|  |  |
| --- | --- |
|  | **Sacramento Alumnae Chapter**  **Elected Office Descriptions &**  **Eligibility Criteria**  **2021** |

**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.

**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.