



Delta Sigma Theta Sorority, Inc.

Fayetteville Alumnae Chapter Policies and Procedures

Chapter #201

P.O. Box 403

Fayetteville, North Carolina 28302

www.faydeltaalumnaechapter.org

Policies and Procedures Committee

Willie Johnson-Johnson – Chair Jackie Sherrod – Co-Chair

Vera Bell, Rene' Corders, Debra Figgins, Paula Frank, Pat Heath, Gwen Henderson,
Tracey Howard-Glover, Sharon McNair, Nadine Miller-Bernard, Miranda Monroe,
Toni Moore, Patricia Walker-Smith, Lila Washington

REVISED: November 9, 2019

APPROVED: November 18, 2019 – Nat S&S

Delta Sigma Theta Sorority, Incorporated

Fayetteville Alumnae Chapter
Rules of Order/Policies & Procedures
2019-2020

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INTRODUCTION

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

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

It is important to note that a **“policy”** states what must be done. A **“procedure”** describes how, when, and by whom something is to be done.”¹

¹ Chapter Management Handbook newly revised, Grand Chapter Delta Sigma Theta Sorority, Inc.

Delta Sigma Theta Sorority, Inc.

Fayetteville Alumnae Chapter CHAPTER POLICIES AND PROCEDURES

ARTICLE I: CHAPTER INFORMATION

Section 1. Name/Location/Number

- a. Fayetteville Alumnae Chapter
- b. Location: North Carolina
- c. Region: South Atlantic Region of the Sorority
- d. Chapter: 201

Section 2. Chapter Service Area

The Fayetteville Alumnae Chapter serves the City of Fayetteville and the Cumberland County areas.

Section 3. Contact Information

- a. Mailing address: P.O. Box 403 Fayetteville, North Carolina 28302
- b. Website: www.faydeltaalumnaeChapter.org
- c. Email address: facpres1953@gmail.com
- d. Instagram: [fac.dstinc](https://www.instagram.com/fac.dstinc)
- e. FaceBook: [@fayalumnaedeltas](https://www.facebook.com/fayalumnaedeltas) Fayetteville Alumnae Chapter of Delta Sigma Theta Sorority, Inc.
- f. Twitter: [@fayAlumnaeDelta](https://twitter.com/fayAlumnaeDelta)

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES

Section 1. Executive Committee

- A. Shall be comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Sergeant-at-Arms, Chaplain, and Parliamentarian.
- B. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
- C. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

Section 2. Executive Board

- A. Is composed of all elected and appointed officers as well as elected positions, and chairpersons of standing committees of the Chapter.
- B. Is responsible for general management of Chapter affairs between business meetings.
- C. Makes recommendations to the body on committee reports for action.
- D. Reviews proposed amendments to be recommended for revisions for Chapter Rules of Order and Policies & Procedures to the body for action.

Section 3. COMMITTEES

A. Standing

1. Performs a continuing task related to Chapter operation and remains in existence throughout the sorority year.

B. Special

1. These committees are established by the President to focus on a specific area or project as needed. Such committees would only be established when a standing or appointed committee could not execute the needed duties.
2. When the task is done, the committee's business is considered complete and the committee is dismissed.

C. Ad Hoc

1. Ad-hoc Committees are "one-time only" committees.
2. They are appointed for special assignments.

ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

Section 1. Duties and Responsibilities of Elected Officers

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

A. PRESIDENT

1. Presides over meetings, provides leadership and gives administrative guidance and direction to the structure and programming of the Chapter.
2. Enforces the Governing Documents of this organization (Constitution and By-laws, FAC Policies and Procedures, DST Chapter Management Handbook, current edition Robert's Rules of Order, Newly Revised).
3. Officially represents the Chapter.
4. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee.
5. Serves as Chapter voting delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September meeting in addition to review, interpret and distribute materials from Grand Chapter throughout the year.
6. Oversees Chapter Operations.
7. Oversees and adheres to the responsibilities of the President in the newly revised Fiscal Officers Manual.
8. Leads ritualistic services and ceremonies.
9. Appoints positions, committee chairs and members according to the "Filling Vacancies" (Article III, Section 7).
10. Assures corporate accountability reports are completed and submitted, and that Chapter compliance is met by established deadlines.
11. Reviews and approves all Chapter communications, publications, etc.

12. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees.
13. Serves as chair of Executive Committee (EC) and Executive Board (EB).
14. Signs all contracts for the Chapter.
15. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members.
16. Ensures the Chapter operates under an approved budget.
17. Ensures internal/external audits are completed.
18. Is one of three persons authorized to sign all Purchase Orders (POs), reimbursement Vouchers and checks, except her own.
19. Serves as member of the Budget and Finance Committee.
20. Serves as ex-officio member of Chapter committees, except the Elections Committee, Nominating Committee and Internal Audit Committee.
21. Serves as a member of the Minerva Circle by virtue of position.
22. Signs and ensures that all Fiscal Officers have signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office and she is President.
23. Votes only in matters of secret ballot and/or to break a tie vote.
24. Acknowledges 25 and 50 years membership in Delta Sigma Theta.
25. Completes the registration process for the voting delegate to the National Convention and Regional Conference to include one hotel room.

B. FIRST VICE PRESIDENT

1. Performs all duties of the office of President at the request of, in the absence of, or upon the resignation or incapacitation of the President.
2. Schedules and/or provides information for necessary training (i.e. DID, MIT, Advisor's Training).
3. Serves as Alternate Delegate to National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the Chapter President.
4. Serves as Chair of Program Planning and Development Committee, which coordinates service projects and all program committees, including national initiatives.
5. Assists the President in appointing program chairpersons.
6. Serves as a member of Executive Committee, Policies and Procedures Committee, and Budget and Finance Committee.
7. Serves as Risk Management Coordinator.

C. SECOND VICE PRESIDENT

1. Performs specified duties in absence of the 1st VP or at request of the President.
2. Serves as Chair of Membership Committee.
3. Compiles, updates and distributes Chapter Directory/Red Book.
4. Maintains a non-financial list of sorors for the purpose of reclamation.
5. Assists the president in appointing appropriate committee chairpersons.
6. Coordinates all membership activities as mandated by National Membership Services Committee.
7. Verifies membership of new sorors entering the Chapter.
8. Records 25 and 50 years membership in Delta Sigma Theta.
9. Makes a special effort to see that the Chapter gives attention to the best means for integrating newly graduated sorors into alumnae chapter programs and procedures.

10. Coordinates other activities as deemed necessary by the president.

D. RECORDING SECRETARY

1. Records accurate minutes of all Chapter business meetings, Executive Board, special and called meetings.
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting.
3. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or if applicable posted in the Members Only section of the Chapter website.
4. Maintains accurate records of attendance at Chapter and Executive Board meetings.
5. Records all Chapter votes in the minutes.
6. Forwards minutes to Corresponding Secretary so minutes can be mailed to sorors not online.
7. Obtains, maintains and secures all minutes in a permanent media of record.
8. Adheres to document retention policies.
9. Submits minutes to the President for final approval prior to dissemination.

E. ASSISTANT RECORDING SECRETARY

1. Performs specified duties of the Recording Secretary in event of absence.
2. Performs specified duties at the request of the President.

F. CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the Chapter.
2. Reads correspondences to membership.
3. Sends meeting notices to membership.
4. Picks up the mail weekly from Chapter's post office box and makes President aware of all incoming correspondence.
5. Advises Chapter President of all correspondence received before distributing to Chapter officers and committee chairs.
6. Distributes committee correspondence to appropriate Chair or designee.
7. Provides national, regional, state and local correspondence at Executive Board meetings and to members at business meetings.
8. Sends written notice via email and/or United States Postal Service (USPS) at least ten (10) days prior to: the election of Chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority.
9. Obtains, maintains and secures all yearly correspondence in a file/folder and discards per the Grand Chapter records retention schedule.
10. Ensures the chapter minutes and executive board minutes are mailed to financial members with no email address. Their names are included on the "hard copy list."
11. Minutes of Chapter E-Board and Chapter Business meetings should be placed on the Chapter website at least five (5) days prior to the Chapter meeting.

G. ASSISTANT CORRESPONDING SECRETARY

1. Disseminates electronic communications to financial members authorized by the Chapter President.

2. Performs specified duties of the Corresponding Secretary in the event of her absence and/or at the request of the President.

H. FINANCIAL SECRETARY

1. Adheres to responsibilities of the Financial Secretary's role in the Fiscal Officers Manual.
2. Receives and issues receipts for and keeps records of all income and related funds to the Chapter.
3. Distributes receipts for funds collected within 30 business days.
4. Serves as one of three persons authorized to sign vouchers and bank checks with the exception of her own.
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report.
6. Notifies Corresponding Secretary and President to alert members via Chapter correspondence regarding the amount and deadline of Chapter dues; the amount of regional conference and convention fees and dates.
7. Serves as member of Budget and Finance committee.
8. Serves as a member of the Minerva Circle.
9. Transacts all business in Executive Board or, Chapter Meetings (including writing checks), or special business meetings at the request of the President.
10. Maintains an accurate list of financial members and distributes to members as part of the financial report of all income received.
11. Signs the Acceptance of Fiduciary Responsibility Form.
12. Refers to the newly revised Fiscal Officer's Manual for related financial roles and responsibilities.
13. Presents a written monthly report to the chapter of all income received

I. ASSISTANT FINANCIAL SECRETARY

1. Assists Financial Secretary with the duties of her position except signing checks.
2. Performs all duties pertaining to finance in the absence of the Financial Secretary, with the exception of signing checks.
3. Signs the Acceptance of Fiduciary Responsibility Form.
4. Refers to the newly revised Fiscal Officer's Manual for related financial roles and responsibilities.

J. TREASURER

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual.
2. Monitors expenditures of the Chapter budget.
3. Serves as one of three persons authorized to sign all Purchase Orders (POs), Reimbursement Vouchers and checks, except her own.
4. Disburses all outgoing funds, such as purchase orders, Chapter member reimbursements and committee expenses.
5. Serves as keeper of Chapter funds and accounts for all income and expenditures.
6. Prepares a written and verbal report for presentation to Chapter members of the written bank reconciliation at each monthly Executive Board and Chapter meeting. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and PayPal accounts.
8. Serves as Chair for the Budget and Finance Committee.
9. Distributes and processes Chapter expense vouchers for reimbursement.
10. Works closely with Financial Secretary to ensure all financial records are accurate.

11. Deposits all funds within two (2) business days of receipt.
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check.
13. Ensures the following bookkeeping policies are followed:
 - a) For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding.
 - b) Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger.
 - c) Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest-bearing account in order to obtain maximum interest earnings.
 - d) Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report.
14. Serves as the catalyst to contact the Chapter President regarding any lapse of eligibility of Chapter officers.
15. Transacts all financial business in Executive Board or Chapter Meetings (including writing checks), or special business meetings at the request of the President.
16. Checks relevant budgets prior to issuing checks.
17. Ensures voucher process is used for disbursement of funds.
18. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment.
19. Submits books to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair.
20. Ensures all fiscal officers are bonded.
21. Signs the Acceptance of Fiduciary Responsibility Form.
22. Refers to the newly revised Fiscal Officer's Manual for related financial roles and responsibilities.
23. Serves as a member of the fundraising committee.

K. ASSISTANT TREASURER

1. Assists Treasurer with all duties except signing checks and depositing funds.
2. Performs all duties pertaining to finance in the absence of the Treasurer, with the exception of signing check.
3. Signs the Acceptance of Fiduciary Responsibility Form.
4. Refers to the newly revised Fiscal Officer's Manual for related financial roles and responsibilities

Section 2. Duties and Responsibilities of Appointed Positions

A. Sergeant-At-Arms:

1. Assists President in keeping order at all times.
2. Supervises admittance of all persons to Chapter meetings.
3. Guards against intrusion.
4. Serves as member of the Policies and Procedures Committee to facilitate cohesiveness in Chapter operations.
5. Keeps a record of all members and visiting sorors present at meetings, and submits the attendance report to the Recording Secretary for determination of a quorum.

B. Assistant Sergeant-at-Arms:

1. Assists the Sergeant-at-Arms with duties and responsibilities as appropriate.
2. Serves in the absence of the Sergeant-at-Arms and/or at the request of the President.

C. Parliamentarian:

1. Advises upon request of the Chapter President, other officers, committees and members on matters of parliamentary procedures according to Grand Chapter's Constitution and By-Laws, the Chapter's Rules of Order, and current edition Robert's Rules of Order, Newly Revised.
2. Serves as member of the Policies & Procedures Committee.
3. Serves as member of the Executive Committee.

D. Assistant Parliamentarian:

1. Assists the Parliamentarian with the duties and responsibilities outlined above.
2. Serves in event of absence of the Parliamentarian and/or at the request of the President.

E. Chaplain:

1. Sets the spiritual tone of the meeting when so requested.
2. Serves in this capacity at other gatherings at the request of the President.
3. Fulfills the role outlined in the Ritual for Chapter meetings and ceremonies.
4. Participates in Omega Omega services.
5. Serves as member of the Executive Committee.
6. Keeps an accurate record of deceased members, their obituaries, and submits this information to the President.
7. Chairs the Hospitality Committee.

F. Assistant Chaplain:

1. Performs specified duties of the Chaplain in the event of her absence.
2. Performs at the request of the President.

G. Custodian:

1. Manages the Chapter's storage facility.
2. Maintains a safe and current repository for the Chapter's property such as the official emblem, candles, robes, tablecloths, gavels, and other effects which the Chapter may obtain for the orderly and proper conduct of ceremonies and business.
3. Maintains a written inventory list of all items in the storage facility, Chapter properties (i.e. computers, cameras, printers, etc.) and submits an annual inventory report to the President and a copy to the Recording Secretary in May of each year.
4. Maintains and transports Chapter properties used at Chapter Meetings.
5. Updates and maintains guidelines for materials/items to be obtained in a timely manner for Chapter members.

H. Assistant Custodian:

1. Assists the Custodian with the duties and responsibilities as appropriate.
2. Serves in the event of absence of the Custodian and/or at the request of the President.

I. Journalist:

1. Collects and disseminates timely information that is approved by the President to the general public regarding the Chapter's community service and related activities that may be of interest to the public.
2. Advises the Executive Board on matters pertaining to strengthening public relations in the community.
3. Serves as Chair of the Communications/Public Relations Committee.

J. Historian:

1. Records, revises, and updates annually, the Chapter's history and ensures such documents are stored properly after approval by the President.
2. Keeps all documents, photos and memorabilia of the Chapter organized and stored.
3. Documents annual accomplishments of current president.
4. Serves as Chair of the Heritage and Archives Committee

K. Risk Management Coordinator:

1. Is the First Vice President.
2. Complies with all rules and regulations, as set forth by Delta Sigma Theta Sorority, Inc., to ensure the Chapter is in full compliance with Risk Management as required.
3. Ensures that all participant and volunteer background checks and interviews are completed prior to the beginning of any youth programs.

L. Official Photographer:

1. Photographs Chapter events, programs, projects and other activities as deemed necessary by the President.
2. Submits photo(s) to be posted on the Chapter website and archived through the Communications Public Relations Committee and Historian.

M. Committee Chair:

1. Works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust.
2. Facilitates and coordinates tasks to get the committee's work accomplished.
3. Submits a budget by the April business meeting for the following year.
4. Prepares written committee report summaries and presents to the Executive Board to be placed on the agenda for Chapter meetings.
5. Approves only budgeted committee expenses.
6. Signs all committee Purchase Orders/Reimbursement Vouchers before forwarding to the President for signature, prior to any fund disbursement.
7. Ensures President signs all contracts and letters to external parties.
8. Advises the Treasurer of all vendors' payment requirements and time tables.
9. Secures/obtains general liability insurance for all programs or events attended by individuals that are not members of the Chapter.
10. Submits all signed vouchers with receipts at Executive Board, Chapter meetings or special called meetings designated by the President.
11. Reconciles budget expenses before signing a committee member's Purchase Order/Reimbursement Voucher.
12. Ensures Purchase Orders are processed prior to deadlines included with the Purchase Order.
13. Adheres to their approved budget. Once a committee budget has been depleted, no additional funds will be disbursed for the committee. Any additional expenditures will be the responsibility of the committee members.

14. Submits an expenditure report at executive board meeting.

Section 3. Duties and Responsibilities of Elected Positions

A. Chair and Members of the Nominating Committee

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

Note: Members of the Nominating Committee are ineligible to run for office while serving on the 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.

B. Chair, Internal Audit Committee

1. Shall be elected during the Chapter election of officers.
2. Shall not serve more than one (1) term in office.
3. Prepares and submits the Quarterly and Annual IAR-1 reports in accordance with current guidelines and procedures.
4. Meets with the Chapter fiscal officers regarding the financial review findings and recommendations.
5. Reports audit findings and recommendations to the fiscal officers, Executive Board, and Chapter on a quarterly basis.
6. Documents and notifies the Chapter of any weakness in financial structure and recommends improvements.

C. Minerva Circle

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

Section 4. Term of Office

A. Limits of Office

1. Elected Chapter officers, elected chairs and positions shall be elected every two (2) years.
2. Internal Audit Chair, Nominating Committee Chair and Nominating Committee members can only serve one (1) term.
3. Chapter officers shall not serve more than two (2) consecutive terms in the same office.
4. One term equals two (2) years.

B. Appointments

1. Appointed positions are made by the President and appointed positions serve terms per the authority of the President.

Section 5. Impeachment

A. Impeachment Process

1. The impeachment process shall be carried out in accordance with the National Scholarship and Standards Committee's revision to the Chapter Management Handbook, Procedure for impeachment of an Elected Chapter Officer.
2. Appointed Chapter officers are removed by the Chapter President, not by impeachment.
3. Any officer who has been impeached shall be ineligible for election to any other Chapter office.

Section 6. Filling Vacancies

A. Chapter Officers:

1. When a vacancy occurs in the office of President, the First Vice President shall become President to complete the unexpired term.
2. When the First Vice President cannot complete her term, the President shall call a special meeting for the election of the First Vice President and appoint the 2nd Vice President
 - A). The Chapter must conduct this election using the nominating process and election process as stated in the current Policy & Procedure.
 - B). Election can take place at a special call meeting, which must be approved by the Regional Director.

B. Other Positions:

1. When vacancies occur in other offices or committees they shall be appointed by the President within thirty (30) days.
2. The President can only appoint Chapter members to elected offices or positions when (1) the office or position is vacant due to a member not being elected during the Chapter elections: or (2) as a result of an unexpected vacancy. In both scenarios, the office or position would be filled according to Fayetteville Alumnae's policies and procedures. Only Chapter members who meet eligibility requirements for elected offices or positions can be appointed to fill vacancies.
3. In the event the Chapter President cannot fill the vacant office or position due to Chapter member(s) not meeting eligibility requirements, or when no member is willing to serve, she shall contact the Regional Director and request special dispensation to make an appointment.
4. A soror who holds an elected or appointed office or position and is unable to fulfil her term of office shall submit her intent in writing at least ten (10) days prior to vacating the office/position.

C. Minerva Circle:

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours.
2. If there are no other trained Chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION

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

Section 1. STANDING COMMITTEES

A. Adopt-A-Family:

1. To identify a family to assist through Department of Social Services or other community based social agency.
2. To assist the family by assisting them with food, clothes, and other basic needs identified and determined by the committee.

B. Adopt-A-Site:

1. To arrange and coordinate six (6) clean-up dates for the Amtrak Railway Station located at 472 Hay Street, Fayetteville, NC 28301.
2. To fax, email, mail, or deliver report to the Fayetteville/Cumberland County Parks and Recreation Department, Fayetteville, NC.
3. To obtain trash bags from the Fayetteville/Cumberland Parks and Recreation Department. The Fayetteville/Cumberland County Parks and Recreation Department is responsible for the trash collection at the site.

C. Arts and Letters:

1. Promotes and supports arts in the community and develops programs in accordance with the Grand Chapter's directions.
2. Focuses on highlighting the work and talents of African American artists and writers.

D. Cinderella's Closet:

1. Collaborates with an establishment to set up a closet to provide prom dresses and accessories for young ladies who cannot afford to purchase a dress for their school prom.
2. Coordinates with school social workers to identify a target population.

E. Communication & Public Relations:

1. Prepares press releases, distributes to the print and electronic media.
2. Prepares a newsletter periodically that will inform Chapter members of relevant activities and accomplishments of committees and members.
3. Obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
4. Coordinates with committee chairs regarding newsworthy activities of their committees.
5. Sends pertinent Chapter news to Regional and Grand Chapter publications.
6. Manages and monitors Chapter's social media pages and accounts.
7. Sends all Chapter announcements, advertisements, and notifications in reference to information needing to be communicated with the local community; publicizing community events and affairs to local mass media, included, but not limited to newspapers, radio stations, television stations and the Community Channel and other relevant information.

8. Reinforces the image of Delta Sigma Theta Sorority, Inc., as a public service organization through the local mass media (newspapers, radio stations, television station, Community Channel).
9. Sends news material to be featured in Delta publications, and web sites.
10. Updates and posts all Chapter mailings and pertinent information to the Chapter's web site.
11. Accepts responsibility for ensuring all communication guidelines are followed, including but not limited to the Delta Internet Guide.
12. Posts all submitted community events scheduled by the Chapter committees in a timely manner.
13. Consists of an official Chapter photographer(s) who will be available to photograph Chapter events, programs, projects and other activities as deemed necessary by the president.
14. Posts photos on the Chapter website and ensures they are archived through the Heritage and Archives Committee.
15. Develops guidelines/Standard Operating Procedures (SOP) as required to submit newsworthy articles, public service notices for media (TV, radio, newspaper) format, points of contact, deadlines.
16. Minutes of Chapter E-Board and Chapter Business meetings should be placed on the Chapter website at least five (5) days prior to the Chapter meeting.

F. Coordinating Council:

1. Includes the Presidents of Fayetteville Alumnae Chapter and the Fort Bragg Area Alumnae Chapter to ensure coordination of programming, scheduling of events, eliminating duplication of functions.
2. Establishes boundaries within which each Chapter is to operate.

G. Dr. Betty Shabazz Delta Academy: Enriches and enhances the education of young females between the ages of 11 and 14. Delta Academy supplements their studies in math, science and technology. It encourages them to dream, and also to prepare for full participation as leaders in the 21st century.

1. Develops opportunities for girls in middle school (ages 11-14) to participate in activities and programs that will enhance cultural awareness, academic success, and self-awareness.
2. Provides opportunities to participate in community service and fellowship activities.
3. Provides at least monthly activities and/or programs for the girls.
4. Provides individual mentorship to each young lady by assigning a soror on the committee to be her personal mentor.
5. Enhances individual leadership skills and character among girls.
6. Apprises the girls the opportunity to participate in the Miss Jabberwock Scholarship Pageant during their high school years. The girls should also be given the opportunity to serve as hostesses at the Miss Jabberwock Scholarship Pageant.

H. Delta G.E.M.S. (Growing and Empowering Myself Successfully): From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the frame-work to actualize those dream through the performance of tasks to develop goals leading to college and career.

1. Instills the need to excel academically in young ladies (ages 14-18) in high school.
2. Provides tools that will enable our girls to sharpen and enhance their skills to achieve high levels of academic success.
3. Assists girls in proper goal setting and planning for their futures-high school and beyond.

4. Creates compassionate, caring, and community minded young women by actively involving them in service learning, self-enhancement activities, and community service opportunities.
5. Prepares the girls to participate in the Miss Jabberwock Scholarship Pageant during high school years.
6. Provides individual mentorship to each young lady by assigning a soror on the committee to be her mentor.

I. **Delta Lites:**

1. Represents the Fayetteville Alumnae Chapter by singing at Chapter functions, community events, programs, fundraisers and other events approved by the President.
2. Observes a regular practice schedule and practices on additional dates if needed.

J. **EMBODI:** The EMBODI (Empowering Males to Build Opportunities for Developing Independence) program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc., with the support and action of other major organizations, on the plight of African-American males. Both informal and empirical data suggests that the vast majority of African-American males continues to be in crisis and is not reaching its fullest potential educationally, socially and emotionally. EMBODI is designed to address these issues through dialogue and recommendations for change and action. EMBODI addresses issues related to STEM education, culture, self-efficacy, leadership, physical and mental health, healthy lifestyles choices, character, ethics, relationships, college readiness, fiscal management, civic engagement and service learning.

1. Plans and executes programming to support the plight of African American males.
2. Instills the need to excel academically in young men (ages 11-18) in middle and high school.
3. Provides tools that will enable our young men to sharpen and enhance their skills to achieve high levels of academic success.
4. Provides individual mentorship to each young man by assigning a soror on the committee to be his personal mentor.
5. Enhances individual leadership skills and character among the young men.
6. Encourages collaborative events with Fort Bragg Alumnae EMBODI participants.

K. **Executive Board:**

1. Includes all elected and appointed officers and chairpersons of standing committees of the Chapter.
2. Manages Chapter affairs between business meetings.
3. Makes recommendations to the body on committee reports for action.
4. Reviews proposed amendments to be recommended for revisions for Chapter Rules of Order and Policies & Procedures to the body for action.

L. **Executive Committee:**

1. The Executive Committee shall be comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Sergeant-at-Arms, Chaplain, and Parliamentarian
2. The President shall serve as Chairperson of the Committee.
3. The President shall prepare the agenda for the Executive Committee.
4. The Executive Committee shall meet at the call of the President or at the request of a majority of Executive Committee members.
5. The Executive Committee shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

M. **Finance:** The committee is chaired by the Treasurer and is comprised of nine (9) members, including the President, First Vice President, Financial Secretary, Assistant Treasurer, Assistant Financial Secretary, Immediate Past Treasurer, Immediate Past Financial Secretary, Immediate Past President and a volunteer. Any member of the current Internal Audit Committee shall not be a member of this committee. The duties will include:

1. Plans, evaluates and recommends budget modifications to the Chapter operating budget.
2. Considers financial needs and programs and develops a budget based upon those needs.
3. Collects, reviews and if necessary, revises all budgets submitted by Chapter officers and committee chairpersons by March 31st.
4. Presents the annual budget for review to Executive Board and Chapter at the April meetings.
5. Presents the annual budget for ratification at the May Chapter meeting. The budget will be ratified with the majority vote of the Chapter.
6. Recommends general financial policies of the Chapter.
7. Studies and develops financial plans to strengthen financial base of the Chapter.
8. Ensures at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
9. Considers financial needs of the Chapter and recommends increase of dues.
10. Receives committee budgets by March business meeting for the upcoming fiscal year.
11. Distributes final copies of the approved budget for the upcoming year by the June retreat.
12. Reviews budget quarterly.
13. Meets within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year.
14. Adheres to the following schedule:

MONTH	ACTION
February	Budget requests due to the Finance Committee from Chairpersons.
March	Budget for the ensuing year is presented at the Executive Board meeting.
April	Budget for the ensuing year is presented at the Chapter meeting for review.
May	Budget for the ensuing year is presented at Chapter meeting for approval.
August-May	Monthly Treasurer's report will be presented at Executive Board and Chapter meetings.
September	First budget reallocation: Chairpersons will complete beginning year committee financial evaluation prior to Finance Committee meeting. Treasurer prepares a report to present to Chapter.
January	Second budget reallocation: Chairpersons will complete mid-year committee financial report prior to January Finance meeting. The committee will re-evaluate budget year to date and revise if necessary. Treasurer prepares mid-year report.
July	Chairpersons complete committee financial reports. Treasurer prepares year-end report and starts CPA/External Audit. Books completed and turned over to Internal Audit Committee.
August	Submit required reports to Grand Chapter for compliance and turned over to Internal Audit Committee

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

N. Five-Point Thrust Chairpersons Responsibilities:

1. Serve as advisor to Five-Point chairs.
2. Consolidate committee Executive Board reports from the Five-Points and submit them to the Recording Secretary for inclusion in the Executive Board minutes.
3. Serve as liaisons between designated Five-Point Chairs and the President.
4. Serve as a members of the Program, Planning and Development Committee.

A. Five-Point Thrust Components:

1. Educational Development: Princess, Dr. Betty Shabazz Delta Academy, Delta GEMS, EMBODI, Cinderella's Closet, Jabberwock, Arts & Letters
2. Economic Development: Adopt-A-Family, Adopt-A-Site,
3. Physical and Mental Health: Healthy Lifestyles, Step Team
4. International Awareness and Involvement
5. Political Awareness and Involvement: Social Action

B. Five-Point Committee Chair Responsibilities:

1. Ensures the goals and objectives of the Five-Points are carried out during the sorority year.
2. Serves as a liaison between her assigned program(s) and the Thrust Chair.
3. Schedules recurring meetings with her Five-Point Chairs and submits a summarized committee report of the proceedings to the Recording Secretary or Thrust Chair, if applicable.
4. Reports the ideas, plans and projects of the Five-Points to the Executive Board
5. Complies with the guidelines of a committee chair as outlined in the Delta Chapter Management Handbook, section 500.

C. Members of the Five-Points Responsibilities:

1. Attend regular meetings.
2. Work with the chair to ensure goals and objectives are carried out.
3. Contact any member with three (3) consecutive unexcused absences as to her intentions to serve, participate or be removed.

O. Fundraising:

1. Submits a sorority year plan of anticipated fundraising events with the expected estimate on projected amount raised to be voted on at the May Chapter meeting.
2. Raises funds for scholarships, programs and projects and/or any other cause identified for the growth and stability for the Chapter to function.
3. Acts on behalf of the Chapter to conduct fundraisers and raising money.
4. Develops and initiates fundraising activities in collaboration with the Fayetteville Alumnae Delta Foundation (FADF) 501c3 organization in accordance with the agreed upon Memorandum of Understanding (MOU) between FADF and FAC that will contribute to sponsors and support for fundraising initiatives.

P. Healthy Lifestyle:

1. Develops activities related to the "Total Woman: Mind, Body & Spirit" and other National Health Initiatives.
2. Addresses health issues that adversely impact the African-American community.

Q. Heritage and Archives:

1. Keeps all documents, photos and memorabilia of the Fayetteville Alumnae Chapter.
2. Prepares materials for exhibition at conventions and other activities.
3. Keeps a scrapbook up to date with documentary evidence of the activities of the Chapter.
4. Records, revises and updates annually, the Chapter's history and makes sure such documents are stored properly. (The Chapter will approve all revision before publication.)
5. Documents annual accomplishments and initiatives of current President.

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

An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent grandparent, brother/sister, stepchild, step siblings, stepparent, legal guardian or in loco parentis.

Courtesies from the Chapter will be sent to financial members (for the sorority year) in cases of uplifting life transitions as well as condolences. Courtesies may be sent to homebound members as a thoughtful gesture (i.e. card). Chapter members will be responsible for passing on information, including name/address to the Hospitality Chair, who will extend the courtesies. Recognitions/Gifts will be recognized only one (1) time per event and presented quarterly at Monthly Chapter Meetings.

1. Chapter/Gifts and Courtesies – Chapter Members:

Recognitions/Gifts

Wedding	\$50.00 Gift Card
Birth	\$40.00 Gift Card
Retirement.	\$50.00 Gift Card
Post Graduate from accredited college or university	\$25.00 Gift Card
Job Promotion	\$25.00 Gift Card

2. Price Suggestions for Illness or Death

Fruit Basket	\$30.00
Plants	\$35.00
Funeral Design for soror.	\$75.00 or current price
Violet Corsage.	Current price

Courtesies:

Illness

When hospitalized for two days or more, members will receive a potted plant after discharge once per sorority year.

In case of illness of a non-financial soror and if Chapter is notified, a card will be sent from the Chapter.

Immediate family member ill, send thinking of you card.

Death

In case of a death of a soror, the Chapter will be responsible for serving a meal to the immediate family (not to exceed \$100), providing the Omega-Omega Ceremony (if requested), violet corsage for deceased soror, and floral arrangement.

In case of a death of a soror's immediate family member, the soror will be contacted to choose a meal or donation.

- a) Meal not to exceed \$100.
- b) \$100 donation in memory of the deceased or to a charity of their (family) choice, provided the mission of the charity does not conflict with the mission of Delta Sigma Theta Sorority, Inc.
- c) Floral arrangement or potted plant to be sent to the funeral home.

The hospitality chair will notify meal coordinator (plans menu, purchases food items, serves the meal with assistance from the Hospitality and Monthly Hostess Committee). During the months of July and August, the Executive Board will be responsible for the meal. The meal will be delivered and/or served at the soror's home or designated place, if desired.

In the case of a soror whose family lives in another city or state, arrangements will be made with that soror so that a meal may be provided for the family even if the hospitality committee and monthly hostess group is not able to serve the meal.

In case of illness or death of a soror's family member (not immediate family member) i.e. in-laws or grandparents/child, aunt, uncle a card will be sent.

DELTA DEARS AND OTHER INCAPACITATED SORORS

Long Term Care/Homebound

Quarterly contact via phone/card/visit.

Home visit and delivery of small gift basket/flower at least once a year.

NON-FINANCIAL SOROR

In case of the death of a non-financial soror, the Omega-Omega Ceremony will be performed if requested by the family. Chapter President will make contact. A card will be sent from the Chapter.

During the months of July and August, the Executive Board will coordinate arrangements for illness.

Visiting Sorors for Special Occasions

- a) Courtesies will also be extended at the discretion of the President and/or Chairperson of the Courtesy and Hospitality Committee.
- b) Regional and National Officers will be provided courtesies per the Protocol and Traditional Manual.

Other Considerations

- a) The Hospitality Committee will work closely with the Membership to provide appropriate courtesies in a timely manner. Courtesies afforded to Chapter members must be approved by the Hospitality Committee or Chapter President. Prices may fluctuate according to local florist prices but in all cases the Committee will consider costs and quality.
- b) The courtesies referenced in the above guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.

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

S. Hostess:

Sorors are identified monthly to assist in preparing food before or after Chapter meetings, to foster sisterly interaction among members.

- T. **Internal Audit Committee Responsibilities:** The Internal Audit Committee shall consist of a Chair, elected by majority vote of the members present and voting and two (2) to four (4) members appointed by the President to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee. Knowledge of the Chapter's fiscal operations helps committee members fulfill their responsibilities.
1. Adheres to the role and responsibilities in accordance with the Internal Audit Manual from Grand Chapter.
 2. Performs internal audit and completes Internal Audit Form in accordance with Audit Guidelines from Grand Chapter.
 3. Reviews treasurer's and financial secretary's records.
 4. Obtains and verifies original expense receipts, reimbursements vouchers and invoices from the Treasurer.
 5. Ensures all expenditure documentation is present in Chapter fiscal records.
 6. Verifies checkbook and savings balances of the Operating & Scholarships, Program and Project accounts during each review.
 7. Ensures compliance to allotted budget line items.
 8. Ensures adherence to the approved budget for the sorority year and all budget revisions are appropriately documented and approved by Chapter.
 9. Conducts an annual audit in accordance with established guidelines and submits a copy to National Headquarters by August 31st.
 10. Reports and makes quarterly recommendations to the Chapter of audit findings.
 11. Keeps access information for online banking accounts confidential.
 12. Assists treasurer with preparation and completion of all end-of- year fiscal reports.
 13. Assists in the preparation of the IAR-1 reports (quarterly or annual).
 14. Ensures adherence to budget line items and adherence to separation of fiduciary responsibilities.
 15. Recommends for Chapter approval an independent auditor for the annual review, as applicable.
 16. Reviews and proposes internal controls.
 17. Reviews the Chapter financial records and indicates any material weaknesses in controls.
 18. Verifies balances for all accounts.

19. Verifies expenditures and supporting documentation (receipts, invoices, etc.) for the period.
20. Verifies receipts (income) for the period.
21. Verifies the existence of and Chapter adherence to internal controls.

U. **International Awareness:**

Brings awareness of international issues affecting women, children and those being denied their human rights to the community and members of this Chapter through programs, informational sessions and other forums.

- V. **Jabberwock:** The Jabberwock is a youth development and scholarship program and consists of a series of activities designed to enhance the academic, social, cultural and civic awareness of our Princess participants and selected high schools' juniors and seniors from the Cumberland County School system. Students from other high school areas may participate if the Delta Sigma Theta Chapter of their area does not provide the opportunity for them to participate. The Jabberwock pageant is held every other year if there are at least 8 Jabberwock contestants participating.

The committee:

1. Plans, coordinates and executes the activities and programs for the Jabberwock pageant and participants.
2. Executes the program with a minimum of 8 (eight) Sweetheart participants.
3. Coordinates all Sweetheart activities.
4. Provides information on the Fiscal Policies and Procedures for the scholarship awarded.

W. **Membership Committee:** Chaired by the Second Vice-President.

1. Coordinates bonding and sisterhood activities to maintain Chapter morale.
2. Coordinates reclamation programs to reclaim sorors in the community and retains members within the Chapter.
3. Collects all data pertaining to new members.
4. Plans and develops retreat activities for the Chapter.
5. Plans and coordinates Sisterhood Month activities during the month of March.
6. Plans and coordinates social Chapter activities to include reclamation efforts.
7. Compiles information within the Chapter's "Redbook" which will include but is not limited to Chapter Directory, Delta Dears, Chapter History, Chapter Officers, National and Regional Officers, and the Chapter Calendar.
8. Revises and distributes "Redbook" to members during the Chapter retreat and/or first Chapter meeting. ("Redbooks" will be assembled in electronic form and as hardcopy notebooks for members without computer access.)
9. Coordinates local Founders Day activities.

- X. **Nominating:** The committee will be responsible for soliciting and receiving nominations from members of persons to serve in any elected Chapter office or position, which includes the Minerva Circle.

- Y. **Pan-Hellenic Council Representative:** Chapter representatives shall include the Chapter President, 1st Vice President, and an alternate Chapter member. The alternate member can be appointed by the

President or a Chapter member who volunteers for the position.

1. Represents Chapter at monthly meetings.
2. Acts as Chapter liaison to share Delta activities with other representatives and to present to the Chapter information of the other organizations represented.
3. Serves as the officer to the Pan-Hellenic organization when the Chapter is up for rotation for a position.
4. Attends the meetings of the Greater Fayetteville Area Council of the National Pan-Hellenic Council, Inc.
5. Keeps the Chapter abreast of the Pan Hellenic Council activities in fostering cooperatives actions with the Divine Nine.

Z. **Policies and Procedures/Rules of Order:** The Rules of Order and Policies and Procedures Committee shall be responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.

1. Chair and members of the committee shall be appointed by the President.
2. The Chair and members shall review annually the Chapter Rules of Order and Policies & Procedures.
3. The "Call for Proposed Amendments" shall be made at the November Chapter meeting.
4. Proposed Amendments shall be submitted in writing and submitted electronically to the Chair of the Policies and Procedures Committee on or before midnight January 31st. Those members who do not have access to the internet shall submit their proposed amendments in writing to the Chair of the Policies and Procedures Committee.
5. Proposed amendments shall be presented to the February Executive Board Meeting.
6. Proposed amendments shall be presented to the Chapter for review at the March meeting.
7. Voting on the proposed amendments will take place at the April Chapter meeting and shall be approved by 30% vote of the members.
8. Once the Chapter approves, the Chapter Rules of Order form and Policies and Procedures shall be submitted to the National Scholarship and Standards (S&S) Committee Regional Member for approval on or before June 30th.
9. Once approved by the Regional S&S Committee Member, copies will be distributed electronically or by regular mail to Chapter members within sixty (60) days of notification of approval.

AA. **Princesses Committee:**

1. Develop a club for girls ages 4-11 with the goal/focus of providing cultural, educational, fun activities, along with community service, and fellowship.
2. Enhance their individual leadership skills and character.
3. Prepare the girls for the opportunity to participate in the Miss Jabberwock Pageant to compete for the title of Little Miss Princess.

BB. **Project 13:**

Coordinate with respective Chapter charitable partnerships activities and work closely with the regional leadership and national task force to report Chapter's efforts.

CC. **Program Planning and Development:** Chaired by First Vice President

1. Provides leadership, focus and coordination for implementation of the Chapter's public service and internal development programs.
2. Maintains a repository of knowledge about the sorority's national program thrusts and initiatives.
3. Develops and coordinates projects approved by the chapter.

4. Plans and coordinates all programs and prepare the annual calendar events.
5. Develops a plans with committee chairpersons' programs and projects to be implemented.
6. Reviews feasibility and coordinates implementation of national initiatives.
7. Conducts a Chapter wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and the Chapter.

Disaster Response: This a sub-committee of the Program Planning and Development and is chaired by the Emergency Response Team (ERT) coordinator.

- a. Assess the disaster the local jurisdiction is most vulnerable to for emergency planning purposes.
- b. Disseminate information to the local Chapter on emergency preparedness from state ERT.
- c. Active participation from local Chapter with activities sponsored by the Regional ERT.
- d. Serve as primary contact for local Chapter for emergency response events.
- e. Coordinate with local community organizations in emergency response efforts.
- f. Assists in identifying and periodically re-evaluating emergency preparedness training needs for the Chapter.
- g. Maintain records, statistics, and other pertinent information for the Delta (National and Regional) ERT communities.
- h. Coordinates emergency management activities with local community-based organizations and agencies.
- i. Support and assist Sorors and their communities during events of disaster.
- j. The Chapter will assist Sorors (financial & nonfinancial) affected by a disaster depending on the funds in the Chapter not to exceed \$250.00. An application for assistance will be required.

DD. **Protocol Committee:**

1. Provides clear and authentic descriptions of the traditions and protocol of the Chapter.
2. Implements the established code of protocol and behavior within the Chapter.
3. Preserves the forms of ceremony an etiquette observed by the sorority.
4. Provides a support system for the Chapter President.
5. Consists of a chair and 3 committee members appointed by the President.
6. Must have in depth knowledge of Sorority Protocols and Traditions.
7. Communicates expectations in a manner to ensure that all sorors learn and use proper protocol
8. Assist sorors in embracing the viewpoint that proper protocol and traditions unite us to exhibit respect for ideals on which Delta Sigma Theta was founded.
9. Ensures all sorors learn and use proper protocol in local, state, regional and national activities.
10. Ritual and Ceremonies will be a sub-committee of the Protocol Committee. Chair and 3 members (total of 4) will be appointed by the Chapter President.

EE. **Scholarship Committee:**

1. Monitors all scholarship activities, establishes criteria, and screens prospective recipients for scholarships and awards.
2. Makes recommendations to the Chapter for new scholarship award programs.

FF. **Social Action Committee:**

1. Increases the knowledge of current national, state and local issues so that every Delta is informed; encourage active participation as individuals in political activity; works to enact national and local legislation of particular interest to African Americans and women.

2. Seeks out and collaborates with other community organizations in fostering community service.
3. Assists Program Planning and Development in the execution and development of identified Grand Chapter initiatives.

Section 2. Special Committees

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

A. Elections Chair and Committee Members/ Process for Chapter Elections:

1. The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued.
2. The Chair and committee conducts and oversees the election process of the Chapter.
3. The Elections Chair receives the slate from the Nominating Chair.
4. The Elections Chair and committee prepare the slate in the form of a paper ballot for Chapter vote at the May Chapter Meeting.
5. Chapter voting shall take place at the May Chapter meeting.
6. Chapter voting shall begin at 11:00am and shall end at 11:45 a.m. No ballots will be issued after 11:45 a.m.
7. The Chair and Members of the Elections Committee shall issue the ballot to those members eligible to vote. Only one ballot shall be given to eligible member during the time designated on the meeting agenda.
8. Conducts the Chapter vote by secret ballot so each member will be instructed to go to a designated area to vote and return to their seats.
9. The Chair and committee shall distribute, collect, and tally ballots utilizing majority vote. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for a majority).
10. The Chair presents the elections report.
11. The Presiding Officer shall announce the results of the election and introduce the officers for the upcoming biennium.
12. The Recording Secretary is given a copy for the minutes.

RE- BALLOTING: If re-balloting is necessary, it shall take place immediately during the May Chapter meeting. A quorum has to be present in order to re- ballot.

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

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

B. Minerva Circle:

1. **Leader:** The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program. The Minerva Circle Leader also:
 - a) Plans, coordinates and facilitates the intake process of new members for the Chapter.
 - b) Develops along with members of the Budget and Finance Committee and members knowledgeable of MIT fiscal responsibilities, a baseline budget and line items using figures from the past two (2) MIT processes to project the pending MIT budget.

2. **Minerva Circle Members:** The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake and are required to adhere to the following:
- a) The Keeper of Muses and Graces, Convener of the Odyssey Experience and Leader of the Minerva Circle are elected by position; the Jewels are elected as a group from the Chapter membership and expected to attend required trainings to continue on the committee.
 - b) If a member is removed from the Minerva Circle or resigns, the President will appoint another member to fulfill that position within 24 hours. This person must meet all MIT training requirements.
 - c) If there are no other trained Chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee, based upon the decision of the President.
 - d) If a member of the Minerva Circle is related to an applicant, the member cannot be removed or be excluded from the Minerva Circle but they must recuse themselves from the screening/processing of the said applicant(s).
 - e) Members of the Minerva Circle will rate application packets according to guidelines set forth in the Administrative Procedures for Membership Intake.
 - f) If the motion passes to conduct membership intake and the decision is reconsidered, then a motion must be passed to rescind the decision to conduct membership intake; and must pass by 30% of vote of the members. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake.
 - g) At the conclusion of Membership Intake, the Minerva Circle is dissolved.

C. Step Show Team:

- 1. The Chapter must approve participation in each show competition. The step team is a committee within the Chapter and represents the Chapter. No member shall be allowed to participate in any show unless she is in good standing with Grand Chapter and a member of the Fayetteville Alumnae Chapter.
- 2. For each event the committee should submit a budget that includes revenue and all allowable expenses. Clothing is an unallowable expense (examples of allowable: music, props).
- 3. Step show participants must follow national step show guidelines policies.
- 4. All prize monies (winnings) will be deposited in the Chapter's program, projects and scholarship account. The proceeds will be used to support the Chapter's programs.

ARTICLE V: MEETINGS

Section 1. Executive Committee Meetings

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

Section 2. Executive Board Meetings

Will be held on the fourth (4th) Tuesday for the months of August through May. Meetings will start promptly at 6:00 p.m. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings if there is a change from the standard time & place determined by the President.

Section 3. Chapter Meetings

Will be held on the second (2nd) Saturday for the months of September through June with the exception of the May meeting which will be held on the 3rd Saturday. The annual planning retreat will be determined year by year. Meetings begin promptly at 10:00 a.m. and conclude no later than 12:00 p.m. The Sergeant-at-Arms will inform the President at 11:30 a.m. which will determine whether a motion is needed to extend the meeting time. Any presentations of special guests or presentations by special guests will be scheduled at a time that will not impede the 10:00 a.m. start time of the business meeting. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place determined by the President.

Section 4. Committee Meetings

Will be called and scheduled by the committee chairperson. Committee members who miss three consecutive committee meetings without notifying chairperson will be removed from the committee.

Section 5. Call Meetings

Will be scheduled when deemed necessary by the President.

Section 6. Notifications

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

Section 7. Chapter Meeting Business Attire

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

Section 8. Electronic Meetings and Communication

- A. Executive Board, Chapter committees and subcommittees shall be authorized to meet by conference call, google hangout and other electronic communication media as long as all members can simultaneously hear others and participate during the meeting.
- B. All communications may be sent electronically in accordance with 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.

Section 2. Executive Board Meeting

A quorum shall consist of thirty (30%) of Executive Board members.

Section 3. Chapter Business Meeting

A quorum shall consist of thirty (30%) of Chapter members. (A quorum is not required to begin a business meeting but a quorum is required to take action on business matters including financial matters).

ARTICLE VII: DOCUMENT RETENTION

The Fayetteville Alumnae Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy with acknowledgement that no records are to be destroyed when the sorority is in litigation. This policy is intended to provide guidance regarding the retention and destruction of records. This policy covers records incurred in the daily transaction of business, the documenting of events and history and all other records governed by other Delta doctrine, such as Membership Intake related documents.

The table below is from the Chapter Management Handbook and Hot Off the Press

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Financial Records (receipt logs, 990's, receipt books, check registers)					
*Bank Reconciliations	5 years	Paper/Electronic	Monthly	Weekly	Shred/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 Statements	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 documents	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
Membership Intake Documents:					
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

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

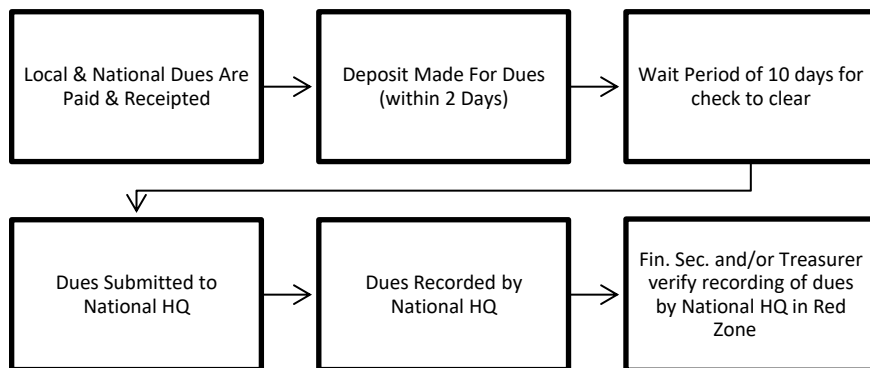
Section 1. Fiscal Roles and Responsibilities

- a. President
- b. Treasurer
- c. Financial Secretary
- d. Other Fiscal Officers

Section 2. National and Local Dues

- A. **National Dues** - Members will be responsible for dues for the Grand Chapter, according to the established dues schedule per business year.
1. Members will also pay a Per Capita Fee of \$10.00.
 2. Dues are payable from January 1st to March 31st.
 3. A \$5.00 late fee shall be assessed for any member paying dues from April 1st to June 30th.
 4. National and local Chapter dues will have the same deadline.
 5. Reinstatement Fee in the amount of \$15.00 if not currently financial or submitted after June 30th.
 6. If a soror has not paid all dues and fees for two or more years, she shall pay a reinstatement fee of \$25.00.
- B. **Local Chapter Dues** – Members will be responsible for local dues according to the established fee voted upon by the Chapter members.
1. Local Chapter dues for Fayetteville Alumnae Chapter will be \$145.00 per business year (July 1st to June 30th).
 2. Local and National dues are due and payable from January 1st – March 31st.
 3. Golden/Diamond Life members shall:
 - a) Pay local Chapter dues, plus a per capita fee of \$10.00.
 - b) Not pay annual Grand Chapter dues.
 - c) Not pay late and/or reinstatement fees.

A soror is considered a financial member, when her local dues have been paid and when her national dues have been paid AND RECORDED by National Headquarters. The Financial Secretary and/or Treasurer will have verification of recording at National HQ. The timeframe for verification can vary (up to 30 days or more). This process is the same regardless of method of payment (i.e. cash, check or money order).



Section 3. Undergraduate Sorors

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

Section 4. Unconsumed Dues

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

Section 5. Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must complete the member information and former Chapter section of the Dues Transfer Form and complete and sign the bottom section.
 - 1. The Chapter will transfer a calculated amount (portion of local dues based upon the month the transfer is requested) of unconsumed dues to a soror's new Chapter when a written request is submitted by the member.
 - 2. The requesting soror will submit the form to the financial secretary of the new Chapter.
 - 3. The financial secretary of the new Chapter will submit the form to the president of the former Chapter.
 - 4. The President of the former Chapter will ensure that the form is processed.
 - 5. Upon written notification, (from a soror or a Chapter) the treasurer shall complete all steps as noted in the **RED ZONE** of the national website to prepare, calculate and transfer (any) amount of the requesting sorors unconsumed dues.
 - 6. The Treasurer of the former Chapter will submit the unconsumed dues to the P.O. Box of the new Chapter.
- B. In the event a collegiate member who graduated in December immediately joins Fayetteville Alumnae, her dues are waived for the remainder of the business year. She can request that her unconsumed dues from the collegiate Chapter be transferred to the Fayetteville Alumnae. Those funds must be kept separate from the Chapter's operating funds. A line item is added on the financial report as a liability and the Chapter cannot use those funds until they are transferred out or the time has expired in six (6) months. Then the funds can be used in the operating budget or for the new sorority year when the Soror will be required to pay Chapter dues.
- C. Graduating sorors have 6 months from their time of graduation to request a transfer of dues. After six (6) months, the Chapter can transfer the funds to their operating account.
- D. When a soror transfers dues to Fayetteville Alumnae, upon acceptance of the unconsumed dues, the Chapter financial secretary shall contact national Information Systems at Delta Headquarters to have the soror's information added to the online roster for Fayetteville Alumnae and advise the treasurer.

Section 6. Travel Policy

- A. The Chapter will reimburse the voting delegate for expenses of registration, travel, meals and lodging. Half of the room rate will be reimbursed if delegate and alternate do not share a room. Actual expense of meals will be reimbursed to delegate not to exceed \$50 per day. Meal receipts must be submitted. (Voting delegate will adhere to national guidelines as it relates to travel per diem and transportation calculation of mileage.)
- B. The Chapter will reimburse the alternate delegate only for expenses of registration and lodging (half of the room rate if delegate and alternate do not share a room).
- C. The Chapter will reimburse the delegate for mileage at the state rate (per mile) when the roundtrip mileage does not exceed 100 miles. A printout of the destination with mileage (i.e. MapQuest) must accompany the voucher along with the gas receipt.
- D. In the event delegate elects to fly vs. drive, the Chapter will reimburse only the cost of mileage to the destination based on "c" above at a maximum of 650 miles to be use towards the cost of the airline travel and additional fees (i.e. airport parking, taxi, etc). This does not include travel for National Conventions.
- E. Chapter delegates will submit ALL receipts for Chapter-funded representative expenses, such as fare for travel, hotel accommodations and any/all meal-related receipts.
- F. These receipts are to be attached and submitted with the Reimbursement Expense Voucher to the Treasurer within thirty (30) days of the published meeting for accounting purposes.
- G. Delegates will return all unconsumed Chapter funds to the financial secretary within thirty (30) days of any meeting for which Chapter funded representation was provided.

Section 7. Reimbursement Expense Voucher/Cash Advance Form

- A. The cash advance is used to acquire funds in advance of the purchase intended to be made. The expense has been documented in the appropriate committee budget. This includes travel and/or accommodations for conferences, etc. contracts/deposits for events, or more costly expenses. The cash advance may be an estimate and any unused funds will be returned to the financial secretary for receipt
- B. It is the responsibility of the committee chair of the event to ensure the cash advance has been completed, submitted and approved before any necessary deadline.
- C. All Chapter members are responsible for completing a voucher signed by the appropriate committee chair and Chapter officers.
- D. Receipts for approved expenses are required and must be attached as documentation for reimbursement and submitted within 30 days.
- E. Expenses are reimbursed if: (1) the activity is in support of a Chapter program; (2) it is included in an approved budget or approved by the Chapter, (3) it is approved by the committee chair, (4) the benefit of the expense accrues to the Chapter and (5) it would not have been incurred were it not for the Chapter program.
- F. Reimbursement Expense Voucher or Expenditures should NOT exceed the committee's approved budget allocation for a given purchase.
- G. All committee vouchers must first be signed by the committee chairperson(s) and then forwarded to the President for signature prior to any fund disbursement.
- H. Financial Secretary signs as 2nd signature in the event reimbursement is for the President or Treasurer or as requested by the President.
- I. When the committee chair is the soror making the request for reimbursement, an additional committee member signature is required.
- J. Chapter president and treasurer signatures are sufficient for all invoices received that is not part of a committee (i.e. monthly telephone bill). All other signature lines should be marked as N/A.

Section 8. Method of Payment

- A. Payment of dues may be made by personal checks, money orders or cashier's checks. A member will reimburse the Chapter the insufficient funds fee charged by the bank to the Chapter with certified funds including the original check amount. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.
- B. A Financial/Payment Envelope will be completed and submitted to the financial secretary or assistant when submitting any form of payment or funds.
- C. No cash will be accepted, unless it is for an amount not to exceed \$5.00.

Section 9. Unconsumed Funds: Year End Reconciliation

- A. Upon reconciliation of Chapter finances, elected officers and appointed committee chairpersons may not request additional funds.
- B. In the event the Chapter is not in session, the Executive Committee will review and approve allocations as designated under ruling authority in Article II, Section 1(E).

Section 10. Insufficient Funds or Returned Checks Policy

- A. The Fayetteville Alumnae Chapter will use email, phone or the United States Postal Service to contact the Chapter member/patron involved to obtain funds for the returned check. Contact will be made as often as necessary to receive remittance for returned checks.
- B. A member or patron will reimburse the Chapter the insufficient funds fee charged by the bank to the Chapter with certified funds including the original check amount.
- C. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.

Section 11: Fundraising

- A. The Chapter Fundraising Committee will submit budget projections specific to that event, which must be approved by the Chapter.
- B. Financial secretary or assistant will collect money on behalf of the fundraising committee.
- C. After any major activity, a written financial report must be submitted within 30 days to the treasurer and the Finance Committee for reconciliation. Once reconciled, the report shall be presented to the Chapter.
- D. Only certified/cashier's checks or money orders will be accepted from individuals who are not members of the Fayetteville Alumnae Chapter within five days of an event.
- E. The Chapter fundraising committee will work with and initiate fundraising activities in collaboration with the Fayetteville Alumnae Delta Foundation (FADF) 501c3 organization in accordance with the agreed upon Memorandum of Understanding (MOU) between FADF and FAC that will contribute to sponsors and support for fundraising initiatives.
- F. In support of Scholarship, Programs and Projects, 1/3 (33.33%) of funds raised by the Fundraising Committee will be used for scholarships and 2/3 (66.67%) of funds raised by the Fundraising Committee will be used for Program and Projects. All profits raised from the Jabberwock (excluding expenses) will be used for scholarship.

Section 12. Scholarships

- A. Miss Jabberwock – Jabberwock Pageant Scholarships are awarded to each Sweetheart participant based on the criteria below..
 - 1. Miss Jabberwock will receive 85% of her fundraising.
 - 2. All other Sweetheart contestants will receive 80% of her fundraising.
 - 3. The winning categories are Miss Jabberwock, 1st Runner Up and 2nd Runner up.

4. The contestants have up to 7 years to request award to be sent to their post-secondary school.
- B. Little Miss Princess – Jabberwock Pageant Scholarships are awarded to each Princess participant based on the criteria below.
 1. Little Miss Princess will receive 85% of her fundraising via a long-term 5-year Certificate of Deposit (CD).
 2. All other Princesses will receive 80% of her fundraising via a long-term 5-year Certificate of Deposit (CD).
 3. The winning categories are Little Miss Princess, 1st Runner Up and 2nd Runner Up. 2nd Runner-up.
- C. Bi-Annual Scholarship
The Bi-Annual scholarship will be awarded during the non-Jabberwock year to one Senior Delta GEM and one Senior EMBODI participant in the amount \$1000 each.
- D. Former Miss Jabberwock Contestants Scholarship:
The annual scholarship will be awarded to a former Miss Jabberwock contestants based on the guidelines outline in the Former Miss Jabberwock Contestants Scholarship guidelines in the amount of \$1000.00.
- E. Delta Xi
The annual Delta Xi scholarship in the amount of \$500 will be awarded to a financial member of Delta Xi Chapter of Delta Sigma Theta Sorority, Inc. at Fayetteville State University. The awardee must meet the following criteria:
 1. Must be recommended by the Chapter advisor.
 2. Maintain the academic grade point average as set forth by the University to receive an academic scholarship.
 3. Must be a rising junior or rising senior carrying sufficient hours to be a full-time student.
 4. Must be a member actively involved in the Chapter activities/projects and recommended by the Chapter advisor.
 5. Must be prepared to use the scholarship the following summer or school year after it has been awarded.

Note: The scholarship amount must be made payable to the University. The cash amount of the scholarship should not be refunded to the student under any circumstances. In the event a member does not meet all guidelines, the scholarship should not be awarded. It will be the duty of the Chapter Advisor to verify that all guidelines are met.

Section 13. Additional Fiscal Policies and Procedures

- A. Additional revenue may be obtained through contributions.
- B. At the end of each sorority year unused funds in bank accounts will be designated as reserve funds and will be available as needed.
- C. The sale of Delta merchandise through Chapter websites or online payments is prohibited.
- D. Fiscal Officers must complete and submit Acceptance of Fiduciary Responsibility Form by July 1st.
- E. The outgoing treasurer and chair of the Internal Audit Committee will assist the incoming treasurer with preparation of the Internal Revenue Service form 990 and the end of the fiscal year report due to National Headquarters by August 31st.
- F. Two signatures: the President and Treasurer are required on all checks disbursed.
- G. The President, Treasurer and Financial Secretary will follow additional guidelines included but not limited to Chapter Management Handbook and Fiscal Officers Manual.

- H. All events/programs that require collection of monies (from sorors and/or public) must be collected and receipted by the Chapter financial secretary or assistant. Note: Sorors may collect funds for individual sales and must give said funds directly to the financial secretary or assistant for receipt.
- I. No checks shall be written to any soror, business or individual unless approved by the Chapter or approved in the budget.
- J. The Capital Bank Certificate of Deposit will be used for FAC Scholarships only, not endowments, etc.
- K. The Chapter will pay registration fee for President, 1st Vice President, 2nd Vice President, Treasurer, and Financial Secretary for State/Leadership Meetings.
- L. Review budgets quarterly.
- M. The following Chapter officers shall meet within seven (7) days of the commencement of the approved MIT period to review the approved MIT budget before funds are spent for MIT:
 - 1. President
 - 2. Financial Secretary
 - 3. Leader of the Minerva Circle
- N. The Chapter President, Treasurer and Leader of the Minerva Circle shall meet within two (2) weeks of the completion of the MIT process to review the status of the MIT budget to determine possible impact to the Operating Checking Account.
- O. All funds received through merchant accounts must be credited to the applicable Chapter account weekly, reconciled monthly, and documented in monthly financial reports to Chapter. Paypal reports shall be run each month and attached to the Financial Secretary and Treasurer reports. The funds collected from Paypal shall be reflected in the totals of both reports.
- P. Designated dates, times and locations to collect funds for the Jabberwock will be coordinated by the Jabberwock Chair and Financial Secretary.
- Q. No cash will be accepted for the Jabberwock.
- R. Jabberwock Chair, Co-Chair, Financial Secretary or Assistant Financial Secretary shall not financially sponsor a Jabberwock participant.
- S. In support of Scholarship, Programs and Projects, \$100 donation ("Donation Tree") will be voluntarily collected from Chapter members during the year Jabberwock is not held. All donations will go towards programs and projects.
- T. The Chapter will always maintain \$8,000.00 in the Operating account. \$10,000.00 will be maintained in the Scholarship/Program & Projects account, unless there is an emergency and the Chapter membership votes to use funds that exceed that amount.
- U. The Chapter's Scholarship/Program & Projects budget will be based on the previous year's fundraising/donations.
- V. The Chapter's Operating Budget will be based on membership dues received at budget planning time.
- W. Payment for Chapter events are nonrefundable.
- X. Money generated from events for which we are not responsible and which we did not sponsor will not be collected through the Chapter.
- Y. Jabberwock contestants including Princesses will be notified via U.S. Mail of their scholarship/proceeds within 30 days after the Jabberwock Pageant. Appropriate forms and information will be included in this mailing. This information will be shared with the participants in the Jabberwock instructions booklet.
- Z. If the voting delegate and alternate delegate do not share the room, the cost will be split between the two. Only one room will be reserved and paid for by the Chapter.
- AA. If a soror makes an overpayment, the soror will receive written notification by the Financial Secretary and the soror will be responsible to request repayment by submitting a voucher for reimbursement within 30 days. Funds will be added to the miscellaneous/contingency line item for that account.

- BB. FAC annual budget shall include a line item identifying funds to have certificates/ plaques professionally framed at a cost not to exceed \$15 prior to presenting them to 25 year and 50 year members.
- CC. Treasurer's Report should be distributed along with Agenda as members sign in.
- DD. The chapter will pay the cost for background checks for non-chapter members including volunteers, presenters, and vendors that we hire contingent upon chapter budget.

Section 14. PayPal

Fayetteville Alumnae will accept online payments for both accounts, Operating and Scholarship Program & Projects accounts.

All existing procedures and responsibilities currently in effect from Grand Chapter, the National Finance Committee, the National Internal Audit Committee, the National Scholarship and Standards Committee and local Chapter Policies and Procedures apply to the use of PayPal as a payment tool for the chapter.

- A. The Finance Committee may obtain a merchant account(s) or secure online payment system such as, but not limited to, PayPal to accept credit and debit card charges for fundraisers and dues in accordance with all existing procedures and responsibilities currently in effect from Grand Chapter, the National Finance Committee, the National Internal Audit Committee, the National Scholarship and Standards Committee and local Chapter Policies and Procedures.
- B. Account Configuration: The application to obtain a merchant account must be in the name and Employer Identification Number (EIN) of the Fayetteville Alumnae Chapter and be signed by the Chapter President.
- C. Account "Owner": Chapter President is the account owner.
- D. Account Users: The President, Treasurer, and Financial Secretary must all be established with user access. The Chapter President may delegate applicable computer support to a Communication/Technology Committee member in order to ensure that processing standards and safeguarding measures are met.
- E. Account Email: The merchant account will be configured to notify primary email addresses, Fac.prog.payments@gmail.com for the Programs and Scholarship account and Fac.payments@gmail.com for the Operating account, upon receipt of payments. The email accounts must be monitored regularly (at least every other day or daily during high volume use).
- F. Account Login: The Login ID and password will be provided to the President, Treasurer, and Assistant Financial Secretary. Passwords associated with the merchant account must immediately be transferred due to changes in Chapter leadership (transition of officers); then reset by new account owner and/or users.
- G. Account Fees: All cost and fees are passed on to the consumer/soror with the exception of membership dues. Membership dues will not be accepted online unless there are no fees associated with the transaction to the Soror.
- H. Account Procedures: The Chapter President will work with the Finance Committee to determine which Chapter activities will be made available for online payments via a merchant account.

- I. The procedure for transferring ownership (email distribution and account name information) of the merchant account due to changes in Chapter leadership (transition of officers) should occur within 7 business days of the close of the sororal fiscal year.
- J. In order to reduce fraud, cardholder information will not be taken over the phone, in person or via fax. Acceptance of all credit/debit card transactions must take place online.
- K. All statements and correspondence regarding the merchant account(s) must be mailed to the Chapter's post office box.
- L. All funds received through merchant accounts must be credited to the applicable Chapter account weekly, reconciled monthly, and documented in monthly financial reports to Chapter.
- M. Account Audit: The annual audit must include the merchant account.
- N. Receipts sent from the online process will be the receipt and the online transaction list will be use to reflect deposits. Hardcopy/written receipts for online payments will not be provided.

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1. Eligibility Criteria for Holding Office

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

- A. A candidate for Chapter office shall be financial with the Local and Grand Chapter for the fiscal year in which the election takes place and the upcoming year. If elected, the officer shall maintain financial status during her term(s).
- B. To be eligible for the position of President, First Vice President and 2nd Vice President, a soror must have attended at least one National Convention or one Regional Conference within the last four years.
- C. All other elected officers must have attended at least one of the past three (3) National Conventions or one of the past three (3) Regional Conferences and one of the past three (3) State Meetings.
- D. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time, which will include:
 - 1. Completed Application
 - 2. Delta Resume
- E. Candidate Data Profile Forms may be obtained from:
 - 1. The Nominating Committee Chair
 - 2. The Chair's Designee
 - 3. The Chapter's Website
- F. The Chairs and members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the committee.
- G. Members of the Nomination Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations".

Section 2. Nominations Process

- 1) **Nominations of Chapter Officers and Elected Positions:**
 - a) **October:** Nominating Committee will meet to review rules and timelines per Policy and Procedures.

- b) **November:** Present information on positions with detailed roles & responsibilities and application to Executive Board.
- c) **December:** Present detailed information regarding positions. Initiate the call for nominations.

SAMPLE CALL FOR NOMINATIONS:

Calling All Members To Actions!!!

The Fayetteville Alumnae Chapter will hold elections this year for the following offices and positions:

- **President**
 - **First Vice President**
 - **Second Vice President**
 - **Recording Secretary**
 - **Assistant Recording Secretary**
 - **Corresponding Secretary**
 - **Assistant Corresponding Secretary**
 - **Financial Secretary**
 - **Assistant Financial Secretary**
 - **Treasurer**
 - **Assistant Treasurer**
 - **Chair, Nominating Committee**
 - **Nominating Committee Member (3)**
 - **Chair, Internal Audit Committee**
- d) The Delta Profile Application will be available at that time and must be completed by all who are interested in being nominated.
 - e) Members will be contacted by the Nominating Committee to determine interest and willingness to accept office nomination.
 - f) **February** review applications; and seek applicants for unfilled positions
 - g) **February 28th:** All nominations shall be presented in writing using the Delta Profile Sheet and shall be submitted and time stamped to the Nominating Chair on or before midnight to the secure electronic mailbox provided by the Technology Committee. The Delta Profile Sheet may also be mailed utilizing the Chapter's P.O. Box and postmarked by specific date.
 - h) The committee will develop the biennial slate of candidates for Chapter officers and positions utilizing the criteria set forth in the Chapters Policies and Procedures.
 - i) Confirms the candidate's eligibility with Chapter Financial Secretary and Treasurer and with the Chapter President.
 - j) The Chair and members must obtain written or verbal consent from each candidate to serve if elected or have prior consent.
 - k) **March:** The Nominating Chair presents the slate of Chapter officers and positions at the March Executive Board for information only.
 - l) **April:** The Nominating Chair presents the slate of Chapter officers and positions at the April Chapter Meeting. The Presiding Officer opens the floor for nominations at the April meeting. *All nominations received from the floor must be determined eligible prior to being slated.*
 - m) The Presiding Officer shall read the complete list of nominations at this time.
 - n) The Chapter shall publish the slate prior to the voting on Chapter officers and positions.
 - o) **May:** The Committee Chair shall provide the Elections Chair with the slate and the Elections Chair will present the slate of officers.

- p) If a member of the Nominating Committee desires to serve on the Chapter's Minerva as an officer or in an elected position, she must recuse prior to the Call for Nominations.

2) **Nominations of the Minerva Circle:**

- a) If the Chapter votes to proceed with the Membership Intake Process, the Chapter shall elect the members of the Minerva Circle at the next regular Chapter meeting that follows the meeting in which the vote to conduct membership intake occurred.
- b) The Nominating Committee shall receive nominees at that Chapter meeting and develop a slate of eligible Chapter members to serve on the Minerva Circle.
- c) Candidate's eligibility shall be confirmed with the Chapter President and Treasurer.
- d) The slate of the Minerva Circle positions shall be presented to the Executive Board that takes place prior to the Chapter business meeting in which the vote takes place.
- e) Provide the Election's Chair with the Minerva Circle slate.
- f) Publishes the slate prior to the Chapter vote.
- g) If a member of the Chapter's Nominating Committee desires to serve on the Chapter's Minerva Circle, she must recuse herself from her Nominating Committee position, for Minerva circle deliberations and decisions. The elected Nominating Committee member continues to serve on the Chapter's nominating committee at the conclusion of the Minerva Circle deliberations for other Chapter Nomination committee matters.

3) **Campaigning:**

- a) Shall organize, oversee, implement and monitor all campaign activities:
 - 1. Candidates shall not begin campaigning until slating notifications have been received.
 - 2. All candidates will have two (2) minutes to speak at the *Meet the Candidate Forum* held one (1) hour prior to the May meeting when Chapter voting shall take place.
 - 3. All candidates will have an area at the *Meet the Candidate Forum* to display their one (1) page Flyer.
 - 4. All candidates will have an opportunity to speak one-on-one with members of the Chapter during the *Meet the Candidates Forum*.
 - 5. Profiles of each candidate will be in the Chapter's newsletter, *FACE* that will be disseminated to each member.

Section 3: Elections

A. Process of Chapter Elections

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.
- 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, and then to the Chapter for approval.
- 2. Prints ballot.

B. Election of a Soror to two Offices/Positons:

- 1. If a soror is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.

2. The office/position she does not accept will be treated as a vacancy, and the Chapter will follow the procedures for “Filling Vacancies” under Article III: Section 7.

Section 5: General Voting Processes

- A. A majority vote is more than half of the votes cast by members legally entitled to vote, excluding blanks or abstentions at a properly called meeting. (Example: $19 \times \frac{1}{2} = 9\frac{1}{2}$. 10 votes needed for majority.)
- B. Only Chapter members shall vote or hold office.
- C. Each candidate is listed on the ballot in alphabetical order.
- D. The election of officers, elected committee chairs and members shall be by majority vote of the members present and voting during the May meeting.
- E. Absentee voting is not recognized in Delta Sigma Theta Sorority, Inc.
- F. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot.
- G. Newly elected officers shall be installed at the May Chapter business meeting.
- H. Proposed Chapter Policy & Procedure recommendations will be voted on for approval by 30% vote of members during the May meeting.
- I. The Chapter will discuss and vote whether to proceed or not to proceed in the sorority year in which the Membership Intake will take place.
- J. Chapter shall provide written notice via email and/or the United States Postal Service at least ten (10) days for: the election of officers, elected committee chairs and members; voting to proceed or not to proceed with Membership Intake and acceptance of candidates into the Sorority.
- K. Acceptance to membership into the sorority shall be by a majority vote of the Chapter members present and voting.
- L. Voting for Chapter officers and elected committee chairs shall be by secret ballot, ballot machine or electronic voting devices.
- M. Voting on all other issues will be by the raising of the “vote card” or electronic voting devices.

ARTICLE X: SPECIAL ELECTIONS:

Section 1. Minerva Circle

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

ARTICLE XI: INSTALLATION OF OFFICERS

Section 1. Guidelines for Installation of officers

- A. The installation ceremony will be conducted during the May Chapter meeting as outlined in the Ritual and Ceremony manual.
- B. If a collegiate member, the Chapter Advisor may serve as the installing officer for Collegiate Chapters.
- C. All outgoing officers will pass over the tools of their office to the incoming officer assuming those duties with completion of transition of officers by July 1st.

ARTICLE XII: TRANSITION OF OFFICERS

Section 1. Procedures for Conducting Transition

- A. The period between elections and assumption of duties for new officers is the perfect time for collaborative efforts between incoming and outgoing officers. This time offers the opportunity for the outgoing officer to share typical tasks associated with their office and highlights of their administration; this also is a positive way to provide continuity in Chapter administrative and program activities. The outgoing officer has sole responsibility of closing out all Chapter requirements for compliance and submitting all paperwork to National Headquarters. The incoming officer is a participant in all Chapter related administrative activities. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee which will include:
1. A transition meeting must be held between outgoing and incoming officers to give new officers some guidance and assistance necessary for them to perform well on their own and to:
 - a) Acquaint incoming officers with rules, regulations, procedures and managerial tasks;
 - b) Enable incoming officers to obtain basic knowledge of principles, operations; and
 - c) Assist incoming officers to obtain thorough knowledge of the functions and business aspects related to the office/position and other routines.
 2. Persons required to attend the transitional meeting:
 - a) All outgoing and incoming elected officers
 - b) All outgoing and incoming appointed officers
 - c) All outgoing and incoming chairpersons
 3. Chapter officers should be reminded to:
 - a) Immediately change signatures on the bank card.
 - b) All Chapter copies of administrative tools should be turned over immediately to newly elected president.
 - c) Provide incoming officers with the roster of Chapter members for the new business year.
 - d) Outgoing President should relinquish sign-on, passwords, and all related PayPal account information to the incoming President. Access must also be immediately changed from old users and access granted to the incoming Treasurer and Financial Secretary during the transition.

ARTICLE XIII: MEMBERSHIP INTAKE POLICIES

Section 1. Membership Intake Process

- A. The Chapter vote on whether to proceed or not to proceed with Membership Intake (MI) must be conducted at the first meeting of the sorority year, which is September.
- B. The Chapter shall provide a 10-day written notification through the United States Postal Service to its members when voting to proceed or not to proceed with membership intake.
- C. The supporting vote to proceed or not to proceed with Membership Intake will require 30% of the members.
- D. The Chapter shall use email and/or USPS to notify Chapter members at least ten (10) days prior to the vote to accept members into the sorority.
- E. Acceptance to membership shall be conducted by secret ballot.
- F. Acceptance to membership shall be by majority vote of the Chapter members present and voting.

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

Section 2. Minerva Circle

- A. Eligibility for the Minerva Circle and Leader will be followed in accordance of the guidelines established in the Administrative Procedures for Membership Intake Handbook.
- B. The Jewels on the Minerva Circle will be elected as a whole by a majority vote of members present and voting.
- C. The Minerva Circle Leader, Keeper of Muses & Graces and Convener of Odyssey will be elected individually by a majority vote of members present and voting during the June meeting.
- D. The Chapter President and Financial Secretary are members of the Minerva Circle by virtue of their elected office.
- E. In instances of an applicant being a relative of a Minerva Circle member, the member will not participate in scoring that applicant’s packet or interview and the member cannot be removed or excluded from the Minerva Circle.

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1. Voting and Alternate Delegate

A. Regional Conference and National Convention

- 1. In the event the President, First Vice-President or Second Vice-President is unable to serve as delegate and/or alternate to National Convention or Regional Conference, an elected officer will be selected as the voting delegate and/or alternate.
- 2. The Chapter president and first vice president will serve as delegate and alternate as documented in the Chapter Policies and Procedures. In the event either representative is unable to serve as delegate, the next officer in succession will attend: Second Vice President, Recording Secretary, Treasurer, Corresponding Secretary then Financial Secretary.

B. State and Local Chapter Representation

The President, her designee or the Social Action Chair will serve as representative of the Chapter for Delta Days at the Nation’s Capital or Delta Days at the State Capitol. The President or her designee will serve as representative of the Chapter for Cluster Meetings or any other Delta related meeting. The Chapter will reimburse the President, her designee or the Social Action Chair for registration fees, travel and lodging if out of town travel is required.

C. Order of Succession

- 1. If the president is unable to attend a national convention or regional conference, the replacement will be determined by order of succession: First-Vice President, Second-Vice President, Recording Secretary, Treasurer, Corresponding Secretary then Financial Secretary.
- 2. If the president is unable to attend other meetings as detailed in Section 1(B) of said Article, she shall appoint the Chapter representative based on their elected or appointed position in the Chapter and prescribed by the related event.

D. Incoming Chapter Officers

1. During the year of elections, the incoming President shall be the national convention and regional conference voting delegate; the incoming first vice president shall serve as the alternate delegate to the national convention and regional conference.
2. If both cannot attend, the order of succession as part of the Chapter's Policies and Procedures will prevail, i.e., Second Vice President is next in line.

Section 2. Reimbursement

The Chapter will reimburse the voting and alternate delegates for expenses of registration, travel and lodging (half of the room rate). If the budget allows, the Chapter may consider per diem (not to exceed the amount specified by the National Executive Board) and a subscription event ticket for the voting and alternate delegate.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1. Immediate Verification:

- A. If a soror is unrecognized by the sergeant-at-arms or a member of the membership services committee before she enters sorority meeting, the Sergeant-At-Arms (or her designated representative) confirms membership by one of the following:
 1. Membership card.
 2. A known soror who can confirm the visiting soror's membership.
 3. Letter of introduction from the visiting soror's home Chapter (or previous Chapter if she is transferring).
 4. State a fact known only to a Delta (secret motto, rites of passage, etc.).

Section 2. Follow-up Verification:

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

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

- A. In addition to those outlined in the Chapter Management handbook, section 1500 and **Delta Internet Guidelines**, Fayetteville Alumnae Chapter will observe the following practices to maintain confidential electronic communications:
 1. The Chapter's website "Members Only" section user name and password will be changed every business year, July 1 to June 30, by the Chapter president.
 2. A signed release from all legal guardians must be obtained for children/youth featured in Chapter related photographs displayed on the website.
 3. The Fayetteville Alumnae Chapter's website may include calendar of events, such as Chapter public service events, fundraisers, sorority meetings and committee meetings. Rush dates may be included after being approved by the Regional Director. Chapter contact info may be included.
 4. The Chapter website may not include membership contact information.
 5. Information for prospective members should be directed to the National Website via hyperlink.

6. Social media sites (such as Facebook pages and Twitter) can be used to promote public Delta programs provided the Chapter president approves the planned promotion.
7. If the social media allows guest to post comments, the Chapter president will assign the Webmaster responsibilities associated with the monitoring and maintenance of hyperlinks or web site polls.
8. Rush activities may not be included on social media sites.

Section 2. Chapter Email Accounts:

1. The Chapter may maintain email accounts for Chapter officers and committee chairs.
2. Each Chapter email account may be used by the member who holds the designated office or chair.
3. Each Chapter email account's password will be changed at the conclusion of each sorority year, currently June 30.
4. If a member leaves office or chair, the corresponding Chapter email account password will be changed no later than the last day the member holds the position.

ARTICLE XVII: AMENDMENTS FOR RULES OF ORDER FOR CHAPTERS AND POLICIES AND PROCEDURES

Section 1. Process to Amend Chapter Policies and Procedures/Rules of Order

- A. The Rules of Order and Policies and Procedures may be amended by 30% of Chapter members at a regular meeting with said members having been duly notified in writing of the purpose of the meeting.
- B. Approved amendments must be submitted to the National Scholarship and Standards Committee as required by Grand Chapter in the Constitution and By Laws.
- C. The Fayetteville Alumnae Chapter's Policies and Procedures Committee will monitor and review the Chapter's Rules of Order throughout the year to identify necessary updates or revisions to be recommended to Chapter members.
 1. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the Chapter is not in conflict with recent developments.
 2. Once proposed recommendations are received, the P&P Committee members will analyze them and determine if the proposals will effectively improve Chapter functioning.
 3. The proposed amendments shall be presented to the Chapter at the April Chapter meeting and will be voted on by the Chapter at the May Chapter meeting.
 4. A 30% vote of the Chapter members is necessary to approve all amended Rules of Order and P & P revisions.
 5. The Rules of Order and P & P that are submitted to the South Atlantic Regional member of the National Scholarship and Standards Committee become effective within sixty (60) days of the approval.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

Section 1. Governing Documents

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

Section 2. Administrative Resources and Tools

Chapter Management Handbook, Membership Intake Manual, Fiscal Officers Manual, Administrative Procedures for Membership and other related sorority governing document.

ATTACHMENTS

The list below includes the chapter forms and are available on the chapter website. A hardcopy is available upon request.

- a. E-Board Committee Reporting Form
- b. Communications Request Form
- c. Storage Item(s) Request Form
- d. Program Evaluation Form
- e. Program Disbursement Voucher
- f. Operations Disbursement Voucher
- g. Budget Request Form
- h. Announcement Form
- i. Sweetheart Scholarship Award Form