

Delta Sigma Theta Sorority, Inc.

**North Central Texas Alumnae
Chapter
Policies and Procedures**

Chapter #1038

P.O Box 823021 North Richland Hills, TX 76182

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INTRODUCTION

The Policies and Procedures for the North Central Texas 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 State Statutes and Laws, Corporate Charter and Articles of Incorporation, Constitution and Bylaws, Chapter Policies and Procedures, Rules of Order Form, and Robert's Rules of Order. 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.

Administrative Resources and Tools (listed alphabetically)

Brand Guide, Chapter Management Handbook, Code of Conduct, Delta Technology Guidelines (DTG), Delta Style Guide, Fiscal Officers Manual, Internal Audit Manual, Membership Intake Program Documents (e.g., Administrative Procedures for Membership Intake, Membership Intake Program, Pyramid Study Guide), Protocol and Traditions Manual, and The Ritual.

Each chapter develops its unique Rules of Order and Policies and Procedures that officially disseminates the rules of conduct or procedures of members. These policies and procedures are specific to the North Central Texas 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 and other governing documents of the sorority. They attempt to solve problems, make wise decisions and maintain control to manage chapter affairs.

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

ARTICLE I: CHAPTER INFORMATION

Section 1: Name/Location/Number

- A. The chapter shall be called the North Central Texas Alumnae Chapter
- B. The chapter shall be located in the state of Texas
- C. The North Central Texas Alumnae Chapter is assigned to the Southwest of the Sorority
- D. The chapter number is 1038

Section 2: Service Area

The North Central Texas Alumnae Chapter serves the cities of Bedford, Blue Mound, Colleyville, Euless, Grapevine, Haltom City, Haslet, Hurst, Justin, Keller, Lake Worth, North Richland Hills, Richland Hills, Roanoke, Saginaw, Southlake, and Watauga. The cities of Richland Hills and Haltom City will be served by both Fort Worth Alumnae and North Central Texas Alumnae. The city Roanoke is located in both Tarrant and Denton Counties.

Section 3: Contact Information

- A. Mailing address:
P.O. Box 823021
North Richland Hills, TX 76182
- B. Website:
www.dstncta.org
- C. Email address:
info@dstncta.org
- D. Chapter Social Media Accounts: Facebook (NCTA Deltas), Twitter (NCTA1913), Instagram (NCTA1913A)

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 the elected officers, elected positions and appointed 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, 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.
- F. When necessary, the Executive Committee can approve funds not exceeding \$100. All expenditures must be reported to the Executive Board and ratified by the chapter.

Section 2: Executive Board

- A. The Executive Board is composed of all elected officers, chairpersons of the chapter standing committees, elected and appointed positions as specified in the Chapter Management Handbook.
- B. Special Committee Chairs, Sub-Committee Chairs and Ad Hoc Committee Chairs do not have a vote on the executive board. They may attend and present at Executive Board meetings at the request of the President.
- C. The executive board consists of the following:
 - 1. **President (Chair)**
 - 2. **First Vice President**
 - 3. **Second Vice President**
 - 4. **Recording Secretary**
 - 5. **Corresponding Secretary**
 - 6. **Treasurer**
 - 7. **Financial Secretary**
 - 8. **Assistant Financial Secretary**
 - 9. **Chair of the Internal Audit Committee**
 - 10. **Chair of the Nominating Committee**
 - 11. **Chaplain**
 - 12. **Sergeant-at-Arms**
 - 13. **Parliamentarian**
 - 14. **Historian**
 - 15. **Custodian of Properties**
 - 16. **Emergency Response Coordinator**
 - 17. **Immediate Past President**
 - 18. **Chairs/Co-Chairs of the Standing Committees**
- D. Is responsible for general management of chapter affairs between business meetings.
- E. Makes recommendations to the body on committee reports for action.
- F. The immediate past president is a member of the executive board.

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:
 - a. Executive Committee
 - b. Executive Board
 - c. Arts and Letters
 - d. Budget and Finance
 - e. Chaplin's Council
 - f. Emergency Response
 - g. Fundraising

- a. Cotillion
- h. Heritage and Archives
- i. Information & Communications
- j. Internal Audit
- k. Membership Services
- l. Nominating Committee
- m. Past President's Council
- n. Policies and Procedures
- o. Program Planning and Development
 - a. Economic Development
 - b. Educational Development
 - i. Delta Academy
 - ii. Delta GEMS
 - iii. Teen Summit
 - c. International Awareness and Involvement
 - d. Physical and Mental Health
 - e. Risk Management
- p. Ritual and Ceremonies
- q. Scholarship
- r. Social Action (in support of Political Awareness and Involvement)
- s. 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 or appointed committee could not execute the needed duties.
2. When the task is done, the committee's business is considered complete and the committee is dismissed.
3. Special/Ad-Hoc Committee Chairs may attend Executive Board meeting at the request of the President.
4. The Special/Ad-Hoc Committees of the chapter are:
 - a. Elections
 - b. Minerva Circle
 - c. Founders Day
 - d. May Week

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 first business meeting after the National Convention or Regional Conference.

4. In the event the President and First Vice-President are unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the Policies and Procedures.
5. Oversees Chapter Operations
6. Oversees and adheres to the responsibilities of the President in the current Fiscal Officers Manual
7. Leads ritualistic services and ceremonies
8. Appoints positions, committee chairs and members according to the "Filling Vacancies" section
9. Ensures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines
10. Reviews and approves all chapter communications, publications, etc.
11. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees
12. Serves as chair of Executive Committee (EC) and Executive Board (EB)
13. Signs all contracts for the chapter
14. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members
15. Ensures the chapter operates under an approved budget
16. Is one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers and checks (except her own check)
17. Serves as member of the Budget and Finance Committee
18. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee and Internal Audit Committee.
19. Serves as a member of the Minerva Circle by virtue of position
20. Reviews the Internal Audit report prior to the Internal Audit Chair submitting in the Red Zone by the due dates.
21. Completes and 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. Submits the forms to Grand Chapter via the Red Zone.
22. Votes only in matters of secret ballot and/or to break a tie vote
23. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual and as directed by Grand Chapter

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 Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after Regional Conference in conjunction with the Chapter President
3. In the event the President and Second Vice-President are unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the Policies and Procedures
4. Serves as Chair of Membership Services Committee
5. Assists the President in appointing program chairpersons
6. Serves as a member of Executive Committee and Executive Board
7. Serves as a member of the Budget and Finance Committee
8. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
9. Serve as liaison between collegiate and alumnae chapters to strengthen relationships and promote transition from collegiate to alumnae
10. Develop the mentoring program of the chapter

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 Alternate Delegate to National Convention and reports Grand Chapter updates back to the body at the first business meeting after National Convention in conjunction with the Chapter President
3. Serves as chair of Program Planning and Development Committee
4. Assists the President in appointing appropriate committee chairpersons
5. Serves as a member of the Executive Committee and Executive Board
6. Coordinates other activities as deemed necessary by the President
7. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
8. Assess and revise chapter programs when appropriate issues and concerns of the Five-Point Program Thrust are addressed in projecting the Sorority as a public service organization
9. Compile annual program planning demographics and evaluation report
10. Serve as member of the Budget & Finance Committee
11. Submit, update and maintain the chapter calendar

D. RECORDING SECRETARY

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting
3. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or if applicable posted in the Members Only section of the chapter website
4. Responsible for accurate records of attendance at chapter and Executive Board meetings
5. Records all chapter votes
6. Obtains, maintains and secures all minutes and committee reports in a permanent media of record
7. Ensures chapter adheres to document retention policies
8. Serves as the custodian of all of the chapter's records
9. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
10. Upload meeting attendance metrics to the Chapter Website and distribute to the Executive Board and Chapter Meeting Minutes a minimum of 48 hours prior to current month Executive Board Meeting

E. CORRESPONDING SECRETARY

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

9. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder
10. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
11. Provide all correspondence from financial institutions unopened to the President
12. Acknowledge and receive, with summary statement regarding its disposition, all correspondence from National Headquarters. This is recorded in the official records of the chapter

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. Coordinates with the Treasurer to ensure that all receipts for funds collected are deposited within two (2) business days
4. One of three persons authorized to sign bank checks. Position does not sign her own check.
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 Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of dues collection
8. Serves as member of Budget and Finance committee
9. Serves as a member of the Minerva Circle
10. Notifies the Chapter President regarding any lapse of eligibility of chapter officers, appointed/elected positions, committee chairs and committee members.
11. Transacts all business in Executive Board or, sorority meetings (including writing checks), or special business meetings at the request of the President
12. Prepares the roster of financial chapter members
13. Completes and signs the Acceptance of Fiduciary Responsibility Form
14. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
15. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
16. Co-Signs checks only when the reimbursement is for another fiscal officer or when specifically requested by the President in absence of the Treasurer
17. Remit funds, and transmittal form on the day of receipt to the Treasurer or President if the Treasurer is unavailable, to ensure the two business days deposit requirement is met
18. Adhere to Chapter Financial Policies and Procedures
19. Maintain an accurate chapter roster of chapter financial members

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 check)
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 merchant and/or electronic payment system accounts
8. Serve as Chair of the Budget and Finance Committee
9. Disburses 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
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 bookkeeping policies are followed as outlined in the current Fiscal Officers Manual.
14. Transacts all financial business in Executive Board or sorority meetings (including writing checks), or special business meetings at the request of the President
15. Checks relevant budgets prior to issuing checks
16. Ensures voucher process is used for disbursement of funds
17. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment
18. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
19. Ensures all fiscal officers are bonded
20. Completes and signs the Acceptance of Fiduciary Responsibility Form
21. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter
22. Account for all chapter income and disbursements
23. Distributes funds within 15 days upon receipt of an approved expense voucher. Funds received for Grand Chapter must be mailed to National Headquarters by the Treasurer within thirty (30) days
24. Be prepared to state the financial status of the chapter at any time
25. Prepare the Annual Financial and Federal Income Tax Group Return Authorization (Form 990) by August 31 of each year
26. Certify Membership
27. Adhere to Chapter Financial Policies and Procedures

ASSISTANT FINANCIAL SECRETARY

1. Performs all duties of the office of Financial Secretary except for signing checks and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the Financial Secretary.
2. Serves as a member of the budget and finance committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter
5. Adhere to Chapter Financial Policies and Procedures

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 current edition Robert's Rules of Order Newly Revised
2. Serve as Chair of the Policies and Procedures Committee
3. Assist the Chapter President by keeping track of the order of motions, amendments, and voting during meetings

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 chapter for reports to Grand Chapter
6. Serve as Chairperson of the Chaplain's Council
7. Assist the Membership Services Committee with extending courtesies with illness, death of a soror, or death of the family member

C. Emergency Response Coordinator

1. The Emergency Response Coordinator shall chair the Emergency response Committee.
2. Shall maintain sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates
3. Develop, document, and execute a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations.
4. Adhere to the guidelines and instructions in the Emergency Response Toolkit
5. Provide structured and systematic training for the membership's readiness, response, and recovery efforts
6. Provide resource support for affected sorority members.

D. 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. Shall ensure the chapter, members and visitors adhere to the guidelines of the current Protocol and Traditions Manual upon entry to meetings and ceremonies.
6. Notifies the Recording Secretary the determination of a quorum

E. Historian

1. Maintains an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary;
2. Submits a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year;
3. Maintains a list of chapter awards, certificates, etc.;
4. Ensures that pictures are taken at all chapter activities, National Conventions, and Regional Conferences;

5. Displays the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year
6. Chair of Heritage and Archives

F. Custodian of Properties

1. Properly stores and maintains in fine condition all ritual and chapter properties for use during chapter meetings and other sorority functions;
2. Maintains a written inventory of all chapter properties and submit an annual report to the President, with a copy to the Recording Secretary; and
3. Ensures that properties are available for meetings and other sorority functions as require
4. Set up and take down the chapter ceremonial table for all chapter activities

G. Internal Audit Committee Members

1. The committee shall consist of 6 members appointed by the President
2. The committee shall audit the chapter's records in accordance with the procedures listed in the Internal Audit Manual.

H. Risk Management Coordinator

1. Works with President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate
2. Identifies, obtains background checks and selects volunteers to work with participants of chapter youth programs when needed
3. Monitors youth program activities to ensure planning is based on the four forms of Risk Management: reputation, emotional/psychological, financial and physical
4. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta
5. Ensures the chapter adheres to policies established in the Risk Management Manual
6. Ensure the safety of all youth who participate in chapter youth initiative workshops, fieldtrips, and other activities
7. Have a thorough understanding of the Risk Management document from Grand Chapter
8. Develop an acceptable screening process and training for members of the chapter and other community members who will interact with youth initiatives
9. Screen all volunteers to ensure that volunteers are qualified and have gone through the necessary training and background checks
10. Attend required training when offered at the National, Regional or State level

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 no later than March to the Budget and Finance Committee
4. Prepares written committee reports to the EB for the committee to be placed on the agenda for chapter meeting
5. Approves only budgeted committee expenses
6. Signs all committed 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 timetables

9. Ensures general liability insurance is secured 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. All committee meetings shall be open to the Chapter for attendance except for Nominating, Minerva Circle and Elections.
13. The Chair of each committee shall complete and submit to the Chapter President a written Evaluation Form at the end of the sororal year.

Section 3: Duties and Responsibilities of Elected Positions

A. Nominating Committee Chair and Members

1. The committee will consist of one (1) Chairperson and four (4) members of the chapter.
2. Members of the Nominating Committee will be elected by a majority vote of the members present and voting at the time of chapter elections in May
3. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, to create a slate of candidates
4. The Chair and the members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the Nominating Committee
5. Members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position
6. Protect the integrity of the nominating process
7. Inform chapter members of the criteria for elected positions and provide candidate profile sheet
8. Present a slate of candidates for office at the April meeting during an election year
9. Keep accurate minutes and records regarding the work of the committee
10. Ensure the slate of candidates fulfill the criteria established by the Chapter Policies & Procedures
11. Maintain confidentiality in all matters related to the work of the committee
12. Work within committee to identify the best possible candidate for each elected office

B. Internal Audit Committee Chair

1. The Chair shall be elected during the chapter election of officers
2. Shall serve only one (1) term
3. Shall audit the chapter's records on a quarterly and annual basis in accordance with the procedures listed in the Internal Audit Manual
4. Shall establish a schedule for the year as to when the audit will be completed and when records will be collected
5. The chairperson shall collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee
6. The financial records should be returned to the fiscal officers as soon as possible, but before the next scheduled Executive Board meeting
7. A draft of the audit report should be discussed with the fiscal officers before the Audit report is finalized.
8. The chairperson shall make a report to the chapter of the summary audit findings and recommendations for improvements, if any
9. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone in accordance with the Internal Audit Manual schedule

10. 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
11. If the services of a CPA are required, the chair will coordinate with the treasurer to provide the books to the CPA for the external Review or Audit
12. 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 the required deadlines outlined in the Internal Audit manual
13. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter
14. Performs other duties as noted in the Internal Audit Manual and as directed by Grand Chapter
15. 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. September
16. The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings
17. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone by the following dates:
 - 1st quarter – December 1
 - 2nd quarter – March 1
 - 3rd quarter – June 1
 - 4th quarter – August 1
18. The chairperson shall secure the books from 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.

The chapter president will receive notifications of the submissions in the Red Zone prior to the above-stated due dates.
19. The chairperson or treasurer shall obtain the following items from the CPA by August 15:
 - CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - CPA prepared financial statements from the chapter for the year ended June 30th
 - Any books, records or documents given to the CPA for the Review or Audit
20. 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
21. The chairperson shall review the CPA's 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

Section 4: Term of Office

A. Limits of Office

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

B. Assumption of office

1. Elected Chapter officers 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.

D. Resignations

2. If any elected officer resigns, relinquishes, or ends her duties before end of term the officer must deliver a written resignation to the chapter president to be shared with the membership via e-mail and/or letter to chapter PO Box.
3. It is requested that all resignations or intent to resign be notified to the chapter president as soon as the resigning officer is made aware that a resignation is pending / forthcoming.
4. A transition meeting must occur with either the chapter president or her designee no later than one week after resignation. All areas of the transition of officers as outlined in the Chapter Management Handbook and chapter P&P must be fulfilled.

Section 5: Impeachment

A. Impeachment Process

1. The formal process used to charge, conduct hearings, and remove elected chapter offices from office for misconduct while in office
2. The impeachment process shall be carried out in accordance with the Chapter Management Handbook
3. Appointed committee chairs, appointed positions and members are removed by the Chapter President, not by impeachment
4. Any elected officer or elected position 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 second highest ranking officer (e.g. Vice President) shall become President to complete the unexpired term

B. Other Positions

1. When vacancies occur in other elected officers or elected positions, they shall be appointed by the President within no more than thirty (30) days

2. The President can only appoint chapter members to elected offices or positions when the office or position is vacant due to a member not being elected during the chapter elections or due to an unexpected vacancy
3. Only chapter members who meet eligibility requirements as defined in the chapter P&P for the office or position can be appointed to fill vacancies
4. 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. 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
2. In the event The Leader of the Minerva Circle position becomes vacant the president shall replace the LMC with a current trained member of the Minerva Circle

D. Full term served

1. An officer elected or appointed position, 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, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer
2. The Chair of the Committee is the Chapter President
3. The President 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

B. Executive Board

1. The Executive Board is composed of all elected officers, elected positions, appointed positions, chairpersons of standing committees of the chapter and the immediate past president.
2. Is responsible for general management of chapter affairs between business meetings
3. Makes recommendations to the body on committee reports for action

C. Arts and Letters

1. 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

1. The Chair of the Committee may be the Treasurer and it is composed of the President, Financial Secretary, Assistant Financial Secretary, Program Planning and Development Chair, Fundraising Chair
2. Any member of the current Internal Audit Committee shall not be a member of this committee.
3. Collect, review and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by March 31st
4. Presents the annual operating budget for the ensuing fiscal year (prepared by the committee) to the chapter for approval by May of each sorority year
5. Recommend general financial policies of the chapter
6. Study and develop financial plans to strengthen financial base of the chapter
7. Ensure at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
8. Consider the financial needs of the chapter and recommend increase of dues
9. Distribute final copies of the approved budget for the upcoming year by the June business meeting
10. Review budget quarterly
11. Shall meet within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year
12. 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.
13. Ensure the following schedule is maintained:

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

E. Emergency Response

1. The Emergency Response Committee shall maintain sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates
2. Develop, document, and execute a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations.
3. Adhere to the guidelines and instructions in the Emergency Response Toolkit

F. Fundraising

1. The Fundraising Committee shall plan, organize, and coordinate appropriate events to raise funds for chapter programs and projects.
2. The Chair of Fundraising is a member of the Budget and Finance committee
3. Present the proposed fundraising activities to the chapter for final approval at the May chapter meeting to 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
4. Jointly implement all fundraising activities involving other committees. 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.
5. Chapter may not use funds raised from the public to give scholarships to the child of a soror in the chapter.
6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.
7. After any fundraiser, 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.
8. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.

a. Cotillion

- i. The Cotillion is a youth development and scholarship program sponsored by North Central Texas Alumnae Chapter of Delta Sigma Theta Sorority
- ii. The Cotillion consists of a group of activities designed to enhance the academic, social, cultural and civic awareness of selected high school seniors from the chapter's service area
The Debutante Cotillion Program recognizes the achievements and accomplishments of qualified high school juniors and seniors. This comprehensive program is designed for African American high school Juniors and Seniors who demonstrate excellence in academics, exemplary moral standards, and active engagement in their local community and plan to attend a post-secondary institution.

Participants must pay the Cotillion Program membership fee to the chapter by the deadline.

1. Service Area

The Cotillion service area shall be the Dallas Fort Worth Metroplex and surrounding cities.

- a. Candidates must live in the established cotillion service area to be eligible for participation.

2. Membership

Debutantes must adhere the following guidelines. If a participant fails to follow guidelines, she is subject to immediate dismissal and she will not be able to continue as a participant within the Cotillion Program:

- a. Participants must pay the Cotillion Program membership fee to the chapter by the deadline fee acceptance date and payment method set by the Cotillion Committee.
- b. Participants must also adhere to the membership fee payment installment guidelines set by the Cotillion Committee.
- c. If a participant has not purchased the Cotillion designated dress and accessories by the deadline purchase date set by the Cotillion Committee,

the Debutante participant will not be eligible to continue as a participant within the Cotillion Program.

- a. Participants must adhere to behaviors becoming of a debutante representing the NCTA Chapter. Should inappropriate behavior occur and after approval of the President of the NCTA Chapter, the participant(s) will not be eligible to continue within the Cotillion Program.

3. Fundraising

Participants must fundraise the minimum fundraising requirement. If a participant does not fundraise the minimum requirement, she is not eligible for scholarship money unless a waiver is given by the Cotillion Committee Chair and the President of the NCTA Chapter

- a. The Cotillion Committee shall provide all fundraising money directly to the participants
- b. The payment method for all fundraising to the participants may be decided by the Cotillion Treasurer and/or Budget and Finance Committee.
- c. Fees charged by third party vendors are not refundable to the payee.
- d. All participant refunds or disputes that are not stated in the Debutante Cotillion Fundraising or Membership Fee Guidelines will be brought to the Budget and Finance Committee for review
- e. Final decisions regarding refunds and disputes will be made by the President of the NCTA Chapter

4. Attendance

The Cotillion Committee shall set attendance policies for all participants and escorts.

- a. All participants must adhere to the attendance policy.
- b. The number of excused or unexcused absences permitted will be determined by the Cotillion Committee prior to the start of the Cotillion season.
- c. Only the President of the NCTA Chapter or Cotillion Chair can waive excused or unexcused absences

G. Heritage and Archives

1. The Heritage and Archives Committee may prepare materials for exhibition at conferences and other activities and shall keep a scrapbook up to date, with documentary evidence of the activities of the Chapter.
2. The Chair of the Committee is the Historian
3. Responsible for managing the chapter's storage facility
4. The Journalist serves as a member of the committee

H. Internal Audit

5. The Internal Audit Committee shall consist of a Chair, elected by majority vote of the members present and voting, and four (4) members appointed by the President to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee but should 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)
6. 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
7. The committee shall review the chapter's financial records quarterly
8. The committee shall verify the existence of and chapter adherence to the internal controls

9. Adhere to all of the internal controls as outlined in the Internal Audit Manual
10. The committee will document and recommend improvements to the internal controls to address any weaknesses
11. The audit committee shall complete Form IAR-1 audit worksheets as part of the quarterly review process.
12. The Summary Audit report is to be read at the Executive Board meeting before it is read at the Chapter meeting as outlined in the Internal Audit Manual
13. The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings
14. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone as outlined in the Internal Audit Manual
15. The chairperson shall secure the books for the committee's audit of the 4th quarter transactions by the schedule outlined in the Internal Audit Manual
16. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit
17. The treasurer shall obtain all documents and reports from the CPA by dates outlined in the Internal Audit Manual
18. 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 the dates outlined in the Internal Audit Manual
19. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter

I. International Awareness and Involvement

1. Through international awareness and involvement projects, members of the chapter and the community will broaden their knowledge and understanding of nations other than their own, increase interest in international affairs, and aid in developing a greater appreciation for people of different background and cultures
2. The chapter shall support the continuation and expansion of the international awareness and involvement agenda
3. It shall be the duty of the committee to recommend the chapter's fiscal support for the IAI Sustainability Plan

J. Membership Services

1. The Chair of the Membership Services Committee shall be responsible for coordinating bonding and sisterhood activities to maintain chapter morale
2. The committee shall coordinate reclamation programs
3. The Committee is responsible for the hospitality and courtesies extended to members included in the chapter P&P and others at the approval of the chapter
4. Works with the Financial Secretary to keep a record of non-financial sorors for the purpose of reclamation
5. Coordinates all membership activities as mandated by National Membership Services Committee
6. Coordinates with the Financial Secretary the membership of new sorors entering the Chapter
7. Records and acknowledges 25 and 50 years membership in Delta Sigma Theta
8. Manages collegiate transition activities
9. This committee shall include the Chaplain when extending courtesies for an active Soror.
 - a. The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc.
 - b. 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.

- c. The Hospitality and Courtesies Committee will work closely with the Information and Communications Committees to provide appropriate courtesies in a timely manner
 - d. Prices may fluctuate according to local florist prices but in all cases the Committee will consider costs and quality.
 - e. The courtesies referenced in the guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.
 - f. 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
 - g. An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent, brother/sister, stepchild, step siblings, stepparent, parent-in-law, son/daughter-in-law, brother/sister-in-law, or grandparent/child
 - h. Courtesies shall be extended as follows:
 - 1. Illness – a Get Well card from the chapter
 - 2. Death of a Soror –
 - a. a floral arrangement not to exceed \$75.00 and food for the family not to exceed \$50.00
 - b. a chapter member or Soror shall receive an Omega Omega Ceremony (as approved by the family)
 - 3. Death of a Family Member – a sympathy gift not to exceed \$50.00 for the death of an immediate family member (mother, father, spouse, child, legal guardian, sibling, sibling-in-law)
 - 4. Special Occasions for Sorors:
 - a. Birthday – an electronic birthday card from the chapter
 - 1. 75th Birthday – a gift not to exceed \$50.00**
 - 2. Wedding or Renewal of Vows - a gift not to exceed \$50.00, a card, and a Sweetheart Ceremony (by request)**
 - 3. Birth of a baby – a card and gift not to exceed \$50.00**
 - 4. First Retirement – a card and a gift not to exceed \$50.00**
 - 5. Out-going Chapter President – a gift not to exceed \$100.00**
 - 6. Advanced educational degrees (MS, MA, MBA or PhD) – a gift not to exceed \$50.00**
 - 7. Achieving 25, 50, and 75 plus years in Delta – the NCTA chapter will reimburse Sorors for the DFW Founders Day Celebration upon verification of participation**
 - b. If a Soror fails to attend the Founders Day Celebration after the Chapter has paid for lunch, the Soror will reimburse the cost to the Chapter within thirty (30) days of the event.
 - 5. A Chapter member's child/children graduating from high school or college shall receive a gift not to exceed \$25.00.
10. It shall also be the duty of this committee to coordinate and plan all Sisterhood Month and collegiate transition activities, ensure that all visiting Sorors feel welcomed, and contact Sorors who have missed several meetings.

K. Nominating

1. The committee will consist of one (1) Chairperson and **no more than 4 (four) members** of the chapter.
2. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates
3. Implements the nominating guidelines outlined in these Policies and Procedures

L. Past Presidents Council

1. This council shall consist of all NCTA past presidents currently financial and active with the chapter. It shall be the responsibility of this committee, at the pleasure of the current President, to assist and advise on matters in the NCTA chapter relating to strategic goals and perseverance of the heritage and history of the chapter. All the members of the council shall serve as members of the Heritage and Archives Committee

M. Policies and Procedures

1. 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
2. Chair and members of the committee shall be appointed by the President
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

N. Program Planning and Development

1. Provide leadership, focus and coordination for implementation of the Chapter's public service and internal development programs.
2. The Chair of the Committee is the Second Vice President
3. The Chair shall serve as a member of the Budget and Finance Committee.
4. Maintain a repository of knowledge about the Sorority's national program thrusts and initiatives.
5. Develop a plan with committee chairpersons, programs, and projects to be implemented
6. Review feasibility and coordinate implementation of national initiatives
7. Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter.
8. The Program Planning and Development Committee shall consist of all Standing Committee Chairs. The committee shall:
 - i. Investigate, develop, and implement public service projects under the Five-Point Programmatic Thrust
 - ii. Survey the needs of the community, evaluate findings and make recommendations to the Chapter of projects to be undertaken in keeping with our Five-Point Programmatic Thrusts
 - iii. Implement Chapter projects; and
 - iv. Develop and coordinate projects recommended by the National Program Planning and Development committee.

a. Educational Development

- i. The committee will address issues concerning financial planning, money management, consumer education, investments, and employment opportunities.
- ii. The committee will provide programs to assist chapter members and the community to start the journey to financial independence and economic empowerment.
- iii. The committee shall implement national and local programs that promote academic excellence and provide financial support to students within the Chapter's service area.
- iv. 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
 - 1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive awards or rewards from the Chapter (t-shirts, gift cards etc.)
- v. Delta G.E.M.S. (Growing and Empowering Myself Successfully): From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the frame-work to actualize those dream through the performance of tasks to develop goals leading to college and career
 - 1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive awards or rewards from the Chapter (t-shirts, gift cards etc.)
 - 2. Responsible for any awards or rewards distributed to program participants on behalf of the committee and/or Chapter

b. Risk Management

- i. The Chair of the Committee is the Risk Management Coordinator.
- ii. Ensure 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.
- iii. Follow all national and regional guidance regarding compliance, reporting, and chapter accountability.

O. Ritual and Ceremonies

- 1. It shall be the duty of the Ritual and Ceremonies Committee to support the chapter with the implementation of any chapter ceremonies (Chapter Meeting, Omega Omega, Rededication, etc.)
- 2. Review the Sorority's ceremonies and ritual activities to ensure the chapter conducts the ceremonies in accordance with the current Ritual
- 3. This committee also serves as the keeper of Protocol & Traditions and plans and presents times and occasions to explore official Delta protocols and traditions

P. Scholarship

- 1. This committee is responsible for administering the scholarship program to maximize benefit to deserving, students who aspire for a higher education.
- 2. Develop/recommend the scholarship criteria and the distribution of scholarship funds. (Note: If the chapter has specific scholarship criteria, requirements and selection procedures please detail in Appendix section.)
- 3. Administer the scholarship program of the chapter by reviewing applications and making recommendations concerning the distribution of funds.

4. Develop and implement a system of recruitment that will encourage students to apply for available scholarships from the chapter
5. Develop and maintain a list of high schools within the chapter's service area
6. Develop and submit for approval to the Chapter, letters, applications, and related materials proposed for use in announcing available scholarships; and
7. Prepare recommendations on the availability of funds to be given as a scholarship

Q. Social Action

1. The Social Action Committee implements the chapter's Political Awareness and Involvement Thrust in the community and develops programs in accordance with the Grand Chapter's directions
2. Increases the knowledge of current national, state and local issues so that every Delta is informed.
3. Encourages active participation as individuals in political activity; work to enact national and local legislation of particular interest to African Americans and women
4. Promoting social activism, targeted advocacy, and ongoing education specific to current and evolving local, state, national and international issues are some of the focuses of the committee
5. Promote and teach initiatives approved by the Grand Chapter to foster relations and create awareness of global concerns
6. Provide pertinent legislative updates and information on public policy and civil rights activities to chapter members and community groups; and
7. Engage members in critical and pertinent social and political issues affecting our community

R. 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. Creates, edits and maintains the chapter's website and social media platforms (i.e. Facebook, Twitter, etc.)
3. Implements technological solutions that aid in the efficiency and effectiveness of the chapter
4. Monitors recommendations and requirements from the National Technology Committee, as presented in the Delta Technology Guidelines, while working with the chapter's leadership for implementation
5. Provides chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal
6. Audit the security of the website through the use of sophisticated anti-virus protection, firewalls, and application-based updates
7. This committee functions to develop and maintain a plan to keep the chapter current in the area of technology. It ensures that the chapter is compliant with the National communications and internet guidelines; maintains the chapter's website, social media pages, and any other external electronic media; ensures compliance with Delta's internet guidelines and monitors all electronic media bearing the chapter's name and brand; and conducts quarterly chapter website audits to ensure all videos, links, and information is working and current as expected by the National Technology Committee

S. Teen Summit

This committee is responsible for developing and planning workshops targeted toward teenagers. The Teen Summit is based on the Educational Development Thrust.

Section 2: Special/Ad-Hoc 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 Committee

1. The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued.
2. The Chair and committee conducts and oversees the election process of the chapter.
3. The Election Chair receives the slate from the Nominating Chair.
4. The Election Chair and committee prepare the slate in the form of a sample paper ballot or electronic ballot for chapter at the meeting prior to the election.
5. 60 days prior to the slate being presented to the Chapter, Elections Committee meets to:
 - a. Establish/review rules for elections;
 - b. Determine the balloting method (paper, machines, electronic device)
 - c. Set location
 - d. Set time to begin and end balloting
6. 30 days prior to Election Day the committee presents this same information to the Executive Board, and then to the Chapter for approval and prints ballot
7. Sets up location for balloting;
8. Oversees the signing in of those eligible to vote, and monitors the voting process
9. Ensures the balloting starts and ends at the designated time
10. Advises the Presiding Officer of the end of balloting
11. Announces the election result

B. Minerva Circle

1. Leader

The duties and responsibilities of the Leader of the Minerva Circle are detailed in the Membership Intake Program.

2. Minerva Circle Members

- a. The duties and responsibilities of the member of the Minerva Circle are detailed in the Membership Intake Program.
- b. Members are eligible to serve on this committee according to the criteria established in the Administrative Procedures for Membership Intake.
- c. At the conclusion of membership Intake, the Minerva Circle is dissolved.

C. Founders Day Committee

1. Plan and coordinate the program to honor the Founders of the Sorority between the months of January and March of each year.
2. Celebrations and other related activities (eg. Responsible for coordinating The Rededication Ceremony) will be in keeping with the occasion.

D. May Week

1. Plan, develop and implement a program stressing higher education and academic accomplishment during the month of May each year

Works in partnership with other chapter committees to execute and plan the May Week events

2. Emphasize scholastic achievements and educational opportunities, encourage the attainment of higher scholarship, and/or recognize community members' contributions within our service area

3. In conjunction with the Chapter President and based on criteria set forth by the chapter, coordinate the nomination and selection of the Soror of the Year, Committee of the Year, and Community awards
 - i. Committee members must adhere to the attendance policy of 70% participation of committee programs, and meetings to be eligible to receive awards
 - ii. A community service activity as an additional celebration of May Week can also be planned by this committee.

Section 3: Committee Reporting

1. Five-Point Programmatic Thrust committee chairpersons shall be responsible for submitting to the Second Vice-President,
 - a. a program-planning guide and budget for all projects under consideration and
 - b. a written demographic and evaluation report of all projects within 30 days of program completion.
 - c. All committee reports must be presented to the Executive Board for information and review prior to making reports to the chapter. Copies of the committee report form shall be forwarded to the Chapter President and Recording Secretary.

Section 4. Quarterly and End of Year Reporting

1. Five-Point Programmatic Thrust committee chairpersons shall submit to the Second Vice-President a written demographic and evaluation report of all projects completed for the quarterly and end of year reports. The Second Vice-President will forward the reports to the Chapter President.

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 Tuesday preceding regularly scheduled chapter meetings for the months of September through June
- B. Meetings will start promptly at 7:00pm
- C. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings

Section 3: Chapter Business Meetings

- A. Will be held on the third Saturday each month with the exception of December and June, these meetings will be held on the second Saturday of the month
- B. Meetings begin promptly at 9:30am
- C. The Corresponding 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.
- C. 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. 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
- B. All communication may be sent electronically in accordance with the Delta Technology Guidelines

Section 9. Changes in Chapter/Executive Board Meetings

- A. Meetings may be changed in the event of a holiday; National, Regional or State function; an Omega Omega Service; or special chapter function

ARTICLE VI: QUORUM

Section 1: Definition

A **quorum** is the minimum number of members who must be present at the meeting for business to be validly transacted

Section 2: Executive Board Meetings

A quorum shall consist of **25%** of Executive Board members. Percentage must be greater than or equal to 25%.

Section 3: Chapter Business meeting

A quorum shall consist of **25%** of chapter members. Percentage must be greater than or equal to 25%. (A quorum is not required to begin the ceremonial opening, but no business can be conducted without a quorum.)

Section 4: Committee meeting

A quorum shall consist of **25%** of committee members. Percentage must be greater than or equal to 25%.

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

Section 1: National Document Retention Policy

- A. The Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy per the Chapter Management Handbook, with acknowledgement that no records are to be destroyed when the Sorority is in litigation
- B. Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium
- C. Records should always be stored in a secure location in cabinets, containers or other airtight storage spaces that will preserve the quality of the records. Records containing confidential information, such as member records, financial data, and credit card information for example should be kept under lock and key or in restricted area with limited access
- D. Paper records should be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft, or other loss of the original data
- E. The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed.

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

The North Central Texas Alumnae Chapter fiscal officers will follow the directives as defined in the current version of the Fiscal Officers Manual

- a) The Financial Secretary should issue monthly written reports at Executive Board and Regular Chapter Meetings
- b) The Treasurer's report is prepared and presented at Executive Board and Regular Chapter Meetings. Each financial chapter member shall have access to all financial reports
- c) All financial reports must be computer-generated and submitted for audit
- d) The Committee Chair of a chapter ticketed event (income-producing activity), must present:
 - a preliminary written report at the next Executive Board and Chapter Meeting after the event; and
 - a final written report no later than the second Executive Board and Chapter Meeting after the event

- e) The Treasurer shall reconcile the report to the financial records maintained by the Treasurer. The Treasurer shall work with the Financial Secretary and the Committee Chair to reconcile any discrepancies
- f) The fiscal year of the chapter shall begin July 1 and end June 30
- g) The chapter will adopt an annual operating budget
- h) The Budget and Finance Committee will review the budget semi-annually
- i) The chapter will maintain three bank accounts: Operations (Regular Checking); Fundraising; Savings
- j) All checks must bear two signatures – the Treasurer and President, or the Financial Secretary when the check is payable to the President or the Treasurer
- k) The chapter shall be covered by general bonding insurance, which shall be provided by Grand Chapter
- l) The chapter will be covered by general liability insurance, which may be provided by Grand Chapter. Proof of insurance shall be submitted to National Headquarters by July 1
- m) An audit must commence thirty days after the close of the fiscal year. The chapter shall use a CPA or internal auditors depending on the number of gross receipts. The Audit Report must be presented to the fiscal officers before being brought to the Executive Board and the chapter
- n) A transitional meeting of incoming and outgoing fiscal officers (President, Treasurer, Financial Secretary, and Assistant Financial Secretary, etc.) must be held by June 30, close of the fiscal year.

Section 2: Local Dues

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 will be \$250.00 per sorority year (July 1st to June 30th)
- 2. Local and National dues are due and payable from January 1st – March 31st
- 3. Golden/Diamond Life members shall:
 - a) Pay local chapter dues and current per capita fee
 - b) Not pay annual Grand Chapter dues
 - c) Not pay late and/or reinstatement fee

Section 3: Collegiate Sorors and Delta Dears

- A. With appropriate documentation, local chapter dues will be waived for Sorors their first year immediately 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
- B. Local dues for Delta Dears will be reduced by \$50.00. At age 75, local dues will be waived. (To be considered a chapter member, National Dues must be paid in full)

Section 4: Unconsumed Dues

- A. New initiates or other chapter members who graduate or transfer after paying dues can have the unconsumed portion of their dues transferred to their new chapter.
- B. Chapter is 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
- B. The chapter will follow steps detailed in the transfer of dues / unconsumed dues section outlined in the Fiscal Officers Manual
- C. In the event a collegiate member who graduated in December immediately joins North Central Texas Alumnae Chapter, her dues are waived for the remainder of the business year
 1. She can request that her unconsumed dues from the collegiate chapter be transferred to the North Central Texas Alumnae Chapter. Those funds must be kept separate from the chapter's operating funds. If the Alumnae Chapter waives local dues for a collegiate graduate for the current sorority year, unconsumed dues may NOT be requested.
 2. 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.
 3. 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
- D. Graduating Sorors have 6 months from their time of graduation to request a transfer of dues. After six (6) months, the chapter can transfer the funds to their operating account
- E. When a Soror transfers dues to North Central Texas 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 North Central Texas Alumnae Chapter and advise the Treasurer

Section 6: Travel Policy

A. Travel Policy for National Convention and Regional Conference Delegates

1. The travel policy for the voting and alternate delegate is:

Actual –

- a. Registration
- b. Subscription events
- c. Transportation – round trip coach airfare
- d. Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room
- e. Baggage Fees (2 checked bags)
- f. Transfer fees from airport to hotel and vice versa
- g. Rental Car - when the airport is greater than 50 miles from designated host site

Per Diem –

- a. Meals at \$45/day. Per Diem does not require a receipt.
- b. Transportation – roundtrip ground transportation mileage as per current IRS rate

Unallowable Reimbursements –

The chapter does not reimburse for telephone calls incurred in the hotel room, room service meals (exceeding the meal per diem), movies, laundry service, etc.

It shall be the responsibility of the delegate and alternate to maintain receipts of expenditures, submitting with a completed voucher to the Treasurer within 30 days following the event. Any

expenditure not accounted for by receipt, will be the responsibility of the delegate and alternate.

2. The chapter will cover the regional conference registration cost of the Treasurer and Financial Secretary to ensure attendance of Fiscal Officers Training

B. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives

- A. The travel policy for chapter representative(s) to state meetings:

Actual –

- h. Registration
- i. Subscription events
- j. Transportation – round trip coach airfare
- k. Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room
- l. Baggage Fees (2 checked bags)
- m. Transfer fees from airport to hotel and vice versa
- n. Rental Car - when the airport is greater than 50 miles from designated host site

Per Diem –

- c. Meals at \$45/day. Per Diem does not require a receipt.
- d. Transportation – roundtrip ground transportation mileage as per current IRS rate

Unallowable Reimbursements –

The chapter does not reimburse for telephone calls incurred in the hotel room, room service meals (exceeding the meal per diem), movies, laundry service, etc.

1. It shall be the responsibility of the representative to maintain receipts of expenditures, submitting with a completed voucher to the Treasurer within 30 days following the event. Any expenditure not accounted for by receipt, will be the responsibility *of the delegate and alternate*

B. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives

The travel policy for chapter representative(s) at other national / regional meetings is:

Actual –

- o. Registration
- p. Subscription events
- q. Transportation – round trip coach airfare
- r. Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room
- s. Baggage Fees (2 checked bags)
- t. Transfer fees from airport to hotel and vice versa
- u. Rental Car - when the airport is greater than 50 miles from designated host site

Per Diem –

- e. Meals at \$45/day. Per Diem does not require a receipt.

- f. Transportation – roundtrip ground transportation mileage as per current IRS rate

Unallowable Reimbursements –

The chapter does not reimburse for telephone calls incurred in the hotel room, room service meals (exceeding the meal per diem), movies, laundry service, etc.

- a. It shall be the responsibility of the delegate and alternate to maintain receipts of expenditures, submitting with a completed voucher to the Treasurer within 30 days following the event. Any expenditure not accounted for by receipt, will be the responsibility of the delegate and alternate

C. Advancements and Reimbursements

1. Upon request, the chapter will advance/reimburse the approved chapter representatives for approved meetings for any of the applicable expenses registration, travel, per diem etc. in accordance with the chapter travel policy.
2. Any funds unconsumed must be returned to the chapter within 30 days of event close.
3. If a soror fails to attend any event for which the chapter has accrued expense, the soror will reimburse the chapter in the amount of the accrual within thirty (30) days of the event's close.

Section 7: Purchase Order/Reimbursement Expense Voucher

- A. Refer to current issue of the Fiscal Officer's Manual for guidelines and chapter requirements.

1. Expense Vouchers

- a. The committee chairperson is responsible for expense voucher requests of all expenses pertaining to her particular committee.
- b. All expenses for an activity must be remitted to the Treasurer WITHIN FORTY-FIVE (45) DAYS of the activity. Expenses submitted after 45 days must be submitted with an explanation on why it was submitted late.
- c. The committee must finance all activities within the proposed budget, which is approved by the chapter. The chapter, prior to disbursement, must approve all items over budget.
- d. All expense vouchers for reimbursement must be accompanied by the original receipt and one copy of said receipt.
- e. Sorors who fail to submit an expense voucher within forty-five (45) days for expenditure reimbursements will run the risk of not being reimbursed.
- f. Documentation (receipts) for advances must be submitted within 15 days of receipt.
- g. All checks must be cashed within 90 days of disbursements. If not, a stop payment will be issued.

2. Payment of Expense Vouchers

- a. The President, Committee Chair and Treasurer are the only persons who have signature authority for approving vouchers.
- b. Expense Vouchers will be either paid at chapter meetings or mailed within ten (10) days of receipt.

3. Expense Advance Request Vouchers

The Expense Advance form should be submitted for approved future expenditures (i.e., refreshments, event ticket purchases, down payments, reservation fees, etc.). Supporting documentation should be submitted with the advance request such as the following:

- a. Memo stating the purpose and details of the proposed purchase/event.
- b. A report by the Financial Secretary verifying a list of Sorors who have paid.
- c. An outline cost of items to be purchased.

- d. Contract or invoice.
- 4. The Executive Committee may approve non-budgeted expenses up to \$25.00.

Section 8: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders or cashier's checks. **Ten (10)** days prior to due date, all payments will be remitted in certified funds in the form of cashier's check or money order. When the chapter is remitting dues and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone
- B. Merchant accounts and/or electronic payment systems may be used as an alternate payment method for committee activity and dues. **(Note: The inclusion of merchant accounts must have chapter approval)**
 - 1. The Chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related merchant and/or electronic payment system accounts.
 - 2. In accordance with the vendor's guidelines, the fees to use merchant accounts and/or electronic payment systems may be passed on to individuals who use these methods.
 - 3. A procedure for transferring ownership of the merchant accounts due to changes in chapter leadership (transition of officers) should be created and added to the chapter's policies and procedures. The process for the Anywhere Alumnae Chapter is:
 - i. Insert Your Chapter Transfer of ownership policy. Refer to the Fiscal Officers Manual for Guidance.
- C. All monies should be remitted to the Financial Secretary/Assistant Financial Secretary. In absence, the President can accept money
- D. The chapter will not accept postdated checks. Current dated checks, money orders, or cash will be accepted
- E. The chapter will not accept cash for dues payment at any time
- F. The chapter will accept personal checks for dues from July 1 through March chapter meeting.
- G. The chapter will **ONLY** accept money orders, cashier's check, and credit card (National Dues only) dues payments after the March chapter meeting until the June chapter meeting with applicable late fees

Section 9. PayPal Account

- 1. The PayPal Business account shall be in the name of the Chapter
- 2. Only the President shall be the owner of the PayPal Business account
- 3. Only the President, the Treasurer and the Financial Secretary shall be users of the PayPal Business account. Each shall have her own unique user ID and password to access the PayPal Business account
- 4. A separate email account shall be established to receive transaction notices for the PayPal Business account. This email account shall be monitored by the Financial Secretary
- 5. A separate, bank account shall be established to receive the PayPal funds
- 6. Only the chapter operations account and the chapter programs account shall be set-up to receive funds from the PayPal-linked bank account
- 7. At the end of each month, using the PayPal transaction emails as her source document, the Financial Secretary shall provide the Treasurer a report summarizing all funds received via the PayPal-linked bank account. At a minimum, the report shall highlight which funds belong in the chapter operations account and which funds belong in the chapter programs account

8. At the end of the month, using the Financial Secretary's PayPal Funds Report as her source, the Treasurer shall transfer all of the money in the PayPal-linked bank account to the operations account and/or the programs account
9. The PayPal Business account can be used to collect any form of income generated by the chapter including, but not limited to, event sales or donations. The PayPal-linked bank account shall not have any checks associated with it
10. All transfers from the PayPal-linked bank account shall be via electronic funds transfer and shall be made to an appropriate chapter bank account

Section 10: Unconsumed Funds: Year End Reconciliation

- A. Upon reconciliation of chapter finances, elected officers and appointed committee chairpersons may request additional funds.
- B. Purchases not previously allocated will be presented for consideration through existing fiscal practices detailed in Chapter's Policies and Procedures. The policy of the North Central Texas Alumnae chapter is:
 1. A soror joining the chapter after the start of the fiscal year, shall pay a prorated portion of local dues. The chapter will not accept monies for dues until a membership card, receipt, or letter from a previous chapter confirms membership. National Headquarters will further verify membership before a Soror is considered a member of the chapter.
- C. In the event of an emergency and the chapter is not in session, the Executive Committee will review and approve allocations to be approved by the chapter at the next chapter meeting.

Section 11: Insufficient Funds or Returned Checks Policy

- A. The 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.
- B. Contact will be made as often as necessary to receive remittance for return checks.
- C. A member will reimburse the chapter the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount.
- D. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.
- E. Any bank service charges incurred on NSF check will be charges to the Soror/issuer of the NSF check.
- F. The chapter does not redeposit NSF checks.
- G. The Treasurer, copying the President, Financial Secretary, and Assistant Financial Secretary will issue a written notice for each NSF check.
- H. A cashier's check or money order must be paid to cover the NSF check plus bank service charge, within five days of the written notification.
- I. A personal check will not be accepted from any Soror with an outstanding NSF check(s) until it has been paid.

Section 12: 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. Financial Secretary or Assistant Financial Secretary must collect money on behalf of 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

Section 13. Budgeting

A. Timing and Process

1. Budgets must be submitted by Officers and Committee Chairpersons no later than March 31st.
2. When no budget is submitted, the Budget and Finance Committee shall use its discretion in allocating a budget for that Committee/Office

B. Chapter Approval

1. The budget must be presented to and approved by the chapter no later than May of each year.
2. No Committee can exceed its budget without written approval from the Executive Board. If time does not permit or in the case of an emergency approval from the Executive Committee must be obtained

Section 14. National and Regional Campaign Donations

1. The North Central Texas Alumnae Chapter shall financially support the campaign of a chapter Soror who has been a chapter member for a minimum of three consecutive years and who has been slated for a National or Regional position. For a National Office, the chapter campaign donation shall be 10% of the state expenses as prescribed by Grand Chapter but shall not exceed \$500. For a Regional Office, the chapter campaign donation shall be 10% of the stated expenses as prescribed by Grand Chapter but shall not exceed \$250. Campaign contributions will be allocated from the chapter's membership dues and not from monies received from the public.

Section 15. Scholarship Award Eligibility

1. The chapter may not use funds raised from the public to give scholarships to the child of a soror in the chapter. Scholarships to a chapter member's child should come from internally generated funds. Children of chapter members are permitted to participate in cotillions and Jabberwock and to benefit from the funds generated as a result of their efforts.

Section 16: Additional Fiscal Policies and Procedures

The chapter must adhere to the guidelines as specified in the current version of the Fiscal Officers Manual regarding but not limited to the following areas:

- A. Step Show Policy
- B. Bonding
- C. Membership Intake

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions

- A. Each Soror seeking an elected office or position in the **North Central Texas Alumnae Chapter** shall meet the eligibility criteria as defined in the chapter Policies & Procedures.
- B. A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.
- C. 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.
- D. Eligibility requirements must be listed here. Must have attended at least one of the past three (3) National Conventions and one of the past three (3) Regional Conferences, or combination thereof prior to her nomination.
- E. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time established by the committee for all candidates.
- F. The Candidate Profile shall include:
 - a. Completed Application
 - b. Delta Resume
- G. Candidate Data Profile Forms may be obtained from the Nominating Committee, Members Only Section of Chapter Website or other platform as approved by the chapter.
- H. Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations" is issued.
- I. If a member of the Nominating Committee desires to serve on the chapter's Minerva Circle as an officer or in an elected position, she must recuse prior to the Call for Nominations.
- J. If more than one Soror applies for the same office/position and other offices/positions receive no applicants, the Nominating Committee will ask one of the applicants to consider one of the open positions. If she accepts, she will be slated in the new position. If she does not accept, she will be slated in the position she submitted for.
- K. The nominating committee will give a deadline for submitting the candidate form to the chapter P.O. Box and online form submission. All applicants who submit a candidate form, have a minimum of 70 on the candidate rubric, and meet the eligibility criteria will be slated.

Section 2: Nominations of Chapter Officers and Elected Positions

- A. The Nominating Committee initiates the "Call for Nominations".
- B. The Delta Profile Application will be available at that time of the call for nominations and must be completed by all who are interested in being nominated.
- C. All nominations shall be presented in writing using the Delta Profile Sheet and shall be submitted to the nominating chair by the established committee deadline for all candidates.
- D. The Delta Profile Application must be received by the nominating committee via the nominating committee e-mail or the approved submission format for all candidates by the establish deadline
- E. The committee will develop the slate of candidates for chapter officers and elected positions utilizing the criteria set forth in the chapter's Policies and Procedures.
- F. The Nominating Committee confirms the candidate's eligibility with chapter Financial Secretary, Treasurer and Chapter President.
- G. If a member 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.
- H. The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for "Filling Vacancies".
- I. The call for nominations shall include the following elected officers
 - 1. Chapter President
 - 2. First Vice President
 - 3. Second Vice President

4. Recording Secretary
 5. Corresponding Secretary
 6. Financial Secretary
 7. Treasurer
 8. Assistant Financial Secretary
- J. The call for nominations shall include the following elected positions
1. Chair, Nominating Committee
 2. Nominating Committee Members
 3. Chair, Internal Audit Committee
- K. Criteria for Running from the Floor
1. A Soror nominated from the floor must submit the candidate form by the Monday following chapter meeting she was nominated.
 2. If a Soror who is nominated from the floor is not present at the meeting, she must provide a written statement confirming she agrees to run for the office. A text message, email or other confirmation is acceptable if it comes from the nominee's telephone or email address.
 3. A Soror may nominate herself for any office or position
 4. The Nominating Committee will verify the eligibility of all applicants who are nominated from the floor
 5. An applicant nominated from the floor will only be added to the final slate after her eligibility has been confirmed by the Nominating Committee

Section 3: Timeline for Nominations of Chapter Officers and Elected Positions

- A. The timeline for nominating and elections is as follows:
- 1. January**
 - a. Meet to establish rules and timelines
 - 2. March**
 - a. Present information on positions, with detailed roles & responsibilities, and application and scoring rubric to Executive Board
 - 3. March**
 - a. Present same information to Chapter for vote; distribute Call for Nominations; and accept applications
 - b. Review applications and seek applicants for positions without candidates.
 - 4. April**
 - a. Present slate to the Executive Board for information only
 - b. Present Slate to Chapter, open floor for nominations.
 - c. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections.
 - d. Campaigning Begins

Section 4: Campaigning

- The Nominating Committee shall organize, oversee, implement, and monitor all campaign activities.
- A. Slated candidates may officially begin campaigning immediately after the chapter meeting in which the slate is announced/presented.

- B. Slated candidates must end all campaign activities **by midnight the day before** the launch of the election ballot.
- C. Campaigning is restricted to within the sorority.
- D. Candidate forums are allowed and coordinated under the direction of the Nominating Committee.
- E. Candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members.
- F. Campaign donations and expenditure shall not exceed a total of \$250.00.
- G. Candidates may accept contributions from Deltas and non-Deltas.
- H. Once a candidate has reached the donation limit, she must stop accepting monetary and in-kind donations.
- I. Candidates are encouraged to use the “bcc” (blind carbon copy) option when sending campaign communication. This allows each recipient to only see their email address.
- J. Chapter leadership contact email addresses on chapter, regional or national websites, that are available to the public, may be used by candidates for the purpose of sending campaign material.
- K. Candidates **may** use member directories of the chapter to campaign
- L. Email addresses must not be connected to the candidate’s business/work or official role in the Sorority.
- M. Candidates must adhere to and abide by the Delta Technology Guidelines. Any violation of the Delta Technology Guidelines will result in the candidate being disqualified. Refer to the complete guidelines on the Corporate website, which is available here: [Delta Technology Guidelines](#)
- N. Candidates are not required to seek permission for photographs used in their campaign, either in print or electronic form (e.g., email, video, website, etc.).
- O. Candidates, who use pictures of others, **MUST** include the following disclaimer on all campaign materials (websites, emails, videos, flyers, postcards, ads, etc.) whether or not the candidate has or has not received permission to use an individual’s photograph:
 - Disclaimer:** The use of a photograph on my campaign literature does not imply an endorsement. Images are intended only to demonstrate actual events that occurred and interactions between individuals photographed.
- P. All campaign material (websites, email, campaign literature, videos, etc.) **MUST** contain a disclaimer:

Disclaimer example: © 2021 Jane Violet Jones. Content should not be copied without permission or shared on social media.

PROCEDURE FOR REPORTING ALLEGATIONS OF VIOLATIONS

Any chapter member may report an alleged campaign violation. The decision to disqualify or not to disqualify an applicant or candidate shall rest with the Chapter Nominating Committee. The candidate may report the decision to the Regional Director, Regional Representative and Member of National Scholarship & Standards for review to uphold or not to uphold the decision of the chapter Nominating Committee to disqualify an applicant or candidate.

PROCEDURE

- An alleged violation is reported in writing to the Chair of the Nominating Committee.
- Any alleged violation that occurs must be reported within 48 hours of discovery.
- The Chair of the Nominating Committee shall reply in writing to the reporter acknowledging receipt of the allegation within 48 hours.

- Based upon an initial investigation conducted by the Chair and Members of the Nominating Committee, the Chair of the Nominating Committee will notify the applicant/candidate of the allegation.
- The applicant/candidate may submit a written statement and supporting documentation to the Chair of the Nominating Committee within 72 hours of notification of alleged violation.
- The Chair of the Nominating Committee will notify the applicant/candidate of her disqualification or reinstatement as an applicant/candidate.
- If the applicant/candidate is disqualified, then her campaign is ended.
- The Regional Director, Regional Representative, Scholarship & Standards member shall either uphold the disqualification or overturn the Nominating Committee's recommendation to disqualify the applicant/candidate.
- The Regional Director, Regional Representative, and Scholarship & Standards member shall inform the candidate with a copy to the Chair of the Nominating Committee.

Section 5: Nominations of Chapter Minerva Circle

If the chapter votes to proceed with the Membership Intake Process, the chapter shall elect the members of the Minerva Circle in accordance with the current Administrative Procedures for Membership Intake.

Section 6: Elections

A. Election day procedures and timeline

1. Election of Officers and Elected Positions shall take place at the May Chapter Meeting.
2. Chapter voting shall begin at a designated time on the chapter meeting agenda.
3. The Chair and Members of the elections committee shall issue the ballot to those members eligible to vote.
4. Only one ballot shall be given to the eligible member during the time designated on the meeting agenda.

B. Voting guidelines

1. The chapter vote shall be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
2. The Chair and committee shall distribute, collect, and tally ballots utilizing majority vote.
3. 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)
- 4.

C. Re-balloting

1. If re-balloting is necessary, it shall take place immediately during the same chapter meeting in which the election has occurred. A quorum must be present in order to re- ballot.

Section 7: General Voting Guidelines

- A. Refer to the current version of the Chapter Management Handbook for additional voting guidelines.
- B. The election of officers and elected positions shall be by majority vote of the members present and voting during the May meeting
- C. Voting on all issues not requiring a secret ballot will be by the raising of the "vote card" or electronic poll.
- D. The membership shall be given 10 days written notification prior to voting for officers, members of the Minerva Circle, delegates, and candidates seeking membership into the Sorority.

- E. Voting for chapter officers, elected committee chairs and members and acceptance to membership shall be by secret ballot, machine, approved election applications or electronic voting devices.
- F. There shall be no write-in candidates and no provisions for write-in candidates shall be included on any ballot.
- 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.
- H. Voting whether to proceed or not with Membership Intake and on Policies and Procedures shall be by two-thirds (2/3) vote. All other matters shall be by majority of the chapter members present and voting.
- I. Only current financial members of the Chapter shall vote or hold office.
- J. Each eligible Soror will be provided a ballot with the slated candidate's name.
- K. The Elections Committee will instruct the Sorors on how to mark the ballot for voting (example...mark an "X" in the box next to the candidate of your choice).
- L. Eligibility to Vote
 - i. Sorors must be financial in the current fiscal year in order to vote.
 - ii. Only Sorors who appear on the Financial Secretary's roster will be allowed to obtain a ballot.
 - iii. When voting electronically, a soror must sign the attendance sheet no later than the time when the 2nd Vice President finishes her report
- M. Voting
 1. Ballots will not be issued before the presiding officer has established a quorum.
 2. Voting will not begin until all ballots have been issued.
 3. Ballots will only be issued by a member of the Elections Committee.
 4. Ballots issued by anyone other than a member of the Elections Committee will be deemed illegal.
 5. Any markings on the ballot not consistent with the instructions will constitute an illegal vote. (Example...if instructions say place an X next to the candidates name you want to vote for and you place a check mark, the vote for that position will be illegal).
 6. When determining an illegal ballot, the Elections Committee will treat each position voted for as a ballot. An illegal vote for one position does not make the entire ballot illegal only the vote for that position.
 7. Sorors will be advised when it is time to vote.
 8. Completed ballots can only be picked up by a member of the Elections Committee or electronically accessed by the Chair of the Elections Committee.
 9. Completed ballots picked up by anyone other than a member of the Elections. Committee or electronically accessed by anyone other than the Chair of the Elections Committee will be deemed illegal.

Section 8: Electronic Voting

- A. If the chapter is using a voting machine, an election application or electronic device, the Election Committee should confirm the printing of the ballot, to make certain that the names and positions are spelled and placed correctly.
- B. If the chapter requires the use of a ballot machine or electronic voting during its election process, the process for use needs to be included in the Policies and Procedures.

Section 9: 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.
 - E. Destruction of Ballots
 - a. After completion of an election or balloting on a motion, the elections committee places the ballots and tally sheets in the custody of the recording secretary, who keeps them under seal until the close of business of the next regularly scheduled chapter meeting.
 - b. Any challenges to the election results must be presented in writing to the chapter president, elections committee chair and regional director before the close of business at the next regularly scheduled chapter meeting.
- If an election challenge is presented the ballots may not be destroyed or deleted until written permission is received by the Regional Director.

ARTICLE X: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of officers

- A. The ritualistic installation ceremony will be conducted during the final chapter meeting of the Sorority year.
- B. A current or past National Officer, a past President of the Chapter or a Charter Member may serve as the Installing Officer.
- C. 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 1st.

ARTICLE XI: TRANSITION OF OFFICERS

Section 1: Procedures for conducting transition

A. Timing

- 1. The period between elections and assumption of duties for new officers shall be the start of the transition period.
- 2. The outgoing officer has sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters.
- 3. The incoming officer is a participant in all chapter related administrative activities.
- 4. Newly elected officers shall meet with previous officers within 30 days of election to transition all properties, paperwork, reports, books, and records.

B. Coordination

- 1. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee in the Chapter Management Handbook.

ARTICLE XII: MEMBERSHIP INTAKE

Section 1. Membership Intake Process

The Membership Intake Process shall be as defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

Section 2: Minerva Circle

A. Handling Minerva Circle Members with Relatives as Applicant

The handling of applicants with relatives on the Minerva Circle shall be as defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

B. Filling Vacancies

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. 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.
2. In the event The Leader of the Minerva Circle position becomes vacant the president shall replace the LMC with a current trained member of the Minerva Circle.

C. Frequency

1. The chapter shall vote **every odd calendar year** to proceed or not proceed with membership Intake.
2. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake
3. If a chapter decides at a later point and time to rescind its vote to conduct membership intake, the motion to rescind must pass by a two-thirds (2/3) vote of those members present and voting on the motion.

ARTICLE XIII: CHAPTER REPRESENTATION

Section 1: National Convention and Regional Conference Delegates

- A. The Chapter President will serve as the voting delegate for National Convention and Regional Conference.
- B. The Second Vice President will serve as the alternate delegate for National Convention and the First Vice President for the Regional Conference.
- C. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate; the incoming First Vice President shall serve as the Alternate Delegate to the National Convention and Regional Conference.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.
- E. In the event either representative is unable to serve as delegate, the next officer in succession will attend, Recording Secretary, Treasurer, Corresponding Secretary Financial Secretary then Assistant Financial Secretary.

- F. Incoming chapter officers shall be financial with the Chapter and Grand Chapter for the fiscal year in which the convention/conference takes place, in order to attend a National Convention or Regional.
- G. Reimbursement
 - 1. The chapter will finance the following expenditures of its delegate and alternate:
 - Actual –
 - a) Registration
 - b) Subscription events
 - c) Transportation – round trip coach airfare
 - d) Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room
 - e) Baggage Fees (2 checked bags)
 - f) Transfer fees from airport to hotel and vice versa
 - g) Rental Car - when the airport is greater than 50 miles from designated host site
 - Per Diem –
 - a) Meals at \$45/day. Per Diem does not require a receipt.
 - b) Transportation – roundtrip ground transportation mileage as per current IRS rate
 - 2. Unallowable Reimbursements –

The chapter does not reimburse for telephone calls incurred in the hotel room, room service meals (exceeding the meal per diem), movies, laundry service, etc.
 - 3. It shall be the responsibility of the delegate and alternate to maintain receipts of expenditures, submitting with a completed voucher to the Treasurer within 30 days following the event. Any expenditure not accounted for by receipt, will be the responsibility of the delegate and alternate.
 - 4. The chapter will cover the regional conference registration cost of the Treasurer and Financial Secretary to ensure attendance of Fiscal Officers Training

Section 2: Delta State Meetings, Delta Days at State, and other State Meetings Representatives

- A. Delta Days at State - The President and the Social Action Chair will serve as representatives of the chapter
- B. State Cluster: The Chapter President will serve as representative for state cluster meetings.
- C. Other State and Local Meetings: The Chapter President will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the Region or State.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.

Section 3: DDNC, DDUN and other National/Regional Meetings Representatives

- A. Delta Days in the Nation's Capital - The President and the Social Action Chair will serve as representatives of the chapter.
- B. DDUN – The Social Action Chair, Chapter President, or International Awareness Chair will serve as representative of the chapter.
- C. Other National Meetings: The Chapter President will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the National or Regional Meeting.

Section 4: Order of Succession

- A. If the President is unable to attend a National Convention or Regional Conference the replacement will be determined by order of succession: First-Vice President, Second-Vice President, Recording Secretary, Treasurer, Corresponding Secretary then Financial Secretary.
- B. If the President is unable to attend meetings as the chapter representative, she shall follow the order of succession for events in which the chapter funds cover the expenses.
- C. After exhausting order of succession, she may appoint the chapter representative from the membership.

ARTICLE XIV: MEMBERSHIP VERIFICATION PROCEDURES

- A. The chapter will adhere to the Chapter Management handbook when conducting on-site verifications of membership.
 - 1. Immediate verification
 - i. Sorors attending meetings or other designated chapter activities must present a membership card or an official letter from National Headquarter with membership information and a picture ID. Verification of membership is done before admittance to meetings and closed chapter activities.
 - 2. Follow-up verification
 - i. Follow-up verification of membership shall be done through the RedZone and reviewing the suspension and expulsion listing on the National Website.

ARTICLE XV: INTERNET AND EMAIL POLICIES

- A. The chapter will adhere to the Chapter Management handbook, Delta Technology Guidelines and the Delta Style Guide for Internet Policies and Procedures.
 - a. The chapter website shall be governed and managed by the current Delta Internet Guidelines. The chapter president will approve all communication distributed to the chapter, posting of information on the chapter website and social media pages.
 - b. The official chapter email address is info@dstncta.org. The chapter president and corresponding secretary are the only authorized users of the chapter's email.
 - c. Email communications from the Chapter to a Cluster, State, Regional, or National Officer shall be from the Chapter President.
 - d. The Chapter President must review all incoming email correspondence and approve all email outgoing correspondence.
 - e. The chapter shall provide chapter officers and committee chairs with email accounts. Chapter officers and committee chairs must use their chapter email to conduct business related to their office or committee.
 - f. Access to these email accounts must be passed on to the new chapter officer/committee chair when a new officer/committee chair is elected or appointed. This includes passwords, access information, and any other information pertaining to the email account.

Section 1. Procedures and Timing for Policies and Procedures Changes

- A. 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
- B. 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.
- C. 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.
- D. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting
- E. Members must receive **30 day** written notification to vote on amendments to the chapter P&P.
- F. The proposed amendments shall be presented to the Executive Board prior to being voted on by the chapter at a regularly scheduled chapter meeting.
- G. The timeline for chapter P&P updates and approval is as follows:
 - 1. **July – September**
 - a. Policies and Procedures Chair appointed by President.
 - b. Chapter members volunteer for/appointed to Policies and Procedures Committee.
 - 2. **October– February**
 - a. Policies and Procedures Committee convenes to review current Rules of Order Form, Policies and Procedures, Chapter Minutes, and any policy changes from Grand Chapter.
 - b. Policies and Procedures Committee educates chapter members on Policies and Procedures and Rules of Order content and timeline.
 - c. Policies and Procedures Committee invites chapter members to submit proposed changes and indicates timeline
 - 3. **February – March**
 - a. Policies and Procedures Committee meets to review and prepare all proposed amendments
 - 4. **March**
 - a. Policies and Procedures Committee reviews and discusses proposed amendments at Executive Board meeting
 - 5. **March**
 - a. Policies and Procedures Committee reviews and discusses proposed amendments at chapter meeting
 - 6. **April**
 - a. Policies and Procedures Committee follows the process for review and Chapter approval as described in the Policies and Procedures.
 - b. Chapter is given written prior notice for review, and then approves by a two-thirds (2/3) vote at the chapter meeting.
 - 7. **June**
 - a. President and/or Policies and Procedures Committee submits the Rules of Order Form annually by June 30th
 - b. President and/or Policies and Procedures Committee submits Policies and Procedures, if changed, by June 30th

Section 2. Effective Date

- A. The Rules of Order and Policies and Procedures are submitted to the Regional Member of the National Scholarship and Standards Committee (S&S) and become effective upon receipt of approval from S&S.
- B. The chapter members must receive the updated documentation within sixty (60) days of the S&S approval.

ARTICLE XVII: PARLIAMENTARY AUTHORITY

Governing Documents

Constitution and Bylaws
Robert's Rules of Order, Newly Revised
Chapter Rules of Order
Chapter Policies and Procedures

Administrative Tools

Administrative Procedures for Membership Intake
Chapter Management Handbook
Ritual
Membership Intake Program
Pyramid Study Guide

Delta Internet Guidelines (DIG)
Internal Audit Manual
Fiscal Officers Manual
Protocol and Traditions Manual
Delta Style Guide
The a-b-c's of Parliamentary Procedure
Scholarship and Standards Committee – Hot Off The Press (**HOTP**)

APPENDIX

GENERAL GUIDELINES

- A. CRITERIA FOR SLATING APPLICANTS
 - 1. Applicants must submit a candidate form by the posted deadline to be considered for an office or position.
 - 2. Candidate forms will be made available at the meeting when the call for nominations is announced. (see appendix)
 - 3. All applicants who submit a candidate form has a minimum of 70 on the candidate rubric and meet the eligibility criteria will be slated.
 - 4. If more than one Soror applies for the same office/position and other offices/positions receive no applicants, the Nominating Committee will ask one of the applicants to consider one of the open positions. If she accepts, she will be slated in the new position. If she does not accept, she will be slated in the position she submitted for.
- B. CRITERIA FOR RUNNING FROM THE FLOOR
 - 1. A Soror nominated from the floor must submit the candidate form by the end of chapter meeting she was nominated.
 - 2. If a Soror who is nominated from the floor is not present at the meeting, she must provide a written statement confirming she agrees to run for the office. A text message, email or other confirmation is acceptable if it comes from the nominee's telephone or email address.

3. A Soror may nominate herself for any office or position
4. The Nominating Committee will verify the eligibility of all applicants who are nominated from the floor
5. An applicant nominated from the floor will only be added to the final slate after her eligibility has been confirmed by the Nominating Committee

CAMPAIGN GUIDELINES

If campaigning is approved by the chapter, applicants will be allowed to campaign once cleared by the Nominating Committee.

Campaigning is limited to:

- Published literature
- Campaigning cannot begin before the end of the chapter meeting when the slate is finalized (end of the chapter meeting is when the formal closing has occurred).
- Campaigning must end by midnight the day before the chapter meeting where the voting occurs.
- Any candidate violating campaign guidelines will be disqualified.

CANDIDATE FORM

Name: _____

Date of Initiation: _____ Region of Initiation: _____

Chapter of Initiation: _____ Location: _____

Position(s) of interest: _____

LIST PRESENT DELTA ACTIVITIES

Local Chapter Experience:

Regional & State Experience:

National Experience:

National Conventions attended (Years):

Regional Conferences attended (Years):

EDUCATIONAL INFORMATION

Degree(s) held or Years of College Completed	Degrees Field of Concentration

CURRENT TWO YEARS COMMUNITY INVOLVEMENT & ORGANIZATION AFFILIATION

Organization	Position and Responsibility

Cite professional experiences as well as other experiences that impact directly on the position you are seeking 150 words or less:

STATEMENT OF DECLARATION

*The Candidate Information Form is not complete if not signed

- *I have read, understood, and will abide by the guidelines for seeking office in Delta Sigma Theta Sorority, Inc., North Central Texas Alumnae Chapter.*
- *I have read, understood, that campaigning guidelines is published literature only. Campaigning cannot begin before the end of the chapter meeting when the slate is finalized (end of the chapter meeting is when the formal closing has occurred). Any candidate violating campaign guidelines will be disqualified.*
- *I have read and understood the duties of the office as stated.*

Signature of Candidate

Membership Number

Date

**Delta Sigma Theta Sorority, Inc. – North Central Texas Alumnae Chapter
Candidate Rubric**

Minimum number to be slated is 70 points

Delta Leadership Experience - 30

- Applicant was a Member only - 5
- Applicant was a Lead/Chair/Coordinator - 10
- Applicant was an Elected Officer (President, Secretary, Treasurer) on a Chapter, State, Regional or National level – 15

Chapter Member Support – 25

-
- Supports Chapter Activities in ways other than attendance - 5
- Attendance at Chapter Meetings - 10
- Attendance at Chapter Programs/Activities - 10

Position Related Experience - 20

- Applicant has experience indirectly related to the desired position – 7.5
- Applicant has experience directly related to the desired position – 12.5

Convention/Conference Experience - 20

- 1 Convention or Conference - 5
- 2 Convention and/or Conference - 10
- 3 Convention and/or Conference - 15
- 4 or more Conventions and/or Conferences - 20

External Leadership Experience and Public Service - 15

- Leadership within Professional, Social & Community Organizations - 5
- Board Experience - 5
- Frequent and consistent public service involvement - 5

..3

Motion Form

Any matter requiring a motion must be presented to the Executive Board prior to the motion being placed before the chapter. Please complete this document and return to the President and Recording Secretary via email after the Executive Board meeting or prior to the beginning of the chapter meeting. Motion forms will be available at the meeting at the Record Secretary’s desk.

Thank you for your cooperation.

Motion Submitted by	
Date Submitted	
Issue Related to the Motion	

Motion

Type text here.

Result of vote	For	Against
Status of Motion	Pass	Failed

Announcement Form

Any announcement to be shared with the chapter must be submitted to the Corresponding Secretary before the finance table is closed to be approved by the President. Please complete this document and return to the Corresponding Secretary or the President via email or print and submit at the beginning of the monthly Chapter Meeting. Announcement forms will be available at the meeting at the Corresponding Secretary's desk.

Thank you for your cooperation.

Announcement Submitted by	
Date Submitted	
Issue Related to the Announcement	

Announcement