



Delta Sigma Theta Sorority, Inc.

Harford County Alumnae Chapter Policies and Procedures

Chapter #636

P.O. Box 315

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www.dsthcacmd.org

Policies and Procedures Committee

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Delta Sigma Theta Sorority, Incorporated

Harford County Alumnae Chapter Policies & Procedures

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INTRODUCTION

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

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

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

Delta Sigma Theta Sorority, Inc.

Harford County Alumnae Chapter CHAPTER POLICIES AND PROCEDURES

ARTICLE I: CHAPTER INFORMATION

Section 1: Name/Location/Number

- A. The chapter shall be called the Harford County Alumnae Chapter
- B. The chapter shall be located in the state of Maryland
- C. The Harford County Alumnae Chapter is assigned to the Eastern Region of the Sorority
- D. The chapter number is 636

Section 2: Service Area

- A. The Harford County Alumnae Chapter serves the Counties of Harford and Cecil

Section 3: Contact Information

- A. Mailing address: P.O. Box 315 Aberdeen, Maryland 21001
- B. Website: www.dsthcacmd.org
- C. Email address: info@dsthcacmd.org

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES

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

Section 1: Executive Committee

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

Section 2: Executive Board

- A. The Executive Board is composed of all elected officers and the chairpersons of standing and special committees and subcommittees 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 of the Policies & Procedures to be recommended to the body for action
- E. Acts on behalf of the chapter, when necessary, in the interim between meetings, and/or when it is not feasible to call a special meeting. When this occurs, the chapter needs to ratify their action at the next chapter meeting.

Section 3: COMMITTEES

A. Standing

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

B. Special

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

C. Ad Hoc

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

ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

A. PRESIDENT

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

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

B. FIRST VICE PRESIDENT

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President
2. Serves as Alternate Delegate to National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the Chapter President
3. Serves as Chair of Membership Services, Policies & Procedures, and Scholarships Committees
4. Assists the President in appointing program chairpersons
5. Serves as a member of the Executive Committee (EC), Executive Board (EB), Heritage and Archives, Hospitality & Courtesies, Social Action, and Budget and Finance Committees
6. Maintains a non-financial list of sorors for the purpose of reclamation

7. Coordinates all membership activities as mandated by National Membership Services Committee
8. Verifies membership of new sorors entering the Chapter
9. Records and acknowledges 25 and 50 years membership in Delta Sigma Theta
10. Makes a special effort to see that the Chapter gives attention to the best means for integrating newly graduated sorors into alumnae Chapter programs and procedures

C. SECOND VICE PRESIDENT

1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties, in absence of and at request of the President
2. Serves as Chair of Program Planning & Development Committee, which coordinates service projects and all program committees, including national initiatives
3. Serves as a member of the Executive Committee (EC) and Executive Board (EB), Budget & Finance, and Technology Committees
4. Assists the President in appointing appropriate committee chairpersons
5. 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. Serves as a member of the Executive Committee (EC) and Executive Board (EB)
3. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting
4. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or, if applicable, posted in the Members Only section of the chapter website
5. Responsible for accurate records of attendance at chapter and Executive Board meetings
6. Records all chapter votes
7. Forwards minutes to Corresponding Secretary so minutes can be mailed to Sorors not online
8. Obtains, maintains and secures all minutes in a permanent media of record
9. Adheres to document retention policies
10. Serves as the custodian of all of the chapter's records
11. In the absence of the President and the Vice President(s), call the meeting to order and preside until a President pro tem is elected
12. Retains all secret ballots for 30 days following an election; subsequently she will destroy the ballots

E. CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the Chapter
2. Serves as a member of the Executive Committee (EC) and Executive Board (EB)
3. Reads correspondences to membership
4. Sends meeting notices to membership
5. Picks up the mail regularly from chapter's post office box and makes President aware of all incoming correspondence
6. Advises chapter President of all correspondence received before distributing to chapter officers and committee chairs
7. Distributes committee correspondence to appropriate Chair or designee
8. Provides a log of National, Regional, State and Local correspondence at Executive Board meetings and to members at business meetings

9. Sends written notice at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
10. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder
11. Collects bank statements and forwards UNOPENED to the Chapter President
12. Keeps updated current addresses of all members and visiting sorors on file
13. Provides mailing to members without online access

F. FINANCIAL SECRETARY

1. Adheres to responsibilities of the Financial Secretary role in the Fiscal Officers Manual
2. Receives, issues receipts for and keeps records of all income and related funds to the Chapter
3. Provides a receipt for all funds collected within 30 business days
4. Is one of three persons authorized to sign bank checks. Position does not sign her own voucher or check. If signature for voucher is required, Financial Secretary should only sign for the President or Treasurer
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting. This report will reflect a summarization of all income received for the period excluding interest.
7. Notifies the Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of chapter dues; the amount of regional conference and convention fees and dates
8. Serves as a member of the Executive Committee (EC), Executive Board (EB), Budget and Finance, and Fundraising Committees
9. Serves as a member of the Minerva Circle
10. Transacts all financial business (collecting funds and writing checks) during, before or after chapter meetings, executive board meetings or any time or place designated by the president and fiscal officers
11. Maintains an accurate list of financial members and distributes to members as part of the financial report of all income received
12. Completes and signs the Acceptance of Fiduciary Responsibility Form
13. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter
14. Records and turns over all funds to the Treasurer to ensure the two (2) business days deposit requirement is met
15. Prepares the roster of financial members and provide the list to the President
16. Receives transactions made through electronic payment processing services/merchant accounts in accordance with the current Fiscal Officers Manual and notifies the Treasurer of all electronic payment processing services/merchant account transactions
17. Provides the Sergeant-at-Arms with the list of all chapter members
18. When possible, attends finance training workshops
19. Provides a list of financial members to the Nominating Committee Chairperson by February 1st of the year in which elections are held
20. Reads and becomes familiar with the Fiscal Officers Manual and Chapter's Financial Policies and Procedures
21. Is responsible for turning over all financial books to the Internal Audit Committee after each quarter and fiscal year closes or at the request of the Internal Audit Chair

G. TREASURER

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual

2. Monitors expenditures of the Chapter budget
3. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks, except her own
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses
5. Serves as keeper of chapter funds and accounts for all income and expenditures
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and electronic payment processing services/merchant accounts
8. Serves as a member of the Executive Committee (EC), Executive Board (EB), Program Planning & Development Committee, and as Chair of the Budget and Finance Committee
9. Distributes and processes chapter expense vouchers for reimbursement
10. Works closely with Financial Secretary to ensure all financial records are accurate
11. Deposits all funds within two (2) business days of receipt by the Financial Secretary and the Assistant Financial Secretary
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check
13. Ensures the following bookkeeping policies are followed:
 - a) For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding
 - b) Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger
 - c) Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest-bearing account in order to obtain maximum interest earnings
 - d) Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report
14. Serves as the catalyst to contact the Chapter President regarding any lapse of eligibility of chapter officers
15. Transacts all financial business (collecting funds and writing checks) during, before or after chapter meetings, executive board meetings or any time or place designated by the president and fiscal officers
16. Checks relevant budgets prior to issuing checks
17. Ensures voucher process is used for disbursement of funds
18. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment
19. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
20. Ensures the chapter complies with the bonding insurance policies directed by Grand Chapter
21. The treasurer shall obtain the following items from the CPA by August 15:
 - a) CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - b) CPA prepared financial statements for the chapter for the year ended June 30th
 - c) Any books, records or documents given to the CPA for the purpose of the Review or Audit
22. Completes and signs the Acceptance of Fiduciary Responsibility Form
23. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

H. ASSISTANT TREASURER

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

I. ASSISTANT FINANCIAL SECRETARY

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

Section 2: Duties and Responsibilities of Appointed Positions

A. Parliamentarian:

1. Advises, upon request of the Chapter President, other officers, committees and member on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Policies and Procedures, and Robert's Rules of Order Newly Revised
2. Serves as member of the Policies & Procedure committee

Commented [t1]: can NOT be elected

B. Chaplain:

1. Sets the spiritual tone of the meeting when so requested
2. Serves in this capacity at other gatherings at the request of the President
3. Fulfills the role outlined in the Ritual for chapter meetings and ceremonies
4. Participates in Omega Omega services
5. Must keep accurate record of deceased members of the chapters

Commented [t2]: can NOT be elected

C. Sergeant-At-Arms:

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies
2. Assists President in keeping order at all times
3. Supervises admittance of all persons to chapter meetings
4. Guards against intrusion
5. Serves as member of the Policies and Procedures Committee to facilitate cohesiveness in Chapter operations
6. Checks the visiting soror's membership via the Red Zone or current membership card and denies entrance to unauthorized persons
7. Tally votes for all hand vote activities. Does not include the election of officers and Minerva Circle.

D. Historian:

1. Maintain an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary
2. Submit a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year
3. Maintain a list of chapter awards, certificates, etc.

4. Ensure that pictures are taken at all chapter activities, National Conventions, and Regional Conferences
5. Display the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year
6. Serves as the chair of the Heritage and Archives Committee

E. Journalist:

1. Collects and disseminates timely information 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 Media Relations Committee

F. Custodian of Properties

1. Properly store and maintain in fine condition all ritual and chapter properties for use during chapter meetings and other sorority functions
2. Maintain a written inventory of all chapter properties and submit an annual report to the President, with a copy to the Recording Secretary
3. Ensure that properties are available for meetings and other sorority functions as required
4. Responsible for managing the chapter's storage facility

G. Internal Audit Committee Members:

The committee shall consist of three (3) members appointed by the President

H. Risk Management Coordinator:

1. Serves as the chair of the Risk Management Committee
2. Works with President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate
3. Identifies, obtains background checks and selects volunteers to work with participants of chapter youth programs when needed
4. Monitors youth program activities to ensure planning is based on the four forms of Risk Management: reputation, emotional/psychological, financial and physical
5. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta
6. Ensures the chapter adheres to policies established in the Risk Management Manual
7. Reports all findings directly to the President
8. Keeps a record of Chapter Volunteer training and screening completion

I. Committee Chairs:

1. Works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust
2. Facilitates and coordinate tasks to get the committee's work accomplished
3. Submits a budget by the March business meeting for the following year
4. Prepares written committee report summaries and present to the EB in order for the committee to be placed on the agenda for chapter meeting
5. Approves only budgeted committee expenses
6. Signs all committee POs/Reimbursement Vouchers before forwarding to the President for signature, prior to any fund disbursement
7. Ensures President signs all contracts and letters to external parties
8. Advises the Treasurer of all vendor's payment requirements and time tables

9. Secures/obtains general liability insurance for all programs or events attended by individuals that are not members of the chapter
10. Submits all signed vouchers with receipts at Executive Board, Chapter meetings or special called meetings designated by the President
11. Reconciles budget expenses before signing a committee member's PO/Reimbursement Voucher
12. When applicable, ensures POs are processed prior to deadlines included with the PO

Section 3: Duties and Responsibilities of Elected Positions

A. Chair and members of the Nominating Committee

1. The committee will consist of one (1) Chairperson and four (4) members of the chapter. The Chair and members of the Nominating Committee will be elected by a majority vote of the members present and voting
2. The Chair and members of the Nominating Committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates
3. The Chair and members of the Nominating Committee shall be elected during chapter election of officers
4. The Chair 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 Nominating Committee
5. The Chair and members of the Nominating Committee shall organize, oversee, implement and monitor all campaign activities

Commented [t3]: It is suggested to have an ODD number of members, including the chair, on the committee

Note: The Chair and members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

B. Internal Audit Chair

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

into the **RED Zone** by August 31. The chapter president will receive notification of the completed submission in the **RED Zone** to complete the Compliance process

9. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter

C. Minerva Circle

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

Section 4: Term of Office

A. Limits of Office

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

B. Assumption of office

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

C. Appointments

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

Section 5: Impeachment

A. Impeachment Process

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

Section 6: Filling Vacancies

A. Chapter Officers:

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

B. Other Positions:

1. When vacancies occur in other offices or positions, 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 Harford County Alumnae's policies and procedures. Only chapter members who meet eligibility requirements for elected offices or position can be appointed to fill vacancies
3. In the event the chapter President cannot fill the vacant office or position due to chapter member(s) not meeting eligibility requirements or when no member is willing to serve, she shall contact the Regional Director and request special dispensation to make an appointment

C. Minerva Circle:

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

D. Full term served

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

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: STANDING COMMITTEES

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

A. Executive Committee:

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

B. Executive Board:

1. Is composed of all elected officers and chairpersons of standing and special committees and subcommittees of the chapter
2. Is responsible for general management of chapter affairs between business meetings

3. Makes recommendations to the body on committee reports for action
 4. Reviews proposed amendments of the Policies & Procedures to be recommended to the body for action
 5. Acts on behalf of the chapter, when necessary, in the interim between meetings, and/or when it is not feasible to call a special meeting. When this occurs, the chapter needs to ratify their action at the next chapter meeting.
- C. **Arts and Letters:** The Arts and Letters Committee shall promote and support cultural arts in the community and develop programs in accordance with the Grand Chapter's directions
- D. **Budget and Finance:** The committee is chaired by the Treasurer and is composed of seven (7) members, including the President, First Vice President, Second Vice President, Financial Secretary, Fundraising Chair, and two (2) chapter members. Any member of the current Internal Audit Committee shall not be a member of this committee. The duties will include:
1. Plan, evaluate and recommend budget modifications to the chapter operating budget
 2. Consider financial needs and programs and develop a budget based upon those needs
 3. Collect, review and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by March 31st
 4. Present the annual budget for review to Executive Board and Chapter at the April meetings
 5. Present the annual budget for ratification at the May chapter meeting. The budget will be ratified with the majority vote of the Chapter
 6. Recommend general financial policies of the chapter
 7. Study and develop financial plans to strengthen financial base of the chapter
 8. Ensure at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget
 9. Consider the financial needs of the chapter and recommend increase of dues
 10. Receive committee budgets by the March business meeting for the upcoming fiscal year
 11. Distribute final copies of the approved budget for the upcoming year by the June business meeting
 12. Review and recommend modifications to the Chapter budget quarterly (October, January, April), and presents the findings to the Executive Board and Chapter
 13. Shall meet within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year
 14. Ensure the following scheduled is maintained:

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MONTH	ACTION
March	Budget requests due to the Budget Committee from Chairpersons
April	Operating budget for the ensuing year is presented at Executive Board and Chapter meetings for review
May	Operating budget for the ensuing year is presented at Executive Board and Chapter meetings for approval
August-June	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 Budget Committee meeting. Treasurer prepares a report to present to chapter

January	Second budget reallocation: Chairpersons will complete mid-year committee financial report prior to January Budget meeting. The committee will re-evaluate budget year to date and revise if necessary. Treasurer prepares mid-year report
June	Chairpersons complete committee financial reports. Treasurer prepares year-end report. Books completed and turned over to Internal Audit Committee
August	Submit required reports to Grand Chapter for compliance and turned over to Internal Audit Committee

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

E. Emergency Response (E.R.T.):

1. Responsible for increasing awareness about emergency preparedness
2. Provides structured and systematic training for the membership's readiness and response
3. Provides effective and immediate communication regarding resources to facilitate and aid in early recovery and long-term support and guidance for members and communities impacted by natural and/or man-made disasters
4. Collaborates with the community through local government (first responders, health department, and other agencies)

F. Fundraising: The Fundraising Committee shall plan, organize and coordinate appropriate events to raise funds for chapter programs and projects

1. Present the proposed fundraising activities to the chapter for final approval at the June chapter meeting
2. Include the projected fundraising goal for each activity, a complete event budget with potential profit/loss statement, and the total projection for the fiscal year in the recommendation of activities
3. Jointly implement all fundraising activities involving other committees
4. The Financial Secretary and Assistant Financial Secretary are members of this committee
5. The Chair of this committee is a member of the Budget and Finance Committee

G. Heritage and Archives: The Heritage and Archives Committee shall prepare materials for exhibition at conventions and other activities and shall keep a scrapbook up to date, with documentary evidence of the activities of the Chapter. The Historian will serve as the chairperson. The First Vice President is a member of this committee.

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

1) Chapter Gifts and Courtesies – Chapter Members:

- a) Courtesies from the chapter will be sent to members in cases of uplifting life transitions as well as condolences. Courtesies may be sent to homebound members as a thoughtful gesture. Chapter members will be responsible for passing on information, including name/address to the Courtesy and Hospitality Chair, who will extend the courtesies. Examples of courtesies to be sent are as follows:

- i. When a member is ill and/or hospitalized a card will be sent. Members hospitalized for one (1) calendar week or longer shall receive a love token, in an amount not exceeding \$25.00
- ii. Birthday of a member: Birthday card and acknowledgement at Chapter Meeting
- iii. Death of a sibling: Sympathy card will be sent.
- iv. Relocation: Card and HCAC love token, with expenditures not to exceed \$25.00
- v. When a member gets married, gives birth or adopts, or celebrates a 10, 25, or 50-year wedding anniversary, a card for acknowledgement will be sent to the member
- vi. In case of the death of a member's immediate family member* or a member of the chapter, an acknowledgement, plant/ flower will be sent to the family, in an amount, not exceeding \$35.00. The member should notify the president and provide the following information: relationship to the deceased, name of the deceased, service details to include date, time, and address, contact information, and any specific information to be noted in the eBlast to all chapter members.
 - 1. A funeral spray or plant will be sent to bereaved family, or donation to cover the repast can be coordinated, if family prefers
 - 2. In the event of a chapter member death, an Omega Omega Ceremony will be conducted if family is amenable. The ceremony will be scheduled at a time conducive to maximum attendance by family members and sorority members
 - 3. An Omega Omega floral design may be purchased with expenditures not to exceed \$75.00. With approval of the chapter, additional funds may be taken from the contingency line item if a soror dies after the committee's budget has been exhausted.
 - 4. The family will also be gifted a corsage for the deceased member as part of the Omega Omega Ceremony
- vii. The amount for shipping and handling of all courtesies will be taken into consideration when considering cost and quality

***Please note:** An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent

2) Visiting Sorors for Special Occasions

- a) A gift will be extended to a member who is a guest speaker
- b) A corsage, gift, or related courtesy will be extended to a Soror visiting the Harford County Alumnae Chapter to fulfill a speaking engagement
- c) In accordance with the Protocol and Traditions Manual, under General Policy, page 9, courtesies will be extended to visiting National and Regional offices
- d) A courtesy shall be extended to all outgoing offices (i.e. plaques, certificates, gifts, or cards)
- e) Courtesies will also be extended at the discretion of the President and/or Chairperson of the Courtesy and Hospitality Committee

3) Other Considerations

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

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

- I. **Internal Audit:** The Internal Audit Committee shall consist of a Chair, elected by majority vote of the members present and voting, and three (3) members, appointed by the President, to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee, but shall have some knowledge of the chapter fiscal operations and general accounting procedures (i.e., past financial officers and members with an accounting or financial background). Immediate past fiscal officers may serve as either chair or member as long as they avoid reviewing transactions which they may have been party to.

Their duties will include:

1. The committee shall review the chapter's financial records quarterly
2. The committee shall verify the existence of and chapter adherence to the internal controls
3. The review of the controls consists of, but is not limited to, the following:
 - a) Verification of receipts for the period
 - b) Verification of expenditures for the period
 - c) Verification of 100% of member dues
 - d) Verification of savings and checkbook balances
 - e) Verification that accounts balances has been reconciled
 - f) Assurance of the presence of expenditure documentation (receipts, vouchers, invoices, etc.)
 - g) Assurance of the adherence to budget line items
 - h) Assurance of the adherence to separation of fiduciary responsibilities and
 - i) Audit all electronic payments and receipts in accordance with mandates set forth in the National Internal Audit Manual
4. The committee will document and recommend improvements to the internal controls to address any weaknesses
5. The audit committee shall complete Form IAR-1 audit worksheets as part of the quarterly review process
6. The Summary Audit report is to be read at the Executive Board meeting before it is read at the Chapter meeting in the following months:
 - a) November
 - b) February
 - c) May
 - d) SeptemberThe Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings.
7. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the **RED Zone** by the following dates:
 - a) 1st quarter - December 1
 - b) 2nd quarter - March 1
 - c) 3rd quarter - June 1
 - d) 4th quarter – August 1The chairperson shall secure the books for the committee's audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit
8. The treasurer shall obtain the following items from the CPA by August 15:
 - a) CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number

Commented [t6]: REQUIRED COMMITTEE

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- b) CPA prepared financial statements for the chapter for the year ended June 30th
 - c) Any books, records or documents given to the CPA for the purpose of the Review or Audit
 - 9. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the **RED Zone** and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the **RED Zone** by August 31. The chapter president will receive notification of the completed submission in the **RED Zone** to complete the Compliance process
 - 10. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter
- J. **Membership Services:** The Membership Services Committee is co-chaired by the First Vice-President and consists of members of the Chapter
- K. **Nominating:** The committee will be responsible for soliciting and receiving nominations of members to serve in any elected chapter office or position, which includes the Minerva Circle
- L. **Pan-Hellenic:** Represents chapter at monthly meetings. Acts as chapter liaison to share Delta activities with other representatives and to present to the chapter information of the other organizations represented
- 1. Chair will serve as the officer to the Pan-Hellenic organization when the chapter is up for rotation for a position
- M. **Policies and Procedures:** The Policies and Procedures Committee shall be responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary
- 1. The First Vice President is chair of this committee
 - 2. The Parliamentarian and the Sergeant-at-Arms are members of this committee
 - 3. The Chair and members shall review annually the Chapter Policies & Procedures
 - 4. The Chair and members shall review, update, and submit the Chapter Rules of Order annually on or before June 30
 - 5. 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
 - 6. The committee shall establish a timeline for receiving, reviewing, and submitting proposed Policies and Procedures amendments in accordance with Amendments for Policies and Procedures section of this P&P
 - 7. Increases members' knowledge of and adherence to the chapter's policies and procedures
- N. **Program Planning and Development:**
- 1. Provide leadership, focus and coordination for implementation of the Chapter's public service and internal development programs. The committee is chaired by the Second Vice President. The Treasurer is a member of this committee. Duties and responsibilities:
 - a) Maintain a repository of knowledge about the Sorority's national program thrusts and initiatives
 - b) Develop a plan with committee chairpersons, programs and projects to be implemented
 - c) Review feasibility and coordinate implementation of national initiatives
 - d) Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter
 - e) Is comprised of the chairs of the subcommittees Program Planning and Development subcommittees
 - 2. Financial Fortitude (Economic Development)

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It shall be the duty of the Financial Fortitude (Economic Development) subcommittee to develop programs and initiatives that support the economic development agenda set forth by Grand Chapter and disseminate information to the Chapter and community relative to financial literacy. Important components include personal financial planning, consumer education and money management

3. Educational Development

The Educational Development committee conducts programs/projects designed to address the need for excellence in education. The programs shall offer mentoring, educational activities, and service-learning opportunities to the participants

- a) Dr. Betty Shabazz Delta Academy: The program enriches and enhances the education of young females between the ages of 11 and 14. Delta Academy supplements their studies in math, science and technology. It encourages them to dream, and also to prepare for full participation as leaders in the 21st century
- b) Delta G.E.M.S. (Growing and Empowering Myself Successfully): From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the frame-work to actualize those dream through the performance of tasks to develop goals leading to college and career
- c) E.M.B.O.D.I.: The EMBODI program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc., with the support and action of other major organizations, on the plight of African-American males. EMBODI is designed to address these issues through dialogue and recommendations for change and action

4. International Awareness and Involvement

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

5. Healthy Lifestyles (Physical and Mental Health)

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

O. **Protocol and Traditions:**

1. Implements the established code of protocol and behavior within the organization
2. Preserves the forms of ceremony and etiquette observed by the Sorority
3. Increases members' knowledge and appreciation of the Sorority's fundamental principles and traditions as demonstrated in our Ritual, ceremonies, rites and protocol
4. Provides a support system for the chapter president

P. **Public Relations:**

1. The chapter Journalist serves as the Chair
2. Prepares press releases, distributes to the print and electronic media.
3. Obtains the services of a photographer to take pictures of Chapter events
4. Coordinates with Committee Chairs regarding newsworthy activities of their committees
5. Manages and monitors the chapter's social media pages and accounts

Q. **Risk Management**

1. The Risk Management Coordinator serves as the Chair of this committee

2. Ensures Harford County Alumnae Chapter administers all youth programs and initiatives consistently and in a manner that minimizes harm or injury to youth as well as mitigates the probability of the Sorority incurring liability
3. Follows all national and regional guidance regarding compliance, reporting, and chapter accountability

R. **Ritual and Ceremonies:**

1. Coordinates the chapter's rituals and ceremonies
2. The committee members include: Chaplain, Custodian of Properties, Sergeant-at-Arms, and other chapter members

S. **Scholarship**

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

T. **Social Action**

1. The committee implements the chapter's Political Awareness and Involvement thrust
2. Increases the knowledge of current national, state and local issues so that every Delta is informed
3. Encourages active participation as individuals and collective members of Delta, as approved by national leadership, in political activity and work to enact national and local legislation of particular interest to African Americans and women
4. The First Vice President is a member of this committee

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U. **Strategic Assessment and Planning Committee**

1. Assists the Executive Board, and ultimately the entire chapter membership, in realizing its mission, vision, and strategic direction
2. Coordinates surveys and sessions to gather critical information and perceptions about the chapter's capacity and agility (or lack thereof) to meet its mission, vision, and strategic direction
3. Makes recommendations related to the chapter's mission, vision, strategic initiatives, major programs, and services to the membership and community
4. Helps identify critical strategic issues facing the chapter and assists in the analysis of alternative strategic options
5. Develops a 3-5 year strategic plan with measurable goals and time targets
6. Reviews the strategic plan annually and recommends updates as needed based on changes in leadership

V. **Technology**

1. The committee is responsible for addressing the communication needs of the chapter and implementing best practices to meet media and technology needs
2. Serves as a communication tool to inform chapter members and the public of upcoming events, meeting dates, programming activities, etc.
4. Creates, edits and maintains the chapter's website and social media platforms (i.e. Facebook, Twitter, etc.)
5. Implements technological solutions that aid in the efficiency and effectiveness of the chapter
6. Monitors recommendations and requirements from the National Technology Committee, as presented in the Delta Internet Guidelines, while working with the chapter's leadership for implementation
7. Provides chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal
8. Audit the security of the website through the use of sophisticated anti-virus protection, firewalls, and application-based updates
9. The Second Vice President, Recording Secretary, Corresponding Secretary, and Public Relations Chair are members of this committee.

Section 2: Special Committees

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

A. **Elections**

1. The Elections Chair and four (4) members of the committee are appointed by the President after the Call for Nominations has been issued and also prior to any election of the chapter
2. The Elections Chair and four (4) members of the committee conduct and oversees the election process of the chapter
3. The Elections Chair receives the slate from the Nominating Chair
4. The Elections Chair and four (4) members of the committee prepare the slate in the form of a ballot for chapter vote
5. The Elections Committee shall prepare the ballot and distribute the ballot to members present
6. The Elections Chair shall read the results of the election

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

C. **Minerva Circle:**

1. **Leader:** The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program. The Minerva Circle Leader also:
 - a) Plans, coordinates and facilitates the intake process of new members for the chapter
 - b) Develops a baseline budget and line items using figures from the past two (2) MI processes to project the pending MI budget.
2. **Minerva Circle Members:** The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program. Members are eligible to serve on this committee according to the criteria established in the Administrative Procedures for Membership Intake and are required to adhere to the following:

- a) The Keeper of Muses and Graces, Convener of the Odyssey Experience and Leader of the Minerva Circle are elected by position; the Jewels are elected as a group from the chapter membership and expected to attend required trainings to continue on the committee
- b) If a member is removed from the Minerva Circle or resigns, the President will appoint another member to fulfill that position within 24 hours. This person must meet all MI training requirements
- c) If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee
- d) Members of the Minerva Circle who are related to applicants must adhere to the policies identified in the Administrative Procedures for Membership Intake (APMI). If the APMI is silent on this concern and 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 two-thirds (2/3) vote of the members present and voting. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake
- g) At the conclusion of membership Intake, the Minerva Circle is dissolved

D. Step Team:

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

Section 3: Ad-Hoc Committees

- A. Ad-hoc committees are “one-time only” committees, appointed for special assignments

ARTICLE V: MEETINGS

Section 1: Executive Committee Meetings

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

Section 2: Executive Board Meetings

- A. Will be held on the second (4th) Thursday for the months of September through June. Meetings will start promptly at 7:00 p.m. The Recording Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.
- B. Any member of the chapter that is not a member of the Executive Board may attend Executive Board meetings as a non-voting participant
- C. Each standing committee receives one (1) vote to be rendered by the chairperson, co-chairperson, or a designated representative.
- D. In the event a committee chair holds more than one position on the Executive Board, she will have one (1) vote.

Section 3: Chapter Business Meetings

- A. Will be held on the second (2nd) Saturday for the months of September through June. Meetings begin promptly at 11:00 a.m. The Recording Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings

Section 4: Committee Meetings

- A. Will be called and scheduled by the committee chairperson

Section 5: Call Meetings

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

Section 6: Notifications

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

Section 7: Chapter Meeting Business Attire

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

Section 8: Electronic Meetings and Communications

- A. The Executive Board, Executive Committee, and chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting. All communication may be sent electronically in accordance with Delta's Internet Guidelines.

ARTICLE VI: QUORUM

Section 1: Definition

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

Section 2: Executive Board Meetings

- A. A quorum shall consist of twenty-two percent (22%) of Executive Board members
- B. Each standing committee receives one (1) vote to be rendered by the chairperson, co-chairperson, or a designated representative selected.
- C. In the event a committee chair holds more than one position on the Executive Board, she will have one (1) vote.

Section 3: Chapter Business meeting

- A. A quorum shall consist of twenty-two percent (22%) of chapter members.

Commented [t13]: According to Robert's – there are only 3 things which can be done in the absence of a quorum:

Fix the time to which to adjourn

Adjourn

Recess

<http://www.dummies.com/careers/business-skills/roberts-rules-for-defining-a-quorum/>

Section 4: Committee meeting

A. A quorum shall consist of twenty-two percent (22%) of committee members

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

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

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

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

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Financial Records					
*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/Erise
Original Application for Membership***	2 Yrs, If Rejected	Paper	Monthly	Quarterly	Shred/Erise
Correspondence***	4 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erise
Complaints***	2 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erise
Court Orders and Settlements***	Permanent	Paper/Electronic	Monthly	Monthly	N/A
Other:					
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/Erise
Chapter Policies & Procedures	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Erise
Charter Records	Permanent	Electronic	Upon approval	Yearly	N/A
Correspondence (actionable)**	3 years	Paper	Monthly	Monthly	Shred/Erise
Correspondence (informational)	3 years	Paper	N/A	N/A	Shred
Chapter Histories	Permanent	Paper	N/A	Monthly	N/A
Event Programs	5 years	Paper	After each event	Monthly	Shred
Photographs	Permanent	Paper/Electronic	After each event	Monthly	N/A

*Included in financial records

**If legal, retention based on type

***Regional Directors or National Headquarters Records Only

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

A. President

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

16. Completes and signs the Acceptance of Fiduciary Responsibility Form
17. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures
18. Reviews all bank statements and fiscal officers reports monthly

B. Treasurer

1. Keeps the official financial records of the chapter
2. Provides a written report of the chapter's income and disbursements monthly to all chapter members
3. Keeps actual records of income, disbursement and summary ledgers on a monthly basis
4. Prepares and submits annual fiscal reports by the established due dates
5. Deposits income received by the financial secretary within two business days
6. Submits Grand Chapter funds within 30 days of receipt
7. Makes disbursements on written authorization as outlined in the chapter's policies and procedures (ensures all checks have two signatures)
8. Signs all checks except her own
9. Ensures a voucher system is used for the disbursement of funds
10. Reconciles all accounts on a monthly basis
11. Ensures books are audited in accordance with current internal audit guidelines
12. Completes the Annual Financial Report/Federal Group Authorization Return
13. Attends finance training workshops
14. Ensures the chapter complies with the bonding insurance policies directed by Grand Chapter
15. Completes and signs the Acceptance of Fiduciary Responsibility Form
16. Reads and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures

C. Financial Secretary

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

D. Other Fiscal Officers (Assistants)

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

Section 2: National and Local Dues

- A. **National Dues** - Members will be responsible for dues for the Grand Chapter, according to the established dues schedule per business year
1. Members will also pay a Capita Fee in accordance with the current fee structure and policy of Grand Chapter
 2. Dues are payable from January 1st to March 31st. To ensure proper processing of received dues and submission to Grand Chapter of national dues by the March 31st deadline, dues must be received by the Financial Secretary no later than March 15th.
 3. As applicable, late and reinstatement fees are assessed in accordance with the current fee structure and policy of Grand Chapter
- B. **Local Chapter Dues** – Members will be responsible for local dues according to the established fee voted upon by the chapter members
1. Local chapter dues for Harford County Alumnae Chapter will be \$150.00 per business year (July 1st to June 30th)
 2. Local and National dues are due and payable from January 1st – March 31st. To ensure proper processing of received dues and submission to Grand Chapter by March 31st deadline, dues must be received by the Financial Secretary no later than March 15th.
 3. Golden/Diamond Life members shall:
 - a) Pay local chapter dues, plus a per capita fee in accordance with the current fee structure and policy of Grand Chapter
 - b) Not pay annual Grand Chapter dues
 - c) Not pay late and/or reinstatement fees
 4. A change in the amount of local chapter dues must follow the Amendments for Policies and Procedures process as detailed in this document

Commented [BTMC(14)]: Same as above – generally due BEFORE March 31 to allow chapter to process and get the fees to HQ

Section 3: Collegiate Sorors

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

Section 4: Unconsumed Dues

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

Section 5: Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must complete the member information and former chapter section of the Dues Transfer Form and complete and sign the bottom section
1. The chapter will transfer a calculated amount (portion of local dues based upon the month the transfer is requested) of unconsumed dues to a Soror's new chapter when a written request is submitted by the member
 2. The requesting Soror will submit the form to the Financial Secretary of the new chapter

3. The Financial Secretary of the new chapter will submit the form to the President of the former Chapter.
 4. The President of the former chapter will ensure that the form is processed
 5. Upon written notification, (from a Soror or a Chapter) the Treasurer shall complete all steps as noted in the **RED Zone** of the national website to prepare, calculate and transfer (if any) amount of the requesting Sorors unconsumed dues
 6. The Treasurer of the former chapter will submit the unconsumed dues to the P.O. Box of the new chapter
- B. In the event a collegiate member who graduated in December immediately joins Harford County Alumnae Chapter, her dues are waived for the remainder of the business year. She can request that her unconsumed dues from the collegiate chapter be transferred to the Harford County Alumnae Chapter. Those funds must be kept separate from the chapter's operating funds. A line item is added on the financial report as a liability and the chapter cannot use those funds until they are transferred out or the time has expired in six (6) months. Then the funds can be used in the operating budget or for the new sorority year when the Soror will be required to pay chapter dues
- C. Graduating Sorors have six (6) months from their time of graduation to request a transfer of dues. After six (6) months, the collegiate chapter can transfer the funds to their operating account
- D. When a Soror transfers dues **to** Harford County Alumnae Chapter, 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 Harford County Alumnae Chapter and advise the Treasurer

Section 6: Travel Policy

- A. The chapter will reimburse the Voting and Alternate delegates for expenses of registration, travel via the most cost effective and reasonable means possible, including tolls, lodging (half of the standard room double occupancy room rate), hotel parking at hotel's posted rate, airport parking (for duration of the specified meeting, not to exceed \$12 per day), \$40 meal per diem, and subscription event ticket to Social Action Luncheon for the Voting and Alternate delegate.
1. Voting and Alternate Delegates will adhere to National guidelines as it relates to Travel Policy (i.e. per diem and transportation calculation of mileage)
- B. Chapter delegates will submit ALL receipts for chapter-funded representative expenses, such as fare for travel, hotel accommodations
- C. These receipts are to be attached and submitted with the PO/Reimbursement Expense Voucher to the Treasurer within sixty (60) days of the published meeting for accounting purposes
- D. Delegates will return all unconsumed chapter funds to the Financial Secretary within sixty (60) days of any meeting for which chapter funded representation was provided
- E. Chapter will pay authorized expenses for the Social Action Chair or Co-chair or the two may divide the chapter's payment (or presidential appointee if neither can attend) to attend Delta Days in the Nation's Capital which shall be limited to registration fees, applicable mileage (in accordance with current government rates), tolls, hotel parking at hotel's posted rate, a \$40 meal per diem, and lodging expenses up to the approved budgeted line item. Expenditures must be accompanied by receipts as with any other disbursement and submitted within thirty (30) days of return of the trip to receive reimbursement
- F. Chapter will pay authorized expenses for the Social Action Chair or Co-chair or the two may divide the chapter's payment (or presidential appointee if neither can attend) to attend Delta Days in Annapolis which shall be limited to registration fees, applicable mileage (in accordance with the current government rates), tolls, and parking up to the approved budgeted line item. Expenditures must be accompanied by receipts as with any other disbursement and submitted within thirty (30) days of return of the trip to receive reimbursement.
- G. Expenses to send the President (or her designee) to any other regional or national Delta meeting (such as Cluster Meetings, Summits, etc.) must be approved by the Chapter first.

Section 7: Purchase Order/Reimbursement Expense Voucher

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

Section 8: Method of Payment

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

Section 9: Unconsumed Funds: Year End Reconciliation

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

Section 10: Insufficient Funds or Returned Checks Policy

- A. The Harford County Alumnae Chapter will use the United States Postal Service, electronic mail, and other methods to contact the chapter member/patron involved to obtain funds for the returned check. Contact will be made as often as necessary to receive remittance for return checks.
- B. Any fees charged by the bank to the Chapter in association with a returned check shall be reimbursed to the Chapter by the issuer of the returned check via cash, certified check, or money order, within seven (7) business days.
- C. Only cash, money orders, or cash will be accepted to clear returned payments. No other personal checks (including checks drawn on a different personal account) or check drawn on business accounts will be accepted to clear a bad check.

- D. The Financial Secretary shall maintain a list of all persons who have issued NSF or returned checks to the Chapter for the current sorority year.
- E. If a second check is returned from a bank for the same issuer of a returned check within one (1) year of the first returned check, all subsequent transactions for the next two (2) years from date of second returned check MUST be submitted in cash, certified check, or money order.
- F. The Financial Secretary will send twelve (12) and twenty (20) day notifications if outstanding items remain unpaid.
- G. If any check or checks remain un-cleared for over thirty (30) days, the Chapter will only accept cash, certified check, or money order from the individual or the organization.
- H. A list of persons and organizations that the Chapter will not accept checks from will be made available to all fiscal officers.

Section 11: Fundraising

- A. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
- B. The Financial Secretary and Assistant Financial Secretary will be a member of and collect money on behalf of the fundraising committee.
- C. After any major activity, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report shall be presented to the chapter.
- D. Only cash, certified/cashier's checks or money orders will be accepted from individuals who are not members of the Harford County Alumnae Chapter within five days of an event.
- E. Sorors/members who collect money from friends and family members for chapter events are responsible for those funds until they are received by the chapter's financial secretary or assistant financial secretary. If the funds are lost or stolen, the chapter has no obligation to honor those tickets or acknowledge receipt of any funds not delivered to appropriate chapter fiscal officers.
- F. Sorors presenting a 3rd party check for payment of ticket(s) to a chapter event, will have that 3rd party ticket owner's name and/or the ticket number(s) listed under the Soror's name for accurate ticket/payment tracking.
- G. A member of the Fundraising Committee shall provide the Financial Secretary with a list that includes:
 - a. Ticket numbers and amount of tickets distributed to each member
 - b. Dates tickets were distributed
 - c. Number of tickets outstanding
 - d. Number of tickets printed

Section 12. Budgeting

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

Section 13: Additional Fiscal Policies and Procedures

- A. Step Show policy
 - 1. The chapter must approve participation in each show competition. The step team is a committee within the chapter and represents the chapter. No member shall be allowed to participate in any show unless she is in good standing with Delta, including being a member of the chapter

2. For each event, the committee shall submit a budget that includes revenue and all allowable expenses. The Fiscal Officers Manual shall be consulted and adhered to for all clothing related expenses.
 3. Step show participants must follow national step show guidelines policies
 4. All prize monies (winnings) will be deposited in the chapter's operating accounting. The proceeds will be used to support the chapter's programs and to defray the chapter's administrative expenses
- B. Scholarship Policies, Requirements, and selection procedures
1. Eligibility Requirements
 - a. must reside in Harford or Cecil County
 - b. high school senior
 - c. female if applying for the STEM Scholarship
 2. Application Requirements
 - a. a completed scholarship application
 - b. an official transcript
 - c. list of school related extracurricular activities
 - d. list of academic awards and honors
 - e. list of community related activities
 - f. composition explaining career goals and the educational plan to pursue those goals, in no more than 250 words
 - g. letter(s) of recommendation related to the scholarship(s) for which they are applying
 - h. high school counselor's report
 - i. postmarked by the specified due date
 3. Selection Process
 - a. committee meets to examine the application packets
 - b. incomplete application packets are not scored
 - c. scoring criteria is used to rate each packet on a 30 point scale
 - d. top 5-8 scores in each of the 4 scholarship categories will be invited for an interview
 - e. scores from the interview, along with the scores from the application packet will be re-evaluated to narrow down the field to the finalists
 - f. committee votes on the recommendation for each scholarship winner
 4. Additional policies
 - a. letter of recommendation from public service organization must be on the organization's letterhead
 - b. all letters of recommendation must be signed with pen and ink
 - c. high school counselor's report must be affixed with the official school seal
 - d. transcript must be official
 5. photo is optional
- C. Bonding
1. The bonding insurance is required for each chapter, with an annual fee established by Grand Chapter, to be paid by the chapter, and covers all members of the chapter. The fiscal officers are required to handle all chapter funds and monetary transactions for the chapter.
- D. Additional revenue may be obtained through special projects, contributions and requests.
- E. The sale of Delta merchandise through chapter websites or online payments is prohibited.
- F. Fiscal Officers must complete and submit Acceptance of Fiduciary Responsibility Form by July 1st.
- G. The outgoing Treasurer and Chair of the Internal Audit Committee will assist the incoming Treasurer with preparation of the Internal Revenue Service form 990 and the end of the fiscal year report due to National Headquarters by August 31st
- H. Two signatures, the President and Treasurer, are required on all checks disbursed.
- I. The President, Treasurer and Financial Secretary will follow additional guidelines included but not limited to Chapter Management Handbook and Fiscal Officers Manual.

- J. Budgets shall be reviewed quarterly by the Budget and Finance Committee.
- K. The Chapter President, Treasurer and Leader of the Minerva Circle shall meet within two (2) weeks of the completion of the MI process to review the status of the MI budget to determine possible impact to chapter's Checking Account.
- L. At the beginning of each sorority year, funds in the treasury shall be distributed in accordance with the new budget.
- M. Independent Audit or Review: If based on the total or expected total Gross Receipts, an Audit or Review is required, the committee shall recommend a certified public accountant (CPA) for the chapter approval based on the stipulations below.
 - 1. If this is the first year a CPA's service is required, the committee shall obtain three bids from Certified Public Accountants.
 - 2. The committee shall recommend a licensed CPA with an active license in good standing.
 - 3. The CPA cannot be a member of the Harford County Alumnae Chapter.
- N. Chapter Fees and Insurance: The chapter shall submit and pay the required costs by the required deadlines for the following: national fees, regional fees, corporate fees, liability Insurance, and bonding insurance
- O. Harford County Alumnae Chapter shall complete and submit an Annual Financial Report and Federal Income Tax Group Return Authorization Form by the deadline established by Grand Chapter. Additionally, the internal audit report shall be submitted online to National Headquarters each year the deadline established by Grand Chapter.
- P. Transfer of ownership, passwords and security questions of the electronic payment processing services /merchant accounts due to change in chapter leadership will occur at the time of transition of financial responsibilities of the chapter.
- Q. A member's responsibility as a representative of the Harford County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. is to preserve the integrity of the Sorority. Thus, a member shall not enter into any legally binding agreement and/or financial transaction without the prior approval of the president and/or executive board so that no material harm will be caused to the chapter.

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Office

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

- A. Be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer, chair, or committee member shall maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.
- B. Candidates for President and First Vice President must have registered and attended at least one of the last two (2) National Conventions and one of the last two (2) Regional Conferences held previous-to her nomination
- C. Complete and turn in to the Nominating Committee Chair or designee a Candidate Profile at the designated time, which will include:
 - 1. Completed Application
 - 2. Delta Resume
 - 3. Candidate Profiles may be obtained from:
 - a) The Nominating Committee Chair
 - b) The Chair's Designee
 - c) The Chapter's Website
- D. The Chairs and members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the committee.

- E. Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the “Call for Nominations”.

Section 2: Nominations

A. Nominations of Chapter Officers and Elected Positions

1. The Nominating Committee will present the “*Call For Nominations*” to both the Executive Board and the chapter for approval prior to distribution.
2. The Nominating Committee initiates the “*Call For Nominations*”. The call for nominations shall be issued at the January chapter meeting.
 - a. The Harford County Alumnae Chapter will hold elections every two (2) years for the following officers and positions:
 - President
 - First Vice President
 - Second Vice President
 - Recording Secretary
 - Corresponding Secretary
 - Financial Secretary
 - Assistant Financial Secretary
 - Treasurer
 - Assistant Treasurer
 - Chair, Nominating Committee
 - Nominating Committee Member (4)
 - Chair, Internal Audit Committee
3. The Candidate Profile will be available at the January chapter meeting and must be completed by all who are interested in being nominated.
4. Members will be contacted by the Nominating Committee to determine interest and willingness to accept office nomination.
5. All nominations shall be presented in writing using the Candidate Profile and shall be submitted to the nominating chair on or before midnight February 14th. The Candidate Profile must be mailed utilizing the Chapter’s P.O. Box or via email to the Nominating Committee Chair’s chapter email account.
6. The Nominating Committee will develop the biennial slate of candidates for chapter officers and positions utilizing the criteria set forth in the chapter’s Policies and Procedures.
7. The Nominating Committee confirms the candidate’s eligibility with the Financial Secretary, Treasurer, and Chapter President.
8. The Nominating Committee Chair and members must obtain written or verbal consent from each candidate to serve if elected or have prior consent.
9. The Nominating Committee will review and verify all completed applications, determine the slate of candidates and prepare a summary of each candidate’s qualifications and experience.
10. The Nominating Chair presents the slate of chapter officers and positions at the March Executive Board for information only.
11. The Nominating Chair presents the slate of chapter officers and positions at the April Chapter Meeting.
12. The Presiding Officer opens the floor for nominations at the April chapter meeting. *All nominations received from the floor must be determined eligible prior to being slated.*
13. The Presiding Officer shall read the complete list of nominations at the April chapter meeting.
14. The Nominating Committee shall publish the slate prior to the voting on chapter officers and positions.
15. The Nominating Committee chair shall provide the Elections Chair with the slate.
16. Election of a Soror to two Offices/Positions:

Commented [t15]:

- a) If a Soror is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.
- b) The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for "Filling Vacancies" under Article III: Section 6.

B. Nominations of the Minerva Circle

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

Section 3: Elections

- A. Voting shall take place at the May Chapter Meeting.
- B. Chapter voting shall begin at 12:00pm and shall end at 12:30pm. No ballots will be issued after 12:30pm.
- C. The Elections Chair and members of the elections committee shall issue the ballot to those members eligible to vote. Only one ballot shall be given to the eligible member during the time designated on the meeting agenda.
- D. The chapter vote shall be by secret ballot, machine, or electronic voting devices.
- E. The Elections Chair and members of the 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)
- F. **RE- BALLOTING: If re-balloting is necessary, it shall take place immediately during the May Chapter meeting. A quorum has to be present in order to re- ballot.**

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

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

Section 4: General Voting Processes

- A. A majority vote is more than half of the votes cast by members legally entitled to vote, excluding blanks or abstentions at a properly called meeting. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for majority)
- B. Only chapter members shall vote or hold office
- C. Each candidate is listed on the ballot in alphabetical order
- 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.

Commented [t16]: IF NOT included - add as a comment IN the doc:
 [update based on the start time of the chapter meeting. It is HIGHLY recommended that elections be held near the start of the meeting, but certainly after the chapter meeting formal opening ceremony, to (1) ensure a quorum is present and (2) to allow adequate time for any necessary re-balloting. Also be reminded that balloting per Robert's Rules of Order, is considered a motion so no other business can be enacted during this time] cmmnt

- G. When there are two or more candidates (and the office remains unfilled after the first ballot), the two candidates who receive the highest number of votes will remain eligible for election. All other candidates will be dropped and are ineligible for election. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote
- H. Newly elected officers shall be installed at the June meeting
- I. Proposed chapter policy & procedure recommendations will be voted on for approval by two-thirds (2/3) vote of members present and voting
- J. The chapter will discuss and vote whether to proceed or not to proceed in the sorority year in which the Membership Intake will take place
- K. The supporting vote to proceed or not to proceed with Membership Intake will require a 2/3 vote of the members present and voting
- L. The Chapter shall provide written notice at least ten (10) days for: the election of officers, elected committee chairs and members; voting to proceed or not to proceed with Membership Intake and acceptance of candidates into the Sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
- M. Acceptance to membership into the Sorority shall be by a majority vote of the chapter members present and voting
- N. Voting for chapter officers, elected committee chairs and members and acceptance to membership shall be by secret ballot, machine, or electronic voting devices
- O. Voting on all other issues will be by the raising of the "vote card" or electronic voting devices

Section 5: Election Reporting

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

Section 6: Campaigning

- A. The Nominating Committee shall organize, oversee, implement and monitor all campaign activities
- B. Candidates shall not begin campaigning until slating notifications have been received
- C. 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
- D. All candidates will have an area at the *Meet the Candidate Forum* to display their one (1) page Flyer
- E. All candidates will have an opportunity to speak one-on-one with members of the chapter during the *Meet the Candidates Forum*
- F. Profiles of each candidate will be in the Chapter's newsletter, *The Delta Record* that will be disseminated to each member
- G. The maximum allowed by each candidate to be spent on campaign related expenses shall be determined by the Elections Committee
- H. The Nominating Committee may include additional campaigning activities in the Call for Nominations which must be approved by the Executive Board and the chapter prior to distribution.

Commented [t17]: [it is OK if campaigning is not permitted but that needs to be detailed here including what is considered/deemed campaigning]

ARTICLE X: SPECIAL ELECTIONS

Section 1: Minerva Circle

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

Section 2: Other

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

ARTICLE XI: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of officers

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

ARTICLE XII: TRANSITION OF OFFICERS

Section 1: Procedures for conducting transition

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

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

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

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

Section 2: Minerva Circle

- A. Eligibility for the Minerva Circle and Leader will be followed in accordance of the guidelines established in the Administrative Procedures for Membership Intake Handbook
- B. The Jewels on the Minerva Circle will be elected as a whole by a majority vote of members present and voting
- C. The Minerva Circle Leader, Keeper of Muses & Graces and Convener of Odyssey will be elected individually by a majority vote of members present and voting
- D. The Chapter President and Financial Secretary are members of the Minerva Circle by virtue of their elected office
- E. Members of the Minerva Circle who are related to applicants must adhere to the policies identified in the Administrative Procedures for Membership Intake (APMI). If the APMI is silent on this concern and an applicant is a relative of Minerva Circle member, that member will not participate in scoring that applicant’s packet or interview and that member cannot be removed or excluded from the Minerva Circle

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1: Voting and Alternate Delegates

- A. The Chapter President and First Vice President will serve as voting and alternate delegates (respectively) for the National Convention and the Regional Conference
- B. In the event the President is unable to serve as the voting delegate, the First Vice President shall serve as the voting delegate. In this case, the next officer in succession will attend as the alternate delegate: Second Vice President, Recording Secretary, Treasurer, Corresponding Secretary, then Financial Secretary
- C. In the event neither the President nor the First Vice President are able to serve as the voting and alternate delegates, then the next officers in succession will attend as the delegates: Second Vice President, Recording Secretary, Treasurer, Corresponding Secretary, then Financial Secretary

Section 2: State and Local Chapter Representation

- A. The Social Action Chair or Co-chair will serve as representative of the chapter for Delta Days at the Nation's Capital, and Delta Days at the State Capitol.
- B. The President will serve as representative at Cluster Meetings or any other Delta related meeting. The chapter will reimburse the President and Social Action Chair for registration fees, travel and lodging in accordance with Article VIII, section 6

Section 3: Order of Succession

- A. If the President is unable to attend a National Convention or Regional Conference as the voting delegate, the replacement will be determined by order of succession: First-Vice President, Second-Vice President, Recording Secretary, Treasurer, Corresponding Secretary, then Financial Secretary
- B. If the President is unable to attend other meetings as detailed in Section 2 of said Article, she shall appoint the chapter representative based on their elected or appointed position in the chapter, and prescribed by the related event

Section 4: Incoming Chapter Officers

- A. During the year of elections and in alignment with Section 1 of said Article, 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
- B. 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 5: Reimbursement

- A. The chapter will follow the established travel policy for reimbursement detailed in Article VIII.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1: Immediate verification

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

Section 2: Follow-up verification

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

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

- A. In addition to those outlined in the Chapter Management handbook, Delta Internet Guidelines, and the Delta Style Guide, Harford County Alumnae Chapter will observe the following practices to maintain confidential electronic communications:
 - 1. The chapters' website "Members Only" section user name and password will be changed every business year, July 1st to June 30th 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 Harford County 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

- A. The chapter may maintain email accounts for chapter officers and committee chairs
- B. Each chapter email account may be used by the member who holds the designated office or chair
- C. Each chapter email account's password will be changed at the conclusion of each sorority year, currently June 30th
- D. 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 XX: AMENDMENTS FOR POLICIES AND PROCEDURES

Section 1: Process to amend Chapter Policies and Procedures

- A. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting with said members having been duly notified in writing of the purpose of the meeting.
- B. The Policies and Procedure Committee will monitor and review the chapter's Policies and Procedures throughout the year to identify necessary updates or revisions to be recommended to chapter members
 - 1. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
 - 2. When proposed recommendations are received from chapter members, the P&P Committee members will analyze them and determine if the proposals will effectively improve chapter functioning.
 - 3. The proposed amendments shall be presented, in writing, to the Executive Board and the chapter at least 30 days prior to being voted on by the chapter at a chapter meeting.
 - 4. A two-thirds vote of the chapter members, present and voting, is necessary to approve all P & P revisions.

- C. The Rules of Order and P & P are submitted to the Eastern Region Regional member of the National Scholarship and Standards Committee (S&S) and become effective upon receipt of approval from S&S. The chapter members must receive the updated documentation within sixty (60) days of the approval.

ARTICLE XXI: PARLIAMENTARY AUTHORITY

Section 1: Governing Documents

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

Section 2: Administrative Resources *and* Tools

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