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|  | **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.