of ceremonies and business).
15. Keep a written inventory of all chapter properties and submits an annual inventory report to the chapter president with a copy to the Recording Secretary.
16. Maintain and update on an annual basis the inventory list of chapter properties.
17. Maintain and replace properties.
18. Set up properties for ritualistic ceremonies.
19. Maintain a file of administrative material to be passed on to the succeeding Custodian of Properties.
20. **Committee Chairs – it shall be the duty of Committee Chairs to:**
    1. Duties as outlined in Article 6, Section 1 of this document.
21. **Webmaster – it shall be the duty of the Webmaster to:**
22. Create and manage the chapter’s website according to the guidelines set forth by Grand Chapter.
23. Maintain a file of administrative material (user name, password, etc.) to be passed on to the succeeding Webmaster.

**Section 5: Term of Office**

1. Officers serve a term of two (2) years.
2. Officers may not serve more than two (2) consecutive terms in the same office.
3. In filling vacancies for unexpired terms, an officer who has served more than half a term in the same office is considered to have served a full term.

**Section 6: Filling Vacancies**

1. **Elected Positions**

1. The chapter president will appoint a soror to the vacant position with the approval of the Executive Committee.

**Section 7: Removal from Office**

1. Members of the chapter shall have the right to impeach an elected officer as outlined in the Chapter Management Handbook: Procedure For Impeachment Of An Elected Chapter Officer.

**ARTICLE IV: MEETINGS**

**Section 1:** **Executive Committee Meetings**

1. Meeting wills consists of all elected officers.
2. Meetings will be held at the discretion of the chapter president.

**Section 2:** **Executive Board Meetings**

1. The first Tuesday of each month at 6:30 PM (August – June)
2. The chapter president shall have the discretion, based upon special circumstances, to cancel or reschedule the monthly meeting.
3. Meeting will consist of all elected and appointed officers, standing committee chairpersons, and the immediate past president.

**Section 3: Chapter Meetings**

1. The second Saturday of each month at 10:00 AM (September – June)
2. Length of time for the business of the monthly chapter meeting will be limited to two (2) hours, unless a motion to extend the time is made and passed by the chapter.
3. Any change to the date and time of a regularly scheduled chapter meeting requires the approval of the Executive Board. However, Executive Board approval does not relegate the chapter president of her duty to notify the regional director of any change to the date and time of the regularly scheduled chapter meeting.

**Section 4: Committee Meetings**

1. Initial committee meetings will be held prior to the September meeting and thereafter upon the request of the Chair.
2. All chapter committees and subcommittees are authorized to meet by telephone conference or through other electronic communications medias so long as all members can simultaneously hear others and participate during the meeting.
3. All communication may be sent electronically in accordance with Delta Internet Guidelines.

**Section 5: Call Meetings**

1. A call meeting shall be held at the discretion of the chapter president or the Executive Committee.
2. A call meeting is a separate session of the chapter held at a time different from that of any regular meeting and convened to consider one or more items of business as specified in the call of the meeting.
3. The reason for the call meeting is to deal with important matters that may arise between the regular meeting and that urgently require action by the chapter before the next regular chapter meeting.
4. Notice of time and exact purpose of the call meeting must be given in advance. Members must be given 48 hours notice of the meeting.

**ARTICLE V: QUORUM**

**Section 1: Chapter Meetings**

1. Quorum shall consist of thirty-three (33%).

**Section 2: Executive Board Meetings**

1. Quorum shall consist of thirty-three (33%).

**ARTICLE VI: COMMITTEE DUTIES, RESPONSIBLITIES AND MEMBERSHIP COMPOSITION**

**Section 1: Committee Chairpersons Duties, Responsibilities and Membership Composition**

1. **General Responsibilities**
2. Copies of committee reports must be submitted to the chapter president and recording secretary at the executive board meetings.
3. Each committee chairperson is responsible for keeping a record of its meetings, programs, etc. The records must be given to the next chair upon completion of the chair’s term.
4. Each committee chairperson must submit a projected year-end report and budget for the upcoming sorority year by February’s Executive Board meeting.
5. Each committee chairperson approves all committee expenditures, but does not approve or request reimbursement for expenditures that are not budgeted.
6. Each committee chairperson must submit vouchers with receipts/invoices to the Financial Secretary for payment of expenses.
7. Each committee chairperson must ensure the chapter president signs all contracts and letters to external parties.
8. Each committee chairperson must submit any committee budget amendments to the Finance Committee.
9. Each committee chairperson must advise the Treasurer of all vendors’ payment requirements.
10. Each committee that intends to present at chapter meeting must present their report at the preceding Executive Board meeting. Each committee will provide a written report in conjunction with their oral report at regular chapter meetings. Oral reports will be accepted for emergency announcements or matters that require a vote/action by the chapter upon approval of the chapter president.
11. Expenses above and beyond the approved allocation/budget, due to extraordinary circumstances, must be submitted to the Executive Board for approval prior to reimbursement.
12. Event Insurance: Each committee chairperson must budget, obtain approval and secure general liability insurance for all programs or events that are attended by individuals that are not members of the chapter.
13. Maintain a file of administrative material to be passed on to the succeeding committee chairpersons.

**Section 2: COMMITTEES**

1. **Standing Committees** – These committees are the permanent committees of the chapter:
2. Finance/Budget
3. Program Planning & Development
4. Membership Services
5. Policies and Procedures
6. Scholarship
7. Social Action
8. Internal Audit
9. Arts & Letters
10. Fundraising
11. Rituals and Ceremonies
12. Public Affairs
13. Technology
14. Amenities
15. **Special Committees**
16. Founders Day
17. Project 13
18. Elections
19. Cotillion/Beautillion
20. Retreat
21. Legal
22. **Elected Committees**
23. Nominating
24. The Minerva Circle
25. **Committees and Responsibilities**
26. Finance/Budget – The Finance/Budget Committee is chaired by the Treasurer and is composed of approximately five members including the Financial Secretary, President and other members as designated by the President. If the Treasurer does not serve as chair, the chapter will elect the chair. Any member of the current Audit Committee should not serve on this committee. It shall be the duty of this committee to:
    1. Consider the financial needs of the chapter, develop and present a budget to the chapter, and recommend amendments/modifications to the budget.
    2. Process request for additional funds for committees and present requests for chapter approval.
    3. Prepare the operating budget for the ensuing fiscal year. The Treasurer must present the budget for the next fiscal year for approval to the Executive Board in February. Then the Treasurer will present the budget to the chapter in March in preparation for the chapter vote in April of each sorority year.
    4. Review and recommend budget modifications quarterly.
    5. Ensure that the chapter is within the 35% limit of Non-Member Gross Receipts.
27. Program Planning & Development – The Program Planning & Development Committee is chaired by the First Vice President. It shall be the duty of the committee to:
    1. Investigate, develop, and implement chapter programs aligned to the Five Point Programmatic Thrust.
    2. Include the duties of Risk Management Coordinator/Committee. Risk Management Coordinator/Committee, acting on behalf of Delta, has a responsibility to ensure that each member has the requisite knowledge and skills to perform the duties specified in their volunteer position description. To make certain that all chapter members are knowledgeable about Delta’s policies, procedures and guidelines for working with youth. Ensure that the chapter receives Risk Management Training on the policies, procedures, and guidelines at a minimum on an annual basis. Training may be held in group classes or one-on-one with the chapter president or her designee. It shall be the duty of the Risk Management Coordinator/Committee to:
       1. Maintain files for all volunteers and signed parent forms.
       2. Prepare and maintain Risk Management training information/workshop.
       3. When possible, attend State Meetings and Regional Conferences to obtain updated Risk Management information.
       4. Give Risk Management Committee updates at Executive Board and chapter meetings.
       5. Attend the Union County Alumnae Chapter Youth Initiative (GEMS/Delta Academy) Program Welcome & Orientation, provide Risk Management Overview, review the parent forms, and answer any questions regarding the forms.
       6. Provide updates to the chapter Policies & Procedures, if necessary.
       7. Prepare written descriptions of the responsibilities of the officers, committee chairs, co-chairs and members how work directly with the Union County Alumnae Chapter Youth Initiatives (GEMS/Delta Academy) Program.
       8. Screen volunteers.
       9. Train volunteers.
       10. Supervise volunteers.
       11. Report abuse and terminate relationship between youth and alleged perpetrator.
       12. Involve youth parent(s)/guardian(s).
       13. Observe strict guidelines regarding photographing youth.
       14. Discipline youth appropriately, but do not abuse youth.
       15. Monitor youth in leadership positions.
       16. Prohibit out-of-program activities and contact.
       17. Ensure privacy rights are respected.
       18. Follow strict sign-in/sign-out procedures.
       19. Keep a record of its meetings, programs, etc. The records must be given to the next chair upon completion of the chair’s term.
    3. Enhance the Dr. Betty Shabazz Delta Academy and the Dr. Jeanne L. Noble Delta GEMS educational development programs.
    4. Address economic development though Financial Fortitude initiatives.
    5. Develop programs that address international awareness and involvement.
    6. Deliver programming that addresses physical and mental health while implementing healthy living messages in all programs and activities.
28. Membership Services – it shall be the duty of this committee to:
    1. Plan and implement programs to reclaim inactive sorors.
    2. Direct, develop and provide programs and services for membership of the chapter.
    3. Implement program initiatives as created by Grand Chapter relating to membership services.
    4. Recognize milestones of membership for members.
    5. Update and distribute the official directory to members.
    6. Recognize visiting sorors and provide appropriate chapter information.
    7. Conduct at least one Delta In Development (DID) session biannually.
29. Policies and Procedures – it shall be the duty of this committee to:
    1. Review and update the chapter’s policies and procedures as necessary.
    2. Review any constitutional revisions approved at a National Convention and recommended by the National Constitution Committee, and make recommendations regarding the revisions to the chapter.
    3. Inform the Executive Board of any known violation of policy.
    4. Conduct at least one DID session annually.
    5. Make recommendations to the chapter as needed. Recommendations for the current sorority year will be accepted for review until and through September 30th.
30. Scholarship – it shall be the duty of this committee to:
    1. Develop and administer the scholarship program of the chapter (See Appendix A).
    2. Ensure scholarship candidates and recipients are high school seniors residing in Union County, attend school in the Union County Public Schools and have been accepted into a four (4) year accredited college or university.
31. Social Action – it shall be the duty of this committee to:
    1. Plan and implement a program of social action in keeping with the needs of the community and objectives of the Social Action Commission of Grand Chapter.
    2. To stimulate interest in social action and to educate the chapter on current local community related issues.
    3. Conduct at least one DID session biannually.
    4. Encouraged to volunteer as the representative, or a volunteer as agreed upon by the chapter in her place, of the chapter for Delta Days at the Nation’s Capitol and Delta Days at the State Capitol.
32. Internal Audit – it shall be the duty of this committee to:
    1. Conduct quarterly internal audits of the chapter’s finances and report results to the chapter quarterly.
    2. Secure an external auditor (if necessary) to conduct a full audit annually.
    3. Present a summary of reports to the chapter with a full report made available within 30 days of completion.
33. Arts & Letters – it shall be the duty of this committee to:
    1. Stimulate interest, inform and educate the chapter in the area of the arts and letters.
    2. Develop and implement at least one new program annually.
    3. Recommend to the chapter appropriate activities that support Delta’s Art & Letters Commission initiative.
34. Fundraising – it shall be the duty of this committee to:
    1. Make and execute a budget for all fundraising activities and all plans for fundraising activities in accordance with the chapter’s financial needs, as assessed by the Finance/Budget Committee.
    2. Formulate guidelines that govern the distribution and return of tickets for all fundraising activities for the chapter’s public service programs.
    3. Plan and execute all fundraising events. Events are voted on by the chapter when chapter funds, outside the committee’s budget, are being utilized.
    4. Submit a financial report to the chapter within 30 days of each fundraising event.
    5. Designate 90% of net proceeds for chapter programs and services to include scholarships and charitable giving.
    6. Designate 10% as seed money\* for future fundraising and non-budgeted chapter events.
    7. Note: The chapter shall vote on the ticket price for all fundraising events.
    8. \*Seed money is defined as upfront monies needed to execute a program/chapter event.
35. Rituals and Ceremonies – it shall be the duty of this committee to:
    1. Coordinate all ceremonies (i.e. Rededication, Omega Omega, etc.).
    2. Ensure the proper setup for all ceremonies.
    3. Coordinate all participants in ceremonies.
36. Public Affairs – it shall be the duty of this committee to:
    1. Represent the chapter in promoting public awareness of the chapter’s events and accomplishments to the Union County community and beyond.
    2. Represent the chapter in communicating with agencies, media outlets, vendors and advocacy groups regarding program promotion and logistical needs.
    3. Inform the chapter committee chairs on policies and procedures regarding media and public relations agencies.
    4. Seek out and solicit sponsorships and/or partnerships with other groups to help implement and promote events.
    5. Conduct evaluations of chapter programs and initiatives with target audiences and community members.
37. Technology Committee – it shall be the duty of this committee to:
    1. Maintain all social media accounts in accordance to the internet guidelines set forth by Grand Chapter.
    2. Maintain and make recommendations to improve efficiency and appearance of chapter website.
38. Founders Day – it shall be the duty of this committee to:
    1. Prepare the appropriate program to commemorate our Founders/founding of the sorority.
39. Project 13 – it shall be the duty of this committee to:
    1. Inform the chapter of the initiatives as directed by Grand Chapter.
    2. Coordinate the activities of the chapter to achieve the goals set forth by Grand Chapter.
40. Elections – it shall be the duty of this committee to:
    1. Supervise, execute and tally the elections of the chapter.
    2. Not disclose or use election results until the Chair or Co-chair of the committee has presented the Elections Report to the chapter.
    3. Ensure if a member of this committee wants to run for an elected office, they must resign from this committee prior to the call for nominations.
41. Amenities Committee – it shall be the duty of this committee to:
    1. Be the contact person for notification regarding major life events.
    2. Acknowledge and send official correspondence to and from the chapter regarding sorors experiencing life events such as births, marriage, illness and death, etc.
    3. Send floral tributes to active sorors, past presidents, and charter members for their Omega Omega services.
    4. Send a condolence gift not to exceed $50, for the death of a spouse, mother, father, parental figure, child, or grandchild. In the case of related sorors, one gift shall be sent per occurrence.
    5. Send sympathy cards for the death of any family member.
    6. Send sympathy cards to inactive sorors who were active in the immediate past fiscal year for the death of a spouse, mother, father, parental figure, or child.
    7. Purchase a plaque to be awarded at the end of a president’s term.
    8. Purchase a get well card for a soror who is hospitalized.
    9. Purchase gifts not to exceed $25 to visiting dignitaries who are members of the sorority. The soror shall receive the gift once during a fiscal year unless invited by the local chapter.
42. Cotillion/Beautillion – it shall be the duty of this committee to:
    1. Coordinate logistics for the event.
    2. Recruit and groom debutantes.
    3. Assess expected outcome(s) and make recommendations for the next event.
    4. Create an approved budget for event.
    5. Adhere to guidelines for Cotillion/Beautillion (see Appendix B).
43. Retreat – it shall be the duty of this committee to:
    1. Coordinate logistics for the event.
    2. Create activities to promote learning and fellowship.
44. Legal – it shall be the duty of this committee to:
    1. Oversee the adherence to laws, regulations, and policies that pertain to chapter operations.
    2. Provide oversight for the legal functions of the chapter. This includes, but is not limited to, reviewing contracts/agreements with vendors and composing legal communications with vendors when agreements are violated.
    3. Advising the chapter on legal actions and ramifications that may arise.
45. Nominating – it shall be the duty of this committee to:
    1. Receive and seek qualified candidates for chapter elections according to policy.
    2. Set deadlines for receiving nominations for office.
    3. Present a slate of candidates to the chapter in April of the year that chapter officers will be elected.
    4. Provide written candidates profiles to the membership 14 days prior to an election.
    5. In the event of disqualification or withdrawal of a candidate, the Nominating Committee will be revived and must meet immediately and agree upon another qualified candidate.
46. The Minerva Circle – it shall be the duty of this committee to:
    1. Plan and administer the entire Membership Intake Process.
    2. Prepare the Membership Intake Calendar and present it to the chapter for a vote.
    3. Communicate to all sorors the calendar of activities.
    4. Plan the RUSH.
    5. Plan the Pyramid Preparation Period.
    6. Report to the appropriate soror(s) (chapter president or Regional Director) those who violate any part of the Membership Intake Program.
    7. Meet as often as needed in order to become familiar with and prepare for all aspects of the membership intake program.
    8. Meet regularly during the membership intake process in order to process feedback from chapter members, to respond to concerns and to facilitate the smooth operation of the remaining activities.
    9. Be available to the Pyramids upon request as approved by the Leader of The Minerva Circle and the chapter president.
    10. Plan, execute and monitor all activities to ensure that the appropriate activities are carried out each day.
    11. Review and approve the activities of each Jewel Day as planned by the appropriate committee.
    12. Plan for the Pyramid Induction and Initiation Ceremonies and other ceremonies (i.e., appropriate place, properties) and ensures completion of forms required by National Headquarters.
    13. Be present at all The Minerva Circle Meetings and Jewel Days.

**ARTICLE VII: FISCAL POLICIES AND PROCEDURES**

**Section 1: Fiscal Roles and Responsibilities**

1. **Chapter President’s Fiscal Responsibilities:** 
   1. Manage and oversee the fiscal operation of the chapter.
   2. Be accountable to the chapter for the expenditure of funds.
   3. Serve as “exchequer of finances” meaning the president is responsible for the management and collection of revenue.
   4. Approve the expenditure of funds (ensure that all checks have two signatures).
   5. Under NO circumstances should the chapter president pre-sign checks.
   6. Ensure a voucher system is used for the distribution of funds.
   7. Ensure fiscal officers attend financial workshops at least once a year.
   8. Ensure all fiscal officers are bonded.
   9. Attend finance workshops.
   10. Sign all checks except her own.
   11. Initial all deposits that contain cash.
   12. Ensure Treasurer and Financial Secretary provide separate written reports.
   13. Ensure the Annual Financial Report and Federal Income Tax /Group Authorization Return Form (990) is submitted by August 31completed.
   14. Ensure that internal/external audits are completed.
   15. Review fiscal officers’ reports monthly using the President’s Check List.
   16. Review, sign and retain a copy of all bank statements.
2. **Treasurer’s Fiscal Responsibilities:**
   1. Keep the official financial records of the chapter.
   2. Provide a written report of the chapter’s income and disbursements monthly to all chapter members.
   3. Keep actual records of income, disbursements and summary ledgers on a monthly basis.
   4. Maintain a running balance of budget line items.
   5. Prepare and submit annual fiscal reports by established due dates.
   6. Deposit income received from the Financial Secretary within two (2) business days of receipt.
   7. Submit Grand Chapter funds within 30 days of receipt.
   8. Make disbursements on written authorization as directed in the Policies and Procedures (ensures all checks have two (2) signatures).
   9. Sign all checks except her own.
   10. Ensure a voucher system to request disbursement of funds.
   11. Reconcile all accounts on a monthly basis.
   12. Ensure books are audited in accordance with current internal audit guidelines.
   13. Ensure that funds restricted to a future financial year are not disbursed prior to the intended year.
   14. Serve as Chair of Finance Committee.
   15. Present the annual operating budget for the ensuing fiscal year (prepared by the Finance Committee) to the chapter for approval by May of each sorority year.
   16. Monitor expenditures of the chapter budget.
   17. Attend finance training workshops.
   18. Complete the Acceptance of Fiduciary Responsibility Form.
   19. Read and be familiar with the Fiscal Officers Manual and Chapter’s Financial Policies and Procedures.
   20. Submit all required fiscal forms to National Headquarters by the appropriate deadline date.
   21. Maintain a file of administrative material to be passed on to the succeeding Treasurer.
   22. Provide access to the chapter’s annual report upon request of individual members.
3. **Financial Secretary’s Fiscal Responsibilities**
   1. Keep the official record(s) i.e., detail log of all income.
   2. Serve as one of the authorizers for expenditures.
   3. Submit all monies to the Treasurer to ensure that the two (2) business day deposit deadline is met.
   4. Issue official receipts for income.
   5. Serve as a member of the Finance Committee.
   6. Use a voucher system to request disbursement of funds.
   7. Prepare a roster of financial chapter members.
   8. Serve as a member of The Minerva Circle.
   9. Attend Finance training workshops.
   10. Present a written monthly report to the chapter of all income received.
   11. Complete the Acceptance of Fiduciary Responsibility Form.
   12. Read and familiarize herself with the Fiscal Officers Manual and Chapter’s Financial Policies and Procedures.
   13. Maintain a file of administrative material to be passed on to the succeeding Financial Secretary.
   14. Sign checks only when reimbursement is for another fiscal officer or when specifically requested by the President (which should be a rare occurrence).
   15. Provide access to the chapter’s annual report upon request of individual members.
4. **Travel**
   1. When a chapter member is sent on official business for the Union County Alumnae Chapter, that requires travel (excluding the Union County area), she will be reimbursed for mileage in accordance with the U.S. Government tax deductible mileage guidelines, or as determined by the chapter.

**(Note: If a delegate travels separately by vehicle, the chapter will pay half the reimbursable mileage per delegate).**

* 1. Receipts for all travel expenditures exceeding $10.00 (e.g. hotel, airplane tickets) must be submitted within 10 days of completion of each trip.

**(Note: Receipts for per diem allowances do not have to be submitted as the reimbursement amount is set and may not be increased/adjusted).**

* 1. Per diem will be granted in accordance with the IRS per diem standard rate.

1. **Delegates**
   1. In the event the President, First Vice-President or Second Vice-President is unable to serve as delegate and/or alternate to National Convention, Regional Conference, Cluster Meetings or any other Delta related meeting, an elected officer will be selected as the voting delegate and/or alternate.
   2. The Social Action Committee chair or a volunteer as agreed upon by the chapter is encouraged to serve as the representative of the chapter for Delta Days at the Nation’s Capitol and Delta Days at the State Capitol.
   3. The chapter shall pay the following expenses for the voting and alternate delegate to National Convention and Regional Conferences:
      1. Full pre-registration fees.
      2. Full housing (1/2 cost of a double room).
      3. Travel and per diem.
      4. Travel by airplane or rail based upon coach rates and must be secured at time of pre- registration.
      5. Baggage fees at airline rate will be paid for no more than two (2) bags per delegate.
      6. Travel by car shall be based on the U.S. Government mileage guidelines.
   4. The chapter shall pay the following expenses of the representing delegate to the State Cluster Meeting:
      1. Full pre-registration fees.
      2. Full housing (1/2 the cost of a double room).
      3. Travel and per diem.
      4. Travel by car shall be based on the U.S. Government mileage guidelines.
   5. When other chapter members are REQUIRED to attend meetings as mandated by national and/or regional guidelines, the chapter shall pay for the full pre-registration fees of the representing member.
   6. All travel itineraries must be presented to and approved by the chapter prior to departure.
2. **Financial Procedures – Fees Collection Policy**
   1. All non-dues payments (e.g., tickets, transportation, goods, etc.) shall be made by certified check, cashier’s check, money order, cash, personal check, or PayPal.
   2. All checks received from non-chapter members shall be submitted with the collecting member’s name.
   3. The chapter will not honor any unauthorized contractual agreements or unauthorized purchases.
   4. A voucher shall be submitted for all chapter expenditures. Vouchers shall be submitted and signed by the President or Vice President and Financial Secretary and by the committee chair. A Vice President and the Financial Secretary must sign a voucher submitted by the President. All requests for money must be submitted to the Financial Secretary at least seven (7) days in advance by voucher with appropriate signatures. Vouchers should contain date, name and address of payee as well as reason for the request.
   5. All chapter funds must be handled by the elected financial officers (Treasurer and Financial Secretary). In the event of the absence of the Treasurer, the Financial Secretary can perform the duties of the Treasurer. In the event of the absence of the Financial Secretary, the President can perform the duties of the Financial Secretary.
   6. The Treasurer and/or Financial Secretary should be contacted whenever there is a financial concern.
   7. An internal Audit Committee shall conduct quarterly audits and submit them to the chapter in writing quarterly.
   8. Money can only be accepted by the chapter during Executive Board Meetings, Chapter Meetings, or specially designated agreed upon days.
   9. A member of the Finance Committee will distribute all tickets for chapter events.
   10. All monies should be submitted to the Financial Secretary, receipted, recorded in a log and forwarded to the Treasurer at the end of the meeting / function. Upon receipt of monies, a bank transaction must be completed within two (2) business days.
   11. Upon receipt of cash monies the President must initial all cash deposits.
   12. A member’s name should be noted on all checks submitted to the Financial Secretary.
   13. Committee/officers may request advance funds up to fifty ($50.00) dollars with no further funds to be issued until the advance is accounted for by receipt.
   14. All tickets and payments for chapter events (e.g., Founder’s Day, Luncheon, etc.) must be purchased at least three (3) days in advance of the event. After that period, n o monies will be collected unless otherwise determined by the Finance Committee. Persona checks will be accepted until seven (7) days prior to the event. Cash, certified check or money order will be accepted for the three (3) days immediately preceding the deadline date (as stated above). (Example: Sorors may pay by check until August 31st for an event scheduled for September 8th. Sorors must pay by certified check, cash or money order from September 1st – September 4th. No monies will be accepted for he event after September 4th, unless otherwise determined by the Finance Committee). No refunds will be given for activities or events unless the event is cancelled and/or the chapter votes to make an exception due to catastrophic or unforeseen acts of God.
   15. Authorization for creation of a PayPal and/or Merchant account must be presented to the chapter for a vote.
   16. Any authorized PayPal account must utilize procedures and controls as outlined by the Chapter Management Handbook.
   17. Any authorized PayPal account password must be available to the chapter President and Treasurer.
   18. Any PayPal account and related bank account for the chapter must be voted on in advance by the chapter.
   19. Account Access: The PayPal account must be set up in the name of the chapter with the chapter president being the “Owner”. A separate bank account must be opened for the use of the PayPal account transactions. User accounts within this PayPal account will be set up for the Treasurer and the Financial Secretary. PayPal will send an email to the primary email address listed on the application notifying the chapter of receipt of a payment. The chapter must establish an email account specifically for the PayPal Business account. The login ID and password will be provided to the President, Treasurer and Financial Secretary. This email account must be monitored regularly (especially during high volume use).
   20. PayPal Business Owner Contact Information: The owner of the PayPal account must be the Chapter President and she should be contacted if there is a problem with the account. The President is ultimately responsible for the account. If there is a problem, the President should be contacted and she must notify the treasurer in order to resolve the problem.
   21. PayPal Business Account Login Setup: The President and Treasurer must open a separate bank account for PayPal activities. It is recommended that the same bank that is used for the chapter operating bank account be used for the PayPal bank account.
   22. The president must go to the PayPal website – <https://www.paypal.com> to perform the initial setup of the PayPal account. The president is to follow the guidelines in the Delta Sigma Theta National Finance Committee Fiscal Officers Manual for the step-by-step procedure for the online initial setup of PayPal.
   23. Password Recovery-User Agreement: During PayPal account setup security questions and answers must be entered. This information is to be maintained by the President and Treasurer.
   24. PayPal account fees and reporting: The associated fees to use PayPal can be passed on to the consumer/soror. The treasurer must reconcile the PayPal bank account monthly and all activity is to be included in the monthly finance reports provided to the chapter by the Financial Secretary and the Treasurer.
   25. Reimbursement checks should be delivered in person at sorority meeting or via U.S. Mail within 30 days of receipt of the completed voucher.
3. **Fiscal Reports**
   1. The chapter shall be provided with the chapter’s financial status on a monthly basis.
4. **Internal Audit Committee**
   1. An internal audit shall be conducted on a quarterly basis by the Audit Committee.
   2. The audit shall consist of reviewing the chapter’s records and completing the Internal Audit Report Form (IAR-1).
5. **Bonding**
   1. The following elected officers shall be bonded:
      1. Chapter President
      2. Chapter Treasurer
      3. Financial Secretary
   2. What will bonding cover:
      1. Designated positions listed above.
      2. Up to $5,000 in losses for twenty ($20) dollars. Additional coverage will be purchased if the financial officers will handle more than $5,000 on a regular basis.
      3. Losses sustained of money or other property by any person in the chapter while occupying and performing the duties of any of the positions.
      4. Covers money stolen by the bonded soror, not from the bonded soror.
6. **Chapter Liability Insurance**
   1. The chapter shall be covered by general liability insurance, which is solely available through Grand Chapter.

**Section 2: National and Local Dues**

1. **Dues**
   1. Dues must be submitted to the Financial Secretary by March 27th.
   2. Dues may be paid by personal or business check if received by March 20th of each year.
   3. From March 21 – 27, payment must be made by certified check, cashier’s check or money order to the chapter P.O. Box.
   4. Cash will be accepted at the chapter meetings only.
   5. Each member must submit a dues renewal form with her dues to the Financial Secretary.
   6. Sorors transferring unconsumed dues will be considered a member of the chapter when the dues have been received from the sending chapter.
   7. When a soror transfers unconsumed dues from another chapter, amounts in excess of the chapter’s annual dues shall be refunded directly to the soror. If the amount transferred is less than the chapter’s annual dues, the difference will be waived.
   8. Members who transfer their membership to another chapter may request unconsumed dues be made payable to their new chapter upon written request. Dues are consumed at the rate of 14% a month from July 1 to January 31. As of February 1 each year, dues will be considered fully consumed and no request for transfer of dues will be considered. Once the request for dues transfer has been received and the check processed, the requesting soror will no longer be a member of the Union County Alumnae Chapter.
   9. The chapter shall pay the Chapter Liability Insurance at the current market rate for each member.

**Section 3: Insufficient Funds or Returned Checks Policy:**

1. Non-Sufficient Funds (NSF) Check Policy
   1. Chapter Member that submits two (2) NSF checks in the same sorority year shall be required to submit all subsequent dues and fees by cash, certified check, cashier’s check or money order for the immediate 12 months following the date of the second NSF check.
   2. If a chapter member’s check is returned by the bank, the member is required to pay all insufficient fund fees and charges to the chapter by the bank.
   3. If a chapter member’s or non-chapter member’s check for dues is returned by the bank for non-payment, the chapter member or non-chapter members is required to submit cash, certified check or money order in the amount of the check and any insufficient fees and charges to the chapter by the bank.

**ARTICLE VIII: NOMINATIONS, ELECTIONS AND VOTING**

**Section 1: Election of Officers/Position**

1. Elected Chapter Officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, and Assistant Treasurer.
2. Elected Chapter Positions: Chair and Members of Nominating Committee and The Minerva Circle.

**Section 2: Nominations**

1. The call for nominations will occur during the month of November for the year of chapter elections, and candidate submissions will be due during the month of February. Specific dates will be established by the Nominating Committee.
2. Slate of candidates must be presented to the chapter in April of the year the chapter officer will be elected.
3. Profiles for slated candidates will be disbursed to chapter members with email addresses on file via email and via US Mail only to those without an email address on file 14 days prior to an election.

**Section 3: Eligibility for elected office/positions**

1. Member must be financial with the chapter and Grand Chapter.
2. Be available to travel and perform duties of the office.
3. A member who wants to run for the offices of President, First Vice President or Second Vice President must have attended at least two (2) of the last three (3) National Conventions or Regional Conferences.
4. The chairs and members of the Chapter nominating committee must resign prior to the call for nominations to be eligible to run for an office or position.

**Section 4: Process to seek nominations**

1. All requested materials, including the Official Candidate Profile must be typewritten and completed (e.g., complete each section even if you do not have any information to list – indicate “none” or N/A), in their entirety, signed, and emailed or postmarked by the deadline imposed by the nominating committee. Candidates who submit their material via email may use an electronic signature or type one’s name on the signature page. The candidate’s signature on the profile indicates that the information provided is true, complete, and accurate as of the date signed. If any information changes during the nomination and election process, you must advise the Nominating Committee chair immediately via email.
2. Each candidate is required to submit with the Official Candidate Profile an essay of no more than 200 words outlining:
   1. Her interest in the position.
   2. Why she feels she is uniquely qualified to fill the position.
   3. What they offer to the chapter in terms of leadership, service, and experience.
   4. Their commitment to abide by the governing documents of the chapter.
3. Each candidate agrees that the nominating committee, executive board, and chapter members can review any and all information submitted.
4. The nominating committee shall verify that each applicant meets the basic eligibility requirements. The nominating committee will review and evaluate all applications that meet the basic eligibility requirements and will prepare the official slate of candidates. The slate will be presented at the April chapter meeting.
5. All applicants are strictly prohibited from engaging in any campaign activities (including but not limited to print and electronic solicitation and letters requesting support or chapter member’s vote) prior to the presentation and acceptance of the slate during the April meeting. Any campaign activities prior to this time will result in disqualification of the applicant. The Nominating Committee will evaluate the violation and present notice of disqualification to the Executive Board for review and approval.
6. The Nominating Committee will provide a space for each candidate to provide materials if desired after the April Chapter Meeting. All campaigning must end prior to the start of the May chapter meeting.
7. Any violations of the Nominating Committee procedures will result in disqualification. Alleged violations of these guidelines are to be submitted directly to the chair of the Nominating Committee.
8. The Nominating Committee presents the slate to the chapter at the April chapter meeting. During this process, the presiding officer will open the floor to nominations for each position and accept nominees to the slated for each position.
9. If the slate is complete and no further nominations are received from the floor, the slate will be presented for approval by the chapter. Notification to the chapter of the candidates slated for office at the April chapter meeting will be sent out electronically to the chapter at least 10 days prior to the May chapter meeting. Candidate profiles will be available at the April chapter meeting for review.
10. In the event that open positions remain on the slate either because candidates who applied were not eligible or because no one is nominated to the position from the floor at the April chapter meeting, the incomplete slate will still be presented for approval.
11. For persons nominated form the floor at the April chapter meeting, the Nominating Committee will ensure that the candidate is provided with the candidate profile package for completion. Nominees from the floor will have no more than 48 hours to return the completed profile package for verification of eligibility. However, finalizing of the slate may be delayed to provide an opportunity for the Nominating Committee to perform verification of basic eligibility requirements for candidates nominated from the floor by a maximum of ten (10) days.
12. Upon confirmation of eligibility requirements, the chapter will be notified of positions that have been slated from the nominations process at least 10 days prior to the May meeting. The entire slate will be presented again to the chapter for vote by the Nominating Committee at the May chapter meeting.
13. Voting on the approved slate will be handled by the Elections Committee at the May chapter meeting.
14. The amount a candidate may spend campaigning should not exceed $25.00.

**Section 5: Time of Election**

1. The chapter will hold elections of officers in May and installations in June.
2. Said officers will assume office immediately upon installation.

**Section 6: Chapter Voting**

1. The chapter shall give prior written notice of at least ten (10) days for election of officers, elected committee chairs and members; voting whether to proceed or not to proceed with the membership intake process; and voting on the acceptance of candidates for membership into the sorority.
2. Only members of the chapter shall vote or hold office.
3. The acceptance to membership and the election of chapter officers, elected committee chairs and members shall be by a majority vote of the chapter members present and voting.
4. Voting shall be done by secret ballot for elected positions.
5. Voting cards will be distributed when signing in prior to chapter meeting for general voting.
6. Delta Sigma Theta Sorority, Inc. does not recognize absentee and write-in ballots.
7. If there is only one nominee for an office, the ballot must nevertheless be taken for that office and they must receive majority vote.
8. If re-balloting is required, it will take place immediately following the first balloting.
9. When there are two or more candidates, (and the office remains unfilled after the first ballot) the two candidates who receive the highest number of votes will remain eligible for election. All other candidates will be dropped and are ineligible for election. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote.
10. If any questions arise immediately prior to or during the voting, the member should call on a member of the chapter Elections Committee for clarification on the voting procedures; however, questions regarding candidates will not be answered.
11. Any violations of the stated/written Elections Rules as set forth by the Elections Committee may result in the elections process being stopped; and the member(s) and/or candidate(s) or whomever violated the process being reported to the Regional Director.

**Section 7: Election Reporting**

1. Election reporting shall be given before the close of April’s chapter meeting.

**ARTICLE IX: SPECIAL ELECTIONS:**

**Section 1: Minerva Circle**

1. The chapter shall elect The Minerva Circle as a group as outlined in the most current edition of the Membership Intake Administrative Procedure and our chapter’s policies and procedures.

**ARTICLE X: INSTALLATION OF OFFICERS**

**Section 1: Guidelines for Installation of Officers**

1. Installation of officers shall take place during June’s chapter meeting.
2. The installation of officers shall follow the details outlined for the ceremony in the Ritual.
3. Said officers assume office as of July 1.

**ARTICLE XI: TRANSITION OF OFFICERS**

**Section 1: Transition of Officers**

1. A transition meeting will be held following the installation of officers.

**ARTICLE XII: MEMBERSHIP INTAKE POLICIES**

**Section 1: Membership Intake Processes**

1. Refer to the current edition of the Membership Intake Administrative Procedure Manual and our chapter’s policies and procedures.
2. Ten (10) day written notification shall be submitted via the United States Postal Service to chapter members when conducting the vote to proceed with Membership Intake.
3. The motion to conduct Membership Intake must be passed by two-thirds (2/3) vote of those present and voting.
4. Ten (10) day written notification shall be submitted via the United States Postal Service to the chapter members when voting on candidates to proceed with the Membership Intake process.

**Section 2: Minerva Circle**

1. The Jewels of The Minerva Circle shall be elected as a group. The Leader, Convener of Odyssey, Keeper of the Muses and Graces are elected by position. The President and Financial Secretary are members by virtue of their positions in the chapter.
2. Family members of candidates cannot be removed or excluded from The Minerva Circle but they must recuse themselves from the screening process of the said applicant(s).

**ARTICLE XIII: AMENDMENTS TO RULES OF ORDER AND POLICIES AND PROCEDURES**

**Section 1: Process to amend Chapter Policies and Procedures/Rules of Order**

1. These policies and procedures may be amended by two-thirds (2/3) vote of the chapter members present and voting.
2. Recommendations for proposed amendments will be accepted for reviewing until midnight on the second (2nd) Saturday of January.
3. Proposed amendments will be reviewed at least 30 days prior to the vote by the membership.
4. Proposed amendments will be voted on by the membership at the March sorority meeting.
5. Amendments to these policies and procedures shall be submitted for review annually to the Regional member of Scholarship and Standards.

**ARTICLE XIV: PARLIAMENTARY AUTHORITY**

**Section 1: Governing Documents**

1. Constitution and Bylaws
2. Chapter Rules of Order Form for Chapter
3. Chapter Policies and Procedures
4. Robert’s Rules of Order, Newly Revised.

**Appendix A: Scholarship**

**ROSA L. POSTON AND JEANETTE B. SHERROD SCHOLARSHIPS**

**APPLICATION INSTRUCTIONS**

The Rosa L. Poston and Jeanette B. Sherrod Scholarships provide financial assistance to deserving young African-American women who are graduating high school seniors and who will pursue post-secondary education in an accredited four-year college/university. These scholarships commemorate the achievements of two members of the Union County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. who have made major contribution to the children and families in Union County. Rosa L. Poston is a retired educator who spent over forty years teaching in the Monroe City and Union County Public Schools. She was one of the first African-American teachers to integrate the Monroe City Schools. Jeanette B. Sherrod is a retired County Extension Agent. She spent her career educating homemakers and forming 4-H clubs throughout the county. She is currently active in the grassroots politics in Union County.

**Eligibility/Criteria**

1. An applicant must be a senior scheduled to graduate in the spring of the current year.
2. An applicant must have been admitted to at least one accredited four-year college or university at the time of application.
3. An applicant must have a cumulative grade point average of at least 3.0 on a 4.0 scale.
4. An applicant must enroll as a full time student at an accredited 4-year college or university in the fall of the year in which the scholarship was awarded or the following spring.
5. An applicant must have the potential for post-secondary education (e.g. academic performance and/or SAT/ACT scores).
6. An applicant must have leadership potential as evidenced by her school and community activities.

(Note: The children and siblings of Delta Sigma Theta Sorority, Inc., Union County Alumnae Chapter members are not eligible for this scholarship.)

**Application Procedures**

To be considered for the Rosa L. Poston or Jeanette B. Sherrod Scholarship, the applicant must:

1. Submit a completed application packet with a **postmark** of no later than **the designated date for that sorority year**. **Hand delivered packets will not be accepted.** The packet **must** include:
   1. A completed and signed application form
   2. Two letters of recommendation: one from a teacher or school official and one from an adult, (e.g., an employer, minister – relatives cannot submit recommendation letters). The letter of recommendation should include, but not be limited to the length of time reference has known applicant and in what capacity, applicant’s strengths and weaknesses, and why the reference believes the applicant deserves the scholarship. The letters of recommendation must be **original, signed by the writer and placed in a sealed envelope (photo copies and faxes are not acceptable)**.
   3. A sealed official transcript
   4. An copy of most recent SAT/ACT score
   5. A one-page typed essay stating why the applicant is applying for the scholarship, qualifications, and the applicant’s educational and career goals
   6. A copy of an acceptance letter from an accredited four-year college or university verifying acceptance for the fall of the year of application.
2. Attend a personal interview with the Scholarship Committee of Delta Sigma Theta Sorority, Inc., Union County Alumnae Chapter, if chosen as a finalist.

Mail the completed application packet to:

Delta Sigma Theta Sorority, Inc.

Union County Alumnae Chapter

Scholarship Committee

Post Office Box 2095

Indian Trail, NC 28079

**Awards**

Scholarships are a onetime award and will be paid after the recipient submits proof of attending an accredited four-year college or university.

**Appendix B: Cotillion/Beautillion**

The Union County Alumnae Chapter will sponsor an Annual Cotillion and/or Beautillion. Each participant shall:

1. Be a high school junior or senior at the time of participation.
2. Have a minimum GPA of 2.5.
3. Be in good standing at their high school and have no history of negative discipline.
4. Provide a current official high school transcript.
5. Applicants/participants should not have children, be pregnant or become pregnant during the Cotillion/Beautillion season.
6. Submit two letter of references; one from school personnel, and one from a person from the community.
7. Submit a non-refundable application fee to be determined annually by the Cotillion/Beautillion Committee which will be no less than $100.00 per Debutante/Beau to aid in offsetting the cost of participant activities.
8. Submit a Parent/Guardian signature and adhere to the Debutante/Beau Agreement.

\*\*Enrollment in a Union County public school is not a requirement for participation.

**Categories of Awards**

**Miss Debutante/Mr. Beau**

* The participant who raises the greatest amount of money will be crowned Miss Debutante/Mr. Beau.

**The Court and Attendants**

* The Debutantes/Beaus who raise the second and third highest amounts will be First and Second Attendants to Miss Debutante/Mr. Beau.

**Additional Non-Monetary Awards**

* As decided annually by the Cotillion/Beautillion Committee, non-monetary awards may be distributed the night of the ball.

**Distribution of Monetary Awards**

* With the exception of Miss Debutante/Mr. Beau, to be eligible to receive a monetary award, the participant must raise the minimum required, as established by the Cotillion/Beautillion Committee.
* Monetary Awards are distributed in tiers based solely on the amount raised.
* The participant crowned Miss Debutante/Mr. Beau will automatically receive a percentage of the total funds she/he raised as set by the Cotillion/Beautillion Committee.

**Proceeds**

* After expenses, all net proceeds from the Cotillion/Beautillion will be designated as follows:
  + 90% of proceeds will be used for chapter programs and services including, but not limited to, scholarships, charitable giving and/or other chapter expenses;
  + 10% of proceeds will be seed money and set aside and used for the upcoming Cotillion/Beautillion season.

1. Chapter Management Handbook newly revised, Grand Chapter Delta Sigma Theta Sorority, Inc. [↑](#footnote-ref-1)