

**POLICIES AND PROCEDURES
DELTA SIGMA THETA SORORITY, INC.
HOUSTON ALUMNAE CHAPTER**

(Revised March 2015)

MAILING ADDRESS: P.O. Box 2642
Houston, TX 77252-2642

CHAPTER SERVICE AREA: Greater Houston Area
10% of the financial membership constitutes a quorum for the transaction of business.

CHAPTER OFFICERS

The officers of this Chapter shall be as follows, with other officers appointed as necessary:

Elected Local Officers/Positions

President
First Vice President
Second Vice President
Corresponding Secretary
Recording Secretary
Treasurer
Financial Secretary
Assistant Financial Secretary (3 positions)
Assistant Treasurer (1 position)
Chair, Nominating Committee
Member, Nominating Committee (4 positions)
Chair, Internal Audit Committee

Appointed Local Officers/Positions

Chaplain
Journalist/Historian
Keeper of Properties
Parliamentarian
Sergeant-At-Arms
Assistant Sergeant-At-Arms
Assistant Recording Secretary
Assistant Corresponding Secretary

DUTIES OF OFFICERS

ELECTED OFFICERS

President

It shall be the duty of the President to oversee the operation of the Chapter in the following ways:

- Δ Preside at all Chapter meetings (Regular, Special, and Called).
- Δ Maintain responsibility for the efficient fiduciary and managerial functioning of the Chapter.
- Δ Ensure awareness of and adherence to the National Constitution and Bylaws, Chapter Management Handbook, Chapter Rules of Order, and Chapter Policies and Procedures.
- Δ Conduct ritualistic ceremonies.
- Δ Demonstrate working knowledge of Parliamentary procedures.
- Δ Serve as an ex-officio member of all committees, except the Audit and Nominating Committees.
- Δ Appoint committee chairs for non-elected standing and special committees, and other positions as deemed necessary.
- Δ Serve as chair of the Executive Board and prepare the agenda.
- Δ Serve as the Chapter voting delegate at National Conventions and Regional Conferences.
- Δ Serve as editor of *The Quack*.

- △ Serve as “exchequer of finances”.
- △ Be accountable to the Chapter for the expenditures of funds.
- △ Approve the expenditures of funds (ensure that all checks have two (2) signatures).
- △ Ensure that no checks are pre-signed under any circumstances.
- △ Use a voucher system to request disbursement of funds.
- △ Assume overall accountability for ensuring all programs and committees function as designed by Delta Sigma Theta Sorority, Incorporated and the Five Point Programmatic Thrust and are compliant with the Risk Management Manual.
- △ Review Youth Initiative Volunteer applications for Program Leads and Committee Chairs and conducts the screening process as defined in the Risk Management Manual.
- △ Sign and submit the President’s Acceptance of Fiduciary Responsibility Statement by the required deadline.

First Vice President

It shall be the duty of the First Vice President to:

- △ Serve in place of the President and perform all the duties of President in the President’s absence or at her request (except signing checks).
- △ Serve as chairperson for Membership Services Committee including activities for the reclamation and retention of sorors.
- △ Recognize the importance of the application and preparation phases preceding membership in the sorority.
- △ Be fully knowledgeable of the membership intake process and willing to accept the responsibility that it brings.
- △ Serve as leader of the Minerva Circle.
- △ Support, educate, develop Chapter membership, and reach out to inactive sorors.
- △ Assist the President with all documentation regarding Chapter compliance.

Second Vice President

It shall be the duty of the Second Vice President to:

- △ Serve in place of the First Vice President and perform all the duties of the First Vice President in her absence or at her request.
- △ Serve as chairperson for the Programming, Planning and Development Committee.
- △ Review all new National initiatives with the Chapter and Chapter committees.
- △ Establish steps to building effective Chapter programming.
- △ Conduct committee assessments and evaluations when requested by the President or Grand Chapter (i.e., using the Chapter Demographics Reporting Form, etc.).
- △ Assist all committees with plans and goals to meet national initiatives and the Five-Point Programmatic Thrust.
- △ Coordinate Chapter *Delta Internal Development (DID)* workshops.
- △ Assist the President with all documentation regarding Chapter compliance.
 - Serve as Risk Management Coordinator following Risk Management Guidelines and Procedures.
 - Organize and attend a risk management workshop annually.
 - Complete the risk management screening process personally.
 - Supervise the risk management screening process with Risk Management Team.
 - Ensure all PP&D programs adhere to the guidelines as defined by the Risk Management Manual.
 - Conduct two PP&D workshops per year with Program Leads and other Committee Chairs who work with any off the Chapter’s youth initiatives to ensure all volunteers are adequately trained on the requirements of Risk Management when working with youth initiatives.

- Along with the Chapter President, review Youth Initiative Volunteer applications for Program Leads and Committee Chairs and conduct screenings process as defined in the Risk Management Manual.
- Ensure that all committee members working with youth have completed the Risk Management screening process.
- Discuss and evaluate committee activities on an ongoing basis during the sorority year.
- Submit monthly report to chapter members.
- Report any incidents that may indicate abuse (seen or discussed) to the Chapter President, Regional Director, Youth Initiative Program Chairs, Children Protective Services and other appropriate Delta officers.
- Ensure background checks of all persons involved in youth initiatives as per Risk Management Manual.
- Ensure safe storage and security of documents related (directly and indirectly) to volunteers, youth participants, and background checks.
- △ Ensure the following descriptors are adhered to with regard to youth initiatives:
 - Program Leads
 - Implement programs and ensure committee members and participants follow risk management policies as defined.
 - Committee Members
 - Assist the Program Lead with program implementation and follow all risk management policies as defined.
 - Application Process
 - Volunteers - All persons working with any of the Chapter's youth groups will be required to complete the Chapter's Youth Initiatives Volunteer Application.
 - Applications for Program Leads and Committee Chairs will be reviewed by the Chapter President and Second Vice President.
 - Applications for Committee Members will be reviewed by the Program Leads and Committee Chairs.
 - All documents will be filed with the Recording Secretary to be maintained with the Chapter's Confidential Records.
 - Participants and Parents
 - All participants of any of the Chapter's Youth Initiatives must complete an application as defined by the Risk Management Manual.
 - Qualifications
 - The President and Second Vice President must meet all criteria as defined in the Chapter Policies and Procedures.
 - Program Leads shall be appointed by the President.
 - Time Requirements
 - Programs shall meet three (3) hours, one (1) Saturday per month.
 - Evaluation Procedures
 - Programs shall be assessed biannually in December and May to ensure compliance with the Five-Point Programmatic Thrust and Risk Management Manual.
 - Background Checks
 - The Chapter shall conduct the screening process as defined by the Risk Management Manual every two (2) years or as warranted by the discretion of the President.

It shall be the duty of the Recording *Secretary* to:

- Δ Record the minutes of all Executive Board, regular, special, and called meetings.
- Δ Make minutes and records available to members upon request.
- Δ Record all votes.
- Δ Maintain filed recordings of all committee reports.
- Δ Provide electronic minutes to Chapter President seven days prior to Executive Board and Chapter Meeting, respectively.

Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- Δ Serve as a member of the Technology and Information Committee.
- Δ Send and receive the official correspondence of the Chapter per the President.
- Δ Read all correspondence at all Chapter and Executive Board meetings.
- Δ File correspondence authorized and sent by the Chapter.
- Δ Per Chapter President, distribute electronic minutes to Executive Board and Chapter, respectively.
- Δ Per Chapter President, distribute electronic communications.

Financial Secretary

It is recommended that the Financial Secretary has some knowledge of accounting, finance, record keeping or investment banking. It shall be the duty of the Financial Secretary to:

- Δ Serve as a member of the Finance Committee.
- Δ Serve as a member of the Minerva Circle.
- Δ Record all income received.
- Δ Issue official receipts of all income.
- Δ Prepare and submit a written monthly report of income to all financial members.
- Δ Turn all monies over to the treasurer timely to ensure that the two business day deposit requirement is met.
- Δ Work with the treasurer in monitoring the expenditures of the Chapter budget.
- Δ Serve as one of the authorized signatures for bank accounts.
- Δ Sign checks only when the reimbursement is for other fiscal officers or when specifically requested by the President.
- Δ Maintain a roster of financial Chapter members for the current fiscal year and submit to the President monthly.
- Δ Attend finance training workshops held at National Conventions, Regional Conferences.
- Δ Participate in optional trainings at State Meetings, Cluster Meetings, and DID workshops.
- Δ Read and be familiar with the current *Fiscal Officers Manual* and the Chapter's *Financial Policies and Procedures*.
- Δ Sign and submit the Financial Secretary's Acceptance of Fiduciary Responsibility Statement by the required deadline.

NOTE: Financial Secretary must be bonded for an amount equal to amounts expected to handle.

Treasurer

It is recommended that the Treasurer has some knowledge of accounting, finance, record keeping or investment banking. It shall be the duty of the treasurer to:

- Δ Serve as Chair of the Finance Committee.
- Δ Maintain the official financial records of the Chapter.
- Δ Provide a written report of the Chapter income and disbursements monthly to all financial members.

- △ Prepare and submit annual fiscal reports to Grand Chapter by the due date established by Grand Chapter.
- △ Submit all fees (corporate, bonding, insurance) to Grand Chapter by the due date established by Grand Chapter.
- △ Deposit income received from the Financial Secretary within two business days of receipt.
- △ Mail/submit Grand Chapter funds within 30 days of receipt
- △ Make disbursements on written authorization as directed by Chapter Policies and Procedures.
- △ Ensure that all checks have two signatures.
- △ Sign all checks, unless payable to herself.
- △ Use a voucher system for the disbursement of all funds.
- △ Reconcile all bank accounts on a monthly basis.
- △ Ensure that books are audited in accordance with the current internal audit guidelines.
- △ Present the annual operating budget, to the Chapter for approval by May of each sorority year as prepared by the Finance Committee for the ensuing fiscal year.
- △ Monitor expenditures of the Chapter budget.
- △ Attend finance training workshops held at National Conventions, Regional Conferences.
- △ May also attend optional trainings at State Meetings, Cluster Meetings, and DID workshops.
- △ Read and be familiar with the current *Fiscal Officers Manual* and the Chapter's *Financial Policies and Procedures*.
- △ Sign and submit the Treasurer's Acceptance of Fiduciary Responsibility Statement by the required deadline.

NOTE: Treasurer must be bonded for an amount equal to amounts expected to handle.

Assistant Financial Secretary

The position of Assistant Financial Secretary shall be bonded and elected in accordance with Chapter *Policies and Procedures*. The Assistant Financial Secretary cannot sign checks or deposit funds. The role of the Assistant Financial Secretary does not supersede the duties of the elected Financial Secretary. It shall be the duty of the Assistant Financial Secretary to:

- △ Help the Financial Secretary perform her duties, including assisting in the collection of funds at Chapter meeting and for Chapter committees with events, ticket purchases, merchandise sales, etc.
- △ Serve as a designated substitute(s) and perform all duties of said office, except duties of the Minerva Circle and as noted above in the absence of the elected secretary.

Note: It is recommended that the Assistant Financial Secretary attend finance training workshops held at National Conventions and Regional Conferences. May also attend optional trainings at State Meetings, Cluster Meetings, and DID workshops.

Assistant Treasurer

The position of Assistant Treasurer shall be bonded and elected in accordance with Chapter *Policies and Procedures*. The Assistant Treasurer cannot sign checks and deposit funds. The role of the assistant treasurer does not supersede the duties of the elected Treasurer. It shall be the duty of the Assistant Treasurer to:

- △ Serve as a member of the Finance Committee.
- △ Assist the treasurer in performing her duties.
- △ Serve as a designated substitute whenever the treasurer is absent.

- △ **Note: It is recommended that the Assistant Treasurer attend finance training workshops held at National Conventions and Regional Conferences. May also attend optional trainings at State Meetings, Cluster Meetings, and DID workshops.**

ELECTED POSITIONS

Minerva Circle

The Minerva Circle consists of the following elected positions:

- △ Leader of the Minerva Circle*
- △ Nine (9) Jewels
- △ Keeper of the Muses and Graces
- △ Convener of the Odyssey Experience
- △ Chapter President**
- △ Chapter Financial Secretary**

*First Vice President - Leader of the Minerva Circle by virtue of her elected position per Chapter's policies and procedures.

** Members of the Minerva Circle by virtue of their elected position per the Administrative Procedures for Membership Intake.

Internal Audit Chairperson

It shall be the duty of the Internal Audit Chair to oversee the activities of the Internal Audit Committee, assuring the quarterly audits and yearly audit are performed in a timely manner and entered in the red zone.

Nominating Committee

The Nominating Committee shall be elected biennially in May during the election of Chapter offices/positions and shall assume office July 1st of that year. All members shall be elected in accordance with the Chapter's *Policies and Procedures*. The Committee shall consist of the Chair of the Committee and four members (an odd number of committee members to eliminate ties in voting). It shall be the responsibility of the Nominating Committee to:

- △ Conduct Leadership Development Workshops, one in April of the first year of the biennium and in October of the second year of the biennium, to educate sorors regarding the qualifications for and the duties and responsibilities of Chapter offices.
- △ Carry out the nominating process in line with the guidelines detailed in these policies and procedures.
- △ Present a Leadership Development Workshop for incoming officers immediately after the election.

△

Note: The Chair and Members of the Nominating Committee are ineligible to run for office while serving on the committee. The Chair and members of the Nominating Committee are not eligible to serve consecutive terms. They can serve one term and then must sit out a term before running again.

Appointed Officers

- △ Appointed officers are those who may be authorized by the Chapter and Grand Chapter. They shall exercise the duties customarily pertaining to the office unless otherwise specified.

Chaplain

It shall be the duty of the Chaplain to:

- Δ Have general supervision over the religious activities of the Chapter.

Journalist

It shall be the duty of the Journalist to:

- Δ Write for publication all noteworthy actions of the Chapter that are not secret for submission to local, regional, and national media.
- Δ Serve as chair of the Publicity/Public Relations Committee.

Historian

It shall be the duty of the Historian to:

- Δ Research and maintain the historical files and database of all interesting Chapter events.
- Δ Ensure documents, souvenirs, and media clippings are maintained in a Chapter scrapbook, digital or electronic file.
- Δ Prepare for any display at Regional Conferences and National Conventions.
- Δ Prepare a bi-annual written narrative account of the Chapter's activities and submit it to the Chapter President and the membership in June of election years.

Keeper of Properties

It shall be the duty of the Keeper of Properties to:

- Δ Keep a written inventory of all Chapter properties and submit an annual inventory report to the Chapter President, with a copy to Recording Secretary and Committee Chairs.
- Δ Replenish and ensure the maintenance of all chapter properties,

Parliamentarian

Upon request, it shall be the duty of the Parliamentarian to:

- Δ Advise the Chapter President, other officers, committees, and members on matters of parliamentary procedures, according to the Grand Chapter's *Constitution and Bylaws*, the Chapter's *Rules of Order and Policies and Procedures*, and *Robert's Rules of Order*, (Newly Revised), where Delta does not provide guidance.

Δ

Sergeant-At-Arms

It shall be the duty of the Sergeant-At-Arms to:

- Δ Assist the Chapter President in keeping order at all times.
- Δ Supervise the admittance of all persons to Chapter meetings.
- Δ Request membership verification.
 - Through verification of membership by member of the Chapter.
 - By proof of membership via proper Delta credentials (i.e., membership card or membership certificate).

Assistant Sergeant-At-Arms

It shall be the duty of the Assistant Sergeant-at-Arms to:

- Δ Assist the Sergeant-at-Arms in her duties.

Assistant Recording Secretary

It shall be the duty of the Assistant Recording Secretary to:

- Δ Assist the Recording Secretary with the performance of her duties.
- Δ Serve as designated substitute whenever the elected secretary is absent and perform all duties of said office.

- Δ Complete and submit documents/records to Recording Secretary after assuming her responsibilities.

Assistant Corresponding Secretary

It shall be the duty of the Assistant Corresponding Secretary to:

- Δ Assist the Corresponding Secretary with the performance of her duties and serve as designated substitute in the absence of the elected secretary.

TERM OF OFFICE

Officers and Nominating Committee Chair and Members shall be elected in May biennially.

VACANCIES IN OFFICE

Vacancies in Elected Office

The President shall notify the Executive Board in writing within ten (10) days of any vacancy in any elected office.

In case of a vacancy in the office of the President, the First Vice President shall become President and serve the remainder of the term.

In case of a vacancy in the office of the First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary or Treasurer, the President shall appoint a financial soror to fill the remainder of the term of office. Sorors appointed to an elected office shall be presented to Executive Board and be approved by the body with a majority affirmative vote of the financial sorors present and voting. A quorum shall be present for voting.

EXECUTIVE BOARD

The Executive Board is composed of all officers (elected and appointed), chairs of standing and special committees, as designated on the *Rules of Order Form* and listed in the Chapter's *Policies and Procedures*, and the immediate past President.

Special Committee Chairs meet with the Executive Board at the discretion of the President. It is at the meeting of the Executive Board that committee chairs make progress reports and indicate when they are ready to report to the Chapter.

STANDING COMMITTEES

Standing committees shall be those committees having a continuing task:

- | | |
|------------------|---------------------------|
| Arts and Letters | Courtesy
Delta Academy |
| Internal Audit | Delta
GEMS |

Delta Youth
Executive Committee
EMBODI

Finance
Financial Empowerment
Health & Wellness Initiative
Heritage & Archives
Investments
Local
Projects

Membership Services
Program Planning & Development
Project ACE
Protocol & Traditions
Publicity & Public Relations
Quack
Ritual and Ceremonies
Rules of Order/Policies & Procedures
Scholarship
Social Action
Technology & Information

DUTIES OF STANDING COMMITTEES

STANDING COMMITTEES

Arts and Letters

It shall be the duty of the Arts and Letters Committee to:

- Δ Educate the Chapter in the areas of arts and letters.
- Δ Coordinate events as requested by the Chapter, in addition to those requested by regional and national leadership.

Courtesy

It shall be the duty of the Courtesy Committee to extend courtesies to sorors as follows:

- Δ Soror hospitalized or confined to home with serious illness
 - Gift card not to exceed \$25.00
- Δ Soror experiencing a short period of illness
 - Card
- Δ Birth/Adoption of a soror's first baby
 - Gift or gift card (not to exceed \$25.00)
- Δ First wedding of soror
 - Gift or gift card (not to exceed \$25.00)
- Δ Death of a soror
 - Entitlement to all rights and privileges granted to sorors as per Delta Sigma Theta Sorority, Incorporated *Protocol and Traditions Manual*
 - Omega Omega Ceremony
 - Flowers for service (corsage for sorors – spray soror is a past or current President)
- Δ Death of immediate family member of a soror
 - Gift card not to exceed \$25.00
- Δ Phone Tree Message
 - Utilized to communicate illness and/or death of an immediate family member of a soror.

Note: Immediate family is defined as:

- Δ **Spouse**
- Δ **Child**
- Δ **Sibling**
- Δ **Parent**
- Δ **Parent-in-Law**
- Δ **Grandparent**

Delta Academy

(Catching the Dreams of Tomorrow, Preparing Young Women for the 21st Century)

It shall be the duty of the Delta Academy Committee to:

- Δ Work with young females (ages 11-14) to encourage academic successes and the development of high self-esteem.
- Δ Help enrich and enhance the education that our young teens receive in public schools specifically in math, science, and technology.
- Δ Aid in the development of leadership skills through service learning.
- Δ Help develop a sense of sisterhood as defined by the cultivation of service learning and maintenance of relationships.
- Δ Prepare young girls for full participation as leaders in the 21st Century.
- Δ Implement programs through computer training, self-esteem and etiquette workshops, field trips for science experiences and for college exposure, and special outings to cultural events, fancy dinners, museums, plays, and concerts.
- Δ Coordinate events/activities as mandated by national leadership.

Delta GEMS - Growing and Empowering Myself Successfully

It shall be the duty of the Delta GEMS Committee to:

- Δ Provide tools that enable girls (ages 14-18) to sharpen and enhance their skills to achieve high levels of academic success.
- Δ Instill the need to excel academically.
- Δ Assist girls in proper goal setting and planning for their futures - high school and beyond.
- Δ Create compassionate, caring, and community minded young women by actively involving them in service learning and community service opportunities.
- Δ Coordinate events/activities as mandated by national leadership.

EMBODI

It shall be the duty of the EMBODI Committee to:

- Δ Plan and implement programs designed to refocus the efforts of Chapter with the support and action of other major organizations the plight of African-American males.
- Δ Develop partnerships to reach the vast majority of African-American males within the service area that continue to be in crisis and are not reaching their fullest potential educationally, socially and emotionally.
- Δ Address these issues through dialogue, and recommendations for change.
- Δ Deliver programming inclusive of:
 - Town hall meetings,
 - Workshops, and/or,
 - Teen leadership summits.

Executive Committee

The Executive Committee is composed of the elected officers of the Chapter as designated on the *Rules of Order Form* and as listed in the Chapter's *Policies and Procedures*.

It shall be the duty of the Executive Committee to:

- Δ Act for the Chapter in emergency situations or in the interim of Executive Board meetings.
The power of the Chapter shall be vested in this Committee.

Finance Committee

The Finance Committee shall be chaired by the Treasurer and composed of a minimum of five members including the Financial Secretary, President and Assistant Treasurer. Other members of the Finance Committee shall have some knowledge of the Chapter's fiscal operations (i.e. past fiscal officers) and have some knowledge of finance, accounting and investment banking. Any member of the current Audit Committee shall not be a member of the Finance Committee.

It shall be the mandate of the Finance Committee to:

- Δ Consider the financial needs and programs of the Chapter.
- Δ Develop a zero balance budget based upon the needs of the Chapter.
- Δ Prepare the annual operating budget for the ensuing fiscal year which is presented by the Treasurer to the Chapter for approval by May of each sorority year.
- Δ Review and recommend budget modifications quarterly.
- Δ Ensure that the Chapter is within the 35% limit of Non-Member Gross Receipts.

Health & Wellness Initiative

It shall be the duty of the Health & Wellness Committee to:

- Δ Plan seminars and present programs to combat physical and mental health problems in the Black Community.

Heritage and Archives

It shall be the duty of the Heritage and Archives Committee to:

- Δ Receive, coordinate and organize historical data of the Chapter/Sorority.
- Δ Provide an organized method of receipt, research, analysis, and categorization of the Chapter's historical data.
- Δ Ensure that documents, souvenirs, and media clippings are maintained in a Chapter scrapbook, digital or electronic file.

Internal Audit

The Internal Audit Committee shall consist of an elected chair and four members that review the Chapter's records quarterly/annually. These members are not the current financial officers, but shall have some knowledge of the Chapter's fiscal operations (i.e. past financial officers).

It shall be the duty of the Internal Audit Committee to:

- Δ Recommend an independent auditor for the annual review.
- Δ Review and propose internal controls.
- Δ Review the Chapter records, inclusive of all accounts (including merchant accounts) and indicate any material weaknesses.
- Δ Function as per The Internal Audit Manual.
- Δ Prepare the IAR-1 Form annually by August 31st.

The Audit Committee's Review of activities shall include:

- Δ Verify receipts for the period.
- Δ Verify expenditures for the period.
- Δ Verify savings and checking account balances.

- △ Ensure the presence of expenditure documentation (receipts, invoices, (etc.).
- △ Ensure adherence to budget line items.
- △ Ensure adherence to separation of fiduciary responsibilities.
- △ Notify Chapter of any weaknesses in financial structure.
- △ Recommend needed improvements.

Local Projects

It shall be the duty of the Local Projects Committee to:

- △ Survey needs within the service area.
- △ Evaluate findings.
- △ Make recommendations to the Chapter of projects to be undertaken commensurate with aims, purposes, and resources of the Chapter.
- △ Build diverse partnerships with agencies/establishments in the community.

Membership Services

It shall be the duty of the Membership Services Committee to:

- △ Design programs and activities to retain and reclaim inactive sorors.
- △ Provide fellowship activities for the Chapter.
- △ Verify membership of persons in Delta Sigma Theta Sorority, Incorporated who attend Chapter meetings.
- △ Coordinate programming to recognize those members who have achieved Delta milestones (e.g.):
 - Silver Sorors (Completed 25 years of service in Delta Sigma Theta)
 - Golden Girls (Completed 50 or more years of service in Delta Sigma Theta)
 - Delta Dears (62 years of age)

Program Planning and Development

It shall be the duty of the Program Planning and Development Committee to:

- △ Evaluate the success, impact, depth and breadth of Chapter programs as per the *Chapter Management Handbook*.
- △ Coordinate National Program Planning and Development Initiatives.
- △ Coordinate and conduct assessment for compliance of National Program Planning and Development initiatives that include:
 - Delta Academy
 - Delta GEMS (*Growing and Empowering Myself Successfully*)
 - EMBODI (*Empowering Males to Build Opportunities for Developing Independence*)
 - Risk Management
 - Descriptions/Responsibilities
 - President shall ensure overall mission and program executions and assume ultimate responsibility of programs, inclusive of necessary time commitments for measuring effectiveness and impact.
 - 2nd Vice President shall ensure program assessment responsibilities as Risk Management Coordinator, inclusive of necessary time commitments for measuring effective program effectiveness and impact.
 - Youth Initiative Committee Chairpersons shall ensure appropriate program executions as evidenced by demonstration of leadership skills, communication, and participation as member of Risk Management Committee for a minimum of 2 – 4 hours per month for measuring effective program effectiveness and impact.

- Chapter Members/Participants/Parents/Volunteers shall adhere to screening process and support/ensure program executions for a maximum per event/activity for the measurement of effective programming and impact.

NOTE: Effective July 2010, National Headquarters approved risk management guidelines for youth programs. The Risk Management Manual is a required/mandatory strategy for implementation by chapter. Manual is available upon request to the President or 2nd Vice President.

Project ACE

It shall be the duty of the Project ACE Committee to:

- Δ Foster sisterly/working relationships between collegiate and alumnae sorors and Chapters.
- Δ Help bring about a smooth transition from collegiate to alumnae Chapters.
- Δ Provide opportunities for career exploration for collegiate sorors.
- Δ Help build lasting relationships among collegiate and alumnae sorors.
- Δ Increase the number of collegiate sorors that join alumnae Chapters immediately after graduation.

Protocol and Traditions Committee

It shall be the duty of the Protocol Committee to:

- Δ Provide clear and authentic descriptions of the traditions and protocol of the Sorority (The Protocol and Traditions Manual).
- Δ Implement established code of protocol and behavior within the chapter.
- Δ Preserve the forms of ceremony and etiquette observed by the Sorority.
- Δ Provide a support system for the Chapter President.
- Δ Provide the Chapter information regarding prescribed social usages, etiquette and acts of courtesy observed by the organization, including beliefs and customs usually not written.
- Δ Play a major role in ensuring the dignity and correctness of ceremonies, courtesies and proper and official dealings.
- Δ Meet at least once a quarter to discuss updates, correct procedures, possible questions to be answered and various methods for effective presentations to the Chapter.
- Δ Conduct several mini workshops (suggested 4) each year during Chapter meeting or at a time approved by the Executive Committee and/or Executive Board (i.e., Before - Founders Day, Regional Conference, National Convention, Membership Intake (if necessary), and Omega-Omega Service).
- Δ Conduct Workshops with suggested topics for discussion as:
 - Policies,
 - Ceremony basics,
 - Traditions, respect, and recognition,
 - Rites of passage,
 - Secrets, rap order, DST songs (2nd verse of National Hymn),
 - Addressing of envelopes, and
 - Attire, etc.

Publicity and Public Relations

It shall be the duty of the Publicity and Public Relations Committee to:

- Δ Serve, or ensure that a member of the Publicity and Public Relations Committee serves as a member of the Technology and Information Committee.

- △ Make the community aware of Chapter involvement/programs/events by disseminating information and/or promotional material to news and other media sources, and various public outreach networks.
- △ Assist other committees with developing written information to be submitted for local and national publications.
- △ Act as liaison between invited media and the Chapter at publicized events.

Quack

It shall be the duty of the Quack Committee to:

- △ Serve, or ensure that a member of the Quack Committee serves, as a member of the Technology and Information Committee.
- △ Publish and distribute the Quack via various media outlets, including but not limited to:
 - U.S. Mail,
 - Electronic Mail, and
 - Chapter Website.

Ritual and Ceremonies Committee

It shall be the duty of the Ritual and Ceremonies Committee to:

- △ Increase members' knowledge and appreciation of the fundamental principles and the Sorority's basic belief system (The Nine Jewels, and The Oath) as demonstrated in the Delta Sigma Theta *Ritual, Ceremonies, Rites and Protocol*.
- △ Enhance and preserve the basic tenets of the Ritual and Ceremonies by:
 - **Teaching** about the meanings inherent in the Ritual and Ceremonies,
 - **Modeling** excellence in Ritual and Ceremonial activities, and
 - **Evaluating** the impact of The Jewels and The Oath in the lives of the Sorors.
- △ Set up properties for Ritualistic Ceremonies.

Rules of Order/Policies and Procedures

It shall be the duty of the Rules of Order/Policies and Procedures Committee to:

- △ Evaluate and recommend changes to the Chapter's *Policies and Procedures Manual*.
- △ Make the necessary revisions to the Chapter's *Policies and Procedures Manual*.
- △ Examine all pertinent information, including Grand Chapter *Constitution and Bylaws, Chapter Management Handbook, Current Chapter Policies and Procedures, Recommendations, and Policy statements* received from National Headquarters.
- △ Review past concerns and determine how they should be resolved.
- △ Invite Chapter members to submit proposed changes for committee review.
- △ Prepare a draft with proposed changes and rationale and present to Executive Board and Chapter.
- △ Present the proposed changes to the Chapter members at a Chapter meeting for their vote.
- △ Ensure Chapter members receive copies of the proposed changes at least 30 days before the vote.
- △ Establish a process for regular review and maintenance of the Chapter's *Policies and Procedures Manual*.
- △ Distribute copies to each Chapter member within 60 days after approval by the Regional Member of the Scholarship and Standards Committee.

Scholarship

It shall be the duty of the Scholarship and Awards Committee to:

- △ Develop and administer the scholarship program of the Chapter and make recommendations concerning the same to the Executive Board.

The Chapter's current scholarships awarded annually are:

HAC (Houston Alumnae Chapter)	\$8,000	\$2,000 (per year)
Thelma Patten Law Scholarship	\$4,000	\$2,000 (per year)
*Jordan Family Scholarship	\$3,000	\$3,000 (total)
HAC Service Scholarship	\$3,000	\$3,000 (total)
*Fonsworth/Benbow Scholarship	\$2,000	\$2,000 (total)
*Betty Jennings Memorial Scholarship	\$2,000	\$2,000 (total)
*Rosalyn Smith Scholarship	\$1,000	\$1,000 (total)
*Beatrice Engram Scholarship	\$1,000	\$1,000 (total)

**Denotes a family funded scholarship.*

- Δ To apply for the Rosalyn Smith Scholarship, Jordan Family Scholarship, and the Beatrice Engram Scholarship, applicants must verify active participation in HAC-Delta Programs and have at 2.8 GPA.
- Δ To apply for the Betty Jennings Memorial Scholarship, the applicant must be a student majoring in Education or Fashion Design.
- Δ To apply for the Thelma Patten Law Scholarship, applicants must be a student majoring in Medicine or the field of science.
- Δ All other scholarships shall be available to Delta Sigma Theta Sorority youth participants and students in the Greater Houston Area who meet the GPA requirement of a 2.8.
- Δ The winner of the HAC \$8000.00 scholarship shall maintain an overall 3.0 on a 4.0 GPA scale, inclusive of fall, spring and summer grades in order for the scholarship to be renewed.

NOTE: All remaining balances of forfeited scholarship amounts will be encumbered and moved into the Chapter's Scholarship and Awards account.

To be considered, the completed application shall contain:

- Δ Letter of recommendation from one school official (include his or her title),
- Δ Letter of recommendation from one community leader not affiliated with applicant's school (pastor, club sponsor, volunteer organization director, etc.),
- Δ One attached photograph (wallet size),
- Δ Letter of acceptance from College/University,
- Δ Essay, and
- Δ Copy of official transcript showing rank, GPA, current State-Mandated assessment (shall have passed all parts),

Note: GPA shall be stated on transcript. Minor scholarship requirement revisions may be presented to the Chapter for consideration as deemed necessary by the Scholarship and Awards Committee.

The scholarships awarded shall be determined by the Scholarship Committee.

- Δ Applications shall be postmarked in March of each year on a day designated by the committee. The scholarships shall be reviewed in March of each year and announced at the May Week Activities.
- Δ Scholarship applications shall be made available to the sorority and sent to school counselors in January of each year.
- Δ Scholarships shall be awarded upon presentation of proof of enrollment in college during the fall semester following the award.
- Δ Letters of recommendation shall state and give examples of the positive characteristics and personal attributes of the applicant.

- △ Applicants shall write a brief essay (minimum of at least 300 words but not more than 500 words) telling of a significant experience, which has inspired the applicant to pursue a college education. (typed/double spaced).

Social Action

It shall be the duty of the Social Action Committee to:

- △ Develop programs as requested by the Executive Board and the National Social Action Commission.
- △ Increase the knowledge of current national and local issues to ensure that Chapter members are informed and effective citizens that are actively engaged and advocate for the electoral process.
- △ Encourage active Chapter member participation as individuals in the political activity.
- △ Work to enact national and local legislation of particular interest to African Americans and women.
- △ Maintain vigilance over action or inaction by local, judicial and administrative agencies and officials.
- △ Cultivate a relationship with the community elected officials and community leaders.
- △ Join and volunteer leadership in civic and other social action organizations, including racially-diverse groups.
- △ Encourage increased appointment and advancement of African American women in policymaking positions in national and local governments.
- △ Facilitate Chapter participation in:
 - Red and White Day at the School District, City Hall, and Capital,
 - Delta Days at the Nation's Capital, and
 - Delta Days at the UN.

Technology and Information

The Technology and Information Committee will act as the liaison between the Chapter and regional and national technology representatives. The committee's responsibilities shall include developing and maintaining a plan to keep the Chapter current in the area of technology. The committee will include the Corresponding Secretary, and representatives from the Quack and Publicity committees.

It shall be the duty of the committee to:

- △ Implement solutions that help the Chapter function more efficiently.
- △ Maintain the Chapter's website.
- △ Serve as resource consultant on all technology-related activities and encourage the use of best-practices.
- △ Stay on cutting-edge of technology industry.
- △ Perform technology needs assessments.
- △ Evaluate, recommend, and manage hardware and software to meet the Chapter's changing technology needs.
- △ Provide procedures for implementation of changes in technology, including the safeguarding of the Chapter intellectual property.
- △ Maintain the Chapter's website, social networks pages, and any other external electronic media.
- △ Ensure that the Chapter is in compliance with the national communications and internet guidelines.
- △ Review and monitor all electronic media bearing the Chapter's name and brand.
- △ Assess and recommend technology necessity of pages, forms, and graphics for the Chapter's website in relation to the Chapter's financial objectives.

Telephone

It shall be the duty of the Telephone Committee to:

- Δ Notify the Chapter members in times of emergencies and urgent Chapter business in the event the phone tree is disabled.

OTHER COMMITTEES/REPRESENTATIVES/APPOINTMENTS/Pan-Hellenic Council

Appointment of Committees

The President shall appoint all committees not otherwise specified by the *Rules of Order* and other such committees as may be deemed necessary.

Ad Hoc Committees

Ad Hoc Committees shall be defined as committees appointed by the President for specific purposes. When the committees' said goal(s) is/are accomplished, the committee is dissolved.

Pan-Hellenic Council Representative (ies)

The Pan-Hellenic Council Representatives shall represent the Chapter at Pan-Hellenic Council meetings. The Chapter President shall appoint two or three representatives for the Chapter. It shall be the duty of the representatives to:

- Δ Report the initiatives from the local and national Chapter of the NPHC at Chapter meetings.

DUTIES OF SPECIAL COMMITTEES

SPECIAL COMMITTEES

Conference/Convention Planning

It shall be the duty of the Conference/Convention Planning Committee to:

- Δ Distribute information and coordinate Chapter plans for attending Regional Conferences and National Conventions.

Delta Daytimers

Delta Daytimers shall be defined as a committee of retired sorors that has representation on the Executive Board.

Elections

The Chapter President shall appoint the Elections Committee no later than the March meeting of the election year. The committee will consist of a chair and four members. The members of the committee shall not be candidates for any office/position being elected or be members of the Nominating Committee. It is the duty of the Elections Committee to:

- Implement the guidelines found in these policies and procedures
- Monitor campaign activities
- Create a ballot of candidates
- Distribute ballots
- Collect ballots
- Guide Sorors during the voting process
- Tally the votes
- Create the elections report

Emergency Response

It shall be the duty of the Emergency Response Committee to:

- Δ Maintain sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates.

Founders Day

It is the duty of the Founders Day Committee to:

- Δ Plan and coordinate the celebration to honor the Founders of Delta Sigma Theta in a manner conducive for sorors to rededicate themselves to the fundamental principles and ideals and of the sorority.
- Δ Set aside a day during January, February, or March for this celebration.

International Day of Service

It shall be the duty of the International Day of Service Committee to:

- Δ Implement the annual public day of service activity for the Chapter as outlined by the National Program Planning and Development Committee.

May Week

It is the duty of the May Week Committee to:

- Δ Plan and coordinate culminating activities in May that emphasize scholastic achievements, present scholarships, and spotlight the Chapter programs and projects for the year.
- Δ Display the Chapter's accomplishments that define Delta Sigma Theta as a public service sorority.
- Δ Highlight Chapter activities that affirm the Five-point Program Thrusts of Delta Sigma Theta.
- Δ Present the year's scholarship recipients.
- Δ Honor sorors who have achieved twenty-five and fifty year milestones.

Membership Intake/Minerva Circle

The Minerva Circle, a special committee, shall have the purpose of planning and implementing all phases of the Membership Intake process. At the conclusion of the intake process, the committee is dissolved.

The Minerva Circle consists of the following elected positions:

- Δ Leader of the Minerva Circle*
- Δ Nine (9) Jewels
- Δ Keeper of the Muses and Graces
- Δ Convener of the Odyssey Experience
- Δ Chapter President**
- Δ Chapter Financial Secretary**

*First Vice President - Leader of the Minerva Circle by virtue of her elected position per Chapter's policies and procedures.

** Members of the Minerva Circle by virtue of their elected position per the Administrative Procedures for Membership Intake.

Note: Qualifications for the election of members of the Minerva Circle are outlined in the Administrative Procedures for Membership Intake. The Chapter shall elect the Minerva Circle at the next regular chapter meeting following the meeting at which the chapter voted to proceed with Membership Intake. The Chapter's vote to proceed or not to proceed with Membership Intake requires 2/3 of the membership that is present and voting on the day that the

Chapter votes. The Chapter shall give written notice of at least ten (10) days for the election of the Minerva Circle. The Jewels (Compassion, Courtesy, Dedication, Fellowship, Fidelity, Honesty, Justice, Purity, and Temperance) shall no longer be elected by position, but as a group. The Keeper of Muses and Graces and the Convener of the Odyssey Experience shall be elected by position.

Guidelines for Minerva Circle Family Member Applicants

Members of the Minerva Circle are charged with the responsibility of non-preferential treatment of applicants for membership who are related by birth or marriage. A member of the Minerva Circle shall be allowed to continue to serve on the Minerva Circle if applicant is a family member. Minerva Circle members must recuse themselves from scoring packets and interviewing family members. A Minerva Circle member shall be allowed to vote on all applicants.

Vacancies

In case of a vacancy on the Minerva Circle, the President shall appoint a trained member to fill the position with the approval of the Executive Board.

Guidelines for Reviewing Questions and/or Concerns Raised by the Regional Director

If concerns arise from the Regional Director's assessment of the applicants' information, the Regional Director will contact the Chapter, using the Application Review Request Form and address it to the Chapter President. Upon receipt of the form, the Chapter President should present concerns to the Minerva Circle for its review and response.

Sisters' Keepers

It shall be the duty of the Sisters' Keepers Committee to:

- Δ Maintain connectivity with those Sorors who are confined at home and/or no longer able to attend regular meetings and activities.

Social Events

It shall be the duty of the Social Events Committee to:

- Δ Coordinate all the social activities and special recognitions of the Chapter.

Special Events

It shall be the duty of the Special Events Committee to:

- Δ Coordinate the fundraising activities of the Chapter.

COMMITTEE REPORT REQUIREMENTS

Oral reports of each committee shall be presented to the Executive Board and Chapter. Written reports shall be provided to Chapter President and Recording Secretary at Executive Board Meeting.

MEMBERSHIP

Membership

A financial member of Delta Sigma Theta Sorority, Inc. is one who pays local and national dues.

Benefits of Membership

- Δ Full voting privileges.
- Δ Eligible to be elected to Chapter office.
- Δ Eligible to serve on the Executive Board.
- Δ Eligible to serve on the One Delta Plaza Educational Center, Inc. (ODPEC) Board.
- Δ Eligible to receive the Chapter publications (i.e., Quack by U.S. Mail, etc.) without additional cost.
- Δ Eligible to participate in Membership Intake.
- Δ Eligible to be recognized at special observances (i.e., Founders Day, May Week, various program listings, etc.).

Executive Board Code of Conduct

Officers and chairs of standing committees are expected to:

- Δ Attend Board and Chapter meetings.
- Δ Pay dues in full by March.
- Δ Support Chapter activities.

FEES AND FINANCE

Annual Fees:

Each member shall:

- Δ Pay an annual grand Chapter fee as stipulated by Grand Chapter.
- Δ Satisfy the local dues requirement in full prior to payment of Grand Chapter dues.

Local Chapter Dues for Chapter Fiscal Officers:

The Chapter shall waive the local dues for the following positions:

- Δ President,
- Δ Treasurer, and
- Δ Financial Secretary.

Local Chapter Dues for Recent Graduates:

- Δ Sorors that join HAC within 6 months of earning an undergraduate degree will pay \$75 for the first year of local dues.

Members-at-Large (MAL) Status Change:

- Δ Members-at-Large changing status to chapter member shall pay the full amount of local dues in addition to previously paid Member-at-Large fees to Grand Chapter, as Grand Chapter does not transfer MAL fees to local chapter.

Music

It shall be the duty of the music committee to:

- Δ Provide music as deemed appropriate for ceremonies as per the current Ritual.

PPAC

It shall be the duty of the **PPAC – Past Presidents’ Advisory Council** to:

- Δ Serve as advisory council to current President offering expertise and historical rationale for decisions germane to the life of the Chapter.
- Δ Meet quarterly, or as requested by the current President.
- Δ Consist of only past Presidents of HAC.

Registration: Conference and Conventions

- Δ The Chapter shall reimburse the cost of pre-registration to National Convention, Regional Conference for the Chapter President and First Vice President.
- Δ The Chapter shall reimburse the Chapter President the cost of pre-registration to the Texas/New Mexico State Meeting and other meetings for which the National President or Regional Director request chapter representation by the Chapter
- Δ The Chapter shall reimburse the cost of pre-registration for Delta Days at the Nation's Capital for the Social Action Chair.
- Δ The Chapter shall not reimburse for late registration fees.

Note: In the event the President (or First Vice President) is unable to serve as voting and/or alternate delegates, the succession should be Second Vice-President, Treasurer and Financial Secretary in that order.

Travel Expenses:

- Δ The Chapter shall reimburse half the cost of a double room at Sorority negotiated rates, including taxes, to National Convention and Regional Conference for the Chapter President and First Vice President.
- Δ The Chapter does not reimburse for room service meals, movies, laundry services, etc.
- Δ The Chapter shall reimburse the reasonable cost of travel to and from regional conferences and national convention sites for the Chapter President and First Vice President.
- Δ The Chapter shall reimburse the reasonable cost of transportation to and from Texas/New Mexico State Meeting for the Chapter President.
- Δ The Chapter shall reimburse reasonable costs of transportation to and from Delta Days at the Nation's Capital for the Social Action Chair.
- Δ The Chapter shall reimburse one half the cost of a double room at the Sorority's negotiated rates, including taxes to the Social Action Chair for Delta Days at the Nation's Capital.

Travel by Air

- Δ The cost of travel is defined as the cost of round trip coach airfare, or ground transportation mileage as defined by the Internal Revenue Service.
 - Domestic - \$300,
 - International - \$500, or
 - Ground transportation mileage as defined by the Internal Revenue Service
 - Any travel costs exceeding the aforementioned amounts shall be assumed by the Chapter President, Chapter First Vice President, or Social Action Chair for approved travel.
- Δ It is the responsibility of the Chapter President, First Vice President and Social Action Chair (when applicable) to take advantage of any available travel discounts and to book travel in timely manner.
- Δ Airlines offer a variety of discounts that vary over time for advance purchase such as three-week and seven-day advance purchases.
- Δ The President and First Vice President should make reservations and purchase tickets as far in advance as possible to take advantage of advance purchase discounts.
- Δ Reimbursement for air travel booked six weeks prior to travel shall be reimbursed based on the prevailing rates during the conference/convention registration period and deadline.
- Δ The Chapter shall not pay for the purchase or upgrade to first-class tickets.
- Δ When airport is greater than 50 miles from designated meeting/conference/convention site, the Chapter shall reimburse the Chapter President, First Vice President, or Social

Action Chair for reasonable rental car expenses not to exceed \$45 a day for meetings which the National President or Regional Director request chapter representation.

Travel by Car

- Δ Mileage calculation should be from the soror's home address.
- Δ A signed mileage log shall accompany the disbursement voucher.
- Δ Costs for the soror's automobile insurance, upkeep, repair or damage to a soror's automobile are not considered to be included in the mileage allowance.

Note: The Chapter shall pay per diem expenses of \$35 per day for the Chapter President's meals during Regional Conferences or National Conventions only. Receipts must be submitted to Treasurer at the next Chapter Meeting immediately following the Regional Conference/National Convention.

Telephone Expense:

- Δ The Chapter shall reimburse the Chapter President in the amount of \$60.00 per month for the Chapter President and \$30 per month for the Financial Secretary during the Sorority's fiscal year for telephone expense.
- Δ The Chapter year is defined as September 1st through June 30th.
- Δ The reimbursement shall be documented by voucher and supported by a copy of either the President's and Financial Secretary's land line phone bill or cell phone bill.

MEETINGS

Meetings

The Executive Board shall hold its regular meeting during the week preceding the regular monthly Chapter meeting. The meeting date may be changed or special meetings called by the President, as deemed necessary. A majority shall consist of a quorum at Executive Board Meeting.

The Chapter shall hold its regular meetings once per month. The President is empowered to call additional meetings at any time she deems necessary, and these shall constitute officially recognized meetings, provided a quorum is present and all financial members were properly notified. Ten percent of the financial body constitutes a quorum for the transaction of business.

- Δ The chair of a committee or the President may call a committee meeting. The meeting is called to carry out the assigned committee responsibilities.
- Δ All meetings will last until the approved agenda items have been completed.
- Δ Only members of Delta Sigma Theta Sorority are allowed to attend regular Chapter meetings.
- Δ In order to conduct the business of Houston Alumnae Chapter, Delta Sigma Theta Sorority, in a professional manner, eating, smoking and/or drinking of alcoholic beverages are not permissible during regular Chapter meetings.
- Δ Traditionally, attire for the Chapter's first meeting of the year (September) is "black".
- Δ Proper attire for all other Chapter meetings is business attire.

NOTE: Delta paraphernalia is NOT ALLOWED at Chapter Meetings, nor will it be considered business attire.

Order

The opening and closing of Chapter meeting shall follow the Ritual.

NOMINATING GUIDELINES

Timeline

- The Call for Nominations will occur in the February chapter meeting. The Nominating Committee will make applications available and provide the deadline for submitting applications at that time.
- The slate will be presented at the April meeting.
- Nominations from the floor will take place at the April meeting.

Criteria for slating applicants:

- Applicants must submit an application by the posted deadline to be considered for an office or position.
- Applications will be rated on a point system with points being assigned as follows. This is the criteria the Nominating Committee will use to determine the best applicant to slate based on the applications received. This is not eligibility criteria. An eligible candidate may not be slated by the Nominating Committee but will still have the right to run from the floor.
 - ✓ Leadership (5 points) – (for example, served as officer or leadership position in Delta or other organization)
 - ✓ Chapter involvement (5 points) – (for example, chaired committees, served on committees, etc.)
 - ✓ Local, regional and national meeting attendance (5 points) – (for example, cluster meetings, state meetings, leadership retreats, regional conferences, national conventions)
 - ✓ Public service involvement (5 points) – (for example, mentors at a school, works with habitat for humanity, etc)
- The rating for each criteria will be as follows:
 - ✓ One or more criteria equals 1 point, two or more 3 points, three or more 5 points;
- All applicants receiving 15 or more points will be automatically slated. All candidates receiving less than 15 points will be voted on by the nominating committee to determine if they will be slated.

Criteria for running from the floor:

- All nominations from the floor must be accompanied by:
 - a nomination form (see appendix) which includes the name of the Soror making the nomination as well as the name of the Soror being nominated and the position/office she is nominated for, and
 - a completed application packet.
- If a Soror who is nominated and is not present at the meeting, she must provide a written statement confirming she agrees to run for the office. A text message, email or other confirmation is acceptable if it comes from the nominee's telephone or email address.
- A Soror may nominate herself for any office or position
- The Nominating Committee will verify the eligibility of all applicants who are nominated from the floor

- The Nominating Committee will only review application packets for completeness (all required documents have been submitted)
- An applicant nominated from the floor will only be added to the final slate after her eligibility has been confirmed by the Nominating Committee

ELIGIBILITY

Elected Office/Position Eligibility Requirements

- Δ Candidates for President, First Vice President, and Second Vice President shall have attended one of the last two National Conventions **and** one of the last two Regional Conferences **and** shall be financial with Houston Alumnae Chapter and Grand Chapter for the fiscal year in which the election takes place.
 - If elected, the officer shall maintain financial status during her term of office.
- Δ Candidates for Secretaries (Recording, Corresponding, and Financial) and Treasurer shall have attended one of the last two Regional Conferences or National Conventions **and** shall be financial with Houston Alumnae Chapter and Grand Chapter for the fiscal year in which the election takes place.
 - If elected, the officer shall maintain financial status during her term of office.
- Δ Candidates for the Nominating Committee shall be financial with Houston Alumnae Chapter and Grand Chapter for the fiscal year in which the election takes place.
 - If elected, shall maintain financial status during her term.

Note: Candidates for all offices/positions are encouraged to attend Leadership Development Workshops sponsored by the Nominating Committee. Pre-Registration is required to confirm the number of attendees for planning purposes.

ELECTIONS GUIDELINES

Voting Method

- The chapter will use some form of electronic balloting (scantrons, voting machine etc.).
- Each eligible Soror will be provided a ballot with the slated candidate's name.
- The Elections Committee will instruct the Sorors on how use the paper ballot as a guide for the electronic voting.

Eligibility to vote

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

Voting

- Ballots will not be issued before the presiding officer has established a quorum.
- Voting will not begin until all ballots have been issued.
- Ballots will only be issued or collected by a member of the Elections Committee.
- The following will constitute an illegal vote:
 - ✓ Ballots being distributed or collected by anyone other than the Elections Committee

- ✓ A ballot which is marked other than the method provided in the instructions (Example: instructions say select one candidate by bubbling in the box next to her name. The voter places a check mark in the box instead)
- ✓ A ballot which selects more than the number of candidates allowed for a position (Example: in a race where there is one person to be elected, the Soror votes for more than one person)
- Sorors will be advised when it is time to vote.
- Completed ballots can only be picked up by a member of the Elections Committee.
- Completed ballots picked by anyone other than a member of the Elections Committee will be deemed illegal.
- Reballoting 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.
- Sorors will be issued a ballot and instructed when they can vote during reballoting.

Counting of the Votes/Reporting the Results

- The Elections Committee will count the votes or tally by the machine (example...a read out or report of counted votes).
- 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. The report should include the following:
 - ✓ Position
 - ✓ How many ballots were cast (total including illegal),
 - ✓ How many illegal votes were cast,
 - ✓ How many votes are required for a majority
 - ✓ How many votes each candidate received
- A sample script would read:
 - ✓ For the position President, 25 ballots were cast, 5 were illegal, majority is 13, Mary Davie received 12, June Johnson received 13. This is repeated for each position. **(Please note, per the 2013 C&B, illegal votes count as a vote cast and are used to determine majority. Blanks do not count as a vote cast and are not used to determine majority)**
- A copy of all ballots and the Elections Report will be given to the Recording Secretary and should be reflected in her minutes.

Campaign Guidelines

- The Elections Committee will announce if campaigning will be allowed for a given election.
- If allowed, applicants will only be allowed to campaign once cleared by the Nominating Committee.
- Campaigning is limited to a maximum of \$200:
 - Published literature
 - Forums
 - Giveaways, not to exceed \$50
 - Receptions, not to exceed \$100
 - Signs, posters, banners
 - Websites
- Campaigning cannot begin before the end of the chapter meeting when the slate is finalized. (end of the chapter meeting is when the formal closing has occurred)

- Campaigning must end by midnight the day before the chapter meeting where the voting occurs.
- A campaign finance report must be submitted to the Elections Chair by midnight on the day which is one week before the elections. (Example, voting will be on Saturday, April 12. The deadline will be midnight, Saturday April 5)
- The format of the finance report will be provided by the Elections Committee.
- Any applicant violating campaign guidelines will be disqualified.

FISCAL POLICIES AND PROCEDURES

Bonding/Compliance

- Δ The Chapter shall comply with the current financial policy and procedure guidelines issued by Grand Chapter through the National Finance Committee, Internal Audit Committee, and other appropriate committees authorized to provide such guidance.
- Δ Fiscal officers will be bonded for the amount of money expected to be handled. Fiscal officers are:
 - President,
 - Financial Secretary (Assistant Financial Secretary), and
 - Treasurer (Assistant Treasurer).
- Δ The Chapter's internal audit committee shall conduct quarterly internal audits or more often as needed, in accordance with the guidelines provided by Grand Chapter. If monetary revenues dictate an external audit or review, the Chapter shall comply and arrange to have the work performed in a timely manner.
- Δ The Chapter's fiscal officers shall comply with all financial due dates and deadlines communicated from Grand Chapter.

Budgets

- Δ The Finance Committee shall prepare and the Treasurer shall present to the Chapter for approval an annual budget in May of each sorority year.
- Δ The Chapter's approved budget will be effective at the start of the next fiscal year (July 1).
- Δ The budget shall be reviewed quarterly and updated as necessary by the Finance Committee.
- Δ All expenditures not included in the Chapter's approved budget shall require Chapter vote and approval before being disbursed.

Documentation

- Δ Accurate and detailed records of income, deposits, disbursements and other fee assessments shall be maintained and kept up to date.
- Δ It is recommended that financial records be maintained using the following methods:
 - Receipts logs;
 - Check registers and
 - Accounting software such as Quick Books, Quicken or MS Money.

INTERNAL ACCOUNTING/FISCAL CONTROL

Fiscal Officers shall have the fiscal responsibility to safeguard the Chapter assets in order to prevent losses, limit access to assets, promptly disclose discrepancies, and provide accurate financial information.

Internal control procedures shall include adherence to the following requirements:

- △ Prepare bank reconciliations monthly by the Treasurer.
- △ Deposit funds within two business days of receipt. All deposits containing cash shall be initiated by the President.
- △ Prepare and present monthly financial statements to the financial members of the Chapter.
- △ Conduct an annual audit or financial review within the time frame prescribed by Grand Chapter.
- △ Maintain adequate bonding of Chapter Fiscal Officers (President, Treasurer, Financial Secretary, Assistant Financial Secretaries and Assistant Treasurer).
- △ Require a minimum of two signatures on check: signatures of the President and the Treasurer. The Fidelity bond carrier requires countersignatures on all accounts.
- △ When checks are made payable to the President or Treasurer, the Financial Secretary will act as the second signature.
- △ Under NO circumstances should a fiscal officer sign a check made payable to herself.
- △ Two signatures are required on all Investment Account Checks: the signatures of the President and the Treasurer.
- △ Issue checks only when expenditures are authorized. The approved budget shall be checked prior to the issuance of checks.
- △ Use a voucher system for all transactions. The President and Committee Chair shall authorize all disbursements by executing disbursements on fully completed and signed vouchers as applicable.
- △ Obtain original sales slips, original invoices, original receipts, contracts, etc. to support payment vouchers within 30 days.
- △ Issue NO checks payable to CASH.
- △ Under NO circumstances should checks be pre-signed.
- △ Transact all financial business in sorority meeting, including collecting funds and writing checks.
- △ Chapter credit, debit, or pre-paid cards are NOT to be obtained or issued to any members.
- △ All bank statements shall be mailed to the Chapter post office box.
- △ All receipts for funds collected shall be distributed within in 30 business days. This includes all receipts for remittances to Grand Chapter for National Dues, Reinstatement Fees, ordering of sorority documents, jewelry, cards, etc.
- △ Use pre-numbered receipts for all monies received.
- △ In the event a fiscal position becomes vacant, the position shall be filled immediately in accordance with the Chapter's *Policies and Procedures*.
- △ Contracts are signed by the Chapter President or her designee.
- △ Fiscal Officers shall complete and submit to Grand Chapter by August 31, the Acceptance of Responsibility Form.

Unconsumed Dues:

Chapters are required to transfer unconsumed dues to a soror's new Chapter when requested by the soror in writing. In order to transfer unconsumed dues:

- △ The Chapter is required to transfer unconsumed dues to a soror's new Chapter **within 30 days** when requested by the soror via the dues transfer form and **vice versa** when the soror wants to transfer membership to **Houston Alumnae**.
- △ The requesting soror will submit the form to the Financial Secretary of the new Chapter.

- △ The Financial Secretary of the new Chapter will submit the form to the President of the former Chapter (HAC).
- △ The new Chapter President will forward the form to the former Chapter's (HAC) P. O. Box, in care of the Treasurer.
- △ The Financial Secretary of the former Chapter (HAC) verifies membership information and calculates the amount of unconsumed dues to be remitted.
- △ The former Chapter Treasurer (HAC) will forward the check to the new Chapter's P.O. Box, in care of the Financial Secretary.
- △ Unconsumed dues may only be transferred for the first nine months of the sorority year.

Outstanding and Temporary Checks:

- △ Items (Chapter disbursement checks) that remain outstanding for over 60 days on the bank reconciliation will be formally pursued by the treasurer in writing.
- △ Items remaining outstanding for over 90 days, the treasurer will entertain disposition of these items, including placing stop payments.
- △ The Chapter shall not accept temporary checks.

Return Check Policy:

- △ The Financial Secretary shall maintain a list of all persons who have issued Non-Sufficient Funds ("NSF") checks to the Chapter.
- △ Any fees charged by the bank to the Chapter in association with a returned check will be expected to be reimbursed to the Chapter by the issuer of the NSF check.
- △ After a second NSF checked is received, only money order, cashier's check, certified check or cash will be accepted.
- △ The Financial Secretary, in collaboration with the treasurer, shall handle the follow-up regarding returned checks.
- △ The Financial Secretary shall submit written documentation to persons issuing bad checks within two weeks of notification from the bank that a check has been returned for NSF.
- △ ONLY certified funds or cash will be accepted to clear bad checks. No other personal checks (checks drawn on a different personal account) or checks drawn on business accounts are acceptable.
- △ The Financial Secretary will send thirty and sixty -day notifications if outstanding items remain unpaid.
- △ If any check or checks remain un-cleared for over ninety days, the Chapter will only accept certified funds from the individual or the organization.
- △ A list of persons and organizations that the Chapter will not accept checks from will be made available to all fiscal officers, including Assistant Financial Secretaries and the Assistant Treasurer.

Merchant Account:

Merchant accounts, along with all other Chapter financial records, must be audited quarterly/annually. The Chapter may obtain a merchant account (Credit Card Processing ONLY) to accept credit and debit charges for the processing of Silent Auction Purchases and Souvenir Journal ads at Chapter Fundraising Events only. Members/Non-Members CANNOT use a credit card to pay dues (those assessed by Grand Chapter and Local), purchase tickets to Chapter events, or purchase merchandise from committees. The Chapter credit card account (Merchant Accounts) shall:

- △ Be in the name of the Chapter and the Employer Identification Number ("EIN") of the Chapter.
- △ The Merchant Account application shall be signed by the Chapter President.

- △ The Chapter will assume all cost and fees associated with the merchant account. Associated fees CANNOT be passed on to the consumer.
- △ All statements and correspondence regarding the credit card account shall be mailed to the Chapter's post office box.
- △ All funds received through the credit card account shall be credited to the Chapter's operating checking account.
- △ When not in use, the credit card machine shall be stored in a secure place with controlled access. The Chapter is responsible for restricting access to credit card data and any other related equipment.
- △ The Credit Card Machine can be manned ONLY by a bonded Financial Secretary or Assistant Financial Secretary.
- △ All credit card sales transactions shall be reconciled with the Treasurer immediately after usage at a collection event.

Note: The Chapter is responsible for safeguarding cardholder information at all times.

Reporting

- △ The Treasurer will deliver a written report of the Chapter's financial status at each Chapter meeting.
- △ In the Treasurer's absence, the Financial Secretary will deliver the report.
- △ Financial status reports will include, but will not be limited to all:
 - Receipts;
 - Disbursements; and
 - Encumbrances for a given period.
- △ The Financial Secretary will provide the President with a monthly listing of financial members.
- △ The Financial Secretary will provide a written report of receipts monthly.

Segregation of Duties

- △ Only bonded persons/positions will collect and handle monies in accordance with the rules for segregation of duties.
- △ Segregation of financial duties will be maintained to ensure that the Chapter's financial assets are safeguarded.
- △ No one person shall handle a financial transaction from start to finish.
- △ The fiscal officers' duties shall be documented to allow for this segregation of responsibilities.

AMENDMENTS

These Policies and Procedures may be amended at any regular meeting of the Chapter by a two-thirds vote of the members present and eligible to vote, provided the chapter has been given the amended document in writing at least thirty (30) days prior to the vote.

TRANSITION OF OFFICERS

TRAINING/TRANSITION OF OFFICERS

Fiscal officers shall be required to attend at least one financial workshop per sorority year. The workshop can be attended at a cluster or state meeting, regional conference, National Convention or DID workshop. A transition of the financial records to the new fiscal officers shall be made within 45 days of the end of one administration and the beginning of another.

All outgoing and incoming elected officers, appointed officers and committee chairpersons shall be required to attend a transitional meeting. A transition checklist and all records (including all audited financial records and the Chapter check book) shall be turned over to incoming officers and committee chairpersons at this time. All Chapter copies of the administrative tools should be turned over immediately to the newly elected President. Signatures on the bankcards shall be changed immediately. The transition meeting shall be held within one month following the last Chapter meeting of the outgoing administration.

All elected officers should attend Leadership Development Workshops sponsored by the Nominating Committee immediately after the election.

PARLIAMENTARY AUTHORITY

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

Nomination Form

Name of Nominee		
Office/Position		
Nomination Acceptance (please ✓ one)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature of Soror being Nominated _____ Signature of Soror Nominating (if different) _____

This section to be completed by the Nominating Committee Only
(signature of person verifying information should be included below)

Candidate Financial Status Verified _____

Regional Conference Attendance Verified _____

National Convention Attendance Verified _____