

*Delta Sigma Theta Sorority, Inc.*

**Vallejo Alumnae Chapter**

**Policies and Procedures  
Chapter #482**

**P.O. Box 841**

**Vallejo, CA 94590**

**[www.dstvallejoalumnae.org](http://www.dstvallejoalumnae.org)**

# Delta Sigma Theta Sorority, Incorporated

## Vallejo Alumnae Chapter Policies and Procedures 2020-2021

### Table of Contents

INTRODUCTION	5
ARTICLE I: CHAPTER INFORMATION	6
Section 1. Chapter Name/Location/Number	6
Section 2. Chapter Service Area	6
Section 3. Contact Information	6
ARTICLE II: CHAPTER STRUCTURE GOVERNING BODIES	7
Section 1. Executive Committee	7
Section 2. Executive Board	7
Section 3. Committee Duties, Responsibilities & Membership Composition	7
a. Standing Committees:	7
b. Special Committees	7
c. Ad Hoc Committees	7
ARTICLE III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS	7
Section 1. Duties and Responsibilities of Elected Officers	7
a. President	7
b. First Vice President	8
c. Second Vice President	8
d. Secretaries	9
Section 2. Duties and Responsibilities of Appointed Positions	11
a. Parliamentarian	11
b. Chaplain	11
c. Sergeant-at-Arms	12
d. Historian	12
e. Journalist	12
f. Custodian of Properties	12
g. Internal Audit Committee Members	12
h. Risk Management Coordinator	13
i. Emergency Response Coordinator	13
Section 3. Duties and Responsibilities of Elected Positions	13
a. Chair and Members of Nominating Committee,	13
b. Chair, Internal Audit Committee	14
c. Minerva Circle	14
Section 4. Term of Office	15
a. Limits of Office	15
b. Assumption of Office	15
c. Appointments	15
Section 5. Impeachment	15
Section 6. Filling Vacancies	15
a. Officers	15
b. Other Positions	15
c. Minerva Circle	16
ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES, & MEMBERSHIP COMPOSITION	16
Section 1. Standing Committees	16
a. Executive Committee	16
Section 2. Committees	16
b. Special Committees:	20

c. Ad Hoc Committees	20
<b>ARTICLE V: MEETINGS</b>	<b>20</b>
Section 1. Executive Committee Meetings	20
Section 2. Executive Board Meetings	20
Section 3. Chapter Meetings	21
Section 4. Committee Meetings	21
Section 5. Call Meetings	21
Section 6. Notifications	21
Section 7. Chapter Meeting Business Attire	21
Section 8. Electronic Meetings and Communication	21
<b>ARTICLE VI: QUORUM</b>	<b>21</b>
Section 1. Definition	21
Section 2. Executive Board	21
Section 3. Chapter Meeting	21
Section 4. Committee Meeting	21
<b>ARTICLE VII: DOCUMENT RETENTION</b>	<b>22</b>
<b>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES</b>	<b>23</b>
Section 1. Fiscal Roles and Responsibilities	23
a. President	23
b. Treasurer	24
c. Financial Secretary	24
d. Other Fiscal Officers/Positions (Assistants)	24
Section 2. National and Local Dues	25
Section 3. Online Dues Payments	25
Section 4. Unconsumed Dues	25
Section 4. Transfer of Dues	26
Section 5. Travel Policy	26
Section 6: Purchase Orders/Reimbursement Expense Voucher	26
Section 7: Method of Payment	26
Section 8: Unconsumed Funds: Year End Reconciliation	26
Section 9: Insufficient Funds or Returned Check Policy	27
Section 10: Fundraising	27
Section 11: Budgeting	27
a. Committee Responsibility	27
b. Timing and Process	27
c. Chapter Approval	27
Section 12: Additional Fiscal Policies and Procedures	27
<b>ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESS</b>	<b>28</b>
Section 1. Eligibility Criteria for holding Office	28
Section 2. Nominations of Chapter Officers and Elected Positions	29
Section 3. Elections	30
a. Election day procedures and timeline	30
b. Voting guidelines	30
Section 4. General Voting Process	30
Section 5. Election Reporting	31
<b>ARTICLE X: SPECIAL ELECTIONS</b>	<b>31</b>
Section 1. Minerva Circle	31
<b>ARTICLE XI: INSTALLATION OF OFFICERS</b>	<b>31</b>
Section 1. Guidelines for Installation of Officers	31
<b>ARTICLE XII: TRANSITION OF OFFICERS</b>	<b>31</b>
Section 1. Procedures for conducting the transition process	31
a. Timing	31
b. Coordination	31
<b>ARTICLE XIII: MEMBERSHIP INTAKE</b>	<b>32</b>
Section 1. Membership Intake Process	32
Section 2. Minerva Circle	32

a.	Handling Minerva Circle Members with Relatives as Applicant	32
b.	Filling vacancies	32
	<b>ARTICLE XIV: CHAPTER REPRESENTATION</b>	<b>32</b>
Section 1.	Voting and Alternate Delegate	32
a.	Regional Conference and National Convention	32
b.	State and Local Chapter Representation	33
c.	Order of Succession	33
d.	Incoming Chapter Officers	33
Section 2.	Reimbursement	33
	<b>ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES</b>	<b>33</b>
Section 1.	Immediate verification	33
Section 2.	Follow-up verification.	33
	<b>ARTICLE XVI: INTERNET AND EMAIL POLICIES</b>	<b>34</b>
Section 1.	Internet Policies and Procedures	34
Section 2.	Chapter Email Accounts	34
Section 3.	Online Social Communities	34
	<b>Article XVII: Sister to Sister Program</b>	<b>35</b>
Section 1.	Definition	35
	<b>ARTICLE XIII: AMENDMENTS FOR RULES OF ORDER AND POLICIES &amp; PROCEDURES</b>	<b>36</b>
Section 1.	Procedures/timing for making changes, to whom are they submitted	36
Section 2.	Quorum required to vote and 2/3 vote of those present and voting needed to amend	36
Section 3.	Effective Date	36
Section 4.	Chapter Approval Date	36
	<b>ARTICLE XIX: PARLIAMENTARY AUTHORITY</b>	<b>36</b>
Section 1.	Governing Documents	36
Section 2.	Administrative Resources and Tools	36
	<b>ATTACHMENTS: ALL FORMS USED BY THE CHAPTER</b>	<b>36</b>
1.	Chapter Rules of Order Form	36
2.	Chapter Meeting Minutes noting amendments/approval/voting on Policies and Procedure	36

## INTRODUCTION

**The Policies & Procedures for the Vallejo Alumnae Chapter** of Delta Sigma Theta Sorority, Inc. (herein referred to as chapter) shall be in accordance with the National Constitution and Bylaws wherever applicable to Alumnae Chapters except those identified herein.

The principal aims and purposes of this Chapter shall be to engage in cultural, educational, and public service activities; to establish, maintain and encourage high cultural, intellectual, and moral standards among its members, and to direct and guide the chapters of the Sorority under the authority and sanction of this organization.

All chapters of Delta Sigma Theta Sorority, Inc. are governed by the Constitution and Bylaws. All matters not covered by the *Constitution and Bylaws* of the Sorority shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*. Each chapter develops its unique Rules of Order and Policies and Procedures that officially disseminates the rules of conduct or procedures of members. They describe the manner in which a 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.

---

## **ARTICLE I: CHAPTER INFORMATION**

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

- a.** Vallejo Alumnae Chapter
- b.** Vallejo, California 94590
- c.** Farwest Region
- d.** #482

### **Section 2. Chapter Service Area**

- a.** Vallejo, Benicia and American Canyon, California

### **Section 3. Contact Information**

- a.** P.O. Box #841, Vallejo, California 94590
  - b.** Chapter Website URL;  
<https://www.dstvallejoalumnae.org>
  - c.** Chapter Email Address;  
[dstvallejoalumnae@gmail.com](mailto:dstvallejoalumnae@gmail.com)
-

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

### **Section 1. Executive Committee**

- a. The Executive Committee shall be comprised of the President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer and Corresponding Secretary.

### **Section 2. Executive Board**

- a. The Executive Board shall consist of all elected officers of the Vallejo Alumnae Chapter, Immediate Past President, and the Chairpersons of all standing committees of the Chapter.

### **Section 3. Committee Duties, Responsibilities & Membership Composition**

It shall be the duty of all Committee Chairs to provide a report to the Executive Board prior to presenting to the Chapter. A Standing Committee reports to the chapter and not the executive board, unless the bylaws provide otherwise. Therefore, committee reports are made to executive board for information only and to help the committee formulate a report that will be approved by the chapter without a lot of questions. A committee who did not report to the executive board can have the chair move and amend the agenda the day of the meeting. If this is done prior to the adoption of the agenda, a majority vote is required. Once the agenda has been adopted, a 2/3 vote is required. If there is an emergency, the chair should apprise the President prior to the meeting so that she can (1) review the report, (2) email it to the executive board, (3) be prepared to amend the agenda without a member making a motion.

- a. **Standing Committees:** Standing committees are those committees having a continuing task. The standing committees are: Internal Audit, Nominating, Policies and Procedures, Finance/Budget, Program, Planning & Development (PP&D), Arts & Letters, Scholarship, Social Action, Empowerment, Community Outreach/Publicity, Hospitality, Delta GEMS, Delta Academy, EMBODI, Membership, Strategic Planning, Economic Development, Physical and Mental Health, International Awareness and Emergency Response .
- b. **Special Committees:** These committees are established by the President to focus on a specific area or project as needed. When the task is done, the committee's business is considered complete and the committee is dismissed.
  1. Elections
  2. Founders Day
  3. Minerva Circle
  4. Ways and Means

## **ARTICLE III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS**

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

#### **a. President**

1. Provide leadership and administrative guidance to the chapter.
2. Preside over meetings and lead all ritualistic services.
3. Coordinate the activities of the chapter.
4. Serve as Chief of Executive Board and prepare the agenda for the Executive Board meetings.
5. Ensure that all actions required by Grand Chapter and the Regional Director are completed and all reports are filed by required dates.
6. Communicate with Grand Chapter and National Headquarters.

7. Ensure that Grand Chapter's Constitution and Bylaws and Chapter Rules of Order and Policies and Procedures are followed.
8. Appoint all Standing and Special Committee Chairs, except Nominating, Leader of the Minerva Circle and Internal Audit Chair.
9. Review and approve in advance, all chapter and committee communications in advance of distribution.
10. Serve as ex-officio member of all committees except the Nominating Committee, Elections Committee and Internal Audit.
11. Serve as "exchequer of finances," approves all expenditures of funds and contracts of any kind for the chapter.
12. Serve as Voting Delegate to Regional Conferences and National Conventions.
13. Recommend to Executive Board the removal of any elected or appointed officer who fails to perform the duties of her office.
14. Be the spokesperson for the Chapter.
15. Sign all checks, except those issued in her name.
16. Ensure that all fiscal officers are bonded and attend financial workshops at least once a year.
17. Be bonded.
18. Review fiscal officer reports monthly using check lists provided in The Fiscal Officers Manual.
19. Open, reviews and sign bank statements before distribution to Treasurer, initials all bank deposits that contain cash.
20. Ensure that the Annual Financial Report/Federal Group Authorization Return is completed by the required date.
21. Ensure that Treasurer and Financial Secretary provide separate written reports.
22. Make her Annual Written Report at the June meeting.
23. Perform all other duties as provided by the current edition of Robert's Rules of Order, Newly Revised Edition.
24. Complete other duties as required by Grand Chapter and Regional Director to include, but not limited to training and webinars.
25. Turns over to the new Chapter President and/or Custodian within thirty (30) days of the end of her term, or during transition, properties which are to become a part of the Chapters permanent records.

**b. First Vice President**

1. Perform all duties of the office of Chapter President in her absence, incapacitation or at the request of the Chapter President.
2. Serve as chairperson of the Membership and Reclamation Committee.
3. Be responsible for the development and implementation of reclamation actions.
4. Coordinate and publish the annual update of the Chapters Directory.
5. Be responsible for integrating collegiate graduates into the Chapter.
6. Recognize visiting Sorors.
7. Complete other duties as required by Grand Chapter, Regional Director or Chapter President to include, but not limited to training and webinars.
8. Turn over to the newly elected officer/custodian within thirty (30) days of the end of her term, or during transition, properties which are to become a part of the Chapters permanent records.

**c. Second Vice President**

1. Perform all duties of the office of the President and the 1<sup>st</sup> Vice President in their absence, incapacitation or at the request of the President or 1<sup>st</sup> Vice President.
2. Serve as chairperson of the Program Planning Committee.
3. Plan and coordinate the activities that will enhance the chapters Delta Internal Development.



4. Serve as Risk Manager Coordinator and oversight manager for the chapter's youth initiative programs and carry out the responsibilities as indicated in the Risk Management Manual.
5. Complete other duties as required by Grand Chapter, Regional Director or Chapter President to include, but not limited to training and webinars.
6. Turn over to the newly elected officer/custodian within thirty (30) days of the end of her term, or during transition, properties which become a part of the chapter's permanent records.

**c. Secretaries**

**1. Recording Secretary**

- a. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings.
- b. Certify whether a quorum is present for general body meetings.
- c. Receive and maintain all records of the Chapter.
- d. Provide copies of Chapter, Executive Board and call meeting minutes.
- e. Record all votes.
- f. Receive all committee reports for filing.
- g. Perform all other duties pertaining to the office that may be required.
  
- h. In the absence of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, the Recording Secretary shall call the meeting to order and preside until one of the above arrives, or a chairman pro tem is immediately elected.
- i. Obtains, maintains and secures all minutes in a permanent media of record.
- j. Adhere to document retention policies.
- k. Complete other duties as required by Grand Chapter, Regional Director or Chapter President to include but limited to training and webinars.
- l. Turn over to the newly elected officer/custodian within thirty (30) day of the end of her term, or during transition, properties which are to become a part of the chapter's permanent records.

**2. Corresponding Secretary**

- a. Receive and inform members of correspondence received at Executive Board meetings.
- b. Check P.O. Box at least weekly for correspondence.
- c. File correspondence in a permanent place.
- d. Reads correspondence to membership.
- e. Distribute committee correspondence to appropriate Chair or designee.
- f. Complete other duties as required by Grand Chapter, Regional Director or Chapter President to include by not limited to training and webinars.
- g. Turn over to the newly elected officer/custodian within thirty (30) days of the end of her term, or during transition, properties which are to become a part of the chapter's permanent records.
- h. Adhere to document Retention policies.

**3. Financial Secretary**

- a. Keep a record of all income received.
- b. Issue official pre-numbered receipt immediately upon receipt of funds.
- c. Turn over funds to the Treasurer to ensure the two business days (48 hour) deposit requirement is met.
- d. Serve as a member of the Budget/Finance Committee.
- e. Serve as member of the Minerva Circle.

- f. Attend at least one financial training workshop presented at National Convention, Regional Conference and webinars annually.
- g. Sign vouchers and checks only when reimbursement is for another Fiscal Officer or when requested by the President.
- h. Receive from Treasurer signed copy of deposit slip(s) after each bank deposit is made.
- i. Attend Chapter functions involving the collection of money.
- j. Present to the Nominating Committee the financial status of all members upon request.
- k. Present a written monthly report to the Chapter of all income received.
- l. Complete and submit all Acceptance of Fiduciary Responsibility Form.
- m. Shall be bonded by the Chapter.
- n. Keep on file quarterly budget reports.
- o. Refer to the newly revised Fiscal Officer's Manual for related financial roles and responsibilities.
- p. Turn over to the newly elected officer/custodian within thirty (30) days of the end of her term, or during transition, properties which are to become a part of the chapter's permanent records.

#### **4. Treasurer**

- a. Adheres to the responsibilities of the Treasurer in the Fiscal Officers Manual.
- b. Monitors expenditures of the Chapter budget.
- c. Serves as keeper of chapter funds and accounts for all income and expenditures.
- d. Chair of the Budget and Finance Committee.
- e. Receive and deposit all monies received by Financial Secretary within two business days.
- f. Complete and submit the Acceptance of Fiduciary Responsibility Form.
- g. Sign and issue all checks, except her own, for authorized expenditures only; and for which are supported by valid documentation.
- h. Ensure that a voucher system is used for disbursement of funds.
- i. Provide a written monthly report with monthly bank reconciliation.
- j. Prepare Annual Financial/Federal Group Authorization report for Chapter President's certification for submission by required date.
- k. Submit all financial records to auditor within two weeks of closing of Chapter books at the end of the Chapter year.
- l. Submit any required Grand Chapter funds within 30 days or a deadline set by Grand Chapter.
- m. Present annual budget(s) prepared by the Budget/Finance Committee to the Executive Board and Chapter for approval in May of each Chapter year.
- n. Attend at least one financial workshop presented at National Convention, Regional Conference and webinars annually.
- o. Shall be bonded.
- p. Ensure Chapter operates within approved budget.
- q. Responsible for turning books over to Internal Audit Committee two weeks after fiscal year closes or at the request of Internal audit Chair.
- r. Ensures that bookkeeping policies and procedures are followed.
- s. Ensures all fiscal officers are bonded.
- t. Serves as a catalyst to contact the Chapter President regarding any lapse of eligibility of chapter Officers.
- u. Ensure that outgoing fiscal officers will complete the Finance Department Section of the Corporate Accountability Form Checklist by indicating the date(s) the information was submitted to National Headquarters. The completed checklist should be given to the incoming fiscal officers during a scheduled transition meeting at the end of the Chapter year. This form should be kept in the chapter files with other reports and permanent records.

## **5. Assistant Treasurer**

- a. Assist the Treasurer in all duties **EXCEPT**
  1. Signing checks
  2. Making bank deposits
- b. Attends finance training at National Conventions and Regional Conferences.
- c. Is an Elected fiscal officer who must be bonded.

## **6. Assistant Financial Secretary**

- a. Assists the Financial Secretary in all duties **EXCEPT**
  1. Signing Checks
  2. Does not serve as a member of the Minerva Circle
- b. Is an Elected fiscal Officer who must be bonded.
- c. Assists in recording income and issues receipts for the monies that she has collected.
- d. Turns collected funds over to the Financial Secretary with a detail of what was collected to ensure that the two-business day deposit requirement is met.
- e. May assist in the distribution of membership stickers.
- f. Attends finance training at National Conventions and Regional Conferences.

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

### **a. Parliamentarian**

1. Be appointed by the President and be responsible to the President.
2. Advise upon request, the Chapter President, other officers Committees and members on matters of parliamentary procedure, according to Grand Chapter's Constitution and Bylaws, Chapter Policies and Procedures, and Robert's Rules of Order Newly Revised Edition.
3. Serve as a member of the policies and Procedures Committee.
4. Fulfill the role outlined in the Ritual assisting the President in keeping order.
5. Call to the attention of the President any action being taken at any meeting which conflicts with parliamentary procedures and sit to the left of the President during meetings.
6. Provide each member with an updated copy of the Chapter Policy and Procedures.
7. Complete other duties as required by Grand Chapter, Regional Director or Chapter President to include but not limited to training and webinars.
8. Turn over to newly elected officer/custodian with thirty (30) days of the end of her term, or during transition, properties which are to become a part of the chapter's permanent records.

### **b. Chaplain**

1. Fulfill the role outlined in the Ritual.
2. Set the spiritual tone of the meetings or at other gatherings when requested by the President.
3. Keep an accurate record of deceased members and submit the names to the Chapter President to be reported to National Headquarters before the designated date for inclusion in the Memorial Service at National Convention or Regional Conference.
4. Participates in Omega Omega services.
5. Complete other duties as required by Grand Chapter, Regional Director, or Chapter President to include but not limited to training and webinars.

6. Turn over to newly elected officer/custodian within thirty (30) days of the end of her term, or during transition, properties which are to become a part of the chapter's permanent records.

**c. Sergeant-at-Arms**

1. Fulfill the role outlined in the Ritual.
2. Assist the President in keeping order at all times.
3. Supervise the admittance of all persons to Chapter meeting.
4. Act as timekeeper at Chapter meetings according to times specified.
5. Assist Chapter President with vote counting when requested.
6. Complete other duties as required by Grand Chapter, Regional Director or Chapter President to include but not limited to training and webinars.

**d. Historian**

1. Ensure that photos are taken at each chapter event.
2. Archive Chapter History compile historical information and turn over to Custodian at the end of each chapter year.
3. Turn over to newly elected officer/custodian within thirty (30) day of the end of her term, or during transition, properties which are to become a part of the chapter's permanent records.

**d. Journalist**

1. Notify the media of all Chapter newsworthy activities and send reports to Grand Chapter and Regional Journalist for inclusion in Delta publications, when requested by President.
2. Serve as the Chairperson of the Community Outreach/Publicity Committee.
3. Work with Historian to complete and submit an annual written narrative account of the Chapter's activities to the Chapter President and the membership.
4. Turn over to the newly elected officer/custodian within thirty (30) days of the end of her term, or during transition, properties which are to become a part of the Chapter's permanent records.

**e. Custodian of Properties**

1. Collect from all outgoing officers all necessary records and properties of Vallejo Alumnae Chapter and keep them in a safe and private place.
2. Maintain a safe and central repository for the Chapter's property.
3. Request and make payment of storage space fees.
4. Make sure that all Chapter properties necessary for conducting Chapter meetings be available and in place prior to the opening of the meeting.
5. Submit an annual written inventory of all Chapter property to the Chapter President and the Recording Secretary.
6. Turn over to the newly elected officer/custodian within thirty (30) days of the end of her term, or during transition, properties which are to become a part of the Chapter's permanent records.

**f. Internal Audit Committee Members**

1. Consist of three (3) members appointed by the President. The chairperson of this committee is an elected position and shall be elected during general elections in May.

2. Review Chapter financial records quarterly, which should include verification of receipts, expenditures, adherence to budget line items, separation of fiduciary responsibilities and checkbook balances.
3. Notify the Chapter of any weakness in financial structure and recommend improvements.
4. Review and propose internal controls.
5. Ensure compliance to allotted budget line items.
6. Assist Treasurer with Preparation and completion of all end-of-year fiscal reports.

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

#### **a. Chair and Members of Nominating Committee,**

Shall consist of five (5) members including the chairperson, who shall be elected by Chapter vote. All members are elected during general elections in May. Term of office shall be one term. Members of the committee cannot run for an elected office or position while serving on the committee.

- ~~1.~~ The chair and members of the Chapter Nominating Committee must resign to be eligible to run for an office or position.
2. Ensure that all candidates for Chapter offices and positions meet requirements as spelled out in Chapter's Policy and Procedures.
3. Solicit and receive nominations from Chapter members.
4. Obtain written or verbal consent from each candidate.
5. Submit a slate of candidates to the Executive Board and then the Chapter.
6. Organize, oversee, implement and monitor campaigning.
7. Present slate to Chapter members and to the President to call for nominations from floor.
8. Develop slate and publish final slate of members for officer/Minerva Circle elections.

#### **b. Chair, Internal Audit Committee**

The Internal Audit Committee Chair will be elected.

1. Oversee the activities of the Audit Committee.
2. Ensure the Chapter's financial records are reviewed quarterly.
3. Reviews and proposes internal controls.
4. Report the audit committee's findings to the fiscal officers, executive board and the chapter.
5. She will also be responsible for entering the IAR information in the Red Zone.
6. Submit to Grand Chapter a summary report and audit of monies by August 15<sup>th</sup> in order to meet the deadline date of August 31<sup>st</sup>.
7. Recommends an independent auditor for external audits.

- c. Minerva Circle** is established for the purpose of implementing Membership Intake. Charged with the responsibility for planning and implementing all phases of Membership Intake, and at the conclusion of the intake process the Minerva Circle is dissolved.

#### **Minerva Circle Leader:**

1. The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program.

- a. Plans, coordinates and facilitates the intake process of new members for the chapter.

**Minerva Circle Members:**

1. If the Chapter votes to conduct Membership Intake, the Minerva Circle must be elected at the next chapter meeting following the Chapter meeting where the vote to proceed with Membership Intake occurred.
2. The Chapter must elect the Minerva Circle by position, (except Jewels which are elected as a group).
3. The Financial Secretary has a mandatory role on the Minerva Circle per the Administrative Procedures Manual.
4. The qualifications for the selection of members of the Minerva Circle shall be as prescribed in the current Administrative Procedures for Membership Intake and must be followed.
5. Nominations for the Minerva Circle shall be made from the floor.
6. Members must be present and financial.
7. Any vacancy on the Minerva Circle shall be filled by the President with members who have completed the most membership training.
8. If a family member/relative of a member of the Minerva Circle submits an application to the chapter. The Minerva Circle member must be immediately removed from the Minerva Circle by the chapter President and replaced according to the chapter's policies and procedures. If the Minerva Circle member is the chapter president or financial secretary, who are members of the Minerva Circle by virtue of her position, she must recuse herself from the entire screening process of all applicant (s).

**Section 4. Term of Office**

**a. Limits of Office**

1. A term of office for elected and appointed officers and chairs shall be one biennium (2 years).
2. The Internal Audit Chair serves one (1) term (2) years.
3. Elected officers shall serve no more than two (2) terms in the same office.
4. A member shall hold only one (1) position, either elected or appointed, at the same time where feasible.
5. Both elected and appointed persons must be financial at the time of election/appointment and the years for which they serve.
6. The Chair and members of the Nominating Committee shall serve only one (1) term (2) years and shall not be a candidate for any elective office while serving on the Nominating Committee.

**b. Assumption of Office**

1. The Chapter shall hold election of officers biennially in May.
2. Officers are to be installed in June and to and to assume full duties at the beginning of the fiscal year, July 1.
3. Elected officers may not hold office for more than two (2) consecutive terms.

**b. Appointments**

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

**Section 5. Impeachment**

**Impeachment Process**

1. The formal process used to charge, conduct hearings and remove elected chapter officers 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, Section IV page 67 Impeachment of Elected Chapter Officer, revised 01/2018.
3. Appointed chapter officers are removed by the Chapter President, not by impeachment.
4. Any officer who has been impeached shall be ineligible for election to any other chapter office.

## **Section 6. Filling Vacancies**

### **a. Officers**

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

### **b. Other Positions**

- 4.—When vacancies occur in other offices, the Chapter President shall fill them within 30 days.
2. The Chapter 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. Only chapter members who meet the eligibility requirements for elected offices or positions as described in the Chapter's Policy and Procedures can be appointed to fill vacancies.
3. In the event the Chapter President cannot fill the vacant office or position due to the chapter member(s) not meeting the eligibility requirements, or no member is willing to serve, she shall contact the Regional Director and request approval for special dispensation to make an appointment.

### **c. Minerva Circle**

1. When a vacancy on the Minerva Circle occurs, it shall be filled by the President with members who have completed the most recent Membership Intake Training.

## **ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES, & MEMBERSHIP COMPOSITION**

### **Section 1. Standing Committees**

#### **a. Executive Committee**

1. The Executive Committee shall be comprised of the President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer and Corresponding Secretary.
2. It shall be the duty of the Executive committee to conduct time sensitive chapter business regarding the chapter's policies and procedures and administrative matters during the interim between Executive Board Meetings.
3. The committee shall meet at the call of the President upon giving reasonable notice.

#### **b. Executive Board**

1. The Executive Board shall consist of all elected officers of the Vallejo Alumnae Chapter, Immediate Past President, and the Chairpersons of all standing committees of the Chapter.
2. The Executive Board shall meet on a day designated by the President each month from August to June. All committee reports are to be submitted to the Executive Board before the report can be presented to the Chapter. Any Chapter member may attend Executive Board meetings, and may speak on any issue; however, she may not vote.
3. It shall be the duty of the Executive Board to act for the Chapter in the interim between regular meetings. The President must contact at least two-thirds of the members of the Executive Board before resolving a Chapter emergency.

## **Section 2. Committees**

- a. Standing Committees:** Internal Audit, Nominating, Policies and Procedures, Finance/Budget, Program, Planning & Development (PP&D), Arts & Letters, Scholarship, Social Action, Empowerment, Community Outreach/Publicity, Hospitality, Delta GEMS, Delta Academy, EMBODI, Membership, Strategic Planning.

### **1. Internal Audit Committee**

- a. Consist of three members appointed by the President.
- b. Review Chapter financial records quarterly, which should include verification of receipts, expenditures, adherence to budget line items, separation of fiduciary responsibilities and checkbook balances.
- c. Notify the Chapter of any weakness in financial structure and recommend improvements.
- d. Review and propose internal controls.

### **2. Nominating Committee**

- a. Consist of five members including the chair, who shall be elected by Chapter vote.  
Ensure that all candidates for Chapter offices and positions meet requirements as spelled out in the Chapters Policy and Procedures.
- b. Obtain written or verbal consent from each candidate.
- c. Submit a slate of candidates to Executive Board and then to the Chapter.
- d. Organize, oversee, implement and monitor campaigning.
- e. Present slate to Chapter members and to the President to call for nominations from the floor.
- f. Develop slate and publishes final slate of members for Officer/Minerva Circle elections.

### **3. Policies and Procedures Committee**

- a. Consists of past Presidents, current President and Parliamentarian. The Chair is appointed by the President.
- b. Recommend changes in the Chapter's Policy and Procedures and conform to changes in the Constitution and Bylaws of Grand Chapter.
- c. Submit recommended changes, updates, amendments to the Executive Board and to the Chapter for approval.

### **4. Budget and Finance Committee**



- a. Committee shall consist of a minimum of five (5), members appointed by the President, including the Financial Secretary, President, and Program Planning Chair, First Vice President, Assistant Treasurer or Assistant Financial Secretary. The Committee is chaired by the Treasurer.
- b. Review Committee Chair's prepared budget.
- c. Review and Revise the Chapter budget mid-year.
- d. Monitor the approved Budget at all times.
- e. Recommend the annual operating budget(s) to the Chapter in May for the ensuing fiscal year for approval by June of each chapter year.

**5. Program Planning & Development (PP&D) Committee**

- a. Consist of a minimum of five (5) members, including the Second Vice President, who will serve as the Chairperson.
- b. Prepare the overall program for the chapter year, which includes programs that correlate with the goals of Grand Chapter.
- c. Plan and/or coordinate Delta Internal Development (DID) Workshops for Chapter meetings.
- d. Provide each member with a copy of the Chapters calendar.

**~~6.~~ Arts and Letters Committee**

- a. Consist of a minimum of five (5) members including the chairperson, appointed by the President.
- b. Collaborate with other committees to stimulate interest in the area of Arts and Letters.
- c. Promote and support cultural activities in the community and develop programs in accordance with Grand Chapter.
- d. Implement projects and initiatives set forth by the National Arts and Letters Commission.

**7. Scholarship & Awards Committee**

- a. Consist of a minimum of five (5) members, including the chairperson appointed by the President.
- b. Oversee the Chapter Scholarship program and will nominate scholarship recipients for designated Chapter scholarships and awards.
- c. Plan suitable activities to highlight Delta Sigma Theta's support of scholarship and public service. Solicit, screen and evaluate scholarship applications and present selected recipients to the Chapter.
- d. Solicit, screen and evaluate scholarship applications of graduating High School Seniors living in Vallejo, Benicia, and American Canyon.
- e. Present selected recipients to the Chapter and manage the awards process.
- f. The Chapter may **NOT** use funds raised from the public to give scholarships to the child of a soror in the chapter. Any scholarships to a soror's child should come solely from internally generated funds.

**8. Social Action Committee**

- a. Consist of a minimum of five (5) members including the chairperson appointed by the President.
- b. Implement and enact projects and programs set forth by the National Social Action Commission in the local community as well as implement projects based on the local needs of the community centered on local, state and federal government needs of the community in which the Chapter sees fit.

- c. Attend Regional and National Social Action events and webinars and report the proceeding to the Chapter.

#### **9. Empowerment Committee**

- a. Consist of a minimum of five (5) members, including the chairperson appointed by the President.
- b. The committee is charged with empowering the physical, mental and financial health and welfare of the Chapter and the community.
- c. Plan, develop and put on workshops, lectures, conferences, provide educational materials at community events, including the Chapter's Annual Women's Empowerment Conference.

#### **10. Public Relations/Publicity Committee**

- a. Consist of five (5) members including the chairperson appointed by the President.
- b. The Chapter's Journalist is the Chairperson.
- c. Create a strong public image of Chapter programs and activities by helping the community understand background, mission and vision of our organization, as well as aid in marketing and advertising Chapter activities and events.

#### **11. Hospitality Committee**

- a. Consist of a minimum of five (5) members, including the chairperson appointed by the President.
- b. Recommend and secure a meeting site.
- c. Coordinate Heart Sister Activities.
- d. Prepare a schedule of hostesses for the biennium.
- e. Inform the sorority Chapter of outstanding accomplishments of chapter members.
- f. Extends appropriate sentiments for special occasions and announce birthday and anniversaries.
- g. Provide courtesies and condolences to members of families in accordance to internal guidelines.

#### **12. Delta Academy Committee**

- a. Is centered on activities for young women ages 11 – 14 and designed to develop young women with positive attitudes towards themselves and others.
- b. Consist of a minimum of five (5) core members, including the chairperson appointed by the President.
- c. Members in Delta Academy must complete and meet the Risk Management requirements.
- d. Use the Delta Academy curriculum as a connection in all activities.
- e. Focus on social and emotional development.
- f. Expose participants to global ideas and learning opportunities.

#### **13. Delta GEMS Committee**

- a. Targets young women ages 14-18, and/or grades 9-12.
- b. Consist of a minimum of five (5) core members, including the chairperson appointed by the President.
- c. Members who work with Delta Academy must complete and meet the Risk Management requirements.

- d. The program is designed as a logical progression from Delta Academy. It is a means to encourage, develop and support young women to achieve their maximum potential.
- e. Use the Delta GEMS curriculum as a connection in all activities.
- f. Expand the horizons of young African American women by cultivating a personal vision for their lives.
- g. Provide tools for young African American women to attain a higher quality of life.
- h. Provide African American young women with an awareness of various college and career options to make rewarding life choices and decisions.

#### **14. EMBODI Committee**

- a. Empowering Males to Build Opportunities for Developing Independence is designed for young men age 13-17.
- b. The program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc. with support and action of other major organizations on the plight of African American males who continue to be in crisis and not reaching their fullest potential educationally, socially, and emotionally.
- c. Address issues related to STEM education, culture, self-efficacy, leadership, physical and mental health, healthy lifestyle choices, character, ethics, relationships, college readiness, fiscal management, civic engagement and service learning.
- d. Members who work with EMBODI must complete and meet the Risk Management requirements.

#### ~~15.~~ **Membership Committee**

- a. Consist of five (5) members appointed by the President. The 1<sup>st</sup> Vice President shall serve as chairperson.
- b. Bring to the Chapter names of women in the community who would be an asset to the Chapter and who are eligible for membership.
- c. Keep financial and inactive members informed of the Chapters activities.
- d. Plan special events for Reclamation of inactive Sorors.
- e. Be responsible for Sisterhood Month activities.

#### **16. Strategic Planning Committee**

- a. Consists of the President, Past President, Chair and one (1) member.
- b. Review recent chapter strategic plan to determine priority goals, projects/activities, timeline, and measurement tools.
- c. Submit written strategic plan to the Chapter Executive Board and Chapter for approval.
- d. Monitor plan and make appropriate revisions if needed.
- e. Annually evaluate the strategic plan.

#### **17. Emergency Response Committee**

1. The Chapter President shall appoint the chapter ERT Coordinator.
2. Establish a Chapter Emergency Response Team (ERT) of three (3) members, including the Chair.
3. Chapter ERT shall participate in any trainings, including webinars offered by regional and national committees.

4. The Chapter ERT Coordinator will chair the committee and lead the Chapter Emergency Response and Evacuation Plan (ERP) to include, but not limited to, reporting emergencies, evacuation procedures, emergency escape routes and procedures to account for all chapter members and visitors after an emergency evacuation.
5. The ERT will supervise and coordinate activities to ensure a safe and successful evacuation.
6. A written ERP shall be available to chapter members.
- c. 7. The Chapter ERP should be reviewed annually by the Chapter Executive Leadership and revised as needed

**b. Special Committees:**

1. **Elections Committee** will distribute ballots, count votes and re-ballot if needed. Election Committee will consist of the Chairperson and three members appointed by the Chapter President prior to the slate being presented. When electing members of the Minerva Circle or Voting/Alternate Delegates, the committee may be appointed on the same day nominations are held. The committee or chair shall not be a candidate for an office while serving on the committee.
2. **Founders Day** will consist of one (1) member, a chairperson appointed by the President. She will coordinate registration and any other requirements necessary for Founders Day.
3. **Minerva Circle** is established for the purpose of implementing Membership Intake. Charged with the responsibility for planning and implementing all phases of Membership Intake, and at the conclusion of the intake process the Minerva Circle is dissolved.
4. **Ways and Means Committee:** shall consist of the chairperson and three (3) members appointed by the Chapter President.  
Seek information about fundraising activities and report its findings to the Chapter.  
Establish criteria/guidelines for the event.  
Recommend fundraising activities and develop plans for those activities approved by chapter members

## **ARTICLE V: MEETINGS**

### **Section 1. Executive Committee Meetings**

- a. Will be called and scheduled by the President.

### **Section 2. Executive Board Meetings**

- a. The Executive Board shall meet each month on a day designated by the President, from August to June inclusive. Any Chapter member may attend Executive Board meetings and may speak on any issue; however, she may not vote.

### **Section 3. Chapter Meetings**

- a. Regular Chapter meetings shall be held on the first Saturday of each month, September to June.

**Section 4. Committee Meetings**

- a. The Chairperson and committee members shall decide the dates, time and frequency of meetings.

**Section 5. Call Meetings**

- a. Call meetings shall be called only by the President. The purpose regarding the meeting must be stated in the notice. Only business stated in the notice can be taken care of and discussed.

**Section 6. Notifications**

- a. Corresponding Secretary and/or Recording Secretary will notify chapter members of chapter business meetings and other notifications as deemed by the President.
- b. All communication may be sent electronically in accordance with Delta Guidelines.

**Section 7. Chapter Meeting Business Attire**

- a. In accordance with 2013 revised edition of the Protocol and Traditions Manual, under Proper Attire, Business attire is required for business meetings.
- b. Business attire is appropriate dress for meetings where Delta business is conducted.

**Section 8. Electronic Meetings and Communication**

- a. The National Executive Board and all regional and chapter committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communication media as long as all members can simultaneously hear others and participate during the meeting.

**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 half of the votes cast by members entitled to vote, excluding blanks or abstentions at meetings to conduct Delta business. (i.e.  $19 \times \frac{1}{2} = 9 \frac{1}{2}$ ). 10 votes needed for majority.

**Section 2. Executive Board**

- a. A quorum shall consist of 40% of Executive Board members.

**Section 3. Chapter Meeting**

- a. A quorum shall consist of 40% of Chapter members.

**Section 4. Committee Meeting**

- a. A quorum shall consist of 40% of Committee members.

**ARTICLE VII: DOCUMENT RETENTION**

1. The Vallejo Alumnae Chapter will adhere to the guidelines as set forth by governing documents of Grand Chapter as it relates to retaining our organizational records and documents.
2. 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, 990s, receipt books, check registers)					
*Bank Reconciliations	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Bank Statements	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*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/Eraser
*IAR-1 Form	5 years	Electronic	Quarterly	Quarterly	Eraser
*Receipt Logs	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Year-end Financial Statements	7 years	Paper/Electronic	End of Year	Yearly	Shred/Eraser
Audit Reports	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Audit Work Papers	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Meeting minutes	Permanent	Paper/Electronic	Monthly	Weekly	N/A
Member records	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
Contracts and legal documents	4 years after expiration	Paper/Electronic	Upon Receipt	Weekly	Shred/Eraser

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
<b>Membership Intake Documents:</b>					
Chapter	6 months after Initiation	Paper	N/A	N/A	Shred
Training/Guidance Material***	4 Years	Paper/Electronic	Monthly	Quarterly	Shred/Eraser
Original Application for Membership***	4 Yrs, If Accepted	Paper	Monthly	Quarterly	Shred/Eraser
Original Application for Membership***	2 Yrs, If Rejected	Paper	Monthly	Quarterly	Shred/Eraser
Correspondence***	4 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Complaints***	2 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser

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/Eraser
Chapter Policies & Procedures	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Eraser
Charter Records	Permanent	Electronic	Upon approval	Yearly	N/A
Correspondence (actionable)**	3 years	Paper	Monthly	Monthly	Shred/Eraser
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 the chapter complies with the bonding insurance policies directed by Grand Chapter
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 and signs 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. Sign all contractual agreements obligating chapter funds and/or services.

#### **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. Ensures the chapter complies with the bonding insurance policies directed by Grand Chapter
15. Completes and signs the Acceptance of Fiduciary Responsibility Form
16. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
17. The Treasurer deposits income received by the Financial Secretary within two (2) business days.

**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 and signs the Acceptance of Fiduciary Responsibility Form
11. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.
12. The Financial Secretary turns funds over to the Treasurer to ensure the two (2)-business days deposit requirement is met.
13. Treasurer and Financial Secretary must handle all chapter funds and bank transactions.

**18. 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. Assistant Financial Secretary Shall Complete and sign Acceptance Of Fiduciary Responsibility form.
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. Assistant Treasurer Shall Complete and sign Acceptance Of Fiduciary Responsibility form.

## **Section 2. National and Local Dues**

### Definitions:

- a. Financial Members shall be any member who pays dues to Grand Chapter, unless exempt and to Vallejo Alumnae Chapter for the current year.
  - 1. Financial members are entitled to any and all information that pertains to Delta business and affords her the right to vote on matters of the chapter.
  - 2. Financial members may be elected to office, chair chapter committees or belong to a committee of her choice.
- b. Non-Financial members shall be anyone who has not paid their dues to Grand Chapter or to Vallejo Alumnae Chapter for the current chapter year.
  - 1. Non-financial members may attend chapter meetings and Delta functions as a visiting soror.
  - 2. Non-financial members may not chair or serve on chapter committees nor attend committee meetings.
  - 3. Non-financial members shall not be included on the chapter mailing lists or receive any information that pertains to chapter business; this includes minutes and financial reports.
  - 4. Chapter news and information for non-financial members will be the responsibility of the Membership Committee under Reclamation.
- c. National Dues
  - 1. \$190.00 per sorority year.
  - 2. \$10.00 per Capita Fee per sorority year.
- d. Local Dues
  - 1. \$200.00 per sorority year.
  - 2. Life/Diamond Life members shall pay Per Capita Fee and Local dues per sorority year.
  - 3. Dues shall be paid by personal check, money order, cashier's check, cash or Credit Card before March 15<sup>th</sup>, after March 15<sup>th</sup>, personal checks will not be accepted.
  - 4. National guidelines require that all monies for dues are deposited and cleared by the bank before a member is financial.
  - 5. Paid in full Life Members are financial when local dues are paid for the current sorority year and their check has cleared the bank.
  - 6. Golden Life and Diamond Life members do not pay late fees or reinstatement fees. They do pay a \$10.00 per capita fee.

## **Section 3. Online Dues Payments**

**PAYPAL Dues Payments:** Send Dues payment to [vallejoacdst.operations@gmail.com](mailto:vallejoacdst.operations@gmail.com). You must notify the Financial Secretary and the Treasurer via email that you have submitted your DUES through PAYPAL, attach a receipt or the email notification you receive through email for proper records recording.

**Section 4. Unconsumed Dues**

- a. Chapter Members who 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 4. Transfer of Dues**

- a. Transferring and reclaimed members will be required to pay a prorated local due based on one tenth (1/10) of the annual dues, times the number of months remaining in the sorority year.

**Section 5. Travel Policy**

**a. Travel Policy for National Convention and Regional Conference Delegates**

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

The Chapter shall be responsible for the expenses of the Voting and Alternate Delegates. Expenses shall include registration, transportation, meals and lodging. (Excluding alcoholic beverages and Subscription Events, Subscription Events must be approved by the Chapter.

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

The Chapter shall be responsible for expenses of the President or designee to State Summits, Cluster meetings and Delta Days at the State or Nation's Capital, Leadership Conferences and other required meetings. Approval by the Chapter must be given in advance.

3. Delegates may or may not share the same hotel room; however, delegates will only be reimbursed for half of the cost of a double-occupancy hotel room.

4. Delegates shall be financial. The Chapter President shall be the Delegate at the National Convention and Regional Conferences. The Alternate Delegate for the National Conventions and Regional Conferences shall be nominated and elected from the floor at the regular March meeting prior to the National Conventions and the Regional Conferences.

5. The Elections Committee will conduct the election and voting, and the results will be the responsibility of the Elections Committee. The Nominations Committee shall conduct the Nomination Process.

6. Delegates are expected to attend all meetings and appropriate workshops and shall be responsible for giving a written report at the September meeting.

7. Receipts of all charges must be turned over to the Treasurer for reimbursement by the month of September of the convention/conference year.

**Section 6: Purchase Orders/Reimbursement Expense Voucher**

- a. Unauthorized financial commitments will not be honored.
- b. The Committee Chairperson or designated member must sign and submit voucher for reimbursement within 30 days of expenditures. Original receipts must be attached.
- c. Vouchers will not be honored without the original receipt/invoice submitted with voucher.
- d. All vouchers must be approved by the Chapter President prior to submission to the Treasurer for payment.
- e. All services or items provided to the Chapter should be billed or receipted directly to Delta Sigma Theta Sorority, Inc., or Vallejo Alumnae Chapter.

**Section 7: Method of Payment**

- a. Payment of dues may be in cash, personal checks, money orders, credit card or cashier's checks.
- b. Issued checks not cashed within ninety (90) days from the date written will be automatically voided.

**Section 8: 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 Policy and Procedures.

**Section 9: Insufficient Funds or Returned Check Policy**

- a. The Vallejo Alumnae Chapter will use the United States Postal Service to contact the chapter member/patron involved to obtain funds for the return check. Remittance of check amount, plus return check fee, must be remitted by cash or certified funds. Contact will be made as often as necessary to receive remittance for returned checks,
- b. 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.
- c. 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.

**Section 10: 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 or 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 Budget and Finance Committee for reconciliation. Once reconciled, the report shall be presented to the chapter.
- d. Only cash, certified/cashier's checks, money orders or PayPal will be accepted from individuals who are not members of the Vallejo Alumnae Chapter within five (5) days of an event.

**Section 11: Budgeting**

**a. Committee Responsibility**

1. Each Committee Chair is responsible for the committee's allocated budget.

**b. Timing and Process**

1. Committee, project and program budget requests for the incoming fiscal year must be submitted to the Budget and Finance Committee no later than April of the current year or at a date set by the committee.
2. When a committee budget is exhausted, additional funds request should be submitted to the Budget and Finance Committee and the committee's recommendation must be approved by the Executive Board and the Chapter.
3. A written financial report must be submitted to the Treasurer, after any major activity within 30 days.
4. The annual budget shall be submitted to the Executive Board at the April meeting by Budget and Finance Committee and voted upon by the chapter at the May meeting.

**c. Chapter Approval**

1. The initials of a Chapter member must be on all checks submitted to the Financial Secretary. Two party checks will not be accepted. Chairpersons will be responsible for implementing this procedure.
2. All checks must be payable to Delta Sigma Theta Sorority, Inc., or to Vallejo Alumnae Chapter.
3. Members shall be responsible for each returned check and processing fees.
4. All funds received for any Chapter activity must be submitted to the Financial Secretary.

## **Section 12: Additional Fiscal Policies and Procedures**

- a. Fiscal Officers must complete and submit Acceptance of Fiduciary Responsibility Form by July 1<sup>st</sup>.
- b. The outgoing Treasurer and outgoing Chair of Internal Audit Committee will assist the incoming Treasurer and incoming Chair of the Internal Audit Committee with preparation of the Annual Financial Report, and the Federal Income Tax Group Return Authorization Form (Internal Revenue Service for 990) by August 31<sup>st</sup>.
- c. Two signatures: The President and Treasurer are required on all checks disbursed.
- d. **Scholarship Policies, Requirements, and selection procedures**
  1. The Chapter may not use funds from public to give scholarships to the child of a soror in the chapter. Any scholarships to a soror's child should come solely from internally generated funds.
  2. Solicit, screen and evaluate scholarship applications and present selected recipients to the Chapter.
- e. **Bonding**
  1. All chapter members are covered by general bonding insurance.
  2. The Chapter shall be covered by general liability insurance, which is solely available through Grand Chapter.
  3. The Chapter shall pay Chapter Liability Insurance at the current market rate for each member.

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

**Nominations Process:** The Nominating Committee will submit Slate of candidates to the Executive Board and to the Approval at the April meeting. Eligible candidates must have completed and returned a candidate packet and financial status verified before being placed on the slate.

The President shall call for nominations from the floor after the end of the Nominations Committee Report. Candidates nominated from the floor must have completed application packet in its entirety.

If a soror is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both. The office/position that she does not accept will be treated as a vacancy and the chapter will follow the procedures for "Filling Vacancies" as detailed in the approved Policies and Procedures to fill vacated office/position.

### **Section 1. Eligibility Criteria for holding Office**

- a. Candidates for chapter office shall be financial with the Local and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer shall maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30<sup>th</sup> of the current sorority year.
- b. Candidates for chapter office shall have attended a Regional Conference and/or a National Convention within the last six (6) years.
- c. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time, which will include:
  1. Completed application
  2. Delta Resume
- d. Candidate Profile Forms may be obtained from:
  1. The Nominating Committee Chair
  2. The Chair's designee

3. Candidate must notify the Nominating Committee if any information submitted changes during the nomination process.
4. Candidates may hand deliver packets to the Chair of the Nominating Committee or mail to the Chapter P.O. Box, and must be postmarked by the required deadline date.
- e. 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.
- f. Members of the Nomination Committee who decide to run for an elected position must resign from the committee before the "Call for Nominations" is issued by the Chapter President.

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

### **a. Timelines and guidelines for process**

1. Chapter election of Officers and the Nominating Committee shall be held biennially in May.
2. Chapter members shall receive prior written notice at least ten (10) days in advance by US Mail for election of Officers, elected Committee Chairs, and Members; voting whether to proceed or not proceed with Membership Intake Process; and voting on the acceptance of candidate for membership into the Sorority. (An email is an acceptable written notification for Chapter elections, if Chapter members do not have email, written notification must be sent via US Postal Service. Social Media may not be used.)
3. Election of Officers shall be conducted by the Elections Committee.
4. Voting for Officers, Nominating Committee and Minerva Circle shall occur by secret ballot. Write-in candidates and absentee ballots are prohibited.
5. A majority of the membership present and voting is required for the election of a candidate.
6. Voting for Chapter Officers, elected Committee Chairs and Committee Members, and acceptance to membership shall be by ballot, machine, or electronic voting devices.
7. Voting for Alternate Delegate to National Convention and Regional Conference shall take place at the March Chapter meeting. And shall be by a majority vote of all the members present and voting.
8. All election results shall be recorded in Chapter Minute and shall include name of candidate and number of votes received.
9. Election results will be reported to the President or Presiding Officer who will report results to the Chapter.

### **b. Nominations of the Minerva Circle**

The qualifications for the selection of members of the Minerva Circle shall be as prescribed in the current Administrative Procedures for Membership Intake and must be followed without changes.

1. Nominations for the Minerva Circle shall be made from the floor.
2. Members must be present and financial.
3. The Nominating Committee shall conduct the Nominating Process.
4. The Election Committee shall conduct the Election Process which includes the voting and ballot process during the next chapter meeting following nominations.
5. Results must be submitted to the Regional Director using the Minerva Circle Certification Form.
6. Any vacancy on the Minerva Circle shall be filled by the President with members who have completed the most recent Membership training.
7. A member of the Minerva Circle is not allowed to continue to serve on the Minerva Circle if the applicant is a family member. If the Minerva Circle member is the chapter president or the financial secretary, who are members of the Minerva Circle by virtue of her position, she must recuse herself from the entire screening process of all applicant (s).

The Chapter must elect the Minerva Circle by position, (except Jewels which are elected as a group.)

**c. Candidate guidelines for Campaigning**

1. Campaigning may officially begin following the Nominating Committee's presentation of its slate of Officers at the April Chapter meeting.
2. Campaign activities that occur before this meeting will result in the disqualification of the candidate.
3. Campaign can include: Letters, internet flyers, telephone calls, emails, and campaign literature.
4. Candidates may give a campaign statement at the May meeting as follows:

President	3 minutes
1 <sup>st</sup> Vice President	3 minutes
2 <sup>nd</sup> Vice President	3 minutes
Other positions	2 minutes

**Section 3. Elections**

**a. Election day procedures and timeline**

1. Chapter Elections are held in May.
2. It shall be the duty of the Elections Committee to conduct the elections of the chapter.
3. The Elections Committee Chair and members shall provide a ballot to each financial soror on the day of the Election.

**b. Voting guidelines**

1. Only Chapter members shall vote.
2. The committee shall implement the process for distribution and collection of ballots, one ballot per member present during the meeting.
3. The Election Committee will ensure that chapter members receive one (1) ballot during the time designated on the meeting agenda.
4. The committee shall retire to another room to tally votes during the meeting at which the election takes place.
5. The committee must regard the election results as confidential until the Elections Committee Chair duly places the report before the chapter.
6. The Election Chair will report the results to the President for ratification and announcement to the chapter.
7. The Election Chair will submit a copy of the report to the Recording Secretary.
8. The election of the Minerva Circle will be conducted according to the process outlined in the Policies and Procedures.
9. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote.
10. Installation of Officers will occur at the June Chapter meeting.

**Section 4. General Voting Process**

1. 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:  $9 \times \frac{1}{2} = 9 \frac{1}{2}$ . 10 votes needed for majority.)
2. Only Chapter members shall vote or hold office.
3. Each candidate is listed on the ballot in alphabetical order.
4. The election of officers, elected committee chairs and members shall be by majority vote of the members present and voting during the May meeting.
5. Absentee voting is not recognized in Delta Sigma Theta Sorority, Inc.

6. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot.
7. Newly elected officers shall be installed at the June Chapter meeting.
8. Proposed Chapter Policy and Procedures recommendations will be voted on for approval by two-thirds (2/3) vote of members present and voting during the June Meeting.
9. The chapter will discuss and vote whether to proceed or not to proceed in the sorority year in which the Membership Intake will take place.
10. Chapter shall provide written notice through the United States Postal Service at least ten (10) days for the election of officers, elected committee chairs and members; voting to proceed or not to proceed with Membership Intake and acceptance of candidates into the Sorority.
11. Acceptance to membership into the Sorority shall be by a majority vote of the chapter members present and voting.
12. Voting for chapter officers, elected committee chairs and members and acceptance to membership shall be by secret ballot, machine, or electronic voting devices.

**Section 5. Election Reporting**

1. The Elections Chair will report the results to the President for ratification and announcement to the chapter.
2. The Elections Chair will submit a copy of the report to the Recording Secretary.

**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.

**ARTICLE XI: INSTALLATION OF OFFICERS**

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

- a. The installation ceremony will be conducted during June Chapter meeting as outlined in the Ritual and Ceremony manual. (Ritual, p. 71)
- b. All newly elected officers shall assume their position on July 1. The newly elected President shall close out the June meeting after installation.

**ARTICLE XII: TRANSITION OF OFFICERS**

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

**a. Timing**

1. All outgoing and newly elected officers shall attend a transition meeting at a time to be determined before the end of the current chapter year.
2. Transition and bonding of newly elected officers must be completed prior to the September Chapter meeting.

**b. Coordination**

1. All Chapter copies of the administrative tools should be turned over immediately to the newly elected President.
2. The outgoing President must complete and sign off on all required reports related to the current term of office.
3. Provide incoming officers with the roster of chapter members for the new business year.

4. Outgoing President should relinquish sign-on, passwords, and all related information to the incoming President. Access must also be immediately changed from old users and access granted to the incoming Treasurer and Financial Secretary during Transition.
5. After the election of new fiscal officers (President, Treasurer, and Financial Secretary) or if a vacancy occurs during the sorority year, new bank signature cards must be completed and provided to the Chapter's banking institution(s) within ten (10) business days of officer installation or appointment.
6. Persons required to attend the Transition meeting: All outgoing and incoming elected officers, all outgoing and incoming appointed officers, all outgoing and incoming chairpersons.

## **ARTICLE XIII: MEMBERSHIP INTAKE**

### **Section 1. Membership Intake Process**

- a. The Chapter vote on whether to proceed or not to proceed with Membership intake must be conducted in the sorority year Membership will take place. A fall line would require vote in September or approval from the Regional Director to do a special meeting after July 1<sup>st</sup>.
- b. The chapter shall provide a ten (10) day written notification through the United States Postal Service to its members when voting to proceed or not to proceed with membership intake.
- c. The supporting vote to proceed or not to proceed with Membership Intake will require a 2/3 vote of the members present and voting.
- d. The chapter shall use USPS to mail chapter members notices at least ten (10) days prior to the vote to accept members into the sorority.
- e. Acceptance to membership shall be by secret ballot.
- f. Acceptance to membership shall be by majority vote of the chapter members present and voting.

### **Section 2. Minerva Circle**

#### **a. Handling Minerva Circle Members with Relatives as Applicant**

1. Eligibility for the Minerva Circle and Leader will be followed in accordance of the guidelines established in the Administrative Procedures for Membership Intake Handbook.
2. The Jewels on the Minerva Circle will be elected by a majority vote of members present and voting.
3. The Minerva Circle Leader, Keeper of Muses & Graces and Convener of Odyssey will be elected individually by a majority vote of members present and voting.
4. The Chapter President and Financial Secretary are members of the Minerva Circle by virtue of their elected office.
5. In instances of an applicant being a relative of Minerva Circle member, that member will be removed from the Minerva Circle by the chapter President. If the Minerva Circle member is the President or Financial secretary, who are members of the Minerva Circle by virtue of her position, she must recuse herself from the entire screening process of all applicant(s).

#### **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 of the Minerva Circle will assume more than one (1) role on the committee.



## **ARTICLE XIV: CHAPTER REPRESENTATION**

### **Section 1. Voting and Alternate Delegate**

#### **a. Regional Conference and National Convention**

1. The Chapter President shall be the Delegate for the National Convention and Regional Conference.
2. The Alternate Delegate shall be elected.
3. In the event the President, First Vice President or Second Vice-President is unable to serve as delegate and/or alternate to National Convention or Regional Conference, an elected officer will be selected as the voting delegate and/or alternate.
4. The Chapter shall be responsible for the expenses of the Voting and the Alternate Delegate. Expenses shall include registration, transportation, meals and lodging. (Excluding alcoholic beverages and Subscription Events, Subscription Events must be approved by the Chapter.
5. Delegates are expected to attend all meetings and appropriate workshops and shall be responsible for giving a written report at the September meeting.

#### **b. State and Local Chapter Representation**

1. The Chapter President or designee shall attend State Summits, Cluster meetings, and Delta Days at the State Capitol or the Nation's Capital, leadership Conferences and other required meetings. Approval by the Chapter must be given in advance.
2. The Chapter will reimburse the President or Designee for the expenses. Expenses shall include registration, transportation, meals and lodging.

#### **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 other meetings, she shall appoint the chapter representative based on their elected or appointed position in the chapter and prescribed by the related event.

#### **d. Incoming Chapter Officers**

1. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate.
2. The Alternate Delegate for the National Convention or Regional Conference shall be nominated and elected from the floor at the regular March meeting prior to the National Convention or Regional Conference.

### **Section 2. Reimbursement**

- a. The Chapter will reimburse the voting and alternate delegates for expenses of registration, transportation, meals and lodging (half of the room rate).
- b. Receipts of all charges must be turned over to the Treasurer for reimbursement by the month of September of the convention/conference year.

## **ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES**

### **Section 1. Immediate verification**

- a. If a soror is unrecognized by the Sergeant-At-Arms or a member of the Membership and Reclamation committee, before she enters sorority meeting, the Sergeant-At-Arms (or her designated representative) confirms that the visiting soror produces or is preceded by one of the following:
  1. Membership Card
  2. A known soror who can confirm the visiting soror's membership.
  3. Letter of Introduction from visiting soror's home chapter (or previous chapter if she is transferring).
  4. State a fact known only to Delta (secret motto, rites of passage, etc.)

### **Section 2. Follow-up verification.**

- a. The Financial Secretary will submit a Verification of Membership request to National Headquarters and advise the Membership and Reclamation committee when verification is received.
- b. The Membership and Reclamation 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 the 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 and Delta Technology Guidelines, Vallejo Alumnae Chapter will observe the following practices to maintain confidential electronic communications:
  1. The Chapter President will be held responsible for the Chapter's website.
  2. The Chapter website should contain the statement: "This website is the sole property and responsibility of Vallejo Alumnae Chapter."
  3. The Chapter website should contain chapter contact information, such as the mailing address, an email address and/or phone number for the chapter or chapter officers. This information should appear on the main page of the website.
  4. Internal chapter events and information must be password protected.
  5. Access to any password protected area of the chapter website must be limited to financial membership of the chapter.
  6. Password for the site should be changed every dues year.
  7. The Chapter website cannot contain or use any of the Delta Symbols or Marks listed in the Delta Technology Guidelines, (i.e. Sorority Crest, Torch of Wisdom).
  8. See the Delta Technology Guidelines for additional restrictions on Secrets, Passwords, Signs and Grips, etc.

### **Section 2. Chapter Email Accounts**

- a. The Chapter email account should be checked weekly.
- b. The Chapter email address should be passed on to the new officers upon installation of new officers.
- c. Confidential information should be sent in electronic messages.
- d. Chapter messages should be sent using "bcc" option to allow only the recipient to see her name.
- e. The email address of members or officers should not be given out without the permission of those individuals.

- f. Members should use a personal email account to receive sorority information, which should not be shared with non-financial members or others. Business emails cannot be used to send or receive Delta information.
- g. Emails containing sorority information are not to be forwarded.
- h. Sorors cannot send (email) documents or symbols listed in the Delta Technology Guidelines, i.e., Sorority Crest, or Torch of Wisdom. See the Delta Technology Guidelines for additional restrictions.

### **Section 3. Online Social Communities**

- a. Online social communities are internet social or business networks that allow individuals to create websites, add friends, post messages to discussion forums, listening, or chat rooms, sell merchandise, etc., (i.e. eBay, Facebook, My Space, YouTube, Twitter, etc.).
  - 1. Delta online communities should only be created by those appointed by the Chapter President.
  - 2. Membership numbers or any other type of Delta identification should not be used.
  - 3. Advertisement of events and programs are allowed via photos and video, if they do not depict secrets, passwords or other Delta confidential identifications.
  - 4. Inappropriate behavior and content are not allowed in these communities. Sites will be monitored by the National Office and penalties from the Code of Conduct will apply.
  - 5. Delta business should not be discussed in/on communities not managed by the chapter. This includes information disseminated in Chapter meetings, Regional Conferences, and National Conventions.
  - 6. Please refer to the Code of Conduct and National Delta Technology Guidelines for violations and infractions related to Internet Guidelines.

## **Article XVII: Sister to Sister Program**

### **Section 1. Definition**

The fund is officially recognized and designated as a permanent fund established in accordance to the VAC policies and procedures. This program has no budget line item (income or expense). Its receipts consist entirely of designated giving and its expenses consists of funds dispersed for its stated, intended purposes at the direction of the VAC Executive Board at the recommendation of the Membership Committee.

#### **Purpose**

The purpose of the fund is to be a temporary help during time of crisis (a time of intense difficulty, trouble, or danger) to meet a soror's specific needs. The fund achieves this purpose through specific disbursement at the direction of the **Membership Committee**.

#### **Oversight and Accountability**

The Membership Committee is accountable to the chapter. The Membership Committee will interface with the Executive Board when necessary through the Committee Chair.

The Committee Chair will serve as liaison between the Membership Committee and the Executive Board. She will meet with the Membership Committee when the committee meets to disburse funds from the fund.

#### **Income**

The only regular source of income for the fund is either **a freewill donation from a member or proceeds from a designated fundraiser (i.e., raffle, etc..)**. This is a standing arrangement; however, it is prudent for the **Treasurer** to record this donation to ensure the gift is appropriately designated for the **Sisters Helping Sisters Program** fund and collected.

Any such offering will be recommended through the Executive Board or the Chapter president, considering the feasibility, propriety, and timing of the request.

Finally, gifts to the fund may not be earmarked for specific, individual recipients. Gifts intended for the fund can simply be designated as such at the time the gift is given. Members of the chapter, however, will not be encouraged to give to the fund in lieu of paying dues and funds designated for this fund must conform to the chapter's policy and procedures.

For more details about fund, please refer to Membership Committee Chair.

## **ARTICLE XVIII: AMENDMENTS FOR RULES OF ORDER AND POLICIES & PROCEDURES**

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

- a. Proposed amendments may be submitted in writing to the Rules Committee by any financial member at any time during the Sorority year, (September – June).
- b. Proposed amendments to these Policies and Procedures must be presented to Executive Board before being presented to the Chapter for Approval.
- c. After review by the Executive Board, proposed amendments are presented to Chapter members during a regular Chapter meeting.
- d. Written notice of a meeting in which voting on amendments will be held must be sent by US Mail to each member and postmarked at least thirty (30) days prior to the date of scheduled meeting.

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

- a. The policies, standards and procedures shall be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting.

### **Section 3. Effective Date**

- a. Each member shall be provided a copy of the amendment(s), upon approval by Scholarship and Standards Committee.
- b. Each member shall be provided an addendum marking any changes in these Policies and Procedures.
- c. These amendments will become effective after approval by the Scholarship and Standards Committee.

### **Section 4. Chapter Approval Date**

- a. Chapter approval date for changes/revisions to Policy and Procedures shall take place at the June Chapter meeting.
- b. Changes to Policy and Procedures for approval will require a two-thirds (2/3) vote of the chapter membership present and voting.
- c. Policy and Procedures along with Rules of Order and other required documents will be submitted to the National Scholarship and Standards Committee Regional Member for review and approval prior to June 30<sup>th</sup>.

**ARTICLE XIX: PARLIAMENTARY AUTHORITY**

**Section 1. Governing Documents**

- a. All matters not covered by the Constitution and Bylaws of the Sorority shall be governed by the current edition of Robert's Rules of Order, Newly Revised, Chapter Policies and Procedures.

**Section 2. Administrative Resources and Tools**

- a. Chapter Management Handbook, Membership Intake Manual, Fiscal Officers Manual, Administrative Procedures for Membership and other sorority governing documents.

**ATTACHMENTS: ALL FORMS USED BY THE CHAPTER**

- 1. Chapter Rules of Order Form
- 2. Chapter Meeting Minutes noting amendments/approval/voting on Policies and Procedure

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Chapter President

Email address: [dstvallejoalumnae@gmail.com](mailto:dstvallejoalumnae@gmail.com)