

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Southwest Region



TO: Joni Y. Hall, President

CHAPTER: North Harris County Alumnae

FROM: Margaret Turner Carrigan, Southwest Member *MTC*
National Scholarship and Standards Committee
southwestsns@gmail.com
(972) 978-9062

RE: Chapter Rules of Order Form and Policies and Procedures Approval

DATE: October 31, 2018

Thank you for submitting your Chapter Rules of Order Form and Policies and Procedures. Congratulations your documents are hereby approved and will be forwarded to the following:

- ✓ National Headquarters
- ✓ Michelle Brown—Southwest Regional Director
- ✓ Tierra Shepherd—Southwest Regional Representative

Please sign the Rules of Order Form and provide a copy of the approved documents to your chapter members not later than (60) days from receipt of this approval. Amendments made after approval has been granted must be submitted to me for approval.

If you have any additional questions, please do not hesitate to contact me.

CC: National Headquarters
Southwest Regional Director
Southwest Regional Representative

There are NO restrictions on new initiates, such as requiring them to be members for a certain period of time before they can vote. Once initiated, a member has full rights and privileges of the chapter and cannot be denied the right to vote.

Process for selection of voting/alternate delegates and other chapter representatives:

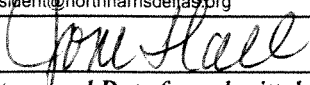
If not already designated per the chapter Policies and Procedures, it is highly recommended that the chapter decide on the Regional Conference and National Convention voting and alternate delegate by chapter vote. In addition, include the method for how members are selected to serve as the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital and State Delta Days.

Voting Delegate	Chapter President
Alternate Delegate	First Vice President
Delta Days in the Nation's Capital Representative	Chapter President or her designee
State Delta Days Representative	Chapter President or her designee
Cluster Meeting Representative	Chapter President or her designee
State Meeting Representative	Chapter President or her designee

Advisors Section: For Collegiate Chapters Only. Advisors must be selected & voted upon, by position, by the chapter

Primary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Secondary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	

Chapter Confirmation

Policies and Procedures Chair	Cecelia Williams		
Email Address	cecilia_brmsey@hotmail.com	Phone #	281-660-1968
Chapter President	Joni Y. Hall		
Email Address	president@northharrisdelat.org	Phone #	832-379-8627
Signature		Date	10/23/18
<i>DO NOT provide Signature and Date for submittal to Scholarship & Standards Committee. Please provide Signature and Date only once the document has been approved by S&S and before chapter distribution.</i>			



Heartfelt greetings are extended to all members of our chapter, North Harris County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. Your commitment to our chapter is appreciated. Thank you for being actively involved on committees and for supporting our various programs and activities.

At this time, I want to commend the Policies and Procedures Committee for their diligent efforts in completing the revision of the NHCAC Policies and Procedures. The revised Policies and Procedures are aligned with both the National and Regional levels of compliance. Sorors, please bear in mind that this document is for use exclusively, by our chapter members. Keep your copy of our policies and procedures in a secure, safe place. It is not for general distribution to those who are not members. Therefore, I ask that you please use it wisely to safeguard the security of our chapter and know that it is a working document.

Please govern yourself by the information provided in our policies and procedures. Your commitment and dedication greatly impacts our chapter and the communities we serve.

With Sincere Appreciation,

Joni Hall
President



Cecelia Williams
Parliamentarian



This document has been prepared and developed as a formal structure and guide for the members of the North Harris County Alumnae County Chapter of Delta Sigma Theta, Inc. The substance of its contents is a detailed expansion of the Chapter Roberts Rules of Order (newly revised) The document was developed as a party of the constitution requirements for local Chapters, and the format conforms to the recommended guidelines for the development or policies and procedures. The manual is presented to financial NHCAC members only. Sincere gratitude is extended to the Policy & Procedures Committee's untiring dedicating towards the completion of this document. Inquiries concerning this document should be sent to:

The President
Delta Sigma Theta, Inc.
North Harris County Alumnae Chapter
12320 Barker Cypress, Suite 600, PMB #229
Cypress, Texas 77429

NORTH HARRIS COUNTY ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC. POLICIES AND PROCEDURES

INTRODUCTION

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 promote and encourage achievements in education by granting scholarships and other assistance, in accordance with the National Constitution and Bylaws, Roberts Rules of Order (Newly Revised will provide guidance where Delta does not have a position), and the Chapter Management Handbook to worthy and deserving members of the organization, and to other individuals at its discretion. Further, this organization shall have as its aim and purposes, the rendering of services to the community, which may result in the betterment of its health, education, and welfare.

Article I: CHAPTER INFORMATION

Section 1: Chapter Name/Location/Number

- a. North Harris County Alumnae Chapter of Delta Sigma Theta Sorority, Inc.,
- b. Texas
- c. Southwest Region
- d. Chapter #981

Section 2: Chapter Service Area

Cypress, Humble, Jersey Village, Spring, and Tomball, Texas

Section 3: Contact Information

- a. 12320 Barker Cypress Suite 600, #229
Cypress, Texas 77429
- b. www.northharrisdeltas.org
- c. nhcac06@northharrisdeltas.org

Article II: CHAPTER STRUCTURE, GOVERNING BODIES

Section 1: Executive Committee

The Executive Committee shall consist of all elected officers.

Section 2: Executive Board

The Executive Board should be comprised of all elected Officers, appointed positions, the Immediate Past President, Regional and National Committee Members and Officers and committee chairperson of standing and appointed committee as designated by the Chapter Rules of Order. Sorors who hold elected or appointed office in Grand Chapter shall also serve on the Executive Board.

The Executive Board shall meet regularly to coordinate the work of all officers and committees within the Chapter. The Executive Board shall meet monthly from September through May of the fiscal year. Called Meetings may be held at other times by the Chapter President. The Executive Board must be conducted in accordance with the Constitution and Bylaws of Grand Chapter, Robert's Rules of Order, (newly revised will provide guidance where Delta does not have a position), and the Chapter Management Handbook.

Section 3: Committees

1. Standing

- a. Arts & Letters
- b. Audit (Internal):
- c. Budget and Finance
- d. Courtesy
- e. Delta Academy
- f. Delta G.E.M.S
- g. Economic Development
- h. EMBODI
- i. Emergency Response
- j. International Awareness/ Social Action
- k. Information and Communications
- l. Membership Services
- m. Physical & Mental Health
- n. Policies and Procedures
- o. Collegiate Transition
- p. Public Relations
- q. Scholarship and Awards
- r. Social Action
- s. Ways and Means

2. Special

- a. Election
- b. Step Team
- c. Founders Day
- d. May Week

ARTICLE III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS

Section 1. Duties and Responsibilities of Elected Officers

The elected officers of the Chapter will be the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, and Assistant Treasurer; who will rank in order named and all of whom must be financially active members. The elected officer shall maintain financial status during the entire term of office.

As an elected officer, appointed position or chairperson the member should attend Executive Board meetings and present a report if the member plans to speak at the next Sorority meeting. If the member cannot attend notification must be given to the President prior to the meeting.

A. President - It will be the duty of the President to:

- a. Preside over all meetings
- b. Manage and oversee the operation of the Chapter
- c. Be accountable to the Chapter for the expenditure of funds
- d. Approve the expenditure of funds (ensures that all checks have 2 signatures)
- e. Ensure a voucher system is used for the disbursement of funds
- f. Review the bank statements monthly
- g. Ensure all fiscal officers are bonded
- h. Attend finance training workshops
- i. Serve as a member of the Budget and Finance committee
- j. Sign all checks except her own
- k. Initial all deposits that contain cash
- l. Ensure the proper segregation of the financial roles is maintained
- m. Ensure that the Chapter meets all financial reporting deadlines
- n. Ensure internal/external audits are completed
- o. Enforce the Constitution and Bylaws
- p. Ensure effective transition of incoming/outgoing officers
- q. Serve as an ex-officio member of all committees, except the Nominating and Internal Audit Committees
- r. Serve as one of the signatories on the Chapter checking account
- s. Review and approve all printed communication, at her discretion
- t. Deposit funds in the absence of the Treasurer when the Treasurer's absence will exceed 2 business days after income is collected
- u. Serve as the official representative and spokesperson for the Local Chapter
- v. Serve as the delegate to the National Convention and Regional Conference (*In the event the President cannot attend National Convention or Regional Conference, the First Vice President shall serve as the delegate. In the event that neither the President or First Vice President can serve as delegate and alternate delegate, the delegate will be the Second Vice President and the alternate delegate position will be elected by the Chapter body with a majority vote*)
- w. Sign and submit the President's Acceptance of Fiduciary Responsibility form by the required deadline
- x. Must be bonded
- y. Ensure that all chapter financial documents are retained for the minimum time required by National Headquarters.

B. Vice-Presidents

A. First Vice-President: It will be the duty of the First Vice-President to:

- a. Preside in the absence of the President and perform all duties of that office, except sign checks
- b. Serve as the Chairperson of the Program Planning and Development Committee
- c. Assist the President in the coordination of the Chapter programs
- d. Be an advisor and resource for chairs and committee members
- e. Assist in research methods of fund-raising
- f. Perform all other duties as delegated by the President

- g. Serve as the Alternative Delegate to the National Convention and Regional Conference. In the event the President cannot attend National Convention or Regional Conference, the First Vice President shall serve as the delegate (*In the event that neither the President or First Vice President can serve as delegate and alternate delegate, the delegate will be the Second Vice President and the alternate delegate position will be elected by the Chapter body with a majority vote*)

B. Second Vice-President: It will be the duty of the Second Vice-President to:

- a. Serve as Chairperson of the Membership Services Committee
- b. Serve as the Leader of the Minerva Circle (*If she is unable to serve as Leader of the Minerva Circle, a new leader will be elected by the Chapter body with a majority vote*)
- c. Coordinate all aspects of membership activities including membership intake, reclamation, and verification of membership
- d. Plan social activities that promote the ideas of sisterhood
- e. Plan and implement Chapter activities to reclaim and retain the membership
- f. Perform all other duties as delegated by the President
- g. Assume the Presidency in case of its vacancy of President and First Vice President
- h. Serve as the alternate delegate to the National Convention and Regional Conference if the First Vice President is unable to serve
- i. Provide New Member Orientation to members who are new to the chapter.

C. Secretaries

A. Recording Secretary - It will be the duty of the Recording Secretary to:

- a. Record all minutes of the regular monthly Chapter meetings, monthly Executive Committee/Board meetings, special and called meetings
- b. Receive and maintain all records of the Chapter
- c. Keep a file, with dates recorded, of all committee reports
- d. Preserve and maintain all minutes and committee reports in a binder
- e. Perform all other duties pertaining to the office that may be required
- f. Co-sign with the President on all plaques and certificates
- g. Maintain record book(s) in which the chapter's Rules of Order Form, Policies and Procedures, and minutes are entered, with any amendments to these documents properly recorded, and having the current record book(s) on hand at every meeting.
- h. In the absence of the President, 1st Vice-President, 2nd Vice-President, the Recording Secretary shall call the chapter meeting to order and preside until one of the above arrives, or a chairman pro tem is immediately elected.

B. Corresponding Secretary - It will be the duty of the Corresponding Secretary to:

- a. Read all correspondence to the Chapter and Executive Committee/Board
- b. Acknowledge and/or send to proper sources official correspondence of the Chapter under the guidance and direction of the President
- c. Receive the official correspondence of the Chapter

C. Financial Secretary - It will be the duty the Financial Secretary to:

- a. Serve as a member of the Budget and Finance Committee
- b. Receive and record all incoming funds
- c. Serve as an authorized signer on checks when the reimbursement is for the President or Treasurer
- d. Serve as an authorizer on vouchers for expenditures to be issued to the President or Treasurer
- e. Maintain a roster of all Chapter members
- f. Serve as a member of the Minerva Circle
- g. Issue appropriate receipts to individual members or committee chairs for funds received
- h. Prepare a receipt log detailing appropriate breakdown of the project/activity that funds were received for
- i. Submit funds to the Treasurer to ensure that the 2 business days deposit requirement is met
- j. Update the membership records on a monthly basis and submit the update to the Executive Committee, Hospitality Chair, and the Web mistress
- k. Keep on file quarterly budget reports
- l. Attend finance training workshops
- m. Presents a written monthly report to the chapter of all income received
- n. Must be bonded
- o. Sign and submit the Financial Secretary's Acceptance of Fiduciary Responsibility form by the required deadline

D. Treasurer - It will be the duty of the Treasurer to:

- a. Keep the official financial records of the Chapter
- b. Receive, make a written account of, and deposit all funds of the Chapter in a bank in the name of the Chapter within 2 business days of receipt
- c. Be responsible for co-signing checks for the Chapter except her own
- d. Make disbursements and keep written accounts of all financial transactions as provided in the financial policies and procedures
- e. Require a voucher and receipts for all disbursement of funds
- f. Monitor expenditures of the Chapter budget
- g. Attend finance training workshops
- h. Submit a written financial report to the Chapter monthly. If she will be absent, a written report should be submitted to the President prior to the meeting
- i. Serve as Chair of the Budget and Finance Committee
- j. Ensure the Chapter operates within an approved budget
- k. Submit Grand Chapter dues within 30 days of receipt as authorized by Grand Chapter
- l. Be in attendance when money is collected at Chapter activities
- m. Must be bonded
- n. Sign and submit the Treasurer's Acceptance of Fiduciary Responsibility form by the required deadline

E. Assistant Treasurer - It will be the duty of the Assistant Treasurer to:

- a. Serve as a member of the Budget and Finance Committee
- b. Review and verify receipts submitted with committee vouchers to be given to the Treasurer

- c. Assist in monitoring committee budgets by collecting and reviewing committee activity reports
- d. Assist in the preparation of the quarterly budget and final financial committee reports
- e. Attend finance workshops
- f. Must be bonded
- g. Sign and submit the Assistant Treasurer's Acceptance of Fiduciary Responsibility form by the required deadline

The Assistant Treasurer will NOT sign checks, make bank deposits or enter dues on the National Headquarters on-line dues system.

F. Assistant Financial Secretary - It will be the duty of the Assistant Financial Secretary to:

- a. Serve as a member of the Budget and Finance Committee
- b. Assist with the collection of incoming funds
- c. Assist in preparing receipts for membership
- d. Assist with the distribution of membership stickers
- e. Submit collected funds to the President or the Treasurer in the absence of the Financial Secretary with a detail of what was collected to ensure that the 2 business days deposit requirement is met
- f. Attend finance workshops
- g. Must be bonded
- h. Sign and submit the Assistant Financial Secretary's Acceptance of Fiduciary Responsibility form by the required deadline

Section 2: Duties and Responsibilities of Appointed Positions

A. Parliamentarian - It will be the duty of the Parliamentarian to:

- a. Advise the President on questions of parliamentary procedures when requested by the President.
- b. Call to the attention of the President any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.
- c. Sit next to the President for convenient consultation after the Ritualistic Opening (*The President makes the final ruling after receiving parliamentary advice*).
- d. Serve as Chair of the Policies and Procedures Committee

B. Chaplain - It will be the duty of the Chaplain to:

- a. Fulfills the role outlined in the Ritual for chapter meetings and ceremonies.
- b. Keep an accurate record of deceased members and their obituaries and submits the same to the Chapter President
- c. Set the spiritual tone of the meetings when so requested

C. Assistant Chaplain - It will be the duty of the Assistant Chaplain to:

- a. Carry out the duty of the Chaplain in her absence
- b. Assist with general supervision over the religious activities of the Chapter
- c. Assist with carrying out the role of Chaplain in all ritualistic ceremonies
- d. Assist with setting the spiritual tone of the meetings when so requested

D. Sergeant-At-Arms - It will be the duty of the Sergeant-at-Arms to:

- a. Aid the president at all times in maintaining order
- b. Supervise the admittance of all persons to the Chapter
- c. Submit the attendance report to the recording secretary for the roll call and the determination of a quorum
- d. Ensure that all members are properly dressed in business attire for all chapter meetings.

E. Custodian of Property - It will be the duty of the Custodian of Property to:

- a. Keep, preserve, and maintain inventory of the Chapter's properties such as the official emblem, candles, robes, tablecloths and other effects and submit same when requested
- b. Keep a written inventory of all Chapter properties and submits an annual inventory report to the Chapter President with a copy to the recording secretary
- c. Prepare and disassemble the ceremonial table

F. Journalist - It will be the duty of the Journalist to:

- a. Write for publications after the approval of the chapter president, all noteworthy actions of the Chapter that are not a secret
- b. Send Chapter news and contributions to Delta Publications after the approval of the chapter president.
- c. Keep a memorandum of all interesting Chapter events and write a yearly narrative
- d. Ensure that documents, souvenirs and clippings are placed in a scrapbook
- e. Serve as the Chairperson of the Newsletter Committee
- f. Prepare a similar display at Regional Conferences and National Conventions if requested

G. Historian – It will be the duty of the Historian to:

- a. Compile an annual written narrative account of the Chapter's activities and submit it to the Chapter President and the membership for approval before publication
- b. Capture for permanent record keeping the activities significant to the Chapter and this record will become a permanent part of the Chapter's history

H. Webmistress – It will be the duty of the Web mistress to:

- a. Monitor and maintain the social media policy for the Chapter in accordance with Grand Chapter guidelines and Delta's Internet Guidelines
- b. Maintain local Chapter's website
- c. Provide chapter members access to the Chapter's website within 1 week after being notified by the Financial Secretary that the soror is officially active

Section 3: Duties and Responsibilities of Elected Positions

A. Budget and Finance Committee Member- It will be the duty of the Budget and Finance Committee Member to:

- a. Participate and attend Budget and Finance Committee meetings

- b. Assist in the development of the Chapter budget and recommend modifications when appropriate
- c. Work on the preparation of the budget to be submitted to the Chapter for approval by April of each year

B. Internal Audit Committee Chair – The Internal Audit Committee Chair shall be elected. It shall be the duty of the Chair to:

- a. Oversee the activities of the Audit Committee
- b. Ensure the Chapter's financial records are reviewed quarterly
- c. Reviews and proposes internal controls.
- d. Report the audit committee's findings to the fiscal officers, executive board and the chapter
- e. She will also be responsible for entering the IAR information in the Red Zone.
- f. Submit to Grand Chapter a summary report and audit of funds by August 15th in order to meet the deadline date of August 31st
- g. Recommends an independent auditor for the external audit

C. Nominating Committee – The Nominating Committee will consist of a chairperson and four (4) members, all of whom are elected by the body. A member of the Nominating Committee may serve more than one term but not consecutively. It shall be the duty of the Nominating Committee to submit nominees for Chapter officers at the March meeting based on the guidelines set forth in the Chapter Policies and Procedures regarding Criteria to Run for Chapter office. The Nominating Committee Chair needs to be present at Chapter meetings to ensure effective recommendations are made accordingly. They will also:

- o Provide Chapter members with recommendation forms upon request
- o Provide each candidate with a profile/application form
- o Establish deadlines for receipt of recommendation and profile/applications
- o Meet and review all forms and applications that meet eligibility requirements
- o Notify Sorors who are not slated prior to the March Chapter meeting
- o Collect a Recommendation Form and Candidate Profile Sheet from each nominee outlining her Delta activities.
- o Prepare a slate of nominees for the March Executive Board Meeting
- o Present the slate of nominees to the general membership at the March meeting

Present proposed standards for campaigning at the January Chapter Meeting. It will be the duty of this committee to:

- a. Oversee the Nominating Process
- b. Execute the nominating guidelines

D. Minerva Circle: The fourteen members of the Minerva Circle are elected at the Chapter meeting following the vote to proceed with membership intake. The Minerva Circle is composed of the Leader of the Minerva Circle (2nd VP), President, Financial Secretary, the Nine Jewels (elected as a group), The Convener of the Odyssey Experience and the Keeper of Muses and Graces. It is their duty to carry out the membership intake process in accordance with administrative procedures of membership intake.

Section 4: TERMS OF OFFICE

- The Chapter shall hold election of officers biennially in April.
- Officers are to be installed in May and to assume full duties at the beginning of the fiscal year, July 1.
- Elected officers may not hold office for more than two consecutive terms except for the Chair and Members of the Nominating

Section 5: IMPEACHMENT

Impeachment Procedure

- The impeachment process shall be carried out in accordance with the Impeachment Procedures as outlined in the Chapter Management Handbook
- Any officer that has been impeached shall be ineligible for election to any elected office in the Chapter and any other elected office in Delta on any level

Section 6: FILLING VACANCIES

- The President shall appoint in the event that any vacancy occurs during the interim between regular elections.
- The President may fill vacancies in appointed positions without prior approval.

Article IV: 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 assembly and not to the executive board, unless the bylaws provide otherwise. Therefore, committee reports are made to the 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 to 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.

Section 1: STANDING COMMITTEES

Standing Committees are those committees having a continuing task. The standing committees are: Arts and Letters, Audit, Budget and Finance, Courtesy, Delta Academy, Delta G.E.M.S., Economic Development, EMBODI, International Awareness, Risk Management, Information and Communications, Membership Services, Nominating, Project ACE, Public Relations, Physical & Mental Health, Policies and Procedures, Scholarship and Awards, Social Action, and Ways and Means.

- Arts & Letters:** It shall be the duty of the Arts & Letters Committee to implement projects and initiatives set forth by the National Arts & Letters Commission. Programs

and initiatives are designed to enrich and enhance lives through the arts in the local communities in which the Chapter serves.

- b. **Audit (Internal):** The Internal Audit Committee shall consist of at least three members who are not current financial officers, but have some knowledge of the Chapter's fiscal operations and this includes the elected Internal Audit Chair. It shall be the duty of the Internal Audit Committee to:
- o Review the financial activities of the Chapter on a quarterly basis
 - o Nominate an independent auditor for the annual review
 - o Propose internal controls and indicate any material weaknesses in controls that apply to the financial process. The review will include at a minimum:
 - o Verification of receipts for the period
 - o Verification of expenditures for the period
 - o Verification of 100% of member dues
 - o Verification of savings and checkbook balances
 - o Verification that accounts balances has been reconciled
 - o Assurance that the presence of expenditure documentation exists (receipts, invoices, etc.)
 - o Assurance of the Adherence to budget line items
 - o Assurance of the Adherence to separation of fiduciary responsibilities
 - o Use of and adherence to internal controls
 - o Audit PayPal and all other electronic payments and receipts in accordance with mandates set forth in the National Internal Audit Manual
 - o Complete the IAR-1 form as part of the quarterly review process
 - o The committee will document and recommend improvements to the internal controls to address any weaknesses
 - o The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone by the following dates:
 - 1st quarter - December 1
 - 2nd quarter - March 1
 - 3rd quarter - June 1
 - 4th quarter - August 1
 - o Submit, in accordance with the guidelines, the annual IAR-1 form by August 31st to National Headquarters
- c. **Budget and Finance:** This committee is chaired by the Chapter's Treasurer and committee members include: Financial Secretary, Assistant Financial Secretary and Assistant Treasurer, President, First Vice-President, and a committee member elected by the body. It shall be the duty of the Committee to:
- o Develop the Chapter budget and recommends modifications when appropriate
 - o Submit the budget to the Chapter for approval by May of each year
 - o Review and recommend budget modifications quarterly

Members of the Audit committee can NOT serve on this committee.

- d. **Courtesy:** This committee is responsible for extending condolences and courtesies to financial members. The following courtesies shall be extended to **financial** Sorors only (this includes all financial Charter members, regional officers and past Presidents).
- o In the event of illness, the Chapter will send a get-well card to the Soror and/or her family.

- In the event of death, the Chapter will:
 - Purchase an Omega Omega Floral arrangement valued between (\$100-\$140) along with a condolence card
 - Deliver food to the immediate family (*The Chapter will furnish the meat (\$50) and Sorors will furnish other dishes as requested by the Courtesy Committee Chair*)
- Any soror who is not financial, but was financial up until the time of her illness and death, will be accorded the same considerations and courtesies as those financial Sorors.
- Courtesies for an Immediate Family member (Husband, Child, Parent, or other Relative who resides in the home of the soror-specifically if the soror is responsible for the burial of that relative) will receive:
 - Small Spray (\$65)
 - Food will be delivered to the immediate family (*The Chapter will furnish the meat (\$100) and Sorors will furnish other dishes as requested by the Courtesy Committee Chair*)
- Courtesies for Extended Family members (Sister, Brother, or Grandparent) will receive a potted plant valued between \$35-\$50.
- Courtesies for other Relatives will receive a sympathy card only.
- The Chapter will not pay for food to be catered under any circumstances.
- The Chapter is not responsible for serving food to Sorors or family members.

e. Program Planning and Development

1. Economic Development: It shall be the duty of the Economic Development Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives are focused on creating awareness centered around economic empowerment and growth in the local communities in which the Chapter serves.

2. Educational Development

i. Delta Academy: It shall be the duty of the Delta Academy Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives are focused on creating educational programs for at-risk young women between the ages of 11 and 14 in the local communities in which the Chapter serves.

ii. Delta G.E.M.S: It shall be the duty of the Delta G.E.M.S (Growing and Empowering Myself Successfully) Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives are focused on creating academic success for young women between the age of 14 and 18 who are at risk in the local communities in which the Chapter serves.

iii. EMBODI: It shall be the duty of the EMBODI (Empowering Males to Build Opportunities for Developing Independence) Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives are designed to refocus the efforts of Delta Sigma Theta

Sorority, Inc., on the plight of African-American males in the local communities in which the Chapter serves.

- f. International Awareness and Involvement:** It shall be the duty of the International Awareness Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives focus on creating a heightened awareness of international issues that impact mankind.
- g. Political Awareness and Involvement/Social Action:** It shall be the duty of the Social Action Committee to 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 that the chapter serves.
- h. Information and Communications:** It shall be the duty of the Information and Communications Committee to coordinate the development and maintenance of the Chapter's website in accordance with the current National Technology Taskforce's Delta Internet Guidelines. Information and Communication Committee follows the guidelines as listed in the Chapter Management Handbook.
- i. Membership Services:** It shall be the duty of the Membership Services Committee to coordinate activities throughout the sorority year that will foster sisterhood and service. This committee is chaired by the 2nd Vice-President.
- j. Physical & Mental Health:** It shall be the duty of the Physical & Mental Health Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives are focused on creating awareness and a sense of empowerment for the mind, body and spirit in local communities in which the Chapter serves.
- k. Policies and Procedures:** This committee is chaired by the Parliamentarian. It shall be the duty of the Policies and Procedures Committee to coordinate reviews of the Chapter Policies and Procedures and make and accept recommendations for changes to the body in order to prepare for voting. Upon approval of the changes of the Policies and Procedures & Rules of Order by the Body, the committee shall assure that such changes are included in the revised document. They will distribute the revised Policies and Procedures to the members of the Chapter upon approval from the Regional Member of the National Scholarship & Standards committee. -At least a 30-day prior notice must be given before the chapter vote. A 2/3 vote of the chapters members is required to change chapter policies and procedures.
- l. Collegiate Transition:** It shall be the duty of the Collegiate Transition Committee to identify a local college in the Chapter's service area to partner with to help collegiate Sorors in the transition to alumnae chapters with the goal being to build lasting relationships and appreciation for collegiate and alumnae chapter functions.
- m. Public Relations:** It shall be the duty of the Public Relations Committee to create a strong public image of Chapter programs and activities by helping the community understand the background, mission and vision of our organization, as well as, aid in marketing and advertising Chapter activities and events.

- n. Scholarship & Awards:** It shall be the duty of the Scholarship & Awards Committee to oversee the Chapter scholarship program. The Scholarship and Awards Committee will nominate scholarship recipients for designated Chapter scholarships and awards.
- o. Social Action:** It shall be the duty of the Social Action Committee to 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 around local, state and federal government needs of the community in which the Chapter sees fit.
- p. Ways and Means:** It shall be the duty of the Ways and Means Committee to develop the ways and means of raising funds for the Chapter. Approval of fund-raising activities shall require majority vote of members present at Chapter meeting.

Section 2: SPECIAL COMMITTEES

Special Committees are one-time only committees, appointed for special assignments. This committee will include all committees designated by National, Regional or local Chapters for a special project. The duties will be dictated by the guidelines of the project.

- a. Elections Committee:** This committee will be appointed by the President at the time of an election to:
 - o Conduct and oversee any election process of the Chapter
 - o Present voting procedures
 - o Prepare and distribute ballots
 - o Tally votes
 - o Present elections results

The chair and members of the elections committee shall not be candidates for any elected office or position or serve on the Nominating committee. The appointment may occur at the time that the Nominating Committee issues the call for nominations.
- b. Founders Day:** It shall be the duty of this committee to plan the events centered on Sorors rededicating themselves to the ideals and purposes of the Sorority. Events must be conducted during the months of January, February or March.
- c. May Week:** It shall be the duty of this committee to emphasize the scholastic achievements, educational opportunities and encourage the attainment of higher scholarship.

Section 3: AD HOC COMMITTEE

Ad-hoc committees are “one-time only” committees, appointed for special assignments, such as Chapter Anniversary.

Article V: MEETINGS (Executive Board, Chapter, Call, Committee)

Section 1: Executive Committee Meetings

The executive committee shall hold regular meetings once per month during the Sorority year with the exception of June, July and August. Executive Board meetings will take place the week of the local Chapter meeting.

Section 2: The Executive Board Meetings

The executive board shall hold regular meetings once per month during the Sorority year with the exception of June, July and August. Executive Board meetings will take place the week of the local Chapter meeting.

Section 3: Chapter Meetings

General chapter meetings shall occur the second Saturday of the month at 10 a.m. during the Sorority year with the exception of June, July and August. The Chapter meeting will last approximately two (2) hours. The opening and closing of the Chapter meeting shall follow the Ritual.

Section 4: Committee Meetings

Committee meetings should be held a minimum of four per sorority year, one of which should be before the first meeting of the sorority year. The President and all members of the committee should be notified of any meetings.

Section 5: Call Meetings

The Chapter President is the only officer authorized to call a meeting on behalf of the Chapter. She is empowered to call additional meetings at any time she deems necessary, and these shall constitute as officially recognized meetings provided a quorum is present and all financial members were properly notified. Anyone else who calls a meeting on behalf of the chapter shall do so only with the authorization of the Chapter President. The rationale for calling a meeting is to conduct sorority business which needs immediate attention. The only business that can be discussed at the call meeting is the purpose stated in the notice of this call meeting. Members may request that the President call a meeting if the issue at hand is important enough. The chapter should receive written notice 5 days prior to the call meeting.

Section 6: Notifications

Meeting notice shall be given by email distribution. Members unable to receive electronic communication will be notified via mail upon request.

Section 7: Chapter Meeting Business Attire

Business attire is required for all chapter meetings. Delta paraphernalia with symbols, capri pants, hats, denim, tennis shoes and flip flops are not appropriate for chapter meetings.

Section 8: Electronic Meetings and Communication

- o The chapter committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting.
- o All communications may be sent electronically in accordance with Delta's Internet Guidelines.
- o Members unable to receive electronic communication will be notified via mail upon request.

Article VI: QUORUM

Section 1: A quorum is the minimum number of members who must be at the meeting for business to be validly transacted.

Section 2: A quorum of 25% of the financial members must be present to conduct Chapter business at Executive Board, Electronic meetings, Committee meetings and the local Chapter meetings.

Article VII: DOCUMENT RETENTION

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Records	Back-up of Electronic Records	Destruction Method
Financial Records (receipts logs, 990's, 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 & 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
Membership Intake Documents:					
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		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

***NOTE: Records should not be destroyed when the Sorority is in litigation.**

ARTICLE VIII: FISCAL POLICIES & PROCEDURES

Section 1: Fiscal Roles and Responsibilities

A. President - It will be the duty of the President to:

- a. Manage and oversee the operation of the Chapter
- b. Be accountable to the Chapter for the expenditure of funds
- c. Approve the expenditure of funds (ensures that all checks have 2 signatures)
- d. Ensure a voucher system is used for the disbursement of funds
- e. Review the bank statements monthly
- f. Ensure all fiscal officers are bonded
- g. Attend finance training workshops
- h. Serve as a member of the Budget and Finance committee
- i. Sign all checks except her own
- j. Initial all deposits that contain cash
- k. Ensure the proper segregation of the financial roles is maintained
- l. Ensure that the Chapter meets all financial reporting deadlines
- m. Ensure internal/external audits are completed
- n. Enforce due observations of the Constitution and Bylaws
- o. Serve as one of the signatories on the Chapter checking account

- p. Deposit funds in the absence of the Treasurer when the Treasurer's absence will exceed 2 business days after income is collected
- q. Sign and submit the President's Acceptance of Fiduciary Responsibility form by the required deadline
- r. Must be bonded
- s. Ensure that all chapter financial documents are retained for a minimum time required by national headquarters.

B. Treasurer - It will be the duty of the Treasurer to:

- a. Keep the official financial records of the Chapter
- b. Receive, make a written account of, and deposit all funds of the Chapter in a bank in the name of the Chapter within 2 business days of receipt
- c. Be responsible for co-signing checks for the Chapter except her own
- d. Make disbursements and keep written accounts of all financial transactions as provided in the financial policies and procedures
- e. Require a voucher and receipts for all disbursement of funds
- f. Monitor expenditures of the Chapter budget
- g. Attend finance training workshops
- h. Submit a written financial report to the Chapter monthly. If she will be absent, a written report should be submitted to the President prior to the meeting
- i. Serve as Chair of the Budget and Finance Committee
- j. Ensure the Chapter operates within an approved budget
- k. Submit Grand Chapter dues within 30 days of receipt as authorized by Grand Chapter
- l. Be in attendance when money is collected at Chapter activities
- m. Must be bonded
- n. Sign and submit the Treasurer's Acceptance of Fiduciary Responsibility form by the required deadline

C. Financial Secretary - It will be the duty the Financial Secretary to:

- a. Serve as a member of the Budget and Finance Committee
- b. Receive and record all incoming funds
- c. Serve as an authorized signer on checks when the reimbursement is for the President or Treasurer
- d. Serve as an authorizer on vouchers for expenditures to be issued to the President or Treasurer
- e. Maintain a roster of all Chapter members
- f. Serve as a member of the Minerva Circle
- g. Issue appropriate receipts to individual members or committee chairs for funds received
- h. Prepare a receipt log detailing appropriate breakdown of the project/activity that funds were received for
- i. Submit funds to the Treasurer to ensure that the 2 business days deposit requirement is met
- j. Update the membership records on a monthly basis and submit the update to the Executive Committee, Hospitality Chair, and the Web mistress
- k. Keep on file quarterly budget reports
- l. Attend finance training workshops
- m. Presents a written monthly report to the chapter of all income received

- n. Must be bonded
- o. Sign and submit the Financial Secretary's Acceptance of Fiduciary Responsibility form by the required deadline

D. Assistant Treasurer - It will be the duty of the Assistant Treasurer to:

- a. Serve as a member of the Budget and Finance Committee
- b. Review and verify receipts submitted with committee vouchers to be given to the Treasurer
- c. Assist in monitoring committee budgets by collecting and reviewing committee activity reports
- d. Assist in the preparation of the quarterly budget and final financial committee reports
- e. Attend finance workshops
- f. Must be bonded
- g. Sign and submit the Assistant Treasurer's Acceptance of Fiduciary Responsibility form by the required deadline

The Assistant Treasurer will NOT sign checks, make bank deposits or enter dues on the National Headquarters on-line dues system.

E. Assistant Financial Secretary - It will be the duty of the Assistant Financial Secretary to:

- a. Serve as a member of the Budget and Finance Committee
- b. Assist with the collection of incoming funds
- c. Assist in preparing receipts for membership
- d. Submit collected funds to the President or the Treasurer in the absence of the Financial Secretary with a detail of what was collected to ensure that the 2 business days deposit requirement is met
- e. Attend finance workshops
- f. Must be bonded

Sign and submit the Assistant Financial Secretary's Acceptance of Fiduciary Responsibility form by the required deadline.

Internal Controls

The following procedures are used to safeguard the assets of the North Harris County Alumnae Chapter:

- o All funds are collected by the Financial Secretary or Assistant Financial Secretary only
- o A pre-numbered receipt is written for all funds received into the Chapter
- o The Chapter requires approved vouchers for individuals seeking reimbursement prior to any disbursement and all vouchers must have original receipt attached
- o A review of the budget for standing and special committees is completed prior to issuance of checks
- o Financial records are reviewed every quarter and audited once a year by the Internal Audit Committee or independent outside auditors. The Internal Audit Committee audits the books quarterly.
- o All fiscal officers must be bonded

- o No fiscal officer shall sign a check made payable to herself
- o The main check signers are the President and Treasurer, but the Financial Secretary only signs checks made payable to either of these two officers. The Financial Secretary will, on rare occasions at the request of the Chapter President, sign checks. The fact that the Treasurer is absent from a meeting does not mean the Financial Secretary is to sign checks in her absence.
- o Adopt an operating budget annually in May
- o Deposit of all funds within 2 business days of receipt
- o The Chapter will not issue checks made payable to CASH
- o All remittances to Headquarters shall be made within 30 days of receipt of funds from members or other time as specified by event (includes National dues, Reinstatement fees, etc.)
- o Vendors and/or expenses are paid after invoices/statements are received and approved for payment
- o Bank statements are reconciled monthly. Differences are immediately researched and resolved
- o Bank fees are collected (NSF) plus the amount of the check on all returned checks
- o Sorors have by the next Chapter meeting and/or 30 days to satisfy all outstanding check and NSF fees with the Chapter. After the second occurrence, personal checks from that individual will not be accepted within the fiscal year.
- o When a reimbursement overpayment has been made to a soror, she has 30 days to repay the overage
- o All contracts are signed by the Chapter President
- o The Chapter will accept checks, money orders, cashier checks and cash as forms of payments for Chapter dues and other Chapter business

Section 2: National and Local Dues

A. National Dues: Each member of the local Chapter (NHCAC) shall pay annual national dues as stipulated by Grand Chapter, on or before March 31.

B. Local Dues: Each member of NHCAC shall pay non-refundable Chapter dues as stipulated by the local Chapter. It will be the policy of North Harris County Alumnae to collect local dues. Exceptions will be made for:

Section 3: Collegiate Sorors: If a newly graduating member joins this Chapter immediately after graduation she may have her local dues waived. Prior to waiving local dues, the Financial Secretary will refer to the most current Unconsumed Dues Guidelines provided by national headquarters.

Section 4. Transfer of Dues: Sorors relocating/transferring to North Harris County Alumnae will be responsible for submitting the difference of dues (if applicable) for the current fiscal year.

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

- Graduating Sorors have 6 months from the time of their graduation to request a transfer of dues. After 6 months, the chapter can transfer the funds into their operating balance.
 - Alumnae Sorors transferring from one chapter to a new chapter must complete and submit to the new Chapter Treasurer the Dues Transfer Form by December 31.
 - Chapter may pro-rate unconsumed dues that are transferred to new chapters.
 - Soror completes Member Information section and signs the authorization on the bottom.
 - Soror forwards form to her new chapter's financial secretary.
 - New chapter's financial secretary completes form and forwards to new chapter's president.
 - New chapter president forwards form to former chapter's P.O box, care of the treasurer.
 - Former chapter treasurer sends check to new chapter's P.O. Box, care of the financial secretary.
 - Soror pays the difference, if any to new chapter's financial secretary.
3. Dues will not be accepted from suspended Sorors/Chapters until Grand Chapter has rescinded the suspension.
 4. A non-paid in full life member who fails to pay Grand Chapter and local Chapter dues for the ensuing fiscal year - by March 31 - shall pay a late fee which is payable April 1 to June 30 to Grand Chapter. Dues received after June 30 will incur a \$15 reinstatement fee. If a soror has not paid all dues and fees for two or more years, she shall pay a \$25 reinstatement fee.
 5. Golden Life and Diamond Life members do not pay late fees or reinstatement fees. They do pay a \$10 per capita fee.

Section 5: Travel Policy

Convention/Conference Travel Expenditures/Reimbursement

- For all approved travel (i.e. Regional Conference, National Convention, Statewide Meeting, Leadership Conference, Delta Days at the State or Nation's Capital, etc.), the Chapter will pay the registration fee for up to 2 delegates or designee to attend the event/meeting. Approval by the Chapter must be given in advance.
- For travel, the Chapter will pay:
 - The lowest cost for coach airfare up to three weeks or more in advance (May 31st for regional conference or national convention) if the event is more than 250 miles from Houston one way;
 - The current IRS mileage rate if the event is 250 miles or less from the Houston metro area; or
 - No travel if the event is in the Houston metro area.
- The delegate has the option to fly or drive. However, the Chapter will only pay the lowest cost airfare not to exceed the mileage rate amount.
- When possible, the Chapter will prepay for hotel accommodations. A hotel reservation must be presented to the finance chair for processing. If there is an

overpayment due to prepayment, the soror should reimburse the Chapter within 30 days of being notified.

- o The delegates and/or Chapter representative will also receive a per diem when representing the Chapter at all events mandated by Grand Chapter, or the Regional Director. The per diem amount shall be equal to and not greater than the amount for Grand Chapter which is currently \$42.00 a day. The per diem amount on days of travel is \$21.00 a day.

Section 6: Financial Business

It will be the policy of North Harris County Alumnae Chapter to monitor the Chapter's financial affairs by utilization of the Budget and Finance Committee.

The following procedures will be used to govern:

a. Insurance

- o All planned activities require insurance coverage. For example, May Week, Founders Day, all fundraising activities, etc. (refer to Grand Chapter).
- o The First Vice President will contact Willis of Minnesota Inc. for insurance coverage and cost for the particular planned activity.
- o Each chapter shall be covered by general liability insurance, which is solely available through Grand Chapter.

b. Bids

- o All committees planning program activities are required to submit three bids to the Executive Board for information. The chapter makes the ultimate decision on the bids.
- o Each product and/or service where ever possible will include at least one quote from an African American owned and operated business. Additional consideration will be given to businesses participating in the Recycle & Retain program(s).

c. Contracts

- o Contracts for approved activities will be submitted to the First Vice President for review and recommendation and to the President for signature after approval of the chapter. Funds for an approved activity will be released when the following has been submitted to the Treasurer
 - o signed copy of the contract; and
 - o proof of insurance
 - o submit voucher to President with appropriate signatures

d. Leases for the Rental of Space

- o Three bids will be submitted to the Executive Board for review and a recommendation will be presented to the membership for a final vote.
- o Approved leases will be signed by the Chapter President
- o All leases will be reviewed annually by the membership

e. Budgets

- o Each committee will be required to develop a budget for one year. The budget will include line items for any planned activity. The budget should also include copying, insurance and printing.
- o Quarterly, each committee will receive from the Treasurer the Quarterly Budget Summary.
- o Annually, the Finance Committee will review all budgets and draft a proposed budget for the Sorority.
- o The proposed sorority budget will be presented to the Executive Committee for review and recommendations. This budget will be given to all financial members.
- o The Finance Committee will present the budget to the General Membership for approval at the May sorority meeting.

f. Committee Activity Budgets

- o Committee Activity Budget Forms are required for all Program Thrust and fund-raising activities. They are also required for project-related line items within the operating budget (May Week, Formal, Membership, Economic Development, Founders Day, etc.)
- o Prior to the release of any funds, the President and Treasurer reviews the current committee budget with the committee chair.

g. Fund Reallocations:

Membership Dues are due by March 31st each year and the Chapter budget for the ensuing fiscal year is presented in the April chapter meeting. When local dues are received after the annual budget has been presented, excess funds are generated. This means additional funds could be used toward administrative/operating expenses or programs/projects.

- Fund Reallocations will occur as needed during the fiscal year.
- The Budget and Finance Committee will review the current budget and determine when a reallocation is necessary.
- Once the remaining balance is approved, the Finance Committee makes recommendation for reallocation.
- A fund reallocation spreadsheet will be prepared and presented to the chapter for approval.
- Committee chairs will not need to submit a budget request form to receive additional funds unless otherwise stated by the Chair of the Budget and Finance Committee.

h. Final Financial Committee Reports

Submit to the Treasurer for reconciliation within thirty (30) days of the project/activity's conclusion.

The approved committee report will be made by the committee chair to the Executive Committee within sixty (60) days of the project/activity's conclusion.

- o A final financial report will be made to the Treasurer on the income and expenses of the project/activity before reporting to the Executive Committee.
- o The report will be submitted on the designated form to the Chapter President, Treasurer and Secretary.
- o The report will include recommendations from the committee.

i. Chapter Savings Plan:

The Chapter Savings Plan was adopted September 2015. The Chapter is to place \$10.00 per financial Soror in the established money market account based on the membership roster at the end of each calendar year (12/31/xx) provided there is over \$10,000 in the net cash balance. (for example: On a yearly basis (12/31) if the membership financial roster is 100 and the Chapter has over \$10,000 in the net cash balance, the Treasurer will take \$1,000 from General Funds and place it in the Money Market account.)

j. Vouchers

Advances

- o If an advance is needed, a disbursement voucher will be approved by the President and committee chairperson prior to submission to the Treasurer for the release of any funds.
- o Receipts for expenditure of the advance funds will be submitted to the Treasurer within thirty (30) days attached to an additional disbursement voucher. Any remaining funds should be submitted to the Financial Secretary.

k. Authorization

All vouchers submitted to the Treasurer will have the committee chairperson's and President's signature prior to the release of any funds. The voucher along with the receipt must be submitted by the next Executive Board Meeting or Chapter Meeting.

Record Keeping

- o Committee chairs will keep copies of disbursement vouchers and transmittal receipt forms as a check and balance between their records and the Financial Officers' records
- o All disbursement vouchers will be supported by sales slips, receipts, invoices, etc., showing the date of purchase and only the amount of requested reimbursement

l. Billing

All invoices will come from the Billing Agent.

m. Disbursements

All checks will be made payable to the Billing Agent for goods and services provided to the Chapter.

n. Refunds

No refunds will be given for Chapter activities paid for and not attended.

Receipt of Funds

- o Funds collected from the membership for projects/activities will be received by the appropriate bonded financial officer
- o All funds for the project/activity will be collected from the membership by the bonded financial officer within ten (10) calendar days of the event
- o Only cash, money order or certified checks will be accepted within ten (10) calendar days prior to the event

o. Checks

All personal checks received for activities will indicate the name, address and phone number of the check writer and the soror submitting the check.

p. Processing of Funds

- o The Financial Secretary will collect all funds and will indicate a breakdown of the source of funds collected for each specific activity. It is the responsibility of the Treasurer to complete the deposit slips
- o Any deposit containing cash will be counted and initialed by the President per Grand Chapter's financial guidelines
- o The Treasurer will verify and record funds received by the Financial Secretary and credit it to the appropriate committee/activity. The Treasurer will deposit the funds into the appropriate financial institution within 2 business days of receipt (see chart for specifics):
- o

Received by Financial Secretary:	Deposited by Treasurer:
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Saturday	Tuesday
Sunday	Tuesday

- o Monies received for dues will be submitted to Grand Chapter by certified check or money order within thirty (30) days

q. Returned Checks

- o The Treasurer will immediately notify the appropriate committee chair or designee of returned check(s). The committee chair or designee will adjust records to show obligation unpaid.
- o The Treasurer will notify either the individual of the returned check or the member who submitted the check via letter within 1 week of notification of returned check.
- o The individual whose check was returned will remit to the Financial Secretary cash, money order or certified check within thirty (30) calendar days of notification to cover returned check.
- o Fees charged by the bank can be passed on to the person giving an NSF. The amount of the NSF check plus any fees charged by the bank will be passed on.
- o The fiscal officers will retain a list of Sorors with returned checks in order to monitor the receipt of any other checks from the individual. After the second occurrence, personal checks from that individual will not be accepted within the fiscal year.
- o Thirty and sixty day follow-up letters will be sent if the amounts are not cleared.
- o If a check remains un-cleared over 90 days, the Chapter will only accept certified funds from the individual or organization as a method of payment going forward.
- o The Financial Secretary will process all money/checks received and the Treasurer will deposit the funds into the appropriate financial institution within 2 business days of receipt.

r. Fund Disbursement

Receipts for all reimbursement for all expenditures must be submitted by next Executive Board or Chapter Meeting. The reimbursement will take place by the next Executive Board Meeting or Chapter Meeting.

s. Other fees:

- o Baggage: the Chapter will cover the cost of up to 2 checked bags
- o Cab/Shuttle: the Chapter will cover the cost of a cab or shuttle from the airport to the hotel and back.

t. Chapter Eventbrite Policy (for Special Events)

The chapter may obtain an Eventbrite account to enable the sale of our subscription Events via the internet.

- o The online application to obtain an Eventbrite account must be in the name of the chapter with the Tax Identification Number of the chapter, and be signed by the Chapter President.
- o The President shall be listed as the owner of the account as the owner of the account and should be the contact person listed on the application. As the President office transitions, the incoming President will become the account owner.
- o The chapter president and she should be contacted if there is a problem with the account. The president is ultimately responsible for the account. If there is a problem, the president should be contacted and she would notify the treasurer in order to resolve the problem.
- o Delta symbols and name may not be used to raise money for individual sorors.
- o All statements and correspondence regarding the Eventbrite account will be retrieved via online access by the Treasurer and/or Financial Secretary.
- o All Payouts will be initiated on the 1st and 15th of each month. Funds must be deposited directly into the chapter bank account. Direct deposits can take up to 5 business days to reach U.S. bank accounts after being initiated.
- o The chapter must establish an email account specifically for Eventbrite. Access will be given to the President, Treasurer and Financial Secretary.
- o The account must be monitored regularly (at least every other day during high volume use). Users are required to read the “User Agreement” and the “Privacy Policy” once access is provided.
- o The Account password must be changed during the transition of officers. The old password is to be provided by the outgoing officer. A new password will be established at the transition meeting.
- o Security questions and answers will be changed as well with the transition of officers.
- o The Treasurer will be responsible for the following tasks associated with the Eventbrite account:
 - a. View Balances
 - b. View Profile
 - c. Discuss Account with Customer Service
 - d. Handle Authorizations & Settlements

- The Financial Secretary will be responsible for the following tasks associated with the Eventbrite account:
 - a. Download Transaction History and Run Settlement Report. If there are problems with the account the President and Treasurer should be notified so that the problem can be resolved.
- Eventbrite account transactions must be included in the monthly Financial Secretary and Treasurers report.
- Monthly Eventbrite account statements should be maintained by the Treasurer and provide to the Internal Audit Committee during the chapter's quarterly auditing.
- It cannot be used to raise funds for membership intake fees, or to attend clusters, conferences and conventions.

u. Scholarship Disbursement

Scholarships will be awarded to high school graduates residing in or attending schools in the service area using funds obtained through fundraising.

- Five Scholarships in the amount of \$1000 each will be given yearly.
- Scholarship applications will be made available to the Sorority and forwarded to high school counselors in January.
- Scholarship Applications will be due in (postmarked by) February/March on a day designated by the committee.
- Scholarship Applications will be reviewed and scored in March – April.
- Student interviews will be conducted in March – April.
- Candidates will be selected in April – May.
- Candidates will be recommended to the chapter by no later than May.
- Scholarship recipients will be notified by no later than the end of June.
- Scholarships will be awarded upon verification of college enrollment/registration, during the recipient's freshmen year.

Scholarship for Delta GEMS participation criteria requires a minimum of 70% participation to earn a \$250 scholarship per Sorority year. The total scholarship award can total an estimated cumulative total of \$1000.00. Scholarships are disbursed upon completion of High School as well as receipt of an original copy of a fee statement and letter from the Registrar's Office verifying enrollment for the Fall Semester of the given academic year.

Book scholarships will be awarded to children of financial Sorors from the local dues in the amount of \$500, per approved applicant, using funds obtained through member dues.

- Member must be financial with the chapter for at least two consecutive years prior to the graduation of the child and financial at the time of the award.
- Member must inform the chapter by forwarding written notification to the chapter P.O. Box of all graduating children during the spring semester of the child's junior year.
- The deadline for submitting notification is January 31st.
- Verification must be received by the Scholarship and Awards Committee by no later than October 31 of the fall term.
- Scholarship will be presented to a member's child at the same time the Chapter's scholarships are awarded to scholarship recipients.

Scholarship Forfeiture(s)

1. If a twelve-month period passes and the scholarship award is not claimed by the recipient, the funds will revert to the general Scholarship Fund.
2. The Scholarship Committee will send a letter by certified mail and return receipt to inform the recipient of the forfeiture of the award.
3. A Scholarship recipient may request a deferment of funds not to exceed a full academic year. The request must be made in the form of a letter to the Scholarship Committee.
4. The new provision will be included in the award notification letter to all recipients.

v. Delta GEMS Scholarship Criteria

Participants of the NHCAC Delta GEMS program may reside in all areas of Greater Houston and its surrounding areas. Therefore, most of the program participants are illegible for the Chapter's annual scholarship award distribution.

Since its inception, our GEMS program extends a scholarship incentive component of \$250 per program year based on successful completion (70% or higher participation rate) of each consecutively enrolled program year. The award is granted to those graduating high school seniors who are enrolled in the program the year of their graduation.

The total award is based on the number of successfully completed (70% or higher participation rate) program years with a minimum award amount of \$250 (one year) and a maximum award amount of \$1,000 (four years).

Graduating high school seniors that meet criteria will notified in writing of their scholarship award which will also include detailed redemption instructions.

The award is payable to the accredited 2-year or 4-year college or university that the student is enrolled in during the fall semester of the same year of high school graduation. In order to redeem the scholarship award, NHCAC must receive an original copy of the student's fee statement and a letter from the college/university's Registrar Office verifying enrollment for the fall semester of the same year of the student's high school graduation. All documentation must include the student's student ID# and the address, as well as the contact person or office, in which the NHCAC check should be sent. And, lastly, the student must ensure that NHCAC has their current contact information. All proof of enrollment documentation must be received by NHCAC on or before December 31 of aforementioned fall semester via U.S. postal mail addressed and delivered to:

North Harris County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
12320 Barker Cypress Road Suite 600 #229
Cypress, Texas 77429

NHCAC's Corresponding Secretary will deliver the student's mail package to the NHCAC GEMS Chair for processing. The GEMS Chair, after review and verification, following Chapter

fiscal policy, will complete and submit the financial request for payment to the Chapter's Treasurer for check payment.

ARTICLE IX: NOMINATIONS, ELECTIONS & VOTING

The Nominating Committee shall submit nominees for Chapter officers one month prior to the date of the election. Other nominations may be made from the floor. Nominees from the floor must meet the same eligibility requirements as set forth in the Chapter Policies and Procedures for Chapter office as referenced under section Criteria to Run for Chapter Office. Sorors must complete an application to be placed on file. Absentee and write-in ballots are not recognized in Delta Sigma Theta. The soror submitting the name for nomination from the floor must be a financial member of North Harris County Alumnae Chapter. The proposed standard procedures for campaigning will be presented by the Nominating Committee at the January Chapter meeting.

A member does not have to be present to be nominated from the floor; however, she must be declared eligible and she must affirm her willingness to serve unless she has given prior consent. Acceptable documentation may include, but is not limited to a letter, note, email, text, telephone call, or some form of communication from the nominee stating that she wants to be nominated or if nominated she is willing to serve.

Members of the Nominating Committee who are interested in seeking office must notify the President and the Chair of the Nominating Committee, in writing, of their intent to resign their position. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for a chapter office or position.

After nominations from the floor have been closed, the Presiding Officer reads the complete list of nominations; and then the Nominating Committee verifies the candidate's eligibility immediately for those nominated from the floor.

The Nominating Committee prepares the slate of candidates and then publishes the slate of candidates.

Section 1: ELIGIBILITY CRITERIA TO RUN FOR CHAPTER OFFICE

To be eligible for nomination of Chapter President, First Vice President, and Second Vice President, a soror must:

- o Be a financial member with North Harris County Alumnae Chapter and be financial with Grand Chapter for the fiscal year in which the election takes place
- o Have registered and attended at least two (2) of the last three Regional Conferences held previous to her nomination
- o Have registered and attended at least two (2) of the last three National Conventions held previous to her nomination
- o Be present and available to assume duties at the designated time
- o Have never been impeached by the Chapter

To be eligible for nomination for Corresponding Secretary and Recording Secretary, a soror must:

- o Be a financial member with North Harris County Alumnae Chapter and be financial with Grand Chapter for the fiscal year in which the election takes place
- o Have registered and attended at least one (1) of the last three Regional Conferences and/or one (1) of the last three National Conventions held previous to her nomination
- o Be present and available to assume duties at the designated time
- o Have never been impeached by the Chapter

To be eligible for nomination for Treasurer, Assistant Treasurer, Financial Secretary and Assistant Financial Secretary, a soror must:

- o Be a financial member with North Harris County Alumnae Chapter and be financial with Grand Chapter for the fiscal year in which the election takes place
- o Have registered and attended at least two (2) of the last three Regional Conferences held previous to her nomination
- o Have registered and attended at least two (2) of the last three National Conventions held previous to her nomination
- o Have never been impeached by the Chapter

To be eligible for nomination for the Nominating Committee Chair and members of the Nominating Committee, a soror must:

- o Be a financial member with North Harris County Alumnae Chapter and be financial with Grand Chapter for the fiscal year in which the election takes place
- o Have registered and attended at least two (2) of the last three Regional Conferences held previous to her nomination
- o Have registered and attended at least two (2) of the last three National Conventions held previous to her nomination
- o Have never been impeached by the Chapter

To be eligible for nomination for Member of the Budget and Finance Committee, a soror must:

- o Be a financial member with North Harris County Alumnae Chapter and be financial with Grand Chapter for the fiscal year in which the election takes place
- o Have registered and attended at least two (2) of the last three Regional Conferences held previous to her nomination
- o Have registered and attended at least two (2) of the last three National Conventions held previous to her nomination
- o Have never been impeached by the Chapter

To be eligible for nomination for Audit Chair, a soror must:

- o Be a financial member with North Harris County Alumnae Chapter and be financial with Grand Chapter for the fiscal year in which the election takes place
- o Have registered and attended at least one (1) of the last three Regional Conferences and/or one (1) of the last three National Conventions held previous to her nomination
- o Be present and available to assume duties at the designated time
- o Have never been impeached by the Chapter

Section 2: ELECTIONS

The Chapter shall hold elections biennially in April. Officers will be installed in May and will assume full duties on July 1st. Prior notice of at least ten (10) days shall be given before the

election of new officers. A slate of officers shall be submitted by the nominating committee at the March meeting. Other Sorors, who meet the Chapter qualifications, as stipulated by the Chapter guidelines, may be nominated from the floor at the March meeting. Voting by secret ballot will occur at the April meeting.

a. Campaign Guidelines:

1. A campaign finance report must be submitted to the Elections Chair.
2. The format of the finance report will be provided by the Elections Committee.
3. Candidates will be responsible for cleaning up all literature.
4. No Campaign Materials allowed in the Meeting Room.
5. The campaign expenditure limit is not to exceed \$500

ALLOWED

1. Print Literature
2. Robo-calls
3. Campaigning on the Internet is allowed via websites, personal emails, and email and video marketing tools. Must comply with the Internet guidelines.

NOT ALLOWED

1. Gifts/Giveaways
2. Gifts at campaign pre/post receptions
3. Food of any kind (e.g., table candy, peppermints, popcorn, chocolates)
4. CDs, Jump Drives, etc.
5. Mailing gifts
6. Giveaways of any kind, which includes fundraiser prizes.
7. Activities within social network sites or social online communities that allow individuals to interact with each other are NOT allowed.
8. Campaigning is restricted within the Sorority.

SECTION 3: ELECTIONS GUIDELINES

a. Voting Method

- o The chapter will use a form of electronic/online balloting for voting.
- o Each eligible Soror will be provided a sticker assigning her to a computer for online ballot voting with all qualified candidates' names.
- o The Elections Committee will instruct the Sorors on how to use the online ballot for voting.

b. Eligibility to Vote

- o Sorors must be financial in the current fiscal year in order to vote.
- o Only Sorors who appear on the Financial Secretary's roster will be allowed to obtain a ballot.

c. CHAPTER VOTING

- o Members will review Policies and Procedures recommendations 30 days prior to voting. A 10-day prior notification given to the membership before voting occurs on Policies and Procedures changes/amendments. Policies and Procedures changes require a 2/3 vote.

- o There will be a 10-day notification (via US Mail) to the membership prior to the vote to proceed with Membership Intake. The vote to proceed with Membership Intake must pass by a 2/3 vote of members present and voting.
- o For Chapter elections, a slate of officers shall be submitted by the nominating committee at the March meeting. Other Sorors, who meet the Chapter qualifications, as stipulated by the Chapter guidelines, may be nominated from the floor at the March meeting. A 10-day prior notification given to the membership before voting occurs on Officers in April.

Section 4: General Voting Process

- o Sorors must adhere to the published time of 11:00 a.m. – 11:30 a.m. to pick up a ballot in order to cast their vote. Any Soror not adhering to the published times will not be permitted to pick up and/or cast her ballot.
- o Ballots will not be issued before the presiding officer has established a quorum or the published time.
- o Voting will not begin until the permitted time.
- o Stickers for online ballot voting will only be issued by a member of the Elections Committee.
- o Stickers for online ballot voting issued by anyone other than a member of the Elections Committee will be deemed illegal.
- o A member of the Elections Committee will mark all illegal online ballot votes.
- o Sorors will be directed to the voting area (if other than the meeting room) when it is their time to vote.
- o Allowing Sorors to exceed the cut-off time for picking up ballots or voting is only permissible if the delay is a result of directions given by the Elections Committee.
- o Completed online ballot votes picked by anyone other than a member of the Elections Committee will be deemed illegal.
- o Each Soror will be given a sticker/ticket after casting her vote. This will be used to obtain a new ballot in the event of a run-off.
- o Re-balloting will occur after the first ballot when no Soror receives the majority vote. If there are more than two candidates, the two with the most votes will be in the run-off. All others will be dropped from the race.
- o Sorors will be instructed when they can pick-up their sticker for a new online ballot in addition to when and where she can cast her vote.

Section 5: Counting of the Votes/Reporting the Results of Election

- o The Elections Committee will present a print out of the count via online ballot device used to the Chapter President.
- o When all voting is complete, the results of the voting will be presented to the Chapter in the Elections Report. The Elections Report does not announce winners, only results of the count.

ARTICLE X: SPECIAL ELECTIONS

With the approval of the Regional Director, the President shall appoint a member to fill any vacancy that occurs during the interim between regular elections. The President may fill vacancies in appointed positions without prior approval.

Section 1: Minerva Circle: The members of the Minerva Circle are recommended to the Chapter by the Nominating Committee and voted on by the body. Individual members may self-nominate if they choose to run for the Minerva Circle. The Nominating Committee recommends a slate of candidates after they've vetted applicants. Members of the Minerva Circle must meet all guidelines set forth in the Administrative Procedures for Membership Intake. If an applicant is related to a member of the Minerva Circle, the Minerva Circle member may not participate in reviewing the packet of that applicant nor may she conduct the interview of that applicant. She can vote on all applicants and continue to serve on the Minerva Circle.

Members of the Minerva Circle are elected; however, the President and Financial Secretary are members by virtue of their office. The President will fill vacancies on the Minerva Circle.

The chapter shall open the floor for nominations of the Minerva Circle at the same chapter meeting in which the vote to conduct membership intake occurred. Nominations for the positions on the Minerva Circle are conducted by the elected Nominating Committee of the chapter. The floor will not be open for nominations on the day of election of the Minerva Circle.

ARTICLE XI: INSTALLATION OF OFFICERS

Officers are to be installed in May and to assume full duties at the beginning of the fiscal year, July 1

ARTICLE XII: TRANSITION OF OFFICERS

Officers' transitions are to occur in May after installation.

ARTICLE XIII: MEMBERSHIP INTAKE

Once the applicants have been presented to the chapter and a vote has been taken, the list of applicants who received the majority vote is sorted by the number of votes received, from the highest to the lowest. The established line cap number is taken from the list of applicants receiving the majority vote. (Refer to Example 1)

If the number of applicants who received the majority vote is LESS than the Line Cap percentage, the chapter can NOT add any applicants nor can they re-ballot to reach the line cap. ONLY applicants receiving the majority vote will be extended membership. In the event there is a tie for the last position(s), the chapter will re-ballot or hold a run-off vote for those applicants with the tie vote ONLY. Re-balloting occurs on the same day of the initial chapter vote and will

continue until the last position(s) is determined by the majority vote. (Refer to Example 2)
NOTE: The chapter should have blank ballots ready in case they are needed for a run-off.

The chapter members must complete the membership intake ballot by voting YES or NO for each applicant by placing an “X” on the line next to her name. Failure to mark YES or NO voids the vote for that particular candidate

ARTICLE XIV: CHAPTER REPRESENTATION

For all approved travel (i.e. Regional Conference, National Convention, Statewide Meeting, Leadership Conference, Delta Days at the State or Nation’s Capital, etc.), the Chapter will pay the registration fee for up to 2 delegates or designee to attend the event/meeting. Approval by the Chapter must be given in advance.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1: Immediate verification

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

a. Proof of Membership

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

OR

b. Vouching for Sorors/Members

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

AND

c. Verification of Good Standing

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

Section 2: Follow-up verification

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

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Members should use a personal email account to receive Sorority information instead of their professional/work email address. This personal email account should not be a shared account.

Announcements are sent to the membership using a chapter email distribution list, these announcements include:

- Meeting reminders
- Meeting cancellations due to weather or power outage
- Attire for chapter photographs
- Quick dissemination of unforeseen information

Sorors are also given the option of utilizing our text message system which is voluntary.

If sorors do not have access to email, upon request, meeting reminders are provided through methods other than email and also hard copies of minutes and financial reports are provided.

NHCAC Social Media Networks:

- Facebook – North Harris Deltas
 - Twitter - @nhcacdst
 - Instagram - @nhcacdst
- All information on the chapter social media account must be reviewed and approved by the chapter president. The chapter will be held responsible for the content of the chapter social media accounts.

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

Section 1: Members will review Policies and Procedures recommendations 30 days prior to voting. A 30-day prior notification must be given to the membership before voting occurs on Policies and Procedures changes/amendments.

Section 2: A quorum must be present to vote. Must have a 2/3 vote to change Policies and Procedures.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

Section 1. Governing Documents

- o Sorority Charter
- o Constitution & Bylaws
- o Robert's Rules of Order, Newly Revised
- o Chapter Policies and Procedures
- o Chapter Rules of Order
- o Texas State Laws

Section 2. Administrative Resources and Tools

Ritual
Protocol and Traditions Manual
Fiscal Officers Manual
Administrative Procedures for Membership Intake
Scholarship & Standards Committee - Hot Off the Press Announcement
Delta Internet Guidelines
Step Show Guidelines
Chapter Management Handbook
Pyramid Study Guide
Internal Audit Manual
Membership Intake Program

ATTACHMENTS:

Chapter Rules of Order Form
Chapter Policies and Procedures
Scholarship Application
Chapter Vouchers/Check Request, Copy of Travel
Chapter Minutes
Expense Report

ARTICLE XIX: RISK MANAGEMENT PLAN

The Chapter under the direction of the National Program Planning and Development Committee is implementing this Youth Initiatives Volunteer Policy to ensure that all of our youth programs (including, but not limited to Delta Academy, Delta GEMS and EMBODI) are administered consistently and in a manner that is in the interest of both the participating youth and Delta. Through this process we will adhere to the policies as set forth in Delta's Risk Management Manual in its entirety.

The Risk Management Team will consist of the:

1. Chapter President
2. 1st Vice President and Chair of Program Planning and Development
3. The committee chairs of each youth program of the chapter including but not limited to:
 - a) Program Lead of Delta Academy
 - b) Program Lead of Delta GEMS
 - c) Program Lead of EMBODI

Written Descriptions of the Responsibilities of the Officers, Committee Chairs, Co-Chair and Members Who Work Directly with Youth Initiatives

Risk Management Coordinator (1st Vice President)

General:

In an effort to ensure the safety of all youth who participate in chapter youth initiative workshops, fieldtrips and other activities, the chair will review the Risk Management document from grand Chapter and will use that information to develop an acceptable screening process and training for members of the chapter and other community members who will interact with youth initiatives.

Responsibilities:

1. Organize and attend a risk management workshop annually.
2. Complete the risk management screening process personally
3. Supervise the risk management screening process with a Risk Management Team
4. Ensure that all committee members working with youth have completed the Risk Management screening process
5. Discuss and evaluate committee activities during the sorority year
6. Report any incidents that may indicate abuse (seen or discussed) to the Chapter President and Children's Services

Chapter Officers

General:

As a general function of the offices of President, 1st& 2nd Vice President, Recording & Corresponding Secretary, Financial Secretary and Treasurer, the expectation is that they be involved in all committee activities, including those dealing with youth initiatives.

Responsibilities:

1. Attend a risk management workshop annually.
2. Complete the risk management screening process
3. Assist with Risk Management screenings when requested
4. Attend committee meetings and/or workshops during the sorority year
5. Report any incidents that may indicate abuse (seen or discussed) to the Chapter President and Children's Services

Delta Academy

General:

The Dr. Betty Shabazz Delta Academy Committee operates under the Five Point Thrust – Educational Development. The theme is “Catching the Dreams of Tomorrow, Preparing Young Women For the 21st Century”. The Delta Academy was created out of an urgent sense that bold action was needed to save our young females (ages 11-14) from the perils of academic failure, low self-esteem, and crippled futures.

Duties:

It shall be the duty of the Delta Academy Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives are focused on creating educational programs for at-risk young women between the ages of 11 and 14 in the local communities in which the chapter serves.

Qualifications:

1. College degree
2. Interpersonal Skills
3. Ability to relate to youth of all backgrounds
4. Effective team worker
5. Respect for confidentiality (except in cases where the youth is in harm’s way)
6. Attendance at a workshop on youth topics (role of a youth worker, building relationships, health and safety, and child protection)

Time Commitment:

1. 4 hours monthly for meetings, workshops and mentee contact
2. 1 hour annually for Risk management workshop

Measure of Success:

1. Mentor survey to determine monthly contact with mentor (activities and benefits) and effectiveness of mentor-mentee relationship
2. Parent survey to determine monthly contact with child’s mentor
3. Mentor survey to determine effectiveness of training and mentor-mentee relationship
4. Program assessment completed to evaluate each workshop and program for effectiveness

Benefits:

1. Learn new information based on STEM focus
2. Motivate and inspire youth
3. Networking with community members who present workshops
4. Opportunity to participate in volunteer activities in the community
5. Practice leadership skills

Delta GEMS (Growing and Empowering Myself Successfully)

General:

Delta Gems was created to catch the dreams of African American at-risk, adolescent girls aged 14-18. Delta GEMS provides the frame work to actualize those dreams through the performance of specific tasks that develop a CAN DO attitude. The goals for Delta GEMS are: (1) To instill the need to excel academically (2) To provide tools that enable girls to sharpen and enhance their skills to achieve high levels of academic success; (3) To assist girls in proper goal setting and planning for their futures high school and beyond; and (4) To create compassionate, caring, and

community minded young women by actively involving them in service learning and community service opportunities.

Duties:

It shall be the duty of the Delta GEMS (Growing and Empowering Myself Successfully) Committee to implement projects and initiatives set forth by the National Program Planning & Development Committee. Programs and initiatives are focused on creating academic success for young women between the age of 14 and 18 who are at-risk in the local communities in which the chapter serves.

Qualifications:

1. College degree
2. Interpersonal Skills
3. Ability to relate to youth of all backgrounds
4. Effective team worker
5. Respect for confidentiality (except in cases where the youth is in harm's way)
6. Attendance at a workshop on youth topics (role of a youth worker, building relationships, health and safety, and child protection)

Time Commitment:

1. 4 hours monthly for meetings, workshops and mentee contact
2. 1 hour annually for Risk management workshop

Measure of Success:

1. Mentor survey to determine monthly contact with mentor (activities and benefits) and effectiveness of mentor-mentee relationship
2. Parent survey to determine monthly contact with child's mentor
3. Mentor survey to determine effectiveness of training and mentor-mentee relationship
4. Program assessment completed to evaluate each workshop and program for effectiveness

Benefits:

1. Motivate and inspire youth
2. Networking with community members who present workshops
3. Opportunity to participate in volunteer activities in the community
4. Practice leadership skills

EMBODI:

General:

The EMBODI (Empowering Males to Build Opportunities for Developing Independence) program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc., with the support and action of other major organizations, on the plight of African-American males.

Duties:

It shall be the duty of the EMBODI (Empowering Males to Build Opportunities for Developing Independence) Committee to implement projects and initiatives set forth by the National Program Planning and Development Committee. Programs and initiatives are designed to refocus the efforts of Delta Sigma Theta Sorority, Inc. on the plight of African-American males in the local communities in which the Chapter serves.

Qualifications:

1. College degree
2. Interpersonal Skills
3. Ability to relate to youth of all backgrounds
4. Effective team worker
5. Respect for confidentiality (except in cases where the youth is in harm's way)
6. Attendance at a workshop on youth topics (role of a youth worker, building relationships, health and safety, and child protection)

Time Commitment:

1. 4 hours monthly for meetings, workshops and mentee contact
2. 1 hour annually for Risk management workshop

Measure of Success:

1. Mentor survey to determine monthly contact with mentor (activities and benefits) and effectiveness of mentor-mentee relationship
2. Parent survey to determine monthly contact with child's mentor
3. Mentor survey to determine effectiveness of training and mentor-mentee relationship
4. Program assessment completed to evaluate each workshop and program for effectiveness

Benefits:

1. Motivate and inspire young males as they seek to develop self confidence in their future pursuits
2. Network with other persons/organizations involved in working with youth
3. Practice leadership skills
4. Develop strategies to improve coping skills
5. Interaction with other young males in a positive atmosphere