

Sacramento Alumnae Chapter's Policies and Procedures



Chapter Approval Date:
May 16, 2020

Effective Date:
October 25, 2020

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ARTICLE I: CHAPTER INFORMATION

Section 1. Chapter Name/ Location/ Number

A. Name

The name of this Chapter shall be Sacramento Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

B. Location

The Chapter location is in the state of California.

C. Region

The Chapter is located in the Farwest Region.

D. Chapter Number

The Chapter Number is 465

Section 2. Chapter Service Area

The Chapter service area is Sacramento County (north of Florin Road), Placer County, and El Dorado County.

Section 3. Contact Information

A. Mailing Address

The Chapter mailing address is P.O. Box 221084; Sacramento, CA 95822

B. Chapter Website Uniform Resource Locator (URL)

The Chapter website address is www.sacramentoalumnaedst.org.

C. Chapter Email Address

The Chapter email address is president@sacdst.org

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES

Section 1. Executive Committee

The Executive Committee shall be composed of only elected officers (8).

Section 2. Executive Board

The Executive Board shall be composed of all elected and appointed positions and the immediate past President.

Section 3. Committees

A. Standing

1. Arts & Letters
2. Community Service
3. Evaluations
4. Felicitations
5. Finance
6. Heritage and Archives
7. Hospitality
8. Housing

9. Internal Audit
10. Membership
11. Nominating
12. Policies and Procedures and Rules of Order
13. Projects and Program Planning
 - a. Dr. Jeanne L Noble Delta GEMS – Growing and Empowering Myself Successfully (Educational Development)
 - b. Dr. Betty Shabazz Delta Academy (Educational Development)
 - c. Healthy Lifestyles (Physical and Mental Health)
 - d. Financial Fortitude (Economic Development)
 - e. International Awareness and Involvement
14. Protocol and Traditions
15. Publicity and Public Relations
16. Scholarship
17. Social Action
18. Ritual and Ceremonies
19. Technology
20. Ways and Means
- B. Special
 1. Elections
 2. Minerva Circle
 3. Founders Day
- C. Ad Hoc

ARTICLE III: ELECTED OFFICERS & OTHER LEADERHIP POSITIONS

Section 1. Duties and Responsibilities of Elected Officers

Duties of Elected Officers/Chairs *(Note: That it is the duty of all Officers/Chairs to attend all Executive Board and Chapter Meetings.)*

A. President

1. Gives administrative guidance and direction to the Chapter by reading and reviewing all the Sorority's governing manuals, policies and doctrines.
2. Presides over Chapter meetings, including Special/Call meetings, Executive Board, Transition and Planning meetings.
3. Selects all appointed officers and committee chairs except the Chair of the Nominating Committee and the Internal Audit Chair. These positions are elected by the chapter.
4. Serves as an ex-officio member of all committees except the Nominating Committee and the Internal Audit Committee.
5. Represents the Chapter in an official or informational capacity at all functions or designates a Chapter member, in her stead.
6. Oversees effectively, efficiently, and fairly, the implementation of Chapter's Risk Management policies, procedures and activities as

- they relate to the Chapter's youth initiative programs and projects.
7. Works with the two Vice-Presidents and other members to assure that the Chapter is well represented at all times and divides the responsibility of coordination with committees.
 8. Ensures that all communication from Grand Chapter is presented to the members and received and acted upon by the respective office or chair.
 9. Recommends an appointment to an unexpired term in the event of an unanticipated vacancy in an elective office. Any such appointment shall be made after the approval of the Executive Board.
 10. Signs all checks, (except her own), contracts, and correspondence.
 11. Generates the Chapter Membership and Executive Board emails.
 12. Ensures that all required assessments and forms have been completed and submitted to Grand Chapter by required dates.
 13. Approves all written and electronic correspondence.
 14. Approves and submits all content approved for posting to the website and/or social media to Technology Committee or approves a designee.

B. Vice Presidents

1. First Vice President

- A. Serves in the place of the President in her absence or at her request.
- B. Chairs the Membership Committee.
- C. Develops, maintains and updates the Chapter Directory, which shall include a list of current financial members.
- D. Serves as an ex-officio member of the Ways and Means Committee.
- E. Familiar with all of the Sorority's current governing manuals, policies and doctrines.

2. Second Vice President

- A. Assists the First Vice President and the President with their duties.
- B. Supervises the integration of the Chapter's Risk Management policies and procedures with the plans and activities of the chapter's youth initiative programs and projects. Per the chapter's Risk Management Roles and Responsibilities the Second Vice President is the Risk Manager Coordinator.
- C. Chairs the Projects and Program Planning Committee.
- D. Chairs the Founders Day Committee.
- E. Develops, annually, a calendar of monthly programs, projects and Delta Internal Development (DID) workshops to address the organization's Five Point Program Thrust.

C. Secretaries

1. Recording

- A. Records the proceedings of all regular, special, and Executive Board meetings of the Chapter.
- B. Maintains all minutes including an accurate record of motions, monthly sign-in sheets, and all written committee reports for the

- Chapter records.
- C. Has on hand all previous minutes for prior and current sorority year.
- D. Presents the full minutes of the previous meeting at each respective meeting.
- E. Sends copies of written minutes to Executive Board and Chapter Meetings if absence is necessary.

2. Corresponding

- A. Reads all incoming correspondence at Executive Board and General Body meetings. Identifies who should receive correspondence and whether it is for information or to initiate an action.
- B. Prepares and mails/emails meeting notices taking into consideration required number of days needed for voting issues.
- C. Maintains and updates the mailing roster of the Chapter.
- D. Provides copy of mailing labels/email addresses to the President or to committee chairs upon request.
- E. Checks P.O. Box at least once a week to ensure that all correspondence is acted on in a timely manner.
- F. Serves on the Publicity and Public Relations Committee.
- G. Performs the duties of the Recording Secretary in her absence.

D. Financial Secretary

1. Maintains the financial records of the Chapter as prescribed by Grand Chapter.
2. Collects all incoming funds and promptly turns all monies over to the Treasurer to ensure deposits are made within two (2) business days of receipt.
3. Keeps accurate records of the financial standing of each member, including names and membership number, and distribute information to Executive Board.
4. Signs payment vouchers and checks, only for other fiscal officers or when specifically requested by the President.
5. Serves as a member of the Finance, Founders Day, Ways and Means Committees, and the Minerva Circle.
6. Transacts all financial business at Executive Board, Finance and Chapter meetings only. Exceptions will be those events that require payment immediately following the event.
7. Provides a current written membership status report to the President, First Vice-President, Second Vice-President, Recording Secretary and Corresponding Secretary monthly.
8. Provides membership information to the Membership Chair and the Computer Project Manager (CPM) to assist with membership updates.
9. Attends Finance training workshops/webinars and understands the fiduciary responsibilities as a financial officer as outlined in the Fiscal Officers Manual and the Code of Conduct, Section 5 – Fiduciary Responsibilities and any other governing documents.

E. Treasurer

1. Receives all monies collected by the Financial Secretary and/or Assistant Financial Secretary and deposit them into the appropriate/applicable chapter bank account(s), within two (2) business days of receipt.
2. Chairs the Finance Committee.
3. Serves as a member of the Founders Day Committee.
4. Presents monthly, quarterly, and annual financial reports to the Executive Board prior to presenting to the chapter.
5. Keeps all financial records current and available for auditing.
6. Completes and submits Annual Financial Report and Federal Income Tax Group Return Authorization Form to Grand Chapter, by required deadline.
7. Ensures that internal controls are adhered to and that Chapter and Sorority financial policies are implemented.
8. Signs and issues all checks, (except her own), for authorized expenditures only for which a voucher is supported by valid documentation.
9. Transacts all financial business at Executive Board, Finance and Chapter meetings only. Exceptions will be those events that require payment immediately following the event.
10. Ensures that all chapter bills are paid in a timely manner.
11. Mails Grand Chapter funds within 30 days of receipt.
12. Submits all financial records and documentation to auditor immediately following closing of the books.
13. Attends Finance training workshops/webinars and has a clear understanding of the fiduciary responsibilities as a financial officer as outlined in the Fiscal Officers Manual and the Code of Conduct, Section 5 – Fiduciary Responsibilities and any other governing documents.

F. Assistant Financial Secretary

1. Substitutes for the Financial Secretary when the need arises.
2. Serves on the Finance, Founders Day and Ways and Means Committees.
3. Receives budget requests for the upcoming sorority year.
4. Contacts National Headquarters to verify membership status of visiting and transferring sorors.
5. Attends Finance training workshops/webinars and understands the fiduciary responsibilities as an assistant financial officer as outlined in Fiscal Officers Manual and the Code of Conduct, Section 5 – Fiduciary Responsibilities and any other governing documents.

Section 2. Duties and Responsibilities of Appointed Positions

A. Chaplain

1. Fulfills the role outlined in the current Ritual and sets the spiritual tone of the meetings.
2. Serves in this capacity at all other gatherings when so requested.

3. Keeps an accurate record of deceased members and their obituaries and submits the same to the President.
4. Reports the information to National Headquarters on or before the designated deadline prior to National Convention or Regional Conference.

B. Computer Project Manager

1. Chairs the Technology Committee.
2. Serves on the Publicity and Public Relations Committee and Founders Day Committee.
3. Corresponds with the Farwest Representative on the National Technology Committee.
4. Keeps the President apprised of any technology updates from Grand Chapter.
5. Ensures that chapter members are in compliance with National Delta Internet Guidelines (DIG) and the Code of Conduct, Section 3 – Information and Communication.

C. Custodian of Properties

1. Maintains in a storage facility approved by the Chapter, its properties including, but not limited to the official emblem, candles, robes, gavel, and make them available at the request of the President.
2. Maintains written inventory of the Chapter properties and submit the same annually (May/June) to the President and Recording Secretary.
3. Collects all Chapter properties at the June meeting.
4. Obtains Chapter vote prior to lending properties to other chapters, all exceptions must be approved by the President.
5. Transports all ritualistic articles to/from Chapter Meetings and all ritualistic ceremonies.

D. Historian

1. Chairs the Heritage and Archives Committee.
2. Ensures that photos are taken at each chapter event and sorority function by working with the Journalist.
3. Compiles historical information in a written narrative annually (May/June) to the President and Recording Secretary.
4. Ensures that the Chapter history is updated on the Chapter website.
5. Completes and submits the Heritage and Archives form/report to Grand Chapter according to current guidelines.
6. Assembles and keeps a current yearly scrapbook to be turned over to the Custodian at the end of each sorority year.
7. Serves on the Publicity and Public Relations Committee.

E. Internal Audit Committee Members

1. Recommend for chapter approval an independent auditor for the annual review.
2. Review and propose internal controls.
3. Review the chapter records and indicate any material weakness.
4. Report in writing audit findings and recommendations to the chapter quarterly.
5. Complete and submit the Annual Audit Report (IAR-1 form)

quarterly in accordance with Grand Chapter deadlines and current governing financial policies, and the yearly IAR-1 report by August 31st.

F. Journalist

1. Coordinates the inclusion of Chapter news and reports in National and Regional Delta publications.
2. Chairs the Publicity and Public Relations committee.
3. Serves on the Founders Day Committee.
4. Receives from committee chairs the activities to be presented in the newsletter.
5. Ensures that non-members have signed a picture release form.
6. Works with the Computer Project Manager to ensure the Chapter newsletter is posted to the Chapter's website.
7. Performs the duties of the Corresponding Secretary in her absence.
8. Assists the Historian in developing the Chapter scrapbook(s).
9. Submits ads as approved by the Chapter.

G. Parliamentarian

1. Advises the President, other officers, committee chairs and members on matters of parliamentary procedures according the current edition of the Grand Chapter Constitutions and Bylaws, Chapter Management Handbook, Chapter Rules of Order and Policies and Procedures, and Robert's Rules of Order, Newly Revised.
2. Serves on the Policies and Procedures and Rules of Order Committee.
3. Fulfills other duties as described by Grand Chapter.

H. Sergeant-at-Arms

1. Fulfills the role as defined in the current Ritual and Chapter Management Handbook.
2. Assists the President in keeping order during all meetings.
3. Safeguards the private nature of our ritualistic services, utilizing assistants as necessary.
4. Ensures that all members sign in at all scheduled meetings of the chapter.
5. Screens newcomers and visitors attending Chapter meetings.
6. Confirms with the Assistant Financial Secretary that visitors are members of Delta Sigma Theta Sorority, Inc.
7. Keeps a record of all members and visiting sorors present at meetings and submits attendance report to the Recording Secretary for determination of a quorum present.
8. Serves as timekeeper at Chapter meetings, Executive Board meetings and any other scheduled meetings.

I. Representatives

1. Appointed by the President.
2. Represents the Chapter on various external groups including Pan-Hellenic Council, Northern California Coordinating Committee, etc.

Section 3. Duties and Responsibilities of Elected Positions

- A. Chair and Members of Nominating Committee
 - 1. Chairs the Nominating Committee.
 - 2. Attends all Nominating workshops and webinars.
 - 3. Ensures that a slate of officers, elected chairs, committee members and Minerva Circle positions are presented to the chapter for voting.
- B. Chair, Internal Audit Committee
 - 1. Chairs the Internal Audit Committee and is elected during general elections in May.
 - 2. The Internal Audit chair cannot be a current fiscal officer or a member of the Finance Committee.
 - 3. Ensures that the Internal Audit Committee reviews the current Internal Audit Manual, Code of Conduct, Section 5 – Fiduciary Responsibilities and follow all procedures as outlined and described by Grand Chapter.
 - 4. Presents the Internal Audit Summary Report(s), including courses of action to the Executive Board and at Chapter meetings for informational purposes only.
 - 5. Completes and submits the required Internal Audit Reports (IAR)-1 to Grand Chapter in accordance to with the most current guidelines.
 - 6. Attends all Internal Audit training workshops/webinars.
- C. Minerva Circle
 - 1. The Minerva Circle contains fourteen (14) members, President, Financial Secretary, Leader of the Minerva Circle, Convener of the Odyssey Experience, Keeper of Muses and Graces and the Nine Jewels.
 - 2. The Minerva Circle is elected by position except the Nine Jewels, and the President and Financial Secretary (who are members by virtue of their elected position). The Nine Jewels are elected as a group. However, if more than one person is qualified and wishes to run for a Jewel or more than nine members volunteer to be a Jewel than nine sorors who receive the highest number of votes will be elected.

Section 4. Term of Office

- A. Limits of Office
 - 1. All elected Officers/positions shall serve a term of two years.
 - 2. All elected Officers/positions shall serve no more than two consecutive terms, without an intervening year.
 - 3. The only exception is the Internal Audit Chair and the Nominating Committee which can serve only one term.
- B. Assumption of Office

Should the office of President become vacant, the First Vice President will assume this position until the next regularly scheduled election.
- C. Appointments
 - 1. Appointed Officers/positions are appointed at the discretion of the President.
 - 2. Both elected and appointed persons must be members for the term in which they will serve.

Section 5. Impeachment

The impeachment process shall be carried out in accordance with Impeachment Procedures as outlined in the Chapter Management Handbook.

Section 6. Filing Vacancies

A. Officers

Should the office of President become vacant, the First Vice President will assume this position until the next regularly scheduled election.

If an office becomes vacant during the fiscal year, the President shall appoint, with the approval of the Executive Board, a member of the Chapter to serve until the next regular election. Appointees shall meet the required qualifications as specified in the chapter's policies and procedures.

B. Other Positions

If an office becomes vacant during the fiscal year, the President shall appoint, with the approval of the Executive Board, a member of the Chapter to serve until the next regular election. Appointees shall meet the required qualifications as specified in the chapter's policies and procedures.

C. Minerva Circle

If a vacancy arises on the Minerva Circle then the President shall appoint a trained member to that position. (Please refer to Policies and Procedures, Article IX, Section 2B).

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION

The Standing Committees and any other such committees are approved by the voting delegates at National Convention. For a list of all approved committees and respective duties please refer to the Constitution and Bylaws Article VII, National Standing Committees, Commissions and Regional Committees, Sections 1 and 2. At the Chapter level, Standing Committees have a continuing task in relation to the operations of the Chapter's Program.

Section 1. Standing Committees

A. Executive Committee

1. Meet quarterly or at the call of the President.
2. Facilitate action on Chapter policies and administrative matters in the interim of the Executive Board Meetings.

B. Executive Board

1. The Executive Board shall meet monthly to consider and agree on matters to be recommended to the membership and to prepare the agenda for Chapter meetings.
2. A written agenda will be available at each Executive Board meeting

and will include reporting opportunities for all officers and committee chairs.

3. The Executive Board shall have the power to act for the membership when there is an emergency between meetings. The President must contact at least two-thirds (2/3) of the members of the Executive Board before resolving an emergency.
4. If an Executive Board member misses three consecutive meetings, without notifying the President, then the President may remove appointed members from their office or initiate impeachment proceedings, for elected members, as outlined in the Chapter Management Handbook. The President will have the authority to fill the vacancy with the approval of the Executive Board.
5. The Executive Board shall utilize the chapter email address when conducting chapter business.
6. Ensures all Chapter email accounts are checked at least once a week.
7. The Executive Board shall notify the President of any requests to post information or materials to the website and/or social media. The President will notify the Technology Committee once she approves the post.

C. Arts of Letters

1. It shall be the duty of this committee to:
 - a. Stimulate interest in the Arts and other cultural enrichment activities.
 - b. Fulfill any duties as outlined in Delta's governing manuals and doctrines.

D. Community Service

1. It shall be the duty of the community to do outreach in the Greater Sacramento Area within the Service Area.
 - a. Coordinate volunteer opportunities for membership
 - b. Support Grand Chapter Project 13 initiatives
 - c. Coordinate an Annual Give Away Holiday project
 - d. Collaborate with community service organizations and NPHC

E. Evaluations

1. It shall be the duty of the committee to:
 - a. Design, collect, analyze and report on data that will help the chapter determine if chapter programs, events and resources are effectively being planned and utilized to engage the Chapter Service Area Community.
 - b. Work with committee chairs and the Executive Committee to develop and implement event surveys that are reported annually.
 - c. Oversee the execution of a comprehensive evaluation processes.
 - d. Collaborate with the Technology Committee to make sure the chapter is in compliance with the Sorority's governing manuals, policies, and doctrines (i.e. Delta Internet Guidelines).
2. The Chair of Projects and Programming will serve on the committee.
3. Committee members should have a general interest or professional

knowledge of various evaluation methods, policies and data analysis procedures.

F. Felicitations

1. It shall be the duty of this committee to:
 - a. Recognize outstanding achievements of sorors.
 - b. Extend congratulations on behalf of the Chapter to members who become engaged, married, or mothers.
 - c. Send cards to members for illnesses, birth, a wedding and retirement.
 - d. Send condolences to members who have lost family members.
 - e. Inform members, when directed by the President, by telephone or email of emergencies, deaths, and other important information.
 - f. Send a plant to a member hospitalized for five days or more. The maximum allowed for a plant is \$65.
 - g. When a soror passes away a portion of the money budgeted for the committee is to be used for the purchase of food or a floral tribute for the bereaved family. A maximum of \$75 per family can be spent. Members may be requested to donate cooked dishes, paper goods, desserts, etc. that is needed to complete the meal.
 - h. Help and coordinate chapter members to prepare or serve a meal and/or assist others when a member has had a death of an immediate family member, if she requests. Immediate family includes their spouse, children, parents and siblings.
 - i. Work in conjunction with the Hospitality Committee to ensure that all social activities are covered for sorority business.

G. Finance

1. The Finance Committee shall be chaired by the Treasurer and consists of the following positions: President, Financial Secretary, Assistant Financial Secretary, Ways and Means Committee Chair(s), and one (1) soror appointed by the President.
2. Any member of the current Internal Audit Committee cannot be a member.
3. It shall be the duty of this Committee to:
 - a. Consider the financial needs of the Chapter.
 - b. Recommend dues and fees to the Executive Board.
 - c. Plan, evaluate, and recommend the annual operating budget for the ensuing fiscal year to the chapter for approval by May of each sorority year.
 - d. Review and recommend budget modifications quarterly.
 - e. File all financial reports and records accurately and timely.
 - f. Ensure all Financial Reports uploaded to the secure section of the website are encrypted.
 - g. Oversee and monitor fiscal control of the approved budget of the chapter.

H. Heritage and Archives

1. It shall be chaired by the Historian.

2. It shall be the duty of this Committee to:
 - a. Gather local Chapter news and photographs from the news media.
 - b. Be responsible for setting up public displays that reflect our heritage.
 - c. Ensure that photos are taken at each chapter event and sorority function and/or receive photos from the Journalist.
 - d. Assemble and keep a current yearly scrapbook and CD/DVD.
 - e. Update and maintain membership profiles for each financial chapter member in conjunction with the Membership committee.

I. Hospitality

1. The Hospitality Committee shall have at least three (3) members one of which should be a Delta Dear.
2. It shall be the duty of this committee, of at least three (3) members, to:
 - a. Extend appropriate courtesies to members of the sorority for specific occasions and to plan social activities for the chapter.
 - i. Develop, maintain, and coordinate the chapter potluck, including calendar and themes, for Chapter Meetings.
 - ii. During Chapter Meetings, acknowledge all new, visiting, and reclaimed sorors; as well as Sorors celebrating birthdays for the month.
 - ii. Conduct raffles at Chapter Meetings, to raise funds to support chapter courtesies.
 - b. Purchase and present a gift, not to exceed \$100, to an invited National Officer/Regional Officer or guest speaker.
 - c. Work in conjunction with the Felicitations committee to ensure that all social activities are covered for sorority business.

J. Housing

1. It shall be the duty of this Committee to:
 - a. Recommend and secure sites for the Executive Board and Chapter meetings (January prior to starting the new fiscal year July 1 – June 30).
 - b. Maintain current information on local facilities for programs and events.

K. Internal Audit Committee

1. The Internal Audit chair is elected in May along with other chapter officers and the committee should consist of three to five appointed sorors.
2. Current financial officers and the President may not serve on this committee.
3. It shall be the duty of this committee to:
 - a. Recommend for chapter approval an independent auditor for the annual review.
 - b. Review and propose internal controls.
 - c. Review the chapter records and indicate any material weakness.
 - d. Report in writing audit findings and recommendations to the chapter quarterly.
 - e. Complete and submit the Annual Audit Report (IAR-1 form)

quarterly in accordance with Grand Chapter deadlines and current governing financial policies, and the yearly IAR-1 report by August 31st.

L. Membership

1. It shall be chaired by the First Vice President.
2. It shall be the duty of this Committee to:
 - a. Recommend participation in Membership Intake to the Chapter.
 - b. Coordinate and plan Membership Intake Training workshops.
 - c. Develop and promote continuous programs for retention and reclamation of the membership.
 - d. Distribute, update and maintain a current Membership Profile for each member in conjunction with the Heritage and Archives committee.
 - e. Distribute the Membership Directory by the October Chapter meeting and any updates or revisions quarterly thereafter. The Membership Directory will include at a minimum the chapter members' mailing address, phone number(s), birth date and initiation date.

M. Nominating

1. It shall consist of five (5) financial members elected in May along with other chapter officers. The chair and committee members shall be elected separately. The members will only serve one term.
2. It shall be the duty of this committee to:
 - a. Submit the names of qualified candidates for elective office in the Chapter.
 - b. Receive recommendations and provide a slate of candidates for election of chapter officers at the April Chapter meeting.

N. Policies and Procedures and Rules of Order

1. It shall be the duty of this Committee to:
 - a. Evaluate and recommend proposed changes to the Chapter Policies and Procedures and Rules of Order.
 - b. Review the current version for accuracy and alignment with the Constitution and Bylaws of Grand Chapter after every National Convention.
 - c. Submit the most recently ratified version by the Chapter to the Farwest member of the Scholarship and Standards Committee by the designated deadline of Grand Chapter.
 - d. If it becomes necessary to update/revise the Policies and Procedures during the sorority year the committee will submit any recommended changes to the Executive Board and Chapter for approval by June of the current sorority year and submit chapter approved Policies and Procedures by September 1st of the following sorority year.
 - e. Work with the Executive Committee, Technology Committee and Protocol and Traditions Committee to maintain the health of the Chapter, addressing disagreements that arise based on non-compliance with chapter Policies and Procedures, Constitution

and Bylaws, Chapter Management Handbook, Delta Internet Guidelines and Ritual.

O. Projects and Program Planning

1. It shall be chaired by the Second Vice President and should include representatives of all programs provided by the National Program Planning and Development Committee. This includes programs of the Five Point Programmatic Thrust. These committees include: Delta GEMS, Delta Academy, Healthy Lifestyles, Financial Fortitude, and International Awareness and Involvement.
2. Per Grand Chapter's current Risk Management Manual, Delta Academy Curriculum Manual, and GEMS Curriculum Manual the chapter will adhere to the Risk Management Manual and Chapter's Risk Management Policies and Procedures as it applies to working with youth in our communities.
3. It shall be the duty of this Committee to:
 - a. Review all programs of the Chapter, bi-annually or when requested by the Executive Board.
 - b. This Committee should make recommendations whether the Chapter should continue, revise or drop a program.
 - c. Effectively supervise the integration of the Chapter's Risk Management Policies and Procedures.
 - d. Recommend new programs and/or projects to the Chapter based on current national programs and initiatives as needed.

P. Protocol and Traditions

1. It shall be the duty of this committee to:
 - a. Provide clear and authentic descriptions of the traditions and protocol of the Sorority.
 - b. Implement the established code of protocol and behavior within the chapter.
 - c. Preserve the forms of ceremony and etiquette observed by the Sorority.
 - d. Provide a support system for President and visiting National and/or Regional Officers both elected and appointed, Honorary Members and other guests.
 - e. Ensure consistent practices of our strong tradition-based sisterhood.
 - f. Have the Chair or a member of the committee serve on the Founders Day Committee.

Q. Publicity and Public Relations

1. This committee shall be chaired by the Journalist and shall include the Computer Project Manager, Corresponding Secretary, and Historian.
2. It shall be the duty of this committee to:
 - a. Coordinate the publicity for all Chapter activities and publicize events of the chapter.
 - b. Act as a liaison between the Chapter and other organized groups in the community.
 - c. Have the Chair or a member of the committee serve on the

Founders Day Committee.

R. Scholarship

1. It shall be the duty of this Committee to:
 - a. Develop and maintain the scholarship program and make recommendations to the Executive Board and Chapter. (This includes screening and selecting candidates to receive Chapter scholarships or grants.)
 - b. 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.

S. Social Action

1. It shall be the duty of this Committee to:
 - a. Increase membership's knowledge of local and national issues.
 - b. Encourage the membership's active participation as individuals in political activities.
 - c. Influence the enactment of legislation locally, of particular interest to women and African Americans.
 - d. Maintain vigilance over action or inaction by local judicial and administrative agencies and officials.
 - e. Review and adopt National Social Action Agenda from Grand Chapter.
 - f. Attend Delta Days in Nation's Capital and report on proceedings at first Executive Board and Chapter meeting following event.
 - g. Attend Delta Days in Sacramento, assist and coordinate as requested by Regional Leadership and report on proceedings at the first Executive Board and Chapter meeting following event.

T. Ritual and Ceremonies

1. It shall be the duty of this Committee to:
 - a. Review the Chapter's ceremonies and ritual activities;
 - b. Stimulate the interest and educate Chapter members regarding Ritual and Ceremony Procedures.
 - c. Ensure that members are aware of the proper conduct of our ritualistic ceremonies, songs, Nine Jewels, the Delta Oath and the Code of Ethics.
 - d. Fulfill other duties as outlined in the newly revised Conduct of Ritualistic Ceremonies and the most current Protocol and Traditional Manual and any other procedure manuals and documents approved by Grand Chapter.
 - e. Have the Chair or a member of the committee serve on the Founders Day Committee.

U. Technology Committee

1. It shall be chaired by the Computer Project Manager and shall consist of at least three members.
2. It shall be the duty of the Committee to:

- a. To serve as resource consultants on all technology related activities and encourage the use of best practices developed within the cutting edge of technology industry standards.
- b. The committee will ensure that chapter members are adhering to the National Delta Internet Guidelines (DIG) and the Code of Conduct, Section 3 – Information and Communication.
- c. Develop and maintain the Chapter's website
- d. Maintain chapter email list serves.
- e. Assist chapter members with the "Sister Portal" on the National Website.
- f. Fulfill any duties as outlined in Delta governing manuals and doctrines.
- g. Have the Chair or a member of the committee serve on the Founders Day Committee.
- h. Maintains and oversees updates to the Chapter's social media accounts.
- i. Assist the Executive Board with creating posts to the chapter website and updating chapter program pages.
- j. Conduct webinars and workshops when the need arises.
- k. Set up and maintain equipment needed to conduct chapter meetings and events (projector, microphones, etc)
- l. Updates the Committee Reporting Policies when applicable.

V. Ways and Means

1. The Chair will serve as a member of the Finance Committee.
2. The Ways and Means Committee shall include the Financial Secretary and Assistant Financial Secretary.
3. It shall include a liaison from all Chapter committees that contain three (3) or more members to ensure input from various committees and continuous growth and financial stability for the chapter.
4. It shall be the duty of this committee to:
 - a. Plan and develop fundraising strategies to finance chapter programs and scholarships.
 - b. Make recommendations for fundraising activities to the Executive Board and at Chapter meetings.
 - c. Collaborate and work with the Sacramento Delta Foundation.

Section 2. Special Committees

Special Committees - one with purpose and is appointed for a defined program or assignment, usually with a time limit in which to complete the assignment. When the task is done, the committee's business is considered complete and the committee is dismissed. They may meet with the Executive Board when necessary as a specified task is completed.

A. Elections

1. It shall consist of three (3) members, appointed by the President in April during an election year and when deemed necessary for special

- elections such as the Minerva Circle.
2. No member of the committee shall be a candidate for any elected office or position.
 3. It shall be the duty of this committee to:
 - a. Conduct and oversee any election process of the chapter.
 - b. Present voting procedures, guidelines, and rules to the chapter.
 - c. Prepare and distribute ballots by written, machine or electronic voting devices and tally votes at the May Chapter meeting.
 - d. To present election results to the chapter.

B. Minerva Circle

1. The Minerva Circle is a special committee for the purpose of implementing the Membership Intake process. At the conclusion of the intake process, the committee is dissolved.
2. The Minerva Circle is charged with the responsibility for the planning and implementation of all phases of the Membership Intake Process. The coordinator of the Membership Intake activities is the Leader of the Minerva Circle. The Minerva Circle consists of the following positions:
 - a. Leader of the Minerva Circle
 - b. Nine (9) Jewels
 - c. Keeper of the Muses and Graces
 - d. Convener of the Odyssey Experience
 - e. Chapter President
 - f. Financial Secretary
3. Elected at a meeting of the chapter following the vote to proceed with Membership Intake activities.
4. If a vacancy occurs on the Minerva Circle, the President will appoint a trained member to fill any vacancies.

C. Founders Day

1. Founders Day is a day set aside during the months of January, February or March for members to rededicate themselves to the ideals and purposes of the Sorority.
2. The committee shall be chaired by the 2nd Vice President.
3. If the chapter is the host chapter for a State Founders Day or the chapter votes to have a formal event (i.e., banquet, luncheon or public meeting). Co-chairs (if deemed necessary) will be appointed by the President along with the 1st Vice President and 2nd Vice President's agreement/input. Subcommittees will also be formed (i.e., registration, Friday night events, vendors, Public meeting, Hospitality, Rededication Ceremony).
4. All fiscal officers including the President will automatically be on the Founders Day committee.
5. The Protocol and Traditions Chair, Ritual and Ceremonies Chair, Technology Committee Chair, Community Services Chair and Publicity and Public Relations Chair or their designees from the committees will automatically be on the Founders Day Committee.
6. Therefore at a minimum the committee will consist of ten (10)

members.

7. It shall be the duty of this committee to:
 - a. To plan and implement all phases of the Founders day activities of the chapter and/or State Founders Day activities.
 - b. Recommend prices, souvenirs and locations for the Founders Day activities.
 - c. Attend all chapter and NCCC meetings and present a budget, and program outline for approval with the chapter, NCCC/SCCC and the Regional Director if required.
 - d. Ensure all contractual agreements are approved and signed by the president in a timely manner (and the Regional Director if required).
 - e. Prepare and distribute registration instructions electronically whenever possible.
 - f. Determine if using an online payment system is feasible with input and approval from the Technology Committee.
 - g. Consult with all Regional and/or National officers/chairs as required for a State Founders Day event.
 - h. Present the final report which will include evaluations, recommendations, final expenditures, and ensure all properties are returned in good condition by the last meeting of the sorority year or sooner.

Section 3. Ad Hoc Committees

Ad Hoc Committees are one-time only committees, appointed for special assignments.

Section 4. Committee Reports

- A. All committees must report at Executive Board meetings prior to being placed on the agenda of the next regular Chapter Meeting.
- B. All committee reports must be submitted on the Chapter's standard Committee Report Form, for both the Executive Board and Chapter meetings.
- C. Committee reports must be prepared and uploaded to the Chapters' website prior to the Executive Board meeting and any revisions or updates after the meeting must be uploaded prior to chapter meeting.
Hard copies
(4) shall be distributed to the President(s), Recording Secretary, and maintained in the committee's file.
- D. Annual reports will be made in May and must be prepared and uploaded to the Chapters' website prior to the May Executive Board meeting. Hard copies (4) shall be distributed to the President(s), Recording Secretary, and maintained in the committee's file. Exception will be given to Ways and Means, Membership, Dr. Betty Shabazz Delta Academy, Delta GEMS and Finance. Their reports will be due in June.
- E. Each committee is responsible for communicating with the President, Publicity and Public Relations Chair for media coverage, with the

Historian to provide descriptions, photographs, and other materials for the Chapter Scrapbook and DVD and with the CPM for flyers and information to be placed on the chapter's website.

ARTICLE V: MEETINGS

Section 1. Executive Committee Meetings

- A. Meet quarterly or at the call of the President.
- B. Meet before the planning meeting.

Section 2. Executive Board Meetings

- A. Board meetings shall be held the second Thursday of each month prior to each regular Chapter Meeting. If the second Thursday falls in the same week as the Chapter meeting, then the Board meeting will be held on the first Tuesday of the month.
- B. The time and location of meetings shall be fixed by the Executive Committee and published in the Chapter directory, newsletter, chapter website, and/or master calendar.

Section 3. Chapter Meetings

- A. Regular Chapter meetings shall be held on the third Saturday of each month, except July and August, unless otherwise called by the President with at least five (5) days' notice.
- B. The Executive Board, in conjunction with the Housing Committee will recommend any updates or changes to time and location of Chapter meetings. If a change must occur, then a Chapter vote must take place and be passed by at least two-thirds (2/3) vote. All changes shall be noted in our Rules of Order and published in the chapter directory, website, newsletter, and/or master calendar.

Section 4. Committee Meetings

Each Committee shall meet once per month or as needed.

Section 5. Call-Meetings

- A. The President may, when she deems it necessary or upon written request from at least one-third (1/3) of the membership, call a special meeting to consider one or more specific items.
- B. Except in an emergency, all members must be notified of the time, place, and exact purposes of the meeting, via electronic mail or US Postal Service mail at least ten (10) days in advance.
- C. Only business stated in the call of a special meeting may be transacted.
- D. If, at a special meeting, it becomes urgent to take action for which no notice was given, that action, to become legal, must be ratified by members at the next regular meeting.

Section 6. Annual Retreat/Planning Meeting

- A. The President shall call and organize a retreat/planning meeting before the beginning of the regular meeting cycle each year.
- B. All items presented and discussed at the planning meeting should be discussed at the first Executive Board and Chapter meeting of the year (September).

Section 7. Notifications

All notifications are sent electronically and sent hardcopy if a member does not have access to email.

Section 8. Chapter Meeting Business Attire

For Executive Committee, Executive Board, Chapter, and Call Meetings, each soror shall adhere to the attire requirements as outlined in The Official Ritual of Grand Chapter of Delta Sigma Theta Sorority, Incorporated and the Protocol and Traditions Manual.

Section 9. Electronic Meetings and Communication

The Chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting. All communication may be sent electronically in accordance with the current Delta 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.

A quorum must be present for the transaction of business.

Once a quorum has been established, if members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is her duty to declare the fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can and should raise a *Point of Order* to that effect at any time so long as she does not interrupt a person who is speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. A member may not at some later time question the validity of an action on the grounds that a quorum was not present when the vote was taken.

It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. Although a *Point of Order* relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal).

Section 2. Executive Board

Twenty five percent of Executive Committee members shall constitute a quorum for Executive Board meetings.

Section 3. Chapter Meeting

Twenty five percent of the membership shall constitute a quorum at Chapter Meetings.

Section 4. Committee Meeting

Twenty five percent of committee members shall constitute a quorum for committee meetings.

Section 5. Call Meetings

Twenty five percent of the membership shall constitute a quorum at Call meetings.

ARTICLE VII: DOCUMENT RETENTION

- A. Records should always be stored in a secure location in cabinets, containers or other air tight storage spaces that will preserve the quality of the records.
- B. Records containing confidential information, such as member records, financial data, and credit card information for example should be kept under lock and key or in a restricted area with limited access.
- C. Paper records should be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft or other loss of the original data. The recommended back-up timing is provided in the Record/Destruction Schedule found on the next page.
- D. The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed. The table below provides guidance on the retention timeframe, storage medium and destruction method.

Type of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Financial Records (receipt logs, 990's, receipt books, check registers)					
*Bank Reconciliations	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Bank Statements	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Checks	5 years	Paper	Monthly	Weekly	Shred
*Check Registers	5 years	Paper	Monthly	Weekly	Shred
*Expense Purchases	5 years	Paper	Monthly	Weekly	Shred
*Form 990	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*IAR-1 Form	5 years	Electronic	Quarterly	Quarterly	Eraser
*Receipt Logs	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser

*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Year-end Financial Statements	7 years	Paper/Electronic	End of Year	Yearly	Shred/Eraser
Audit Reports	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Audit Work Papers	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Meeting minutes	Permanent	Paper/Electronic	Monthly	Weekly	N/A
Member records	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
Contracts and legal documents	4 years after expiration	Paper/Electronic	Upon Receipt	Weekly	Shred/Eraser

Type of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Membership Intake Documents					
Chapter	6 months after initiation	Paper	N/A	N/A	Shred
Training/Guidance Material	4 years	Paper/Electronic	Monthly	Quarterly	Shred/Eraser
Original Application for Membership	4 Yrs, if Accepted	Paper	Monthly	Quarterly	Shred/Eraser
Original Application for Membership	2 Yrs, If Rejected	Paper	Monthly	Quarterly	Shred/Eraser
Correspondence	4 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Complaints	2 years	Paper/Electronic	Quarterly	Quarterly	Shred/Eraser
Court Orders and Settlements	Permanent	Paper/Electronic	Monthly	Monthly	N/A
Scholarship information	5 years	Paper	Yearly	Yearly	Shred
Chapter Rules of Order	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Eraser
Chapter Policies and Procedures	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Eraser
Charter Records	Permanent	Electronic	Upon approval	Yearly	N/A
Correspondence (actionable)	3 years	Paper	Monthly	Monthly	Shred/Eraser
Correspondence (informational)	3 years	Paper	N/A	N/A	Shred
Chapter Histories	Permanent	Paper	N/A	Monthly	N/A
Event Programs	5 years	Paper	After each event	Monthly	Shred
Photographs	Permanent	Paper/Electronic	After each event	Monthly	N/A

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

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1. Fiscal Roles and Responsibilities

A. President

The President's fiscal responsibilities include:

1. Manages and oversees the operation of the chapter.
2. Is accountable to the chapter for the expenditure of funds.

3. Responsible for the collection of revenue.
4. Serve as “exchequer of finances”.
5. Approves the expenditure of funds (ensures that all checks have 2 signatures).
6. Not pre-signing checks under ANY circumstances.
7. Ensures a voucher system is used for the disbursement of funds.
8. Ensures fiscal officers attend financial workshops at least once a year.
9. Ensures all fiscal officers are bonded.
10. Attends finance workshops.
11. Signs all checks except her own.
12. Initials all deposits that contain cash.
13. Ensure treasurer and financial secretary provide separate written reports.
14. Reviews bank statements and fiscal officer reports monthly.
15. Ensures that internal/external audits are completed quarterly.
16. Ensures the outgoing and incoming fiscal officers conduct an effective transition.
17. Ensures the Annual Financial Report/Federal Group Authorization Return is completed.
18. All contractual agreements obligating chapter funds and/or services must be signed by the Chapter President. Unauthorized purchases and/or financial commitments will not be honored.

B. Treasurer

The Treasurer’s fiscal responsibilities include:

1. Keeps the official financial records of the chapter.
2. Provides a written report of the chapter income and disbursements monthly to all chapter members.
3. Keeps actual records of income, disbursement & summary ledgers on a monthly basis.
4. Prepares and submits annual fiscal reports by the established due dates.
5. Deposits income received by the Financial Secretary within 2 business days of receipt.
6. Submits Grand Chapter funds within 30 days of receipt.
7. Makes disbursements on written authorization as outlined in the local chapter policies and procedures.
8. Ensures all checks have two signatures.
9. Signs all checks except her own.
10. Ensures a voucher system is used for the disbursement of funds.
11. Reconciles all accounts on a monthly basis.
12. Ensures chapter books and records are audited in accordance with current internal audit guidelines.
13. Serves as Chair of the Finance Committee.
14. Presents the annual operating budget for the ensuing fiscal year to the chapter for approval by May of each sorority year.
15. Monitors expenditures of the chapter budget
16. Ensures the Annual Financial Report/Group Authorization Return

(990) is completed by the established due date.

17. Attends finance training workshops.
18. Is listed as a user of any business accounts (such as PayPal or Eventbrite).

C. Financial Secretary

All chapter receipts are collected by either the Financial Secretary or the Assistant Financial Secretary.

All chapter funds collected by the Assistant Financial Secretary must be submitted to the Financial Secretary promptly. The Financial Secretary records the transaction and promptly gives the funds to the Treasurer. The funds are deposited by the Treasurer within two business days. The president must initial the deposit slip in the event it contains cash.

A receipt shall be given to each member when cash is received.

The Financial Secretary's fiscal responsibilities include:

1. Records all income received.
2. Issues official written receipts for income immediately upon receipt of funds.
3. Turn all funds over to the Treasurer to ensure the 2 business day deposit requirement is met.
4. Serves as a member of the Finance Committee.
5. Signs checks only when the reimbursement is for another fiscal officer or when specifically requested by the President. (This should be a rare occurrence.)
6. Prepares the roster of chapter members.
7. Serves as a member of the Minerva Circle.
8. Attends finance training workshops.
9. Presents a written monthly report to the chapter of all income received.
10. Is listed as a user of any business accounts (such as PayPal or Eventbrite).

D. Other Fiscal Officers

1. Assistant Financial Secretary

- a. Assistant Financial Secretary may assist with all duties except signing checks, depositing funds and managing accounts.
- b. Record all income received.
- c. Issue official written receipts for income immediately upon receiving funds.
- d. Turn all funds over to the Treasurer to ensure the 2 business day deposit requirement is met (Assistant Financial Secretary will turn funds over to the Financial Secretary, not directly to the Treasurer).
- e. Is familiar with the Fiscal Officer's Manual and attends finance training workshops when possible.

Section 2. National and Local Dues

A. National Dues

1. Grand Chapter and/or local dues must be submitted to the Financial Secretary; beginning January 1 and ending 14 days prior to Grand Chapter's final date March 30. No personal or post-dated checks will be accepted after the March Chapter Meeting. The only acceptable form of payment after the March Chapter Meeting shall be CASH, MONEY ORDER or CASHIERS CHECK.
2. If dues are received after the cut-off date, or if dues are not paid in the previous fiscal year, a late fee or reinstatement fee (*these fees refer to National Dues only please see Constitution and Bylaws, Article X, Dues and Fees, Section 9 C&D*) must be paid, in accordance with the policy of Grand Chapter. Dues are paid to the Financial Secretary by the end of the March Chapter Meeting.

B. Local Dues

1. Local Dues are \$150.
2. Paid-in-full life members are financial when local dues are paid for the current sorority year.

Section 3. Collegiate Sorors

Transitioning sorors who become members of the Chapter within the first two years of graduation shall pay Grand Chapter dues as required and local dues of \$50 the first year of membership in the Chapter.

Section 4. Unconsumed Dues

- A. 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. Chapters are required to transfer unconsumed dues to a soror's new chapter when requested prior to the deadline by the soror in writing.
- B. In order to transfer unconsumed dues, the soror requesting the transfer completes the Member Information, Former Chapter section of the Dues Transfer Form as well as 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.

Section 5. Transfer of Dues

- A. 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.

- B. In order to transfer unconsumed dues, the soror requesting the transfer completes the Member Information, Former Chapter section of the Dues Transfer Form as well as 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.

Section 6. Travel Policy

- A. Travel Policy for National Convention and Farwest Regional Conference Delegates
1. Travel, lodging, registration fees, mileage, subscription events
 - a. Voting Delegate and Alternate Delegate
 1. The Chapter shall pay registration for the Voting Delegate and Alternate Delegate as well as the economy airfare and the room rate (based on double occupancy). The guidelines for Chapter responsibility for payment must be flexible, depending on the fiscal circumstances of the Chapter, the proximity of the conference or the convention, and other variables not possible to predict in advance. Therefore, the Chapter may decide, at its March meeting, to alter these guidelines for the upcoming National Convention or Regional Conference.
 - b. Treasurer and Financial Secretary
 1. The Chapter shall pay **only** the registration for the Treasurer and Financial Secretary to attend the National Convention and Regional Conference during their term(s) of office. The guidelines for Chapter responsibility for payment must be flexible, depending on the fiscal circumstances of the Chapter, the proximity of the conference or the convention, and other variables not possible to predict in advance. Therefore, the Chapter may decide, at its March meeting, to alter these guidelines for the upcoming National Convention or Regional Conference.
 2. The Treasurer and Financial Secretary shall attend **all** financial workshops/meeting while attending the National Convention or Regional Conference. The Treasurer and Financial Secretary shall prepare a report to be presented at the Executive Board and Chapter Meetings following the National Convention and Regional Conference. That report will cover all changes or updates that affect the Chapter. Hard copies of this report (five copies) shall be distributed to the President(s), Recording Secretary, and Internal Audit chair and maintained in the Finance Committee's file.
 - c. Second Vice-President/Assistant Financial Secretary/ Internal Audit Chair

1. The Chapter shall vote each year to pay **only** the registration for the following officers/chairs: Chair of Projects and Program Planning (Second Vice President), Assistant Financial Secretary and Internal Audit Chair if it is mandated that they attend workshops being held at Regional Conference and National Convention during their term(s) of office. If so voted and approved by the chapter the guidelines and requirements outlined above in A&B of Section IV shall be strictly adhered to and enforced.
- B. Travel Policy for California State Summit, Cluster Meetings, Delta Days and other meetings
1. Travel, lodging, registration fees, mileage, subscription events
If funds are available, the Chapter shall vote if it will pay for Chapter representation on a case-by-case basis at state summit, cluster meetings, Delta Days, and other meetings.

Section 7. Purchase Order/Reimbursement Expense Voucher

- A. Requests for reimbursements for expenditures must be made by committee chair(s) only. Other members must submit receipt to

committee chairs to approve and submit an expense report with original receipts attached using Zoho Expense Online System. Expense reports must be completed and submitted by the committee chair(s) and will be forwarded to Treasurer for review and approval. Then, the expense report will be sent to the President for final approval. Reimbursements must be submitted no later than the June Chapter meeting, due to Grand Chapter requirements for closing books for audit.

Expense reports can be accessed at:

<https://expense.zoho.com/app#/home/dashboard>. An Account is required and available for all chairs. Accounts to Zoho can be accessed by each chapter chair's email address.

- B. Expenditures for non-budgeted items or over-budgeted items must receive prior approval by the Executive Board and the general membership. They have the obligations to seek the advice of the Treasurer relative to the availability of non-budgeted funds prior to considering approval of the non-budget items.
- C. Payments will only be made if the procedures outlined above are followed and the request for payment is received within forty-five (45) days of the expense.
- D. All reimbursement checks **must be** cashed within forty-five (45) days of the issue date or else these funds are considered a donation to the Chapter. Lost or misplaced checks requiring stop payment will result in the recipient incurring the cost of the bank charge assessed to the Chapter. In both cases a new voucher will need to be submitted upon reissuance of a check. **A stop payment fee will need to be paid to the**

Chapter by Cash, Money Order or Cashier's Check, before another check is reissued.

- E. If the check is less than the "stop payment" fee, the recipient is obligated to pay the "stop payment fee" to the Chapter. **A stop payment fee will need to be paid to the Chapter by Cash, Money Order or Cashier's Check.**
- F. Two signatures are required on all checks. Checks are signed by the Chapter President and Treasurer unless the payee is the Chapter President or Treasurer. The Financial Secretary should be the second signature on checks made payable to the President or Treasurer.
- G. Checks should not be payable to cash and blank checks should never be signed.
- H. The transacting of all financial business (collecting funds and writing checks) will occur during chapter or E-Board meetings or any time or place designated by the President and fiscal officers.

Section 8. Method of Payment

- A. Payments collected by Chapter members for Chapter Activity
All funds received for any Chapter activity must be remitted to the Financial Secretary within two (2) business days of receipt.
- B. Online Payment Systems
Please refer to the sections on Merchant accounts, online payment systems and Pay Pal in the current Fiscal Officer's Manual, and current Delta Internet Guidelines for procedures and any subsequent updates regarding types of online payments that can be use such as Pay Pal, Eventbrite, Airborne, Square and Constant Contact.

Section 9. Unconsumed Funds: Year End Reconciliation

Any unused funds by a committee shall be returned to the general fund to be redistributed for the next fiscal year budget unless already restricted to a budget line item.

Section 10. Insufficient Funds or Returned Check Policy

All dishonored checks shall be returned to the maker and replaced by a cashier's check or money order for the full-face value of the check **plus** the amount of any charges levied by the Chapter's financial institution.

Section 11. Fundraising

Ticket sales for fundraising events will be controlled by the Financial Secretary and/or Assistant Financial Secretary. Physical tickets will be held in the custody of the Finance Team and will be numbered, distributed and tracked for reconciliation at the end of each event. All funds collected from patrons or sponsors by a Chapter member must be remitted to the Financial Secretary and/or Assistant Financial Secretary within two (2) business days of receipt.

Section 12. Budgeting

- A. Committee Responsibility
 - 1. Finance Committee

- a. The Finance Committee must present a budget for the upcoming fiscal year (FY) at the May Executive Board and Chapter Meetings.
 - b. The Finance Committee will submit any adjustments to the budget after completion/receipt of the Annual Federal Income Tax Group Return Authorization form (990), Annual Audit Report (IAR-1 form) and CPA audit for approval at the September and/or October Executive Board and Chapter meetings.
2. Committee Chair
- a. Upon approval of the budget, Committee chairs are expected to operate within the budgeted amount and adhere to the fiscal guidelines, for approving committee expenses and obtaining reimbursements.

B. Timing and Process

- 1. The Chair of each committee shall submit a budget request to the Assistant Financial Secretary no later than March 15th of each sorority year.
- 2. The Chair of each committee shall submit any adjustments to its budget to the Assistant Financial Secretary no later than August 15th or at the Planning Meeting whichever comes first. These requests will be used in finalizing the Chapter's budget for the upcoming FY.

C. Chapter Approval

The Chapter shall vote to approve the budget for the upcoming sorority year at the May Chapter Meeting.

Section 13. Audits

- A. A CPA or audit committee shall audit the Chapter funds within thirty (30) days of the close of the fiscal year.
- B. A copy shall be submitted to National Headquarters by August 31st.

Section 14. Additional Fiscal Policies and Procedures

A. Step Show policy

- 1. The team represents the chapter and it is a committee within the chapter.
- 2. The chapter must approve participation in each show competition.
- 3. For each event, the committee shall 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.
- 4. 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

- 1. Scholarship policies shall include:
 - a. Use approved scholarship application

- b. Post application on chapter website and distribute at churches, and community events by the date approved by the Chapter
- 2. Scholarship eligibility requirements shall be as follows:
 - a. Candidate must be Black, African American, or of African descent
 - b. Resident of greater Sacramento area
 - c. Graduating high school student
 - d. Minimum culminative 3.0 GPA on a 4.0 scale
 - e. Accepted, applied or applying to an accredited two or four-year college/university for the upcoming academic year
 - f. proven participation in community service, extracurricular, or other volunteer activities
 - g. Attend an in-person interview with the Sacramento Alumnae Chapter
- 3. Application requirements shall be as follows:
 - a. Mail directly from the school's registrar's office to the chapter address an official transcript
 - b. Two (2) letters of recommendations from a teacher, principal, counselor, community leader, minister, or employer
 - c. Photo release form signed by parent/guardian
 - d. Academic standing Form (completed by counselor or school registrar)
 - e. Applicant photo (size not to exceed 4x6)
 - f. Typed two (2) to three (3) page, double-spaced essay based on approved theme
- 4. Selection Procedures shall include:
 - a. Review of applications by the committee. The committee may request additional members to assist with the review process
 - b. Schedule and conduct interviews by the committee. Interviews are performed by a panel of 3 members using criteria established by the committee. The committee may request additional members to assist with the interview process
 - c. The committee votes on the scholarship winners based on the established rubric.

C. Bonding

- 1. Which positions are bonded
The President, Treasurer, Financial Secretary, and Assistant Financial Secretary shall be covered by general bonding insurance.
- 2. Amount
The Treasurer will determine how much bonding insurance is necessary for each position annually based on the number of fiscal officer positions the chapter chooses to bond, and the amount of coverage the chapter wishes to purchase for each position.

D. Liability Insurance

- 1. The chapter shall be covered through general liability insurance which is solely available through Grand Chapter.
- 2. The chapter shall pay the Chapter Liability Insurance at the current market rate for each member.

E. Bank Statements

1. All contracts, invoices and checks should be mailed to the chapter's PO Box.
2. All bank statements should be viewed online and printed out by the President and/Treasurer or mailed to the chapter's PO Box.
3. The President must review and initial the bank statements prior to forwarding them to the Treasurer.
4. Bank statements must be reconciled monthly by the Treasurer.

F. Closeout

The Treasurer shall pay bills from an invoice or voucher in June that may become due during the summer.

G. Annual Financial Report and Federal Income Tax Group Return Authorization

The Chapter shall submit an Annual Financial Report and Federal Income Tax Group Return Authorization Form by August 31st.

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESS

Section 1. Eligibility Criteria for Holding Office

- A. An eligible member is one who is in good financial standing with the Chapter and the Grand Chapter at time of election. She must remain in good standing throughout her term of office, if elected.
- B. A desired qualification is that all candidates have served on at least two committees during the immediate past and current sorority years.
- C. Candidates for President and Vice President(s) must have attended a National Convention and a Regional Conference in the last four years before the election.

Section 2. Nominations of Chapter Officers and Elected Positions

A. Timeline and guidelines for process

1. The committee shall present the slate of officers, Internal Audit Chair and the next Nominating Chair and Committee members at the April Chapter Meeting. The slate of officers/Internal Audit Chair/Nominating Chair and Nominating committee members presented must be financial during the current fiscal year.
2. Nominations from the floor will be accepted at the April Chapter Meeting.
3. The chairs and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office and position.
4. The slate must be received by all financial members thirty (30) days prior to election.

B. Nominations of the Minerva Circle

For Minerva Circle membership qualifications, please see the current Administrative Procedures for Membership Intake: *Membership Intake Preparatory Step 1 - Chapter Preparation*.

C. Candidate guidelines for campaigning

1. The chapter shall adhere to the National Nominating Committee and Chapter Management Handbook.
2. Campaigning to serve on the Minerva Circle is prohibited.

Section 3. Elections

A. Election day procedures and timeline

1. There shall be an election during the odd-number year during the May Chapter Meeting, and it shall be conducted by the Elections Committee.
2. At this time, the Nominating Committee will be elected to serve the upcoming term.
3. All elections including members for the Minerva Circle shall be conducted by the Elections Committee.
4. The Chapter shall give prior written notice of at least ten (10) days for election of officers; elected committee chairs and members; voting to proceed or not to proceed with membership intake and voting on the acceptance of candidates for membership into the Sorority. Written notice includes email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
5. Only those members who are present at the chapter meeting and are currently financial shall be eligible to vote.
6. Election Committee will count the ballots during the meeting.

B. Voting guidelines

Write-in votes are prohibited and provisions for write-in candidates shall not be included on the ballot.

C. Re-balloting

When there are two or more candidates, 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 Processes

- A. Elections for chapter officers, elected committee chairs and members, Minerva Circle and acceptance to membership shall be by ballot, machine, or electronic voting devices.
- B. The candidate who receives the majority of the votes cast shall be elected to each respective office.

Section 5. Election Reporting

- A. Final results will be read by the committee and the President shall declare the winners to the body as per Robert Rules of Order.
- B. All election results shall be recorded in the Chapter's meeting minutes.

ARTICLE X: SPECIAL ELECTIONS

Section 1. Minerva Circle

- A. It may become necessary to conduct a special election, i.e. to elect a Minerva Circle.
- B. For the election of a Minerva Circle, please refer to Article III – Elected Officers & Other Leadership Positions, Section 3C and Article X – Special Elections, Section 1C-D of the Chapter’s Policies and Procedures.
- C. The process for electing the Minerva Circle is as follows:
 1. The Nominating Committee facilitates the nomination process for the Minerva Circle. They will present the slate at the chapter meeting where the vote will take place.
 2. Members must be present and financial in order to vote and be elected.
 3. The Election Committee shall conduct the election.
 4. The election will be by secret ballot, machine or electronic voting devices.
 5. Results must be submitted to the Regional Director, using the Minerva Circle Certification Form.
- D. Following the election of the Minerva Circle, the Leader will call a meeting with the Nine Jewels and at that time the specific jewels will be decided.

Section 2. Other Special Elections

A. President

1. It may become necessary to conduct a special election, i.e. to fill a presidential vacancy.
2. If a presidential vacancy arises, please refer to the Constitution and Bylaws Article IX, Election and Voting, Section 3, Chapter Elections.

B. Voting Delegate and Alternate Voting Delegate

Election of the Chapter’s Voting and Alternate Delegates for National Convention and Regional Conference shall occur at the May or June Chapter meeting. Elected sorors must be financial and have already registered for the National Convention and/or Regional Conference.

ARTICLE XI: INSTALLATION OF OFFICERS

Selection 1. Guidelines for selecting installing officer (Ritual, page 71)

A current or past National Officer, a past President of the Chapter or Charter Member may serve as the Installing Officer.

Section 2. Installation of Officers

- A. Installation of officers shall take place at the regular June Chapter meeting and shall be conducted in accordance with the sorority’s Ritual.
- B. All newly elected officers shall assume their duties immediately upon

- being installed. The newly elected president shall close out the June Chapter meeting after being installed.
- C. Officers shall assume their office effective July 1.

ARTICLE XII: TRANSITION OF OFFICERS

Section 1. Procedures for conducting the transition process

A. Timing

1. There shall be a transition meeting between outgoing and incoming elected and appointed persons prior to the Annual Retreat/Planning Meeting.
2. The incoming and outgoing fiscal officers, including the President must have a separate transition meeting. At this meeting the fiscal officers will follow the items and suggestions as listed in the most current Fiscal Officers Manual regarding Fiscal Officers Transition including when new bank signature cards that must be completed and provided to the Chapter's banking institution within 10 business day of officer installment or appointment.
3. Transition of authority and the bonding of newly elected and appointed persons must be completed prior to September. During the transition, the outgoing president must complete and sign off on required assessments and reports related to the current term of office.

B. Coordination

The coordination of the meeting will be coordinated by the out-going and incoming Presidents.

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1. Membership Intake Process

- A. The Membership Committee shall make recommendations on whether or not to conduct membership intake.
- B. The Executive Board must receive written notice of at least ten (10) days of the intent of the Executive Board to consider presenting a vote to the chapter to conduct membership intake.
- C. The Chapter shall give prior written notice of at least ten (10) days on whether or not to proceed or not to proceed with the membership intake process; and voting on the acceptance of candidates for membership into the sorority.
- D. The motion to conduct membership intake must pass by two-third (2/3) vote of those present and voting.
- E. A Minerva Circle must be elected at the very next chapter meeting, following the vote if the Chapter votes to conduct membership intake. The Minerva Circle is a Special committee elected to implement membership intake.

- F. The Chapter will adhere to the Administrative Procedures of Membership Intake, Code of Conduct, Sections 8 and 9 on Membership Intake violations and Hazing and any other procedure manuals and documents approved by the National Scholarship and Standards Committee and Grand Chapter.

Section 2. Minerva Circle

A. Handling Minerva Circle Members with Relatives as Applicant

If a family member/relative of a member of the Minerva Circle submits an application to the chapter, the Minerva Circle member must be immediately removed from the Minerva Circle by the chapter president and replaced according to the chapter's policies and procedures.

If the Minerva Circle member is the chapter president or financial secretary, who are members of the Minerva Circle by virtue of her position, she must recuse herself from the entire screening process of all applicant(s). If the chapter's vice president is the Leader of the Minerva Circle as designated in the chapter's policies and procedures, she is removed as the Leader of the Minerva Circle by the chapter president but retains all remaining vice president duties and responsibilities in the chapter.

A relative is defined as a person connected to another by birth, marriage or adoption.

B. Filing Vacancies

If a vacancy arises on the Minerva Circle then the President shall appoint a trained member to that position. (Please refer to Policies and Procedures, Article IX, Section 2B).

C. Frequency

The Chapter shall vote by November to have membership intake, during the current sorority year and must watch the Preparing for Membership Intake DVD before voting.

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1. Voting and Alternate Delegate

A. Regional Conference and National Convention

1. The Voting Delegate and Alternate Delegate shall work together to develop a schedule for coverage of the Chapter's seat at all times, and for meeting with members desiring to share information during the Regional Conference/National Convention.
2. The Voting Delegate and Alternate Delegate shall provide a written report, in the newsletter or at the first meeting of the Executive Board and Chapter meetings, on constitutional changes, election results, and other pertinent information the Chapter may need to know.

B. State and Local Chapter Representation

The President shall represent the chapter at all state and local functions unless she designates another officer or designee.

C. Order of Succession

1. The President shall represent the chapter. If the President is unavailable, then the order is as follows:

- First Vice President
- Second Vice President
- Treasurer

2. If none of the aforementioned officers are able to represent the chapter, then the President shall appoint a designee.

D. Incoming Chapter Officers

The incoming chapter officers assume their office effective July 1st.

Section 2. Reimbursement

If funds are available, the Chapter shall vote if it will pay for Chapter representation on a case-by-case basis at state summit, cluster meetings, Delta Days, and other meetings.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1. Immediate Verification

- A. The Sergeant-at-Arms and/or Membership Chair, Financial Secretary and/or Assistant Financial Secretary or their designee will greet and discreetly screen any new person attending a meeting.
- B. Only visitors who have proof of membership and government issued photo identification will be allowed to remain at a Chapter meeting.
- C. Responsibility of visiting soror: see current Protocol and Traditions Manual, 2011, page 18.

Section 2. Follow-up verification

- A. A visiting soror without proof of membership shall fill out a Verification of Membership form to be submitted to National Headquarters by the Treasurer or Financial Secretary.
- B. The returned Verification of Membership form will be filed with the Financial Secretary.
- C. The Sergeant-at-Arms is to be kept apprised of the status of any membership verification.

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1. Internet Policies and Procedures

The Technology Committee shall maintain the Chapter's website and social media accounts. All updates to the Chapter's accounts must be approved by the President.

Section 2. Chapter Email Accounts

The Technology Committee shall maintain the Chapter's email list serves.

Section 3. Chapter Announcements

When an announcement is requested to be shared with the chapter, the requester will submit the announcement by utilizing the "Submit Request to Send Communication to Chapter Request" electronic form. The President will be able to review, approve, seek clarification or reject the request.

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

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

- A. Policies and Procedures shall be reviewed for accuracy and alignment with the Constitution and Bylaws after every National Convention.

Permission is herein granted to correct amendments for article and section designations, punctuation, grammatical, cross-references and to make other technical and conforming changes as may be necessary during the review period without chapter approval.

- B. All members shall receive proposed amendments at least thirty (30) days prior to voting.
- C. Within sixty (60) days of approval from the Scholarship and Standards Committee, each chapter member shall receive a copy of the approved Policies and Procedures and Rules of Order.

Section 2. Quorum required to vote and 2/3 vote of those present and voting needed to amend

Amendments to Policies and Procedures may be made by two-thirds (2/3) vote of financial members present and voting.

Section 3. Effective date

The effective date is the date of the approval letter from the regional member of the National Scholarship and Standard Committee.

Section 4. Chapter Approval Date

The chapter approval date is the date the chapter votes on the proposed changes to the policies and procedures and rules of order.

ARTICLE XVIII - PARLIAMENTARY AUTHORITY

Section 1. Governing Documents

- A. All matters not covered by the Constitution and Bylaws, Ritual, Code of Conduct, Chapter Management Handbook, Delta Internet Guidelines, and other governing documents of the Sorority, Chapter Rules of Order Form and Policies and Procedures shall be governed by the current edition of Robert's Rules of Order Newly Revised. All matter not governed by ritual, code of conduct and other governing documents.

Section 2. Administrative Resources and Tools

The Administrative Resources and Tools shall include:

Constitution & Bylaws
Code of Conduct
Ritual
Protocol and Traditions Manual
Chapter Management Handbook
Administrative Procedures for Membership Intake
Fiscal Officers Manual
Internal Auditors Manual
Risk Management Manual
Rules of Order
Chapter Policies and Procedures
Delta Internet Guidelines
Hot of the Press
Membership Intake Program
Delta GEMS Manual
EMBODI
CTT Transition Manual
Roberts Rules of Order Newly Revised

(7) ATTACHMENTS

Annual Budget Template
Annual Membership Dues Renewal Form
Committee Report
Expense Tracking and Reconciliation
Membership Profile
Scholarship Application
Sign-In Sheet