**Sacramento Alumnae Chapter’s Policies and Procedures**



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**ARTICLE I: CHAPTER INFORMATION**

**Section 1. Chapter Name/ Location/ Number**

**A. Name**

The name of this Chapter shall be Sacramento Alumnae Chapter of Delta

Sigma Theta Sorority, Inc.

**B. Location**

The Chapter location is in the state of California.

**C. Region**

The Chapter is located in the Farwest Region.

**D. Chapter Number**

The Chapter Number is 465

**Section 2. Chapter Service Area**

The Chapter service area is Sacramento County (north of Florin Road), Placer County, and El Dorado County.

**Section 3. Contact Information**

**A. Mailing Address**

The Chapter mailing address is P.O. Box 221084; Sacramento, CA

95822

**B. Chapter Website Uniform Resource Locator (URL)**

The Chapter website address is [www.sacramentoalumnaedst.org](http://www.sacramentoalumnaedst.org).

**C. Chapter Email Address**

The Chapter email address is president@sacdst.org

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

**Section 1. Executive Committee**

The Executive Committee shall be composed of only elected officers (8).

**Section 2. Executive Board**

The Executive Board shall be composed of all elected and appointed positions and the immediate past President.

**Section 3. Committees**

A. Standing

1. Arts & Letters

2. Community Service

3. Felicitations

4. Finance

5. Heritage and Archives

6. Hospitality

7. Housing

8. Internal Audit

9. Membership

10. Nominating

11. Policies and Procedures and Rules of Order

12. Projects and Program Planning

a. Dr. Jeanne L Noble Delta GEMS – Growing and Empowering

Myself Successfully (Educational Development)

b. Dr. Betty Shabazz Delta Academy (Educational Development)

c. Healthy Lifestyles (Physical and Mental Health)

d. Financial Fortitude (Economic Development)

e. Social Action (Political Awareness and Involvement)

f. International Awareness and Involvement

13. Protocol and Traditions

14. Publicity and Public Relations

15. Scholarship

16. Social Action

17. Ritual and Ceremonies

18. Technology

19. Ways and Means

B. Special

1. Elections

2. Minerva Circle

3. Founders Day

C. Ad Hoc

**ARTICLE III: ELECTED OFFICERS & OTHER LEADERHIP POSITIONS**

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

Duties of Elected Officers/Chairs *(Note: That it is the duty of all Officers/Chairs to attend all Executive Board and Chapter Meetings.)*

**A. President**

1. Gives administrative guidance and direction to the Chapter by reading

and reviewing all the Sorority’s governing manuals, policies and

doctrines.

2. Presides over Chapter meetings, including Special/Call meetings,

Executive Board, Transition and Planning meetings.

3. Selects all appointed officers and committee chairs except the Chair of

the Nominating Committee and the Internal Audit Chair. These

positions are elected by the chapter.

4. Serves as an ex-officio member of all committees except the

Nominating Committee and the Internal Audit Committee.

5. Represents the Chapter in an official or informational capacity at all

functions or designates a Chapter member, in her stead.

6. Oversees effectively, efficiently, and fairly, the implementation of

Chapter’s Risk Management policies, procedures and activities as

they relate to the Chapter’s youth initiative programs and projects.

7. Works with the two Vice-Presidents and other members to assure that

the Chapter is well represented at all times and divides the

responsibility of coordination with committees.

8. Ensures that all communication from Grand Chapter is presented to the

members and received and acted upon by the respective office or

chair.

9. Recommends an appointment to an unexpired term in the event of an

unanticipated vacancy in an elective office. Any such appointment

shall be made after the approval of the Executive Board.

10. Signs all checks, (except her own), contracts, and correspondence.

11. Generates the Chapter Membership and Executive Board emails.

12. Ensures that all required assessments and forms have been

completed and submitted to Grand Chapter by required dates.

13. Approves all written and electronic correspondence.

14. Approves and submits all content approved for posting to the website

and/or social media to Technology Committee or approves a

designee.

**B. Vice Presidents**

1. **First Vice President**

A. Serves in the place of the President in her absence or at her request.

B. Chairs the Membership Committee.

C. Develops, maintains and updates the Chapter Directory, which

shall include a list of current financial members.

D. Serves as an ex-officio member of the Ways and Means

Committee.

E. Familiar with all of the Sorority’s current governing manuals,

policies and doctrines.

2. **Second Vice President**

A. Assists the First Vice President and the President with their duties.

B. Supervises the integration of the Chapter’s Risk Management

policies and procedures with the plans and activities of the

chapter’s youth initiative programs and projects. Per the chapter’s

Risk Management Roles and Responsibilities the Second Vice

President is the Risk Manager Coordinator.

C. Chairs the Projects and Program Planning Committee.

D. Chairs the Founders Day Committee.

E. Develops, annually, a calendar of monthly programs, projects and

Delta Internal Development (DID) workshops to address the

organization’s Five Point Program Thrust.

**C. Secretaries**

**1. Recording**

A. Records the proceedings of all regular, special, and Executive

Board meetings of the Chapter.

B. Maintains all minutes including an accurate record of motions,

monthly sign-in sheets, and all written committee reports for the

Chapter records.

C. Has on hand all previous minutes for prior and current sorority

year.

D. Presents the full minutes of the previous meeting at each

respective meeting.

E. Sends copies of written minutes to Executive Board and Chapter

Meetings if absence is necessary.

**2. Corresponding**

A. Reads all incoming correspondence at Executive Board and

General Body meetings. Identifies who should receive

correspondence and whether it is for information or to initiate an

action.

B. Prepares and mails/emails meeting notices taking into

consideration required number of days needed for voting issues.

C. Maintains and updates the mailing roster of the Chapter.

D. Provides copy of mailing labels/email addresses to the President

or to committee chairs upon request.

E. Checks P.O. Box at least once a week to ensure that all

correspondence is acted on in a timely manner.

F. Serves on the Publicity and Public Relations Committee.

G. Performs the duties of the Recording Secretary in her absence.

**D. Financial Secretary**

1. Maintains the financial records of the Chapter as prescribed by Grand

Chapter.

2. Collects all incoming funds and promptly turns all monies over to the

Treasurer to ensure deposits are made within two (2) business days

of receipt.

3. Keeps accurate records of the financial standing of each member,

including names and membership number, and distribute information

to Executive Board.

4. Signs payment vouchers and checks, only for other fiscal officers or

when specifically requested by the President.

5. Serves as a member of the Finance, Founders Day, Ways and Means

Committees, and the Minerva Circle.

6. Transacts all financial business at Executive Board, Finance and

Chapter meetings only. Exceptions will be those events that require

payment immediately following the event.

7. Provides a current written membership status report to the President,

First Vice-President, Second Vice-President, Recording Secretary

and Corresponding Secretary monthly.

8. Provides membership information to the Membership Chair and the

Computer Project Manager (CPM) to assist with membership

updates.

9. Attends Finance training workshops/webinars and understands the

fiduciary responsibilities as a financial officer as outlined in the Fiscal

Officers Manual and the Code of Conduct, Section 5 – Fiduciary

Responsibilities and any other governing documents.

**E. Treasurer**

1. Receives all monies collected by the Financial Secretary and/or

Assistant Financial Secretary and deposit them into the

appropriate/applicable chapter bank account(s), within two (2)

business days of receipt.

2. Chairs the Finance Committee.

3. Serves as a member of the Founders Day Committee.

4. Presents monthly, quarterly, and annual financial reports to the

Executive Board prior to presenting to the chapter.

5. Keeps all financial records current and available for auditing.

6. Completes and submits Annual Financial Report and Federal Income

Tax Group Return Authorization Form to Grand Chapter, by required

deadline.

7. Ensures that internal controls are adhered to and that Chapter and

Sorority financial policies are implemented.

8. Signs and issues all checks, (except her own), for authorized

expenditures only for which a voucher is supported by valid

documentation.

9. Transacts all financial business at Executive Board, Finance and

Chapter meetings only. Exceptions will be those events that require

payment immediately following the event.

10. Ensures that all chapter bills are paid in a timely manner.

11. Mails Grand Chapter funds within 30 days of receipt.

12. Submits all financial records and documentation to auditor

immediately following closing of the books.

13. Attends Finance training workshops/webinars and has a clear

understanding of the fiduciary responsibilities as a financial officer as

outlined in the Fiscal Officers Manual and the Code of Conduct,

Section 5 – Fiduciary Responsibilities and any other governing

documents.

**F. Assistant Financial Secretary**

1. Substitutes for the Financial Secretary when the need arises.

2. Serves on the Finance, Founders Day and Ways and Means

Committees.

3. Receives budget requests for the upcoming sorority year.

4. Contacts National Headquarters to verify membership status of visiting

and transferring sorors.

5. Attends Finance training workshops/webinars and understands the

fiduciary responsibilities as an assistant financial officer as outlined in

Fiscal Officers Manual and the Code of Conduct, Section 5 –

Fiduciary Responsibilities and any other governing documents.

**Section 2. Duties and Responsibilities of Appointed Positions**

**A. Chaplain**

1. Fulfills the role outlined in the current Ritual and sets the spiritual tone

of the meetings.

2. Serves in this capacity at all other gatherings when so requested.

3. Keeps an accurate record of deceased members and their obituaries

and submits the same to the President.

4. Reports the information to National Headquarters on or before the

designated deadline prior to National Convention or Regional

Conference.

**B. Computer Project Manager**

1. Chairs the Technology Committee.

2. Serves on the Publicity and Public Relations Committee and

Founders Day Committee.

3. Corresponds with the Farwest Representative on the National

Technology Committee.

4. Keeps the President apprised of any technology updates from Grand

Chapter.

5. Ensures that chapter members are in compliance with National Delta

Internet Guidelines (DIG) and the Code of Conduct, Section 3 –

Information and Communication.

**C.** **Custodian of Properties**

1. Maintains in a storage facility approved by the Chapter, its properties

including, but not limited to the official emblem, candles, robes, gavel,

and make them available at the request of the President.

2. Maintains written inventory of the Chapter properties and submit the

same annually (May/June) to the President and Recording Secretary.

3. Collects all Chapter properties at the June meeting.

4. Obtains Chapter vote prior to lending properties to other chapters, all

exceptions must be approved by the President.

5. Transports all ritualistic articles to/from Chapter Meetings and all

ritualistic ceremonies.

**D.** **Historian**

1. Chairs the Heritage and Archives Committee.

2. Ensures that photos are taken at each chapter event and sorority

function by working with the Journalist.

3. Compiles historical information in a written narrative annually

(May/June) to the President and Recording Secretary.

4. Ensures that the Chapter history is updated on the Chapter website.

5. Completes and submits the Heritage and Archives form/report to

Grand Chapter according to current guidelines.

6. Assembles and keeps a current yearly scrapbook to be turned over to

the Custodian at the end of each sorority year.

7. Serves on the Publicity and Public Relations Committee.

**E. Internal Audit Committee Members**

1. Recommend for chapter approval an independent auditor for the

annual review.

2. Review and propose internal controls.

3. Review the chapter records and indicate any material weakness.

4. Report in writing audit findings and recommendations to the

chapter quarterly.

5. Complete and submit the Annual Audit Report (IAR-1 form)

quarterly in accordance with Grand Chapter deadlines and current

governing financial policies, and the yearly IAR-1 report by August

31st.

**F. Journalist**

1. Coordinates the inclusion of Chapter news and reports in National

and Regional Delta publications.

2. Chairs the Publicity and Public Relations committee.

3. Serves on the Founders Day Committee.

4. Receives from committee chairs the activities to be presented in the

newsletter.

5. Ensures that non-members have signed a picture release form.

6. Works with the Computer Project Manager to ensure the Chapter

newsletter is posted to the Chapter’s website.

7. Performs the duties of the Corresponding Secretary in her absence.

8. Assists the Historian in developing the Chapter scrapbook(s).

9. Submits ads as approved by the Chapter.

**G.** **Parliamentarian**

1. Advises the President, other officers, committee chairs and members

on matters of parliamentary procedures according the current edition

of the Grand Chapter Constitutions and Bylaws, Chapter

Management Handbook, Chapter Rules of Order and Policies and

Procedures, and Robert’s Rules of Order, Newly Revised.

2. Serves on the Policies and Procedures and Rules of Order

Committee.

3. Fulfills other duties as described by Grand Chapter.

**H. Sergeant-at-Arms**

1. Fulfills the role as defined in the current Ritual and Chapter

Management Handbook.

2. Assists the President in keeping order during all meetings.

3. Safeguards the private nature of our ritualistic services, utilizing

assistants as necessary.

4. Ensures that all members sign in at all scheduled meetings of the

chapter.

5. Screens newcomers and visitors attending Chapter meetings.

6. Confirms with the Assistant Financial Secretary the verification that

visitors are members of Delta Sigma Theta Sorority, Inc.

7. Keeps a record of all members and visiting sorors present at meetings

and submits attendance report to the Recording Secretary for

determination of a quorum present.

8. Serves as timekeeper at Chapter meetings, Executive Board

meetings and any other scheduled meetings.

**I. Representatives**

1. Appointed by the President.

2. Represents the Chapter on various external groups including Pan-

Hellenic Council, Northern California Coordinating Committee, etc.

**Section 3. Duties and Responsibilities of Elected Positions**

A. Chair and Members of Nominating Committee

1. Chairs the Nominating Committee.

2. Attends all Nominating workshops and webinars.

3. Ensures that a slate of officers, elected chairs, committee members

and Minerva Circle positions are presented to the chapter for voting.

B. Chair, Internal Audit Committee

1. Chairs the Internal Audit Committee and is elected during general

elections in May.

2. The Internal Audit chair cannot be a current fiscal officer or a member

of the Finance Committee.

3. Ensures that the Internal Audit Committee reviews the current Internal

Audit Manual, Code of Conduct, Section 5 – Fiduciary

Responsibilities and follow all procedures as outlined and described

by Grand Chapter.

4. Presents the Internal Audit Summary Report(s), including courses of

action to the Executive Board and at Chapter meetings for

informational purposes only.

5. Completes and submits the required Internal Audit Reports (IAR)-1 to

Grand Chapter in accordance to with the most current guidelines.

6. Attends all Internal Audit training workshops/webinars.

C. Minerva Circle

1. The Minerva Circle contains fourteen (14) members, President,

Financial Secretary, Leader of the Minerva Circle, Convener of the

Odyssey Experience, Keeper of Muses and Graces and the Nine

Jewels.

2. The Minerva Circle is elected by position except the Nine Jewels, and

the President and Financial Secretary (who are members by virtue of

their elected position). The Nine Jewels are elected as a group.

However, if more than one person is qualified and wishes to run for a

Jewel or more than nine members volunteer to be a Jewel than nine

sorors who receive the highest number of votes will be elected.

**Section 4. Term of Office**

A. Limits of Office

1. All elected Officers/positions shall serve a term of two years.

2. All elected Officers/positions shall serve no more than two consecutive

terms, without an intervening year.

3. The only exception is the Internal Audit Chair and the Nominating

Committee which can serve only one term.

B. Assumption of Office

Should the office of President become vacant, the First Vice President

will assume this position until the next regularly scheduled election.

C. Appointments

1. Appointed Officers/positions are appointed at the discretion of the

President.

2. Both elected and appointed persons must be members for the term in

which they will serve.

**Section 5. Impeachment**

The impeachment process shall be carried out in accordance with Impeachment Procedures as outlined in the Chapter Management Handbook.

**Section 6. Filing Vacancies**

A. Officers

Should the office of President become vacant, the First Vice President

will assume this position until the next regularly scheduled election.

If an office becomes vacant during the fiscal year, the President shall

appoint, with the approval of the Executive Board, a member of the

Chapter to serve until the next regular election. Appointees shall meet

the required qualifications as specified in the chapter’s policies and

procedures.

B. Other Positions

If an office becomes vacant during the fiscal year, the President shall

appoint, with the approval of the Executive Board, a member of the

Chapter to serve until the next regular election. Appointees shall meet

the required qualifications as specified in the chapter’s policies and

procedures.

C. Minerva Circle

If a vacancy arises on the Minerva Circle then the President shall appoint

a trained member to that position. (Please refer to Policies and

Procedures, Article IX, Section 2B).

**ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION**

The Standing Committees and any other such committees are approved by the voting delegates at National Convention. For a list of all approved committees and respective duties please refer to the Constitution and Bylaws Article VII, National Standing Committees, Commissions and Regional Committees, Sections 1 and 2. At the Chapter level, Standing Committees have a continuing task in relation to the operations of the Chapter’s Program.

**Section 1. Standing Committees**

**A. Executive Committee**

1. Meet quarterly or at the call of the President.

2. Facilitate action on Chapter policies and administrative matters in the

interim of the Executive Board Meetings.

**B. Executive Board**

1. The Executive Board shall meet monthly to consider and agree on

matters to be recommended to the membership and to prepare the

agenda for Chapter meetings.

2. A written agenda will be available at each Executive Board meeting

and will include reporting opportunities for all officers and committee

chairs.

3. The Executive Board shall have the power to act for the membership

when there is an emergency between meetings. The President must

contact at least two- thirds (2/3) of the members of the Executive

Board before resolving an emergency.

4. If an Executive Board member misses three consecutive meetings,

without notifying the President, then the President may remove

appointed members from their office or initiate impeachment

proceedings, for elected members, as outlined in the Chapter

Management Handbook. The President will have the authority to fill

the vacancy with the approval of the Executive Board.

5. The Executive Board shall utilize the chapter email address when

conducting chapter business.

6. Ensures all Chapter email accounts are checked at least once a week.

7. The Executive Board shall notify the President of any requests to post

information or materials to the website and/or social media. The

President will notify the Technology Committee once she approves

the post.

**C. Arts of Letters**

1. It shall be the duty of this committee to:

a. Stimulate interest in the Arts and other cultural enrichment

activities.

b. Fulfill any duties as outlined in Delta’s governing manuals and

doctrines.

**D. Community Service**

1. It shall be the duty of the community to do outreach in the Greater

Sacramento Area within the Service Area.

a. Coordinate volunteer opportunities for membership

b. Support Grand Chapter Project 13 initiatives

c. Coordinate an Annual Give Away Holiday project

d. Collaborate with community service organizations and NPHC

**E. Felicitations**

1. It shall be the duty of this committee to:

a. Recognize outstanding achievements of sorors.

b. Extend congratulations on behalf of the Chapter to members who

become engaged, married, or mothers.

c. Send cards to members for illnesses, birth, a wedding and

retirement.

d. Send condolences to members who have lost family members.

e. Inform members, when directed by the President, by telephone or

email of emergencies, deaths, and other important information.

f. Send a plant to a member hospitalized for five days or more. The

maximum allowed for a plant is $65.

g. When a soror passes away a portion of the money budgeted for

the committee is to be used for the purchase of food or a floral

tribute for the bereaved family. A maximum of $75 per family can

be spent. Members may be requested to donate cooked dishes,

paper goods, desserts, etc. that is needed to complete the meal.

h. Help and coordinate chapter members to prepare or serve a meal

and/or assist others when a member has had a death of an

immediate family member, if she requests. Immediate family

includes their spouse, children, parents and siblings.

i. Work in conjunction with the Hospitality Committee to ensure that all

social activities are covered for sorority business.

**F. Finance**

1. The Finance Committee shall be chaired by the Treasurer and

consists of the following positions:President, Financial Secretary,

Assistant Financial Secretary, Ways and Means Committee Chair(s),

and one (1) soror appointed by the President.

2. Any member of the current Internal Audit Committee cannot be a

member.

3. It shall be the duty of this Committee to:

a. Consider the financial needs of the Chapter.

b. Recommend dues and fees to the Executive Board.

c. Plan, evaluate, and recommend the annual operating budget for

the ensuing fiscal year to the chapter for approval by May of each

sorority year.

d. Review and recommend budget modifications quarterly.

e. File all financial reports and records accurately and timely.

f. Ensure all Financial Reports uploaded to the secure section of the

website are encrypted.

g. Oversee and monitor fiscal control of the approved budget of the

chapter.

**G. Heritage and Archives**

1. It shall be chaired by the Historian.

2. It shall be the duty of this Committee to:

a. Gather local Chapter news and photographs from the news media.

b. Be responsible for setting up public displays that reflect our

heritage.

c. Ensure that photos are taken at each chapter event and sorority

function and/or receive photos from the Journalist.

d. Assemble and keep a current yearly scrapbook and CD/DVD.

e. Update and maintain membership profiles for each financial

chapter member in conjunction with the Membership committee.

**H. Hospitality**

1. The Hospitality Committee shall have at least three (3) members one

of which should be a Delta Dear.

2. It shall be the duty of this committee, of at least three (3) members, to:

a. Extend appropriate courtesies to members of the sorority for

specific occasions and to plan social activities for the chapter.

i. Develop, maintain, and coordinate the chapter potluck, including

calendar and themes, for Chapter Meetings.

ii. During Chapter Meetings, acknowledge all new, visiting, and

reclaimed sorors; as well as Sorors celebrating birthdays for

the month.

ii. Conduct raffles at Chapter Meetings, to raise funds to support

chapter courtesies.

b. Purchase and present a gift, not to exceed $100, to an invited National

Officer/Regional Officer or guest speaker.

c. Work in conjunction with the Felicitations committee to ensure that all

social activities are covered for sorority business.

**I. Housing**

1. It shall be the duty of this Committee to:

a. Recommend and secure sites for the Executive Board and Chapter

meetings (January prior to starting the new fiscal year July 1 –

June 30).

b. Maintain current information on local facilities for programs and

events.

**J. Internal Audit Committee**

1. The Internal Audit chair is elected in May along with other chapter

officers and the committee should consist of three to five appointed

sorors.

2. Current financial officers and the President may not serve on this

committee.

3. It shall be the duty of this committee to:

a. Recommend for chapter approval an independent auditor for the

annual review.

b. Review and propose internal controls.

c. Review the chapter records and indicate any material weakness.

d. Report in writing audit findings and recommendations to the

chapter quarterly.

e. Complete and submit the Annual Audit Report (IAR-1 form)

quarterly in accordance with Grand Chapter deadlines and current

governing financial policies, and the yearly IAR-1 report by August

31st.

**K. Membership**

1. It shall be chaired by the 1st Vice President.

2. It shall be the duty of this Committee to:

a. Recommend participation in Membership Intake to the Chapter.

b. Coordinate and plan Membership Intake Training workshops.

c. Develop and promote continuous programs for retention and

reclamation of the membership.

d. Distribute, update and maintain a current Membership Profile for

each member in conjunction with the Heritage and Archives

committee.

e. Distribute the Membership Directory by the October Chapter

meeting and any updates or revisions quarterly thereafter. The

Membership Directory will include at a minimum the chapter

members’ mailing address, phone number(s), birth date and

initiation date.

**L. Nominating**

1. It shall consist of five (5) financial members elected in May along with

other chapter officers. The chair and committee members shall be

elected separately. The members will only serve one term.

2. It shall be the duty of this committee to:

a. Submit the names of qualified candidates for elective office in the

Chapter.

b. Receive recommendations and provide a slate of candidates for

election of chapter officers at the April Chapter meeting.

**M. Policies and Procedures and Rules of Order**

1. It shall be the duty of this Committee to:

a. Evaluate and recommend proposed changes to the Chapter

Policies and Procedures and Rules of Order.

b. Review the current version for accuracy and alignment with the

Constitution and Bylaws of Grand Chapter after every National

Convention.

c. Submit the most recently ratified version by the Chapter to the

Farwest member of the Scholarship and Standards Committee by

the designated deadline of Grand Chapter.

d. If it becomes necessary to update/revise the Policies and

Procedures during the sorority year the committee will submit any

recommended changes to the Executive Board and Chapter for

approval by June of the current sorority year and submit chapter

approved Policies and Procedures by September 1st of the

following sorority year.

e. Work with the Executive Committee, Technology Committee and

Protocol and Traditions Committee to maintain the health of the

Chapter, addressing disagreements that arise based on non-

compliance with chapter Policies and Procedures, Constitution

and Bylaws, Chapter Management Handbook, Delta Internet

Guidelines and Ritual.

**N. Projects and Program Planning**

1. It shall be chaired by the 2nd Vice President and should include

representatives of all programs provided by the National Program

Planning and Development Committee. This includes programs of

the Five Point Programmatic Thrust. These committees include:

Delta GEMS, Delta Academy, Healthy Lifestyles, Financial Fortitude,

Social Action, and International Awareness and Involvement.

2. Per Grand Chapter’s current Risk Management Manual, Delta

Academy Curriculum Manual, and GEMS Curriculum Manual the

chapter will adhere to the Risk Management Manual and Chapter’s

Risk Management Policies and Procedures as it applies to working

with youth in our communities.

3. It shall be the duty of this Committee to:

a. Review all programs of the Chapter, bi-annually or when requested

by the Executive Board.

b. This Committee should make recommendations whether the

Chapter should continue, revise or drop a program.

c. Effectively supervise the integration of the Chapter’s Risk

Management Policies and Procedures.

d. Recommend new programs and/or projects to the Chapter based

on current national programs and initiatives as needed.

**O. Protocol and Traditions**

1. It shall be the duty of this committee to:

a. Provide clear and authentic descriptions of the traditions and

protocol of the Sorority.

b. Implement the established code of protocol and behavior within the

chapter.

c. Preserve the forms of ceremony and etiquette observed by the

Sorority.

d. Provide a support system for President and visiting National and/or

Regional Officers both elected and appointed, Honorary Members

and other guests.

e. Ensure consistent practices of our strong tradition-based

sisterhood.

f. Have the Chair or a member of the committee serve on the

Founders Day Committee.

**P. Publicity and Public Relations**

1. This committee shall be chaired by the Journalist and shall include the

Computer Project Manager, Corresponding Secretary, and Historian.

2. It shall be the duty of this committee to:

a. Coordinate the publicity for all Chapter activities and publicize

events of the chapter.

b. Act as a liaison between the Chapter and other organized groups

in the community.

c. Have the Chair or a member of the committee serve on the

Founders Day Committee.

**Q. Scholarship**

1. It shall be the duty of this Committee to:

a. Develop and maintain the scholarship program and make

recommendations to the Executive Board and Chapter. (This

includes screening and selecting candidates to receive Chapter

scholarships or grants.)

b. Chapters may not use funds raised from the public to give

scholarships to the child of a soror in the chapter. Scholarships to

a chapter member’s child should come from internally generated

funds. Children of chapter members are permitted to

participate in cotillions and Jabberwock and to benefit from the

funds raised as a result of their efforts.

**R. Social Action**

1. It shall be the duty of this Committee to:

a. Provide information to the membership on current civil and human

rights issues.

b. Establish, generate, and implement specific and meaningful

programs in the community.

c. Review the Social Action Program from Grand Chapter.

d. Attend the California State Social Action Conference, assist and

coordinate as Hostess chapter and report on proceedings at the

first Executive Board, and Chapter meeting after the California

State Social Action Conference.

**S. Ritual and Ceremonies**

1. It shall be the duty of this Committee to:

a. Review the Chapter’s ceremonies and ritual activities;

b. Stimulate the interest and educate Chapter members regarding

Ritual and Ceremony Procedures.

c. Ensure that members are aware of the proper conduct of our

ritualistic ceremonies, songs, Nine Jewels, the Delta Oath and the

Code of Ethics.

d. Fulfill other duties as outlined in the newly revised Conduct of

Ritualistic Ceremonies and the most current Protocol and

Traditional Manual and any other procedure manuals and

documents approved by Grand Chapter.

e. Have the Chair or a member of the committee serve on the

Founders Day Committee.

**T. Technology Committee**

1. It shall be chaired by the Computer Project Manager and shall

consists of at least three members.

2. It shall be the duty of the Committee to:

a. To serve as resource consultants on all technology related

activities and encourage the use of best practices developed

within the cutting edge of technology industry standards.

b. The committee will ensure that chapter members are adhering to

the National Delta Internet Guidelines (DIG) and the Code of

Conduct, Section 3 – Information and Communication.

c. Develop and maintain the Chapter’s website

d. Maintain chapter email list serves.

e. Assist chapter members with the “Sister Portal” on the National

Website.

f. Fulfill any duties as outlined in Delta governing manuals and

doctrines.

g. Have the Chair or a member of the committee serve on the

Founders Day Committee.

h. Maintains and oversees updates to the Chapter's social media

accounts.

i. Assist the Executive Board with creating posts to the chapter

website and updating chapter program pages.

j. Conduct webinars and workshops when the need arises.

k. Set up and maintain equipment needed to conduct chapter

meetings and events (projector, microphones, etc)

l. Updates the Committee Reporting Policies when applicable.

**U. Ways and Means**

1. The Chair will serve as a member of the Finance Committee.

2. The Ways and Means Committee shall include the Financial Secretary

and Assistant Financial Secretary.

3. It shall include a liaison from all Chapter committees that contain three

(3) or more members to ensure input from various committees and

continuous growth and financial stability for the chapter.

4. It shall be the duty of this committee to:

a. Plan and develop fundraising strategies to finance chapter

programs and scholarships.

b. Make recommendations for fundraising activities to the Executive

Board and at Chapter meetings.

c. Collaborate and work with the Sacramento Delta Foundation.

**Section 2. Special Committees**

Special Committees - one with purpose and is appointed for a defined program or assignment, usually with a time limit in which to complete the assignment. When the task is done, the committee’s business is considered complete and the committee is dismissed. They may meet with the Executive Board when necessary as a specified task is completed.

**A. Elections**

1. It shall consist of three (3) members, appointed by the President in

April during an election year and when deemed necessary for special

elections such as the Minerva Circle.

2. No member of the committee shall be a candidate for any elected

office or position.

3. It shall be the duty of this committee to:

a. Conduct and oversee any election process of the chapter.

b. Present voting procedures, guidelines, and rules to the chapter.

c. Prepare and distribute ballots by written, machine or electronic

voting devices and tally votes at the May Chapter meeting.

d. To present election results to the chapter.

**B. Minerva Circle**

1. The Minerva Circle is a special committee for the purpose of

implanting the Membership Intake process. At the conclusion of the

intake process, the committee is dissolved.

2. The Minerva Circle is charged with the responsibility for the planning

and implementation of all phases of the Membership Intake Process.

The coordinator of the Membership Intake activities is the Leader of

the Minerva Circle. The Minerva Circle consists of the following

positions:

a. Leader of the Minerva Circle

b. Nine (9) Jewels

c. Keeper of the Muses and Graces

d. Convener of the Odyssey Experience

e. Chapter President

f. Financial Secretary

3. Elected at a meeting of the chapter following the vote to proceed with

Membership Intake activities.

4. If a vacancy occurs on the Minerva Circle, the President will appoint a

trained member to fill any vacancies.

**C. Founders Day**

1. Founders Day is a day set aside during the months of January,

February or March for members to rededicate themselves to the

ideals and purposes of the Sorority.

2. The committee shall be chaired by the 2nd Vice President.

3. If the chapter is the host chapter for a State Founders Day or the

chapter votes to have a formal event (i.e., banquet, luncheon or

public meeting). Co-chairs (if deem necessary) will be appointed by

the President along with the 1st Vice President and 2nd Vice

President’s agreement/input. Subcommittees will also be formed

(i.e., registration, Friday night events, vendors, Public meeting,

Hospitality, Rededication Ceremony).

4. All fiscal officers including the President will automatically be on the

Founders Day committee.

5. The Protocol and Traditions Chair, Ritual and Ceremonies Chair,

Technology Committee Chair, Community Services Chair and

Publicity and Public Relations Chair or their designees from the

committees will automatically be on the Founders Day Committee.

6. Therefore at a minimum the committee will consist of ten (10)

members.

7. It shall be the duty of this committee to:

a. To plan and implement all phases of the Founders day activities of

the chapter and/or State Founders Day activities.

b. Recommend prices, souvenirs and locations for the Founders Day

activities.

c. Attend all chapter and NCCC meetings and present a budget, and

program outline for approval with the chapter, NCCC/SCCC and

the Regional Director if required.

d. Ensure all contractual agreements are approved and signed by the

president in a timely manner (and the Regional Director if

required).

e. Prepare and distribute registration instructions electronically

whenever possible.

f. Determine if using an online payment system is feasible with input

and approval from the Technology Committee.

g. Consult with all Regional and/or National officers/chairs as

required for a State Founders Day event.

h. Present the final report which will include evaluations,

recommendations, final expenditures, and ensure all properties are

returned in good condition by the last meeting of the sorority year

or sooner.

8. The Founders Day Committee is a special committee therefore at the

end of the sorority year it will be dissolved.

**Section 3. Ad Hoc Committees**

Ad Hoc Committees are one-time only committees, appointed for special assignments.

**Section 4. Committee Reports**

A. All committees must report at Executive Board meetings prior to being

placed on the agenda of the next regular Chapter Meeting.

B. All committee reports must be submitted on the Chapter’s standard

Committee Report Form, for both the Executive Board and Chapter

meetings.

C. Committee reports must be prepared and uploaded to the Chapters’

website prior to the Executive Board meeting and any revisions or

updates after the meeting must be uploaded prior to chapter meeting.

Hard copies

(4) shall be distributed to the President(s), Recording Secretary, and

maintained in the committee’s file.

D. Annual reports will be made in May and must be prepared and uploaded

to the Chapters’ website prior to the May Executive Board meeting. Hard

copies (4) shall be distributed to the President(s), Recording Secretary,

and maintained in the committee’s file. Exception will be given to Ways

and Means, Membership, Dr. Betty Shabazz Delta Academy, Delta

GEMS and Finance. Their reports will be due in June.

E. Each committee is responsible for communicating with the President,

Publicity and Public Relations Chair for media coverage, with the

Historian to provide descriptions, photographs, and other materials for

the Chapter Scrapbook and DVD and with the CPM for flyers and

information to be placed on the chapter’s website.

**ARTICLE V: MEETINGS**

**Section 1. Executive Committee Meetings**

A. Meet quarterly or at the call of the President.

B. Meet before the planning meeting.

**Section 2. Executive Board Meetings**

A. Board meetings shall be held the second Thursday of each month prior to

each regular Chapter Meeting. If the second Thursday falls in the same

week as the Chapter meeting, then the Board meeting will be held on the

first Tuesday of the month.

B. The time and location of meetings shall be fixed by the Executive

Committee and published in the Chapter directory, newsletter, chapter

website, and/or master calendar.

**Section 3. Chapter Meetings**

A. Regular Chapter meetings shall be held on the third Saturday of each

month, except July and August, unless otherwise called by the President

with at least five (5) days’ notice.

B. The Executive Board, in conjunction with the Housing Committee will

recommend any updates or changes to time and location of Chapter

meetings. If a change must occur, then a Chapter vote must take place

and be passed by at least two-thirds (2/3) vote. All changes shall be

noted in our Rules of Order and published in the chapter directory,

website, newsletter, and/or master calendar.

**Section 4. Committee Meetings**

Each Committee shall meet once per month or as needed.

**Section 5. CallMeetings**

A. The President may, when she deems it necessary or upon written

request from at least one-third (1/3) of the membership, call a special

meeting to consider one or more specific items.

B. Except in an emergency, all members must be notified of the time, place,

and exact purposes of the meeting, via electronic mail or US Postal

Service mail at least ten (10) days in advance.

C. Only business stated in the call of a special meeting may be transacted.

D. If, at a special meeting, it becomes urgent to take action for which no

notice was given, that action, to become legal, must be ratified by

members at the next regular meeting.

**Section 6. Annual Retreat/Planning Meeting**

A. The President shall call and organize a retreat/planning meeting before

the beginning of the regular meeting cycle each year.

B. All items presented and discussed at the planning meeting should be

discussed at the first Executive Board and Chapter meeting of the year

(September).

**Section 7. Notifications**

All notifications are sent electronically and sent hardcopy if a member does not have access to email.

**Section 8. Chapter Meeting Business Attire**

For Executive Committee, Executive Board, Chapter, and Call Meetings, each soror shall adhere to the attire requirements as outlined in The Official Ritual of Grand Chapter of Delta Sigma Theta Sorority, Incorporated and the Protocol and Traditions Manual.

**Section 9. Electronic Meetings and Communication**

The Chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting. All communication may be sent electronically in accordance with the current Delta Internet Guidelines.

**ARTICLE VI: QUORUM**

**Section 1. Definition**

A quorum is the minimum number of members who must be present at the meeting for business to be validly transacted.

A quorum must be present for the transaction of business.

Once a quorum has been established, if members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is her duty to declare the fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can and should raise a Point of Order to that effect at any time so long as she does not interrupt a person who is speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. A member may not at some later time question the validity of an action on the grounds that a quorum was not present when the vote was taken.

It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. Although a Point of Order relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal).

**Section 2. Executive Board**

Twenty five percent of Executive Committee members shall constitute a quorum for Executive Board meetings.

**Section 3. Chapter Meeting**

Twenty five percent of the membership shall constitute a quorum at Chapter Meetings.

**Section 4. Committee Meeting**

Twenty five percent of committee members shall constitute a quorum for committee meetings.

**Section 5. Call Meetings**

Twenty five percent of the membership shall constitute a quorum at Call meetings.

**ARTICLE VII: DOCUMENT RETENTION**

A. Records should always be stored in a secure location in cabinets,

containers or other air tight storage spaces that will preserve the quality

of the records.

B. Records containing confidential information, such as member records,

financial data, and credit card information for example should be kept

under lock and key or in a restricted area with limited access.

C. Paper records should be scanned and converted to electronic records,

whenever possible. Electronic records require less storage space and

are readily accessible. Electronic records should be backed up to

external drives (unless otherwise specified) to ensure a minimal loss of

data in the event of hard drive failure, theft or other loss of the original

data. The recommended back-up timing is provided in the

Record/Destruction Schedule found on the next page.

D. The retention timeframe will depend on the record type. Records

designated as permanent should not be destroyed. The table below

provides guidance on the retention timeframe, storage medium and

destruction method.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Records**  **(Paper/Electronic)** | **Retention**  **Timeframe** | **Medium** | **Convert to**  **Electronic Record** | **Back-up of**  **Electronic Records** | **Destruction Method** |
| Financial Records (receipt logs, 990’s, receipt books, check registers) |  |  |  |  |  |
| \*Bank Reconciliations | 5 years | Paper/Electronic | Monthly | Weekly | Shred/Erase |
| \*Bank Statements | 5 years | Paper/Electronic | Monthly | Weekly | Shred/Erase |
| \*Checks | 5 years | Paper | Monthly | Weekly | Shred |
| \*Check Registers | 5 years | Paper | Monthly | Weekly | Shred |
| \*Expense Purchases | 5 years | Paper | Monthly | Weekly | Shred |
| \*Form 990 | 5 years | Paper/Electronic | Monthly | Weekly | Shred/Erase |
| \*IAR-1 Form | 5 years | Electronic | Quarterly | Quarterly | Erase |
| \*Receipt Logs | 5 years | Paper/Electronic | Monthly | Weekly | Shred/Erase |
| \*Receipt Books | 5 years | Paper | When book completed | Monthly | Shred |
| \*Vouchers | 5 years | Paper/Electronic | Monthly | Weekly | Shred/Erase |
| \*Year-end Financial Statements | 7 years | Paper/Electronic | End of Year | Yearly | Shred/Erase |
| Audit Reports | 7 years | Paper/Electronic | Quarterly | Quarterly | Shred/Erase |
| Audit Work Papers | 7 years | Paper/Electronic | Quarterly | Quarterly | Shred/Erase |
| Meeting minutes | Permanent | Paper/Electronic | Monthly | Weekly | N/A |
| Member records | 5 years | Paper/Electronic | Monthly | Weekly | Shred/Erase |
| Contracts and legal documents | 4 years after expiration | Paper/Electronic | Upon Receipt | Weekly | Shred/Erase |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Records**  **(Paper/Electronic)** | **Retention**  **Timeframe** | **Medium** | **Convert to**  **Electronic Record** | **Back-up of**  **Electronic Records** | **Destruction Method** |
| Membership Intake Documents |  |  |  |  |  |
| Chapter | 6 months after initiation | Paper | N/A | N/A | Shred |
| Training/Guidance Material | 4 years | Paper/Electronic | Monthly | Quarterly | Shred/Erase |
| Original Application for Membership | 4 Yrs, if Accepted | Paper | Monthly | Quarterly | Shred/Erase |
| Original Application for Membership | 2 Yrs, If Rejected | Paper | Monthly | Quarterly | Shred/Erase |
| Correspondence | 4 years | Paper/Electronic | Quarterly | Quarterly | Shred/Erase |
| Complaints | 2 years | Paper/Electronic | Quarterly | Quarterly | Shred/Erase |
| Court Orders and Settlements | Permanent | Paper/Electronic | Monthly | Monthly | N/A |
| Scholarship information | 5 years | Paper | Yearly | Yearly | Shred |
| Chapter Rules of Order | Until newly revised & approved | Paper/Electronic | When approved by S&S | Yearly | Shred/Erase |
| Chapter Policies and Procedures | Until newly revised & approved | Paper/Electronic | When approved by S&S | Yearly | Shred/Erase |
| Charter Records | Permanent | Electronic | Upon approval | Yearly | N/A |
| Correspondence (actionable) | 3 years | Paper | Monthly | Monthly | Shred/Erase |
| Correspondence (informational) | 3 years | Paper | N/A | N/A | Shred |
| Chapter Histories | Permanent | Paper | N/A | Monthly | N/A |
| Event Programs | 5 years | Paper | After each event | Monthly | Shred |
| Photographs | Permanent | Paper/Electronic | After each event | Monthly | N/A |

**\*NOTE: Records should not be destroyed when the Sorority is in litigation.**

**ARTICLE VIII: FISCAL POLICIES AND PROCEDURES**

**Section 1. Fiscal Roles and Responsibilities**

**A. President**

The President’s fiscal responsibilities include:

1. Manages and oversees the operation of the chapter.

2. Is accountable to the chapter for the expenditure of funds.

3. Responsible for the collection of revenue.

4. Serve as “exchequer of finances”.

5. Approves the expenditure of funds (ensures that all checks have 2

signatures).

6. Not pre-signing checks under ANY circumstances.

7. Ensures a voucher system is used for the disbursement of funds.

8. Ensures fiscal officers attend financial workshops at least once a year.

9. Ensures all fiscal officers are bonded.

10. Attends finance workshops.

11. Signs all checks except her own.

12. Initials all deposits that contain cash.

13. Ensure treasurer and financial secretary provide separate written

reports.

14. Reviews bank statements and fiscal officer reports monthly.

15. Ensures that internal/external audits are completed quarterly.

16. Ensures the outgoing and incoming fiscal officers conduct an

effective transition.

17. Ensures the Annual Financial Report/Federal Group Authorization

Return is completed.

18. All contractual agreements obligating chapter funds and/or services

must be signed by the Chapter President. Unauthorized purchases

and/or financial commitments will not be honored.

**B. Treasurer**

The Treasurer’s fiscal responsibilities include:

1. Keeps the official financial records of the chapter.

2. Provides a written report of the chapter income and disbursements

monthly to all chapter members.

3. Keeps actual records of income, disbursement & summary ledgers on

a monthly basis.

4. Prepares and submits annual fiscal reports by the established due

dates.

5. Deposits income received by the Financial Secretary within 2

business days of receipt.

6. Submits Grand Chapter funds within 30 days of receipt.

7. Makes disbursements on written authorization as outlined in the local

chapter policies and procedures.

8. Ensures all checks have two signatures.

9. Signs all checks except her own.

10. Ensures a voucher system is used for the disbursement of funds.

11. Reconciles all accounts on a monthly basis.

12. Ensures chapter books and records are audited in accordance with

current internal audit guidelines.

13. Serves as Chair of the Finance Committee.

14. Presents the annual operating budget for the ensuing fiscal year to

the chapter for approval by May of each sorority year.

15. Monitors expenditures of the chapter budget

16. Ensures the Annual Financial Report/Group Authorization Return

(990) is completed by the established due date.

17. Attends finance training workshops.

18. Is listed as a user of any business accounts (such as PayPal or

Eventbrite).

**C. Financial Secretary**

All chapter receipts are collected by either the Financial Secretary or the

Assistant Financial Secretary.

All chapter funds collected by the Assistant Financial Secretary must be

submitted to the Financial Secretary promptly. The Financial Secretary

records the transaction and promptly gives the funds to the Treasurer.

The funds are deposited by the Treasurer within two business days. The

president must initial the deposit slip in the event it contains cash.

A receipt shall be given to each member when cash is received.

The Financial Secretary’s fiscal responsibilities include:

1. Records all income received.

2. Issues official written receipts for income immediately upon receipt of

funds.

3. Turn all funds over to the Treasurer to ensure the 2 business day

deposit requirement is met.

4. Serves as a member of the Finance Committee.

5. Signs checks only when the reimbursement is for another fiscal officer

or when specifically requested by the President. (This should be a

rare occurrence.)

6. Prepares the roster of chapter members.

7. Serves as a member of the Minerva Circle.

8. Attends finance training workshops.

9. Presents a written monthly report to the chapter of all income

received.

10. Is listed as a user of any business accounts (such as PayPal or

Eventbrite).

**D. Other Fiscal Officers**

**1. Assistant Financial Secretary**

a. Assistant Financial Secretary may assist with all duties except

signing checks, depositing funds and managing accounts.

b. Record all income received.

c. Issue official written receipts for income immediately upon

receiving funds.

d. Turn all funds over to the Treasurer to ensure the 2 business day

deposit requirement is met (Assistant Financial Secretary will turn

funds over to the Financial Secretary, not directly to the

Treasurer).

e. Is familiar with the Fiscal Officer’s Manual and attends finance

training workshops when possible.

**Section 2. National and Local Dues**

**A. National Dues**

1. Grand Chapter and/or local dues must be submitted to the Financial

Secretary; beginning January 1 and ending 14 days prior to Grand

Chapter’s final date March 30. No personal or post-dated checks will

be accepted after the March Chapter Meeting. The only acceptable

form of payment after the March Chapter Meeting shall be CASH,

MONEY ORDER or CASHIERS CHECK.

2. If dues are received after the cut-off date, or if dues are not paid in the

previous fiscal year, a late fee or reinstatement fee (*these fees refer*

*to National Dues only please see Constitution and Bylaws, Article X,*

*Dues and Fees, Section 9 C&D)* must be paid, in accordance with the

policy of Grand Chapter. Dues are paid to the Financial Secretary by

the end of the March Chapter Meeting.

**B. Local Dues**

1. Local Dues are $150.

2. Paid-in-full life members are financial when local dues are paid for the

current sorority year.

**Section 3. Collegiate Sorors**

Transitioning sorors who become members of the Chapter within the first two years of graduation shall pay Grand Chapter dues as required and local dues of $50 the first year of membership in the Chapter.

**Section 4. Unconsumed Dues**

A. The Unconsumed Dues Form for an Alumnae member must be

submitted to the new chapter by December 31st. Dues may be prorated

on a twelve-month basis. Chapters are required to transfer unconsumed

dues to a soror’s new chapter when requested prior to the deadline by

the soror in writing.

B. In order to transfer unconsumed dues, the soror requesting the transfer

completes the Member Information, Former Chapter section of the

Dues Transfer Form as well as completes the bottom section and signs.

The requesting soror will submit the form to the financial secretary of the

new chapter. The financial secretary of the new chapter will submit the

form to the president of the former chapter. The president of the former

chapter will ensure that the form is processed. The treasurer of the

former chapter will submit the unconsumed dues to the official mailing

address of the new chapter.

**Section 5. Transfer of Dues**

A. Chapters are required to transfer unconsumed dues to a soror’s new

chapter when requested prior to the deadline by the soror in writing. The

Unconsumed Dues Form for an Alumnae member must be submitted to

the new chapter by December 31st. Dues may be prorated on a twelve-

month basis.

B. In order to transfer unconsumed dues, the soror requesting the transfer

completes the Member Information, Former Chapter section of the

Dues Transfer Form as well as completes the bottom section and signs.

The requesting soror will submit the form to the financial secretary of the

new chapter. The financial secretary of the new chapter will submit the

form to the president of the former chapter. The president of the former

chapter will ensure that the form is processed. The treasurer of the

former chapter will submit the unconsumed dues to the official mailing

address of the new chapter.

**Section 6. Travel Policy**

A. Travel Policy for National Convention and Farwest Regional Conference

Delegates

1. Travel, lodging, registration fees, mileage, subscription events

a. Voting Delegate and Alternate Delegate

1. The Chapter shall pay registration for the Voting Delegate and

Alternate Delegate as well as the economy airfare and the

room rate (based on double occupancy). The guidelines for

Chapter responsibility for payment must be flexible, depending

on the fiscal circumstances of the Chapter, the proximity of the

conference or the convention, and other variables not possible

to predict in advance. Therefore, the Chapter may decide, at

its March meeting, to alter these guidelines for the upcoming

National Convention or Regional Conference.

b. Treasurer and Financial Secretary

1. The Chapter shall pay **only** the registration for the Treasurer

and Financial Secretary to attend the National Convention and

Regional Conference during their term(s) of office. The

guidelines for Chapter responsibility for payment must be

flexible, depending on the fiscal circumstances of the Chapter,

the proximity of the conference or the convention, and other

variables not possible to predict in advance. Therefore, the

Chapter may decide, at its March meeting, to alter these

guidelines for the upcoming National Convention or Regional

Conference.

2. The Treasurer and Financial Secretary shall attend **all** financial

workshops/meeting while attending the National Convention or

Regional Conference. The Treasurer and Financial Secretary

shall prepare a report to be presented at the Executive Board

and Chapter Meetings following the National Convention and

Regional Conference. That report will cover all changes or

updates that affect the Chapter. Hard copies of this report (five

copies) shall be distributed to the President(s), Recording

Secretary, and Internal Audit chair and maintained in the

Finance Committee’s file.

c. Second Vice-President/Assistant Financial Secretary/ Internal

Audit Chair

1. The Chapter shall vote each year to pay **only** the registration

for the following officers/chairs: Chair of Projects and Program

Planning (Second Vice-President), Assistant Financial

Secretary and Internal Audit Chair if it is mandated that they

attend workshops being held at Regional Conference and

National Convention during their term(s) of office. If so voted

and approved by the chapter the guidelines and requirements

outlined above in A&B of Section IV shall be strictly adhered to

and enforced.

B. Travel Policy for California State Summit, Cluster Meetings, Delta Days

and other meetings

1. Travel, lodging, registration fees, mileage, subscription events

If funds are available, the Chapter shall vote if it will pay for Chapter

representation on a case-by-case basis at state summit, cluster

meetings, Delta Days, and other meetings.

**Section 7. Purchase Order/Reimbursement Expense Voucher**

A. Requests for reimbursements for expenditures made by committee chair

and other members will only be accepted on vouchers with original

receipts attached. Vouchers must be completed and approved by the

committee chair prior to being given to the President and Treasurer for

final approval. Reimbursements must be submitted no later than the

June Chapter meeting, due to requirements of Grand Chapter for closing

books for audit.

B. Expenditures for non-budgeted items or over-budgeted items must

receive prior approval by the Executive Board and the general

membership. They have the obligations to seek the advice of the

Treasurer relative to the availability of non-budgeted funds prior to

considering approval of the non-budget items.

C. Payments will only be made if the procedures outlined above are followed

and the request for payment is received within forty-five (45) days of the

expense.

D. All reimbursement checks **must be** cashed within forty-five (45) days of

the issue date or else these funds are considered a donation to the

Chapter. Lost or misplaced checks requiring stop payment will result in

the recipient incurring the cost of the bank charge assessed to the

Chapter. In both cases a new voucher will need to be submitted upon

reissuance of a check. **A stop payment fee will need to be paid to the**

**Chapter by Cash, Money Order or Cashier’s Check, before another**

**check is reissued.**

E. If the check is less than the “stop payment” fee, the recipient is obligated

to pay the “stop payment fee” to the Chapter. **A stop payment fee will**

**need to be paid to the Chapter by Cash, Money Order or Cashier’s**

**Check.**

F. Two signatures are required on all checks. Checks are signed by the

Chapter President and Treasurer unless the payee is the Chapter

President or Treasurer. The Financial Secretary should be the second

signature on checks made payable to the President or Treasurer.

G. Checks should not be payable to cash and blank checks should never be

signed.

H. The transacting of all financial business (collecting funds and writing

checks) will occur during chapter or E-Board meetings or any time or

place designated by the President and fiscal officers.

**Section 8. Method of Payment**

A. Payments collected by Chapter members for Chapter Activity

All funds received for any Chapter activity must be remitted to the

Financial Secretary within two (2) business days of receipt.

B. Online Payment Systems

Please refer to the sections on Merchant accounts, online payment

systems and Pay Pal in the current Fiscal Officer’s Manual, and current

Delta Internet Guidelines for procedures and any subsequent updates

regarding types of online payments that can be use such as Pay Pal,

Eventbrite, Airborne, Square and Constant Contact.

**Section 9. Unconsumed Funds: Year End Reconciliation**

Any unused funds by a committee shall be returned to the general fund to be redistributed for the next fiscal year budget unless already restricted to a budget line item.

**Section 10. Insufficient Funds or Returned Check Policy**

All dishonored checks shall be returned to the maker and replaced by a cashier’s check or money order for the full-face value of the check **plus** the amount of any charges levied by the Chapter’s financial institution.

**Section 11. Fundraising**

Ticket sales for fundraising events will be controlled by the Financial Secretary and/or Assistant Financial Secretary. Physical tickets will be held in the custody of the Finance Team and will be numbered, distributed and tracked for reconciliation at the end of each event. All funds collected from patrons or sponsors by a Chapter member must be remitted to the Financial Secretary and/or Assistant Financial Secretary within two (2) business days of receipt.

**Section 12. Budgeting**

A. Committee Responsibility

1. Finance Committee

a. The Finance Committee must present a budget for the upcoming

fiscal year (FY) at the May Executive Board and Chapter

Meetings.

b. The Finance Committee will submit any adjustments to the budget

after completion/receipt of the Annual Federal Income Tax Group

Return Authorization form (990), Annual Audit Report (IAR-1 form)

and CPA audit for approval at the September and/or October

Executive Board and Chapter meetings.

2. Committee Chair

a. Upon approval of the budget, Committee chairs are expected to

operate within the budgeted amount and adhere to the fiscal

guidelines, for approving committee expenses and obtaining

reimbursements.

**B. Timing and Process**

1. The Chair of each committee shall submit a budget request to the

Assistant Financial Secretary no later than March 15th of each

sorority year.

2. The Chair of each committee shall submit any adjustments to its

budget to the Assistant Financial Secretary no later than August

15th or at the Planning Meeting whichever comes first. These

requests will be used in finalizing the Chapter’s budget for the

upcoming FY.

**C. Chapter Approval**

The Chapter shall vote to approve the budget for the upcoming sorority

year at the May Chapter Meeting.

**Section 13. Audits**

A. A CPA or audit committee shall audit the Chapter funds within thirty (30)

days of the close of the fiscal year.

B. A copy shall be submitted to National Headquarters by August 31st.

**Section 14. Additional Fiscal Policies and Procedures**

**A. Step Show policy**

1. The team represents the chapter and it is a committee within the

chapter.

2. The chapter must approve participation in each show competition.

3. For each event, the committee shall submit a budget that includes

revenue and all allowable expenses that will be paid by the chapter.

Clothing is not allowed to be expensed to the chapter unless it is

rented.

4. All prize monies (winnings) should be deposited in the chapter’s

operating account. It is not to be split among show participants. The

proceeds may be used to support the chapter’s programs and to

defray the chapter’s administrative expenses.

**B. Scholarship Policies, Requirements and selection procedures**

1. Scholarship policies shall include:

a. Use approved scholarship application

b. Post application on chapter website and distribute at churches,

and community events by the date approved by the Chapter

2. Scholarship eligibility requirements shall be as follows:

a. Candidate must be Black, African American, or of African descent

b. Resident of greater Sacramento area

c. Graduating high school student

d. Minimum culminative 3.0 GPA on a 4.0 scale

e. Accepted, applied or applying to an accredited two or four-year

college/university for the upcoming academic year

f. proven participation in community service, extracurricular, or other

volunteer activities

g. Attend an in-person interview with the Sacramento Alumnae

Chapter

3. Application requirements shall be as follows:

a. Mail directly from the school’s registrar’s office to the chapter

address an official transcript

b. Two (2) letters of recommendations from a teacher, principal,

counselor, community leader, minister, or employer

c. Photo release form signed by parent/guardian

d. Academic standing Form (completed by counselor or school

registrar)

e. Applicant photo (size not to exceed 4x6)

f. Typed two (2) to three (3) page, double-spaced essay based on

approved theme

4. Selection Procedures shall include:

a. Review of applications by the committee. The committee may

request additional members to assist with the review process

b. Schedule and conduct interviews by the committee. Interviews are

performed by a panel of 3 members using criteria established by

the committee. The committee may request additional members

to assist with the interview process

c. The committee votes on the scholarship winners based on the

established rubric.

**C. Bonding**

1. Which positions are bonded

The President, Treasurer, Financial Secretary, and Assistant

Financial Secretary shall be covered by general bonding insurance.

2. Amount

The Treasurer will determine how much bonding insurance is

necessary for each position annually based on the number of fiscal

officer positions the chapter chooses to bond, and the amount of

coverage the chapter wishes to purchase for each position.

**D. Liability Insurance**

1. The chapter shall be covered through general liability insurance which

is solely available through Grand Chapter.

2. The chapter shall pay the Chapter Liability Insurance at the current

market rate for each member.

**E. Bank Statements**

1. All contracts, invoices and checks should be mailed to the chapter’s

PO Box.

2. All bank statements should be viewed online and printed out by the

President and/Treasurer or mailed to the chapter’s PO Box.

3. The President must review and initial the bank statements prior to

forwarding them to the Treasurer.

4. Bank statements must be reconciled monthly by the Treasurer.

**F. Closeout**

The Treasurer shall pay bills from an invoice or voucher in June that may

become due during the summer.

**G. Annual Financial Report and Federal Income Tax Group Return**

**Authorization**

The Chapter shall submit an Annual Financial Report and Federal

Income Tax Group Return Authorization Form by August 31st.

**ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESS**

**Section 1. Eligibility Criteria for Holding Office**

A. An eligible member is one who is in good financial standing with the

Chapter and the Grand Chapter at time of election. She must remain in

good standing throughout her term of office, if elected.

B. A desired qualification is that all candidates have served on at least two

committees during the immediate past and current sorority years.

C. Candidates for President and Vice President(s) must have attended a

National Convention and a Regional Conference in the last four years

before the election.

**Section 2. Nominations of Chapter Officers and Elected Positions**

**A. Timeline and guidelines for process**

1. The committee shall present the slate of officers, Internal Audit Chair

and the next Nominating Chair and Committee members at the April

Chapter Meeting. The slate of officers/Internal Audit

Chair/Nominating Chair and Nominating committee members

presented must be financial during the current fiscal year.

2. Nominations from the floor will be accepted at the April Chapter

Meeting.

3. The chairs and members of the Nominating Committee must resign

prior to the call for nominations to be eligible to run for an office and

position.

4. The slate must be received by all financial members thirty (30) days

prior to election.

**B. Nominations of the Minerva Circle**

For Minerva Circle membership qualifications, please see Administrative

Procedures for Membership Intake: *Membership Intake Preparatory*

*Steps Chapter Preparation, Step One* pp. 23-25.

**C. Candidate guidelines for campaigning**

The chapter shall adhere to the National Nominating Committee and

Chapter Management Handbook.

**Section 3. Elections**

**A. Election day procedures and timeline**

1. There shall be an election during the odd-number year during the May

Chapter Meeting, and it shall be conducted by the Elections

Committee.

2. At this time, the Nominating Committee will be elected to serve the

upcoming term.

3. All elections including members for the Minerva Circle shall be

conducted by the Elections Committee.

4. The Chapter shall give prior written notice of at least ten (10) days for

election of officers; elected committee chairs and members; voting to

proceed or not to proceed with membership intake and voting on the

acceptance of candidates for membership into the Sorority. Written

notice includes email, USPS, or other appropriate forms of

communication deemed acceptable by the Regional Director

5. Only those members who are present at the chapter meeting and are

currently financial shall be eligible to vote.

6. Election Committee will count the ballots during the meeting.

**B. Voting guidelines**

Write-in votes are prohibited and provisions for write-in candidates shall

not be included on the ballot.

**C. Re-balloting**

When there are two or more candidates, 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.

**Section 4. General Voting Processes**

A. Elections for chapter officers, elected committee chairs and members,

Minerva Circle and acceptance to membership shall be by ballot,

machine, or electronic voting devices.

B. The candidate who receives the majority of the votes cast shall be

elected to each respective office.

**Section 5. Election Reporting**

A. Final results will be read by the committee and the President shall

declare the winners to the body as per Robert Rules of Order.

B. All election results shall be recorded in the Chapter’s meeting minutes.

**ARTICLE X: SPECIAL ELECTIONS**

**Section 1. Minerva Circle**

A. It may become necessary to conduct a special election, i.e. to elect a

Minerva Circle.

B. For the election of a Minerva Circle, please refer to Article III – Elected

Officers & Other Leadership Positions, Section 3C and Article X –

Special Elections, Section 1C-D of the Chapter’s

Policies and Procedures.

C. The process for electing the Minerva Circle is as follows:

1.The Nominating Committee facilitates the nomination process for the

Minerva Circle. They will present the slate at the chapter meeting

where the vote will take place and prior to closing the slate;

nominations from the floor can be accepted.

2. Members must be present and financial in order to vote and be

elected.

3. The Election Committee shall conduct the election.

4. The election will be by secret ballot, machine or electronic voting

devices.

5. Results must be submitted to the Regional Director, using the Minerva

Circle Certification Form.

D. Following the election of the Minerva Circle, the Leader will call a meeting

with the Nine Jewels and at that time the specific jewels will be decided.

**Section 2. Other Special Elections**

**A. President**

1. It may become necessary to conduct a special election, i.e. to fill a

presidential vacancy.

2. If a presidential vacancy arises, please refer to the Constitution and

Bylaws Article IX, Election and Voting, Section 3, Chapter Elections.

**B. Voting Delegate and Alternate Voting Delegate**

Election of the Chapter’s Voting and Alternate Delegates for National

Convention and Regional Conference shall occur at the May or June

Chapter meeting. Elected sorors must be financial and have already

registered for the National Convention and/or Regional Conference.

**ARTICLE XI: INSTALLATION OF OFFICERS**

**Selection 1. Guidelines for selecting installing officer (Ritual, page 71)**

A current or past National Officer, a past President of the Chapter or Charter Member may serve as the Installing Officer.

**Section 2. Installation of Officers**

A. Installation of officers shall take place at the regular June Chapter

meeting and shall be conducted in accordance with the sorority’s Ritual.

B. All newly elected officers shall assume their duties immediately upon

being installed. The newly elected president shall close out the June

Chapter meeting after being installed.

C. Officers shall assume their office effective July 1.

**ARTICLE XII: TRANSITION OF OFFICERS**

**Section 1. Procedures for conducting the transition process**

**A. Timing**

1. There shall be a transition meeting between outgoing and incoming

elected and appointed persons prior to the Annual Retreat/Planning

Meeting.

2. The incoming and outgoing fiscal officers, including the President

must have a separate transition meeting. At this meeting the fiscal

officers will follow the items and suggestions as listed in the most

current Fiscal Officers Manual regarding Fiscal Officers Transition

including when new bank signature cards that must be completed

and provided to the Chapter’s banking institution within 10 business

day of officer installment or appointment.

3. Transition of authority and the bonding of newly elected and appointed

persons must be completed prior to September. During the transition,

the outgoing president must complete and sign off on required

assessments and reports related to the current term of office.

**B. Coordination**

The coordination of the meeting will be coordinated by the out-going and

incoming Presidents.

**ARTICLE XIII: MEMBERSHIP INTAKE**

**Section 1. Membership Intake Process**

A. The Membership Committee shall make recommendations on whether or

not to conduct membership intake.

B. The Chapter shall give prior written notice of at least ten (10) days on

whether or not to proceed or not to proceed with the membership intake

process; and voting on the acceptance of candidates for membership

into the sorority.

C. The motion to conduct membership intake must pass by two-third (2/3)

vote of those present and voting.

D. A Minerva Circle must be elected at the very next chapter meeting,

following the vote if the Chapter votes to conduct membership intake.

The Minerva Circle is a Special committee elected to implement

membership intake.

E. The Chapter will adhere to the Administrative Procedures of Membership

Intake, Code of Conduct, Sections 8 and 9 on Membership Intake

violations and Hazing and any other procedure manuals and documents

approved by the National Scholarship and Standards Committee and

Grand Chapter.

**Section 2. Minerva Circle**

**A. Handling Minerva Circle Members with Relatives as Applicant**

If an applicant is a relative of a member of the Minerva Circle, then the

Minerva Circle member shall remove herself from evaluation and scoring

of the relative’s packet and interview but is still allowed to vote on

candidates for membership into the sorority.

**B. Filing Vacancies**

If a vacancy arises on the Minerva Circle then the President shall appoint

a trained member to that position. (Please refer to Policies and

Procedures, Article IX, Section 2B).

**C. Frequency**

The Chapter shall vote by November to have membership intake, during

the current sorority year and must watch the Preparing for Membership

Intake DVD before voting.

**ARTICLE XIV: CHAPTER REPRESENTATION**

**Section 1. Voting and Alternate Delegate**

**A. Regional Conference and National Convention**

1. The Voting Delegate and Alternate Delegate shall work together to

develop a schedule for coverage of the Chapter’s seat at all times,

and for meeting with members desiring to share information during

the Regional Conference/National Convention.

2. The Voting Delegate and Alternate Delegate shall provide a written

report, in the newsletter or at the first meeting of the Executive Board

and Chapter meetings, on constitutional changes, election results,

and other pertinent information the Chapter may need to know.

**B. State and Local Chapter Representation**

The President shall represent the chapter at all state and local functions

unless she designates another officer or designee.

**C. Order of Succession**

1. The President shall represent the chapter. If the President is

unavailable, then the order is as follows:

First Vice President

Second Vice President

Treasurer

2. If none of the aforementioned officers are able to represent the

chapter, then the President shall appoint a designee.

**D. Incoming Chapter Officers**

The incoming chapter officers assume their office effective July 1st.

**Section 2. Reimbursement**

If funds are available, the Chapter shall vote if it will pay for Chapter representation on a case-by-case basis at state summit, cluster meetings, Delta Days, and other meetings.

**ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES**

**Section 1. Immediate Verification**

A. The Sergeant-at-Arms and/or Membership Chair, Financial Secretary

and/or Assistant Financial Secretary or their designee will greet and

discreetly screen any new person attending a meeting.

B. Only visitors who have proof of membership and government issued

photo identification will be allowed to remain at a Chapter meeting.

C. Responsibility of visiting soror: see current Protocol and Traditions

Manual, 2011, page 18.

**Section 2. Follow-up verification**

A. A visiting soror without proof of membership shall fill out a Verification of

Membership form to be submitted to National Headquarters by the

Treasurer or Financial Secretary.

B. The returned Verification of Membership form will be filed with the

Financial Secretary.

C. The Sergeant-at-Arms is to be kept apprised of the status of any

membership verification.

**ARTICLE XVI: INTERNET AND EMAIL POLICIES**

**Section 1. Internet Policies and Procedures**

The Technology Committee shall maintain the Chapter’s website and social media accounts. All updates to the Chapter’s accounts must be approved by the President.

**Section 2. Chapter Email Accounts**

The Technology Committee shall maintain the Chapter’s email list serves.

**ARTICLE XVII – AMENDMENTS FOR RULES OF ORDER AND POLICIES & PROCEDURES**

**Section 1. Procedures/ timing for making changes, to whom are they submitted**

A. Policies and Procedures shall be reviewed for accuracy and alignment

with the Constitution and Bylaws after every National Convention.

B. All members shall receive proposed amendments at least thirty (30) days

prior to voting.

C. Within sixty (60) days of approval from the Scholarship and Standards

Committee, each chapter member shall receive a copy of the approved

Policies and Procedures and Rules of Order.

**Section 2. Quorum required to vote and 2/3 vote of those present and voting needed to amend**

Amendments to Policies and Procedures may be made by two-thirds (2/3) vote of financial members present and voting.

**Section 3. Effective date**

The effective date is the date of the approval letter from the regional member of the National Scholarship and Standard Committee.

**Section 4. Chapter Approval Date**

The chapter approval date is the date the chapter votes on the proposed changes to the policies and procedures and rules of order.

**ARTICLE XVIII - PARLIAMENTARY AUTHORITY**

**Section 1. Governing Documents**

A. All matters not covered by the Constitution and Bylaws, Ritual, Code

of Conduct, Chapter Management Handbook, Delta Internet

Guidelines, and other governing documents of the Sorority, Chapter

Rules of Order Form and Policies and Procedures shall be governed

by the current edition of Robert’s Rules of Order Newly Revised. All

matter not governed by ritual, code of conduct and other governing

documents.

**Section 2. Administrative Resources and Tools**

The Administrative Resources and Tools shall include:

Constitution & Bylaws

Code of Conduct

Ritual

Protocol and Traditions Manual

Chapter Management Handbook

Administrative Procedures for Membership Intake

Fiscal Officers Manual

Internal Auditors Manual

Risk Management Manual

Rules of Order

Chapter Policies and Procedures

Delta Internet Guidelines

Hot of the Press

Membership Intake Program

Delta GEMS Manual

EMBODI

CTT Transition Manual

Roberts Rules of Order Newly Revised

**(8) ATTACHMENTS**

Annual Budget Template

Annual Membership Dues Renewal Form

Committee Report

Expense Tracking and Reconciliation

Membership Profile

Scholarship Application

Sign-In Sheet

Voucher Form