



Delta Sigma Theta Sorority, Inc.

**Columbus (GA) Alumnae Chapter
Policies and Procedures
Chapter #188**

**P. O. Box 12141
Columbus, GA 31917
www.dstcac.org**

POLICIES AND PROCEDURES COMMITTEE

**Mattie Hall, Chair
Vernita Harris
Lula Arrington**

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INTRODUCTION

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

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

It is important to note that a **“policy”** states what must be done. A **“procedure”** describes how, when, and by whom something is to be done.”

ARTICLE I: CHAPTER INFORMATION

Section 1: Chapter Name/Location/Number

- A. The Chapter shall be called Columbus (GA) Alumnae Chapter
- B. The chapter shall be located in the state of Georgia.
- C. The Chapter is assigned to the Southern Region.
- D. Gamma Rho Sigma Chapter was chartered February 14, 1948 as Chapter #188. The name was later changed to the Columbus (GA) Alumnae Chapter of Delta Sigma Theta Sorority and was incorporated in 1977.

Section 2: Service Area

- A. Columbus/Muscogee County, GA Servicing Area, Fort Benning, GA, and Phenix City, AL

Section 3: Contact Information

- A. Mailing address: PO Box 12141, Columbus, GA 31917-2141
- B. Chapter website: URL - www.dstcac.org
- C. Chapter email address: columbusalumnaechapter@gmail.com
- D. Chapter Social Media Accounts: www.facebook.com/dstcsg, twitter.com/CAC_Chapter

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES

The ruling authority of the chapter will be the Grand Chapter of Delta Sigma Theta Sorority, Inc. Locally the chapter will be governed by elected and appointed officers and other leadership positions.

Section 1: Executive Committee

- A. The Executive Committee shall consist of the President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Financial Secretary, Corresponding Secretary
- B. The President shall serve as chairperson of the committee
- C. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee
- D. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
- E. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings
- F. The Executive Committee shall have the authority to act in the name of the chapter on matters of a time sensitive nature that require a decision and/or financial expenditure/commitment not to exceed \$1000.00.

Section 2: Executive Board

- A. The Executive Board shall consist of elected officers, appointed positions, all committee chairs, chairpersons of standing committees of the chapter and the Immediate Past President.
- B. Is responsible for general management of chapter affairs between business meetings
- C. Makes recommendations to the body on committee reports for action
- D. The President shall serve as chair and prepares the Executive Board agenda.
- E. Any member of the chapter may attend Executive Board meetings with no input/voting privileges.

Section 3: Committees

A. Standing

- 1. Performs a continuing task related to chapter operation and remains in existence throughout the sorority year.

2. The Standing Committees of the chapter are:
 - a. Executive Committee
 - b. Executive Board
 - c. Arts and Letters
 - d. Budget and Finance
 - e. Courtesy
 - f. Fundraising
 1. Scholarship Gala
 2. Jabberwock
 - g. Heritage and Archives
 - h. Information, Technology and Communications
 - i. Internal Audit
 - j. Membership Services
 1. Delta Cares
 2. Delta Internal Development
 - k. Nominating Committee
 - l. Rituals and Ceremonies
 - m. Pan-Hellenic
 - n. Political Awareness & Involvement/Social Action
 - o. Policies and Procedures
 - p. Program Planning and Development
 1. Adopted Daughter Mentoring Program
 2. Economic Development
 3. Educational Development
 - i. Dr. Betty Shabazz Delta Academy
 - ii. Dr. Jean Noble Delta GEMS
 - iii. EMBODI
 4. Emergency Response Team Committee
 5. Physical and Mental Health
 - i. Senior Citizens Seminar
 6. International Awareness and Involvement
 7. Risk Management
 - q. Protocol, and Traditions
 - r. Scholarship (Administering and Selection Process)
 - s. Scholarship Awards Reception

B. Special

1. These committees are established by the President to focus on a specific area or project as needed. Such committees would only be established when a standing or appointed committee could not execute the needed duties.
2. When the task is done, the committee's business is considered complete and the committee is dismissed.
3. The Special Committees of the chapter are:
 - a. Elections
 - b. Founders Day/Chapter Anniversary
 - c. Step Team
 - d. Music Committee (Delta Choraliers)

- e. Conventions Coordinators

C. Ad Hoc

1. Ad-hoc committees are “one-time only” committees, appointed for special assignments

ARTICLE III: ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

A. PRESIDENT

1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter
2. Officially represents the chapter
3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September meeting
4. Oversees Chapter Operations
5. Oversees and adheres to the responsibilities of the President in the newly revised Fiscal Officers Manual
6. Leads ritualistic services and ceremonies
7. Appoints positions, committee chairs and members according to the “Filling Vacancies” section
8. Ensures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines
9. Reviews and approves all chapter communications, publications, etc.
10. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees
11. Serves as chair of Executive Committee (EC) and Executive Board (EB)
12. Signs all contracts for the chapter
13. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members
14. Ensures the chapter operates under an approved budget
15. Is one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers and checks (except her own check)
16. Serves as member of the Budget and Finance Committee
17. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee and Internal Audit Committee.
18. Serves as a member of the Minerva Circle by virtue of position
19. Reviews the Internal Audit report prior to the Internal Audit Chair submitting in the Red Zone by the due dates.
20. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September meeting.
21. Completes and signs and ensures that all Fiscal Officers have completed and signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office and she is President
22. Votes only in matters of secret ballot and/or to break a tie vote
23. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
24. Local chapter dues shall be waived for the Chapter President.

B. FIRST VICE PRESIDENT

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President
2. Serves as Alternate Delegate to National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the Chapter President
3. Serves as Chair of Program Planning and Development Committee, which coordinates service projects and all program committees, including national initiatives
4. Assists the President in appointing program chairpersons
5. Serves as a member of Executive Committee, Executive Board and Budget and Finance
6. Serves as a member of the Executive Committee, Executive Board, and Budget and Finance committee.
7. Serves as Risk Management Co-Coordinator
8. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
9. Serve as chair of the Delta Internal Development committee; and coordinate annual DIDs.
10. Local chapter dues shall be waived for the First Vice President.

C. SECOND VICE PRESIDENT

1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties, in absence of and at request of the President,
2. Serves as Chair of Membership Committee
3. Maintains a non-financial list of sorors for the purpose of reclamation
4. Assists the President in appointing appropriate committee chairpersons
5. Coordinates all membership activities as mandated by National Membership Services Committee
6. Coordinates with the Financial Secretary the membership of new sorors entering the Chapter
7. Records and acknowledges 25- and 50-years membership in Delta Sigma Theta
8. Work in collaboration with the Collegiate Connection Committee to integrate recent college graduates into the alumnae chapter.
9. Provides changes in sorors name, physical address, email address, phone numbers to TIC and Chapter President for updates to email group and calling post as needed.
10. Coordinate and publish the annual updated "Chapter's Handbook "(directory, committees, hostess groups, etc.).
11. Maintain an attendance record for each chapter meeting; and
12. Coordinates other activities as deemed necessary by the President
13. Serves a member of the Executive Committee and Executive Board.

D. RECORDING SECRETARY

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting
3. Distributes copies of previous minutes to Executive Board and sends to the TIC to post on the Members Only section of the chapter's website
4. Responsible for accurate records of attendance at chapter and Executive Board meetings
5. Keep an accurate account of quorum presence during all regular meetings with assistance from Sergeant of Arms.
6. Records all chapter votes
7. Forwards minutes to Corresponding Secretary so minutes can be mailed to Sorors not online
8. Obtains, maintains, and secures all minutes in a permanent media of record
9. Adheres to document retention policies

10. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
11. Serves a member of the Executive Committee and Executive Board.

E. ASSISTANT RECORDING SECRETARY

1. Fulfill all duties in the absence of the recording secretary
2. Manage the execution of all approved ads by the chapter; request check, send payment, request artwork and submit per instructions.
3. Serves as a member of the Executive Board

F. CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the Chapter
2. Reads correspondences to membership
3. Sends meeting notices to membership
4. Advises chapter President of all correspondence received before distributing to chapter officers and committee chairs
5. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder
6. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
7. Publish and post monthly announcements to include accolades, relevant dates and upcoming events (local, regional and or national) in collaboration with committee chairs.
8. Serves on the Executive Committee and Executive Board

G. FINANCIAL SECRETARY

1. Adheres to responsibilities of the Financial Secretary role in the Fiscal Officers Manual
2. Receives, issues receipts for and keeps records of all income and related funds to the Chapter
3. Coordinates with the Treasurer to ensure that all receipts for funds collected are deposited within two (2) business days.
4. One of three persons authorized to sign bank checks. Position does not sign her own check.
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting. This report will reflect a summarization of all income received for the period excluding interest.
7. Notifies Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of dues collection
8. Serves as member of Budget and Finance committee
9. Serves as a member of the Minerva Circle
10. Notifies the Chapter President regarding any lapse of eligibility of chapter officers, appointed/elected positions, committee chairs and committee members.
11. Transacts all business in Executive Board or, sorority meetings (including writing checks), or special business meetings at the request of the President
12. Maintains an accurate list of financial members and distributes to members as part of the financial report of all income received
13. Completes and signs the Acceptance of Fiduciary Responsibility Form
14. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
15. Local chapter dues shall be waived for the financial secretary.
16. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
17. Serves on the Executive Committee, Executive Board, and Finance and Budget Committee

H. TREASURER

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual

2. Monitors expenditures of the Chapter budget
3. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks (except her own check)
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses
5. Serves as keeper of chapter funds and accounts for all income and expenditures
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and merchant and/or electronic payment system accounts
8. Serves as Chair for the Budget and Finance Committee
9. Disburses and processes chapter expense vouchers for reimbursement
10. Works closely with Financial Secretary to ensure all financial records are accurate
11. Deposits all funds within two (2) business days of receipt by the Financial Secretary
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check
13. Ensures the following bookkeeping policies are followed:
 - a. For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding
 - b. Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger
 - c. Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest bearing account in order to obtain maximum interest earnings
 - d. Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report
14. Transacts all financial business in Executive Board or sorority meetings (including writing checks), or special business meetings at the request of the President
15. Checks relevant budgets prior to issuing checks
16. Ensures voucher process is used for disbursement of funds
17. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment
18. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
19. Ensures all fiscal officers are bonded
20. The treasurer shall obtain the following items from the CPA by August 15:
 - a. CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - b. CPA prepared financial statements for the chapter for the year ended June 30th.
 - c. Any books, records or documents given to the CPA for the purpose of the Review or Audit.
21. Completes and signs the Acceptance of Fiduciary Responsibility Form
22. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
23. Serves as Chair of the Budget and Finance Committee.
24. Serves on the Executive Committee and Executive Board
25. Local chapter dues shall be waived for the treasurer.

I. ASSISTANT TREASURER

1. Performs all duties of the office of Treasurer except for signing checks and depositing funds, at the request of, in the absence of, or upon the resignation or incapacitation of the Treasurer.
2. Is a member of the budget and finance committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
5. Serves on the Executive Board and Budget and Finance Committee

J. ASSISTANT FINANCIAL SECRETARY

1. Performs all duties of the office of Financial Secretary except for signing checks and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the Financial Secretary.
2. Is a member of the budget and finance committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
5. Completes the Acceptance of Fiduciary Responsibility Form.
6. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
7. Serves on the Executive Board and Budget and Finance Committee

Section 2: Duties and Responsibilities of Appointed Positions

A. PARLIAMENTARIAN

1. Advises the president and other officers, committees and members on matters of parliamentary procedure in accordance with Delta Sigma Theta Sorority, Inc., Constitution & Bylaws, the Chapter's Rules of Order, the Chapter's Policies and Procedures, and Robert's Rules of Order, Newly Revised.
2. Serve as Co-Chair of the Policies and Procedures Committee and serves on the executive Board.

B. CHAPLAIN

1. Set the spiritual tone for chapter meetings and events.
2. Serves in this capacity at other gatherings at the request of the President
3. Fulfill the role as outlined in the official ritual.
4. Participates in Omega Omega services
5. Keep an accurate record of deceased members and their obituaries.
6. Serves as a member of the Executive Board

C. SERGEANT-AT-ARMS

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies
2. Assists President in keeping order at all times
3. Supervise the admittance of all persons to chapter meetings (assisted by the Membership Committee)
4. Guards against intrusion
5. Assist the Recording Secretary to keep an accurate account of physical quorum presence during all meetings.
6. Assists in counting chapter votes.
7. Serves as a member of the Executive Board.

D. ASSISTANT SERGEANT AT ARMS (3)

1. Assists Sergeant at Arms with the duties of her position.
2. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

E. HISTORIAN

1. Coordinate the update and maintenance of archival information.

2. Maintain and archive all materials which become permanent records of the chapter; including but not limited to correspondence, newsletters, rosters, financial records, and chapter awards and recognitions in collaboration with the journalist.
3. Document chapter's history through records, pictures, journals, etc.
4. Keep an accurate record of deceased members and their obituaries and submit the same to the chapter president to be reported to grand chapter on or before the designated date prior to national convention and regional conference.
5. Adhere to the guidelines and methods of the National Heritage and Archives Resource Manual
6. Serves as a member of the Executive Board and chair of the Heritage and Archives Committee

F. JOURNALIST

1. Collects and disseminates timely information to the general public regarding the Chapter's community service and related activities that may be of interest to the public.
2. Advises the Executive Board on matters pertaining to strengthening public relations in the community
3. Notify media (print and broadcast) of all chapter newsworthy activities.
4. Report on projects and accomplishments of sorors in chapter newsletter.
5. Report on projects and accomplishments of individual sorors that are of national and regional interest for inclusion in official delta publications.
6. Coordinate the update and maintenance of the chapter website and archival information.
7. Maintain and archive all materials which become permanent records of the chapter; including, but not limited to, correspondence, newsletters, rosters, financial records, and chapter awards and recognitions in collaboration with the chapter historian(s).
8. Serves as the chair Technology Information and Communication and member of the Executive Board

G. CUSTODIAN OF PROPERTIES

1. Properly store and maintain in fine condition all ritual and chapter properties for use during chapter meetings and other sorority functions;
2. Maintain a written inventory of all chapter properties and submit an annual report to the President, with a copy to the Recording Secretary; and
3. Ensure that properties are available for meetings and other sorority functions as required.
4. In collaboration with Heritage and Archives chair organizes chapter's archive storage area.
5. Serves as a member of the Executive Board

H. INTERNAL AUDIT COMMITTEE MEMBERS

1. The committee shall consist of 2 to 4 members appointed by the President
2. The committee shall audit the chapter's records in accordance with the procedures listed in the Internal Audit Manual.

I. RISK MANAGEMENT COORDINATOR

1. Works with the First Vice President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate Conduct annual training for all chapter members and volunteers who work with the sororities Youth Initiatives; and carry out the duties as outlined in the Risk Management Plan.
2. Identifies, obtains background checks and selects volunteers to work with participants of chapter youth programs when needed.
3. Monitors youth program activities to ensure planning is based on the four forms of Risk Management: reputation, emotional/psychological, financial and physical
4. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta
5. Ensures the chapter adheres to policies established in the Risk Management Manual
6. Serves as a member of the Executive Board

J. COMMITTEE CHAIRS

1. Works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust
2. Facilitates and coordinate tasks to get the committee's work accomplished
3. Submits a budget by February or date established by the Budget/Finance Committee.
4. Prepares written committee report summaries and present to the EB in order for the committee to be placed on the agenda for chapter meeting
5. Approves only budgeted committee expenses
6. Signs all committed POs/Reimbursement Vouchers before forwarding to the President for signature, prior to any fund disbursement
7. Ensures President signs all contracts and letters to external parties
8. Advises the Treasurer of all vendor's payment requirements and time tables
9. Secures/obtains general liability insurance for all programs or events attended by individuals that are not members of the chapter
10. Submits all signed vouchers with receipts at Executive Board, Chapter meetings or special called meetings designated by the President.
11. Reconciles budget expenses before signing a committee member's PO/Reimbursement Voucher
12. When applicable, ensures POs are processed prior to deadlines included with the PO
13. Each committee chair shall submit a written or electronic report to the President, First Vice President, and Recording Secretary when reporting to the Executive Board or to the body.
14. Written reports not presented by a chair or member of the committee at the Executive Board meeting shall not be given orally or read at the regular chapter meeting.
15. She shall also submit a demographics report of all committee activities to the First Vice President no later than May 30 so that the annual demographics form may be sent to Grand Chapter for compliance purposes, and in a timely fashion.
16. Serves as a member of the Executive Board

Section 3: Duties and Responsibilities of Elected Positions

A. CHAIR AND MEMBERS OF THE NOMINATING COMMITTEE

1. The committee will consist of one (1) Chairperson and four (4) members. Members of the Nominating Committee will be elected by a majority vote of the members present and voting
2. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates
3. The Chair and committee members of the Nominating Committee shall be elected during chapter election of officers
4. The chair and members shall serve one term (2 years) and shall not be a candidate for any elective office while serving on the committee.
5. Members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

B. INTERNAL AUDIT CHAIR

1. The Chair shall be elected during the chapter election of officers.
2. Shall not serve more than two (2) consecutive terms
3. Shall audit the chapter's records on a quarterly and annual basis in accordance with the procedures listed in the Internal Audit Manual.
4. Shall establish a schedule for the year as to when the audit will be completed and when records will be collected.
5. The chairperson shall secure a location for the meeting and contact members to attend.

6. The chairperson shall collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee.
7. The financial records should be returned to the fiscal officers as soon as possible, but before the next scheduled Executive Board meeting.
8. A draft of the audit report should be discussed with the fiscal officers before the Audit report is finalized.
9. The chairperson shall make a report to the chapter of the summary audit findings and recommendations for improvements, if any.
10. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone by the following dates:
11. 1st quarter - December 1
12. 2nd quarter - March 1
13. 3rd quarter - June 1
14. 4th quarter - August 1
15. The chairperson shall provide the Detailed Audit report to the Recording Secretary and make it available for review at the Executive Board and Chapter meetings.
16. If the services of a CPA are required, the chair will coordinate with the treasurer to provide the books to the CPA for the external Review or Audit.
17. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by August 31.
18. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.
19. Local chapter dues shall be waived for the Internal Audit Chair.
20. Serves as member of the Executive Board

C. MINERVA CIRCLE

1. The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program.
2. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake and are required to adhere to the following:
 - a. Plans, coordinates and facilitates the intake process of new members for the chapter.
 - b. Responsible for carrying out the duties as described in the Membership Intake Program of Delta Sigma Theta Sorority, Inc.
 - c. Will follow all procedures as outlined in the Administrative Procedures for Membership Intake

Section 4: Term of Office

A. Limits of office

1. Elected Chapter officers, elected chairs and positions shall be elected every two (2) years.
2. Nominating Committee Chair and Nominating Committee members can only serve one (1) term.
3. Chapter officers shall not serve more than two (2) consecutive terms in the same office.
4. One term equals two (2) years.
5. No member may hold more than one (1) elected office at a time, with the exception of being elected to the Minerva Circle.

B. Assumption of office

1. Elected Chapter officers assume office on July 1 after being elected by a majority vote of the chapter.

C. Appointments

1. Appointed positions will serve terms per the authority of the President.

D. Resignations

1. If any elected officer resigns, abandons, relinquishes or ends her duties before end of term the officer must deliver a written resignation to the chapter president to be shared with the membership via e-mail and/or letter to chapter PO Box.
2. Resignations can be made orally (or in writing) at an executive board or chapter meeting.
3. It is requested that all resignations or intent to resign be notified to the chapter president as soon as the resigning officer is made aware that a resignation is pending / forthcoming.
4. A transition meeting must occur with either the chapter president or her designee within 48 hours of resignation. All areas of the transition of officers as outlined in the chapter management handbook and chapter p&p must be fulfilled.

Section 5: Impeachment

A. Impeachment Process

1. The formal process used to charge, conduct hearings and remove elected chapter offices from office for misconduct while in office
2. The impeachment process shall be carried out in accordance with the National Scholarship and Standards Committee's revision to the Chapter Management Handbook, Procedure for impeachment of and Elected Chapter Officer
3. Appointed committee chairs, positions, and members are removed by the Chapter President, not by impeachment
4. Any officer, committee chair, or member who has been impeached shall be ineligible for election to any other chapter office.

Section 6: Filling Vacancies

A. Chapter Officers

1. When a vacancy occurs in the office of President, the First Vice President shall become President to complete the unexpired term.

B. Other Positions

1. When vacancies occur in other offices or committees, they shall be appointed by the President within thirty (30) days.
2. The President can only appoint chapter members to elected offices or positions when (1) the office or position is vacant due to a member not being elected during the chapter elections: or (2) as a result of an unexpected vacancy. In both scenarios, the office or position would be filled according to Columbus GAAalumnae's policies and procedures. Only chapter members who meet eligibility requirements for elected offices or position can be appointed to fill vacancies.
3. In the event the chapter President cannot fill the vacant office or position due to chapter member(s) not meeting eligibility requirements, or when no member is willing to serve, she shall contact the Regional Director and request special dispensation to make an appointment.
4. The appointment shall be approved by the Executive Board.

C. Minerva Circle

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours with the approval of the Regional Director.

D. Full Term Served

1. An officer, committee chair, or committee member who has served more than half a term in an office is considered to have served a full term.

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: Standing Committees

Committees consist of chapter members that are elected, appointed or volunteer to consider, investigate, perform a task, or oversee a project/program on behalf of the chapter.

A. Executive Committee

1. The Executive Committee shall be comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer,
2. The President shall serve as chairperson of the committee
3. The President shall prepare the agenda for the Executive Committee
4. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
5. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings
6. The Executive Committee shall have the authority to act in the name of the chapter on matters of a time sensitive nature that require a decision and/or financial expenditure/commitment not to exceed \$1000.00.
7. All actions on behalf of the chapter by this committee shall be reported at the first Executive Board and Chapter meeting thereafter.

B. Executive Board

1. Is composed of all elected officers and chairpersons of standing committees of the chapter
2. Is responsible for general management of chapter affairs between business meetings
3. Makes recommendations to the body on committee reports for action
4. Reviews proposed amendments to be recommended for revisions for Chapter and Policies & Procedures to the body for action

C. Adopted Daughters Mentoring Program

1. Mentoring program for young girls and women.
2. Plan and present seminars, workshops, and activities to develop self-esteem, etiquette and communication skills.
3. The program is designed to address the unique needs of young women in our community as it relates to generational poverty.
4. Serves as member of the Executive Board

D. Arts and Letters

1. The Arts and Letters Committee shall promote and support cultural arts in the community and develop programs in accordance with the Grand Chapter's directions.
2. Serves as member of the Executive Board

E. Budget and Finance

1. The Treasurer shall serve as chairman.
2. The Budget Committee is composed of the President, First Vice President, Treasurer, Financial Secretary, Assistant Treasurer, Assistant Financial Secretary, and immediate Past President.
3. Any member of the current Internal Audit Committee shall not be a member of this committee.
4. The duties will include:
5. Plan, evaluate and recommend budget modifications to the chapter operating budget
6. Consider financial needs and programs and develop a budget based upon those needs
7. Collect, review and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by March 31st
8. Present the annual budget for review to Executive Board and Chapter at the April meetings
9. Present the annual budget for ratification at the May chapter meeting. The budget will be ratified with the majority vote of the Chapter

10. Recommend general financial policies of the chapter
11. Study and develop financial plans to strengthen financial base of the chapter
12. Ensure at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
13. Consider the financial needs of the chapter and recommend increase of dues
14. Receive committee budgets by February business meeting for the upcoming fiscal year
15. Distribute final copies of the approved budget for the upcoming year by the June business meeting
16. Review budget quarterly
17. Shall meet within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year
18. If an impromptu budget reallocation is necessary due to an additional request for funds or notification of unused allocated money, a meeting will be scheduled to reallocate funds.
19. Ensure the following scheduled is maintained:

MONTH	ACTION
April	Budget requests due to the Budget Committee from Chairpersons
May	Operating budget for the ensuring year is presented at Executive Board and Chapter meetings for approval
August-June	Monthly Treasurer's and Financial Secretary report will be presented at Executive Board and Chapter meetings
October	First budget reallocation: Chairpersons will complete beginning year committee financial evaluation prior to Budget Committee meeting. Treasurer prepares a report to present to chapter
January	Second budget reallocation: Chairpersons will complete mid-year committee financial report prior to January Budget meeting. The committee will re-evaluate budget year to date and revise if necessary. Treasurer prepares mid-year report
May	Chairpersons complete committee financial reports. Treasurer prepares year-end report. Books completed and turned over to Internal Audit Committee
June-July	Treasurer prepares year-end report. Books completed and turned over to Internal Audit Committee
August	Submit required reports to Grand Chapter for compliance and turned over to Internal Audit Committee

F. Courtesy and Hospitality

1. The Chapter President should be notified immediately of any remembrance and instruct the Courtesy Chair to proceed with sending the appropriate courtesy.
2. Ensures all Chapter Gifts and Courtesies are distributed according to the following guidelines. The Courtesy Chairman will extend the following courtesies to financial chapter members:
 - Illness of a Chapter member home for two (2) weeks: a remembrance of \$15.00
 - Chapter Member is hospitalized four days or longer: a remembrance of \$35.00 any other hospitalizations as a result of the same illness within that sorority year, the Chapter member will receive a card.
 - Illness/hospitalization of Chapter Member's immediate family (husband, children, parents/guardians, stepchildren, grandparents, sisters, and brothers): a card will be sent
 - Death of a Chapter Member: the sorority will make a contribution of \$100 to the family
 - Death of Chapter Member's immediate family member: sorority will give \$50

- Chapter Member has outpatient surgery: \$20.00 and a card will be sent
 - Retirement of Chapter Member \$35.00
 - Wedding of Chapter Member \$35.00
 - Chapter Member's first-born child \$25.00
 - A Love Token of \$300.00 shall be given to the child or be the legal documented guardian of a currently financial soror upon notification of their graduation from high school.
3. If the sorority is aware of the illness or death of an inactive Soror, a card will be sent. The Courtesy Committee
 4. Chairman shall send suitable non-monetary remembrance to members and others on any occasions that may warrant them.
 5. Monetary remembrances for any other occasion not listed should be presented and approved by the Executive Board
 6. Serves as member of the Executive Board

G. Delta Internal Development

The duties of this committee shall be to:

1. Coordinate workshops on Delta Sigma Theta Sorority, Inc.'s structure, purposes, programs, and goals as needed for all sorors
2. Ensures all chapter programs are operating according to their plan and regional/national mandates
3. The First Vice President serves as the Chair of this committee.
4. Serves as member of the Executive Board

H. Fundraising

1. The Fundraising Committee shall plan, organize, and coordinate appropriate events to raise funds for chapter programs, projects and scholarships.
2. Jointly implement all fundraising activities involving other committees.
3. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.
4. The fundraising committee shall consist of the Scholarship Gala and Jabberwock.
 1. The chair of each Fundraising Project will present a proposed fundraising plan to the chapter.
 - i) Scholarship Gala
 - a. Plan and coordinate the event held annually in December.
 - b. Present a budget that should include the estimated revenue to be collected, the estimated expenses, and estimated amount of funds to be distributed for scholarships to the executive board during the June meeting. See Event Projects Accounting Form in Appendix
 - c. Encouraged chapter members to support the scholarship gala by selling tickets, attending, and securing donations.
 - d. Serves as member of the Executive Board
 - ii) Jabberwock
 - e. Provide a structured program for young ladies, ages 4-13, that provides cultural, educational, instructional, personal development, and fundraising activities as major components of the Jabberwock experience.
 - f. Funds raised from the Jabberwock program shall be utilized to further develop Delta's public service programs and scholarships.
 - g. Design Jabberwock programming to give participants a powerful edge by developing their leadership, networking, and etiquette skills; and

- h. Encourage Chapter members to support participants every step of the way! Our support will include assisting with fundraising goals and other activities tailored to each participant's interests as well as talents.
- i. The culminating event will be held in the spring with a showcase of Jabberwock participant's talents, accomplishments, and experiences as well as rewarding them for their fundraising efforts.
- j. Serves as member of the Executive Board

I. Heritage and Archives

- 1. The historian(s) serves as the chair.
- 2. Provide an organized method of research, analysis and categorization of the chapter's history.
- 3. Establish guidelines and procedures for maintaining and disposing of chapter records; the archival of chapter history, programs and activities.
- 4. Gather, organize, store and preserve all chapter records, documents, photos, etc, and adheres to the document retention policy.
- 5. Implement special projects to display and celebrate chapter history
- 6. Compile and preserve a written annual report of chapter activities, awards and accomplishments.
- 7. Adhere to the guidelines and methods of the National Heritage and Archives Resource Manual
- 8. Serves as member of the Executive Board

J. Information Communications and Technology

- 1. The committee is responsible for addressing the communication needs of the chapter and implementing best practices to meet media and technology needs.
- 2. All publications and communications must be authorized and approved by the President.
- 3. Regularly update email addresses to the chapter group email account for current and new chapter members upon receipt of notice
- 4. Prepares press releases, distributes to the print and electronic media.
- 5. Prepares a newsletter periodically that will inform Chapter members of relevant activities and accomplishments of committees and members.
- 6. Obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
- 7. Creates, edits, maintains, and monitors the chapter's email account, website, and social media platforms (i.e. Facebook, Twitter, etc.)
- 8. Implements technological solutions that aid in the efficiency and effectiveness of the chapter.
- 9. Monitors recommendations and requirements from the National Technology Committee, as presented in the Delta Internet Guidelines, while working with the chapter's leadership for implementation.
- 10. Provides chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal.
- 11. Audit the security of the website through the use of sophisticated anti-virus protection, firewalls, and application-based updates.
- 12. Arrange for media coverage of chapter activities.
- 13. Submit items to local media, Delta Regional, and Grand Chapter Publications; use National Relations Publication Committee's plan of action as a guide.
- 14. The Chapter Journalist shall serve as chair.
- 15. Serves as member of the Executive Board

K. Internal Audit

- 1. The Internal Audit Committee shall consist of a Chair, elected by majority vote of the members present and voting, and two (2) to four (4) members appointed by the President to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee, but should have some knowledge of the chapter fiscal

operations and general accounting procedures (i.e., past financial officers and members with an accounting or financial background).

2. Immediate past fiscal officers may serve as either chair or member as long as they avoid reviewing transactions which they may have been party to.

Their duties will include:

3. The committee shall review the chapter's financial records quarterly
4. The committee shall verify the existence of and chapter adherence to the internal controls.
5. The review of the controls consists of, but is not limited to, the following:
 - a) Verification of receipts for the period.
 - b) Verification of expenditures for the period.
 - c) Verification of 100% of member dues.
 - d) Verification of savings and checkbook balances.
 - e) Verification that accounts balances has been reconciled.
 - f) Assurance of the presence of expenditure documentation (receipts, vouchers, invoices, etc).
 - g) Assurance of the adherence to budget line items.
 - h) Assurance of the adherence to separation of fiduciary responsibilities; and
 - i) Audit PayPal and all other electronic payments and receipts in accordance with mandates set forth in the National Internal Audit Manual
6. The committee will document and recommend improvements to the internal controls to address any weaknesses.
7. The audit committee shall complete Form IAR-1 audit worksheets as part of the quarterly review process.
8. The Summary Audit report is to be read at the Executive Board meeting before it is read at the Chapter meeting in the following months:
 - a) November
 - b) February
 - c) May
 - d) September

The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings.

9. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone by the following dates:
 - a) 1st quarter - December 1
 - b) 2nd quarter - March 1
 - c) 3rd quarter - June 1
 - d) 4th quarter - August 1

The chairperson shall secure the books for the committee's audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.

10. The treasurer shall obtain the following items from the CPA by August 15:
 - a) CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - b) CPA prepared financial statements for the chapter for the year ended June 30th.
 - c) Any books, records or documents given to the CPA for the purpose of the Review or Audit.
11. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by August 31. The chapter resident will then review and sign the submission in the Red Zone to complete the process.

12. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.
13. The Internal Audit chair serves as member of the Executive Board

L. Membership Services

1. The Membership Services Committee is chaired by the Second Vice President and consists of members of the Chapter.
2. The committee shall be responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
3. The committee shall coordinate reclamation programs.
4. Introduce members who are affiliating with the chapter and notify chapter of sorors leaving the chapter due to relocation.
5. Collaborate with the College Connection Committee to help facilitate the transitioning of collegiate members to alumnae chapters and to connect with CAC before they graduate.
6. Maintain an accurate account of sorority meeting attendance.
7. Produce confidential chapter directory and handbook annually for distribution to chapter members.
8. Serves as member of the Executive Board

M. Nominating

1. The committee will be responsible for soliciting and receiving nominations from members of persons to serve in any elected chapter office or position, which includes the Minerva Circle.
2. Update the Nomination Application for those seeking to run for office and set timeline for nomination process.
3. Ensure that all candidates for chapter office, and elected positions meet all required qualifications by verifying their eligibility for said office or position.
4. Declare the eligibility of members nominated from the floor (candidates from the floor should not be granted permission to campaign until the Nominating Committee declares the candidate's eligibility).
5. Submit a slate of candidates to the Chapter Executive Board (for information purposes only), and then to the Chapter.
6. Give final Slate to Elections Committee, so that they may develop the ballot.
7. Serves as member of the Executive Board

N. Pan-Hellenic

1. Represents chapter at monthly meetings. Acts as chapter liaison to share Delta activities with other representatives and to present to the chapter information of the other organizations represented.
2. Chair will serve as the officer to the Pan-Hellenic organization when the chapter is up for rotation for a position
3. The chapter president appoints the voting and non-voting delegates to represent the chapter on the NPHC council with approval from the Executive Board.
4. Serves as a member of the executive Board.

O. Policies and Procedures

1. The Policies and Procedures Committee shall be responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.
2. The Chair and members shall review annually the Chapter Policies & Procedures.
3. The Chair and members shall review, update, and submit the Chapter Rules of Order annually on or before June 30.
4. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
5. The committee shall establish a timeline for receiving, reviewing, and submitting proposed Policies and Procedures amendments in accordance with Amendments for Policies and Procedures section of this P&P.

6. The chair of the committee must be a past President of the chapter and the Parliamentarian(s) must serve as co-chair(s).
7. The Committee Chair serves as member of the Executive Board

P. Program Planning and Development

1. Provide leadership, focus and coordination for implementation of the Chapter's public service and internal development programs. Duties and responsibilities:
 - a. Chaired by First Vice President
 - b. Maintain a repository of knowledge about the Sorority's national program thrusts and initiatives.
 - c. Develop a plan with committee chairpersons, programs and projects to be implemented
 - d. Review feasibility and coordinate implementation of national initiatives
 - e. Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter.
 - f. Serves as member of the Executive Board
2. Economic Development
 - a. The committee will address issues concerning financial planning, money management, consumer education, investments and employment opportunities.
 - b. The committee will provide programs to assist chapter members and the community to start the journey to financial independence and economic empowerment.
3. Educational Development
 - a. The Committee shall coordinate projects to improve the literacy and reading skills of the community's youth and adults. Projects includes, but is not limited to, tutoring during the regular school session for at least one month and for one day per week and during the three weeks of the summer school session; and collaborate with other community organizations.
 - b. Coordinate the celebration of Delta Days at the Historic Mildred Terry Library on the first week in May of each year.
 - c. The committee shall implement national and local programs that promote academic excellence and provide financial support to students within the Chapter's service area.
 - I. Dr. Betty Shabazz Delta Academy: The program enriches and enhances the education of young females between the ages of 11 and 14. Delta Academy supplements their studies in math, science and technology. It encourages them to dream, and also to prepare for full participation as leaders in the 21st century.
 - II. Delta G.E.M.S. (Growing and Empowering Myself Successfully): From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the framework to actualize those dream through the performance of tasks to develop goals leading to college and career
 - III. E.M.B.O.D.I.: The EMBODI program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc., with the support and action of other major organizations, on the plight of African American males. EMBODI is designed to address these issues through dialogue and recommendations for change and action.
4. Emergency Response Team
 - a. Increase awareness about emergency preparedness activities to the chapter and community.
 - b. Provide structured and systematic training for the chapter membership's readiness, response, and recovery efforts.
 - c. Provide resource support and guidance for sorority members and our community when impacted by natural or man-made disasters.

- d. Provide effective preparedness communication strategies to support local Emergency Management Director (EMD) and distribute disaster related materials as directed or per request.
- 5. International Awareness and Involvement
 - a. Through international awareness and involvement projects, members of the chapter and the community will broaden their knowledge and understanding of nations other than their own, increase interest in international affairs, and aid in developing a greater appreciation for people of different background and cultures.
 - b. The chapter shall support the continuation and expansion of the international awareness and involvement agenda.
 - c. It shall be the duty of the committee to recommend the chapter's fiscal support for the IAI Sustainability Plan
 - d. Plan and present walks, seminars, workshops, and activities in conjunction with World Aids Day
- 6. Physical and Mental Health
 - a. The Physical and Mental Health committee shall develop and coordinate health and wellness. This committee shall provide information and programs on physical health and mental well-being for the membership and the community
 - I. Senior Citizens Seminar: plans and presents an annual luncheon and informational forum for Senior Citizens in the community targeting public housing residents. This event focuses on health issues and is held in the spring.
 - II. Delta Cares (Intentional Care Unit): provides sisterly support services for sorors (active or inactive) who are in need of aid due to catastrophic illness and long-term confinement. Encourage sisterly concern and support for the sick and shut in sorors throughout the year.
- 7. Risk Management
 - a. The Risk Management Coordinator serves as the Chair of this committee.
 - b. Ensures the Columbus GA Alumnae Chapter administers all youth programs and initiatives consistently and in a manner that minimizes harm or injury to youth as well as mitigates the probability of the Sorority incurring liability.
 - c. Follow all national and regional guidance regarding compliance, reporting, and chapter accountability
 - d. Conduct annual training for all chapter members and volunteers who work with the sororities Youth Initiatives
 - e. Work with the First Vice President to screen all individuals who volunteer to assist with Delta's youth initiatives, including conducting sufficient background screening to ensure, to the maximum extent possible, that volunteers have nothing in their background that would raise questions as to whether they should be entrusted to work with youth.

Q. Political Awareness & Involvement/Social Action

- 1. The Political Awareness and Involvement Committee will through social action positively impact the community.
- 2. Public Policy awareness in the African American Community will continue to guide the activities of the committee.
- 3. Promoting social activism, targeted advocacy, and ongoing education specific to current and evolving local, state, national and international issues are some of the focuses of the committee
- 4. Serves as member of the Executive Board

R. Scholarship Administration and Selection

- 1. This committee is responsible for administering the scholarship program to maximize benefit to deserving, students who aspire for a higher education.
- 2. Develop/recommend the scholarship criteria and the distribution of scholarship funds.

3. Administer the scholarship program of the chapter by reviewing applications and making recommendations concerning the distribution of funds.
4. Provide a written report twice a year to the Treasurer indicating that funds have been disbursed to students.
5. Submit check request forms to disburse funds to recipients within 30 days of verification.
6. The committee chair is a member of the Scholarship Gala, Senior Teens Seminar, and Jabberwock committees.
7. The committee shall educate the community on applying for scholarships and financial aid.
 - I. Scholarship and Financial Literacy Workshop: provide scholarship and financial aid resources and information
8. Serves as a member of the Executive Board.

S. Scholarship Awards Reception

1. Plan and present an annual program held during May Week to announce the scholarship awards
2. Serves as member of the Executive Board

Section 2: Special Committees

A. Elections

1. The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued.
2. The Chair and committee conduct and oversee the election process of the chapter.
3. The Election Chair receives the slate from the Nominating Chair.
4. The Election Chair and committee prepare the slate in the form of a paper ballot for chapter vote at the Chapter Meeting prior to the election.
5. 60 days prior to the slate being presented to the Chapter, Elections Committee meets to:
 - a. Establish/review rules for elections.
 - b. Determine the balloting method (paper, machines, electronic device)
 - c. Set location
 - d. Set time to begin and end balloting
6. 30 days prior to Election Day the committee presents this same information to the Executive Board, and then to the Chapter for approval and prints ballot
7. Sets up location for balloting.
8. Oversees the signing in of those eligible to vote, and monitors the voting process
9. Ensures the balloting starts and ends at the designated time
10. Advises the Presiding Officer of the end of balloting
11. Announces the election result
12. If the chapter is using a voting machine or electronic device, the Election Committee should confirm the printing of the ballot, to make certain that the names and positions are spelled and placed correctly.
13. If the chapter requires the use of a ballot machine or electronic voting during its election process, the process for use needs to be included in the Policies and Procedures.

B. Founders Day/Chapter Anniversary

1. Plans monumental Chapter Anniversaries and/or Founders Day activities in January, February, or March. Founders Day will be observed every year, with "open" observances held in even years and "closed" celebrations in odd years.
2. Recognition of the Local Chapter Chartering may be held in conjunction with any Founders Day Observance.
3. Celebrations and other related activities (i.e. Responsibilities for coordinating The Rededication Ceremony) will be in keeping with the occasion.
4. The Chapter President will be responsible for extending an invitation to the sister chapters in the area, and upon acceptance, they will be included in the planning of joint Founders Day activities.

C. Minerva Circle

1. Leader:

- a. The duties and responsibilities of the Leader of the Minerva Circle are detailed in the Membership Intake Program. The Minerva Circle Leader also:
- b. Plans, coordinates, and facilitates the intake process of new members for the chapter.
- c. Develops a baseline budget and line items using figures from the past two (2) MI processes to project the pending MI budget.

2. Minerva Circle Members:

- a. The duties and responsibilities of the member of the Minerva Circle are detailed in the Membership Intake Program.
- b. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake and are required to adhere to the following:
- c. Members of the Minerva Circle will rate application packets according to guidelines set forth in the Administrative Procedures for Membership Intake
- d. At the conclusion of membership Intake, the Minerva Circle is dissolved

D. Step Team

1. The step team is a committee within the chapter and represents the chapter. No member shall be allowed to participate in any show unless she is in good standing with Delta, including being a member of the chapter.
2. For each event, the committee should submit, and receive approval by the Executive Board, a budget that includes revenue and all allowable expenses.
3. Train and present stepping/strolling performances for chapter and community events.

E. Music Committee (Delta Choraliers)

1. Direct any and all musical activities of the Chapter including coordinating the Delta Choraliers. Respond for performances on the call of the President and at the request of the Chapter.

F. Convention Coordinators

1. Coordinate transportation to national conventions, regional conferences, and any other meetings, conferences or conventions when interest is expressed by chapter members.
2. Coordinate any on site activities for Chapter members (Chapter luncheons, dinners, tours, etc.) during National Conventions and Regional Conferences.

Section 3: Ad-Hoc Committees

Ad-hoc committees are "one-time only" committees, appointed for special assignments

ARTICLE V: MEETINGS

Section 1: Executive Committee Meetings

Will be called and scheduled by the President, as needed

Section 2: Executive Board Meetings

Will be held on the Tuesday, one week before the second Friday; September - June at 6:00 p.m.

Section 3: Chapter Business Meetings

- A. The Chapter shall conduct its business meeting second Friday of each month from September - June at 6:30 p.m. unless otherwise notified. The Chapter President will notify members by written, electronic or verbal notice of the time and place of monthly meetings

Section 4: Committee Meetings

- B. Will be called and scheduled by the committee chairperson

Section 5: Call Meetings

- A. The President or written majority Executive Board may schedule call meetings, as necessary.
- B. The chapter shall hold call meetings as deemed appropriate.

- C. Call meetings shall have a stated purpose and no other business shall be conducted except the stated purpose. The chapter shall be given prior written notice of at least ten (10) days.

Section 6: Notifications

- A. Corresponding Secretary will notify chapter members of chapter business meetings and other notifications as deemed by the President.
- B. Executive Board members are required to notify President (or designee) of absences from Executive Board and chapter business meetings 24 hours before the meetings.
- C. The Chapter, not the Executive Board, shall decide if the regular meeting date should be changed in the event that a major community function is scheduled on the Chapter meeting date.
- D. The Executive Committee shall decide if a regular meeting should be changed in the event of inclement weather and/or for safety precautions.
- E. Primetime (fellowship time for sorors) shall precede the regular chapter meeting.
- F. All committees and vendors must cease business transactions and/or activity once the business meeting commences. They may resume once the business meeting is adjourned.
- G. All reports should not exceed four minutes in length without prior approval of the President.
- H. All announcements should be submitted in writing and read at the end of the business meeting.

Section 7: Chapter Meeting Business Attire

- A. In accordance with the revised edition of the Protocol and Traditions Manual, under Proper Attire, business attire is required for business meetings.

Section 8: Electronic Meetings and Communications

- A. The Executive Board and all chapter committees and subcommittees shall be authorized to meet by telephone conference, video conference, video chat, video communication, webinars, and through other electronic communication media; so long as all members can simultaneously hear others and participate during the meeting.
- B. All communication may be sent electronically in accordance with Delta's Internet Guidelines.

ARTICLE VI: QUORUM

Section 1: Definition

- A. A quorum is the minimum number of members who must be present at the meeting for business to be validly transacted.
- B. A majority vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions, at a properly called meeting.

Section 2: Executive Board Meetings

- A. The presence of 25% of the Executive Board members of the Chapter shall constitute a quorum.

Section 3: Chapter Business Meetings

- A. The presence of 25% of financial members of the Chapter shall constitute a quorum. (A quorum is not required to begin the ceremonial opening, but no business can be conducted without a quorum.)

Section 4: Committee Meetings

- A. A quorum shall consist of 25% of committee members

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

The Columbus (GA) Alumnae Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy with acknowledgement that no records are to be destroyed when the Sorority is in litigation. Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium. ***NOTE: Records should not be destroyed when the Sorority is in litigation.**

Types 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

Types 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 & 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

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

A. President

1. Manages and oversees the operation of the chapter
2. Is accountable to the chapter for the expenditure of funds
3. Responsible for the management and collection of revenue
4. Approves the expenditure of funds (ensures that all checks have two signatures)
5. Under NO circumstances should the president pre-sign checks
6. Ensures a voucher system is used for the disbursement of funds
7. Ensures fiscal officers attend financial workshops at least once a year
8. Ensures all fiscal officers are bonded
9. Attends finance training workshops
10. Signs all checks except her own
11. Initials all deposits that contain cash
12. Ensures treasurer and financial secretary provide separate written reports
13. Ensures the Annual Financial Report/Federal Group Authorization Return is completed
14. Ensures that internal/external audits are completed

15. Ensures the outgoing and incoming fiscal officers conduct an effective transition
16. Completes the Acceptance of Fiduciary Responsibility Form
17. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
18. Reviews all bank statements and fiscal officers reports monthly
19. Serves as member of the Executive Committee and Executive Board, and Budget and Finance Committee

B. Treasurer

1. Keeps the official financial records of the chapter
2. Provides a written report of the chapter's income and disbursements monthly to all chapter members
3. Keeps actual records of income, disbursement, and 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 two business days
6. Submits Grand Chapter funds within 30 days of receipt
7. Makes disbursements on written authorization as outlined in the chapter's policies and procedures (ensures all checks have two signatures)
8. Signs all checks except her own
9. Ensures a voucher system is used for the disbursement of funds
10. Reconciles all accounts on a monthly basis
11. Ensures books are audited in accordance with current internal audit guidelines
12. Completes the Annual Financial Report/Federal Group Authorization Return
13. Attends finance training workshops
14. Completes and signs the Acceptance of Fiduciary Responsibility Form
15. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
16. Serves as member of the Executive Committee, Executive Board, and Budget and Finance Committee Chair

C. Financial Secretary

1. Records all income received
2. Issues official receipt for income upon receipt of funds
3. Turns all funds over to the treasurer to ensure the two business days deposit requirement is met.
4. Serves as a member of the Budget and Finance Committee
5. Signs checks only when reimbursement is for another fiscal officer or when specifically requested by the president (this should be a rare occurrence)
6. Prepares the roster of financial 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. Completes the Acceptance of Fiduciary Responsibility Form
11. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
12. Serves as member of the Executive Committee, Executive Board, and Budget and Finance Committee.

D. Other Fiscal Officers/Positions (Assistants)

1. Assistant Financial Secretary: Shall perform all duties of the financial secretary whenever requested EXCEPT:
 - a) signing checks made payable to the President or Treasurer; and
 - b) does not serve as a member of the Minerva Circle.
 - c) Serves as member of the Executive Board, and Budget and Finance Committee.
2. Assistant Treasurer: Shall perform all duties of the Treasurer whenever requested EXCEPT:

- a) signing checks.
- b) making bank deposits; and
- c) entering dues in the National Headquarters online dues system.
- d) Serves as member of the Executive Board, and Budget and Finance Committee.

Section 2: National and Local Dues

- A. **National Dues** - Members will be responsible for dues for the Grand Chapter, according to the established dues schedule per business year
 - 1. Members will also pay a Per Capita Fee of \$10.00.
 - 2. Dues are payable from January 1st to March 31st
 - 3. As applicable, late and reinstatement fees are assessed in accordance with the current fee structure and policy of Grand Chapter.
- B. **Local Chapter Dues** - Members will be responsible for local dues according to the established fee voted upon by the chapter members
 - 1. Local chapter dues for the Columbus GA Alumnae Chapter will be \$160.00 per sorority year (July 1st to June 30th)
 - 2. Local and National dues are due and payable from January 1st – March 31st
 - 3. Golden/Diamond Life members shall:
 - o Pay local chapter dues, plus a per capita fee of \$10.00
 - o Not pay annual Grand Chapter dues
 - o Not pay late and/or reinstatement fees

Section 3: Collegiate Sorors

- A. With appropriate documentation, local chapter dues will be waived for Sorors their first immediate year after graduating from a college or university. The Soror will be considered a member of the chapter once National dues are received and receipted at National Headquarters.

Example 1: Soror Jane graduates from University of Service in December 2014. Soror Jane's dues with Columbus GA Alumnae Chapter will be waived until March 2016. Her National dues must still be paid to National Headquarters

Example 2: Soror Kate graduates from University of Sensation in March 2014. Soror Kate's local dues with Columbus GA Alumnae Chapter will be waived until March 2015. Her National dues must still be paid to National Headquarters

Section 4: Unconsumed Dues

- A. New initiates or other chapter members who graduate or transfer after paying dues can have the unconsumed portion of their dues transferred to their new chapter. Chapters are required to transfer unconsumed dues to a Soror's new chapter when requested by the Soror in writing.

Section 5: Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must complete the member information and former chapter section of the Dues Transfer Form and complete and sign the bottom section.
 - 1. The chapter will transfer the unconsumed dues (full amount or portion of local dues based upon the month the transfer is requested) to a Soror's new chapter when a written request is submitted by the member
 - 2. The requesting Soror will submit the form to the Financial Secretary of the new chapter
 - 3. The Financial Secretary of the new chapter will submit the form to the President of the former Chapter.
 - 4. The President of the former chapter will ensure that the form is processed
 - 5. Upon written notification, (from a Soror or a Chapter) the chapter shall complete all steps as noted in the RED ZONE of the national website to prepare, calculate and transfer (if any) amount of the requesting Sorors unconsumed dues.

6. The Treasurer of the former chapter will submit the unconsumed dues to the P.O. Box of the new chapter.
- B. In the event a collegiate member who graduated in December immediately joins Columbus GA Alumnae, her dues are waived for the remainder of the business year. She can request that her unconsumed dues from the collegiate chapter be transferred to the Columbus GA Alumnae. Those funds must be kept separate from the chapter's operating funds. A line item is added on the financial report as a liability and the chapter cannot use those funds until they are transferred out or the time has expired in six (6) months. Then the funds can be used in the operating budget or for the new sorority year when the Soror will be required to pay chapter dues.
- C. Graduating Sorors have 6 months from their time of graduation to request a transfer of dues. After six (6) months, the chapter can transfer the funds to their operating account.
- D. When a Soror transfers dues to Columbus GA Alumnae, upon acceptance of the unconsumed dues, the Chapter Financial Secretary shall contact national Information Systems at Delta Headquarters to have the Soror's information added to the online roster for Columbus GA Alumnae and advise the Treasurer.

Section 6: Travel Policy

A. Travel Policy for National Convention and Regional Conference Delegates

The travel policy for the voting and alternate delegate is:

1. Transportation
 - Personal Vehicle Mileage / Gas – The Chapter will pay for gas and the current state rate for mileage
 - Rental Car – The Chapter will pay for gas and the cost to rent a mid-sized automobile.
 - Air Travel / Bus Travel / Plane Travel – The Chapter will pay the cost of travel.
2. Lodging
 - Single Occupancy -. In the event the voting and alternate delegate do not share a room, the chapter will pay one-half the cost of a standard/double room to each delegate.
 - Double Occupancy - The chapter will pay the cost of a standard/double room to be shared by the voting and alternate delegates
3. Registration fees – The Chapter will pay the cost of registration.
4. Subscription events – The Chapter will pay the cost of (1) Subscription event.
5. Meals - The Finance Committee will determine the delegates per diem
6. Original receipts must be attached to a voucher itemizing all expenses except the per diem, within 30 days.
7. The voting and alternate delegate shall present to the chapter a written Regional Conference or National Convention report by the September chapter meeting.

B. Travel Policy for State Summits, Cluster Meetings, Delta Days and other meetings

The travel policy for chapter representative(s) at state meetings is:

1. Transportation
 - Personal Vehicle Mileage / Gas – The Chapter will pay for gas and the current state rate for mileage
 - Rental Car – The Chapter will pay for gas and the cost to rent a mid-sized automobile.
 - Air Travel / Bus Travel / Plane Travel – The Chapter will pay the cost of travel.
2. Lodging
 - Single Occupancy -. In the event a chapter representative does not share a room, the chapter will pay one-half the cost of a standard/double room to each chapter representative
 - Double Occupancy - The chapter will pay the cost of a standard/double room to be shared by each chapter representative.
3. Registration fees – The Chapter will pay the cost of registration.
4. Subscription events – The Chapter will pay the cost of (1) Subscription event.
5. Meals - The Finance Committee will determine the delegates per diem

6. Original receipts must be attached to a voucher itemizing all expenses except the per diem, within 30 days.
7. The chapter representative shall present to the chapter a written Regional Conference or National Convention report by the next chapter meeting

C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives

The travel policy for chapter representative(s) at other national / regional meetings is:

1. Transportation
 - Personal Vehicle Mileage / Gas – The Chapter will pay for gas and the current state rate for mileage
 - Rental Car – The Chapter will pay for gas and the cost to rent a mid-sized automobile.
 - Air Travel / Bus Travel / Plane Travel – The Chapter will pay the cost of travel.
2. Lodging
 - Single Occupancy -. In the event a chapter representative does not share a room, the chapter will pay one-half the cost of a standard/double room to each chapter representative.
 - Double Occupancy - The chapter will pay the cost of a standard/double room to be shared by each chapter representative.
3. Registration fees – The Chapter will pay the cost of registration.
4. Subscription events – The Chapter will pay the cost of (1) Subscription event.
5. Meals - The Finance Committee will determine the delegates per diem
6. Original receipts must be attached to a voucher itemizing all expenses except the per diem, within 30 days.
7. The voting and alternate delegate shall present to the chapter a written Regional Conference or National Convention report by the next chapter meeting.

Section 7: Purchase Order/Reimbursement Expense Voucher Procedures

- A. All expenditures must be requested by a check request form with an attached original receipt.
- B. It is the responsibility of the Committee Chair of the event to ensure the expenditures and check request has been completed, submitted and approved before any necessary deadline.
- C. All chapter members are responsible for completing a voucher signed by the appropriate committee chair and chapter officers.
- D. Receipts for approved expenses are required and must be attached as documentation for reimbursement.
- E. Expenses are reimbursed if: (1) the activity is in support of a chapter program; (2) it is included in an approved budget or approved by the chapter, (3) its approved by the committee chair, (4) the benefit of the expense accrues to the chapter and (5) it would not have been incurred were it not for the chapter program.
- F. Purchase Orders or Expenditures should NOT exceed the committee's approved budget allocation for a given purchase.
- G. All committee vouchers must first be signed by the committee chairperson and then forwarded to the President for signature prior to any fund disbursement.
- H. When the Committee Chair is the Soror making the request for reimbursement, no additional committee member signature is required. The chair, president and treasurer still sign as their role.
- I. Receipts should not include personal items.
- J. All committee and sub-committee check request forms must be signed by the committee chair and the President.
- K. No expenditures for unauthorized purchases shall be reimbursed.
- L. 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.
- M. All receipts for reimbursement must be submitted within 30 days of the expenditure. Receipts not submitted within that time frame will not be honored

Section 8: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders or cashier's checks. A member will reimburse the chapter the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.
- B. Electronic payment systems may be used as an alternate payment method for approved committee activities and dues. In accordance with the vendor's guidelines, the fees to use electronic payment systems may be passed on to individuals who use these methods. In the instant that the vendor charges a fee, the fees will be passed on to the individuals who use these methods.
- C. The Chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related merchant and/or electronic payment system accounts.

Section 9: Unconsumed Funds: Year End Reconciliation

- A. Upon reconciliation of chapter finances, elected officers and appointed committee chairpersons may request additional funds. Purchases not previously allocated will be presented for consideration through existing fiscal practices detailed in Chapter's Policies and Procedures.
- B. In the event the chapter is not in session, the Executive Committee will review and approve allocations as designated under ruling authority in Article II, Section 1(E).

Section 10: Insufficient Funds or Returned Check Policy

- A. The Columbus GA Alumnae Chapter will use the United States Postal Service, electronic mail, and other methods to contact the chapter member/patron involved to obtain funds for the returned check. Contact will be made as often as necessary to receive remittance for return checks.
- B. The chapter Treasurer shall handle the collection of funds discreetly.
- C. A member will reimburse the chapter the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount.
- D. Only cash, certified/cashier's checks or money orders will be accepted for re-payment of an NSF check.
- E. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.
- F. Checks not cashed within 90 days from the date written are automatically voided

Section 11: Fundraising

- A. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
- B. Financial Secretary or Assistant will be a member of and collect money on behalf of the fundraising committee.
- C. After any major activity, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report shall be presented to the chapter.

Section 12: Budgeting

- A. Committee Responsibility
 - 1. Budgets must be submitted by Officers and Committee Chairpersons by March 31st.
 - 2. When no budget is submitted, the Budget and Finance Committee shall use its discretion in allocating a budget for that Committee/Officer.
- B. Timing and Process
 - 1. The Finance committee will consider the budget proposals of the committee chairs and develop a proposed chapter budget to be presented to the executive board for approval in May/June.
- C. Chapter Approval
 - 1. The budget must be presented to and approved by the chapter no later than June of each year.
 - 2. No Committee can exceed its budget without written approval from the Executive Board. If time does not permit, approval from the Executive Board and Chapter Executive Committee must be obtained, upon recommendation by the Finance Committee.

Section 13: Additional Fiscal Policies and Procedures

- A. Step Show Policy

1. The chapter must approve participation in each show competition. The step team is a committee within the chapter and represents the chapter. No member shall be allowed to participate in any show unless she is in good standing with Delta, including being a member of the chapter
2. For each event, the committee should submit a budget that includes revenue and all allowable expenses. Clothing is an unallowable expense (examples of allowable: music, props)
3. Step show participants must follow national step show guidelines policies
4. All prize monies (winnings) will be deposited in the chapter's operating accounting. The proceeds will be used to support the chapter's programs and to defray the chapter's administrative expenses

B. Scholarship Policies, Requirements and Selection Procedures

1. The scholarships are competitive, and the applicants will be judged on academic scholarship, school and community service activities, leadership and character, written essay and an in-person interview.
2. High School Student must:
 - a. Have a grade point average of 3.0 or higher certified by one of the school's counselor
 - b. Submit an official transcript with high school seal in a sealed envelope.
 - c. Submit the official ACT/SAT scores certified by one of the school's counselor
 - d. Submit three recommendation forms: one recommendation from the Principal, Assistance Principal, or one of the school's counselor
 - e. A School Guidance Counselor and the other two recommendations may be from a teacher and/or a community person
 - f. Submit a 250-word essay (topic presented in application), preferably typed
 - g. Answer all questions on the application form including information about leadership, extracurricular activities, community service activities, honors and awards, etc.
 - h. The application process is part of the judging process; therefore, it must be complete
 - i. Please remember to answer all questions on the application using "not applicable" (N/A), when appropriate.

C. Bonding

1. **Which Positions:** In accordance with Grand Chapter bonding insurance, all members are covered.
 2. **The Amount:** The chapter shall submit and remit bonding insurance for coverage of \$100,000 at the rate established by Grand Chapter. The chapter shall review the amount of coverage each year to determine the adequate amount of bonding. Should additional insurance be needed, the chapter shall contact the Finance Department at headquarters.
 3. Although all members are covered, only fiscal officers shall collect funds.
- D. Additional revenue may be obtained through special projects, contributions and requests.
 - E. The sale of Delta merchandise through chapter websites or online payments is prohibited.
 - F. Fiscal Officers must complete and submit Acceptance of Fiduciary Responsibility Form by August 31st.
 - G. The outgoing Treasurer and Chair of the Internal Audit Committee will assist the incoming Treasurer with preparation of the Annual Financial Report due to National Headquarters by August 31st .
 - H. Two signatures, the President and Treasurer, are required on all checks disbursed.
 - I. The President, Treasurer and Financial Secretary will follow additional guidelines included but not limited to Chapter Management Handbook and Fiscal Officers Manual.
 - J. Budgets shall be reviewed quarterly by the Budget and Finance Committee.
 - K. The following Chapter officers shall meet within seven (7) days of the commencement of the approved MI period to review the approved MI budget before funds are spent for MI:
 1. President
 2. Treasurer
 3. Leader of the Minerva Circle
 - L. The Chapter President, Treasurer and Leader of the Minerva Circle shall meet within two (2) weeks of the completion of the MI process to review the status of the MI budget to determine possible impact to chapter's Checking Account.

- M. At the beginning of each sorority year, funds in the treasury shall be distributed in accordance with the new budget.
- N. Independent Audit or Review: If based on the total or expected total Gross Receipts, an Audit or Review is required, the committee shall recommend a certified public accountant (CPA) for the chapter approval based on the stipulations below.
 - 1. If this is the first year a CPA's service is required, the committee shall obtain three bids from Certified Public Accountants.
 - 2. The committee shall recommend a licensed CPA with an active license in good standing.
 - 3. The CPA cannot be a member of the Columbus GA Alumnae Chapter.
- O. Merchant Accounts/Electronic Payment Systems
 - 1. Account should be set up in the name of the chapter with the chapter President being the "Owner".
 - 2. User accounts will be set up for the Treasurer and Financial Secretary.
 - 3. Account will send an email to the primary email address listed on the application notifying the chapter of the receipt of a payment.
 - 4. The chapter must establish an email account specifically for the Business account.
 - 5. Separate login ID and password will be established for the President, Treasurer and Financial Secretary.
 - 6. The financial secretary will review the account within the first 5 business days of each month.
 - 7. The financial secretary will separate out the transactions as to which committee the transaction should be posted.
 - 8. The financial secretary will write separate receipts for each committee's funds notating the committee's name on the From line and account of funds on the Notes/For line.
 - 9. The financial secretary will submit a separate chapter collection form with merchant account/electronic payment system funds only, notating the applicable committees and the full amount of the ticket price (amount paid by payee).
 - 10. The financial secretary will print two copies of the monthly reports from the account and attach one to the chapter collection form and remit to the treasurer and maintain the other copy as an attachment to the financial secretary's chapter collection form.
 - 11. The financial secretary will submit a voucher to the treasurer for the fee amount.
 - 12. The treasurer will initiate the withdrawal of funds from the account within two days from receiving the chapter collection form from the financial secretary.
 - 13. The treasurer will print all documents associated with withdrawing the funds from the account and attach to the chapter collection form.
 - 14. The treasurer will maintain an additional copy of the transactions in a separate tab within the financial records.
 - 15. The treasurer will credit the committee for the full amount of the event price (amount paid by the payee).
 - 16. The treasurer will disburse from the merchant account line item the fee amount noted on the voucher received from the financial secretary.
 - 17. The Program Planning Chair will work with the Treasurer and the insurance carrier to secure one special events policy for all the chapter's events

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Office

Each Soror seeking an elected office or position in the Columbus GA Alumnae Chapter of Delta Sigma Theta Sorority, Inc. shall:

- A. A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer, chair, or committee member shall maintain

financial status during her term(s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.

- B. Candidates for the offices of President, First Vice President, and Second Vice President **must have attended at least one of the past three (3) National Conventions and one of the past three (3) Regional Conferences, or combination thereof prior to her nomination.**
- C. Completed and turned in to the Nominating Committee Chair or designee a Candidate's Profile and a delta resume at the designated time, which include:
- D. Completed Application
- E. Delta Resume
- F. Candidate Data Profile Forms may be obtained from:
 - a) The Nominating Committee Chair
 - b) The Chair's Designee
 - c) The Chapter's Website
- G. The Chairs and members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the committee.
- H. Members of the Nomination Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations".

Section 2: Nominations of Chapter Officers and Elected Positions

A. Timeline and guidelines for process

1. The chapter shall adhere to the following schedule for chapter nominating process
 - a. November – Meet to establish rules and timelines
 - b. December – Present information on positions, with detailed roles & responsibilities, and application to Executive Board
 - c. January – Present same information to Chapter for vote; distribute Call for Nominations; and accept applications
 - d. February – Review applications; and seek applicants for unfilled positions
 - e. March – Present Slate to Executive Board for information only
 - f. April - Present Slate to Chapter, open floor for nominations

Note Must only be open one time for chapter nominations.

- i. *All nominations received from the floor must be determined eligible prior to being slated.*
- ii. Campaigning Begins (if applicable) **unless stated in the chapter policies and procedures all campaign guidelines must receive the vote of the chapter prior to implementation for each election.**

2. The Nominating Committee initiates the "Call for Nominations".
3. The call for nominations shall include the following elected officers and elected positions

1. **President**
2. **First Vice President**
3. **Second Vice President**
4. **Recording Secretary**
5. **Assisting Recording Secretary**
6. **Corresponding Secretary**
7. **Treasurer**
8. **Assistant Treasurer**
9. **Financial Secretary**
10. **Assistant Financial Secretary**
11. **Chair, Nominating Committee**
12. **Nominating Committee Member (4)**
13. **Chair, Internal Audit Committee**

B. Nominations of the Minerva Circle

1. If the chapter votes to proceed with the Membership Intake Process, the chapter shall elect the members of the Minerva Circle at the next regular chapter meeting that follows the meeting in which the vote to conduct membership intake occurred.
2. The Nominating Committee shall receive nominees at that chapter meeting and develop a slate of eligible chapter members to serve on the Minerva Circle.
3. Candidate's eligibility shall be confirmed with the chapter President and Treasurer.
4. The slate of the Minerva Circle positions shall be presented to the Executive Board that takes place prior to the chapter business meeting in which the vote takes place.
5. Provide the Election's Chair with the Minerva Circle slate.
6. Publishes the slate prior to the chapter vote.
7. If a member of the chapter's Nominating Committee desires to serve on the chapter's Minerva Circle, she must recuse herself from her Nominating Committee position, for Minerva circle deliberations and decisions.
8. The elected Nominating Committee member continues to serve on the chapter's nominating committee at the conclusion of the Minerva Circle deliberations for other chapter Nomination committee matters.

C. Candidate Guidelines for Campaigning

Campaigning is considered activities that support a person who is seeking an elected position, which includes, but is not limited to, distribution of campaign materials, seeking support, and soliciting and accepting donations.

- a) All applicants or slated candidates are prohibited from ANY campaign activity prior to published date and time; failure to adhere to this designated date will result in disqualification from the election process.
- b) Campaign income and expenditures for a chapter election shall NOT exceed \$0.00

Section 3: Campaigning

- A. The Nominating Committee shall organize, oversee, implement and monitor all campaign activities:
 1. Candidates shall not begin campaigning until slating notifications have been received.
 2. All candidates will have **two (2) minutes** to speak at the **Meet the Candidate Forum** held one (1) hour prior to the May meeting when chapter voting shall take place.
 3. All candidates will have an area at the **Meet the Candidate Forum** to display their **one (1) page Flyer**.
 4. All candidates will have an opportunity to speak one-on-one with members of the chapter during the **Meet the Candidates Forum**.

Section 4: Elections

A. Election day procedures and timeline

1. Election of Officers and Elected Positions shall take place at the May Chapter Meeting.
2. The Elections Committee will establish the voting timeline with the approval of Executive Board and Chapter.
3. The Chair and Members of the elections committee shall issue the ballot to those members eligible to vote. Only one ballot shall be given to the eligible member during the time designated on the meeting agenda.
4. Candidates for elected office or position may not serve on the Elections Committee

B. Voting guidelines

1. The chapter vote shall be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
2. The Chair and committee shall distribute, collect, and tally ballots utilizing majority vote.
3. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for a majority.)

C. Re-balloting

1. If re-balloting is necessary, it shall take place immediately during the May Chapter meeting. A quorum has to be present in order to re- ballot.

Section 5: General Voting Processes

- A. A majority vote is more than half of the votes cast by members legally entitled to vote, excluding blanks or abstentions at a properly called meeting. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for majority.)
- B. Only members of the chapter shall vote or hold office.
- C. Each candidate is listed on the ballot in alphabetical order.
- D. Absentee voting is not recognized in Delta Sigma Theta Sorority, Inc.
- E. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot
- F. When there are two or more candidates, (and the office remains unfilled after the first ballot) the two candidates who receive the highest number of votes will remain eligible for election All other candidates will be dropped and are ineligible for election. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote.
- G. Newly elected officers shall be installed at the June meeting
- H. Proposed Chapter Policy & Procedure recommendations will be voted on for approval by two-thirds (2/3) vote of members present and voting during the May meeting.
- I. The chapter will discuss and vote whether to proceed or not to proceed with the membership intake process shall be by a two-thirds (2/3) vote.
- J. The chapter shall give prior written notice of at least ten (10) days (via Email or the United States Postal Service) for the election of officers and elected positions; voting whether to proceed or not to proceed with the membership intake process; and voting on the acceptance of candidates for membership into the Sorority.
- K. The acceptance to membership into the Sorority shall be by a majority vote of the chapter members present and voting
- L. Voting for chapter officers, elected committee chairs and members and acceptance to membership shall be by secret ballot, machine, or electronic voting devices
- M. Voting on all other issues will be by the raising of the "vote card" or electronic voting devices.

Section 6: Election Reporting

- A. Votes will be tallied by the Elections Committee and results will be announced prior to the formal closing of the meeting in which elections take place.
- B. The Chair presents the elections report
- C. The Presiding Officer shall announce the results of the election and introduce the officers for the upcoming biennium.
- D. The Recording Secretary is given a copy for the minutes.
- E. In each case, where the candidate has the majority, the Presiding Officer declares that candidate elected.
- F. It is not necessary for the presiding officer to call for a motion to adopt the report of the elections committee because the Election Results stand as reported.

ARTICLE X: SPECIAL ELECTIONS

Section 1: Minerva Circle

- A. The Minerva Circle shall be elected at a special election prior to Membership Intake of the chapter using guidelines in the Administrative Procedures for Membership Intake

Section 2: Other

- A. The Regional Director must be consulted and provide approval for all special elections

ARTICLE XI: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of Officers

- A. The installation ceremony will be conducted during the June chapter meeting as outlined in the Ritual and Ceremony manual
- B. All incoming officers, positions, and committee chairs assume office on July 1

ARTICLE XII: TRANSITION OF OFFICERS

Section 1: Procedures for Conducting Transition

A. Timing

1. The period between elections and assumption of duties for new officers shall be the start of the transition period.
2. The outgoing officer has sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters.
3. The incoming officer is a participant in all chapter related administrative activities.

B. Coordination

1. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee, which will include:
 - a. A transition meeting must be held between outgoing and incoming officers to give new officers some guidance and assistance necessary for them to perform well on their own and to:
 - b. Acquaint incoming officers with rules, regulations, procedures and managerial tasks
 - c. Enable incoming officers to obtain basic knowledge of principles, operations; and
 - d. Assist incoming officers to obtain thorough knowledge of the functions and business aspects related to the office/position and other routines
2. Persons required to attend the transitional meeting:
3. All outgoing and incoming elected officers, elected and appointed positions
 - a) All outgoing and incoming committee chairpersons
4. Chapter officers should be reminded to:
 - a) Change signatures on the bank card by June 30th
 - b) All chapter copies of administrative tools should be turned over immediately to newly elected president
 - c) Provide incoming officers with the roster of chapter members for the new business year
 - d) Conduct a separate fiscal officer transition
 - e) Outgoing President should relinquish usernames and passwords, and all related account information to the incoming President.
 - f) Access must also be immediately changed from old users and access granted to the incoming Treasurer and Financial Secretary during the transition.

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

1. The Chapter vote on whether to proceed or not to proceed with Membership Intake (MI) must be conducted in the sorority year Membership Intake will take place. A fall line would require vote in September or approval from the Regional Director to do a special call meeting after July 1st.
2. The chapter shall provide a 10-day written notification to its members when voting to proceed or not to proceed with membership intake. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
3. The supporting vote to proceed or not to proceed with Membership Intake will require a 2/3 vote of the members present and voting
4. The chapter shall provide written notice to chapter members notification of at least ten (10) days prior to the vote to accept members into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
5. Acceptance to membership shall be conducted by secret ballot
6. Acceptance to membership shall be by majority vote of the chapter members present and voting
7. Voting on all other issues will be by the raising of the "vote card" or by the usual method of voting approved in Robert's Rules of Order, Newly Revised Edition.
8. The chapter may entertain Membership Intake in the second year of a first term Elected Chapter President term of office.

Section 2: Minerva Circle

A. Handling Minerva Circle Members with Relatives as Applicant

1. Members of the Minerva Circle and the Leader of the Minerva Circle whose relatives apply for membership must be immediately removed from the Minerva Circle.
2. If a relative of the President or Financial Secretary applies for membership, she is removed from the screening process of all applications.

B. Filling Vacancies

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.
2. In the event The Leader of the Minerva Circle position becomes vacant the president shall replace the LMC with a current trained member of the Minerva Circle.

C. Frequency

1. The chapter shall vote a minimum of **every 3 years** to proceed or not proceed with membership Intake.
2. If the motion passes to conduct membership intake and the decision is reconsidered, then a motion must be passed to rescind the decision to conduct membership intake; and must pass by two-thirds (2/3) vote of the members present and voting. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1: Voting and Alternate Delegate

A. Regional Conference and National Convention

1. The Chapter President and First Vice President will serve as voting and alternate delegates (respectively) for the National Convention and the Regional Conference.
2. In the event the President and First Vice President Second are unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the P&P.
3. Delta Days in the Nation's Capital -The President, Social Action Chair or designee will serve as representatives of the chapter.
4. Other National Meetings: The Chapter President will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the Region or State.

B. State and Local Chapter Representation

1. Delta Days at State - The President, Social Action Chair or designee will serve as representative of the chapter
2. The Chapter President will serve as representative for state cluster meetings.
3. Other State and Local Meetings: The Chapter President will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the Region or State

C. Order of Succession

1. If the President is unable to attend a National Convention or Regional Conference the replacement will be determined by order of succession: First-Vice President, Second-Vice President, Recording Secretary, Treasurer, Corresponding Secretary then Financial Secretary.
2. If the President is unable to attend meetings as the chapter representative, she shall follow the order of succession for events in which the chapter funds cover the expenses.
3. After exhausting order of succession, she may appoint the chapter representative from the membership

D. Incoming Chapter Officers

1. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate; the incoming First Vice President shall serve as the Alternate Delegate to the National Convention and Regional Conference

Section 2: Reimbursement

- A. The chapter will reimburse the voting and alternate delegates for expenses of registration, travel and lodging (half of the room rate) subscription events.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1: Immediate Verification

- A. The following must be completed when conducting on-site verifications of membership:

- 1. **Proof of Membership**

- Membership card; membership certificate; verification via the Red Zone; or Verification of Membership Letter completed by National Headquarters (allow at least three business days for receipt).

OR

- 2. **Vouching for Sorors/Members**

- Vouching for Sorors/Members Vouching for a person is when a member of the chapter can attest to the veracity of the visitor's claim of membership. Such attestation must be based on knowledge of the visitor's initiation or past activities with Delta Sigma Theta Sorority, Incorporated.

AND

- 3. **Verification of Good Standing**

Verification of Good Standing Access the list of all sorors/members who have been placed on suspension, probation* or have been expelled from the organization. This information is consistently updated on the Home Page of the official website (Membership Tab).

Section 2: Follow up Verification

- A. The Financial Secretary will submit a Verification of Membership Request to National Headquarters and advise the Membership Services committee when verification is received.
- B. The Membership Services Committee will provide the Sergeant-At-Arms with a list of women whose membership verification results are negative. If a woman's name appears on this list, she will not be admitted to sorority meetings.

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

- A. In addition to those outlined in the Chapter Management handbook, Delta Internet Guidelines, and the Delta Style Guide, Columbus GA Alumnae Chapter will observe the following practices to maintain confidential electronic communications:
 - 1. The chapters' website "Members Only" section username and password will be changed every business year, July 1st to June 30th by the chapter President
 - 2. A signed release from all legal guardians must be obtained for children/youth featured in chapter related photographs displayed on the website.
 - 3. The Columbus GA Alumnae Chapter's website may include calendar of events, such as chapter public service events, fundraisers, Sorority meetings and committee meetings. Rush dates may be included after being approved by the Regional Director. Chapter contact info may be included.
 - 4. The chapter website may not include membership contact information.
 - 5. Information for prospective members should be directed to the National Website via hyperlink
 - 6. Social media sites (such as Facebook pages and Twitter) can be used to promote public Delta programs provided the chapter President approves the planned promotion
 - 7. If the social media allows guest to post comments, the Chapter President will assign the Webmaster responsibilities associated with the monitoring and maintenance of hyperlinks or web site polls.
 - 8. Rush activities may not be included on social media sites.
 - 9. The chapter will adhere to the policies and procedures set forth by National Headquarters as outlined in the latest version of the Delta Internet Guidelines

B. Chapter Email Accounts

1. The chapter may maintain email accounts for chapter officers and committee chairs
2. Each chapter email account may be used by the member who holds the designated office or chair
3. Each chapter email account's password will be changed at the conclusion of each sorority year, currently June 30th
4. If a member leaves office or chair, the corresponding chapter email account password will be changed no later than the last day the member holds the position.
5. The chapter mailing list should be checked regularly for accuracy, especially during dues cycles and when sorors relocate or leave a chapter.

ARTICLE XVII: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES

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

- A. The Policies and Procedure Committee will monitor and review the chapter's Policies and Procedures throughout the year to identify necessary updates or revisions to be recommended to chapter members
 1. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
 2. When proposed recommendations are received from chapter members, the P&P Committee members will analyze them and determine if the proposals will effectively improve chapter functioning.
 3. **Timetable (Chapter Management Handbook)**
 - a. **September – November**
 - i. Policies and Procedures Committee convenes to review current Rules of Order Form, Policies and Procedures, Chapter Minutes, and any policy changes from Grand Chapter.
 - ii. Policies and Procedures Committee educates chapter members on Policies and Procedures and Rules of Order content and timeline.
 - iii. Policies and Procedures Committee invites chapter members to submit proposed changes and indicates timeline
 - b. **November – January**
 - i. Policies and Procedures Committee meets to review and prepare all proposed amendments
 - c. **February**
 - i. Policies and Procedures Committee reviews and discusses proposed amendments at Executive Board meeting
 - d. **March**
 - i. Policies and Procedures Committee reviews and discusses proposed amendments at chapter meeting
 - e. **April – May**
 - i. Policies and Procedures Committee follows the process for review and Chapter approval as described in the Policies and Procedures.
 - ii. Chapter is given 30-day prior notice for review, and then approves by a two-thirds (2/3) vote at the chapter meeting.
 - f. **June**
 - i. President submits the Rules of Order Form annually by June 30th
 - ii. President submits Policies and Procedures, if changed, by June 30th
 - B. Policy changes can be reviewed amended outside of the timeline as deemed appropriate or critical for the operation of the chapter with a 30-day notice for review and then approved by a two-thirds (2/3) vote at a

chapter meeting. The Regional Director and Regional Member of National Scholarship and Standards Committee should be consulted prior to chapter review and vote.

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

- A. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting with said members having been duly notified in writing of the purpose of the meeting.

Section 3: Chapter Approval Date

- B. The proposed amendments shall be presented to the Executive Board and the chapter at least **30** days prior to being voted on by the chapter at a chapter meeting.
- C. A two-thirds vote of the chapter members, present and voting, is necessary to approve all P & P revisions.
- D. Amended policies and procedures must be approved by Chapter no later than May 30th of each sororal year

Section 3: Effective Date

- A. Rules of Order and/or Policies and Procedures may be implemented only following Regional Member of the National Scholarship and Standards Committee approval.
- B. The chapter members must receive the updated documentation within sixty (60) days of the approval.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

Section 1: Governing Documents

- A. Constitution and Bylaws (most recent edition)
- B. Chapter Rules of Order Form (current)
- C. Chapter Policies and Procedures (most current)
- D. Robert's Rules of Order, Newly Revised: The Resource for matters not covered in the above governing documents

Section 2: Administrative Resources and Tools

- A. Chapter Management Handbook
- B. Administrative Procedures for Membership Intake (most current)
- C. Membership Intake Manual
- D. Fiscal Officers Manual
- E. Other Related Sorority Governing Document

Attachments:

- Graphic Design Request form
- Check Request Form
- Candidate Profile Form
- Events/Projects BUDGET FORM
- Member Profile
- Budget Request Form
- Proposed Policies and Procedures Changes Submission Form
- Committee Demographic Form
- Committee Report Form

Appendix

(Frequently Used Forms)

Columbus Alumnae Chapter of Delta Sigma Theta Sorority Inc.
Technology & Information Committee

GRAPHIC DESIGN REQUEST FORM

CONTACT INFORMATION			
Date of Request:		Telephone:	
Name:		E-mail:	
Committee:			
GUIDELINES FOR SUBMISSION			
<p><i>All requests will be promptly reviewed or returned for additional information.</i></p> <p>The TIC committee is charged with maintaining CAC's brand and graphic design integrity.</p> <p>CAC's chapter President reserves final approval on the design of all materials created in support of the chapters events and programs</p> <p>A minimum of 2 months' notice will be required for the creation and delivery of the first proof of your project.</p>			
FLYER DESIGN REQUEST			
<i>Please provide a description of your request including the date of your event</i>			
Date flyer is needed:			
Will the flyer be distributed in print or web?	Print Only () Web Only () Both ()	Who is the target audience?	Sorors Only () General Public ()
If you require existing graphic elements be used for your project (Logos, photos, images etc.,) Please attach them in an email to _____ at _____@____.com			
Please choose a flyer size: <div style="display: flex; justify-content: space-between;"> <div> Postcard (one-sided) Invitation (printed) Full page (portrait) </div> <div> Postcard (two-sided) Invitation (electronic) Full page (landscape) </div> </div>			
OTHER:			
Please type all text to be included on the designed piece. You may also generally describe how you want the project to look. Please attach additional documents if needed			

Please complete this form and email it to _____, Chair of TIC committee at _____@____.com

COMMITTEE USE ONLY

REQUEST FOR CHECK COLUMBUS ALUMNAE CHAPTER DST

PLEASE COMPLETE THE INFORMATION BELOW AND SUBMIT TO THE TREASURER.
REQUESTS MUST BE SIGNED AND AUTHORIZED BY THE COMMITTEE CHAIR OR THE
CHAPTER'S PRESIDENT. PLEASE ATTACH RECEIPTS. Thank You.

Date of request: _____

Person requesting: _____

Make check payable to: _____

Amount of Check: _____

Purpose _____

Authorized Signature: _____

Please indicate program _____

Signature of requestor: _____

FOR TREASURER'S USE ONLY

Date Check Issued: _____ Check Number _____

Charged to budget item: _____

Comments _____

Signature of Treasurer or Financial Secre. _____

**DELTA SIGMA THETA SORORITY, INC
COLUMBUS ALUMNAE CHAPTER**

PHOTO

CANDIDATE PROFILE FORM

CANDIDATE FOR THE OFFICE OF: _____
Do you have the time for this commitment? _____ Yes _____ No

PERSONAL INFORMATION

Name: _____
Last First Maiden/Middle

Address: _____
Street City/State/Zip

Phone: _____ / _____ Email _____
Cell Home

Profession/Occupation/Title: _____

DELTA INFORMATION

National Conventions Attended: (years)

Regional Conferences Attended: (years)

**DELTA SIGMA THETA SORORITY, INC
COLUMBUS ALUMNAE CHAPTER**

DIDs: (name) _____

Other Delta Training Sessions:

LIST DELTA ACTIVITIES
(To include positions held in Delta at any level)

LIST COMMUNITY SERVICE PAST & PRESENT
(To include positions held)

STATE YOUR REASON FOR SEEKING THIS OFFICE
(In fifty words or less)

**DELTA SIGMA THETA SORORITY, INC
COLUMBUS ALUMNAE CHAPTER**

ADDITIONAL COMMENTS (IF ANY)

Print Candidate's Name

Signature of Candidate

Date

Revised: 2014

Events/Projects BUDGET FORM

Each fundraising event should have its own budget detailing the amount of expected revenues and the associated costs.

EVENT	
Date	
Location	
REVENUE	
Ticket Sales (Expected # Sold @ Ticket Cost)	\$
Sponsorship (If applicable)	\$
Ad Sales (If applicable)	\$
Additional Revenue	\$
TOTAL REVENUE	\$
EXPENSES	
Venue	\$
Food (Expected Guest @ Per Person Cost)	\$
Decorations	\$
Printing - Ad Book (If applicable)	\$
Tickets \$250	\$
Entertainment \$1,000 (If applicable)	\$
Addition Expenses	\$
TOTAL EXPENSES	\$
NET REVENUE OVER (UNDER) EXPENSES	\$
NET PROFIT RATIO 44%	\$
PROCEEDS WILL BE USED AS FOLLOWS:	
Scholarships	\$
Community Service Projects	\$
Startup Money for Next Year	\$

Member Profile

Delta Sigma Theta Sorority, Inc.

*For Delta use Only

PERSONAL INFORMATION

Full Name: _____ Date: _____
Address: _____
Street Address _____ Apartment/Unit # _____
City _____ State _____ ZIP Code _____
Home Phone: _____ Alternate Phone: _____
Email: _____
Birth Date: _____ Place of Birth: _____
Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced
Spouse's Name: _____

Children's Names: ➤ _____	Grandchildren's Names: _____
------------------------------	---------------------------------

Parent's Names: _____	Sibling's Names: _____
--------------------------	---------------------------

EMERGENCY CONTACT

Please list the name(s) of person(s) to be contacted in case of an emergency:

Name/Relationship: _____
Address: _____
City/State/Zip: _____
Phone: _____ Alternate Phone: _____
Name/Relationship: _____
Address: _____
City/State/Zip: _____
Phone: _____ Alternate Phone: _____

EDUCATION

College/University: _____ Degree Earned: _____
College/University: _____ Degree Earned: _____
College/University: _____ Degree Earned: _____
Other: _____ Degree/Certificate Earned: _____

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5/2014

PROFESSIONAL INFORMATION

Employer: _____ Title: _____

Business Name: _____ Business Type: _____

Career(s): _____

Community Involvement/Organizations:

Honors/Awards (Public and Professional):

Briefly summarize anything else that you would like others to know about you.

Skills:

Talents:

Interests:

DELTA INFORMATION

Name at time of initiation: _____

Chapter and place of initiation: _____

Date of initiation: _____

Current Chapter Affiliation: _____

Chapter Offices Held: _____

Regional/National Offices Held: _____

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OMEGA OMEGA SERVICE

Would you like the Omega Omega Service to be held at a different time or part of your Memorial service? Please (✓) check one of the options below.

_____ Different Time

_____ Same Time

Special Soror Participants:	Other Participants:

Special Song: _____

Besides sorors, please list other person(s) whom you wish to be contacted:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alternate Phone: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alternate Phone: _____

Please list the name(s) of one or more special soror(s) who is/are most familiar with your Delta, professional or personal activities whom you wish to be contacted:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alternate Phone: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alternate Phone: _____

Have you designated a Delta to receive your Delta collectibles, including confidential materials such as rituals, constitution, protocol handbook, pins, paraphernalia, etc? _____ Yes _____ No

Please list Soror's name and Phone #: _____

If you have not designated a Delta to receive your Delta collectibles, would you agree to have them transferred to the chapter archives?
_____ Yes _____ No

Please list a family contact name and phone #: _____

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DELTA SIGMA THETA SORORITY, INC.
COLUMBUS GA ALUMNAE

PROPOSED POLICIES AND PROCEDURES CHANGES SUBMISSION FORM

Page	Section	Submission Date	
Recommended Change			
Rationale			
Page	Section	Submission Date	
Recommended Change			
Rationale			

Columbus GA Alumnae Chapter, Delta Sigma Theta Sorority, Inc.
COMMITTEE PROGRAM DEMOGRAPHIC REPORT
Insert Event Date(s)

SUMMARY

PROGRAM/PROJECT NAME (Description):

FIVE-POINT PROGRAM THRUST:

PURPOSE (Summary):

(What is the community need or issue to be addressed?)

OUTCOMES/IMPACT (Summary):

Participants

Expected Number of Participants:

Actual Number of Participants:

Number of Chapter Members Participates:

What Age Group(s) Was Served?

The Number of Collaborators/Partners

Please List Collaborators/Partners for This Program:

New/Ongoing/Service Hours

Is this an Ongoing Program?

When is it Scheduled each Year or this Year?

**How Many Service Hours or the Length of
Program?**

Evaluation

Did you Evaluate the Program?

Provide the Evaluation Results:

Awards/Recognition/Other

Executive Board Meeting (Insert Date)

Committee Name:

Meeting Date: **Time:** **Location:**

Members Present:

Discussion Topics: *Key or relevant information resulting from discussions.*

a.

b.

c.

Section 1. Summary of Activities

Projects Completed: *Key or relevant information of any events or activities that were completed within the current or previous month.*

Future Projects: *Key or relevant information of any events or activities within the current month or the next 2 months.*

Section 2. Recommendations for Action and/or Requests:

Section 3. Date and Location of Next meeting: