



## 2019-2020 Policies and Procedures

### Knightdale-Wake Forest Alumnae Chapter Chapter Policies & Procedures

Revised April 8, 2018  
Approved by S&S June 22, 2019

#### Article I: CHAPTER INFORMATION

##### Section 1. Chapter name/Location/Region/Number

- a. Name: Knightdale-Wake Forest Alumnae
- b. Location: North Carolina
- c. Region: South Atlantic
- d. Chapter Number: 903

Section 2. Chapter Service Area: North East Wake County, Wendell (Wake County Only), Knightdale, Wake Forest, Zebulon (Wake County Only), Youngsville (Wake County Only, and Rolesville)

##### Section 3. Contact Information

- a. Mailing Address: P.O. Box 1359 Knightdale, NC 27545
- b. Chapter Website URL: [www.kwfalumnae-dst.org](http://www.kwfalumnae-dst.org)
- c. Chapter Email Address: [president@kwfalumnae-dst.org](mailto:president@kwfalumnae-dst.org)  
[info@kwfalumnae-dst.org](mailto:info@kwfalumnae-dst.org)

#### Article II: CHAPTER STRUCTURE, GOVERNING BODIES

##### Section 1. Executive Committee

- a. The Executive Committee shall be comprised of the elected and appointed officers of the Chapter.

##### Section 2. Executive Board

- a. The Executive Board shall consist of all elected officers/positions, appointed officers/positions, and committee chairs and co-chairs

##### Section 3. Committees

- a. **Standing:** Finance. Scholarship and Awards. Properties. Membership Services. Program Planning and Development. External Information and Communication. Heritage, Archives, and Scrapbook. Policies and Procedures. Reclamation. Social Action. Protocol and Traditions. Arts and Letters. Internal Audit Committee. Courtesy & Hospitality. Fundraising. Pan Hellenic Council. Technology Task Force. Risk Management. Nominating. Minerva Circle
- b. **Special:** Adopt-A-Highway, Elections Committee. Founders Day. May Week. Jabberwock. Music. Step Team. Retreat. Solicitation

##### Section 4. Chapter Members

- a. Shall be loyal to the officers and to Delta Sigma Theta Sorority, Inc.
- b. Pay local and national dues annually.

- c. Attend meetings on a regular basis.
- d. Serve on at least one committee.
- e. Support all activities.
- f. Participate in Chapter approved fundraising projects.
- g. Notify the Recording Secretary or Corresponding Secretary if she will be unable to attend a regular monthly Chapter meeting.
- h. Turn in her information regarding the 25-year or 50-year certificates to the Chapter President and Treasurer.

**Article III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS**

Section 1. Duties and Responsibilities of Elected Officers

a. **President:**

- 1. Shall have the responsibility for and authority over the planning and conducting of the affairs of the Chapter.
- 2. Shall have such powers and responsibilities as precedent and reason dictate for the presiding officers of the Chapter and appoint committee chairpersons.
- 3. Shall appoint the Parliamentarian, Director of Music, Legal Advisory Committee, and Committee Chairpersons.
- 4. Shall serve as an ex-officio member of all committees except the Nominating Committee.
- 5. Shall recommend to the Executive Board removal of any elected or appointed officer/position who fails to perform duties of her office.
- 6. Shall attend the National Conventions, Regional Conferences, State meetings and Presidential Council meetings and present a written report to the Chapter within 30 days of the meeting.
- 7. Shall present the Chapter's highest awards each year.
  - i. "The Fortitude Award" given to the most outstanding member and "Karla Solomon Award" to the most involved, active member for the fiscal year.
  - ii. The President shall submit a line item budget request to the Finance Committee.
- 8. Shall preside at all Chapter and Executive Board meetings.
- 9. Shall lead all ritualistic services.
- 10. Shall communicate with Grand Chapter and National Headquarters.
- 11. Shall distribute and interpret materials from Grand Chapter and National Headquarters in a timely manner.
- 12. Shall enforce observance of Grand Chapter Constitution and Bylaws, Chapter Rules of Order and Chapter Policies and Procedures.
- 13. Shall call special meetings.
- 14. Shall serve as Chair of Executive Board and prepare the Executive Board agenda.

- 15. Shall sign all binding documents and/or contracts.
- 16. Shall be the spokesperson for the Chapter.
- 17. Shall serve as ex-officio member of the board of directors of any related organization of the Chapter.
- 18. Shall authorize by her signature, when necessary, all orders and proceedings of the Chapter. and
- 19. Shall be responsible for taking all actions required by Grand Chapter and filing all compliance reports required by Grand Chapter.

b. **Vice President:**

- 1. Shall perform all the duties of the office of the Chapter President in the absence, incapacitation, or at the request of the Chapter President. Vice President **cannot** perform the fiduciary duties of the President.
- 2. Shall serve as ex-officio member of all committees and report to the Executive Committee concerning the progress being made by such committees.
- 3. Shall plan, organize and carry out a varied schedule of activities and functions that will provide opportunities for the retention and reclamation of members.
- 4. Shall serve as an Alternate Delegate at National Conventions, Regional Conferences, and State Meetings and present a written report to the Chapter, if she is the member representing the Chapter within 30 days of the meeting.
- 5. Shall succeed the President upon her resignation or removal from office,
- 6. Shall serve as Chairperson of Membership for the Membership Services Committee.
- 7. Shall assist with the development and implementation of reclamation and retention activities,
- 8. Shall integrate former collegiate Sorors into the Chapter,
- 9. Shall serve as the Leader of the Minerva Circle. and
- 10. Shall serve as administrator for Chapter's electronic mail

c. **Secretaries**

1. **Recording:**

- i. Shall keep an accurate and complete record of the attendance at meetings and be prepared to report such information to the Chapter when required by the President or upon request from any member.
- ii. Shall keep an accurate record of Chapter minutes. record minutes for all Chapter, Executive Board, and Called meetings.

- iii. Shall provide a copy of the meeting minutes to each member via mail or email a week prior to the next regular monthly Chapter meeting.
- iv. Shall sign all Chapter certificates.
- v. Shall keep all written committee reports on file.
- vi. Shall record all votes.
- vii. Shall notify officers, committee members, and delegates of their election appointment.
- viii. Shall furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- ix. Shall maintain record book(s) in which the Chapter Rules of Order and Policies and Procedures and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- x. Shall in the absence of the President and Vice President, call the meeting to order and preside until the immediate election of a Chairperson pro tem.
- xi. Shall provide a copy of the current fiscal years Chapter Meeting Minutes to the Heritage and Archives chair at the end of the Sorority year.

2. **Corresponding:**

- i. Shall assist the other officers with such correspondence as is necessary for the administration of the Chapter.
- ii. Shall inform and make available all correspondence to members of the Executive Board at each Executive Board meeting and to the members of the Chapter at each general meeting.
- iii. Shall send required reports to National headquarters in a timely fashion to reflect any changes affecting membership, officers, Chapter By-Laws.
- iv. Shall check the Chapter's P.O. Box twice weekly or more often at the direction of the Chapter President.
- v. Provide Financial Secretary with all funds submitted through the Chapter's post office box within two (2) business days of receipt in order to ensure that the two (2) business day deposit requirement is met.
- vi. Maintain files of all correspondence. and
- vii. Publish Chapter directory every fiscal year and update electronically as necessary.

d. **Financial Secretary:**

- 1. Shall maintain a permanent and up-to-date roster of the names, and addresses of the members of the Chapter.
- 2. Shall serve as the Secretary on the Finance Committee.

- 3. Shall collect membership dues and handle all Chapter funds.
- 4. Shall prepare monthly and annual financial reports.
- 5. Shall ensure that the internal controls are adhered to and financial policies are implemented.
- 6. Shall record all income received and issue receipts.
- 7. Shall serve as one of the authorized signatures for bank accounts.
- 8. Shall sign checks only when payable to the President or the Treasurer.
- 9. Shall attend finance training at National Conventions and Regional Conferences or sends a representative in her place.
- 10. Shall serve as a member of the Minerva Circle.
- 11. Shall publish a record of all transactions and the financial roster monthly.
- 12. Shall turn collected funds over to the Treasurer with a detail of what was collected to ensure that the two (2) business day requirement is met.

e. **Treasurer:**

- 1. Shall maintain current and accurate records of the financial position of the Chapter and prepare all reports required in order that a complete and accurate record of the Chapter's financial position may be ascertained at all times.
- 2. Shall report on the financial position of the Chapter at all Chapter meetings.
- 3. Shall send required financial updates to National Headquarters in a timely fashion to reflect any changes affecting membership.
- 4. Shall serve as the Chair on the Finance Committee.
- 5. Shall require a voucher and receipts for all disbursements.
- 6. Shall ensure the Chapter's financial records are reviewed quarterly.
- 7. Shall attend finance training at the National Conventions and Regional Conferences or send a representative in her place.
- 8. Shall deposit income within two (2) business days of receipt by the corresponding secretary (this ensures that the two (2) business day requirement is met).
- 9. Shall discourage cash transactions.
- 10. Shall be accessible for collection of vouchers and disbursements of funds.
- 11. Shall make only authorized disbursements.
- 12. Shall report financial status to the Chapter.
- 13. Shall submit funds to Grand Chapter within established guidelines.
- 14. Shall take care of bonding all fiscal officers by completing documentation and uploading to the Red Zone.
- 15. Shall ensure Chapter operates within an approved budget and maintains running balance of all committee budgets throughout the sorority year.
- 16. Shall balance monthly bank statements. and

17. Shall serve as one of the authorized signatures for bank accounts.
18. Shall complete all financial reports as dictated by Grand Chapter for Chapter compliance.
19. Shall make only authorized disbursements after reconciliation of voucher and budget spreadsheet.
20. Shall ensure the accuracy of all committee budget spreadsheets.
21. Shall ensure all Vouchers reconcile back to the budget and are completed properly after the Voucher is presented to the Chapter President for approval.

f. **Assistant Financial Secretary:**

1. Shall remit funds collected for to the Financial Secretary to ensure that the two (2) business day deposit requirement is met.
2. Shall serve as a member of the Finance Committee.
3. Shall attend finance training at the National Convention and Regional Conferences or sends a representative in her place.
4. Shall assist the Financial Secretary upon request.

Section 2. Duties and Responsibilities of Appointed Positions

a. **Parliamentarian:**

1. Shall act as a consultant in that she advises the President and other Officers, Committees, and Members on matters of parliamentary procedure in accordance with Delta Sigma Theta Sorority, Inc. Constitution & Bylaws, Local Chapter Rules of Order, Policy and Procedure, and Robert's Rule of Order, Newly Revised (Current Edition).
2. Shall inform the Chapter President and Chapter membership of proper procedures during meetings as set forth in the aforementioned documents.
3. Shall call the attention of the President to any error in the proceedings that may affect the substantive rights of any member.

b. **Assistants to the Sergeant-at-Arms:**

1. Shall consist of two (2) Sorors.
2. Shall assist the Sergeant-at-Arms with counting votes, except when Elections Committee is in charge of elections, whenever a vote comes to the floor.
3. Shall help keep time at the meetings.
4. Shall help check Sorors attire when entering Chapter meetings.
5. Shall assist the Sergeant-at-Arms upon request.

c. **Internal Audit Committee Members:**

1. May not be the current fiscal officers nor members of the current Finance Committee, but who have some knowledge of the Chapter's fiscal operations.
2. Shall consist of three members including the chairperson.
3. Shall review the Chapter's financial records.
4. Shall ensure adherence to separation of fiduciary responsibilities.
5. Shall verify balances for all accounts.

6. Shall verify expenditures and supporting documentation for each period.
7. Shall verify the existence of and Chapter adherence to internal controls.
8. Must report the outcome to the Executive Board and then to the Chapter members **EVERY** quarter.
9. Shall recommend for Chapter approval an independent auditor for the external audit.
10. Shall review and propose internal controls.
11. Shall assist in completion of the Internal Audit Report Form (IAR-1).

d. **Risk Management Coordinator:**

1. An appointed Sorority member by the Chapter's President who manages screening and documentation of all volunteers according to procedures/guidelines mandated by Delta Sigma Theta Sorority, Inc.

e. **Director of Music:**

1. Organize and develop an Ensemble to provide music for Chapter programs and functions.
2. Offer musical presentations designed to enrich understanding and appreciation for Delta songs.
3. Provide music during Chapter meetings and ritualistic ceremonies.
4. Serves as the chair of the music committee.

f. **Chair, Election Committee:**

1. Shall **NOT** run for an elected Chapter office or position while serving on the Election Committee.
2. Shall submit the time, date and location of the Chapter election for inclusion in the Delta Docket.
3. Shall receive from the Nominating Committee Chair, the slate of candidates to be placed on the ballot.
4. Shall regard the election results as confidential until she duly presents the report before the Chapter.
5. Shall submit the elections report to the Presiding Officer after the Elections report is presented to the Chapter.

g. **Committee Chairs**

1. Shall be appointed by the President with the exception of Nominating Committee and Internal Audit Committee Chair.
2. Shall keep the President, the Executive Board, and the Chapter informed of their progress.
3. Shall work out as many details as possible before presenting to the Executive Board and the Chapter.
4. Shall assign members of the committee responsibilities so that all are responsible for carrying out the program.

5. Shall submit a written report before reporting at Executive Board Meeting and/or Chapter Board Meeting. If the report is not received by the Executive Board by such time, the report shall be given at the next month's meeting.
6. Shall submit a written financial report to Treasurer for reconciliation following income producing activities (committee chairs).

Section 3. Duties and Responsibilities of Elected Positions

a. **Chair and Members of Nominating Committee:**

1. Shall consist of five elected members, including the chairperson.
2. Responsible for determining the slate of candidates for election to the various offices of the Chapter.
3. Receive recommendations from members of persons to serve on said committee no later than 30 days prior to the presentation of the slate.
4. Must review the credentials of the slate of candidates seeking office.
5. Shall be elected by the Chapter from a multiple slate presented by the current nominating committee at the time for the election of officers.
6. The Nominating Committee Chairperson shall present the slate of candidates to the Election Committee Chairperson at least 20 days prior to the election.

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

1. Shall prepare and submit the Quarterly and Annual IAR-1 reports in accordance with current guidelines and procedures.
2. Shall meet with the Chapter Fiscal Officers regarding the financial review findings and recommendations.
3. Shall report audit findings and recommendations to the Fiscal Officers, board and Chapter on a quarterly basis.
4. Shall document recommended improvements to internal control weaknesses.
5. Shall notify the Chapter of any weakness in financial structure and recommend improvements.
6. Shall submit the Acceptance of Responsibility Form by August 31 of each year.
7. Shall be elected biennially and serve one term.

c. **Minerva Circle:**

1. Leader of the Minerva Circle shall be the elected Vice President.
2. Members of the Minerva Circle shall not score the Membership Intake packet of a relative that is applying for membership. The Leader of the Minerva Circle shall assign this packet to another Minerva Circle Member for scoring.
3. Consist of the President, the Leader of the Minerva Circle, Keeper of the Muses and Graces, Convener of the Odyssey, Nine Jewels, and the Financial Secretary, who shall meet eligibility requirements listed in the current Membership Intake Program.

4. Leader of the Minerva Circle shall coordinate all Intake Activities of new members in the sorority as specified in the Membership Intake Program schedule of activities including time, location, etc.

d. **Chaplain:**

1. Shall provide the meditation and participate in Chapter rituals as needed.
2. Shall inform the President of any absence or incapacity so a designee can be secured.
3. Shall keep an accurate account of any deaths that occur in the Chapter.
4. Shall receive and make calls regarding illnesses and deaths.

e. **Historian:**

1. Shall prepare an annual portfolio account of Chapter activities.
2. Shall submit a written narrative account to the Chapter at the May meeting.
3. Shall submit a written narrative account to the President and membership for approval prior to publication. Record becomes permanent part of Chapter's history.
4. Shall work in conjunction with (a) journalist and (b) the heritage, archive, and scrapbooking committee.

f. **Journalist:**

1. Shall compose newsletter to Chapter members.
2. Shall submit Chapter news to various publications and submit reports for inclusion in the Delta Journal Newsletter including submittal of written narratives.
3. Shall notify local media monthly of ongoing activities. and
4. Shall work in conjunction with Historian to prepare annual written narrative account.
5. Shall work in conjunction with (a) historian and (b) the heritage, archive, and scrapbooking committee.

g. **Custodian of Properties:**

1. Shall store Chapter properties and keep inventory.
2. Shall develop and utilize a checkout system for use of Chapter properties.
3. Shall give annual written report to members of the status of properties at the end of the fiscal year.
4. Shall reserve locations for confirmed meetings and events per the direction of the President.
5. Shall secure a proper storage unit to house Chapter properties and ensure that the storage fees are paid.

Section 4. Term of Office

a. **Limits of Office:**

1. Term of office for all officers/positions shall be two years.
2. Officers/Positions may be elected for an additional two years except Internal Audit Chair and Chair and members of the Nominating Committee shall serve one term

- b. Assumption of Office: Officers will assume duties and responsibilities on July 1st.
- c. Appointments:
  - 1. The chapter president can only appoint chapter members to elected offices and positions when
    - i. The office or position is vacant due to a member not being elected during the chapter elections. or
    - ii. As a result of an unexpected vacancy.
  - 2. The office or position would be filled according to the chapter's policies and procedures for filling vacancies.
  - 3. Only chapter members who meet the eligibility requirements for elected offices or positions can be appointed to fill the vacancies.

Section 5. Impeachment

- a. An officer elected by the chapter is expected to fulfill all of the roles and responsibilities of the position for which she was elected. In instances when this does not occur, the chapter members have the right to impeach the officer.
- b. Officers shall be impeached for the following offenses:
  - 1. Criminal activities leading to conviction in a court of law (e.g. theft, drug involvement, prostitution, etc.)
  - 2. Violation (s) of the *Constitution and Bylaws* and the Code of Conduct of Delta Sigma Theta Sorority, Inc.
  - 3. Flagrant and deliberate neglect of duties and responsibilities as defined in any of the official and binding issuances or documents of the Sorority.
  - 4. Embezzlement of funds from the chapter.
  - 5. Physical, verbal or mental abuse of members.
  - 6. Willful and malicious destruction of materials and properties belonging to member(s), chapter(s) or Delta Sigma Theta Sorority, Inc.
- c. In order to impeach an officer, there are several required steps which must be followed.
  - 1. A quorum of the chapter shall petition, to the highest-ranking officer of the chapter who is not herself the subject of the impeachment process, for the impeachment of an elected officer with the charge(s)/allegation(s) specified in writing.
  - 2. The Petition for Impeachment shall be given to the highest-ranking officer, who shall certify the names and signatures of the members and ascertain that the signatures have been voluntarily affixed to the petition.
- d. If the highest-ranking officer is herself the subject of the impeachment process, the chapter shall present a Petition of Impeachment to the second highest-ranking officer and shall follow the same procedures.
- e. All other steps and requirements can be found in the Chapter Management Handbook.

Section 6. Filling Vacancies

- a. **Officers/Positions:**
  - 1. When a vacancy occurs in the office of President, the Vice President shall become President.

- 2. When vacancies occur in other offices they shall be filled by the Chapter President with the approval of the Executive Board.

b. **Minerva Circle:**

- 1. Minerva Circle vacancies will be filled by appointment by the Chapter President.
- 2. Appointed members will have completed all necessary membership intake training.

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

Section 1. Standing Committees: Shall assist and perform all duties necessary for effective coordination of all Sorority functions and Keep the President, the Executive Board and the Chapter informed of their progress.

a. **Executive Committee**

- 1. Have the power to create ad-hoc committees as the need may arise.
- 2. Report all actions taken to the members at the next regular Sorority's Chapter meeting. and
- 3. Have terms consistent with the terms of the elected office.

b. **Executive Board:**

- 1. Oversee the Chapter activities and make decisions on behalf of the Chapter between Chapter meetings as necessary.

c. **Arts and Letters:**

- 1. Identify and support festivals, exhibits, movies, plays and other activities that showcase Black artists.
- 2. Identify and reward local Black female artists so that they can receive local support.
- 3. Collect and disseminate historical contribution of Blacks.
- 4. Help Black students develop their writing skills and build a library of local oral history.
- 5. Promote inclusion of Black women on all local cultural and artistic boards.

d. **Budget and Finance:**

- 1. Shall consist of seven members: Treasurer (Chair), Financial Secretary, Assistant Financial Secretary and five members.
- 2. Develop the Chapter budget and recommend modifications when appropriate.
- 3. Prepare form for budget requests.
- 4. Obtain budget requests from committees.
- 5. Plan and recommend a budget each year.
- 6. Submit (the Treasurer) the budget to the Chapter for approval by May of each sorority year.
- 7. Monitor funds secured by fundraising and special financial projects committees.
- 8. Oversee and monitor fiscal control of the approved budgets of the Chapter.
- 9. Shall provide quarterly updates to the Chapter.
- 10. Shall **NOT** serve on the Internal Audit Committee.

e. **Courtesy & Hospitality:**

1. The Courtesy & Hospitality Committee shall be governed by the "Established Guidelines for Extending Courtesies." (*See Established Guidelines for Extending Courtesies – Appendix B*)
2. Receive and make calls regarding births, weddings, or special courtesies due Sorors and their families.

f. **Fundraising**

1. Plan and implement with Executive Board and Chapter approval annual activities that will bring in money for the Chapter's public service events, scholarship funds and operating budgets.
2. Evaluate activities and report to the Chapter.

g. **Heritage and Archives**

1. Secure and compile authentic documents, photographs, artifacts, and memorabilia as supportive evidence of the endeavors, services and any related Local, Regional, and Grand Chapter activities.
2. Provide an organized method of research analysis and categorization of the historical data of the Chapter.
3. Receive news releases, pictures, Omega-Omega programs and reports from the officers and committees.
4. Update Delta Memoirs annually.
5. Implement projects as prescribed by Local, Regional, and Grand Chapter and developed by the Committee.
6. Work in conjunction with (a) historian and (b) journalist.

h. **Information and Communications**

1. Prepare information on local events for Grand Chapter to be submitted by the Chapter President.
2. Submit information of Chapter activities and events to the media.
3. Coordinate publicity with chairpersons.

i. **Internal Audit**

1. The Internal Audit Committee review must include:
  - i. Verification of receipts
  - ii. Verification of expenditures
  - iii. Ensuring expenditures are documented
  - iv. Ensuring adherence to budget line items
  - v. Ensuring adherence to internal controls
  - vi. Report of any weaknesses in financial controls
  - vii. Recommendations for improvement
2. The Internal Audit Committee must report the outcome to the Executive Board and then to the Chapter members.

j. **Internal Development (Chapter Retreat)**

1. Responsible for coordinating annual program planning and team building at the beginning of each sorority year.
2. Event is self-funded by member donations.

k. **Membership Services**

1. Communicate with new members to encourage attendance, participation and support of Chapter programs.
2. Introduce new Sorors to Chapter activities and present list to the President for recognition.

l. **Policies and Procedures**

1. Shall be appointed by the President.
2. Shall consist of seven members including the chairperson.
3. Can meet at the call of the Chapter President or Committee Chair.
4. Receive and evaluate recommendations for changes in the National Constitution and Bylaws.
5. Receive and evaluate recommendations for changes in the Chapter Policies and Procedures.
6. Prepare revisions and amendment changes to the National Constitution and Bylaws Committee to be submitted by the Chapter President.
7. Present revisions, recommendations and amendments for changes to the Chapter Policies and Procedures to the Local Chapter and Grand Chapter.
8. Shall identify and review past problems needing definitive solutions and develop policy to remedy the same when presented.

m. **Program Planning and Development (Five-Point**

**Programmatic Thrust)**: Chapter must have evidence of programming that supports the Five-Point Programmatic Thrust of the Sorority. Planning takes place during July and August of each year and a calendar of activities and events is prepared for the year to be approved by Chapter vote.

1. Economic Development
2. Educational Development:
  - i. Delta Academy
  - ii. Delta GEMS
  - iii. EMBODI
  - iv. Risk Management Plan
    1. Chapter President oversees the Chapter's risk management effort to ensure appropriateness as another component of Chapter compliance.
    2. Risk Management Coordinator is an appointed Sorority member by the chapter's

- President who manages screening and documentation of all volunteers according to procedures/guidelines mandated by Delta Sigma Theta Sorority, Inc.
3. Risk Management Team Members are (three to four) appointed Sorority members by the Chapter's President who screen, interview and document findings of all interested volunteer candidates.
  4. Volunteer is any adult who is working in one or all youth initiative programs (i.e. Delta Academy, Delta GEMS, EMBODI, and/or Jabberwock)
3. International Awareness and Involvement
  4. Physical and Mental Health
  5. Political Awareness and Involvement/Social Action
    - i. Increase our knowledge of current national and local issues.
    - ii. Join and volunteer leadership in civic and other social action organizations.
    - iii. Influence enactment of legislation significant in the interests of Blacks and women.
    - iv. Maintain awareness of the action or inaction by local judicial and administrative agencies and officials.
    - v. Present the Chapter's position on issues through public advocacy as needed.
- n. **Properties**
1. Consist of no more than three members (Custodian and no more than 2 members).
  2. The Custodian shall be the only person who has a key.
  3. The key may be provided to the members of the Properties Committee when needed but must be returned to the Custodian as soon as practicably possible.
  4. The Custodian will remain responsible for the properties at all times and must ensure that the members of the committee are complying with proper procedures for checking in/out properties.
- o. **Protocol and Traditions**
1. Shall be appointed by the President consisting of five members including the chairperson.
  2. Shall provide clear and authentic descriptions of the traditions and protocol of the Chapter.
  3. Shall implement the established code of protocol and behavior within the Chapter.
  4. Shall preserve the forms of ceremony and etiquette observed by the Sorority.

5. Shall provide a support system for the Chapter President, visiting National and/or Regional Officers, Honorary Members, and other guests.
6. Report and follow through on recommendations or mailings from Grand Chapter.

p. **Reclamation**

1. Develop and promote continuous programs for retention and reclamation of members.
2. Plan and implement an activity for reclaiming Sorors.
3. Report reclamation of Sorors to the President and recommend a way of recognizing their return.
4. Present a budget for the activity to the Treasurer.

q. **Risk Management**: Risk Management is a proactive measure which protects organizational assets and is a safety precaution to minimize negative outcomes. an educational framework for focus on the organization's mission and training for best program practices.

1. Chapter President oversees the Chapter's risk management effort to ensure appropriateness as another component of Chapter compliance.
2. Risk Management Team Members are (three to four) appointed Sorority members by the Chapter's President who screen, interview and document findings of all interested volunteer candidates.
3. Volunteer is any adult who is working in one or all youth initiative programs (i.e. Delta Academy, Delta GEMS, EMBODI, and/or Jabberwock).

r. **Scholarship**

1. Set criteria for the selection of high school and collegiate students eligible to receive scholarships and awards and conduct selection process.
2. Students will be selected by the standards set by the Scholarship & Awards committee with input from the respective committees.
3. Report criteria to Chapter for approval and vote prior to giving out any scholarships that are not Jabberwock related.
4. Report to the Chapter in April the recipients of the scholarships or awards.
5. Review criteria annually.
6. Submit an annual written report to the Chapter by April 30<sup>th</sup>.

s. **Technology**

1. Responsible for maintaining the Chapter's Social Media Accounts to include website, Facebook, Twitter, Instagram



and YouTube accounts as well as monitoring activities and promoting the Chapter's events, as mandated by Grand Chapter.

## Section 2. Special Committees

### a. **Adopt-a-Highway (AAH)**

1. The AAH Program is administered by the NCDOT Office of beautification and is a joint effort between community volunteers and the NCDOT, which there is no fee associated with adopting a highway.
2. AAH decreases the amount of litter on NC roadsides and improve the beauty and quality of the environment.
3. KWF Adopt-a-Highway is a 2 mile stretch along both sides of the northern half of Old Crews Road between Buffaloe and Old Milburnie Roads.
4. Two KWF Alumnae Chapter-Delta Sigma Theta AAH signs are designated one at each end of opposite sides of the stretch on Old Crews Road.
5. The cleanup agreement requires cleanup 4 times a year.
6. A cleanup report is to be submitted after each cleanup.

### b. **Elections**

1. The committee shall consist of five members and a chair as appointed by the Chapter President.
2. The Chapter President shall appoint the Elections Committee Chair and Members when electing Chapter officers and prior to the slate being presented.
3. When electing members of the Minerva Circle, Voting/Alternate delegates, or any other elections, the Chapter Elections Committee may be appointed on the same day nominations are held.
4. Candidates who are running for elected Chapter offices or positions may not serve on the Election Committee.

### c. **Jabberwock**

1. Shall be held biennially.
2. Set date and reservation for the presentation of Jabberwock in writing one year prior to the event.
3. Plan the Jabberwock Pageant and invite high school juniors and seniors and elementary school third through fifth graders to participate in accordance with Chapter guidelines.
4. Organize subcommittees as needed.
5. Shall present financial issues to the Executive Board.
6. Submit information about the Pageant to the External Information and Communication Committee.
7. Provide awards for each Jabberwock Contestant, Miss Congeniality (voted on by participants), Jabberwock activities, Highest GPA for the 11<sup>th</sup> grade and 12<sup>th</sup> grades.

8. Miss Jabberwock and Little Miss Jabberwock will be given a queen's crown, and trophy (not to exceed 36"), red robe (which remains Chapter property), one dozen roses, and a Miss Jabberwock and Little Miss Jabberwock banner.
9. Miss Jabberwock will receive 80% of funds raised, 1<sup>st</sup> Runner Up will receive 70%, and 2<sup>nd</sup> Runner up will receive 60%, each remaining contestant will receive 50% of funds raised minus their participation fee.
10. Jabberwock contestants will participate in an array of self-esteem building, social, cultural and educational "Jabberwock Activities" throughout the months preceding the Jabberwock Pageant.
11. Submit financial and total report to the Chapter.
12. Conduct evaluation of participants and the Committee.
13. Operating guidelines for participants are covered under the Jabberwock handbook
14. Jabberwock shall conduct fundraisers to offset the operational cost associated with the event.
15. Registration/application fee is non-refundable and will only be used toward administrative expenses.

### d. **Founders Day**

1. Plan a program or activity to commemorate the founding of the Sorority and/or local Chapter, recognizing the Founders and charter members and the Rededication Ceremony.
2. Make a report and submit information of activity to Information and Communication Committee.

### e. **May Week**

1. Plan a social or educational function or a week of activities which may be public or closed.
2. Recognize Chapter members and committees for accomplishments.

### f. **Minerva Circle**

1. Leader of the Minerva Circle shall be the elected Vice President.
2. Members of the Minerva Circle shall not score the Membership Intake packet of a relative that is applying for membership. The Leader of the Minerva Circle shall assign this packet to another Minerva Circle Member for scoring.

### g. **Music**

1. Design and finalize presentation for meetings or special occasions.

2. Provide training sessions for singing sorority music or special renditions.
  3. Chaired by the Director of Music
- h. **National President's Initiatives (Project 13)**
1. Implement, plan and coordinate Project 13 programs, activities and initiatives.
- i. **Solicitation**
1. Review charitable contributions from request based on materials provided from 501(c) (3) designated organizations.
  2. Shall consist of at least 3 members including the chairperson.
  3. Can meet at the call of the Chapter President or Chair.
  4. Determine allocation and disperse funds up to the budgeted amount funded per sorority year.
  5. Make recommendations of prospective donations to membership for final approval via a quorum.
  6. Report the budgeted and donated amount to members throughout the sorority year.
  7. Present a budget of activity to the Treasurer and Finance Committee at the open and close of the fiscal year.
  8. Review any and all requests made to the Chapter-at-large for a charitable contribution.
  9. Notify requestors of the status of the request.
- j. **Step Team**
1. Shall represent the Chapter in stepping competitions by performing innovative, yet tasteful and positive step routines.
  2. The step team shall represent the Chapter in events (i.e. step shows, strolls, specially requested events) that are first approved by the executive board. Once approved by the board the event will then be presented for the Chapter to vote on at the Chapter meeting.
  3. The Chapter shall cover registration fees for the team once approval is granted by the Chapter.
  4. Any prize money that is awarded to the step team shall be given to the Chapter to use as approved by the executive board and the Chapter.
  5. If there are other expenses that the step team needs (i.e. outfits needed for a show, backdrops for a theme in a show, etc.) approval must be granted by the executive board and then presented to the Chapter to be voted on.
  6. Step team participants must sign a waiver which indicates that they are participating at their own risk and that the Chapter would not be responsible for injuries or medical expenses which may result from injury.
  7. The performance must be approved by the executive committee prior to the event.

## **Article V: MEETINGS**

### **Section 1. Executive Board Meetings**

- a. Shall be held on the fourth Tuesday of every month unless otherwise scheduled by the Chapter President.

### **Section 2. Chapter Meetings**

- a. Shall be held the second Sunday of each month, September through May.
- b. Shall last for no longer than two (2) hours but may be extended by a majority vote of financial members present.

### **Section 3. Committee Meetings**

- a. Shall take place at the request of the chair, or at the discretion of the Chapter President, shall set time, date, and place for meetings.
- b. Shall meet monthly or when necessary to conduct committee business or activities.

### **Section 4. Call Meetings**

- a. Shall always be called at the discretion of the Chapter President to handle an emergency situation or urgent business.
- b. Call meeting of the Executive Committee or Executive Board must be called only by the President.

### **Section 5. Chapter Meeting Business Attire**

- a. Business attire is traditionally a business suit or other clothing that reflects a professional style.
- b. A Delta's business attire must satisfy the Sorority's accepted business, social and aesthetic standards.
- c. Rubber soled shoes commonly referred to as flip flops (foam bottomed shoes), shower shoes, and beach shoes are not appropriate business attire. This does not apply or refer to sandals or open toed shoes.
- d. Denim shall not be worn.
- e. Paraphernalia jackets are not appropriate and cannot be worn as a covering.
- f. Children must not be present in chapter meetings or business functions.

## **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. This refers to the number of members present, not the number of members actually voting on a particular question.

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

- a. A quorum shall consist of 30% of the members of the Executive Board.

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

- a. A quorum shall consist of 30% of the financial members of the Chapter.

## **Article VII: DOCUMENTATION RETENTION (See Chapter Management Handbook, Section II-Chapter Management, Chapter Operations, Record Retention and Destruction Policy)**

This policy is intended to provide guidance regarding the retention and destruction of records. This policy covers records incurred in the daily transaction of business, the documenting of events and history and all other records not governed by other Delta doctrine, such as membership intake related documents.

## **Article VIII: FISCAL POLICIES AND PROCEDURES**

### Section 1. Fiscal Roles and Responsibilities

#### a. **President**

1. Shall be accountable to the Chapter for the expenditure of funds and shall approve all expenditure of funds.
2. Shall always review the bank statements.
3. Shall sign all deposits containing cash.
4. Shall never sign a check to herself.
5. Shall never sign a blank check.
6. Shall ensure that all fiscal officers are bonded.
7. Shall ensure the Chapter operates under an approved budget.
8. Shall ensure that a monthly report of the Chapter's finances is presented to the Chapter.
9. Shall ensure that the proper segregation of the financial roles is maintained.
10. Shall ensure that the Chapter meets all financial reporting deadlines. and
11. Shall attend finance training or identify a representative to bring back information to the Chapter from National Convention and Regional Conferences.

#### b. **Treasurer**

1. Shall require a voucher and receipt for all disbursements.
2. Shall ensure the Chapters financial records are reviewed quarterly.
3. Shall attend finance training at National Conventions and Regional Conferences or send a representative who will bring back the information. and
4. Shall reconcile balances monthly to bank statements
5. Shall complete all financial reports as dictated by Grand Chapter for Chapter compliance.
6. Shall make only authorized disbursements after reconciliation of voucher and budget spreadsheet.
7. Shall ensure the accuracy of all committee budget spreadsheets.
8. Shall ensure all vouchers reconcile back to the budget and are completed properly after the Voucher is presented to the Chapter President for approval.

#### c. **Financial Secretary**

1. Shall record all income.
2. Shall issue receipts.

3. Shall turn collected funds over to the Treasurer with a detail of what was collected to ensure that the two (2) business day requirement is met.
4. Shall publish a record of all transactions and the financial roster monthly.
5. Shall sign checks made payable to the President or the Treasurer.
6. Shall attend finance training at National Convention and Regional Conferences or identify a representative who will bring back the information to the Chapter.
7. Shall serve as a member of the Minerva Circle.

#### d. **Assistant Financial Secretary:**

1. Shall remit funds collected to the Financial Secretary to ensure that the two (2) business day deposit requirement is met.
2. Shall serve as a member of the Finance Committee.
3. Shall attend finance training at the National Convention and Regional Conferences or send a representative in her place.
4. Shall assist the Financial Secretary upon request.

#### e. **Committee Chairpersons:**

1. Shall approve all committee expenditures but shall not approve or request reimbursement for expenditures that are not budgeted.
2. Shall submit any committee budget amendments to the Finance Committee.
3. Shall ensure that the Chapter President signs all contracts and letters to external parties.
4. Shall advise the Treasurer of all vendor's payment requirements.
5. Shall secure general liability insurance for all programs or events that are attended by individuals that are not members of the Chapter. and
6. Shall submit an annual committee budget to the Budget/Finance Committee by March of the previous fiscal year.

### Section 2. National and Local Dues

#### a. **National Dues**

1. National dues shall be paid in accordance with the sorority's Constitution and Bylaws.

#### b. **Local Dues**

1. The amount of local dues shall be contingent upon recommendation of the budget committee and as adopted by a majority of members voting.

### Section 3. Collegiate Sorors

#### a. **Dues Waiver**

1. Local Dues shall be waived for newly graduated collegiate sorors who have been out of college for one year or less.

### Section 4. Unconsumed Dues

- a. Unconsumed dues may only be transferred for the first 9 months of the sorority year.
- b. Any unconsumed dues not requested within the required time frame shall become a part of the Chapter's general funds.

Section 5. Transfer of Dues

- a. Defined: New initiates or other Chapter members who transfer after paying dues can have the unconsumed portion of their dues transferred to their new Chapter.
- b. Upon request by the soror, unconsumed dues shall be transferred to the soror's new Chapter.
- c. Once the form is received, the Treasurer shall submit the unconsumed dues to the P.O. Box of the new Chapter.
- d. Unconsumed dues will be transferred at a pro-rated amount determined at the time the transfer form is received.

Section 6. Travel Policy

- a. Travel Policy for National Convention, Regional Conference Delegates, State Meeting and Presidential Council Meetings
  1. The Chapter will incur the expenses of
    - i. Registration fees not to include any subscription events.
    - ii. Transportation (*See Travel Expense Form – Appendix A for rates*).
    - iii. Per diem (*See Travel Expense Form – Appendix A for rates*), and
    - iv. Full room rate for the delegate and full room rate for the alternate. (*See Travel Expense Form-Appendix-A*)
  2. Advances shall be allowed for both Delegate & Alternate Delegate registration fee, travel (airline flights, bus or train) and Per Diem (meals). All mileage (Personal Owned Vehicle only) or actual expenses incurred shall be reimbursed after substantiation has been provided i.e. Map Quest, Google maps etc. or receipts.

Section 7. Purchase Order/Reimbursement Expense Voucher

- a. Voucher/Expense Reimbursement Policy
  1. All disbursements should be supported by a voucher with original receipts. If the receipt is a thermal receipt, provide a copy along with the original receipt.
  2. Vouchers should be approved by a committee chair and the President.
  3. Any advance payments for expenses must be receipted by the Financial Secretary and reconciled with the Treasurer within 30 days of the advancement.

4. All funds submitted back to the Chapter must be in the form of cash or certified funds.

b. Expense Reimbursement Process

1. Step 1: Committee Member: Makes purchases under the direction of committee chair
2. Step 2: Committee Member submits completed Voucher and an original receipt to Committee Chair for approval
3. Step 3: Committee Chair: Approves expense after checking committee budget and forwards signed voucher to President
4. Step 4: President approves and signs Voucher
5. Step 5: Treasurer confirms that the expense is budgeted and adds payment type and disbursement date to the Voucher. She signs Voucher and prepares the check.
6. Step 6: President signs check.

Section 8. Method of payment

a. PayPal or another Merchant Account

1. Chapter will maintain a PayPal or another merchant account, where administrative fees will be the responsibility of the Chapter at amounts to be governed by PayPal service fees (terms of service). PayPal is set up in the name of the Chapter with president being the owner. Upon the transition of officers all business accounts shall be transferred to incoming officer, to include but not be limited to checking account, PayPal, bonding insurance.
2. PayPal or another merchant account's fees can be passed on to individuals who use PayPal or another merchant account. If PayPal or another merchant account is used for the collection of dues, the fee cannot be passed on to the Soror.
3. Chapter shall follow guidelines as outlined in the Fiscal Officers Manual.

Section 9. Insufficient Funds or Returned Check Policy

a. NSF Check Policy

1. Each member will be allowed to have only one (1) non-sufficient funds (NSF) check per fiscal year.
  - i. She will pay a Chapter NSF fee as determined by the Financial Institution currently in use by Knightdale-Wake Forest Chapter.
  - ii. She will pay any other charges that were assessed to the Chapter as a result of the returned check.
2. She must report and pay all charges, dues, etc. with money order or cashier's check for the remainder of that that fiscal year.
3. Any person whose funds are returned as non-sufficient will pay the cost of the check plus any NSF fee or other charges assessed to the Chapter as a result of the returned check.
  - i. Payment must be received by certified funds or cash.

- ii. Payment must be received to the Chapter within ten (10) business days of notification.

Section 10. Fundraising

- a. Fundraising shall raise funds only in the fulfillment of the Chapter's mission and programs.

Section 11. **Budgeting**

a. **Committee Responsibility**

- 1. All committees shall submit budget requests to the Finance Committee for funds to defray costs of committee work/services on a budget form from the Finance committee by March of each year.

b. **Timing and Process**

- 1. Budget requests shall be reviewed and finalized by the Finance Committee.
- 2. Approval must be given by the Executive Board on all budget requests.
- 3. Exhausted budgets shall not be replenished without the Finance Committee's recommendation and the approval of the Executive Board and members of the Chapter.
- 4. The annual budget prepared by the Finance committee shall be presented to the membership no later than April annually to be voted on for approval by May.
- 5. Disbursement of payments of bills and other monies shall bear the signature of the Treasurer and President or Financial Secretary on the checks.

- i. Requests for payments paid by a Committee for a bill shall be reimbursed and must contain the original receipt and the voucher for payment. All vouchers must be turned in no later than 30 days after the bill issuing date. The vouchers must be signed and approved by the President before payment is issued. The President shall sign all vouchers. *(See Voucher Form – Appendix-C)*
- ii. Contractual financial agreements obligating Chapter funds for payment for services/items shall first be approved by the Executive Board before completing the contract for its payment.
- iii. Chapter contributions shall be made only for purposes relating directly to the Chapter's mission and programs.
- iv. Committee contributions, awards and scholarships shall be approved by the Executive Board prior to their announcement, except for finalists being presented in the Jabberwock or winners of other money raising activities.

- v. Requests for contributions that are received between the Executive Board meeting and the Chapter meeting must be reviewed and presented at the following Board meeting for clearance and approval.
- vi. Members shall abide by the Fiscal Guidelines and Procedures adopted by the Chapter.

c. **Chapter Approval**

- 1. Committee Chairs and Fundraising Committee shall submit budget requests by March of each fiscal year.
- 2. The Finance Committee shall consider budget requests, current year actual revenues and expenditures and the number of financial members.
- 3. Finance Committee shall create the budget.
- 4. Finance Committee Chair shall present the budget to the Executive Board and then to the Chapter by the May Chapter meeting.
- 5. The Chapter shall vote on the budget at the May Chapter meeting.
- 6. Budgets should be monitored regularly and adjusted as necessary.
- 7. Budget updates should be reported to the Chapter at least quarterly.
- 8. The Treasurer should check the budget prior to disbursing funds.

Section 13. Additional Fiscal Policies and Procedures

a. **Step Team**

- 1. Shall represent the Chapter in stepping competitions by performing innovative, yet tasteful and positive step routines.
- 2. The step team shall represent the Chapter in events (i.e. step shows, strolls, specially requested events) that are first approved by the executive board. Once approved by the board the event will then be presented for the Chapter to vote on at the Chapter meeting.
- 3. The Chapter shall cover registration fees for the team once approval is granted by the Chapter.
- 4. Any prize money that is awarded to the step team shall be given to the Chapter to use as approved by the executive board and the Chapter.
- 5. If there are other expenses that the step team needs (i.e. outfits needed for a show, backdrops for a theme in a show, etc.) approval must be granted by the executive board and then presented to the Chapter to be voted on.
- 6. Step team participants must sign a waiver which indicates that they are participating at their own risk and that the

Chapter would not be responsible for injuries or medical expenses which may result from injury.

7. The performance must be approved by the executive committee prior to the event.

b. **Scholarship Policies, Requirements and selection procedure**

1. Set criteria for the selection of high school and collegiate students eligible to receive scholarships and awards and conduct selection process.
2. Students will be selected by the standards set by the Scholarship & Awards committee with input from the respective committees.
3. Report criteria to Chapter for approval and vote prior to giving out any scholarships that are not Jabberwock related.
4. Report to the Chapter in April the recipients of the scholarships or awards.
5. Review criteria annually.
6. Submit an annual written report to the Chapter by April 30<sup>th</sup>.
7. **Karla Solomon-Jones Award and Fortitude Award**
  - i. President will spend no more than \$100 dollars per award on the presentation to the chosen Member.
  - ii. She must present a written criterion on the member she selected to the Executive Board. The presentations will be presented at the last meeting of the fiscal year.
  - iii. Present recognition awards to all other members who have also been very active in their respective committee areas at the last meeting of the fiscal year.

c. **Bonding**

1. Which Positions are Bonded
  - i. Bonding insurance shall be provided on a yearly basis for the Chapter President, Chapter Treasurer, and Chapter Financial Secretary and Chapter Assistant Financial Secretary
2. Amount
  - i. At a cost of \$20, the insurance covers up to \$5,000 in losses.

**Article IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES**

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

a. **General Eligibility**

1. A candidate for Chapter office shall be financial with the Chapter 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.

2. A soror shall hold no more than one elected position during a term. All candidates must be present at the meeting in which the election is held.

b. **President**

1. Must have attended two of the last three National Conventions or Regional Conferences.

c. **Vice President**

1. Must have attended two of the last three National Conventions or Regional Conferences.

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

Timing of the process

1. After the Nominating Committee has presented its report and before voting, the presiding officer must call for nominations from the floor.
2. Nominations from the floor will close at the March meeting prior to voting in April.
3. After nominations from the floor have been closed, the Nominating Committee shall present a slate of nominees for the offices to be voted on at the April meeting.
4. After nominations from the floor have been closed, the Nominating Committee shall immediately verify the eligibility of those candidates nominated from the floor.
5. No candidate shall be granted permission to campaign until the Nominating Committee has declared the candidate's eligibility.
6. Per Chapter vote, the committee will coordinate an informal "meet the candidate" forum to be held prior to the April Chapter meeting.
7. The Nominating Committee shall prepare and publish the slate of candidates.
8. A motion to close nominations requires a two-thirds vote.
9. If after nominations have been closed, there is a desire by the body to reopen nominations, a majority vote is required to reopen the nominations.

Section 3. Elections

a. Election day procedures and timeline

1. Elections of officers shall be held biennially in April.
2. The Committee shall develop a sample ballot to be provided to Chapter members prior to the elections listing the names of candidates. The Sample ballot may be submitted in the Delta Docket.
3. The committee shall prepare the ballot and have it available at the designated Chapter meeting.

4. The committee shall implement the process for distribution and collection of all ballots.
  5. Ensure the election for individual officers shall be voted on separately.
  6. Prepare, control, distribute, collect and count election votes.
  7. The committee shall retire to another room to tally the votes during the meeting at which the election takes place.
  8. The committee must regard the election results as confidential until the Election Committee Chairperson duly presents the report before the Chapter.
- b. Voting guidelines
1. Voting will take place as scheduled on the agenda.
  2. The Elections Committee shall determine the method of voting (ballot, machine, or electronic voting devices, etc.)
  3. If any questions arise immediately prior to or during the voting, the Member should call on a Member of the Chapter Elections Committee for clarification on the voting procedures. However, questions regarding candidates should not be answered.
  4. Any violations of the stated/written elections rules as set forth by the Elections Committee may result in the elections process being stopped. and, either the Member(s) and/or the candidate(s) or whomever violated the process being reported to the Regional Director.
- c. Re-balloting
1. In the event of a tie, the vote will be immediately recast. The voting will continue until a winner has been declared.

#### Section 4. General Voting Process

- a. Only financial members will be eligible to vote. Each member shall receive a voting card.
- b. Voting shall be by secret ballot, machine, or electronic voting devices for election of Chapter officers, elected committee chairs, committee members, acceptance to membership and election of Minerva Circle.
- c. Prior written notice shall be given at least ten (10) days for election of officers, voting on whether to proceed or not to proceed with the membership intake process, Minerva Circle, and voting on the acceptance of new members into Delta.
- d. Any positions taken by the Chapter must be voted on by the members or by vote of the Executive Board/Committee if time is of the essence.
- e. There will be no absentee voting.
- f. It is the responsibility of each member seeking office to provide a statement of her qualifications for the position to the chair of the Nominating Committee no later than 30 days prior to the presentation of the slate of officers.
- g. In the event of a tie, the vote will be immediately recast. Voting will continue until a winner has been declared.

- h. 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.
- i. The acceptance to membership and the election of Chapter officers, elected committee chairs and members, shall be by a majority vote of the Chapter members present and voting.

#### Section 5. Election Reporting

- a. The Election Committee Chairperson shall receive from the Nominating Committee Chair, the slate of candidates to be placed on the ballot.
- b. Voting will take place as scheduled on the agenda and will require financial members to vote simultaneously after all ballots have been issued.
- c. The committee shall prepare the ballot and have it available at the designated Chapter meeting.
- d. The committee will distribute numbered ballots to all financial members as they enter the meeting and will require each member to acknowledge receipt by signing a "ballot receipt confirmation form."
- e. The committee shall retire to another room to tally the votes during the meeting at which the election takes place.
- f. The committee must regard the election results as confidential until the Election Committee Chairperson duly presents the report before the Chapter.
- g. The Chair of the Elections Committee reads the report and hands it to the Presiding Officer.
- h. The Presiding Officer reads the report and declares the results of the vote. In each case, where the candidate has the majority, the Presiding Officer declares that candidate elected. It is not necessary for the Presiding Officer to Call for a Motion to adopt the report of the Elections Committee.
- i. The Elections Report shall be entered into the minutes becoming a part of the official records of the Chapter.

### Article X. SPECIAL ELECTIONS

#### Section 1. Minerva Circle

- a. Consist of the President, the Leader of the Minerva Circle, Keeper of the Muses and Graces, Convener of the Odyssey, Nine Jewels, and the Financial Secretary, who shall meet eligibility requirements listed in the current Membership Intake Program.
- b. The Vice President will serve as Leader of the Minerva Circle.
- c. Will be elected by members at the beginning of intake process.
  - i. The Nine Jewels shall be elected as a group.
  - ii. Keeper of Muses and Graces, and the Convener of the Odyssey shall be elected by their positions.
- d. Leader of the Minerva Circle shall coordinate all Intake Activities of new members in the sorority as specified in the Membership Intake Program schedule of activities including time, location, etc.

**Article XI: INSTALLATION OF OFFICERS**

Section 1. Guidelines for selecting installing officer

- a. The officers-elect shall be installed at the last Chapter meeting of the year.
- b. Installations shall be made in a form prescribed by the sorority’s Ritual.

**Article XII: TRANSITION OF OFFICERS**

Section 1. Procedures for conducting the transition process

- a. Timing
  - i. Shall take place after the installation of officers at a transition meeting
- b. Coordination
  - i. All properties shall be transferred from the outgoing officers to the incoming officers at the time of the transaction meeting.

**Article XIII: MEMBERSHIP INTAKE**

Section 1: Membership Intake Process

- a. Administrative Procedures for Membership Intake Manual is the official procedural guide for administration of the Membership Intake Program from the initial to the ending stages.
- b. The Membership Intake Program contains all of the programmatic elements for Membership Intake.

Section 2: Minerva Circle

- a. **Handling Minerva Circle Members with relatives as Applicant**
  - i. Members of the Minerva Circle shall not score the Membership Intake packet of a relative that is applying for membership. The Leader of the Minerva Circle shall assign this packet to another Minerva Circle Member for scoring.
- b. **Filling Vacancies**
  - i. Minerva Circle vacancies will be filled by appointment by the Chapter President.
  - ii. Appointed members will have completed all necessary membership intake training.
- c. **Frequency**
  - i. **Voting**
    1. The Members shall vote every other year in September for Membership Intake to be held that fiscal year. The vote will take place every even numbered year in September following Jabberwock.
    2. The motion to proceed or not to proceed with the membership intake process shall pass by two-thirds (2/3) vote of the members present and voting.
  - ii. **Notice**
    1. Prior written notice (via the United States Postal Service or other acceptable means of communication as authorized by the respective regional director) shall be given at least ten (10) days for election of officers,

Minerva Circle, and voting on the acceptance of new members into Delta.

**Article XIV: CHAPTER REPRESENTATION**

Section 1. Voting and Alternate Delegate

- a. **Regional Conference and National Convention**
  - i. Delegates to the National Convention, Regional Conference shall be the incoming President and Vice-President, with the former being the delegate and the latter the alternate
- b. **State and Local Chapter Representation**
  - i. Delegates to the State Meeting, and Presidential Council Meeting shall be the incoming President and Vice-President, with the former being the delegate and the latter the alternate
- c. **Order of Succession**
  - i. **Vice President:** In the absence of the president, the vice president shall perform all the duties of the office of the Chapter President. The Vice President **cannot** perform the fiduciary duties of the President.
  - ii. **Recording Secretary:** In the absence of the President and Vice President, the Recording Secretary shall call the meeting to order and preside until the immediate election of a chairperson pro tem.
  - iii. **Budget and Finance Committee:** The budget and finance committee report to the treasurer.
  - iv. **Internal Audit and Nominating committees:** The internal audit and the nominating committees report to the chapter president and the executive board.
  - v. **Elections Committee:** The elections committee reports to the chapter president and the chapter.
  - vi. **Minerva Circle:** The Minerva Circle reports to the chapter.
- d. **Incoming Chapter Officers**
  - i. The incoming officer is a participant in all chapter related administrative activities. She shall be attentive and open to actively observing administrative activities during this transition period.
  - ii. The incoming officers shall participate in the installation of officer’s ceremony and the transition meeting as well as observe the end of year financial transactions and completion of compliance reports.
  - iii. See Chapter Management Handbook for chart p. 17.

Section 2. **Reimbursement**

- a. Advances shall be allowed for both Delegate & Alternate Delegate registration fee, travel (airline flights, bus or train) and Per Diem (meals). All mileage (Personal Owned Vehicle only) or actual expenses incurred shall be reimbursed after substantiation has been provided i.e. Map Quest, Google maps etc. or receipts.



## Article XV: MEMBERSHIP VERIFICATION PROCEDURES

### Section 1. Immediate Verification

- a. The Sergeant-At-Arms shall verify visiting Soror(s) credentials at chapter meetings.
- b. Without proper verification of membership (membership card, membership certificate, letter of verification), a visitor should **not** be admitted.
- c. The following must be completed when conducting on-site verifications of membership:
  - i. **Proof of Membership**
    1. Membership card, membership certificate, verification via Red Zone, or Verification of Membership Letter completed by National Headquarters (allow at least three business days of receipt) **OR**
  - ii. **Vouching for Sorors/Members**
    1. 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**
  - iii. **Verification of Good Standing**
    1. Access the list of all sorors/members who have been placed on suspension, probation or have been expelled from the organization. Note: Sorors on probation may be granted admittance only if part of a Rehabilitation Plan prescribed by the Regional Director. The soror is required to have a copy in hand for presentation at the door.

### Section 2. Advance Verification

- a. To alleviate disruption at the entrance, the Chapter President should be notified in advance and proof of membership should be provided **at least five to seven business days** prior to the meeting, ceremony, etc.

## Article XVI: INTERNET AND EMAIL POLICIES

Section 1. Internet Policies and Procedures: See Delta Internet Guidelines.

Section 2. Chapter Email Accounts: See Delta Internet Guidelines for complete information.

- a. All chapters must have a chapter email account for official communication with National Headquarters, chapter members and the public.
- b. The following officers must have access to the chapter email account:
  1. Chapter President
  2. Corresponding Secretary
- c. Chapters must provide chapter officers and chapter committees with email accounts.
- d. To aid in transition and record keeping, chapter officers and committee chairs must use their chapter email to conduct business related to their office or committee.
- e. Access to these email accounts must be passed on to the new chapter officer/committee chair when a new officer /committee chair is elected or appointed.

- f. The passwords to chapter email accounts should be changed whenever officers change.

## Article XVII: AMENDMENTS FOR RULES OF ORDER AND POLICIES & PROCEDURES

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

- a. These Policies and Procedures may be amended by a 2/3 vote of members present and voting.
- b. Proposed amendments shall be presented in writing to the policies and Procedures Committee no later than three months prior to ending the Sorority year in May.

Section 2. Chapter Approval Date

- a. Chapter Policy and Procedures may be amended after members have received the proposed changes 30 days prior to the vote.

Section 3. Effective Date:

- a. Proposed changes to Policies and Procedures do not become effective until approved by Scholarship and Standards Committee.

## Article XVIII: PARLIAMENTARY AUTHORITY

Section 1. Governing Documents:

- a. Constitution and Bylaws
- b. Robert's Rules of Order, Newly Revised
- c. Chapter Rules of Order
- d. Chapter Policies and Procedures

Section 2. Administrative Resources and Tools

- a. *Ritual*
- b. Protocol and Traditions Manual
- c. Chapter Management Handbook
- d. Code of Conduct (Code of Ethics and Disciplinary Action Code)
- e. Administrative Procedures for Membership Intake Manual
- f. The Membership Intake Program
- g. The Pyramid Study Guide
- h. Fiscal Officers Manual
- i. Internal Audit Manual
- j. Delta Internet Guidelines (DIG)
- k. Delta Style Guide
- l. The a-b-c's of Parliamentary Procedure

### ATTACHMENTS: Chapter Members must be given all forms used by the chapter.

1. Chapter Rules of Order Form
2. Payment Voucher
3. Travel Expense Form
4. Chapter Policies and Procedures Recommendation Form
5. Chapter Meeting Minutes noting amendments/approval/voting on Policies and Procedures

**APPENDIX A**

**Knightdale-Wake Forest Alumnae Chapter  
Delta Sigma Theta Sorority, Inc.**

**TRAVEL EXPENSE FORM**  
Revised May 20, 2012

1. Meeting: \_\_\_\_\_
2. Registration Fee (\$) \_\_\_\_\_
3. Accommodations (\$) \_\_\_\_\_  
*(Based on full confirmed room rate at anyone of the meeting hotels)*
4. Travel (\$) \_\_\_\_\_  
*(Airline, Train or Bus Fare Rates based on confirmed coach fare ticket)*  
  
Mileage \_\_\_\_\_ State Rate (¢) \_\_\_\_\_  
*(PDV (Personally Driven Vehicle) Gas Mileage rates based on the NC State Government In/Out of State rates.)*
5. PER DIEM (\$) \_\_\_\_\_  
*(Per Diem Rates (Meals) will be based on GSA guidelines and the rate of the state in which the event is held (website is: <http://www.gsa.gov/portal/category/21287>) Per Diem should not include meals for events that are included in the registration (i.e., Sisterhood luncheon, closing banquet)*

\$ \_\_\_\_\_  
**TOTAL**

\_\_\_\_\_  
**Delegate/Alternate Signature**

\_\_\_\_\_  
**Treasurer Signature**

**APPENDIX B**

**Knightdale-Wake Forest Alumnae Chapter  
Delta Sigma Theta Sorority, Inc.**

**Courtesy & Hospitality Committee  
Established Guidelines for Extending Courtesies**  
Revised May 20, 2012

- Goal:** To extend courtesies on behalf of the Knightdale-Wake Forest Alumnae Chapter to new members joining the Chapter, current members, visiting sorors, and guest.
- Activities:** Acknowledgement of adoptions & births, Delta anniversaries, deaths, home purchases, hospitalization, new Chapters chartered weddings, birthdays, and other occasions and events.
1. **Adoptions and Births:**  
In the event that a member adopts a child or has a child, the Chapter will present the member with a gift card and a card not to exceed \$25.00.
  2. **Delta Anniversaries:**  
A member will be recognized at the monthly Chapter meeting during the month when she celebrates her Delta anniversary.
  3. **Death:**  
In the event of the death of a Chapter member, her spouse, child, parent/grandparent, or sibling, the Chapter will send a card and a check for \$50.00 to the member's home.
  4. **Home Purchase:**  
In the event that a member purchases a new home (house or condo), the Chapter will present the member with a gift not to exceed \$25.00.
  5. **Hospitalization:**  
In the event that a member is hospitalized, the Chapter will send a card and check for \$25.00 to the hospital or the member's home (once per fiscal year). Hospitalizations occurring in the same sorority year: a "get well/thinking of you" card will be sent to the member's home. In the event that a member's spouse, parent, or child is hospitalized the Chapter will send a "get well/thinking of you" card.
  6. **New Chapters Chartered in the South Atlantic Region:**  
In the event of the chartering of a new Chapter in the South Atlantic Region, this Chapter will forward a congratulatory gift and a card not to exceed \$25.00.
  7. **Weddings:**  
In the event that a member marries, the Chapter will present the member with a check in the amount of \$25.00.

8. **Birthdays:**  
 In the event of a member celebrating a birthday she will be recognized at the monthly Chapter meeting during the month of her birthday and a card will be mailed to her home.
9. **Other Occasions & Events:**  
 In the occurrence of an occasion or event, not covered by these guidelines the committee will recommend what is necessary and adequate to the President. The President will present the recommendation to the Executive Board for approval.

APPENDIX C  
 KNIGHTDALE-WAKE FOREST ALUMNAE CHAPTER (903)  
 DELTA SIGMA THETA SORORITY, INC  
 PAYMENT VOUCHER

DATE SUBMITTED: \_\_\_\_\_ COMMITTEE: \_\_\_\_\_

INSTRUCTIONS: PLEASE COMPLETE FORM AND SUBMIT TO TREASURER FOR PAYMENT. RECEIPTS SHOULD BE ATTACHED TO AN 8.5" x 11" SHEET OF PAPER AND ATTACHED TO THE PAYMENT VOUCHER FORM.

NAME TO APPEAR ON CHECK \_\_\_\_\_

ADDRESS \_\_\_\_\_

COMMITTEE CHAIR SIGNATURE \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

PURPOSE: \_\_\_\_\_

TOTAL BUDGET AMOUNT	\$ _____
LESS (SUBTRACT): CHECK AMOUNT	\$ _____
LESS (SUBTRACT): TOTAL PRIOR EXPENSES (not including current check amount)	\$ _____
PLUS (ADDITION): FUNDS RECEIVED / RETURNED	\$ _____
NEW ENDING BUDGET BALANCE (this should be the budget balance after all increases/decreases)	\$ _____

**ALL ADVANCES MUST BE FINALIZED WITHIN THIRTY DAYS**

TO BE COMPLETED BY CHAPTER PRESIDENT  
 ADVANCES TO BUDGET

DATE ADVANCE WAS APPROVED BY EXECUTIVE BOARD \_\_\_\_\_  
 (Minutes need to be attached to form)

DATE ADVANCE OCCURRED OUTSIDE OF EB \_\_\_\_\_ APPROVED AMOUNT \$ \_\_\_\_\_

SIGNATURE OF PRESIDENT \_\_\_\_\_

DATE ADVANCE WAS SETTLED \_\_\_\_\_ RECONCILED AMOUNT \$ \_\_\_\_\_

PRESIDENT \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK NUMBER	_____
DATE ISSUED	_____
BUDGET SPREADSHEET ATTACHED (YES OR NO)	_____
NUMBER OF RECEIPTS SUBMITTED	_____
TOTAL DOLLAR AMOUNT OF RECEIPTS SUBMITTED	_____

**RUNNING SPREADSHEET TOTAL EXAMPLE:**

BEGINNING BUDGET BALANCE  
LESS: EXPENSE  
LESS: EXPENSE  
PLUS: FUNDS RETURNED  
PLUS: FUNDS RECEIVED (EXAMPLE, BELK CHARITY DAY)  
ENDING BUDGET BALANCE

\*All advances should be included in the running total as an expense and if all funds are not used, the unused amount should be added back to the budget balance ONCE returned to the Financial Secretary.

\*\* The check/current expense amount for your current vouchers will be added to the running spreadsheet total to show that your new ending budget balance on the voucher matches the total on the spreadsheet. However, the check/current expense amount should not be included in the total expense amount on your current voucher. because, there is already a line provided for you to subtract this amount.

IF YOU HAVE ANY CONCERNS, PLEASE CONTACT THE CHAPTER  
TREASURER.