

Delta Sigma Theta Sorority, Incorporated
Fort Worth Alumnae Chapter
Policies and Procedures

Article I: CHAPTER INFORMATION

Section 1.	Chapter Name:	Fort Worth Alumnae
Section 2.	Chapter Number:	207
Section 3.	Location:	Fort Worth, TX
	a. Region:	Southwest
	b. Mailing Address:	P.O. Box 1911 Fort Worth, TX 76101
Section 4.	Chapter Email Address:	fort_worth_alumnae@hotmail.com
Section 5.	Chapter Website URL:	http://www.fortworthdst.org/
Section 6.	Chapter Service Area:	Fort Worth, Texas

Article II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES

Section 1. Executive Committee: Consists of the following officers: President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, Chaplain, Journalist, Custodian of Properties, Sergeant-at-Arms and Historian. This committee shall meet at the call of the Chapter President and facilitate action on the Chapter's policies and administrative matters in the interim of the Chapter's Executive Board meetings. This committee does not supersede the Chapter's Executive Board and its decisions shall be subject to ratification by the Chapter's Executive Board.

Section 2. Executive Board:
Consists of all officers and Chairs of standing committees. Chairs of special committees shall attend upon the request of the President. The Immediate Past President shall serve as an ex officio member in an advisory capacity only, unless she is a committee chair or officer. The power of the Executive Board is limited to making recommendations only. All recommendations from the Executive Board shall be voted upon separately. The duties of the Executive Board are as follows;

1. Provide recommendations to the chapter;
2. Hold regular meetings during the year, the time to be set by the board

Section 3. Committees

a. Standing

1. **Arts and Letters** shall educate and heighten cultural awareness according to the guidelines and goals of the Grand Chapter.
2. **Internal Audit** (Elected chair, four members appointed) shall be responsible for preparing an Internal Audit Report (IAR-1) to submit to National Headquarters by August 31st. The committee will also review records for the internal audit in November, February and May and

report their findings to the chapter within 30 days following the internal audit.

3. **Budget and Finance** shall prepare the budget for the next sorority year to be approved by the body, and must be presented by the May chapter meeting. The committee shall consist of the Treasurer, Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, Assistant Financial Secretary, President, 1st Vice-President and Second Vice President Chair of Programs. Members of the Audit Committee do not serve.
4. **Courtesy** shall extend courtesies on behalf of Fort Worth Alumnae chapter as outlined in the Policies and Procedures.
5. **Delta Academy** shall plan activities for girls ages 11 - 14 as prescribed by Grand Chapter in the Delta Academy Manual.
6. **Deltascope/Delta GEMS** shall plan activities for girls ages 14 - 18 and/or in grades 9 through 12 as prescribed by Grand Chapter in the Delta GEMS (*Growing and Empowering Myself Successfully*) manual.
7. **EMBODI** promotes and provides collaborative efforts to improve the quality of life for African-American males, ages 13-17 in middle to high school, for building opportunities of developing independence as described by Grand Chapter in the EMBODI (*Empowering Males to Build Opportunities for Developing Independence*) manual.
8. **Fundraising** shall be responsible for promoting and planning the financial effort(s) approved by the body.
9. **Health and Wellness** shall be responsible for providing sorors and citizens of the community information about health issues through seminars, news media, and other activities that are educational.
10. **Heritage and Archives** shall update and compile a record of activities and chapter achievements annually. The chapter heritage book will be presented to the body at the regular meeting in May.
11. **Membership** shall be responsible for developing and providing retention activities_
12. **Nominating** shall issue the call for nominations, prepare the slate and present it to the Executive Board and the Chapter at the March chapter meeting. This committee shall also oversee that all campaigning guidelines (including the Candidates Corner) are adhered to.
13. **Programs** shall ensure all chapter programs are evaluated for effectiveness and compliance as it relates to the 5-Point Programmatic thrust.
14. **Publicity** shall be responsible for providing publicity pertaining to chapter activities and all available news media and to Grand Chapter for publication in the official journal of Delta Sigma Theta Sorority, Incorporated.
15. **Risk Management** is a plan that all chapters sponsoring/ participating in any youth initiative, must submit which outlines the chapter's policies/procedures related to: Position Descriptions, Qualifications, Time Requirements, Evaluation Procedures, and Background Checks. This will be further defined in section IX of this document.

16. **Ritual and Ceremonies** shall ensure for the proper setup and performance of all Delta ceremonies as outlined the Rituals and the Protocols and Traditions manual.
17. **Senior Citizens** shall be responsible for dispensing articles and items as approved by the body, in addition to planning activities that will enhance the Senior Citizen Project.
18. **Rules of Order/ Policies and Procedures** shall be responsible for making revisions to the chapter's Rules of Order/Policies and Procedures. After the chapter adopts by two-thirds vote of those present and voting the amended Rules of Order/Policies and Procedures document must be sent to the Regional Member of the Scholarship and Standards Committee for review and approval. After approval from the Regional Member of the Scholarship and Standards Committee, a copy of the amended Rules of Order/Policies and Procedures will be given to each local member.
19. **Social** shall plan all social activities for the year.
20. **Social Action** shall foster and implement activities relative to current issues in the community.
21. **SOS (Supporting Our Sisterhood)** shall offer support services and plan visits to sorors (members and sorors) who are shut-in, ill or bereaved.
22. **Technology Committee** shall develop and maintain the chapter's website, social network pages and any other external electronic media and ensures they follow Delta Internet Guidelines (DIG). The committee will also recommend updates and changes for the chapter website. It will be the responsibility of the committee to ensure that information is accurate and current on all social network pages. They will continuously review and monitor all electronic media bearing the chapter's name and brand. The chair of this committee shall serve as a member of the Publicity Committee.

b. Special

1. **Barbara Jordan Committee** coordinates with educational institutions in the state to provide evaluators and awards for participants who submit essays on predetermined topics.
2. **Elections** (appointed) shall be responsible for providing the ballots, calculating the votes from an election and announcing the results to the chapter. Carry out the approved Elections Guidelines.
3. **Founders Day** shall plan an annual observance, either public or private, during the months of January, February, or March with the approval of the body.
4. **Jabberwock** shall plan contest activities for the Miss Jabberwock pageant.
5. **May Week** shall plan the activities during May recognizing achievements in the field of education and shall plan the culminating event for all of our youth programs. This committee shall consist of all the chairs of our youth programs.

6. **Minerva Circle** shall carry out the duties of ensuring that the Membership Intake process is followed as outlined by the Doctrine (Administrative Procedures for Membership Intake, Membership Intake Program, Pyramid Study Guide and Ritual).
7. **Music**, which consists of Celebration choir and/or Praise Dancers. This committee shall provide music for Chapter events and programs as requested.
8. **Omega Omega Guild** coordinates and extends this rite of passage upon the passing of a Soror.
9. **Sisterhood Luncheon** plans the annual luncheon presented by the chapter.
10. **Sisterhood Month** shall plan the activities the Chapter will participate in during the month of March.
11. **Step Team** represents the chapter in National and Regional step shows and during other community events.
12. **Yearbook** shall be responsible for developing and presenting each member a copy of the yearbook annually.

Article III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS

Elected officers shall consist of: President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Treasurer, Assistant Financial Secretary, Custodian of Properties, Sergeant-at-Arms, Chaplain, Journalist and Historian.

Section 1. Duties and Responsibilities of Elected Officers

a. President

It shall be the duty of the President to:

1. Preside at all Meetings;
2. Serve as an ex-officio member of all committees except the Nominating Committee and Internal Audit Committee;
3. Countersign certificates of membership;
4. Countersign all checks with the Treasurer or the Financial Secretary, except her own;
5. Be bonded by Grand Chapter;
6. Vote on candidates for membership, election of officers, and the Minerva Circle;
7. Be authorized to enter the post office box and storage unit;
8. Collect monthly bank statements from the P.O. Box and deliver to the treasurer within 24 hours;
9. Sign and approve all correspondence relative to the Fort Worth Alumnae Chapter;
10. Approve all disbursements;
11. Ensures that all checks have two signatures and signs all vouchers except her own;
12. Verify and sign all deposits;
13. Support all fund-raising events and receive monies in the absence of all financial officers;
14. Coordinate annual planning meeting for the chapter no later than July 31st.
15. Must sign all contracts;
16. Sign all official correspondence;
17. Sign and submit to headquarters by the appropriate deadline the President's Acceptance of Fiduciary Responsibility Form;
18. Completes information for compliance in the RED Zone for Chapter

b. Vice President(s)

1. First Vice President

It shall be the duty of the 1st Vice President to:

- a. Perform all the duties of the office of the President in the absence, incapacitation, or at the request of the President, except sign checks;
- b. Assist in formulating committees, when requested by the President;
- c. Serve as Chair of the Membership Committee;

- d. Automatically assume the office of President if a vacancy occurs until a special election is approved by the Regional Director and held;
- e. Serve as a member of the Budget & Finance Committee.
- f. Conduct new member orientation for Sorors who have reinstated and/or recently joined Fort Worth Alumnae.

2. Second Vice President

It shall be the duty of the 2nd Vice President to:

- a. Assist the President with coordinating chapter programs for the 5-Point Program Thrust of Delta Sigma Theta Sorority, Incorporated;
- b. Assist the President in completing all demographic forms and chapter compliance forms;
- c. Perform all of the duties of the President and/or 1st Vice President in their absence or at their requests, except sign checks;
- d. Serve as chair of the Programs Committee;
- e. Serve as the Risk Management Coordinator.

c. Secretaries

1. Recording

It shall be the duty of the Recording Secretary to:

- a. Maintain a list of all officers and committee chairs with addresses and telephone numbers;
- b. Maintain a verbal (audio) and written copy of all official meetings;
- c. Keep a record in the minutes of all receipts and disbursements received at Executive and Regular Meetings;
- d. Keep a copy of the Constitution and Bylaws of Grand Chapter, Rules of Order, and Policies and Procedures available at all meetings;
- e. Countersign certificates of membership.

2. Corresponding

It shall be the duty of the Corresponding Secretary to:

- a. Issue reminders of all chapter activities and meetings via email and/or telephone messaging system;
- b. Act as an aid to the Recording Secretary and perform the duties of the Recording Secretary in her absence;
- c. Maintain a file of all business correspondence, incoming and outgoing;
- d. Assume the duty of writing and mailing official correspondence as requested, with the exception of the chapter newsletter and press releases;
- e. Update the official roster for correspondence purposes;
- f. Shall serve as chair of the Yearbook Committee;
- g. Maintains the telephone messaging system to ensure all active members receive chapter messages.

3. Financial

It shall be the duty of the Financial Secretary to:

- a. Receive and record all income of the chapter and transfer to the Treasurer immediately;
- b. Give a monthly written report of incoming receipts to the chapter;
- c. Issue receipts for all monies received;
- d. Serve as one of the authorizers for expenditures, countersigns only when the reimbursement is to the President or Treasurer;
- e. Prepare records for auditing on an annual basis, and prepare records for the internal audit in November, February, and May;
- f. Be bonded by Grand Chapter;
- g. Serve as a member of the Budget and Finance Committee;
- h. Support all fund-raising events to receive money (see collection/disbursement for clarification);
- i. Prepare the chapter roster and update the roster on a monthly basis;
- j. Maintain a list of all persons who have issued NSF checks to the chapter;
- k. Must issue pre-numbered receipts for all income received;
- l. Present the annual operating budget or the monthly Treasurer's report (that has been prepared by the Treasurer) in the absence of or at the request of the Treasurer;
- m. Sign and submit to headquarters by the appropriate deadline the Financial Secretary's Acceptance of Fiduciary Responsibility Form.

4. Assistant Financial Secretary

It shall be the duties of the Assistant Financial Secretary to:

- a. Serve as the assistant to the Financial Secretary and therefore will not supersede the duties of the Financial Secretary;
- b. Assist in the receipt and recording of all income of the chapter to be transferred to the Financial Secretary immediately;
- c. Issue pre-numbered receipts for all monies received in the absence of or at the request of the Financial Secretary;
- d. Assist in the preparation of records for auditing on an annual basis, and prepare records for the internal audit in November, February and May;
- e. Be bonded by Grand Chapter;
- f. Support all fund-raising events to receive money.

d. Treasurer

It shall be the duty of the Treasurer to:

1. Keep official financial records of the chapter;
2. Make bank deposits of income within two (2) business days of receipt of funds;

3. Reconcile all accounts on a monthly basis giving a monthly written report which contains an exact statement of income and disbursements to all chapter members;
4. Collect the bank statements from the President and reconcile immediately;
5. Be a holder of the post office box keys;
6. Serve as Chair of the Budget and Finance Committee;
7. Prepare records for auditing on an annual basis, and prepare records for the quarterly internal audits by November, February, May and July;
8. Be bonded by Grand Chapter;
9. Make deposits after such receipts are recorded by the Financial Secretary;
10. Pay all approved chapter bills using the voucher system;
11. Countersign all checks with the President or Financial Secretary, except her own;
12. Make deposits only after obtaining the signature of the President;
13. Prepares and submits annual fiscal records by the established due dates;
14. Mails or transmits grand chapter funds within 30 days of receipt;
15. Presents the annual operating budget for the ensuing fiscal year by May;
16. Monitors expenditures of the chapter budget;
17. Sign and submit to headquarters by the appropriate deadline the Treasurer's Acceptance of Fiduciary Responsibility Form;
18. Prepares chapter's 990 annually by required date;
19. Shall distribute (or designate a financial officer) membership stickers.

e. Assistant Treasurer

It shall be the duties of the Assistant Treasurer to:

1. Assist the Treasurer and therefore will not superseded the duties of the Treasurer;
2. Serve as Co-chair of the Budget & Finance committee;
3. Assist in the preparation of records for auditing on an annual basis, and help prepare records for the internal audit in November, February and May;
4. Be bonded by Grand Chapter;
5. Assist in the preparation of the annual fiscal records by the established due dates.
6. Does not make deposits.

f. Chaplain

It shall be the duty of the Chaplain to:

1. Perform the religious rites of each meeting;
2. Perform other duties at chapter functions as requested by the President.

g. Journalist

It shall be the duty of the Journalist to:

1. Submit to National and/or Regional Publication of noteworthy chapter activities, upon approval of the chapter President;
2. Serve as a member of the Heritage and Archives Committee;
3. Submit reports of Chapter events to the news media, upon approval of the chapter President;
4. Serve as chair of the Publicity Committee;
5. Assist the corresponding Secretary and perform the duties in her absence;
6. Responsible for publishing the chapter newsletter;
7. Perform other duties as assigned by the President.

h. Custodian of Properties

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

1. Keep and maintain control of chapter properties;
2. Submit an inventory of all Sorority properties in her possession at the last meeting of the fiscal year;
3. Requisition and record all chapter properties issued to members in an official ledger;
4. Provide and set up all properties as necessary to conduct meetings;
5. Perform other duties as assigned by the President.

i. Sergeant-at-Arms

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

1. Perform duties as described in the ritual of Delta Sigma Theta Sorority, Incorporated;
2. Keep order as needed;
3. Verify credentials of all visiting sorors to official chapter meetings;
4. Perform other duties at chapter functions as requested by the President.

j. Historian

It shall be the duty of the Historian to:

1. Serve as the Chair of the Heritage and Archives Committee;
2. Compile an annual narrative of chapter activities;
3. Maintain a scrapbook depicting the activities of the chapter.

Section 2. Duties and Responsibilities of Appointed Officers

The large membership of the chapter makes it necessary that other officers may require assistance throughout the sorority year, i.e. Journalist, Chaplain, Custodian, etc. The President may appoint assistants to any position she deems necessary to facilitate the business of the chapter on an annual basis.

A. Assistant Sergeant-at-Arms

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

1. Assist with verification of credentials of all visiting Sorors to official chapter meetings.

B. Parliamentarian

It shall be the duty of the Parliamentarian (appointed) to:

1. Serve as an advisor for adherence to the Constitution and Bylaws of the Grand Chapter of Delta Sigma Theta, Incorporated, and local chapter Rules of Order and Policies and Procedures;
2. Advise the President and other officers, committees and members on matters of Parliamentary procedure upon request;
3. Keep a copy of all the governing documents of Delta, the Chapter's Rules of Order/Policies and Procedures and Robert's Rules of Order Newly Revised for ready reference;
4. Serves as chair of the Rules of Order/Policies & Procedures committee.

Section 3. Duties and Responsibilities of Appointed Positions

A. Committee Chair and Co-Chairs

1. Sorors cannot hold more than one appointed or elected position at one time unless it is a duty of her office.
2. Manage the operation of the committee and use appropriate direction and delegation when implementing programs that support chapter goals.

Section 4. Duties and Responsibilities of Elected Positions

a. Chair and Members of Nominating Committee

It shall be the duty of the Nominating Committee to:

1. Determine upcoming vacancies or term expirations of any elected offices or positions.
2. Present a "Call to Nominations" and notify members when nominations will be accepted for all open elected offices and positions.
3. Set the dates for the written nomination period to begin and end.
4. Set the deadline to receive the Candidate profile, and call a meeting of the Nominating Committee to review the profiles.
5. Verify with the Financial Secretary of the Chapter that all candidates for office have paid their dues (local and national) by March 31st for the ensuing sorority year.
6. Notify the verified candidates that their candidacy has been verified.
7. Carry out the approved Nominating Guidelines.

b. Minerva Circle

It shall be the duty of the Minerva Circle to ensure that the Membership Intake process is followed as outlined by the Doctrine.

1. All Minerva Circle members must be elected to specific positions except for the Jewels. The Jewels are no longer elected by position.

2. The President and Financial Secretary are automatic members of the Minerva Circle by virtue of their elected positions per the Administrative Procedures for Membership Intake.
3. Minerva Circle members must attend two DID workshops before the MIT and Minerva Circle training. One DID must be Code of Conduct.
4. If a member of the Minerva Circle is related to an applicant by birth or marriage she must remove herself from the screening of that applicant's packet as well as from conducting the interview of that applicant, however they may vote for that applicant.
5. If a vacancy occurs on the Minerva Circle, the President may appoint a qualified member.

c. Chair, Internal Audit Committee

1. The **Chair of Internal Audit Committee shall be elected**. It shall be the duty of the Chair of the Internal Audit Committee to ensure that the following actions are performed and reported timely by the Internal Audit Committee:
 3. Recommend for chapter approval an independent auditor for the annual review, as applicable;
 4. Review and propose internal financial controls;
 5. Review the Chapter financial records and indicate any material weaknesses in controls that apply to the financial process
 6. Complete the IAR-1 form as part of the quarterly review process;
 7. Notify the chapter of any weakness in financial structure and recommend improvement;
 8. Report audit findings and recommendations to the chapter quarterly;
 9. Submit, in accordance with the guidelines, the IAR-1 form quarterly into the Red Zone per National schedule;
 10. Coordinate and facilitate the external audit;
 11. Submit the annual external audit by August 31st into the Red Zone.

Section 5. Term of Office

- Officers shall serve a term of two years and may not succeed themselves for more than one additional term with the exception of the Nomination Committee, which can serve only one term.

Section 6. Filling Vacancies

a. Officers

In the event of a vacancy in an elected office:

1. The President shall appoint a financial member to fulfill the unexpired term upon approval of the Executive Board within 30 days of the vacancy;
2. The appointed position would remain in place for the remainder of the 2-year term;

3. Upon approval of the Regional Director a vacancy occurring in the office of the President shall be filled by a majority vote of the financial members of the chapter present and voting at the next regular meeting, due notice of such meeting having been given by the 1st Vice President.
- b. Other Positions
 - The Chapter President appoints committee Chairs.
 - c. Minerva Circle
 - If a vacancy occurs on the Minerva Circle, the President may appoint a qualified member.

Article IV: MEETINGS (when, frequency, duration)

Section 1. Notification

A 48-hour notice should be given to all members by email and/or telephone messaging system of a call meeting. The purpose, place and time of the meeting must be provided.

Section 2. Executive Board Meeting

The Executive Board shall meet during the week preceding the regular monthly chapter meeting.

In the interim between chapter meetings, decisions can be made by a simple majority of financial members present and voting at a call meeting.

Section 3. Chapter Meeting

The meeting dates of the Fort Worth Alumnae Chapter shall be the second Saturday in each month, excluding May, July and August.

The May meeting shall be the third Saturday due to the Mother's Day holiday. The chapter may vote to change the date in extraordinary circumstances.

Section 4. Call Meetings

In the interim between chapter meetings, decisions can be made by a simple majority of financial members present and voting at a call meeting.

Article VI: QUORUM

Section 1. Executive Board

Twenty percent (20%) of the membership of the Executive Board shall constitute a quorum.

Section 2. Executive Committee

Twenty percent (20%) of the membership of the Executive Committee shall constitute a quorum.

Section 3. Chapter Meeting

Twenty percent (20%) of the membership present and voting at a meeting shall constitute a quorum for the transaction of business.

Article VII: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION

Section 1. Standing Committees

- a. Arts and Letters
Shall educate and heighten cultural awareness according to the guidelines and goals of the Grand Chapter.
- b. Audit (Internal)
(Elected chair, four members appointed) shall be responsible for preparing an Internal Audit Report (IAR-1) to submit to National Headquarters by August 31st. The committee will also review records for the internal audit in November, February and May and report their findings to the chapter within 30 days following the internal audit.
- c. Budget and Finance
Shall prepare the budget for the next sorority year to be approved by the body, and must be presented by the May chapter meeting. The committee shall consist of the Treasurer, Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, Assistant Financial Secretary, President, 1st Vice-President and Chair of Programs. Members of the Audit Committee do not serve.
- d. Courtesies
Shall extend courtesies on behalf of Fort Worth Alumnae chapter as outlined in the Policies and Procedures.
- e. Fundraising (Ways and Means)
Shall be responsible for promoting and planning the financial effort(s) approved by the body.
- f. Health and Wellness
Shall be responsible for providing sorors and citizens of the community information about health issues through seminars, news media, and other activities that are educational.
- g. Heritage and Archives
Shall update and compile a record of activities and chapter achievements annually. The chapter heritage book will be presented to the body at the regular meeting in May.
- h. Membership Services
Shall be responsible for developing and providing retention activities_
- i. Nominating Committee
Shall issue the call for nominations, prepare the slate and present it to the Executive Board and the Chapter at the March chapter meeting. This committee shall also oversee that all campaigning guidelines (including the Candidates Corner) are adhered to.
- j. Program Planning and Development
Shall ensure all chapter programs are evaluated for effectiveness and compliance as it relates to the 5-Point Programmatic thrust.
 1. Economic Development
 2. Educational Development
 - Delta Academy
Shall plan activities for girls ages 11 - 14 as prescribed by Grand Chapter in the Delta Academy Manual.
 - Delta GEMS

Shall plan activities for girls ages 14 – 18 and/or in grades 9 through 12 as prescribed by Grand Chapter in the Delta GEMS (*Growing and Empowering Myself Successfully*) manual.

- **EMBODI**

Promotes and provides collaborative efforts to improve the quality of life for African-American males, ages 13-17 in middle to high school, for building opportunities of developing independence as described by Grand Chapter in the EMBODI (*Empowering Males to Build Opportunities for Developing Independence*) manual.

- **Risk Management Plan**

Risk Management is a plan that all chapters sponsoring/ participating in any youth initiative, must submit which outlines the chapter's policies/procedures related to: Position Descriptions, Qualifications, Time Requirements, Evaluation Procedures, and Background Checks. This will be further defined in section IX of this document.

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

1. The Risk Management Team will consist of the:

- a. Chapter President
- b. Second Vice President and Chair of Program Planning and Development
- c. The committee chairs of each youth program of the chapter including but not limited to:
 - 1) Chair(s) of Delta Academy;
 - 2) Chair(s) of Delta GEMS/Deltascope;
 - 3) Chair(s) of EMBODI;
 - 4) Chair(s) of Jabberwock
 - 5) Chair(s) of Barbara Jordan Essay

2. President Duties:

- a. The Chapter President has overall accountability for ensuring that all programs and committees function as designed by Delta Sigma Theta Sorority, Incorporated and our Five Point Programmatic Thrust and are compliant with the Risk Management Manual.
- b. Reviews Youth Initiative Volunteer applications for Program Leads and Committee Chairs and conducts the screening process as defined in the Risk Management Manual

3. Second Vice President Duties:

- a. Serves as the Risk Management Coordinator;
- b. Responsible for ensuring that all PP&D programs adhere to the guidelines as defined by the Risk Management Manual;

- c. Conducts two PP&D workshops per year with all Committee Chairs who work with any of the Chapter's youth initiatives to ensure that all volunteers are adequately trained on the requirements of Risk Management when working with youth initiatives;
 - d. Along with the Chapter President, reviews Youth Initiative Volunteer applications for Committee Chairs and conducts the screening process as defined in the Risk Management Manual.
- 4. Committee Chairs
 - a. Implements programs and ensures committee members and participants follow risk management policies as defined.
- 5. Committee Members
 - a. Assist the Program Lead with program implementation and follow all risk management policies as defined.
- 6. Application Process
 - a. Volunteers - All persons working with any of the chapter's youth groups will be required to complete the chapter's Youth Initiatives Volunteer Application. Applications for Committee Chairs will be reviewed by the Chapter President and Second Vice President (Chair, Program Planning and Development). The Committee Chairs will review applications for Committee Members. Once complete, all documentation will be filed with the Recording Secretary for the Chapter's confidential records.
 - b. Participants and Parents -All participants of any of the Chapter's youth groups must complete an application packet. These packets must contain sections to capture the pertinent information as required by the Risk Management Manual. Parents must sign the application packet and various documents therein as required.
- 7. Qualifications
 - The President and Second Vice President must meet all criteria as defined in the Chapter Policies and Procedures. The Chapter President appoints committee Chairs.
- 8. Evaluation Procedures
 - Programs are assessed bi- annually in December and May to ensure compliance with Delta Sigma Theta Sorority, Inc. Five Point Programmatic Thrust and Risk Management policies.
- 9. Background Checks
 - The chapter will conduct the screening process as defined in the Risk Management Manual, using the pre-defined templates as required. This will include the review of a written application and online research (including Facebook, MySpace, and similar social media sites) for each volunteer working with any of the Chapter's youth groups.

- k. **Publicity**
Shall be responsible for providing publicity pertaining to chapter activities and all available news media and to Grand Chapter for publication in the official journal of Delta Sigma Theta Sorority, Incorporated.
- l. **Rituals and Ceremonies**
Shall ensure for the proper setup and performance of all Delta ceremonies as outlined the Rituals and the Protocols and Traditions manual.
- m. **Rules of Order / Policies and Procedures**
Shall be responsible for making revisions to the chapter's Rules of Order/Policies and Procedures. After the chapter adopts by two-thirds vote of those present and voting the amended Rules of Order/Policies and Procedures the document must be sent to the Regional Member of the Scholarship and Standards Committee for review and approval. After approval from the Regional Member of the Scholarship and Standards Committee, a copy of the amended Rules of Order/Policies and Procedures will be given to each local member.
- n. **Senior Citizens**
Shall be responsible for dispensing articles and items as approved by the body, in addition to planning activities that will enhance the Senior Citizen Project.
- o. **Social**
Shall plan all social activities for the year.
- p. **Social Action**
Shall foster and implement activities relative to current issues in the community
- q. **SOS (Supporting Our Sisterhood)**
Shall offer support services and plan visits to sorors (members and sorors) who are shut-in, ill or bereaved.
- r. **Technology**
Shall develop and maintain the chapter's website, social network pages and any other external electronic media and ensures they follow Delta Internet Guidelines. The committee will also recommend updates and changes for the chapter website. It will be the responsibility of the committee to ensure that information is accurate and current on all social network pages. They will continuously review and monitor all electronic media bearing the chapter's name and brand. The chair of this committee shall serve as a member of the Publicity Committee.

Section 2. Special Committees

- a. **Barbara Jordan**
Coordinates with educational institutions in the state to provide evaluators and awards for participants who submit essays on predetermined topics.
- b. **Elections**
Elections (appointed) shall be responsible for providing the ballots, calculating the votes from an election and announcing the results to the chapter. Carry out the approved Elections Guidelines.
- c. **Founders Observance (Founders Day)**
Shall plan an annual observance, either public or private, during the months of January, February, or March with the approval of the body.
- d. **Minerva Circle**

Shall carry out the duties of ensuring that the Membership Intake process is followed as outlined by the Doctrine.

- e. May Week
Shall plan the activities during May recognizing achievements in the field of education and shall plan the culminating event for all of our youth programs. This committee shall consist of all the chairs of our youth programs.
- f. Jabberwock
Shall plan contest activities for the Miss Jabberwock pageant.
- g. Celebration Choir
Consists of Celebration choir and/or Praise Dancers. This committee shall provide music for Chapter events and programs as requested.
- h. Omega Omega Guild
Coordinates and extends this rite of passage upon the passing of a soror.
- i. Sisterhood Luncheon
Plans the annual luncheon presented by the chapter.
- j. Sisterhood Month
Shall plan the activities the Chapter will participate in during the month of March.
- k. Step Team
Represents the chapter in National and Regional step shows and during other community events.
- l. Yearbook
Shall be responsible for developing and presenting each member a copy of the yearbook annually.

Article VIII: DOCUMENT RETENTION

Section 1. Chapter Meeting Minutes

- A. The chapter meeting minutes are permanently retained.
- B. Chapter meeting minutes are to be converted to electronic records monthly.
- C. Electronic records of chapter meeting minutes are to be backed up weekly.

Section 2. Other Chapter Records

- A. Bank Reconciliation Records (paper/electronic) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using either the shred method or erase method.
- B. Bank Statements (paper/electronic) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using either the shred method or erase method.
- C. Checks (paper) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using the shred method.
- D. Checks Registers (paper) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using the shred method.

- E. Expense Purchases (paper) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using the shred method.
- F. Form 990 (paper/electronic) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using either the shred method or erase method.
- G. IAR-1 Form (electronic) records are retained for 5 years converted to electronic records quarterly, then electronic records are to be backed up quarterly when records reach retention timeframe records will be destroyed by using the erase method.
- H. Receipt Logs (paper/electronic) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using either the shred method or erase method.
- I. Receipt Books (paper) records are retained for 5 years converted to electronic records when the book is completed, then electronic records are to be backed up monthly, when records reach retention timeframe, records will be destroyed by using the shred method.
- J. Vouchers (paper/electronic) records are retained for 5 years converted to electronic records monthly, then electronic records are to be backed up weekly when records reach retention timeframe records will be destroyed by using either the shred method or erase method.
- K. Year-end Financial Statements (paper/electronic) records are retained for 7 years converted to electronic records at the end of year, then electronic records are to be backed up yearly, when records reach retention timeframe records will be destroyed by using either the shred method or erase method.
- L. Audit records (paper/electronic) records are retained for 7 years and converted to electronic records quarterly, then electronic records are to be backed up quarterly, when records reach retention timeframe, records will be destroyed by using either the shred method or erase method.
- M. Audit Work Papers (paper/electronic) records are retained for 7 years, converted to electronic records quarterly, then electronic records are to be backed up quarterly, when records reach retention timeframe, records will be destroyed by using either the shred method or erase method.
- N. Member Records (paper/electronic) records are retained for 5 years, converted to electronic records monthly, then electronic records are to be backed up weekly, when records reach retention timeframe, records will be destroyed by using the shred method.
- O. Contracts and Legal documents (paper/electronic) records are retained for 4 years; converted to electronic records upon receipt, then electronic records are to be backed up weekly, when records reach retention timeframe, records will be destroyed by using the shred method.

Section 3. Membership Intake Documents

- A. Training/Guidelines Material (paper/electronic) records are retained for 4 years; converted to electronic records monthly, then electronic records are to be backed up quarterly, when records reach retention timeframe, records will be destroyed by using either the shred or erase method.
- B. Original Application for Membership (paper) records are retained for 4 years if accepted; converted to electronic records monthly, then electronic records are to be backed up

quarterly, when records reach retention timeframe, records will be destroyed by using either the shred or erase method.

- C. Original Application for Membership (paper) records are retained for 2 years if rejected; converted to electronic records monthly, then electronic records are to be backed up quarterly, when records reach retention timeframe, records will be destroyed by using either the shred or erase method.
- D. Correspondence (paper/electronic) records are retained for 4 years; converted to electronic records quarterly, then electronic records are to be backed up quarterly, when records reach retention timeframe, records will be destroyed by using either the shred or erase method.
- E. Complaints (paper/electronic) records are permanently retained; converted to electronic records monthly and backed up monthly.
- F. Court Orders and Settlements (paper/electronic) records are retained for 4 years; converted to electronic records quarterly, then electronic records are to be backed up quarterly, when records reach retention timeframe, records will be destroyed by using either the shred or erase method.
- G. Scholarship Information (paper) are retained for 5 years; converted to electronic records yearly, then electronic records are to be backed up yearly, when records reach retention timeframe, records will be destroyed by using the shred method.
- H. Chapter Rules of Order (paper/electronic) records are retained until newly revised & approved; converted to electronic records when approved by S&S, then electronic records are to be backed up yearly, when records reach retention timeframe, records will be destroyed by using either the shred or erase method.
- I. Actionable correspondence (paper) records are retained for 3 years; converted to electronic records monthly, then electronic records are to be backed up monthly, when records reach retention timeframe, records will be destroyed by using the shred method.
- J. Informational correspondence (paper) are retained for 3 years and can be destroyed by using the shred method.
- K. Chapter Histories (paper) records are permanently retained.
- L. Event Programs (paper) records are retained for 5 years; converted to electronic records after each event, then electronic records are to be backed up monthly, when records reach retention timeframe, records will be destroyed by using the shred method.
- M. Photographs (paper/electronic) are permanently retained.

Article IX: FISCAL POLICIES AND PROCEDURES

Section 1. Fiscal Roles and Responsibilities

- N. The chapter shall comply with the current financial policy and procedure guidelines issued by Grand Chapter through the National Finance Committee, Internal Audit Committee and other appropriate committees authorized to provide such guidance.
- O. The chapter shall submit an Annual Financial Report and Federal Income Tax Group Return Authorization Form by August 31.
- P. The chapter shall be covered by general liability insurance, which is solely available through Grand Chapter.

- Q. The chapter shall pay the Chapter Liability Insurance at the current market rate for each member.
- R. All fiscal officers shall be bonded. This will include the following positions:
- A. President
 - B. Financial Secretary
 - C. Treasurer
 - D. Assistant Treasurer
 - E. Assistant Financial Secretary
- S. The chapter's internal audit committee shall conduct quarterly internal audits or more often as needed, in accordance with the guidelines provided by Grand Chapter.
- T. If monetary revenues dictate an external audit or review, the chapter shall comply and arrange to have the work performed in accordance with the guidelines provided by Grand Chapter.
- U. The chapter's fiscal officers shall comply with all financial due dates and deadlines communicated from Grand Chapter.

Section 2. General Operating Procedures

- National Dues
- Local Dues
 - Regular Dues
 - Unconsumed dues
 - Dues waivers

Section 3. Travel

- A. Travel expenses will be documented sufficiently to support the chapter member's reimbursement request as well as to support the internal and external audit. Chapter members will request reimbursement via the submittal of a voucher along with the travel expense report and corresponding receipts. Only chapter members approved for travel (i.e., delegate) may request reimbursement of travel related expenses.
- B. Travel Policy for National Convention and Regional Conference Delegates
1. During her term of office, the President shall serve as the official chapter-delegate for all National and Regional meetings.
 2. For National and Regional meetings, the alternate delegate shall be the 1st Vice President. In the event that the President cannot attend either meeting the 1st Vice President shall serve as the official chapter delegate and the alternate would be either the 2nd Vice President or Treasurer.
 3. The chapter shall pay the registration fee for the Treasurer to attend National and Regional Meetings.
- C. Travel, lodging, registration fees, mileage, subscription events
Travel expenses will be documented sufficiently to support the chapter member's reimbursement request as well as to support the internal and external audit. Chapter members will request reimbursement via the submittal of a voucher along with the travel expense report and

corresponding receipts. Only chapter members approved for travel (i.e., delegate) may request reimbursement of travel related expenses.

- A. Mileage (use of personal vehicle) will be reimbursed at the published standard mileage rate as noted at www.gsa.gov for privately owned automobiles.
- B. Gasoline for the personal vehicle will not be separately reimbursed as it is a part of the mileage reimbursement.

D. Transportation

- 1. The actual cost for transportation will be reimbursed including the cost for air, rail, rental car (upon justification and approval), bus and parking.
- 2. Receipts are required for reimbursement of all transportation related expense.
- 3. The standard class of air travel to be reimbursed is coach class and will be reimbursed at the airline's published coach fare to the specified destination.
- 4. If a rental car is required, the vehicle size eligible for reimbursement can be no larger than immediate size.
- 5. Reimbursement for a rental car includes the cost for the rental and gasoline required upon rental car return.
- 6. If the rental car is shared, the reimbursement will be for the chapter member's pro-rata share of the rental vehicle.
- 7. If travel by air on a carrier that requires a baggage fee to be paid, reimbursement will be for 1 checked bag at the standard rate and weight.

E. Lodging

- 1. The actual cost for lodging will be reimbursed at no more than the published conference/convention room rate (includes taxes).
- 2. The number of nights to be reimbursed will be directly associated with the conference/convention schedule (i.e., will coincide with the conference/convention start and end days).
- 3. Receipts are required for reimbursement of lodging.
- 4. If lodging is shared, the chapter will reimburse the delegate their pro-rata share of the room amount.
- 5. In lieu of reimbursement of lodging expenses upon return, the chapter delegate may request, prior to departure, a cashier's check made payable to the hotel, which would be provided to the hotel upon check-in.
- 6. The amount of the cashier's check will be no more than the published conference/convention room rate.

F. Meals

- 1. The actual cost of meals will be reimbursed.
- 2. Receipts are required for all meal reimbursement requests.
- 3. Meals provided during the convention/convention will be deducted from the amount eligible for reimbursement.

G. Mileage

- 1. Mileage (use of personal vehicle) will be reimbursed at the published standard mileage rate as noted at www.gsa.gov for privately owned automobiles.

2. Gasoline for the personal vehicle will not be separately reimbursed as it is a part of the mileage reimbursement.

Section 4. Internal Auditing

The Fiscal Officers Manual, the Finance Workshop Manual of the National Finance Committee and the Internal Audit shall be the authority for record-keeping and internal accounting in the handling of chapter funds and records.

A. Chapter Payments and Reimbursements

No post-dated checks will be accepted from Chapter Members.

B. Chapter Audits

1. The Chair of Internal Audit Committee shall be elected. It shall be the duty of the Chair of the Internal Audit Committee to ensure that the following actions are performed and reported timely by the Internal Audit Committee:
 - a. Recommend for chapter approval an independent auditor for the annual review, as applicable;
 - b. Review and propose internal financial controls;
 - c. Review the Chapter financial records and indicate any material weaknesses in controls that apply to the financial process
 - d. Complete the IAR-1 form as part of the quarterly review process;
 - e. Notify the chapter of any weakness in financial structure and recommend improvement;
 - f. Report audit findings and recommendations to the chapter quarterly;
 - g. Submit, in accordance with the guidelines, the IAR-1 form quarterly into the Red Zone per National schedule;
 - h. Coordinate and facilitate the external audit;
 - i. Submit the annual external audit by August 31st into the Red Zone.
2. The Audit committee will recommend for chapter vote the auditor for the annual chapter audit.
3. The financial committee will relinquish the financial books to the audit committee in November, February, and May to review selected internal control processes which impact the Sorority funds;
4. It shall also be the duty of the Internal Audit Committee to:
 - Review audit reports and other financial reports from the chapter;
 - Monitor and investigate, upon request from the chapter President, all allegations and improprieties relating to fraud, embezzlement and misappropriations of funds; and make recommendations to the finance committee in regards to internal controls.
5. The Internal Audit Committee's review of activities should include at minimum:
 - a. Verification of receipts for the period,
 - b. Verification of expenditures for the period,
 - c. Verification of saving and checkbook balances,
 - d. Assurance that the presence of expenditure documentation exists (receipts, invoices, etc.),
 - e. Adherence to budget line items,
 - f. Adherence to separation of fiduciary responsibilities,

- g. Use of and adherence to internal controls
- h. 100% dues review
- i. Review of QuickBooks updates and corresponding reports.

Section 5. NSF Check Policy

Return check policy:

1. The Financial Secretary shall maintain a list of all persons who have issued NSF checks to the chapter.
2. The Financial Secretary shall send a letter which is signed by the Chapter President to the issuer of the NSF check, within two weeks of notification from the bank that the check has been returned, informing them that payment must be rendered via cash, cashier's check or money order for the amount plus bank fees.
3. The Financial Secretary in coordination with the Treasurer shall handle follow up on returned checks.
4. Only certified funds or cash will be accepted to clear NSF checks. Another personal or business check will be unacceptable to clear the check.
5. After two NSF checks within the same sorority year, the member must then pay with cash or money order for the remainder of the sorority year.

Section 6. Voucher/Expense Reimbursement Policy

- A. A voucher shall be used for ALL transactions of funds;
- B. Committee Chairs should bring all vouchers with required signatures to Executive Board or chapter meeting to obtain President's signature, prior to giving to Treasurer. The voucher recipient should not be the same as the committee person signing the voucher.
- C. Reporting receipts (ORIGINAL plus a copy of sales slips, invoices, receipts, contracts, etc.) **MUST** be attached to all vouchers when requesting disbursements/reimbursements. The Soror requesting reimbursement should sign the receipt.
- D. If sales slip doesn't indicate printed item(s) purchased – Soror should write out on sales receipt itemized details;
- E. In an instance where checks are issued in advance, there should be a follow-up with supporting receipts and return of any excess funds by the next Executive Board meeting.
- F. It is recommended that financial records be maintained with QuickBooks or its equivalent and that timely updating of records be performed.

Section 7. Dues/Fees Collection Policy

- A. Dues of the chapter shall be stipulated according to the amount recommended by the Budget and Finance Committee. Such recommendations will have the approval of the majority of the financial membership.
- B. Dues will not be paid via the chapter's PayPal account.
- C. A member who does not pay dues as stipulated by the National Constitution shall be considered non-financial.

- D. Local dues of Delta Diamonds (defined in Article XVI, Section D) will be the responsibility of the local chapter in accordance with guidelines set by the chapter.
- E. Sorors who are age 62 years of age, and who are retired, and have no other employment (full or part-time), shall have the privilege of paying one-half (1/2) of the current year's local dues, if they choose, provided they pay national dues.
- F. If a financial soror transfers to the Fort Worth Alumnae Chapter before December 31st, her local dues will be prorated on a 12-month basis for the remainder of the sorority year upon verification of her present financial status.
- G. If a soror chooses to reinstate through the Fort Worth Alumnae Chapter after December 31st, her local dues will be prorated on a 12-month basis for the remainder of the sorority year.
- H. If a collegiate soror becomes a member of the Fort Worth Alumnae Chapter within 1 year of her graduation date, her local dues will be waived for a period of 2 years (Sorority years) from her graduation date, providing that her National dues are paid.
- I. If a soror of the chapter transfers to another chapter within 6 months of the beginning of the fiscal year (July 1), dues (prorated on a 12-month basis) shall be forwarded to her new chapter provided she requests the transfer in writing. No amounts will be transferred for requests received in writing after December 31st in accordance with Grand Chapter policy. No amounts will be returned to the soror, only to another Delta chapter.

Section 7. Bonding

All fiscal officers shall be bonded. This will include the following positions:

- ii. President
- iii. Financial Secretary
- iv. Treasurer
- v. Assistant Treasurer
- vi. Assistant Financial Secretary

Section 8. Budgeting/Finance Committee

A. Committee Responsibility

The Finance Committee shall present for the chapter's approval, an annual budget by the May chapter meeting. Budget updates should be provided to the committee chairs on a quarterly basis.

B. Chapter Approval

All expenditures not included in the chapter's approved budget shall require the chapter vote before being disbursed.

C. Documentation Receipts and Disbursement Journals

Shall be maintained and kept up to date by the fiscal officers. (Example - receipt sheets, vouchers, check registers, accounting software)

Section 8. Handling of Financial Transactions

A. The President and Committee Chair must authorize all disbursements, as applicable. The Committee Co-Chair must sign vouchers made to the Committee Chair. The President and Recording Secretary must auth

B. orize disbursements that do not fall under a committee. Vouchers are required for all requests for disbursements and should always be supported by original receipts, invoices, contracts or other documents.

- C. The approved budget shall be referenced prior to the issuance of checks.
- D. Two signatures must be required on all checks, in accordance with Grand Chapter's Bonding Insurance coverage (the President and Treasurer). When checks are made payable to either the President or the Treasurer, the Financial Secretary shall act as the second signature.
- E. Under no circumstances shall checks be pre-signed.
- F. The chapter Treasurer shall reconcile bank statements monthly.
- G. Return check policy:
 - The Financial Secretary shall maintain a list of all persons who have issued NSF checks to the chapter.
 - The Financial Secretary shall send a letter which is signed by the Chapter President to the issuant of the NSF check, within two weeks of notification from the bank that the check has been returned, informing them that payment must be rendered via cash, cashier's check or money order for the amount plus bank fees.
 - The Financial Secretary in coordination with the Treasurer shall handle follow up on returned checks.
 - Only certified funds or cash will be accepted to clear NSF checks. Another personal or business check will be unacceptable to clear the check.
 - After two NSF checks within the same sorority year, the member must then pay with cash or money order for the remainder of the sorority year.
- H. Deposits shall be made within 2 business days of receipt of funds in accordance with Grand Chapter's Bonding Insurance coverage. Additionally, both the President and the Treasurer must initial any deposit slip containing cash.
- I. Chapter checks must be deposited or cashed within 90 days of issuance. Otherwise, the check is void.
- J. All financial business will be conducted during regularly scheduled chapter meetings (including collecting funds, issuing receipts and writing checks).
- K. The chapter shall not issue checks made payable to CASH.
- L. All bank statements shall be mailed to the chapter post office box.
- M. The Financial Secretary shall issue pre-numbered receipts for income received.
- N. All remittances to Grand Chapter shall be made within 30 days of receipt of funds from members or other time as specified by event. (Includes National Dues, Reinstatement Fees, order of sorority doctrine, jewelry, cards, etc.)

Section 9. Segregation of Duties

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

Section 10. Training of Officers

- Fiscal officers will be required to attend at least one financial workshop per sorority year. The workshop can be attended at a cluster or state meeting, regional conference, national convention, or DID workshop.

Section 11. PayPal Business Account

A. Guidance

All existing procedures and responsibilities currently in effect from Grand Chapter, the National Finance Committee, the National Internal Audit Committee, the National Scholarship and Standards Committee and the chapter policies and procedures listed below guide the use of PayPal as a payment tool for the chapter.

B. Approval and Use

1. The use of PayPal as a method of payment collection must be approved by the Executive Board and chapter vote prior to advertising for an event.
2. It can only be used for a committee event (PayPal cannot be used for the collection of chapter dues).
3. Fees for the use of PayPal will be incorporated in the overall budget presented to the chapter at the May meeting and be considered the general cost of doing business.

C. Account Access and Setup

1. A separate e-mail address (FWA_Finance@fortworthdst.org) will serve as the primary e-mail address for receipt of funds notifications.
 - Only the chapter President, Treasurer and Financial Secretary will have access to the Login ID and Password for this e-mail account.
2. The PayPal Business Account shall be setup in the name of Fort Worth Alumnae with the chapter President as the "Owner".
3. The chapter Tax ID will be used as the Tax ID in PayPal.
4. The chapter mailing address shall serve as the address on the PayPal account.
5. The President's phone will serve as the work phone number for the account.
6. The e-mail noted in 1 above will serve as the Customer Service Email for the account.
7. The Treasurer's phone will serve as the Customer Service Phone for the account.
8. Refer to the most recent National Finance Guide for the following account setup items:
 - a. Category
 - b. Subcategory
 - c. Sales Venue:
 - d. Business Description
9. The PayPal business account should be setup.
10. Additional user accounts will be setup for the Treasurer, Financial Secretary and Internal Audit Chair (at time of quarterly audit) with the following access rights (according to current access Matrix in PayPal and as recommended by the National Finance Committee):
 - a. President
 - 1) All Access Available
 - b. Treasurer
 - 1) Withdraw Funds (Transfer funds from PayPal account to the chapter account)

- 2) View Balances
 - 3) View Profile
 - 4) Discuss Account with Customer Service
 - 5) Handle Authorizations & Settlements
- c. Financial Secretary
- 1) Virtual Agent-Schedule and download Transaction History, and run Settlement Report
- d. Internal Audit Chair
- 1) View Balances
 - 2) View Profile
11. Prior to receiving user access, each user must read and sign the "User Agreement" and "Privacy Policy" statement within PayPal.
12. The Operating Account for Fort Worth Alumnae will serve as the Business Account for PayPal.
- D. Account Security
1. The Login/Password Information for the following is as:
 - a. PayPal Primary E-mail
 - 1) President, Treasurer and Financial Secretary will have access.
 2. PayPal Account
 - a. President, Treasurer, Financial Secretary and Internal Audit Chair (at time of quarterly audits).
 3. Password Recovery
 - a. President and Treasurer shall maintain all Security Questions and Answers.
 4. Password Frequency
 - a. Passwords shall be changed at every transition of an officer due to elections, resignation, or impeachment.
 - b. Passwords will be changed at notification of a security breach.
- E. Management of the PayPal Account
1. The PayPal account will be swept according to a threshold schedule determined by the Budget & Finance Committee and approved by the Executive Board.
 2. Funds from PayPal will be swept using the electronic withdrawal option (or another low cost method) into the chapter's Operating Account.
 3. The Internal Audit Chair will be granted access (as noted in 3(j)(iv)) at the time of each quarterly audit and removed upon the completion of work.
- F. Transition of Officers
1. The transition of all electronic access shall be made immediately at the time of election, resignation or impeachment.
 2. All change to passwords and account access must be completed by June 30th when new incoming officer occur in the chapter.

Article X: NOMINATIONS, ELECTIONS AND VOTING

Section 1. Election of Officers/Position

1. Elections shall be by secret ballot biennially in April. Officers shall be installed in June and assume duties at the beginning of the new fiscal year.
2. Elected officers shall consist of: President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Treasurer, Assistant Financial Secretary, Custodian of Properties, Sergeant-at-Arms, Chaplain, Journalist and Historian.
3. Shall be elected in April;
4. Shall not serve more than 2 consecutive terms.
5. Sorors cannot hold more than one appointed or elected position at one time unless it is a duty of her office.
6. The Chair of Internal Audit shall be elected at the April meeting along with the chapter officers.
7. The Nominating committee chair and members shall be elected individually at the April meeting along with the chapter officers.
 - a. They shall serve 1 term; Members cannot serve consecutive terms but may sit out a term and then run again.
 - b. They are ineligible to be candidates for office while serving on the committee;
 - c. The chair and/or any member of the Nominating Committee must resign prior to the call for nominations to be eligible to run for a chapter office or position.

Section 2. Nominating Process

A. Guidelines for creating the slate

- A candidate for chapter office shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer shall maintain financial status during her term(s) of office.
- A candidate for the office of President, 1st Vice President, 2nd Vice President, Treasurer and Financial Secretary must have attended at least 1 of the last 2 National Conventions and at least 1 of the last 2 Regional Conferences.

B. Eligibility Criteria for Candidates for Office

- All potential candidates will be responsible for reviewing the responsibilities relevant to the office they are seeking as outlined in the sorority's governing documents and the chapter's policies and procedures.
- Each Candidate must complete and turn in to the Nominating Committee Chair a Candidate profile and a Delta resume by the last day in February of the election year.
- The Candidate Profile form may be obtained from the Nominating Committee Chair, her designee or the Chapter's website during the January Chapter meeting.

- The nominating committee will verify that all required documents are filled out correctly and all information is verified as correct.
- All candidates turning in a completed and verified Candidate profile and a Delta resume will be slated for office.
- Once the information is verified the committee will put together the slate and have it ready to present at the March Executive Board and March Chapter meeting.

C. Timeline for presenting to executive board & chapter

- Once the information is verified the committee will put together the slate and have it ready to present at the March Executive Board and March Chapter meeting.

D. Criteria & slating for running from the floor

- Once the slate is presented to the chapter the presiding officer will call for nominations from the floor. (If the chapter president is slated than she will appoint a presiding officer who is not slated).
- Sorors may be nominated or may nominate themselves for any office or position.
- If a soror who is nominated and is not present at the meeting, she must provide a written statement confirming she agrees to run for the office. A text message, email or other confirmation is acceptable if it comes from the nominees telephone or email address on file with the chapter.
- All sorors running from the floor are required to meet the same requirements as those candidates who were slated.
- Candidates from the floor will have 48 hours to turn in both their candidate profile and a Delta resume.
- The Nominating Committee will verify the eligibility of all applicants who are nominated from the floor.
- An applicant nominated from the floor, will only be added to the final slate after the Nominating Committee has confirmed her eligibility.
- A chapter vote is taken to accept the report of the Nominating Committee, with the caveat that those candidates running from the floor who do not meet the eligibility requirements are not eligible and will not be placed on the ballot for the chapter vote.

Section 3. Election Process

A. Candidate guidelines for campaigning

- Campaigning may begin after the March chapter meeting for all eligible, verified candidates and end at the conclusion of the Candidates Corner.
- Those candidates running from the floor may begin campaigning once the Nominating Committee has confirmed them.
- No campaigning may occur prior to the chapter meeting where the slate is presented or after the Candidates Corner has concluded. Any violations of the Nominating process and campaigning guidelines will result in disqualification.
- Campaigning may take the form of:

- Published literature
- Forums
- Signs, posters, banners
- Emails
- Websites
- Telephone calls

B. Election day procedures

Candidate Corner held prior to chapter meeting

C. Voting guidelines

- The President prior to the presentation of the slate, when electing Chapter officers shall appoint the Chapter Elections Committee. For all other elections the Elections Committee may be appointed on same day that nominations are held. It shall consist of a chairperson and 4 members. No member of the Elections Committee shall be a candidate for any office or appear on any ballot in an election in which the member is counting the votes.
- The chapter shall give prior written notice via US mail (post mark acceptable) or email of at least 10 (ten) days for election of officers.
- The election of chapter officers shall be by a majority vote of the chapter members present and voting. A majority vote is more than half of the votes cast by members 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.)
- Absentee ballots are not recognized in Delta Sigma Theta Sorority, Incorporated.
- Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot.
- A sample ballot shall be sent to the chapter members prior to elections (this can include a listing of the names of candidates in the chapter's newsletter).
- Verification of those sorors eligible to vote will be determined by those sorors raising their vote cards.
- Reinstating sorors will be considered financial only after monies are processed by the local chapter and confirmed by National headquarters.
- A member of the elections committee will answer any questions that arise prior to/during the vote.
- Voting shall be by ballot, machine or electronic voting devices. The method will be determined by the Elections Committee and approved by the chapter prior to the election.
- If re-balloting is required, it will take place immediately following the first balloting. The candidates receiving the lowest number of votes will be dropped and the voting will continue with the two highest votes on the first ballot.
- The Elections Committee will count the votes or take the printout from the voting machines or other electronic devices.

Section 4. Time of Elections

- A. Elections shall be by secret ballot biennially in April.
- B. Officers shall be installed in June and assume duties at the beginning of the new fiscal year.

Section 5. Election Reporting

- A. When all the voting is complete the results of the voting will be presented to the Chapter in the Elections Report. The Elections Committee gives only the results; no winners are announced.
- B. After the chair of the Elections Committee reads the report she turns it over to the presiding officer who reads the report and declares the winners.

Article XI: SPECIAL ELECTIONS

Section 1. Minerva Circle

- A. The Chapter vote to proceed with membership intake requires 2/3 of the membership that is present and voting on the day that the chapter votes.
- B. A written notice shall be sent to financial members at least 10 (ten) days prior via US mail (post mark acceptable) **only** for voting whether to proceed or not to proceed with the membership intake process, election of the Minerva Circle and voting on the acceptance of candidates for membership in the Sorority.
- C. All Minerva Circle members must be elected to specific positions except for the Jewels. The Jewels are no longer elected by position.
- D. The President and Financial Secretary are automatic members of the Minerva Circle by virtue of their elected positions per the Administrative Procedures for Membership Intake.
- E. Minerva Circle members must attend two DID workshops before the MIT and Minerva Circle training. One DID must be Code of Conduct.
- F. If a member of the Minerva Circle is related to an applicant by birth or marriage she must remove herself from the screening of that applicant's packet as well as from conducting the interview of that applicant, however they may vote for that applicant.
- G. If a vacancy occurs on the Minerva Circle, the President may appoint a qualified member.

Article XII: INSTALLATION OF OFFICERS

Section 1. Guidelines for selecting installing officer

Officers shall be installed in June and assume duties at the beginning of the new fiscal year.

Article XIII: TRANSITION OF OFFICERS

Section 1. Procedures for conducting transition (timing, coordination)

- A. The transition of all electronic access shall be made immediately at the time of election, resignation or impeachment.
- B. All change to passwords and account access must be completed by June 30th when new incoming officer occur in the chapter.

Article XIV: MEMBERSHIP INTAKE POLICIES

Section 1. How to handle relatives of Minerva Circle Members

- If a member of the Minerva Circle is related to an applicant by birth or marriage she must remove herself from the screening of that applicant's packet as well as from conducting the interview of that applicant, however they may vote for that applicant.

Section 2. Filling Minerva Circle vacancies

- If a vacancy occurs on the Minerva Circle, the President may appoint a qualified member.

Article XV: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES

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

These Rules of Order/Policies and Procedures shall be amended as follows:

- Thirty (30) days prior notice via US mail (postmark acceptable);
- Email or telephone messaging system shall be sent to all members by the Corresponding Secretary and/or Journalist concerning these Rules of Order/Policies and Procedures.
- Members must be provided a copy of the changes to the Rules of Order/Policies and Procedures at least thirty (30) days prior to voting.

Section 2. Quorum present and 2/3 vote of those present and voting

- They may be amended at any regular meeting of the chapter by two-thirds (2/3) vote of the financial members present and voting.

Article XVI: PARLIAMENTARY AUTHORITY

Delta Sigma Theta Sorority, Incorporated abides by state and federal laws. Our *Corporate Charter* is the legal instrument that sets forth the name and object of our sorority and whatever other information that was needed for incorporating. The Delta Sigma Theta Sorority, Incorporated *Corporate Charter* supersedes all other rules of the sorority, none of which can legally contain anything in conflict with it. The *Corporate Charter* is maintained at National Headquarters.

Section 1. Governing Documents

The Chapter shall be governed by Delta Sigma Theta Sorority, Incorporated Constitution and Bylaws, Robert's Rules of Order Newly Revised (Current Edition), Fort Worth Alumnae Chapter Rules of Order and chapter Policies and Procedures.

Section 2. Administrative Resources and Tools

- Ritual
- Administrative Procedures for Membership Intake
- Membership Intake Program
- Pyramid Study Guide
- Chapter Management Handbook
- Code of Conduct
- Protocol and Traditions Manual
- Fiscal Officers Manual
- Delta Internet Guidelines
- Chapter Compliance Checklist
- Chapter Mailings/Update
- Step Show Guidelines

Article XVII: COURTESIES

Section 1. Definition

- A. **MEMBER** – Members financial with Local and Grand Chapter.
- B. **SOROR** – is any woman who has been duly initiated into the Sorority.
- C. **IMMEDIATE FAMILY** – Husband, children, parents, grandparents and siblings.

Section 2. Illness

- A. Members who are hospital confined for 3 or more days or who are home confined for 1 week or more will receive a potted plant.
- B. Members with a minor illness will receive a card upon chapter notification.

Section 3. Death

A. Members

- 1. The Omega Omega Service the Omega Omega Emblem, and a fresh floral arrangement will be the courtesy of the Fort Worth Alumnae Chapter for all financial members.
- 2. Any Soror who has been a member of the local chapter and because of illness was inactive prior to her demise will be extended the full rites of the Omega Omega service and the family will receive a potted plant which will be the Courtesy of the Local Chapter.
- 3. A fresh floral arrangement will be the courtesy of the local chapter.
- 4. The chapter will provide an entrée of food.
- 5. Monetary Donations – If a monetary donation is requested in lieu of normal courtesies, the amount will not exceed the amount of the normal courtesy.

B. Sorors (Once affiliated with Fort Worth Alumnae)

- 1. A pot plant (in Sorority Colors) will be the Courtesy of Fort Worth Alumnae Chapter.
- 2. The Omega Omega Service will be conducted with family approval.
- 3. The Omega Omega Service will be conducted at a chapter meeting if not conducted at the wake or funeral.

C. Sorors (Never affiliated with Fort Worth Alumnae)

- 1. The Omega Omega Service will be conducted upon family request for any Soror who resides in the chapter's service area.
- 2. The Omega Omega Service will be conducted at a chapter meeting if not conducted at the wake or funeral.

D. Immediate Family of chapter members shall receive a pot plant or an entrée of food.

E. Other relatives of members will receive a card.

Section 4. Special Occasions for Members

- A. Wedding – A gift will be given for first wedding only.
- B. Births – A gift will be given.
- C. End of Term (President) – A gift after a term of service to the local chapter.
- D. End of Term (Officers) – A token of appreciation will be presented to officers after a term of service to local chapter.

- E. Retirement - A gift will be presented to members when they retire. A member is only entitled to one (1) retirement gift.

** The standard amount of gifts will be determined by the budget of the Courtesy Committee for the current year.

Section 5. Delta Diamonds

Sorors age 70 and above who have maintained membership with the Fort Worth Alumnae Chapter, and who are physically impaired or financially unable to pay local dues, shall be given complimentary local membership, provided they pay National dues.

Section 6. Membership Recognition

- A. 25 YEAR MEMBERSHIP - A special recognition plaque provided by Grand Chapter will be presented to financial members of the Fort Worth Alumnae Chapter who have been a member of Delta Sigma Theta Sorority, Incorporated for twenty-five (25) years.
- B. 50 YEAR MEMBERSHIP - A special recognition plaque provided by Grand Chapter will be presented to financial members of the Fort Worth Alumnae Chapter who have been a member of Delta Sigma Theta Sorority, Incorporated for fifty (50) years.
- C. 75-YEAR MEMBERSHIP- a special commemorative plaque will be provided by Fort Worth Alumnae during the Sorority year in which your 75th Anniversary is reached.

**The soror must be financial at the time of recognition.

Section 7. Monetary Donations

When a soror requests a monetary donation to a special fund or organization, in lieu of the normal courtesies, the monetary donation will not exceed the amount of the normal courtesies.

ATTACHMENTS:

Chapter Rules of Order Form

Copy of Chapter Vouchers/Check Request Copy of

Travel Expense Report

Chapter Meeting Minutes noting amendments/approval/voting on Policies and Procedures