

**GARY ALUMNAE CHAPTER**  
**DELTA SIGMA THETA SORORITY, INC.**  
**RULES OF ORDER, POLICIES, AND PROCEDURES**

Gary Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated shall be governed by the Constitution and Bylaws established by the Grand Chapter of Delta Sigma Theta Sorority. 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.

Further, the Chapter shall be governed by the Policies and Procedures adopted by the Gary Alumnae Chapter, which are herein stated.

**2020-2021**

**Shana Caruthers, President**

Policies & Procedures Committee:

Aimbréll Holmes, Chair

Cheryl Bennett

Nemia Cooper

Melanie Lacy

Dawnantoni Riley

Terri Weems

**GARY ALUMNAE CHAPTER  
DELTA SIGMA THETA SORORITY, INCORPORATED  
POLICIES AND PROCEDURES**

**ARTICLE I: CHAPTER INFORMATION**

- Section 1. Gary Alumnae Chapter/Gary, IN/32
- a. Name: Gary Alumnae Chapter of Delta Sigma Theta Sorority, Inc.
  - b. Location: State of Indiana
  - c. Region: Midwest Region
  - d. Chapter Number: 32
- Section 2. Chapter Service Area: Northwest Indiana which includes City of Gary, Lake, Porter, and LaPorte Counties
- Section 3. Contact Information
- a. Mailing Address: P.O. Box 64690, Gary, IN 46401
  - b. Chapter Website URL: [www.garyalumnaechapter.org](http://www.garyalumnaechapter.org)
  - c. Chapter Email Address: [Garyalumnaedst@gmail.com](mailto:Garyalumnaedst@gmail.com)

**ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES**

- Section 1. Executive Committee: The Executive Committee is composed of the elected officers of the chapter as designed on the Rules of Order Form for chapters as delineated in the chapter's Policies and Procedures.
- Section 2. Executive Board: The Executive Board shall consist of the elected and appointed officers and positions along with appointed committee chairpersons with the President serving as chair.

The Elected Officers of Gary Alumnae shall be; President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Recording Secretary, Assistant Recording Secretary, and Corresponding Secretary (2).

The appointed positions are: Chaplain, Parliamentarian, Sergeant-At-Arms, Assistant Sergeant-At-Arms, Journalist (2), Heritages and Archives, Custodian of Properties, Collegiate Transition Taskforce (CTT) Coordinator, and Risk Management Champion.

The elected positions are: Audit Committee Chair, Minerva Circle, Leader of the Minerva Circle, Nominating Committee Chair, Nominating Committee. The Standing Committees and Special Committees.

- Section 3. Committees
- a. Standing: Arts and Letters, Audit, Companion Sorors, Delta Academy, Delta D.E.A.R.S., Delta GEMS (Growing and Empowering Myself Successfully), Economic Development, Education Development, EMBODI (Empowering Males to build Opportunities for Development Independence), Finance,

Information & Communication, International Awareness, Membership Services, Past Presidents Council, Physical and Mental Health, Policies and Procedures, Programming, Planning & Development (PP&D), Protocol and Traditions, Public Relations/Publicity, Risk Management, Ritual and Ceremonies, Scholarship, Social Action, Step and Stroll Team, and Technology

- b. Special: Election Committee, Founders Day, Jabberwock, May Week, Minerva Circle, and Sergeant-At-Arms Committee
- c. Ad Hoc: The President shall determine and appoint chairs of Ad-Hoc Committees for specific tasks as assigned each sorority year. Ad Hoc Committees shall dissolve upon the completion of the tasks which they have been assigned.

### ARTICLE III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS

#### Section 1. Duties and Responsibilities of Elected Officers

- a. **President:** It shall be the duty of the President to transact official business between Grand Chapter and the Chapter. It is her responsibility to make sure that all material coming from Grand Chapter is given to the proper officers. She must make certain that all action required by Grand Chapter is taken, and that all reports required by Grand Chapter are filled. The President shall serve as a member of the Minerva Circle. The President shall complete the "Acceptance of Fiduciary Responsibilities Form." The President will perform her duties and responsibilities as defined in the Chapter Management Handbook and Fiscal Officers Manual.
- b. Vice Presidents
  - 1<sup>st</sup> Vice President:** It shall be the duty of the 1<sup>st</sup> Vice President to have the same leadership skills as the President. She shall transact official business of Grand Chapter and the Chapter in the absence of or at the request of the President. She shall have the responsibility for membership and reclamation.
  - 2<sup>nd</sup> Vice President:** It shall be the duty of the 2<sup>nd</sup> Vice President to have the same leadership skills as the President. The 2<sup>nd</sup> Vice President shall ensure that Delta's programs and projects meet the public service needs of the community. She shall work to stimulate interest and support of programs and projects which significantly impact indigent families, neglected and needy children, senior citizens and those identified by Grand Chapter initiatives. She shall transact official business of Grand Chapter and the Chapter in the absence of or at the request of the President.
- c. Secretaries
  - 1. **Recording:** It shall be the duty of the Recording Secretary to keep the records of the chapter.
  - 2. **Assistant Recording Secretary:** She shall have the same duties as the Recording Secretary and serve in that capacity when the Secretary is absent.

3. **Corresponding:** It shall be the duty of the Corresponding Secretaries to produce chapter mailings including the monthly newsletter and other correspondence as necessary for the chapter.
- d. **Financial Secretary:** It shall be the duty of the Financial Secretary to receive and keep a record of incoming disbursements and turn over the same to the Treasurer to ensure a 2-business day deposit. She must be a member of the Minerva Circle. She or the Assistant Financial Secretary should be present at all events posted on the calendar where money is to be collected. If an event is not on the calendar, the Financial Secretary and Assistant Financial Secretary should receive a 5-day notice requesting their attendance at the event. She will attend finance training workshops held at National and Regional Conferences. She must also complete the "Acceptance of Fiduciary Responsibilities Form."
- e. **Assistant Financial Secretary:** It shall be the duty of the Assistant Financial Secretary to assist the Financial Secretary with all duties except signing checks. She shall assist in the collection of funds and can be assigned to assist chapter committees with the collection of funds for events such as Jabberwock, Founders Day etc. She or the Financial Secretary should be present at all events posted on the calendar where money is to be collected. If an event is not on the calendar, the Financial Secretary and Assistant Financial Secretary should receive a 5-day notice requesting their attendance at the event. She will attend finance training workshops held at National Convention and Regional Conferences. She must also complete the "Acceptance of Fiduciary Responsibilities Form."
- f. **Treasurer:** It shall be the duty of the Treasurer to be responsible for all monies of the chapter. She shall receive monies from the Financial Secretary and make all bank deposits within a 2-business day period. A voucher must be signed and verified through receipts prior to receiving reimbursement. She will follow the simplified accounting system provided by the Grand Chapter of Delta Sigma Theta Sorority. She will prepare the chapter financial books and records for review and audit by a local auditor. She will send this statement to National Headquarters. She must submit all funds received for Grand Chapter within thirty (30) days of receipt. The Treasurer of Gary Alumnae Chapter shall be bonded. She will attend finance training workshops held at National Conventions and Regional Conferences. She must also complete the "Acceptance of Fiduciary Responsibilities Form."
- g. **Assistant Treasurer:** It shall be the duty of the Assistant Treasurer to assist the Treasurer with all duties except signing checks and depositing funds. She will attend finance training workshops held at National Conventions and Regional Conferences. She must also complete the "Acceptance of Fiduciary Responsibilities Form."

## Section 2. Duties and Responsibilities of Appointed Positions

- a. **Chaplain:** It shall be the duty of the Chaplain to set the spiritual tone on the meetings. She will fulfill the role as outlined in the Ritual and keep accurate

records of deceased members and their obituaries. She will submit these records to the President to be reported to National Headquarters on or before the designated date prior to National Conventions and Regional Conferences.

- b. **Collegiate Transition Taskforce:** Collegiate Transition Taskforce was developed to bridge the gap between collegiate and alumnae sorors, to implement a vision of mentorship and to increase collegiate involvement. The Collegiate Transition Taskforce Coordinator will be responsible for fostering a sisterly relationship between collegiate and alumnae sorors and chapters, providing a smooth transition from the collegiate to alumnae chapter, offering career exploration opportunities for collegiate sorors, building lasting relationships among collegiate and alumnae sorors, and building an understanding and appreciation of collegiate and alumnae chapter functions.
- c. **Custodian of the Properties:** It shall be the duty of the Custodian of the Properties to maintain all of the chapter's properties necessary for orderly and proper conduction of ceremonies and business. (I.e. Ritual, Chapter Management Book, Constitution and By Laws, Candles, Gavel, Crest)
- d. **Heritage and Archives:** It shall be the duty of the Heritage and Archives officer to maintain the history of the chapter. She is responsible for collecting and displaying pertinent memorabilia as part of the chapter's history. She will maintain and submit names of twenty-five and fifty-year Deltas.
- e. **Journalists:** It shall be the duty of the Journalists to publish the newsletter of the chapter upon approval of the President. They are also responsible for submission of local chapter news and reports to the Delta Journal and Newsletter.
- f. **Internal Audit Committee Members.** The Audit Committee should consist of an elected Chairperson and three to five appointed members that review the Chapter's records quarterly and annually. The members of the audit committee may not be current Financial Officers or the Chapter President. All members of the audit committee that participated in the Internal Audit must sign the document along with the Chapter President. The members of the audit committee should have some knowledge of the chapter's fiscal operations. (i.e. past financial officers). The Audit Committee shall submit the chapter audit to National Headquarters by August 31 of each year. The Audit and Finance Committees shall meet quarterly and annually.
- g. **Parliamentarian:** It shall be the duty of the Parliamentarian to advise upon request, the Chapter President, Officers, Committees and members, on matters of Parliamentary procedure, according to Grand Chapter's underlying Constitution and By Laws, the Chapter's Rules of Order, and Robert's Rules of Order.
- h. **Risk Management Champion:** The Risk Management Champion shall ensure that the chapter administers all youth initiatives consistently and in a manner that is in the interest of both the participating youth and Delta (*i.e.*, minimize any harm or injury to the youth as well as the probability of Delta incurring

liability). Gary Alumnae Chapter shall adhere to the policies set forth in the Risk Management Manual.

- i. **Sergeant-At-Arms:** It shall be the duty of the Sergeant-At-Arms to fulfill the role as outlined in the Ritual. She will assist the Chapter President in maintaining order at all times. She will monitor the admittance of all persons at chapter meetings. She shall keep a record of all members and visiting Sorors present at meetings.
- j. **Assistant Sergeant-At-Arms:** It shall be the duty of the Assistant Sergeant-At-Arms to assist the Sergeant-at-Arms in her role as outlined in the Ritual.

### Section 3. Duties and Responsibilities of Elected Positions

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

**Chair:** It shall be the duty of the Nominating Committee Chair to work with the elected members of the Nominating Committee to determine the slate of officers; and present the slate to the chapter.

**Nominating Committee Members:** The committee will work to determine the slate of officers and present the slate to the chapter. The Nominating Committee shall serve only one term.

- b. **Chair, Internal Audit Committee:** It shall be the duty of the Audit Committee Chair to review the Chapter's records quarterly and annually according to the due dates established by the National Internal Audit Committee. She must also complete the "Acceptance of Fiduciary Responsibilities Form." The Chair will perform her duties and responsibilities as defined in the current edition of the Internal Audit and Fiscal Officers Manual.

#### c. **Minerva Circle:**

**Minerva Circle:** It shall be the duty of the Minerva Circle to be the leadership team which carries forth the Membership Intake Process according to the Administrative Guide for Membership Intake. The Minerva Circle activities are coordinated by the Leader of the Minerva Circle.

**Leader of the Minerva Circle:** It shall be the duty of the Leader of the Minerva Circle to provide leadership for the Minerva Circle and the membership intake process, including; the membership intake calendar, selection of candidates for initiation, timely submission of reports, and all aspects of the Membership Intake process.

### Section 4. Term of Office

- a. **Limits of Office:** The term of office shall be for two years, but not to exceed two consecutive terms. Committee chairs term shall be for two years, but not to exceed two consecutive appointments. The Internal Audit Chair and Nominating Committee Chair who are limited to 1 term in office and not eligible for re-election.

- b. Assumption of Office: The President, 1st Vice President and 2<sup>nd</sup> Vice President, must have attended at least two of the last three National Conventions and or two of the last three Regional Conferences. All other elected officers, elected positions, appointed officers, appointed positions, and standing committee chairs should have attended a National Convention or a Regional Conference in the last sorority year before they are appointed to a position. All elected officers, elected positions, appointed positions, and standing committee chairs must be financial with the chapter and the Grand Chapter for the period beginning with the first day of the National Convention preceding the date of the election and continuing through her term of office.
- c. Appointments: A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. The elected Soror shall maintain financial status during the entire term. A member must have attended at least one of the last two National Conventions or Regional Conferences held previous to her nomination.

Section 5. Impeachment: An elected officer, missing three consecutive Chapter meetings and/or Executive Board meetings, shall be relieved of all responsibilities of that office and said office shall be declared vacant as outlined in the Chapter Management Handbook Section 1700 (Procedure for Impeachment of an Elected Chapter Officer, Standard #3).

Section 6. Filling Vacancies

- a. Officers: If a vacancy occurs in the office of President, the 1<sup>st</sup> Vice President shall become the President. If vacancies occur in other offices, the President shall appoint the officers. In the event The Chapter President cannot fill the vacant position due to the chapter member(s) not meeting the eligibility requirements for an elected position or the unwillingness to serve, she shall contact the Regional Director for approval for a special election or special dispensation to make said appointment.
- b. Other Positions: If vacancies occur in other position, the President shall appoint someone to the position.
- c. Minerva Circle: If vacancies, the President shall appoint the members of the Minerva Circle. In the event The Chapter President cannot fill the vacant position due to the chapter member(s) not meeting the eligibility requirements for an elected position or the unwillingness to serve, she shall contact the Regional Director for approval for a special election or special dispensation to make said appointment.

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

Section 1: Standing Committees

- a. *The Executive Committee* is composed of the elected officers of the chapter as designed on the Rules of Order Form for chapters as delineated in the chapter's Policies and Procedures.

- b. *Executive Board* is composed of all officers (elected and appointed), and chairs of standing committees, as designed on the Rules of Order Form for chapters as delineated in the chapter's Policies and Procedures. The chapter president chairs the board and prepares the agenda. It is a meeting of the executive board that committee chairs make progress reports and indicted when they are ready to report to the chapter. There should be complete discussion of those matters which affect the chapter. The chapter president helps the executive board see the need for making complete presentations to the chapter so that based upon the boards' recommendations the chapter may act. A chapter has the right to expect its executive to take the initiative in looking for and presenting to the chapter, ideas for program development.
- c. *Arts and Letters*: The Arts and Letters Committee shall work to stimulate interest and educate its members in the area of Arts and Letters. They will actively seek culturally motivating venues to meet the diverse entertainment and educational needs of our city and its citizens.
- d. *Budget and Finance*: The Finance Committee shall generate a proposed budget based on requests by Committees. Prepare the operating budget for the ensuing fiscal year, which is presented by the Treasurer to the chapter for approval by May of each sorority year. Ensure the chapter is within the 35% limit of Non-Member Gross Receipts. The Committee will perform duties and responsibilities as defined in the Fiscal Officers Manual. The Finance Committee chaired by the Treasurer shall consist of the President, the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President, the Financial Secretary, Assistant Treasurer, Assistant Financial Secretary, and one more member as appointed by the President.
- e. *Companion Sorors*: Companion Sorors shall aide and assist Sorors in time of need.
- f. *CTT*: Collegiate Transition Taskforce shall work to bridge the gap between collegiate and alumnae sorors, to implement a vision of mentorship and to increase collegiate involvement.
- g. *Custodian of the Properties Committee*: The Custodian of the Properties Committee shall assist the Custodian of Properties with the maintenance of all the chapter's properties necessary for orderly and proper conduction of ceremonies and business.
- h. *Delta DEARS Committee*: Delta DEARS are dedicated to upholding the ideals and traditions of our sorority by setting a standard of excellence in service, scholarship and sisterhood-, as well as, encourage participation and involvement of all Delta DEARS.
- i. *Heritage and Archives*: The Heritage and Archives Committee is responsible for compiling an annual written narrative account of the chapter's activities and submitting to the chapter president and the membership for approval before publication. This record becomes a permanent part of the chapter's history.



- j. *Information and Communication:* The Information and Communication Committee shall keep the chapter updated on the most up-to-date forms of communication and technological support.
  - 1. *Journalist:* The Journalist shall be responsible for compiling news and information for publication. Following the guidelines for all stories for Delta publication in the *Style Guide Publication*.
  - 2. *Public Relations/Publicity:* The Public Relations/Publicity Committee shall promote all Chapter functions and events to the members and the public.
  - 3. *Technology:* The Technology Committee shall follow the Delta Internet Guidelines and compliant to websites.
- k. *Internal Audit:* The Audit Committee reviews the chapter's records quarterly and annually. The Audit Committee reviews the chapter's records, indicates any material weaknesses and propose internal control. The committee will perform duties and responsibilities as defined in the current edition of the Internal Audit and Fiscal Officers Manual.
- l. *International Awareness:* The International Awareness Committee shall help others become and remain aware of concerns of our minority and underprivileged people in other lands.
- m. *Membership Services:* The Membership Services committee shall promote ideas which serve to stimulate and sustain our sisterhood. The membership services committee is an ex officio member of each committee.
- n. *Nominating Committee:* The Nominating Committee shall present the chapter with the slate of officers in April of each election year and other elections as needed. No member of the Nominating Committee shall be eligible to be included on the ballot for officers during their term of service on the Nominating Committee. The Chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an elected office or position. Nominating Committee members shall only serve one term.
- o. *Past Presidents Council:* The Past Presidents Council is a resource for leadership development in the chapter. The council will work collaboratively with the Chapter Historian in the preservation and documentation of the chapter's illustrious history. The council will work with the Scholarship Committee for the establishment of the Past President's Scholarship.
- p. *Physical and Mental Health:* The Physical and Mental Health Committee shall bring awareness to the health concerns that affect the communities that we serve.
- q. *Policies and Procedures:* The Policies and Procedures Committee shall review and revisit the Chapter policies and procedures yearly. In addition, they will be

responsible for recommending to the chapter, changes to the Constitution and Bylaws particularly after national conventions.

- r. *Political Awareness and Involvement/Social Action:* The Social Action Committee shall develop and coordinate Social Action Programs that are aligned with the National Social Action Commission. This committee will work on relevant social action issues impacting our city and its citizens. They will further stimulate interest in social action while educating chapter members on these issues.
- s. *Program Planning and Development*
  - 1. *Economic Development:* The Economic Development Committee shall help to increase awareness of our financial fortitude.
  - 2. *Educational Development:* The Educational Development Committee shall seek to encourage and help develop a greater appreciation for reading.
    - i. *Delta Academy:* The Delta Academy Committee shall introduce girls ages 11-14 to cultural, educational, and community involved activities.
    - ii. *Delta GEMS (Growing and Empowering Myself Successfully):* The Delta GEMS Committee shall introduce freshmen through senior girls to cultural, educational, and community involved activities.
    - iii. *EMBODI (Empowering Males to Build Opportunities for Developing Independence):* The EMBODI Committee will focus on the plight of African-American males. Programs will be designed to address educational, social, and emotional issues through dialogue, recommended strategies, programs and activities. EMBODI will include a program format and information template.
    - iv. *Risk Management:* The Risk Management Committee shall ensure that the chapter administers all youth initiatives consistently and, in a manner, that is in the interest of both the participating youth and Delta (*i.e.*, minimize any harm or injury to the youth as well as the probability of Delta incurring liability). Gary Alumnae Chapter shall adhere to policies set forth in the Risk Management Manual.
- t. *Protocol and Traditions:* The Protocol and Traditions Committee shall provide clear and authentic descriptions of the traditions and protocol of the chapter; implement the established code of protocol and behavior within the chapter; preserve the forms of ceremony and etiquette observed by the Sorority; and provide a support system for the Chapter President, visiting National and/or Regional Officers, Honorary Members, and other guests.
- u. *Ritual and Ceremonies:* The Ritual and Ceremonies Committee shall be responsible for ceremony preparation and execution (Omega Omega Service, Rededication Ceremony, Pyramid Induction, chapter meeting opening/closing ceremony), secrets, signs and grips.

- v. *Sergeant-At-Arms Committee*: The Sergeant-At-Arms Committee will assist the Sergeant-At-Arms to maintain order at meetings, as well as assist as needed during large events such as Founders Day.
- w. *Scholarship*: The Scholarship Committee shall interview college-bound students and distribute monies according to our criteria and the Fiscal Officers Manual.
- x. *Step and Stroll Team*: Step and Stroll is used to show pride in Delta and the cohesiveness of sisterhood through formations.

Section 2. Special Committees

Elections: The Election Committee shall be an appointed committee and the appointment shall be made no later than the announcement of the Slate of Officers. The committee must review the requirements for elections as outlined in the Constitution and Bylaws.

Founders Day: The Founders Day Committee shall plan the events for sorors to rededicate themselves to the ideals and purposes of the Sorority during the months of January, February or March.

Jabberwock: The Jabberwock Committee shall plan cultural and fundraising activities and seeks to render entertainment of the highest caliber.

May Week: May Week Committee shall plan activities which highlight Delta programs and promote good public relations for the chapter.

Minerva Circle: See Article III, Section 3.c.

Section 3. Ad Hoc Committees: The President shall determine and appoint chairs of Ad-Hoc Committees for specific tasks as assigned each sorority year. Ad Hoc Committees shall dissolve upon the completion of the tasks which they have been assigned.

**Article V: Meetings**

Section 1. Executive Committee Meetings: Determined by the President.

Section 2. Executive Board Meetings: The 3<sup>rd</sup> Saturday of the month at 10:00 a.m.

Section 3. Chapter Meetings: The 3<sup>rd</sup> Saturday of the month at 12:00 p.m. The roll of the Chapter shall be checked by the Recording or Assistant Recording Secretary at each business meeting and Executive Board meeting.

Section 4. Committee Meetings: Determined by the chair of the committee.

Section 5. Call Meetings: Determined by the President, Executive Committee, Executive Board, or Committee Chairs.

Section 6. Notifications: Will be communicated at Executive Board Meetings, Chapter Meetings, Committee Meetings, and via other media.

Section 7. Chapter Meeting Business Attire: Business attire is traditionally a business suit or other clothing that reflects a professional style. Denim shall not be worn. Paraphernalia jackets are not appropriate and cannot be worn as a covering. A Delta's business attire must satisfy the Sorority's accepted business standards. Business Attire Shoes: Rubber Soled shoes commonly referred to as flip flops (foam bottomed shoes), shower shoes and beach shoes are not appropriate business attire. This does not apply or refer to sandals or open toed shoes. The requirements in the current edition of the Delta Sigma Theta Sorority, Incorporated Protocol and Traditions Manual.

Section 8. Electronic Meetings and Communication: Follow the requirements in the Chapter Management Handbook, Section 1500, Communication/Internet Guidelines.

## **Article VI: QUORUM**

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

Section 2. Executive Board Section: A quorum of 25 percent (25%) is necessary for voting.

Section 3. Chapter Meeting: A quorum of 25 percent (25%) is necessary for voting.

Section 4. Committee Meeting: A quorum is the chair and at least one committee member.

## **Article VII: DOCUMENTATION RETENTION**

### **Destruction of Records\***

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

<b>Types of Records</b>	<b>Retention Timeframe</b>	<b>Medium</b>	<b>Convert to Electronic Record</b>	<b>Back-up of Electronic Records</b>	<b>Destruction Method</b>
Financial Records (receipt logs, 990's, receiptbooks, check					
*Bank Reconciliations	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Bank Statements	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*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/Erase
*IAR-1 Form	5 years	Electronic	Quarterly	Quarterly	Erase
*Receipt Logs	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Year-end Financial	7 years	Paper/Electronic	End of Year	Yearly	Shred/Erase
Audit Reports	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Audit Work Papers	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase

Meeting minutes	Permanent	Paper/Electronic	Monthly	Weekly	N/A
Member records	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
Contracts and legal	4 years after expiration	Paper/Electronic	Upon Receipt	Weekly	Shred/Erase

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
<b>Membership Intake Documents:</b>					
Chapter	6 months after Initiation	Paper	N/A	N/A	Shred
Training/Guidance Material***	4 Years	Paper/Electronic	Monthly	Quarterly	Shred/Erase
Original Application for Membership***	4 Yrs., If Accepted	Paper	Monthly	Quarterly	Shred/Erase
Original Application for Membership***	2 Yrs., If Rejected	Paper	Monthly	Quarterly	Shred/Erase
Correspondence***	4 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Complaints***	2 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
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/Erase
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

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

**\*Include in financial records**

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

### **Section 1. Fiscal Roles and Responsibilities**

Whereas Grand Chapter has provided each Chapter with a Simplified Accounting System, Fiscal Policies and Procedures of Gary Alumnae shall be implemented as prescribed in this system. Each fiscal officer (President, Treasurer, Financial Secretary, and Other Fiscal Officers) should perform her duties and responsibilities as defined in the Chapter Management Handbook, Section 1400 Finance and Fiscal Officers Manual. In addition, the internal controls for safeguarding Gary Alumnae Chapter assets are as follows:

Section 2. National and Local Dues

- a. National Dues: The national dues and per capita fee of each member shall be the amount determined by Grand Chapter and Gary Alumnae Chapter for the fiscal year beginning July 1 and is payable on or before the March Chapter meeting. The national dues are \$190 + a \$10.00 per capita fee. Late and reinstatement fees may apply for national dues paid on or after April 1.
- b. Local Dues: For the next fiscal year, which begins in July, members shall pay on or before the March Chapter meeting. Dues are \$325 of that \$125 are the local dues. Golden/Diamond Life members shall: pay local chapter dues, plus a per capita fee of \$10.00; not pay annual Grand Chapter dues; not pay late and/or reinstatement fees.
- c. Dues Table:

<b><u>Dues Financial Status Table</u></b>				
<b><u>Fiscal Year</u></b>	<b><u>When Dues are Payable:</u></b>	<b><u>Financial for Activities that occur during:</u></b>	<b><u>Late Fee is applicable if:</u></b>	<b><u>Reinstatement Fee is applicable if:</u></b>
<b>July 1, 2019- June 30, 2020 (Current)</b>	January 1, 2019- March 31, 2019	July 1, 2019- June 30, 2020	<p>Dues were paid April 1, 2019 - June 30, 2019 a \$5.00 fee is applicable.</p> <p><b>Note:</b> Golden/Diamond Life paid in full members do not pay late fees.</p>	<ul style="list-style-type: none"> <li>If you did not pay all dues and fees for the 2019-2020 fiscal year by <b>June 30, 2019</b>, a \$15.00 fee was applicable on <b>July 1, 2019</b>.</li> <li>You have not paid all dues and fees for two or more years, a \$30.00 fee is applicable as of <b>August 26, 2019</b>.</li> </ul> <p><b>Note:</b> Golden/Diamond Life paid in full members do not pay reinstatement fees.</p>

<b>July 1, 2020- June 30, 2021</b>	January 1, 2020- March 31, 2020	July 1, 2020- June 30, 2021	<p>Dues are paid April 1, 2020 - June 30, 2020 a \$10.00 fee is applicable.</p> <p><b>Note:</b> Golden/ Diamond Life paid in full members do not pay late fees.</p>	<ul style="list-style-type: none"> <li>You have not paid all dues and fees for the 2020-2021 fiscal year by <b>June 30, 2020</b> a \$15.00 fee is applicable on <b>July 1, 2020</b>.</li> <li>You have not paid all dues and fees for two or more years, a \$30.00 fee is applicable on <b>July 1, 2020</b>.</li> </ul> <p><b>Note:</b> Golden/ Diamond Life paid in full members do not pay reinstatement fees.</p>
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Section 3. Collegiate Sorors: Graduating sorors have no more than 6 months from the time of their graduation to transition to Gary Alumnae Chapter and their local dues for that sorority year will be waived.

Section 4. Unconsumed Dues: Chapters are required to transfer unconsumed dues to a soror's new chapter when requested prior to the deadline by the soror in writing. The Unconsumed Dues Form for an Alumnae member must be submitted to the new chapter by December 31st. Dues may be prorated on a twelve-month basis. (Current Fiscal Official Manual)

Section 5. Transfer of Dues: In order to transfer unconsumed dues, the soror requesting the transfer completes the Member Information and Former Chapter section of the Dues Transfer Form, completes the bottom section and signs. The requesting soror will submit the form to the financial secretary of the new chapter. The financial secretary of the new chapter will submit the form to the president of the former chapter. The president of the former chapter will ensure that the form is processed. The treasurer of the former chapter will submit the unconsumed dues to the official mailing address of the new chapter. (Current Fiscal Official Manual)

Section 6. Travel Policy

- a. Travel Policy for National Convention and Regional Conference Delegates
  - i. The chapter shall cover the travel to National Convention and Regional Conference for voting and alternate delegates. The amount of money allocated to delegates for National Convention and Regional Conference shall cover the cost of registration, air travel round trip, mileage (auto @ IRS standard mileage rate for business), lodging (double occupancy or one half the cost of a standard double room to each delegate), meals (per diem \$40.00 per day) and 1 signature event for the Voting and Alternate Delegates at a National Convention and a Regional Conference. **Original receipts must be**

**attached to voucher itemizing all expenses except the per diem, within 30 days of the event.** The voting and alternate delegate shall present to the chapter a written Regional Conference or National Convention report by the September chapter meeting.

- b. Travel Policy for State Summits, Cluster Meetings, and other meetings
  - i. The President or her designee shall be the delegate for the State Summits and Cluster Meetings. The chapter shall only cover the cost of registration for all other delegates to any other conference/meeting. These costs shall not exceed the amount budgeted and approved by the chapter for each fiscal year. **Original receipts must be attached to the voucher itemizing all expenses within 30 days of the event.** A written report shall be presented to the chapter via the chapter gazette within 30 days of the event.
- c. Travel Policy for Delta Days
  - i. The chapter shall also cover the cost of the President or her designee and the Chair of Political Awareness and Involvement. The cost shall cover the registration, air travel roundtrip, mileage (auto @ IRS standard mileage rate for business), lodging (double occupancy or one half the cost of a standard double room to each delegate) to attend Delta Days in the Nation's Capital. The chapter shall only cover the cost of registration for all other delegates to any other conference/meeting. These costs shall not exceed the amount budgeted and approved by the chapter for each fiscal year. **Original receipts must be attached to the voucher itemizing all expenses within 30 days of the event.** A written report shall be submitted to the chapter via the chapter gazette for Delta Days at the Nations/State Capital.

Section 7. Purchase Order/Reimbursement Expense Voucher

Original receipts or vendor invoices must be presented with the respective voucher to the financial officers before monies can be disbursed. All vouchers for committee expenses must have the committee chair's signature prior to issuance of reimbursements. The committee chair's signature may be submitted electronically on vouchers. A reimbursement request must be made within forty-five (45) days of the receipt or forty-five (45) days of the proposed event. Any requests made outside of that time will not be honored.

Funds may be disbursed in advance given that the following criteria are met:

- a. The Committee has submitted a budget to the Finance team to review the expenditure and request approval for modification from the chapter.
- b. A detailed estimate is provided with the request.
- c. By the next business meeting, any funds disbursed in advance must be supported by an original receipt of the detail estimate or return of the funds will be required. If this is not met, the Soror will be delinquent of financial obligations.
- d. Disbursements more than the budget will not be honored unless and until the chapter has approved a revision to the budget.



Section 8. Method of Payment  
Acceptable forms of payment are check, cash, or credit card.

Section 9. Unconsumed Funds: Year End Reconciliation  
In general, the organization should be supported solely by membership fees, dues. A section 501 (c) (7) organization is permitted to receive up to 35% of its gross receipts, including investments income from sources outside of its membership without losing its tax-exempt status. Not more than 15% of the gross may be derived from the use of the club's facilities or services by the general public or from other activities not furthering social or recreational purposes for members.

#### Set Aside Income

Exempt from unrelated business income tax on membership organization is "set-aside income" defined as any income that is set aside by the organization for a religious charitable, scientific, or an educational purpose for the prevention of cruelty to children or animals. **In addition, a sorority is allowed to make set asides for scholarships, student loans, local chapter housing loans, schools for leadership and similar purposes.**

Examples of income eligible for set-asides are dividends, interest, and capital gains, royalties and real property assets. Organizations are taxed on such income if it is not set aside. **To properly set aside income, the funds must be earmarked and placed in a special account.** A mere bookkeeping entry is not sufficient.

If an organization has outside income in excess of the 15 and 35 percent limits, the Internal Revenue Service considers the facts and circumstances. As long as the organization stays within the limits, and its business is the type normally carried on, the exempt status should not be jeopardized.

Section 10: Insufficient Funds or Returned Check Policy  
When the Chapter has been charged a fee for a "non-sufficient funds" check or for a stop payment on a check which has been tendered by a member for a financial transaction, the member must pay the assessment to the Chapter within 30 days of notification. When the Chapter has been charged a fee for a "non-sufficient funds" check or for a stop payment on a check which has been tendered by a vendor, company, or individual other than a member for a financial transaction, the assessment to the Chapter must be paid within 30 days of notification. Checks will no longer be accepted from the vendor, company, or individual that has submitted a check for non-sufficient funds or stopped payment.

a. **POST-DATED CHECKS**

Financial officers of Gary Alumnae Chapter shall not accept post-dated checks from members for any financial transactions.

b. **PERSONAL CHECKS**

Financial officers of Gary Alumnae Chapter shall not accept a personal check for financial transactions from a member who has tendered a non-sufficient funds personal check or non-payment of fees assessed for stop payment on a check

within the last fiscal year. The member shall resume personal check payments to the Chapter the following fiscal year.

Section 11: Fundraising: The purpose of the fundraising event is to raise funds so that the chapter can carry out its public service projects. Essentially, the fundraising goal is the difference between the funds necessary to carry out the chapter's programs and the membership dues. There is no policy mandating all funds raised from fundraising be used for scholarships. However, if the event is advertised as a means to fund scholarships, then the net proceeds must be used for scholarships. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter. Scholarships to a chapter member's child should come from internally generated funds. Children of chapter members are permitted to participate in cotillions and Jabberwock and to benefit from the funds raised as a result of their efforts. A small percentage of the net proceeds (5% - 15%) may be used for seed money for future fundraisers. (Current Fiscal Official Manual)

Section 12: Budgeting

a. Committee Responsibility

- 1) Prepare and present monthly financial statements to the financial chapter members
- 2) Conduct a quarterly review of chapter records by the audit committee
- 3) Have an annual audit or financial review performed
- 4) Have adequate bonding on Chapter fiscal officers (President, Treasurer, Financial Secretary, Assistant Financial Secretary and Assistant Treasurer).
- 5) Require a minimum of two signatures on checks.
- 6) Transact all financial business in sorority meetings (including collecting funds, and writing checks)
- 7) Require committee chairs not to accept money. All funds must be receipted by the Financial Secretary or Assistant Financial Secretary.
- 8) Require committee chairs to submit insurance requests to the Treasurer for all programs or projects 60 days prior to the event
- 9) Have certified checks, personal checks and money orders as the preferred method of chapter dues and fees
- 10) Issue checks only when expenditures are authorized
- 11) Use a voucher system for all transactions
- 12) Obtain sales slips, invoices, receipts, etc. to support payment vouchers
- 13) Prohibit the issuance of check(s) payable to CASH
- 14) Prohibit the issuance of pre-signed checks
- 15) Prohibit fiscal officers from issuing check(s) made payable to themselves

- 16) Prohibit the chapter credit, debit, or pre-paid cards to be obtained or issued to members
- 17) The chapter president and treasurer are the only authorized users of online banking. Therefore, the user names and passwords should be restricted to the authorized users. Passwords should change after each administration.

b. Timing and Process

- 1) Preparing bank reconciliation monthly
  - 2) Depositing funds within 2 business days of receipt
  - 3) Requiring all receipts for funds collected to be distributed within 30 business days
- c. Chapter Approval: Must have an approved budget prior to the beginning of each fiscal year (July 1). Therefore, the Finance/Budget Committee must present the budget for chapter review and approval by May of each year for the ensuing fiscal year. The treasurer should include budget to actual revenue/expenses in her monthly financial report to the chapter.
- 1) Chapter Calendar must be reviewed and approval by May of each year for the ensuing fiscal year. If there are changes and or additional events to the chapter calendar it must be reviewed and approval thirty (30) days before the event.

Section 13: Additional Fiscal Policies and Procedures

- a. Step/Stroll Show Policy: The chapter must approve the participation in each show competition. The team represents the chapter and is a committee within the chapter. As is the case with all chapter committees, only members of the chapter can participate in the chapter step/stroll team. For each event, the committee should submit a budget that includes revenue and all allowable expenses that will be paid by the chapter. Clothing is not allowed to be expensed to the chapter unless it is rented. All prize monies (winnings) should be deposited in the chapter's operating account. It is not to be split among show participants. The proceeds may be used to support the chapter's programs and to defray the chapter's administrative expenses.
- b. Scholarship Policies, Requirements and selection procedures:
  - i. The scholarship packet will be distributed to designated schools, counselors, Sorors, Jabberwock participants, and other persons in time to allow a minimum 30 calendar day turnaround prior to the designated deadline;
  - ii. Scholarship Chair shall provide a written report twice a year to the Treasurer indicating that funds have been disbursed to students;
  - iii. Scholarship Chair shall submit vouchers to Treasurer to disburse funds to recipients within 30 days of verification.

NOTE: 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 chapter member's child should come from internally generated funds. Children of chapter members are permitted to participate in cotillions and Jabberwock and to benefit from the funds raised as a result of their efforts.

#### Requirements for Application

1. Students must have applied to a four-year college or university for the scholarship year. A copy of the acceptance letter from the four-year college or university must be submitted with the application by the applicant to the Scholarship Committee.
2. Students must have at least a cumulative "C" average. An official high school transcript (with school seal) of current grades must be submitted with the application.
3. Two (2) letters of recommendation must be submitted from the following individuals: a. Past or present teacher, principal or counselor b. Sponsor of an organization (school or non-school) in which the applicant has been active
4. Applicants must submit a completed application postmarked by the designated deadline.

#### Procedure:

1. Upon receipt of the completed applications, the committee reviews the contents to assess financial need.
2. The final assessment of the student's qualification for a scholarship or book award is made upon completion of a personal interview of the applicant by the Scholarship Committee.
3. Those applicants who demonstrate an effort for academic success and commitment to self, home, and community will be recommended for either a four-year revolving scholarship or a book award depending upon availability of funds.
4. The Scholarship Committee presents a brief bio of each applicant recommended for receipt of a scholarship and/or book award to the chapter for approval.
5. The recipient of a four-year revolving scholarship will receive the sum of \$1000 in per school year. The scholarship will be paid to the recipient. The students must maintain a "C" or above grade point average in order to remain eligible for the scholarship.
6. First term students must provide proof of enrollment. Thereafter, they must provide proof of enrollment and a transcript.

7. Failure to submit documentation within 30 days after the start of the new school term may result in forfeiture of scholarship. The Scholarship Committee has the charge to make recommendations as to how forfeited scholarship funds should be used.

#### Scholarship Forfeiture(s)

1. If a twelve-month period passes and the scholarship award is not claimed by the recipient, the funds will revert to the general Scholarship Fund.
  2. The Scholarship Committee will send a letter by certified mail and return receipt to inform the recipient of the forfeiture of the award.
  3. A Scholarship recipient may request a deferment of funds not to exceed a full academic year. The request must be made in the form of a letter to the Scholarship Committee.
  4. The new provision will be included in the award notification letter to all recipients.
- c. Bonding
- i. Which Positions are Bonded: All chapter members are covered by general bonding insurance.
  - ii. Amount: The position schedule is as follows: Every chapter must pay a \$60 annual fee for bonding insurance which provides \$100,000 of coverage per claim. **THE CHAPTER SHOULD REVIEW THE AMOUNT OF COVERAGE ANNUALLY TO ENSURE IT IS ADEQUATE.** (Current Fiscal Officers Manual)
- d. Committee Contributions
- Monetary contributions given to Gary Alumnae Chapter for committee projects or programs shall be recorded by a financial officer according to the Chapter Management Handbook and Fiscal Officers Manual.
- e. Roles of Committee Chairs
- Every committee chair shall attend a Chapter Finance Delta Internal Development workshop each biennium.
- f. Delinquent Financial Obligations
- Sorors who have not met financial obligations for special chapter events within 30 days after notification will not be given tickets for events, apparel orders, transportation arrangements, or bids for upcoming events until prior financial obligations have been met.
- Sorors who have outstanding financial obligations to the Chapter may not hold an office or chair a committee in which monies are involved, nor represent the Chapter at any meeting or function until obligations have been met. In addition, names of individuals who are delinquent are subject to be published.

g. Audit of Accounts

The Audit Committee of the Chapter shall perform the internal audit and complete the Internal Audit Report Form (IAR-1). The quarterly audits must be completed and signed on the Red Zone quarterly and should facilitate the preparation of the annual audit report. Financial chapter members are entitled to view the audit report upon requests.

h. Merchant Business Account/Eventbrite

The chapter may obtain merchant accounts or secure online payment systems such as PayPal to accept credit and debit card charges for fundraiser and dues.

1. The Chapter may use online software or event services such as Eventbrite and Constant Contact to accept charges for fundraisers and events.
2. The merchant account must be in the name and the Tax Identification Number (TIN) of the chapter and be signed by the chapter President. User accounts will be set up for the Treasurer and the Financial Secretary.
3. The email address used on the account is that of the chapter. The email account shall be specifically for the Merchant Business Account. The Login ID and password will be provided to the President, Financial Secretary, and Assistant Financial Secretary. This email account shall be monitored regularly (at least every other day or daily during high volume use).
4. When a funds received email is received, it should be forwarded to the President, Treasurer and Financial Secretary to serve as receipt for funds. All statements and correspondence regarding the merchant account(s) must be mailed to the chapter's official mail or email address.
5. The Financial Secretary Report will designate online payments vs. face-to-face transactions receipted by the Financial Secretary.
6. All funds received through the merchant accounts must be credited to the applicable chapter account. The merchant account shall be set up to automatically transfer funds into the checking account weekly, at minimum.
7. The chapter does not have to assume all cost and fees associated with the account. Associated fees can be passed on to the consumer or soror. After the installation of new officers, passwords associated with the merchant business account will be transferred and changed within seven (7) business days.

i. Donations

i. General Chapter Donation

- a. The chapter maximum donation amount will be \$100.
- b. Twenty percent (20%) of the INITIAL contribution will be considered as GENERAL CONTRIBUTIONS until the funds in

that category are exhausted. Additional funds may be added throughout the year as the Executive Board recommend.

ii. Five-Point Thrust Contributions

- a. The Chapter will consider what organizations it will support in equal amounts with eighty-percent (80%) of the INITIAL GAC CONTRIBUTIONS Line Item of the budget each sorority year.
- b. Recommendations of organizations will be determined from groups which are local community partnerships committed to efforts which fall under the Delta Sigma Theta Five-Point Thrust areas and the National Partnerships. The chapter will vote on and approve recommendations made by Executive Board.
- c. Five Point Thrust
  - i. Contributions will not exceed 80% of the INITIAL line item in the GAC budget.

iii. Violet Contribution

- a. Sorors may support GAC by making a VIOLET CONTRIBUTION in the amount of \$100.
- b. Funds from the VIOLET CONTRIBUTION shall be used to support specific events or programs selected by the contributing Soror if she so chooses.
- c. Contributions will be made in September of the sorority year and be included in the chapter financial reports detailing which line item the contribution has been allocated to if the Soror has not designated a specific event or program.

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

Section 1: Eligibility Criteria for holding Officer: A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. The elected Soror shall maintain financial status during the entire term. A member must have attended at least one of the last two National Conventions or Regional Conferences held previous to her nomination.

Section 2: Nominations of Chapter Officers and Elected Position

a. Timeline and guidelines for process

The slate of officers shall be presented to the membership by the Nominating Committee in April of the election year. Develop a Plan of Action to include: Timelines (dates the solicitation for nominations begins/ends); How nominations can be submitted; and, When the slate will be presented

Review and approve the process by which the Nominating Committee shall operate prior to any applications being viewed; this includes discussing and agreeing to a method for evaluating applications. Ensure that all candidates for chapter office, and elected positions meet all required qualifications by verifying their eligibility for said office or position. Declare the eligibility of members nominated from the floor.

Solicit and receive nominations from chapter members.

Obtain written and/or verbal consent from each candidate to serve if elected; or have prior consent.

Submit a slate of candidates to the Chapter Executive Board (for information purposes only), and then to the Chapter. The Executive Board does not change the slate.

Organize, oversee, implement, and monitor campaigning to include but not limited to, Candidates speeches and/or Candidate's Corner, and Candidate's income and expenses.

The chair and members of the Chapter Nominating Committees shall not be a candidate for any elective office on the respective level while serving on the Nominating Committee. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

After the Nominating Committee has presented its report and before voting, the Presiding Officer, not the Nominating Committee Chair, must call for nominations from the floor.

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

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

Timeline:

November – Meet to establish rules and timelines

December – Present information on positions, with detailed roles & responsibilities, and application to Executive Board

January – Present same information to Chapter for vote; distribute Call for Nominations; and accept applications

February – Review applications; and seek applicants for unfilled positions

March – Present Slate to Executive Board

April – Present Slate to Chapter, open floor for nominations

- b. Nomination of the Minerva Circle: Nominations for the Minerva Circle occur at the chapter meeting in which the vote to conduct membership intake passed. The chapter president/presiding officer calls for the nominations from the floor. Nomination for the Leader of the Minerva Circle and the members of the Minerva Circle. Members of the Minerva Circle shall not be elected by position with the exception of the Leader of the Minerva Circle, Keeper of the Muses and Graces, and Convener of the Odyssey Experience

### Section 3: Elections

- a. Election day procedures and timeline: Elections shall be held in May of the election year by secret ballot. A majority of all votes cast shall constitute a choice. Elected officers shall serve a two-year term. The election is conducted by the Elections Committee. An elections committee shall be appointed by the President to conduct and oversee any election process of the chapter. The committee's duties will include but not be limited to presenting voting procedures, distributing ballots, tallying votes, and presenting the election results. The chair and members of the elections committee shall not be candidates for any elected office or position.



Chapter Election Rules: Time and location where the elections will be held.  
Method of verifying the member's eligibility to vote. Statements that shall include: If any questions arise immediately prior to or during the voting, the member should call on a member of the Chapter Elections Committee for clarification on the voting procedures; however, questions regarding candidates should not be answered. Any violations of the stated/written Elections Rules as set forth by the Elections Committee may result in the elections process being stopped; and, either the member (s) and/or the candidate(s) or whomever violated the process being reported to the Regional Director.

Timeline:

60 days prior to the slate being presented to the Chapter:

Elections Committee meets to:

1. Establish/review rules for elections;
2. Determine the balloting method (paper, machines, electronic device);
3. Set location; and
4. Set time to begin and end balloting

30 days prior to Election Day:

Election Committee:

1. Presents this same information to the Executive Board,
2. and then to the Chapter for approval;
3. Prints ballot

Election Day:

Elections Committee:

1. Sets up location for balloting;
2. Oversees the signing in of those eligible to vote and monitors the voting process;
3. Ensures the balloting starts and ends at the designated time;
4. Advises the Presiding Officer of the end of balloting;
5. Announces the election results; however, Elections Chair does not declare the winners.

b. Voting guidelines

- i. Elections shall be held in May of the election year by secret ballot. Each chapter shall give prior written notice of at least ten (10) days for: election of officers, elected committee chairs and members, voting whether to proceed or not to proceed with the membership intake process, and voting on the acceptance of candidates for membership into the sorority. A majority of all votes cast shall constitute a choice. Elected officers shall serve a two-year term. The election is conducted by the Elections Committee. An elections committee shall be appointed by the President to conduct and oversee any election process of the chapter. The committee's duties will include but not be limited to presenting voting procedures, distributing ballots, tallying votes, and presenting the election results. The chair and members of the elections committee shall not be candidates for any elected office or position.

- ii. The acceptance to membership and the election of chapter officers, elected committee chairs and members, shall be by 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)

c. Re-balloting

If 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

Section 4: General Voting Process

- a. Write-in candidates are prohibited.
- b. The Chairs and members of the Chapter Nominating Committees are ineligible to be a candidate for office while serving on either of the Nominating Committees.
- c. The Chairs and members of the Chapter Nominating Committees must resign prior to the call for nominations to be eligible to run for an office or position.

Section 5: Election Reporting

Once voting has been completed and all votes are tallied, the Chair of the Elections Committee reports the results; however, Elections Chair does not declare the winners. The Chair of the Elections Committee reads the report and hands it to the Presiding Officer. The Presiding Officer reads the report and declares the result of the vote. In each case, where the candidate has the majority, the Presiding Officer declares that candidate elected. It is not necessary for the presiding officer to call for a motion to adopt the report of the elections committee because the Election Results stand as reported. The report is entered into the minutes becoming a part of the official records of the chapter.

**Article X: SPECIAL ELECTIONS**

- Section 1. Minerva Circle: Election of the Minerva Circle occurs at the next regular chapter meeting (or a Call meeting). Members of the Minerva Circle shall not be elected by position with the exception of the Leader of the Minerva Circle, Keeper of the Muses and Graces, and Convener of the Odyssey Experience. In accordance with the Constitution and Bylaws of the Grand Chapter of Delta Sigma Theta Sorority, Incorporated, a chapter must issue a 10-day written (via email, the United States Postal Service, or other appropriate forms of communication deemed acceptable by the Regional Director) notification to its membership declaring the intent of the chapter to conduct a vote whether to proceed or not to proceed with Membership Intake during the current sorority year.

- Section 2. Other Special Elections
- a. National Conventions or Regional Conferences: In the order of succession should a Voting or Alternate Delegate choose not to attend, the selection of a Voting and Alternate Delegate shall be by vote.

## **Article XI: INSTALLATION OF OFFICERS**

- Section 1. Guidelines for selection installing officer  
A current or past National Officer, a past President of the Chapter or a Charter Member may serve as the Installing Officer. (Ritual, page 78)
- Section 2. Newly elected officers assume their office: The election rather than the installation confirms the member has been elected to the office.

## **Article XII: TRANSITION OF OFFICERS**

- Section 1. Procedures for conduction the transition process
- a. Timing: The President shall schedule a transitional meeting for all outgoing and incoming officers between Election & July 1<sup>st</sup>.
  - b. Coordination  
The outgoing officer has the sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters for the year. The incoming officer is a participant in all chapter related administrative activities. She shall be attentive and open to actively observing during this transition period.

End of year Chapter activities following Elections	Outgoing Officer (President)	Incoming Officer (President)
Day of Election (April or May)	Presiding at Meeting	
First Executive Board Meeting following Election of Officers	Presiding at Meeting	Attends as observer of outgoing officer; views process of determining agenda for meeting
Last Chapter meeting (May or June)	Presides at the opening of the meeting; after installations sits with the chapter members	Attends meeting; see Installation of Officers Ceremony below
Installation of Officers Ceremony (May or June)	Identifies presiding officer for installation ceremony in accordance with Ritual; after installation of new officers remains responsible	Attends; participates in installation ceremony in accordance with Ritual; following installation, newly installed president makes speech and closes

	for all chapter compliance reports; continues to authorize and sign checks – openly sharing this information with the newly installed president; continues to call meetings of Executive Board for the purpose of transitioning and completing all paperwork	meeting; and then works with outgoing officer during the transition month (May or June); reviews outgoing president as she authorizes, and signs checks through the end of outgoing officer's term (May or June); becomes familiar with financial Policies and Procedures as well as chapter budget
Financial Transactions at last chapter meeting of the year	Works with the Financial officers to ensure Financial responsibility is maintained; assists in setting up time for the Treasurers to meet separately; makes certain the outgoing Treasurer escorts the incoming Treasurer to bank for introductions	Incoming President and incoming Financial officers view processes; works with the outgoing officer to ensure that the incoming Treasurer goes with outgoing Treasurer to the bank for introductions
Chapter Compliance Reports	Compiles the reports Reviews with and provides copy for Incoming Officer	Observes and works with the outgoing officer to complete reports
Financial Reports	Primary responsibility for completion along with outgoing Treasurer	Observes and works with the outgoing officer to complete reports, and has the incoming Treasurer work with outgoing Treasurer
Transition Meeting	Arranges the meeting with all outgoing officers & committee chairs; sets agenda; last time to authorize and sign checks, etc; arranges for bank signature cards to be signed and all books/documents to be given to incoming officers before or during the Transition Meeting; completes Transition Checklist	Attends meeting; installed President has begun to make chair appointments to committees; invites newly installed elected and appointed officers and committee chairs to attend Transition Meeting; observes the authorization and signing of all checks by outgoing President; signs bank signature cards along with incoming financial officers
Access to RED Zone; Submission of Report of Chapter Officers	Final action in RED Zone to occur before/during the Transition meeting with the incoming officer	Views process; receives all codes
July 1 <sup>st</sup>	All duties are relinquished to incoming officer	Formally assumes duties; fills any vacancies of elected officers in accordance with chapter's Policies and Procedures; calls appropriate meetings

## **Article XIII**

## **MEMBERSHIP INTAKE**

### **Section 1: Membership Intake Process**

- a. Receive clearance from the Regional Director to proceed with Chapter program.
- b. Conduct Two (2) Delta Internal Development Workshops which must be completed prior to the RUSH (at least 2 hours each – 2 days).
- c. Conduct vote of Chapter regarding Membership Intake. Send results of Chapter vote to Regional Director – ONLY if Chapter is planning to proceed with Membership Intake (1 day). A ten-day advance notice of voting and two thirds majority vote is required to proceed with Membership Intake.
- d. GPA – The minimum GPA for a prospective member shall be 2.75 on a 4.0 scale and 1.75 on a 3.0 scale.
- e. The prospective member must demonstrate involvement in public service activities.
- f. The prospective member must hold a baccalaureate or higher degree from an accredited college, university, or professional school that is recognized by the U.S. Department of Education, the Council of Higher Education, or the equivalent International accreditation agency.
- g. There shall be no provision for write-in candidates on the ballot to determine which individuals will be invited for membership.

### **Section 2: Minerva Circle**

- a. Handling Minerva Circle Members with Relatives as Applicant: Family members of applicants who serve on the Minerva Circle cannot be removed or excluded from the Minerva Circle – but they must recuse themselves from the screening process of the said applicant(s).
- b. Filling Vacancies: If vacancies, the President shall appoint the members of the Minerva Circle. In the event The Chapter President cannot fill the vacant position due to the chapter member(s) not meeting the eligibility requirements for an elected position or the unwillingness to serve, she shall contact the Regional Director for approval for a special election or special dispensation to make said appointment.
- c. Frequency: Meet as often as needed in order to become familiar with and prepare for all aspects of the membership intake program. Meet regularly during the membership intake process in order to process feedback from chapter members, to respond to concerns and to facilitate the smooth operation of the remaining activities. Members of the Minerva Circle must be committed to attendance and participation at Pyramid Induction, FIRST Night, PPP, Odyssey, Jewel nights, Crossing Over and Initiation.

## Article XIV

## CHAPTER REPRESENTATION

### Section 1: Voting and Alternate Delegate

- a. Regional Conference and National Convention  
In the year of a National Convention, the President shall serve as the voting delegate and the Treasurer as the alternate delegate. In the year of a Regional Conference, the First Vice President shall serve as the voting delegate and the Financial Secretary as the alternate.
- b. Delta Days in the Nation's Capital and the state Delta Days  
The Social Action Chair shall serve as the delegate.
- c. Delta Days in the United Nation  
The International Awareness Chair shall serve as the delegate.
- d. State and Local Chapter Representation  
The president shall serve as the representative for state and local chapter.
- e. Order of Succession
  - 1) If the President and/or the Treasurer or the Vice President and/or the Financial Secretary have attended a National Convention or a Regional conference within the last two years, as a voting or alternate delegate, or chooses not to attend, the selection of a voting and alternate delegate shall be by vote.
  - 2) The selection of a delegate for other conferences/meetings shall be by vote.
  - 3) If the President chooses not to represent the chapter at state and local, then the 1<sup>st</sup> Vice President. If the 1<sup>st</sup> Vice President chooses not to attend, then the 2<sup>nd</sup> Vice President. If 2<sup>nd</sup> Vice President chooses not to attend, the selection shall be by vote.
- f. Incoming Chapter Officers  
Incoming Chapter Officers assume their office since the election confirms the member has been elected to the office and not the installation.

### Section 2: Reimbursement

- a. The chapter shall cover the travel to National Convention and Regional Conference for voting and alternate delegates. The amount of money allocated to delegates to National Convention and Regional Conference shall cover the cost of registration, air travel roundtrip, mileage (auto @ IRS standard mileage rate for business), lodging (double occupancy or one half the cost of a standard double room to each delegate), meals (per diem \$40.00 per day), and 1 signature event for the Voting and Alternate Delegates at National Convention and a Regional Conference. Original receipts must be attached to the voucher itemizing all the expenses except the per diem, within 30 days of the event.
- b. The chapter shall cover the cost for 2 sorors registration, transportation, and housing to attend Delta Days in the Nation's Capital.

- c. The chapter shall only cover the cost of registration for all other delegates to any other conference/meeting. These costs shall not exceed the amount budgeted and approved by the chapter for each fiscal year.

**Article XV: MEMBERSHIP VERIFICATION PROCEDURES**

- Section 1: Immediate Verification: Delta Sigma Theta Sorority, Inc. Membership Card
- Section 2: Follow-up verification: Delta Sigma Theta Sorority Red Zone

**Article XVI: INTERNET AND EMAIL POLICIES**

- Section 1: Internet Policies and Procedures  
All members are required to follow The Delta Internet Guidelines
- Section 2: Chapter Email Accounts  
The chapter should have a chapter email account for official communication with National Headquarters, chapter members, and the public. The chapter president, and whomever she deems necessary should have access to the chapter email account. Chapters may provide chapter officers and chapter committees with email accounts. Access to these email accounts should be passed on to the new chapter officers at the end of each sorority year. This includes passwords, access information, and any other information pertaining to the email account. The passwords to chapter email accounts should be changed whenever officers change (i.e. during election cycles/transition, resignation, impeachment). All chapter email accounts should be checked at least weekly. The chapter mailing list should be checked regularly for accuracy, especially during dues cycles and when sorors relocate or leave a chapter.

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

- Section 1: Procedures/timing for making changes, to whom are they submitted  
Present the proposed changes to the chapter members at a business meeting for their vote. Members receive copies of the proposals at least 30 days before the vote. All proposals shall be submitted to the Chair of Policies and Procedures in writing via chapter Email.
- Section 2: Quorum required to vote and 2/3 vote of those present and voting needed to amend.
- Section 3: Effective Date: Upon approval of Scholarship and Standards
- Section 4: Chapter Approval Date: Between March and May

**Article XVIII: PARLIAMENTARY AUTHORITY**

- Section 1. Governing Documents: All matters not covered by the Constitution and Bylaws of the Sorority shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

- Section 2. Administrative Resources and Tools: The A-B-C's of Parliamentary Procedure and The Chapter Management Handbook

**Article XIX: TECHNOLOGY, EQUIPMENT AND PROPERTIES**

- Section 1. Technology and Equipment  
All technology and equipment are the property of Gary Alumnae Chapter of Delta Sigma Theta Sorority, Inc. Gary Alumnae Chapter's equipment and technology should be used only for the sole purpose of carrying out the business of Gary Alumnae Chapter and Delta Sigma Theta Sorority, Inc. Family members and friends should not be allowed to access, borrow, or use the equipment due to the confidentiality and sensitive information that may be stored on the equipment. Please refer to the Technology Policies and Procedures document on the use of Gary Alumnae Chapter of Delta Sigma Theta Sorority, Inc. technology and equipment.
- Section 2. Damage or Equipment  
When Delta property is used by members or committees for events and meetings, it should not be discarded due to damage or breakage. The committee or member who borrowed the items must return them to the Properties Committee in the damaged or broken state. The Properties Committee will determine the status and condition of the property.

**ATTACHMENTS:**

- Chapter Rules of Order Form  
Chapter Vouchers