



Delta Sigma Theta Sorority, Inc.

**Rancocas Valley Alumnae Chapter
Policies and Procedures**

Chapter #561

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Delta Sigma Theta Sorority, Incorporated

Rancocas Valley Alumnae Chapter

Policies & Procedures

2020-2021

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INTRODUCTION

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

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

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

Delta Sigma Theta Sorority, Inc.

Rancocas Valley Alumnae Chapter CHAPTER POLICIES AND PROCEDURES

ARTICLE I: CHAPTER INFORMATION

Section 1: Name/Location/Number

- A. The chapter shall be called the Rancocas Valley Alumnae Chapter
- B. The chapter shall be located in the state of New Jersey
- C. The Rancocas Valley Alumnae Chapter is assigned to the Eastern Region of the Sorority
- D. The chapter number is 561

Section 2: Service Area

- A. The Rancocas Valley Alumnae Chapter serves Burlington County, NJ.

Section 3: Contact Information

- A. Mailing address: P.O. Box 262, Rancocas, NJ 08073-0262
- B. Website: www.dstrvac.org
- C. Email address: president@dstrvac.org

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES

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

Section 1: Executive Committee

- A. The Executive Committee shall be comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, and Assistant Treasurer.
- B. The President shall serve as chairperson of the committee.
- C. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee.
- D. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
- E. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings. When this occurs, the Executive Board will, at the next Executive Board meeting, vote to ratify their action(s).

Section 2: Executive Board

- A. The Executive Board is composed of all elected officers, the chairpersons of the standing and special committees of the chapter, and immediate past president.
- B. Is responsible for general management of chapter affairs between business meetings.
- C. Makes recommendations to the body on committee reports for action.
- D. Reviews proposed amendments of the Policies & Procedures to be recommended to the body for action.

- E. Acts on behalf of the chapter, when necessary, in the interim between meetings, and/or when it is not feasible to call a special meeting. When this occurs, the chapter needs to ratify their action at the next chapter meeting.
- F. The Executive Board will compile and submit the chapter's annual report, which is required by Grand Chapter.
- G. Each committee chairperson or designee will submit a written report at each Executive Board Meeting before reporting to the chapter. The report must be in accordance with the Committee Report Form found in the appendix.
- H. All members of the Executive Board are to submit an annual, end-of-year report with a proposed budget.

Section 3: COMMITTEES

A. Standing

- 1. Performs a continuing task related to chapter operation and remains in existence throughout the sorority year.
- 2. The Standing Committees of the chapter are: Executive Committee, Executive Board, Arts & Letters, Budget & Finance, Courtesy & Hospitality, Emergency Response Team, Fundraising, Heritage & Archives, Internal Audit, Membership Services, Nominating, Pan-Hellenic, Policies & Procedures, Program, Planning & Development, Protocol & Traditions, Publicity/Public Relations, Risk Management, Ritual & Ceremonies, Scholarship, Social Action, and Technology.

B. Special

- 1. These committees are established by the President to focus on a specific area or project as needed. Such committees would only be established when a standing committee could not execute the needed duties.
- 2. When the task is done, the committee's business is considered complete and the committee is dismissed.
- 3. The Special Committees of the chapter are: Elections, Founders Day, Minerva Circle, Step Team, Chaplain's Council, Conference/Convention, and President's Council.

C. Ad Hoc

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

ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

A. PRESIDENT

- 1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter.
- 2. Officially represents the chapter.
- 3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September meeting.
- 4. Oversees Chapter Operations.
- 5. Oversees and adheres to the responsibilities of the President in the current Fiscal Officers Manual
- 6. Leads ritualistic services and ceremonies.
- 7. Appoints positions, committee chairs and members according to the "Filling Vacancies" section.
- 8. Assures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines.
- 9. Reviews and approves all chapter communications, publications, etc.

10. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees.
11. Serves as chair of Executive Committee (EC) and Executive Board (EB).
12. Signs all contracts for the chapter.
13. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members.
14. Ensures the chapter operates under an approved budget.
15. Is one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers and checks, except her own.
16. Serves as member of the Budget and Finance Committee.
17. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee and Internal Audit Committee.
18. Serves as a member of the Minerva Circle by virtue of position.
19. Completes, signs and ensures that all Fiscal Officers have completed and signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office and she is President.
20. Votes only in matters of secret ballot and/or to break a tie vote.
21. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.
22. Attends finance training workshops at Regional Conferences, National Conventions as well as any other financial workshops mandated by Grand Chapter.
23. Presides at all Chapter, Executive Board and Executive Committee meetings.
24. Communicates with Grand Chapter and the National Headquarters on behalf of the chapter.
25. Appoints all committee chairpersons (except Budget and Finance, Internal Audit, Membership Services, Nominating, and Program Planning and Development).
26. Enforces observance of Grand Chapter Constitution and Bylaws and chapter Policies and Procedures.
27. Calls special meetings.
28. Conceives of the Executive Board agenda.
29. Recommends to the Executive Board the removal of any elected officer/position who fails to perform her duties.
30. Is the spokesperson for the chapter.
31. Authorizes, by her signature, all orders and proceedings of the chapter.
32. Is responsible for taking all action required by Grand Chapter and filing all reports required by the Grand Chapter.
33. Is responsible for transferring complete records and documentation to the incoming President.
34. Ensures that the chapter meets all financial reporting deadlines.
35. Ensures that a report of the chapter's finances is presented to the chapter each month.
36. Ensures that chapter mail is collected in a timely manner and distributed as appropriate.
37. Ensures written notice is sent at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority.
38. Submit an annual report to the membership by the April meeting.
39. Submit requested budgets for the ensuing program year by February of the current program year.
40. Facilitates a leadership meeting following the conclusion of the program year. Attendees shall be the leadership of RVA (all officers, committee chairs and co-chairs).

B. FIRST VICE PRESIDENT

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President.
2. Serves as Alternate Delegate to National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the Chapter President.
3. Serves as Chair of Membership Services Committee.
4. Serves as a member of the Executive Committee (EC) and Executive Board (EB), and Budget and Finance Committee.
5. Maintains a non-financial list of sorors for the purpose of reclamation.
6. Assists the President in appointing appropriate committee chairpersons.
7. Coordinates all membership activities as mandated by National Membership Services Committee
8. Verifies membership of new sorors entering the Chapter.
9. Records and acknowledges 25 and 50 years membership in Delta Sigma Theta.
10. Makes a special effort to see that the Chapter gives attention to the best means for integrating newly graduated sorors and reclaimed Sorors into alumnae Chapter programs and procedures.
11. Coordinates other activities as deemed necessary by the President.
12. Assists in the development and implementation of chapter programs and activities.
13. Submit an annual report to the membership by the April meeting.

C. SECOND VICE PRESIDENT

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President and the First Vice President.
2. Serves as Alternate Delegate to National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the Chapter President. and/or First Vice President.
3. Serves as Chair of Program Planning and Development Committee, which coordinates service projects and all program committees, including national initiatives.
4. Assists the President in appointing program chairpersons.
5. Serves as a member of the Executive Committee (EC), Executive Board (EB), and Budget and Finance Committee.
6. Submit an annual report to the membership by the April meeting.

D. RECORDING SECRETARY

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings.
2. Serves as a member of the Executive Committee (EC) and Executive Board (EB).
3. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting.
4. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or if applicable, posted in the Members Only section of the chapter website.
5. Responsible for accurate records of attendance at chapter and Executive Board meetings.
6. Submit an annual report to the membership by the April meeting.
7. Records all chapter votes.
8. Obtains, maintains and secures all minutes in a permanent media of record.
9. Adheres to document retention policies.
10. Serves as the custodian of all of the chapter's records.
11. Requests the assistance of the Assistant Recording Secretary when needed.

12. In the absence of the President and the Vice Presidents, call the meeting to order and preside until a President pro tem is elected.
13. Retains all secret ballots for 30 days following an election; subsequently she will destroy the ballots.

E. CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the Chapter.
2. Serves as a member of the Executive Committee (EC) and Executive Board (EB).
3. Reads correspondences to membership.
4. Sends meeting notices to membership.
5. Picks up the mail regularly from chapter's post office box and makes President aware of all incoming correspondence.
6. Advises chapter President of all correspondences. All correspondences are distributed to the President.
7. Provides a log of National, Regional, State and Local correspondence at Executive Board meetings and to members at business meetings.
8. Sends written notice at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
9. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder.
10. Collects bank statements and forwards UNOPENED to the Chapter President.
11. Keeps updated current addresses of all members and visiting sorors on file.
12. Provides mailing to members without online access.
13. Submit an annual report to the membership by the April meeting.

F. FINANCIAL SECRETARY

1. Adheres to responsibilities of the Financial Secretary role in the Fiscal Officers Manual.
2. Receives, issues receipts for and keeps records of all income and related funds to the Chapter.
3. Provides a receipt for all funds collected within 30 business days.
4. Is one of three persons authorized to sign bank checks. Position does not sign her own voucher or check. If signature for voucher is required, Financial Secretary should only sign for the President or Treasurer.
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report.
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting. This report will reflect a summarization of all income received for the period excluding interest.
7. Notifies the Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of chapter dues; the amount of regional conference and convention fees and dates.
8. Serves as a member of the Executive Committee (EC), Executive Board (EB), Budget and Finance, and Fundraising Committees.
9. Serves as a member of the Minerva Circle.
10. Transacts all financial business (collecting funds and writing checks) during, before or after chapter meetings, executive board meetings or any time or place designated by the president and fiscal officers.
11. Maintains an accurate list of financial members and distributes to members as part of the financial report of all income received.
12. Completes and signs the Acceptance of Fiduciary Responsibility Form.
13. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

14. Records and turns over all funds to the Treasurer to ensure the two (2) business days deposit requirement is met.
15. Prepares the roster of financial members and provide the list to the President.
16. Receives transactions made through electronic payment processing services/merchant accounts in accordance with the current Fiscal Officers Manual and notifies the Treasurer of all electronic payment processing services/merchant account transactions.
17. Provides the Sergeant-at-Arms with the list of all chapter members.
18. When possible, attends finance training workshops.
19. Provides a list of financial members to the Nominating Committee Chairperson by February 1st of the year in which elections are held.
20. Reads and becomes familiar with the Fiscal Officers Manual and Chapter's Financial Policies and Procedures.
21. Is responsible for turning over all financial books to the Internal Audit Committee after each quarter and fiscal year closes or at the request of the Internal Audit Chair.
22. Submit an annual report to the membership by the April meeting.
23. Submit requested budgets for the ensuing program year by February of the current program year.

G. TREASURER

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual.
2. Monitors expenditures of the Chapter budget.
3. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks, except her own.
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses.
5. Serves as keeper of chapter funds and accounts for all income and expenditures.
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and electronic payment processing services/merchant accounts.
8. Serves as a member of the Executive Committee (EC), and Executive Board (EB), and as Chair of the Budget and Finance Committee.
9. Distributes and processes chapter expense vouchers for reimbursement.
10. Works closely with Financial Secretary to ensure all financial records are accurate.
11. Deposits all funds within two (2) business days of receipt by the Financial Secretary and Assistant Financial Secretary.
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check.
13. Ensures the following bookkeeping policies are followed:
 - a) For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding.
 - b) Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger.
 - c) Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest-bearing account in order to obtain maximum interest earnings.

- d) Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report.
14. Serves as the catalyst to contact the Chapter President regarding any lapse of eligibility of chapter officers.
15. Transacts all financial business (collecting funds and writing checks) during, before or after chapter meetings, executive board meetings or any time or place designated by the president and fiscal officers.
16. Checks relevant budgets prior to issuing checks.
17. Ensures voucher process is used for disbursement of funds.
18. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment.
19. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair.
20. Ensures the chapter complies with the bonding insurance policies directed by Grand Chapter.
21. The treasurer shall obtain the following items from the CPA by August 15:
 - a) CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - b) CPA prepared financial statements for the chapter for the year ended June 30th.
 - c) Any books, records or documents given to the CPA for the purpose of the Review or Audit.
22. Completes and signs the Acceptance of Fiduciary Responsibility Form.
23. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.
24. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.
25. Submit an annual report to the membership by the April meeting.
26. Submit requested budgets for the ensuing program year by February of the current program year.

H. ASSISTANT TREASURER

1. Assists Treasurer with all duties except signing checks and depositing funds, and entering dues in the **RED Zone**.
2. Serves as a member of the Executive Committee (EC) and Executive Board (EB), and Budget and Finance Committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form.
4. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.
5. Submit an annual report to the membership by the April meeting.

I. ASSISTANT FINANCIAL SECRETARY

1. Assists Financial Secretary with the duties of her position except signing checks made payable to the President and Treasurer and performing Financial Secretary duties when serving as a member of the Minerva Circle.
2. Serves as a member of the Executive Committee (EC) and Executive Board (EB), Budget and Finance, and Fundraising Committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form.
4. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.
5. Submit an annual report to the membership by the April meeting.

Section 2: Duties and Responsibilities of Appointed Positions

A. Parliamentarian:

1. Advises, upon request of the Chapter President, other officers, committees and member on matters of parliamentary procedures according to Grand Chapter's Constitution and By-Laws, the chapter's Policies and Procedures, and Robert's Rules of Order Newly Revised.
2. Serves as member of the Policies & Procedure committee.
3. Submit an annual report to the membership by the April meeting.

B. Chaplain:

1. Sets the spiritual tone of the meeting when so requested.
2. Serves in this capacity at other gatherings at the request of the President.
3. Fulfills the role outlined in the Ritual for chapter meetings and ceremonies.
4. Participates in Omega Omega services.
5. Must keep accurate record of deceased members of the chapters.
6. Exert a calming influence on the chapter in times of stress.
7. Submit an annual report to the membership by the April meeting.

C. Sergeant-At-Arms:

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies.
2. Assists President in keeping order at all times.
3. Supervises admittance of all persons to chapter meetings.
4. Guards against intrusion.
5. Serves as member of the Policies and Procedures Committee to facilitate cohesiveness in Chapter operations.
6. Disseminates the vote cards to members as they enter.
7. Is the only soror allowed to walk around during the meeting.
8. Collects and distributes materials during the meeting; collect all materials left after the meeting and give it to the President.
9. Checks the visiting soror's membership via the Red Zone or current membership card and denies entrance to unauthorized persons.
10. Tally votes for all hand vote activities. Does not include the election of officers and Minerva Circle.
11. Submit an annual report to the membership by the April meeting.

D. Internal Audit Committee Members:

1. The committee shall consist of two (2) members appointed by the President.
2. Submit an annual report to the membership by the April meeting.

E. Risk Management Coordinator:

1. Serves as the Chair of the Risk Management Committee.
2. Works with President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate.
3. Identifies and obtains background checks of participants of chapter youth programs when needed.
4. Monitors youth program activities to ensure planning is based on the four forms of Risk Management; reputation, emotional/psychological, financial and physical.
5. Ensures the chapter adheres to policies established in the Risk Management Manual.
6. Reports all findings directly to the President.
7. Keeps a record of Chapter Volunteer training and screening completion.
8. Submit an annual report to the membership by the April meeting.

F. Ritual and Ceremonies:

1. The Ritual & Ceremonies Committee shall consist of a Chair appointed by the President at the beginning of her term of office. The Chairperson and members on this committee should have knowledge and demonstrated interest in staging ceremonies and an abiding respect for the Sorority's Ritual and Ceremonial protocols.
2. Submit an annual report to the membership by the April meeting.

G. Committee Chairs:

1. Works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust.
2. Facilitates and coordinate tasks to get the committee's work accomplished.
3. Submits a budget by the February business meeting for the following year.
4. Prepares written committee report summaries and present to the EB in order for the committee to be placed on the agenda for chapter meeting.
5. Approves only budgeted committee expenses.
6. Signs all committee POs/Reimbursement Vouchers before forwarding to the President for signature, prior to any fund disbursement.
7. Ensures President signs all contracts and letters to external parties.
8. Advises the Treasurer of all vendor's payment requirements and time tables.
9. Secures/obtains general liability insurance for all programs or events attended by individuals that are not members of the chapter.
10. Submits all signed vouchers with receipts at Executive Board, Chapter meetings or special called meetings designated by the President.
11. Reconciles budget expenses before signing a committee member's PO/Reimbursement Voucher.
12. When applicable, ensures POs are processed prior to deadlines included with the PO.
13. Submit an annual report to the membership by the April meeting.
14. Submit requested budgets for the ensuing program year by February of the current program year.
15. Each committee chairperson or designee will submit a written report at each Executive Board Meeting before reporting to the chapter. The report must be in accordance with the Committee Report Form found in the appendix.

Section 3: Duties and Responsibilities of Elected Positions

A. Chair and Members of the Nominating Committee

1. The committee will consist of one (1) Chairperson and four (4) members of the chapter. The Chair and members of the Nominating Committee will be elected by a majority vote of the members present and voting.
2. The Chair and members of the Nominating Committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates.
3. The Chair and committee members of the Nominating Committee shall be elected during chapter election of officers.
4. The Chair and the members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the Nominating Committee.
5. The Chair and members of the Nominating Committee shall organize, oversee, implement and monitor all campaign activities.

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 must resign prior to the call for nominations to be eligible to run for an office or position.

B. Internal Audit Chair

1. The Chair shall be elected during the chapter election of officers.
2. Shall not serve more than one (1) term in the same office.
3. The chairperson shall secure a location for the meeting and contact members to attend.
4. The chairperson shall collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee. The financial records should be returned to the fiscal officers before the next scheduled Executive Board meeting. A draft of the audit report should be discussed with the fiscal officers prior to being rendered at the Executive Board meeting. The chairperson shall report to the chapter the audit findings and recommendations for improvements, if any.
5. 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
6. The chairperson shall provide the Detailed Audit report to the Recording Secretary and make it available for review at the Executive Board and Chapter meetings.
7. The chairperson shall secure the books for the committee's audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.
8. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the **RED Zone** and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the **RED Zone** by August 31. The chapter president will receive notification of the completed submission in the **RED Zone** to complete the Compliance process.
9. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.

C. Minerva Circle

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

D. Assistant Secretary

1. Perform all the duties of the office of the recording secretary in the absence of or at the request of the recording secretary.
2. Keep a record of the proceedings of the Executive Board meetings.
3. Forward minutes to the President for posting to the secured section of the website no later than 2 weeks following the Executive Board/Chapter meeting. Make copies available when necessary.
4. Submits an annual report to the membership by the April meeting.

Section 4: Term of Office

A. Limits of Office

1. Elected Chapter officers, elected chairs and positions shall be elected every two (2) years.

2. The Nominating Committee Chair, Nominating Committee members, and Internal Audit Chair can only serve one (1) term.
3. Chapter officers and positions shall not serve more than two (2) consecutive terms in the same office.
4. One term equals two (2) years.
5. No member may hold more than one (1) elected office at a time, with the exception of being elected to the Minerva Circle.
6. After a break in service of at least one term after serving two consecutive terms, a member is eligible to serve in the same office/position.

B. Assumption of office

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

C. Appointments

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

Section 5: Impeachment

A. Impeachment Process

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

Section 6: Filling Vacancies

A. Chapter Officers:

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

B. Other Positions:

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

C. Minerva Circle:

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. The member must have attended the required trainings and meets the requirements of the Minerva Circle.

D. Full Term Served

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

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: STANDING COMMITTEES

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

A. Executive Committee:

1. The Executive Committee shall be comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, and Assistant Treasurer.
2. The President shall serve as chairperson of the committee.
3. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee.
4. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
5. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings. When this occurs, the Executive Board will, at the next Executive Board meeting, vote to ratify their action(s).

B. Executive Board:

1. Is composed of all elected officers, chairpersons of standing and special committees of the chapter, and the immediate past president.
2. Is responsible for general management of chapter affairs between business meetings.
3. Makes recommendations to the body on committee reports for action.
4. Reviews proposed amendments to be recommended for revisions of the Policies & Procedures to be recommended to the body for action.
5. The Executive Board will compile and submit the chapter's annual report, which is required by Grand Chapter.
6. Acts on behalf of the chapter, when necessary, in the interim between meetings, and/or when it is not feasible to call a special meeting. When this occurs, the chapter needs to ratify their action at the next chapter meeting.
7. Each committee chairperson or designee will submit a written report at each Executive Board Meeting before reporting to the chapter. The report must be in accordance with the Committee Report Form found in the appendix.
8. All members of the Executive Board are to submit an annual report with a proposed budget.

C. Arts and Letters:

1. The Arts and Letters Committee shall promote and support cultural arts in the community and develop programs in accordance with the Grand Chapter's directions.
2. Submit an annual report to the membership by the April meeting.
3. Submit requested budgets for the ensuing program year by February of the current program year.

D. **Budget and Finance:** The committee is chaired by the Treasurer and is composed of members including the President, First Vice President, Second Vice President, Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, and 5 chapter members. Any member of the current Internal Audit Committee shall not be a member of this committee. The duties will include:

1. Plan, evaluate and recommend budget modifications to the chapter operating budget.
2. Consider financial needs and programs and develop a budget based upon those needs.
3. Collect, review and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by March 31st.
4. Present the annual budget for review to Executive Board and Chapter at the April meetings.
5. Present the annual budget for ratification at the May chapter meeting. The budget will be ratified with the majority vote of the Chapter.
6. Recommend general financial policies of the chapter.
7. Study and develop financial plans to strengthen financial base of the chapter.
8. Ensure at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
9. Consider the financial needs of the chapter and recommend increase of dues.
10. Receive committee budgets by February business meeting for the upcoming fiscal year.
11. Distribute final copies of the approved budget for the upcoming year by the June business meeting.
12. Review and recommend modifications to the Chapter budget quarterly (October, January, April), and presents the findings to the Executive Board and Chapter.
13. Shall meet within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year.
14. Submit an annual report to the membership by the April meeting.
15. Submit requested budgets for the ensuing program year by February of the current program year.
16. Ensure the following schedule is maintained:

MONTH	ACTION
February	Budget requests due to the Budget Committee from Chairpersons
April	Submit Committee Annual Report. Operating budget for the ensuing year is presented at Executive Board and Chapter meetings for review
May	Operating budget for the ensuing year is presented at Executive Board and Chapter meetings for approval
June – August	Monthly Treasurer’s report will be presented at Executive Board and Chapter meetings. Annual Financial Report to Grand Chapter by August 31 st .
September	First budget reallocation: Chairpersons will complete beginning year committee financial evaluation prior to Budget Committee meeting. Treasurer prepares a report to present to chapter
January	Second budget reallocation: Chairpersons will complete mid-year committee financial report prior to January Budget meeting. The committee will re-evaluate budget year to date and revise if necessary. Treasurer prepares mid-year report
June	Chairpersons complete committee financial reports. Treasurer prepares year-end report. Books completed and turned over to Internal Audit Committee
August	Submit required reports to Grand Chapter for compliance and turned over to Internal Audit Committee

Note: If an impromptu budget reallocation is necessary due to an additional request for funds or notification of unused allocated money, a meeting will be scheduled to reallocate funds.

- E. **Courtesy and Hospitality:** The committee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc. The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events, as appropriate and other activities as deemed by the President and/or Chairperson.

1) Chapter Gifts and Courtesies – Chapter Members:

- a) Courtesies from the chapter will be sent to members in cases of uplifting life transitions as well as condolences. Courtesies may be sent to homebound members as a thoughtful gesture. Chapter members will be responsible for passing on information, including name/address to the Courtesy and Hospitality Chair, who will extend the courtesies. Examples of courtesies to be sent are as follows:
- i. When a member has surgery and/or is hospitalized or in rehabilitation for three or more days, a planter, floral arrangement, fruit basket or gift card will be sent in the amount not to exceed \$40.00 plus cost of delivery, taxes and surcharge.
 - ii. When a member retires, marries, gives birth or adopts, a gift or gift card will be given, in an amount, not exceeding \$25.00.
 - iii. The outgoing president will receive a past president's stole in accordance with the budget. Any member who wishes to give a donation may do so through the chapter's collection procedure.
 - iv. When a member celebrates a 10, 25, or 50-year wedding anniversary, a card for acknowledgement will be sent to the member.
 - v. In case of the death of a member's immediate family member* or a member of the chapter, an acknowledgement, plant/flower will be sent to the family, in an amount, not exceeding \$50.00 plus cost of delivery.
 1. A donation will be sent if the family prefers.
 2. A condolence letter will be sent to the family/church for a member or family member of chapter members.
 3. In the event of a chapter member death, an Omega Omega Ceremony will be conducted if family is amenable. The ceremony will be scheduled at a time conducive to maximum attendance by family members and sorority members.
 4. The family will also be gifted a corsage for the deceased member as part of the Omega Omega Ceremony
 5. Up to \$20.00 will be allowed for out-of-town deliveries.
 - vi. The amount for shipping and handling of all courtesies will be taken into consideration when considering cost and quality.

***Please note:** An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent, brother/sister, stepchild, step siblings, stepparent, parent-in-law, son/daughter-in-law, brother/sister-in-law, or grandparent/child.

2) Visiting Sorors for Special Occasions

- a) In accordance with the Protocol and Traditions Manual, under General Policy, page 9, courtesies will be extended to visiting National and Regional offices.
- b) A courtesy shall be extended to all outgoing officers (i.e. plaques, certificates, gifts, or cards).
- c) Courtesies will also be extended at the discretion of the President and/or Chairperson of the Courtesy and Hospitality Committee.

3) Other Considerations

- a) The Courtesy and Hospitality Committee will work closely with the Membership Services and Public Relations/Publicity Committees to provide appropriate courtesies in a timely manner. Courtesies afforded to Chapter members must be approved by the Courtesy and Hospitality Committee or Chapter President. Prices may fluctuate according to local florist prices but in all cases the Committee will consider costs and quality.
- b) The courtesies referenced in the above guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.
- 4) Shall include the budget for Omega Omega services in the committee's budget.
- 5) Submit an annual report to the membership by the April meeting.
- 6) Submit requested budgets for the ensuing program year by February of the current program year

Note: Each member and Soror will be responsible for contacting the President in case of an illness or death in her family. Such notification is also applicable during events of recognition and honor. Members are encouraged to send cards, visit or telephone sorors for personal courtesies.

- F. **Emergency Response Team:** This is a standing committee responsible for ensuring every member of the chapter is trained, prepared, and ready to assist in the whole community recovery and navigation of their new normal.
1. Increase awareness of the importance of emergency preparedness.
 2. Provide structured and systematic training for the membership's readiness, response, and recovery efforts.
 3. Provide effective preparedness communication strategies.
 4. Ensure chapter members are notified via a phone tree or email listserv in the event of an emergency.
 5. Notify the chapter president and regional chair in the event of an emergency.
 6. Provide resource support for affected members and residents.
 7. Support local Emergency Management Director (EMD) and distribute disaster related materials as directed or per request.
 8. Support disaster preparedness at local outreach programs.
 9. Implement "Neighbor Helping Neighbor". Distribute registration information, provide transportation information to various disaster recovery centers and appeal assistance where appropriate and when resources are available.
 10. Submit an annual report to the membership by the April meeting.
 11. Submit requested budgets for the ensuing program year by February of the current program year.
- G. **Fundraising:** The Fundraising Committee shall plan, organize and coordinate appropriate events to raise funds for chapter programs and projects.
1. Present the proposed fundraising activities to the chapter for final approval at the June chapter meeting.
 2. Include the projected fundraising goal for each activity, a complete event budget with potential profit/loss statement, and the total projection for the fiscal year in the recommendation of activities.
 3. Jointly implement all fundraising activities involving other committees.
 4. The Financial Secretary and Assistant Financial Secretary are members of this committee.
 5. Encourage each member to fully participate by selling a minimum number of tickets.
 6. Ticket sales will be purchased electronically.
 7. All fundraiser receipts and expenses must be validated by the financial officers of the chapter prior to the presentation of a report to the Executive Board.

8. A final report on the fundraiser, including the validated financials, is due 30 days after the fundraising event. This report will be presented at the Executive Board meeting immediately thereafter.
9. Transactions completed after the final report should be reflected in the committee's monthly report.
10. Submit an annual report to the membership by the April meeting.
11. Submit requested budgets for the ensuing program year by February of the current program year.

H. Heritage and Archives: The Heritage and Archives Committee shall prepare materials for exhibition at conventions and other activities and shall keep a scrapbook up to date, with documentary evidence of the activities of the Chapter.

1. Responsible for managing the chapter's storage facility.
2. Keep a written and pictorial record of the events relevant to Rancocas Valley Alumnae Chapter.
3. Keep an updated inventory of all current and historical properties.
4. Assist other committees at the request of the President.
5. Receives written property requests and ensures items are returned.
6. Arrange for and monitor storage of chapter properties.
7. Follow guidelines set in the Delta Sigma Theta Sorority Chapter Records Retention and Destruction Policy, which serves as a guide regarding the retention and destruction of records. *(See Article VII)*
8. Submit an annual report to the membership by the April meeting.
9. Submit requested budgets for the ensuing program year by February of the current program year.

I. Internal Audit: The Internal Audit Committee shall consist of a Chair, elected by majority vote of the members present and voting, and two (2) members, appointed by the President, to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee, but shall have some knowledge of the chapter fiscal operations and general accounting procedures (i.e., past financial officers and members with an accounting or financial background). Immediate past fiscal officers may serve as either chair or member as long as they avoid reviewing transactions which they may have been party to.

Their duties will include:

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

- a) November
- b) February
- c) May
- d) September

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

7. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the RED Zone by the following dates:

- a) 1st quarter - December 1
- b) 2nd quarter - March 1
- c) 3rd quarter - June 1
- d) 4th quarter - August 1

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

8. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the **RED Zone** and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the **RED Zone** by August 31. The chapter president will receive notification of the completed submission in the **RED Zone** to complete the Compliance process.

J. Membership Services: The Membership Services Committee is chaired by the First Vice President and consists of members of the Chapter.

1. The committee shall be responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
2. The committee shall coordinate reclamation programs.
3. Maintains the chapter email distribution list and, will compile and update the chapter directory annually and, notify financial members with information regarding Omega Omega and other pertinent information when activated by the Chapter President.
4. Develop and provide membership programs and services as directed by Grand Chapter.
5. Plan chapter retreat within the program year.
6. Special recognition of members:
 - a. Career moves
 - b. Outstanding public service
 - c. Advanced degrees (Masters, Doctoral)
 - d. Elected or appointed by governing office or post
7. Provide profile sheets that record visiting and new sorors.
8. Record attendance of membership.
9. Provide sorors who wish to join the chapter a membership verification form and submit completed form to Treasurer.
10. Develop and distribute an orientation packet for new members.
11. Supporting, educating and developing the chapter membership.
12. Submit an annual report to the membership by the April meeting.
13. Submit requested budgets for the ensuing program year by February of the current program year.

K. Nominating: The committee will be responsible for soliciting and receiving nominations of members to serve in any elected chapter office or position, which includes the Minerva Circle.

- L. Pan-Hellenic:** Represents chapter at monthly meetings. Acts as chapter liaison to share Delta activities with other representatives and to present to the chapter information of the other organizations represented.
1. Chair will serve as the officer to the Pan-Hellenic organization when the chapter is up for rotation for a position.
- M. Policies and Procedures:** The Policies and Procedures Committee shall be responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.
1. The Parliamentarian and the Sergeant-at-Arms are members of this committee.
 2. The Chair and members shall review annually the Chapter Policies & Procedures.
 3. The Chair and members shall review, update, and submit the Chapter Rules of Order annually on or before June 30.
 4. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
 5. The committee shall establish a timeline for receiving, reviewing, and submitting proposed Policies and Procedures amendments in accordance with Amendments for Policies and Procedures section of this P&P.
 6. Keep the members aware of Grand Chapter Constitution and By-Laws.
 7. Evaluate and recommend changes to the current Policies and Procedures as the need occurs.
 8. Coordinate the preparation of the chapter's Rules of Order and Policies and Procedures revisions as needed.
 9. Provide all members of the chapter with documents such as the Rules of Order and Policies and Procedures.
 10. Submit an annual report to the membership by the April meeting.
 11. Submit requested budgets for the ensuing program year by February of the current program year.
- N. Program Planning and Development:**
1. Provide leadership, focus and coordination for implementation of the Chapter's public service and internal development programs. Duties and responsibilities:
 - a) The committee is chaired by the Second Vice President.
 - b) Maintain a repository of knowledge about the Sorority's national program thrusts and initiatives.
 - c) Develop a plan with committee chairpersons, programs and projects to be implemented.
 - d) Review feasibility and coordinate implementation of national initiatives.
 - e) Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter.
 - f) Coordinating programs that align with National, Regional and State initiatives.
 - g) Coordinating the calendar of meetings and events of sub-committees.
 - h) Securing insurance for program events by submitting the approved calendar and payment to the insurance company.
 - i) Consulting with the President to schedule rooms for sub-committee meetings and events.
 - j) Consulting monthly with Program sub-committees and hold monthly meetings when necessary.
 - k) Signing all vouchers for Program sub-committees.
 - l) Reporting the progress of sub-committees at the Executive Board and Chapter Meetings.
 - m) Assisting in the screening, training and selection process of all volunteers in accordance with Grand Chapter's Risk Management Protocol.
 - n) Ensuring that all chapter members are knowledgeable about Delta's policies, procedures, and guidelines for working with youth programs.
 1. Ensuring that all chapter members have the requisite knowledge and skills to perform duties specified in their volunteer position description.

2. Ensuring that all applications, waivers, code of conduct and background information is submitted to the Risk Management Chair for safekeeping.
 3. Monitoring the activities of the youth programs and the actions of the volunteers.
 4. Reporting all signs or symptoms of abuse to the Chapter President and Risk Management Chair for investigation.
- o) The Chair of the Program Planning and Development Committee will serve as a member of the Risk Management Committee by virtue of her position.
- p) Sub-committees:
1. Sub-committee co-chairs of all youth programs will carry out the policies and procedures associated with guidelines of the Risk Management Protocol.
 2. The sub-committee co-chair shall supervise all activities of the volunteers and their interaction with the youth programs.
 3. The sub-committee co-chair shall report any signs of abuse or suspicion of inappropriate behavior to the President and Risk Management Chair.
 4. Carry out the activities of the sub-committee (e.g., set up the calendar and schedule activities/programs for their committee).
 5. Submit committee reports to be included in the PP&D report.
 6. Sub-committee members will submit all vouchers to the sub-committee chair who will initial the voucher then submit it for approval by the PP&D Committee Chair.
 7. The Sub-committee co-chairs will submit all reports and vouchers to the PP&D chair the Monday prior to the Executive Board Meeting.
 8. Complete media and marketing packets for program events as requested by the local, state, regional and/or national publications, and publicity committee (including flyers, press releases, articles, public service announcement and photos).
 9. All sub-committee co-chairs shall correspond monthly with the PP&D Chair.
 10. The chair or members of the sub-committees may be requested to attend the Executive Board meeting to provide updates of the sub-committee's activities.
 11. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta.
 12. Submit an annual report to the membership by the April meeting.
 13. Submit requested budgets for the ensuing program year by February of the current program year.
 14. **Economic Development**
It shall be the duty of the Economic Development subcommittee to develop programs and initiatives that support the economic development agenda set forth by Grand Chapter and disseminate information to the Chapter and community relative to financial literacy. Important components: personal financial planning, consumer education and money management.
 15. **Educational Development**
The Educational Development committee conducts programs/projects designed to address the need for excellence in education. The programs shall offer mentoring, educational activities, and service-learning opportunities to the participants.
 - a. **Dr. Betty Shabazz Delta Academy:** The program enriches and enhances the education of young females between the ages of 11 and 14. Delta Academy supplements their studies in math, science, and technology. It encourages them to dream, and also to prepare for full participation as leaders in the 21st century.
 - b. **Delta G.E.M.S. (Growing and Empowering Myself Successfully):** From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the framework to actualize those dream through the performance of tasks to

develop goals leading to college and career.

- c. **E.M.B.O.D.I.:** The EMBODI program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc., with the support and action of other major organizations, on the plight of African American males. EMBODI is designed to address these issues through dialogue and recommendations for change and action.

16. International Awareness and Involvement

It shall be the duty of the International Awareness and Involvement subcommittee to promote the international initiatives of Grand Chapter approved by the Chapter to foster relationships and create awareness of global concerns.

17. Physical and Mental Health

It shall be the duty of the Physical and Mental Health subcommittee to develop and coordinate public service programs and activities designed to support the National focus of the Sorority in the area of Physical and Mental Health concerns.

O. Protocol & Traditions:

The committee shall have a Chair and Co-Chair appointed by the President.

1. Provide a clear and authentic description of the traditions and protocol of the chapter.
2. Implement the established code of protocol and behavior within the chapter.
3. Preserve the forms of ceremony and etiquette observed by the Sorority.
4. Provide a support system for the Chapter President, National and/or Regional Officers, Honorary Members, and other guests.
5. Submit an annual report to the membership by the April meeting.
6. Submit requested budgets for the ensuing program year by February of the current program year.

P. Public Relations/Publicity:

The committee shall have a Chair and Co-Chair appointed by the President.

1. Prepares press releases, distributes to the print and electronic media.
2. Obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
3. Coordinates with Committee Chairs regarding newsworthy activities of their committees.
4. Sends pertinent Chapter news to Regional and Grand Chapter publications.
5. Manages and monitors the chapter's social media pages and accounts.
6. Monitoring the ads sent to other sorority/fraternity chapters and other public service organizations using the prioritizing guidelines.
7. Prioritizing Guidelines such as:
 - a. First: Organizations that support RVA.
 - b. Second: Public Organizations and Foundations (Public Service).
 - c. Third: Other Organizations and Patronage Ads.
8. Supporting each group only once per calendar year.
9. Submit an annual report to the membership by the April meeting.
10. Submit requested budgets for the ensuing program year by February of the current program year.

Q. Risk Management

1. The Risk Management Coordinator serves as the Chair of this committee. This committee will consist of 3 to 5 members including the Chair of the Program Planning and Development Committee.

2. Ensure Rancocas Valley Alumnae Chapter administers all youth programs and initiatives consistently and in a manner that minimizes harm or injury to youth as well as mitigates the probability of the Sorority incurring liability.
3. Follow all national and regional guidance regarding compliance, reporting, and chapter accountability.
4. Provide guidance for the administration of the chapter's risk management policy designed to minimize any harm or injury to youth involved in our youth initiatives as well as the probability of Delta incurring liability.
5. Screen volunteers who serve in the youth programs.
6. Explain the policy to parents and youth participants.
7. Conduct investigations when incidents occur.
8. Safeguard all confidential documents (e.g. applications, background checks) related to the screening process. Documents shall be kept for 5 years and shredded thereafter.
9. Oversee the chapter's Risk Management program.
10. Monitor the activities of the youth programs and the actions of the volunteers.
11. Assist the President in investigating all reported actions of abuse.
12. Submit an annual report to the membership by the April meeting.
13. Submit requested budgets for the ensuing program year by February of the current program year.

R. Ritual and Ceremonies:

The Ritual & Ceremonies Committee shall consist of a Chair appointed by the President at the beginning of her term of office. The Chairperson and members on this committee should have knowledge and demonstrated interest in staging ceremonies and an abiding respect for the Sorority's rituals and ceremonial protocols. The committee shall:

1. Provide training to the chapter in the meanings inherent in the Sorority's Ritual and Ceremonial activities.
2. Model excellence in Ritual and Ceremonial activities.
3. Ensure that the area used for all Ritual and Ceremonial activities are prepared according to protocol.
4. Ensure that all properties used are clean and appropriate for the ceremony.
5. Replace and/or repair properties broken or consumed by the chapter within the approved budget.
6. Submit an annual report to the membership by the April meeting.
7. Submit requested budgets for the ensuing program year by February of the current program year.

S. Scholarship:

1. This committee is responsible for administering the scholarship program to maximize benefit to deserving, students who aspire for a higher education.
2. Develop/recommend policy and procedures concerning the distribution of scholarship funds.
3. Administer the scholarship program of the chapter by reviewing applications and making recommendations concerning the distribution of funds.
4. Publicizes the availability of scholarship award applications, includes a description of and qualifications for all award categories, and ensures the distribution of applications and addendums (as appropriate)
5. Provides access to the application via the Chapter's web site as a word document, an editable PDF format, or other electronic format which can be downloaded and/or completed.
6. Establishes a deadline for receipt of scholarship applications.
7. Convenes to review, evaluate, and score applications for academic awards.
8. Ensures that all applications submitted meet the requirements as stated in the nomination instructions.
9. Finalizes the list of recipients recommended for award and presents to the Executive Board and Chapter for approval.
10. Submit an annual report to the membership by the April meeting.

11. Submit requested budgets for the ensuing program year by February of the current program year.

T. Social Action/Political Awareness & Involvement

1. The committee implements the chapter's Political Awareness and Involvement thrust.
2. Increases the knowledge of current national, state and local issues so that every Delta is informed.
3. Encourages active participation as individuals and collective members of Delta, as approved by national leadership, in political activity and work to enact national and local legislation of particular interest to African Americans and women.
4. Develop and coordinate social action programs and projects.
5. Recommends representatives to attend Delta Days in the Nation's Capital.
6. Submit an annual report to the membership by the April meeting.
7. Submit requested budgets for the ensuing program year by February of the current program year.

U. Technology

1. The committee is responsible for addressing the communication needs of the chapter and implementing best practices to meet media and technology needs.
2. Serves as a communication tool to inform chapter members and the public of upcoming events, meeting dates, programming activities, etc.
3. Creates edits and maintains the chapter's website and social media platforms (i.e. Facebook, Twitter, etc.).
4. Implements technological solutions that aid in the efficiency and effectiveness of the chapter.
5. Monitors recommendations and requirements from the National Technology Committee, as presented in the Delta Internet Guidelines, while working with the chapter's leadership for implementation.
6. Provides chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal.
7. Audit the security of the website through the use of sophisticated anti-virus protection, firewalls, and application-based updates.
8. A laptop computer and projector are available to borrow for chapter related instruction, presentations, and meetings. Requests will be accepted only from committee chairs or chapter officers.
9. **Borrowing conditions:**
 - a. Laptop and projector may not be borrowed for personal use.
 - b. The Technology Equipment Loan form (see appendix) must be completed and submitted to the Chair of the Technology Committee at least **one week** prior to the start of the loan period.
 - c. Requests for borrowing equipment are based on availability and will be processed on a first-come first-served basis.
 - d. The loan period is 7 calendar days. Loans exceeding one week require special arrangements be made with the Chair of the Technology Committee prior to checkout.
 - e. If equipment is returned without all of its components (e.g., cords, cables) or damaged, the borrower will be responsible for replacement.
 - f. At the time of check out, the borrower will be given instructions about how to set up and operate the equipment, for example, connecting the laptop to the projector.
10. Submit an annual report to the membership by the April meeting.
11. Submit requested budgets for the ensuing program year by February of the current program year.

Section 2: Special Committees

These are committees that have a specific purpose, usually with a time limit in which to complete their assignment. When the task is done, the committee business is completed and dismissed.

A. Elections:

1. The Elections Chair and four (4) members of the committee are appointed by the President after the Call for Nominations has been issued and also prior to any election of the chapter.
2. The Chair and committee conduct and oversees the election process of the chapter including collecting, counting, and tabulating the ballots cast by the chapter membership in each election.
3. The Elections Chair and members of the committee receives the slate from the Nominating Chair.
4. The Elections Chair and members of the committee prepare the slate in the form of a ballot for chapter vote.
5. The Elections Chair and members of the committee shall not be candidates for an office while serving on the Elections Committee.
6. Develop a sample ballot that can be sent to chapter members prior to the elections.
7. Distribute ballots to each financial Soror (this is not the role of the Sergeant at Arms).
8. The Elections Chair provides the elections report to the presiding officer.
9. The Elections Committee shall turn over the final official ballots, with the tally for each office, to the Recording Secretary for retention.

B. Founders Day:

Plan and coordinate the program to honor the Founders of the Sorority between the months of January and March of each year. Celebrations and other related activities (i.e. Responsibilities for coordinating The Rededication Ceremony) will be in keeping with the occasion.

1. Receive all correspondence (at least one copy) regarding Founders Day as soon as received.
2. Submit the name(s) of the chairperson from Rancocas Valley Alumnae chapter to the hostess chapter's chairperson(s) for better communication.
3. Keep and hand from chairperson to chairperson a notebook (a reference point) of past expenses, contact persons, transportation companies, reports, etc.
4. Verify that all necessary properties are available, in good shape, enough for all participants and ready for use, when the chapter is serving as host. They (Founders Day Chairpersons and Historian) will decide who will be responsible for getting materials to the event, distribution, and collection.

C. Minerva Circle:

1. **Leader:** The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program. The Minerva Circle Leader also:
 - a. Plans, coordinates and facilitates the intake process of new members for the chapter.
 - b. Develops a baseline budget and line items using figures from the past two (2) MI processes to project the pending MI budget.
2. **Minerva Circle Members:** The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake and are required to adhere to the following:
 - a. The Keeper of Muses and Graces, Convener of the Odyssey Experience and Leader of the Minerva Circle are elected by position; the Jewels are elected as a group from the chapter membership and expected to attend required trainings to continue on the committee.
 - b. If a member is removed from the Minerva Circle or resigns, the President will appoint another member to fulfill that position within 24 hours. This person must meet all MI training requirements.
 - c. If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.

- d. **Members of the Minerva Circle who are related to applicants must adhere to the policies identified in the Administrative Procedures for Membership Intake (APMI). If a family member/relative of a member of the Minerva Circle submits an application to the chapter, the Minerva Circle member must be immediately removed from the Minerva Circle by the chapter president and replaced according to the chapter's policies and procedures. If the Minerva Circle member is the chapter president or financial secretary, who are members of the Minerva Circle by virtue of her elected position, she must recuse herself from the following membership intake activities for all applicants (including but not limited to): retrieving applications from the chapter's P.O. Box; sorting, screening, scoring, and/or reviewing applications; conducting or scoring interviews; and counting ballots. These officers can vote for applicants and the chapter president can preside over the balloting process. The chapter president will also complete the administrative task of entering information into the Red Zone, verifying, in the Red Zone, the financial status of members writing letters of recommendation, sign the letters and send emails related to complete and incomplete packets, and also certify the ballot vote on applicants. If necessary, the chapter president may meet with the Minerva Circle at the request of Leader of the Minerva Circle after consultation with the regional director. After the approval of candidates by the regional director, the president and/or financial secretary will fully re-engage with the activities of the Minerva Circle. If the chapter's vice president is the Leader of the Minerva Circle as designated in the chapter's policies and procedures, she is removed as the Leader of the Minerva Circle by the chapter president but retains all remaining vice president duties and responsibilities in the chapter. The Leader of the Minerva Circle vacancy is filled by the chapter president's selection of a current Minerva Circle member to serve as the Leader of the Minerva Circle. All other Minerva Circle vacancies will follow the process for filling vacancies in the chapter's policies and procedures. In the event the chapter's policies and procedures does not address filling a vacancy on the Minerva Circle, the chapter MUST contact their regional director. Once removed from the Minerva Circle, the member is not permitted to return to serve on the Minerva Circle for the remainder of the intake process. This does not restrict the member from serving in the capacity of trained members.**
- e. Members of the Minerva Circle will rate application packets according to guidelines set forth in the Administrative Procedures for Membership Intake.
- f. If the motion passes to conduct membership intake and the decision is reconsidered, then a motion must be passed to rescind the decision to conduct membership intake; and must pass by two-thirds (2/3) vote of the members present and voting. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake.
- g. At the conclusion of membership Intake, the Minerva Circle is dissolved.

D. Step Team:

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

E. Chaplain's Council:

1. Provide spiritual guidance.
2. Encourage chapter members during periods of illness, hospitalization, bereavement, and other circumstances deemed appropriate.

3. Conduct all spiritual components of chapter ceremonies and programs.
 4. Submit an annual report to the membership by the April meeting.
- F. **Conference/Convention:** This committee facilitates the attendance of delegates (voting, alternate, and non-voting) at National Conventions and Regional Conferences.
1. Receive and review information from National Headquarters regarding National Convention and Regional Conferences. Alert chapter members of convention/conference registration dates.
 2. Collect, compile and distribute emergency contact information for convention/conference delegates.
 3. Submit vouchers for the Voting and Alternate Delegates for convention/conference registration, transportation, hotel and per diem. Submit voucher for souvenir ad journal.
 4. Prepare souvenir ad in conjunction with the Publicity Committee and President.
 5. Compile and complete the Memorial Form.
 6. Submit an annual report to the membership by the April meeting.
 7. Submit requested budgets for the ensuing program year by February of the current program year.
- G. **President's Council:**
1. The President's Council shall consist of past presidents of the Rancocas Valley Alumnae Chapter.
 2. These sorors shall, upon request of the chapter president, assist the chapter president in forward movement of the chapter, build and maintain positive relationships with community business leaders, and preserve and share the accurate history of the chapter.

Section 3: Ad-Hoc Committees

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

ARTICLE V: MEETINGS

Section 1: Executive Committee Meetings

Will be called and scheduled by the President, as needed.

Section 2: Executive Board Meetings

- A. Will be held on Thursdays, before the week of Chapter meetings, for the months of September through June. Meetings will start promptly at 7:00 p.m. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.
- B. Any member of the chapter that is not a member of the Executive Board may attend Executive Board meetings as a non-voting participant.
- C. Each standing committee receives one (1) vote to be rendered by the chairperson, co-chairperson, or a designated representative.
- D. In the event a committee chair holds more than one position on the Executive Board, she will have one (1) vote.

Section 3: Chapter Business Meetings

- A. Will be held on the third (3rd) Saturday for the months of September through June. Meetings begin promptly at 9:30 a.m. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.
- B. For the months of July and August, the Executive Board is empowered to conduct any imperative National Sorority business activity that requires the immediate attention of the chapter.

Section 4: Committee Meetings

Will be called and scheduled by the committee chairperson or subcommittee co-chair person.

Section 5: Call Meetings

- A. The President or written majority of the Executive Board may schedule call meetings, as necessary.
- B. The chapter shall hold call meetings as deemed necessary. Call meetings shall have a stated purpose and no other business shall be conducted except the stated purpose. The chapter shall be given prior written notice of at least ten (10) days.

Section 6: Notifications

- A. The Corresponding Secretary and/or Recording Secretary will notify chapter members of chapter business meetings and other notifications as deemed by the President.
- B. Executive Board members are required to notify President (or designee) of absences from Executive Board and chapter business meetings 24 hours before the meetings.

Section 7: Chapter Meeting Business Attire

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

Section 8: Electronic Meetings and Communications

- A. The Executive Board, Executive Committee, and chapter committees 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. All communication may be sent electronically in accordance with Delta's Internet Guidelines.

ARTICLE VI: QUORUM

Section 1: Definition

- A. A quorum is the minimum number of members who must be present at the meeting for business to be validly transacted. A quorum is not required to begin the ceremonial opening, but no business can be conducted without a quorum.

Section 2: Executive Board Meetings

- A. A quorum shall consist of thirty percent (30%) of Executive Board members.
- B. Each standing committee receives one (1) vote to be rendered by the chairperson, co-chairperson, or a designated representative selected.
- C. In the event a committee chair holds more than one position on the Executive Board, she will have one (1) vote.

Section 3: Chapter Business Meetings

- A. A quorum shall consist of thirty percent (30%) of chapter members.

Section 4: Committee Meetings

- A. A quorum shall consist of thirty percent (30%) of committee members.

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

The Rancocas Valley Alumnae Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy with acknowledgement that no records are to be destroyed when the Sorority is in litigation.

Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.

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

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Financial Records (receipt logs, 990's, receipt books, check registers)					
*Bank Reconciliations	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Bank Statements	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Checks	5 years	Paper	Monthly	Weekly	Shred
*Check Registers	5 years	Paper	Monthly	Weekly	Shred
*Expense Purchases	5 years	Paper	Monthly	Weekly	Shred
*Form 990	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*IAR-1 Form	5 years	Electronic	Quarterly	Quarterly	Eraser
*Receipt Logs	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Year-end Financial Statements	7 years	Paper/Electronic	End of Year	Yearly	Shred/Eraser
Audit Reports	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Audit Work Papers	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Meeting minutes	Permanent	Paper/Electronic	Monthly	Weekly	N/A
Member records	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
Contracts and legal documents	4 years after expiration	Paper/Electronic	Upon Receipt	Weekly	Shred/Eraser

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
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/Erase
Charter Records	Permanent	Electronic	Upon approval	Yearly	N/A
Correspondence (actionable)**	3 years	Paper	Monthly	Monthly	Shred/Erase
Correspondence (informational)	3 years	Paper	N/A	N/A	Shred
Chapter Histories	Permanent	Paper	N/A	Monthly	N/A
Event Programs	5 years	Paper	After each event	Monthly	Shred
Photographs	Permanent	Paper/Electronic	After each event	Monthly	N/A

*Included in financial records

**If legal, retention based on type

***Regional Directors or National Headquarters Records Only

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

A. President

1. Manages and oversees the operation of the chapter.
2. Is accountable to the chapter for the expenditure of funds.
3. Responsible for the management and collection of revenue.
4. Approves the expenditure of funds (ensures that all checks have two signatures).
5. Under NO circumstances should the president pre-sign checks.
6. Ensures a voucher system is used for the disbursement of funds.
7. Ensures fiscal officers attend financial workshops at least once a year.
8. Ensures the chapter complies with the bonding insurance policies directed by Grand Chapter.
9. Attends finance training workshops.
10. Signs all checks except her own.
11. Initials all deposits that contain cash.
12. Ensures treasurer and financial secretary provide separate written reports.
13. Ensures the Annual Financial Report/Federal Group Authorization Return is completed
14. Ensures that internal/external audits are completed.
15. Ensures the outgoing and incoming fiscal officers conduct an effective transition.
16. Completes and signs the Acceptance of Fiduciary Responsibility Form.
17. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.
18. Reviews all bank statements and fiscal officers reports monthly.

B. Treasurer

1. Keeps the official financial records of the chapter.
2. Provides a written report of the chapter's income and disbursements monthly to all chapter members.
3. Keeps actual records of income, disbursement and summary ledgers on a monthly basis.
4. Prepares and submits annual fiscal reports by the established due dates.
5. Deposits income received by the financial secretary within two business days.
6. Submits Grand Chapter funds within 30 days of receipt.

7. Makes disbursements on written authorization as outlined in the chapter's policies and procedures (ensures all checks have two signatures).
8. Signs all checks except her own.
9. Ensures a voucher system is used for the disbursement of funds.
10. Reconciles all accounts on a monthly basis.
11. Ensures books are audited in accordance with current internal audit guidelines.
12. Completes the Annual Financial Report/Federal Group Authorization Return.
13. Attends finance training workshops.
14. Ensures the chapter complies with the bonding insurance policies directed by Grand Chapter.
15. Completes and signs the Acceptance of Fiduciary Responsibility Form.
16. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.

C. Financial Secretary

1. Records all income received.
2. Issues official receipt for income upon receipt of funds.
3. Turns all funds over to the treasurer to ensure the two business days deposit requirement is met.
4. Serves as a member of the Budget and Finance Committee.
5. Signs checks only when payable to the President or the Treasurer.
6. Prepares the roster of financial chapter members.
7. Serves as a member of the Minerva Circle.
8. Attends finance training workshops.
9. Presents a written monthly report to the chapter of all income received.
10. Completes and signs the Acceptance of Fiduciary Responsibility Form.
11. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.

D. Other Fiscal Officers (Assistants)

1. Assistant Financial Secretary: Shall perform all duties of the financial secretary whenever requested EXCEPT:
 - a) signing checks made payable to the President or Treasurer; and
 - b) does not serve as a member of the Minerva Circle.
2. Assistant Treasurer: Shall perform all duties of the Treasurer whenever requested EXCEPT:
 - a) signing checks;
 - b) making bank deposits; and
 - c) entering dues in the National Headquarters online dues system.

Section 2: National and Local Dues

- A. **National Dues** - Members will be responsible for dues for the Grand Chapter, according to the established dues schedule per business year.
 1. Members will also pay a Capita Fee in accordance with the current fee structure and policy of Grand Chapter.
 2. Dues are due by March 31st.
 3. As applicable, late and reinstatement fees are assessed in accordance with the current fee structure and policy of Grand Chapter.
- B. **Local Chapter Dues** – Members will be responsible for local dues according to the established fee voted upon by the chapter members.

1. Local chapter dues for Rancocas Valley Alumnae Chapter will be \$150.00 per business year (July 1st to June 30th). Delta Dears receive a 20% discount.
2. Dues are due by March 31st.
3. Golden/Diamond Life members shall:
 - a) Pay local chapter dues, plus a per capita fee in accordance with the current fee structure and policy of Grand Chapter.
 - b) Not pay annual Grand Chapter dues.
 - c) Not pay late and/or reinstatement fees.
4. A change in the amount of local chapter dues must follow the Amendments for Policies and Procedures process as detailed in this document.

Section 3: Collegiate Sorors

- A. With appropriate documentation, local chapter dues will be waived for Sorors their first immediate year after graduating from a college or university. The Soror will be considered a member of the chapter once National dues are received and receipted at National Headquarters.
 1. Example 1: Soror Jane graduates from University of Service in December 2014. Soror Jane's dues with Rancocas Valley Alumnae Chapter will be waived until March 2016. Her National dues must still be paid to National Headquarters.
 2. Example 2: Soror Kate graduates from University of Sensation in March 2014. Soror Kate's local dues with Rancocas Valley Alumnae Chapter will be waived until March 2015. Her National dues must still be paid to National Headquarters.

Section 4: Unconsumed Dues

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

Section 5: Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must complete the member information and former chapter section of the Dues Transfer Form and complete and sign the bottom section.
 1. The chapter will transfer a calculated amount (portion of local dues based upon the month the transfer is requested) of unconsumed dues to a Soror's new chapter when a written request is submitted by the member.
 2. The requesting Soror will submit the form to the Financial Secretary of the new chapter.
 3. The Financial Secretary of the new chapter will submit the form to the President of the former Chapter.
 4. The President of the former chapter will ensure that the form is processed.
 5. Upon written notification, (from a Soror or a Chapter) the Treasurer shall complete all steps as noted in the **RED Zone** of the national website to prepare, calculate and transfer (if any) amount of the requesting Sorors unconsumed dues.
 6. The Treasurer of the former chapter will submit the unconsumed dues to the P.O. Box of the new chapter.
- B. In the event a collegiate member who graduated in December immediately joins Rancocas Valley Alumnae Chapter. Her dues are waived for the remainder of the business year. She can request that her unconsumed dues from the collegiate chapter be transferred to the Rancocas Valley Alumnae Chapter. Those funds must be kept separate from the chapter's operating funds. A line item is added on the financial report as a liability and the chapter cannot use those funds until they are transferred out or the

time has expired in six (6) months. Then the funds can be used in the operating budget or for the new sorority year when the Soror will be required to pay chapter dues.

- C. Graduating Sorors have 6 months from their time of graduation to request a transfer of dues. After six (6) months, the chapter can transfer the funds to their operating account.
- D. When a Soror transfers dues to Rancocas Valley Alumnae, upon acceptance of the unconsumed dues, the Chapter Financial Secretary shall contact national Information Systems at Delta Headquarters to have the Soror's information added to the online roster for Rancocas Valley Alumnae and advise the Treasurer.

Section 6: Travel Policy

- A. The chapter will reimburse the Voting and Alternate delegates for expenses of registration, travel and lodging. If the budget allows, the chapter may consider per diem and one subscription event ticket for the Voting delegate.
- B. Chapter delegates will submit ALL receipts for chapter-funded representative expenses, such as fare for travel, hotel accommodations and any/all meal-related receipts.
- C. These receipts are to be attached and submitted with the PO/Reimbursement Expense Voucher to the Treasurer within sixty (60) days of the published meeting for accounting purposes.
- D. Delegates will return all unconsumed chapter funds to the Financial Secretary within sixty (60) days of any meeting for which chapter funded representation was provided.
- E. Conference & Conventions
 - 1. Registration Fees will be paid for both Voting and Alternate Delegates by the chapter treasurer as soon as a voucher is submitted.
 - 2. The voting and alternate delegate must each submit vouchers by May chapter meeting to request any/all expenses to be paid. Incidental expenses incurred en route, such as taxi, tolls, will be paid by October meeting.
 - 3. The chapter will pay for one Social Action event (Luncheon).
 - 4. The delegate will reserve one hotel room when she registers for conference/convention. The chapter will pay the hotel rate for one room. Hotel fees will be advanced to the hotel by the May meeting. Should either the voting or alternate delegate choose other accommodations, it will be at that member's expense. Any soror, other than the voting or alternate delegate, who stays in this room, must reimburse the chapter for their stay.
 - 5. A per diem rate of \$50.00 each per day for the voting and alternate delegate will be paid.
 - 6. The most economical/feasible mode of transportation to be paid by the chapter:
 - To and From-Terminal/Home/Hotel
 - Plane/Train/Bus Tickets
 - Site Transportation (bus)
 - Tolls (receipts required)
 - Parking (receipts required)
 - Mileage (at the IRS standard mileage rate in effect at the time of the expense)
 - 7. Reservations must be made in a timely manner to avoid higher rates.
 - 8. The voting and alternate delegate must each submit voucher(s) to request any/all expenses to be paid. (Registration, Social Action Event, Hotel, Transportation, Per Diem).

Section 7: Purchase Order/Reimbursement Expense Voucher

- A. A Purchase Order is used to notify the chapter of the purchase intended to be made. A voucher is used for expenses to be reimbursed.
- B. It is the responsibility of the Committee Chair of the event to ensure the P.O. has been completed, submitted and approved before any necessary deadline.

- C. All chapter members are responsible for completing a voucher signed by the appropriate committee chair and chapter officers.
- D. Receipts for approved expenses are required and must be attached as documentation for reimbursement.
- E. Expenses are reimbursed if: (1) the activity is in support of a chapter program; (2) it is included in an approved budget or approved by the chapter, (3) its approved by the committee chair, (4) the benefit of the expense accrues to the chapter and (5) it would not have been incurred were it not for the chapter program.
- F. Purchase Orders or Expenditures should NOT exceed the committee's approved budget allocation for a given purchase.
- G. All committee vouchers must first be signed by the committee chairperson and then forwarded to the President for signature prior to any fund disbursement.
- H. The Financial Secretary signs as 2nd signator in the event reimbursement is for the President or Treasurer.
- I. When the Committee Chair is the Soror making the request for reimbursement, no additional committee member signature is required. Those of the Chapter President and Treasurer are sufficient.

Section 8: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders, cashier's checks, or an electronic payment. Ten days prior to due date, all payments will be remitted in certified funds in the form of cashier's check or money order.
- B. Electronic payments processing services/merchant accounts can be used as an alternate payment method. The fees to use electronic payment processing services/merchant accounts can be passed on to individuals who use the electronic payment processing services/merchant account.
The Chapter will ensure adherence to the current Fiscal Officer's Manual for related electronic payment processing services/merchant business accounts.

Section 9: Unconsumed Funds: Year End Reconciliation

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

Section 10: Insufficient Funds or Returned Checks Policy:

- A. The Rancocas Valley Alumnae Chapter will use the United States Postal Service, electronic mail, and other methods to contact the chapter member/patron involved to obtain funds for the returned check. Contact will be made as often as necessary to receive remittance for return checks. Any fees charged by the bank to the Chapter in association with a returned check shall be reimbursed to the Chapter by the issuer of the returned check via cash, certified check, or money order, within **10** business days.
- B. Only certified checks, money orders, or cash will be accepted to clear returned payments. No other personal checks (including checks drawn on a different personal account) or check drawn on business accounts will be accepted to clear a bad check.
- C. The Financial Secretary shall maintain a list of all persons who have issued NSF or returned checks to the Chapter for the current sorority year.
- D. If a second check is returned from a bank for the same issuer of a returned check within one (1) year of the first returned check, all subsequent transactions for the next two (2) years from date of second returned check **MUST** be submitted in cash, certified check, or money order.

- E. The Financial Secretary will send **5** and **5** day notifications if outstanding items remain unpaid.
- F. If any check or checks remain un-cleared for over **20** days, the Chapter will only accept cash, certified check, or money order from the individual or the organization.
- G. A list of persons and organizations that the Chapter will not accept checks from will be made available to all fiscal officers.

Section 11: Fundraising

- A. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
- B. The Financial Secretary and Assistant Financial Secretary will be a member of and collect money on behalf of the Fundraising Committee.
- C. After any major activity, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report shall be presented to the chapter.
- D. Only cash, certified/cashier's checks or money orders will be accepted from individuals who are not members of the Rancocas Valley Alumnae Chapter within five days of an event.
- E. Sorors/members who collect money from friends and family members for chapter events are responsible for those funds until they are received by the chapter's financial secretary or assistant financial secretary. If the funds are lost or stolen, the chapter has no obligation to honor those tickets or acknowledge receipt of any funds not delivered to appropriate chapter fiscal officers.

Section 12: Budgeting

- A. Budgets must be submitted by Officers and Committee Chairpersons by the February chapter meeting. When no budget is submitted, the Budget and Finance Committee shall use its discretion in allocating a budget for that Committee/Officer.
- B. The budget must be presented to and approved by the chapter no later than May of each year.
- C. No Committee can exceed its budget without written approval from the Executive Board. If time does not permit, approval from the Executive Committee must be obtained.
- D. A gift for outgoing National or Regional Officers should be established by the budget or voted upon by the June chapter meeting.

Section 13: Additional Fiscal Policies and Procedures

- A. Step Show policy
 - 1. The chapter must approve participation in each show competition. The step team is a committee within the chapter and represents the chapter. No member shall be allowed to participate in any show unless she is in good standing with Delta, including being a member of the chapter.
 - 2. For each event, the committee shall submit a budget that includes revenue and all allowable expenses. The Fiscal Officers Manual shall be consulted and adhered to for all clothing related expenses.
 - 3. Step show participants must follow national step show guidelines policies.
 - 4. All prize monies (winnings) will be deposited in the chapter's operating accounting. The proceeds will be used to support the chapter's programs and to defray the chapter's administrative expenses.
- B. Scholarship Policies, Requirements, and Selection Procedures
 - 1. Eligibility Requirements:
 - a. Live in the chapter's service area.
 - b. Demonstrated financial need.
 - c. Scholastic achievement.
 - d. First place winner must matriculate at a four-year institution.

2. Application Requirements:
3. Completed application.
 - a. An official, embossed transcript.
 - b. A copy of SAT scores and Grade Point Average.
 - c. A biographical sketch.
 - d. A copy of the 1040 Tax Return showing adjusted gross income for the past calendar year and an estimate of the adjusted income for the upcoming year.
 - e. A letter of acceptance as a full-time student (12 credit hours) to an accredited college or university will be submitted to the Scholarship Committee as soon as possible.
 - f. Recipient's transcript must show at least a cumulative grade point average of 2.5.
4. Selection Process:
 - a. The Scholarship Committee will notify each applicant of the decision after chapter approval.
 - b. First place winner must matriculate at a four-year institution.
5. Additional Policies:
 - a. The award for the first-place winner will be in the amount specified in the annual budget to be disbursed over a four-year period.
 - b. The first-place winner will be awarded a check in the amount of one fourth of the scholarship award each year during the four-year period.
 - c. The first-place winner will submit to the Scholarship Committee official proof of enrollment as a full-time (12 credit hours) student at an accredited institution of higher learning prior to disbursement of all checks during the four-year period.
 - d. The second and third place winners will be awarded a one-time monetary scholarship in accordance with the annual budget.
 - e. All checks will be made payable to the recipients and mailed directly to the recipients when official proof of enrollment and an official transcript showing at least a cumulative grade point average of 2.5 have been received by the Scholarship Committee.
 - f. If the first-place winner is unable to return to college because of illness or for other reasons presented by the Scholarship Committee and approved by the chapter, the scholarship will be held for two years; if the recipient cannot be located, the scholarship will be held for only one year. All unclaimed scholarships will remain in the scholarship fund.
 - g. After the first year, each first-place recipient must submit an official transcript with proof of enrollment as a full-time (12 credit hours) student for each year thereafter.
 - h. If the recipient completes her bachelor's degree in less than four years, the balance of the award will be dispersed to the recipient upon proof of graduation.
 - i. Chapters may **NOT** use funds raised from the public to give scholarships to the child of a soror in the chapter. Any scholarships to a soror's child should come solely from membership dues.
- C. Bonding
 1. The bonding insurance is required for each chapter, with an annual fee established by Grand Chapter, to be paid by the chapter, and covers all members of the chapter. The fiscal officers are required to handle all chapter funds and monetary transactions for the chapter.
- D. Additional revenue may be obtained through special projects, contributions, and requests.
- E. The sale of Delta merchandise through chapter websites or online payments is prohibited.
- F. Fiscal Officers must complete and submit Acceptance of Fiduciary Responsibility Form by July 1st.
- G. The outgoing Treasurer and Chair of the Internal Audit Committee will assist the incoming Treasurer with preparation of the Internal Revenue Service form 990 and the end of the fiscal year report due to National Headquarters by August 31st.
- H. Two signatures, the President and Treasurer, are required on all checks disbursed.

- I. The President, Treasurer and Financial Secretary will follow additional guidelines included but not limited to Chapter Management Handbook and Fiscal Officers Manual.
- J. Budgets shall be reviewed quarterly by the Budget and Finance Committee.
- K. The Chapter President, Treasurer and Leader of the Minerva Circle shall meet within two (2) weeks of the completion of the MI process to review the status of the MI budget to determine possible impact to chapter's Checking Account.
- L. At the beginning of each sorority year, funds in the treasury shall be distributed in accordance with the new budget.
- M. Independent Audit or Review: If based on the total or expected total Gross Receipts, an Audit or Review is required; the committee shall recommend a certified public accountant (CPA) for the chapter approval based on the stipulations below.
 1. If this is the first year a CPA's service is required, the committee shall obtain three bids from Certified Public Accountants.
 2. The finance committee shall recommend a licensed CPA with an active license in good standing.
 3. The CPA cannot be a member of the Rancocas Valley Alumnae Chapter.
- N. Chapter Fees and Insurance: The chapter shall submit and pay the required costs by the required deadlines for the following: national fees, regional fees, corporate fees, liability Insurance, and bonding insurance.
- O. Rancocas Valley Alumnae Chapter shall complete and submit an Annual Financial Report and Federal Income Tax Group Return Authorization Form by the deadline established by Grand Chapter. Additionally, the internal audit report shall be submitted online to National Headquarters each year the deadline established by Grand Chapter.
- P. Transfer of ownership, passwords and security questions of the electronic payment processing services merchant accounts due to change in chapter leadership will occur at the time of transition of financial responsibilities of the chapter.
- Q. Omega Omega Services
 1. Provide, in consultation with the family, a meal or other food items/refreshments to the immediate family and guests after the Omega Omega service. Expenditure maximum \$200.00.
 2. Provide the family with a meal or other food items/refreshments at an appropriate time of the family's wishes, if after the service is not suitable. Expenditure \$100.00.
 3. When appropriate, join other organizations or church auxiliaries in providing the meal. Expenditure maximum \$100.00.
Light refreshment to the family and guests of a soror who was not affiliated with any chapter, but our chapter was asked to do the service. Expenditure \$50.00 - \$75.
- R. Contracts
 1. Rancocas Valley Alumnae Chapter will request a written contract for any activity where the chapter can be held liable. The president must approve all contracts.
 2. When entering into contracts with other organizations or businesses employed by Rancocas Valley Alumnae Chapter for services:
 - a. No more than 50% of money is paid to the organization prior to any service rendered.
 - b. On the completion of service, no more than 50% of the remaining balances will be given in cash. The balance will be in a certified cashier's check, money order or a chapter check-
- S. Courtesy and Hospitality
 1. Funds collected from 50/50 and brags will be transferred quarterly to the Courtesy and Hospitality Committee.

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Office

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

- A. Be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer, chair, or committee member shall maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.
- B. Must have registered and attended at least one (1) National Convention or Regional Conference held in the four-year period prior to her nomination.
- C. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time, which will include:
 1. Candidate Data Profile may be obtained from:
 - a) The Nominating Committee Chair
 - b) The Chair's Designee
 - c) The Chapter's Website
- D. The Chairs and members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the committee.
- E. Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations".

Section 2: Nominations of Chapter Officers and Elected Positions

A. Nominations of Chapter Officers and Elected Positions

1. The Nominating Committee will present the "**Call For Nominations**" to both the Executive Board and the chapter for approval prior to distribution.
2. The Nominating Committee initiates the "**Call For Nominations**". The call for nominations shall be issued at the January chapter meeting.
 - a. The Rancocas Valley Alumnae Chapter will hold elections this year for the following officers and positions:
 - President
 - First Vice President
 - Second Vice President
 - Recording Secretary
 - Corresponding Secretary
 - Financial Secretary
 - Treasurer
 - Assistant Treasurer
 - Assistant Financial Secretary
 - Chair, Nominating Committee
 - Nominating Committee Member (4)
 - Chair, Internal Audit Committee
 - Assistant Secretary
3. The Candidate Profile will be available at the January Chapter Meeting and must be completed by all who are interested in being nominated.
4. Members will be contacted by the Nominating Committee to determine interest and willingness to accept office nomination.
5. All nominations shall be presented in writing using the Candidate Profile and shall be submitted

to the Nominating Chair on or before midnight of the February chapter meeting. The Candidate Profile can be delivered by utilizing the Chapter's P.O. Box, email address provided by the Nominating Committee or provided directly to the Nominating Committee Chair at an Executive Board and/or a Chapter Meeting .

6. The Nominating Committee will develop the biennial slate of candidates for chapter officers and positions utilizing the criteria set forth in the chapter's Policies and Procedures.
7. The Nominating Committee confirms the candidate's eligibility with the Financial Secretary, Treasurer, and Chapter President.
8. The Nominating Committee Chair and members must obtain written or verbal consent from each candidate to serve if elected or have prior consent.
9. The Nominating Committee will review and verify all completed applications, determine the slate of candidates and prepare a summary of each candidate's qualifications and experience.
10. The Nominating Chair presents the slate of chapter officers and positions at the March Executive Board for information only.
11. The Nominating Chair presents the slate of chapter officers and positions at the April Chapter Meeting.
12. The Presiding Officer opens the floor for nominations at the April Chapter Meeting. *All nominations received from the floor must be determined eligible prior to being slated.*
13. The Presiding Officer shall read the complete list of nominations at the April Chapter Meeting
14. The Nominating Committee shall publish the slate prior to the voting on chapter officers and positions.
15. The Nominating Committee chair shall provide the Election's Chair with the slate.
16. Election of a Soror to two Offices/Positions:
 - a) If a Soror is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.
 - b) The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for "Filling Vacancies" under Article III: Section 6.

B. Nominations of the Minerva Circle

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

Section 3: Elections

1. Voting shall take place at the May Chapter Meeting, excluding Minerva Circle.

2. Chapter voting shall begin at 10:30 am and shall end at 11:15 am. No ballots will be issued after 11:15 am.
3. The Elections Chair and Members of the elections committee shall issue the ballot to those members eligible to vote. Only one ballot shall be given to the eligible member during the time designated on the meeting agenda.
4. The chapter vote shall be by secret ballot, machine, or electronic voting devices.
5. The Elections Chair and Members shall distribute, collect, and tally ballots utilizing majority vote. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for a majority)
6. **RE-BALLOTING:** If re-balloting is necessary, it shall take place immediately during the May Chapter meeting. A quorum has to be present in order to re-ballot.

Note: Candidates for elected office or position may not serve on the Elections Committee.

Note: Installation of Officers shall take place at the June Meeting.

Section 4: General Voting Processes

- A. A majority vote is more than half of the votes cast by members legally entitled to vote, excluding blanks or abstentions at a properly called meeting. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for majority.)
- B. Only chapter members shall vote or hold office.
- C. Each candidate is listed on the ballot in alphabetical order by office.
- D. The election of officers, elected committee chairs and members shall be by majority vote of the members present and voting during the May meeting.
- E. Absentee voting is not recognized in Delta Sigma Theta Sorority, Inc.
- F. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot.
- G. When there are two or more candidates (and the office remains unfilled after the first ballot), the two candidates who receive the highest number of votes will remain eligible for election. All other candidates will be dropped and are ineligible for election. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote.
- H. Newly elected officers shall be installed at the June meeting.
- I. Proposed chapter policy & procedure recommendations will be voted on for approval by two-thirds (2/3) vote of members present and voting.
- J. The chapter will discuss and vote whether to proceed or not to proceed in the sorority year in which the Membership Intake will take place.
- K. The supporting vote to proceed or not to proceed with Membership Intake will require a 2/3 vote of the members present and voting.
- L. The Chapter shall provide written notice at least ten (10) days for: the election of officers, elected committee chairs and members; voting to proceed or not to proceed with Membership Intake and acceptance of candidates into the Sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
- M. Acceptance to membership into the Sorority shall be by a majority vote of the chapter members present and voting.
- N. Voting for chapter officers, elected committee chairs and members and acceptance to membership shall be by secret ballot, machine, or electronic voting devices.
- O. Voting on all other issues will be by the raising of the "vote card" or electronic voting devices.

Section 5: Election Reporting

- A. Votes will be tallied by the Elections Committee and results will be announced prior to the formal closing of the meeting in which elections take place.
- B. The Chair presents the elections report.
- C. The Presiding Officer shall announce the results of the election and introduce the officers for the upcoming biennium.
- D. The Recording Secretary is given a copy for the minutes.

Section 6: Campaigning

- A. The Nominating Committee shall organize, oversee, implement and monitor all campaign activities:
 1. Campaigning for local office will be limited to the first day after the April chapter meeting to the day before the May meeting.
 2. When more than one candidate is slated for a position, the candidates shall deliver a three (3) minute oral presentation about why they are qualified to hold the office (including business/professional qualifications) and how they plan to serve the chapter's needs.
 3. Candidates will be required to submit a campaign finance report at the May meeting. The report will be filed with the chapter minutes.
 4. Campaign expenses cannot exceed \$100.
 5. The Nominating Committee may include additional campaigning activities in the Call for Nominations which must be approved by the Executive Board and the chapter prior to distribution.

ARTICLE X: SPECIAL ELECTIONS:

Section 1: Minerva Circle

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

Section 2: Other

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

ARTICLE XI: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of officers

- A. The installation ceremony will be conducted during the June chapter meeting as outlined in the Ritual.
- B. All outgoing officers, positions, and committee chairs will pass over the tools of their office to the incoming officer assuming those duties, with completion of transition of officers by July 1.
- C. All incoming officers, positions, and committee chairs assume office on July 1.

ARTICLE XII: TRANSITION OF OFFICERS

Section 1: Procedures for conducting transition

- A. The period between elections and assumption of duties for new officers is the perfect time for collaborative efforts between incoming and outgoing officers. This time offers the opportunity for the outgoing officer to share typical tasks associated with their office and highlights of their administration; this also is a positive way to provide continuity in chapter administrative and program activities. The outgoing officer has sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters. The incoming officer is a participant in all chapter

related administrative activities. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee, which will include:

1. A transition meeting must be held between outgoing and incoming officers to give new officers some guidance and assistance necessary for them to perform well on their own and to:
 - a) Acquaint incoming officers with rules, regulations, procedures and managerial tasks;
 - b) Enable incoming officers to obtain basic knowledge of principles, operations; and
 - c) Assist incoming officers to obtain thorough knowledge of the functions and business aspects related to the office/position and other routines.
2. Persons required to attend the transitional meeting:
 - a) All outgoing and incoming elected officers;
 - b) All outgoing and incoming appointed officers; and
 - c) All outgoing and incoming chairpersons.
3. Chapter officers should be reminded to:
 - a) Immediately change signatures on the bank card.
 - b) All chapter copies of administrative tools should be turned over immediately to newly elected president.
 - c) Provide incoming officers with the roster of chapter members for the new business year.
 - d) Outgoing President should relinquish sign-ons, passwords, and all related electronic payment processing services/merchant account information to the incoming President. Access must also be immediately changed from old users and access granted to the incoming Treasurer and Financial Secretary during the transition.

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

- A. The Chapter vote on whether to proceed or not to proceed with Membership Intake (MI) must be conducted in the sorority year Membership Intake will take place.
- B. The chapter shall provide at least a 10-day written notification to its members when voting to proceed or not to proceed with membership intake. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
- C. The supporting vote to proceed or not to proceed with Membership Intake will require a 2/3 vote of the members present and voting.
- D. The chapter shall provide written notice to chapter members of at least ten (10) days prior to voting on the acceptance of new members into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
- E. Acceptance to membership shall be conducted by secret ballot, machine, or electronic voting devices.
- F. Acceptance to membership shall be by majority vote of the chapter members present and voting.

Voting on all other issues will be by the raising of the "vote card" or by the usual method of voting approved in Robert's Rules of Order, Newly Revised Edition.

Section 2: Minerva Circle

- A. Eligibility for the Minerva Circle and Leader will be followed in accordance of the guidelines established in the Administrative Procedures for Membership Intake Handbook.
- B. The Jewels on the Minerva Circle will be elected as a whole by a majority vote of members present and voting.

- C. The Minerva Circle Leader, Keeper of Muses & Graces and Convener of Odyssey will be elected individually by a majority vote of members present and voting.
- D. The Chapter President and Financial Secretary are members of the Minerva Circle by virtue of their elected office.
- E. **Members of the Minerva Circle who are related to applicants must adhere to the policies identified in the Administrative Procedures for Membership Intake (APMI). If a family member/relative of a member of the Minerva Circle submits an application to the chapter, the Minerva Circle member must be immediately removed from the Minerva Circle by the chapter president and replaced according to the chapter's policies and procedures. If the Minerva Circle member is the chapter president or financial secretary, who are members of the Minerva Circle by virtue of her elected position, she must recuse herself from the following membership intake activities for all applicants (including but not limited to): retrieving applications from the chapter's P.O. Box; sorting, screening, scoring, and/or reviewing applications; conducting or scoring interviews; and counting ballots. These officers can vote for applicants and the chapter president can preside over the balloting process. The chapter president will also complete the administrative task of entering information into the Red Zone, verifying, in the Red Zone, the financial status of members writing letters of recommendation, sign the letters and send emails related to complete and incomplete packets, and also certify the ballot vote on applicants. If necessary, the chapter president may meet with the Minerva Circle at the request of Leader of the Minerva Circle after consultation with the regional director. After the approval of candidates by the regional director, the president and/or financial secretary will fully re-engage with the activities of the Minerva Circle. If the chapter's vice president is the Leader of the Minerva Circle as designated in the chapter's policies and procedures, she is removed as the Leader of the Minerva Circle by the chapter president but retains all remaining vice president duties and responsibilities in the chapter. The Leader of the Minerva Circle vacancy is filled by the chapter president's selection of a current Minerva Circle member to serve as the Leader of the Minerva Circle. All other Minerva Circle vacancies will follow the process for filling vacancies in the chapter's policies and procedures. In the event the chapter's policies and procedures does not address filling a vacancy on the Minerva Circle, the chapter MUST contact their regional director. Once removed from the Minerva Circle, the member is not permitted to return to serve on the Minerva Circle for the remainder of the intake process. This does not restrict the member from serving in the capacity of trained members.**

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1: Voting and Alternate Delegate

- A. The Chapter President will serve as voting delegate for the National Convention and the Regional Conference. The First Vice President serves as Alternate Delegate for the National Convention and Regional Conference. The Second Vice President will serve as Alternate Delegate to National Convention and Regional Conference, if the First Vice President cannot attend.
- B. In the event the President or Vice Presidents are unable to serve as voting or alternate delegate to a National Convention or Regional Conference, the President will appoint.
- C. The voting delegate will ensure that the chapter has a place to caucus. Also, they will notify members on site of caucus time, date, and place.
- D. An expense report must be submitted to the chapter with a written convention report by the October Chapter Meeting.
- E. All fines or late fees will be the financial responsibility of the voting and alternate delegates.

- F. Voting and/or alternate delegates will be expected to attend all plenary sessions and other ticketed events for which the chapter purchases, mandated training as well as such events as Memorial Observance. Chapter members who attend workshops and other events are encouraged to provide a report to the voting delegate for inclusion in the convention report presented to the chapter.
- G. Members onsite will meet with the voting and alternate delegate to discuss the candidates running for office.
- H. It is the responsibility of the voting and alternate delegates to be available in all sessions to relieve one another.

Section 2: State and Local Chapter Representation

- A. The President and First Vice President will serve as representatives of the chapter for State Council Meetings at the cost to the chapter. The chapter will reimburse both for registration fees, travel and lodging (half of the standard room double occupancy room rate) if out of town travel is required.
- B. The chapter representative(s) for Delta Days at the Nation's Capital will be made by the recommendation of the Social Action Committee and will be voted on by the chapter. The chapter will reimburse the chapter representative (s) for registration fees, travel and lodging, if the budget allows.
- C. The chapter representative(s) for Delta Days at the United Nations will be made by the recommendation of the Social Action Committee and will be voted on by the chapter. The chapter will reimburse the chapter representative (s) for registration fees, travel and lodging, if the budget allows.
- D. Members of RVA may attend Delta Days at the Nation's Capital, Delta Days at the State Capitol, Cluster Meetings, or any other Delta related meeting at their own expense.

Section 3: Order of Succession

- A. If the President is unable to attend as the Voting Delegate, the First Vice President will become the Voting Delegate and the Second Vice President will become the Alternate Delegate. In the event neither Vice President can attend, the President will appoint.
- B. If the President is unable to attend other meetings as detailed in Section 2 of said Article, she shall appoint the chapter representative based on their elected or appointed position in the chapter and prescribed by the related event.
- C. In the absence of the President, the Vice President assumes the role of the President with the exception of the President's fiduciary responsibilities. The Vice President does not sign checks or vouchers on behalf of the President. If there is more than one Vice President, in the absence of the President, the order of succession is used in determining which Vice President serves. For example, the First Vice President would preside in the absence of the President and if the First Vice President and the President are absent, the Second Vice President would preside. If the President as well as the First Vice President and the Second Vice President are absent, the chapter's Recording Secretary shall call the meeting to order and preside until the immediate election of a chairperson pro tem. (Reference: Chapter Management Handbook, 2018 Version, Pages 58-59).

Section 4: Incoming Chapter Officers

- A. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate.

Section 5: Reimbursement

- A. The chapter will reimburse the voting and alternate delegates for expenses of registration, travel and lodging. If the budget allows, the chapter may consider per diem and a subscription event ticket for the voting delegate.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1: Immediate verification:

- A. The following must be completed when conducting on-site verifications of membership:
1. **Proof of Membership:** Membership card; membership certificate; verification via the **RED Zone**; or Verification of Membership Letter completed by National Headquarters (allow at least three business days for receipt).
OR
 2. **Vouching for Sorors/Members:** Vouching for a person is when a member of the chapter can attest to the veracity of the visitor's claim of membership. Such attestation must be based on knowledge of the visitor's initiation or past activities with Delta Sigma Theta Sorority, Incorporated.
AND
 3. **Verification of Good Standing:** Access the list of all sorors/members who have been placed on suspension, probation or have been expelled from the organization. This information is consistently updated on the Home Page of the official website (Membership Tab).

Section 2: Follow-up verification

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

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

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

Section 2: Chapter Email Accounts

1. The chapter may maintain email accounts for chapter officers and committee chairs.

2. Each chapter email account may be used by the member who holds the designated office or chair.
3. Each chapter email account's password will be changed at the conclusion of each sorority year, currently June 30th.
4. If a member leaves office or chair, the corresponding chapter email account password will be changed no later than the last day the member holds the position.

ARTICLE XVII: OMEGA OMEGA SERVICE

Section 1: Service Responsibilities

- A. The President or officer in charge will select a coordinator for each occasion to serve with the help of committees.
- B. This budget will be included in the Courtesy & Hospitality Committee's budget.
- C. The Ritual contains the list of properties and the ritualistic service for this service.
- D. Additional fiscal procedures for the Omega Omega Service are detailed in Article 8, Section 13.
- E. The chapter may host an Omega Omega Service reception.

ARTICLE XVIII: OTHER POLICIES

Section 1: Vote Cards

- A. Vote cards should be disseminated by the Sergeant-At-Arms as members enter the meeting, to help establish if a quorum is present, so that business can move smoothly and to standardize the method of voting.

Section 2: Workshops

- A. Rancocas Valley Alumnae will conduct at least one Delta Internal Development (DID) workshop for chapter members every two years.
- B. The DID workshop will not be the retreat.

Section 3: Mailbox

- A. The President or designee will assume responsibility of the chapter mailbox.

ARTICLE XIX: AMENDMENTS FOR POLICIES AND PROCEDURES

Section 1: Process to amend Chapter Policies and Procedures

- A. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting with said members having been duly notified in writing of the purpose of the meeting.
- B. The Policies and Procedure Committee will monitor and review the chapter's Policies and Procedures throughout the year to identify necessary updates or revisions to be recommended to chapter members
 1. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
 2. When proposed recommendations are received from chapter members, the Polices & Procedures Committee members will analyze them and determine if the proposals will effectively improve chapter functioning. After the Policies and Procedures Committee completes and finalizes its review of all proposed changes, the president will send a notice that the proposed changes were posted on the member's only section for review by the membership.

3. The proposed amendments shall be presented, in writing, to the Executive Board for review. Following that review, the changes will be submitted to the chapter for approval, which requires a 2/3 vote. 30 days notice of the chapter vote must be given.
 4. A two-thirds vote of the chapter members, present and voting, is necessary to approve all P & P revisions.
- C. The Rules of Order and Policies & Procedures are submitted to the Eastern Region Regional member of the National Scholarship and Standards Committee (S&S) and become effective upon receipt of approval from S&S. The chapter members must receive the updated documentation within sixty (60) days of the approval.

ARTICLE XX: PARLIAMENTARY AUTHORITY

Section 1: Governing Documents

- A. All matters not covered by the Constitution and Bylaws and other governing documents of the Sorority shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

Section 2: Administrative Resources and Tools

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

REFERENCES

Delta Sigma Theta Sorority, Inc. National Constitution and By-Laws

Delta Sigma Theta Sorority, Inc. Chapter Management Handbook

Robert's Rules of Order, Newly Revised

Delta Sigma Theta Sorority, Inc., National Scholarship & Standards Committee

Delta Sigma Theta Sorority, Inc., Fiscal Workshop Manual

Delta Sigma Theta Sorority, Inc., DIG

Delta Sigma Theta Sorority, Inc., Risk Management Manual

Delta Sigma Theta Sorority, Inc., Internal Audit Workshop Manual

Delta Sigma Theta Sorority, Inc., Rancocas Valley Alumnae Chapter's Handbook of Policies, Standards and Procedures, June 2017)

Delta Sigma Theta Sorority, Inc., Rancocas Valley Alumnae Chapter Minutes

Internal Revenue Service Publication 1542 – Per Diem Rates

ATTACHMENTS

1. Candidate Campaign Expense Report
2. Chapter Elections/Tellers Report
3. Chapter Policies and Procedures Recommendation Form
4. Chapter Voucher
5. Committee Report Form
6. Press Release
7. Program/Project Final Report
8. Risk Management Application
9. Scholarship Application –“Memorial Scholarship Fund for Female Minority Students
10. Technology Equipment Request Form