



# Houston Alumnae Chapter

Delta Sigma Theta Sorority, Inc.

## Rules of Order | Policies and Procedures

**Chapter #0227**

P.O. Box 2642

Houston, TX 77252-2642

[www.dsthoustonalumnae.org](http://www.dsthoustonalumnae.org)

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*National Scholarship and Standards Approved: May 2, 2025*

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## INTRODUCTION

The Policies and Procedures for the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (Herein referred to as the chapter) are 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 will 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 Houston Alumnae Chapter and describe the manner in which our chapter operates. Chapter Policies and Procedures include areas not covered by the Constitution 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.”<sup>1</sup>

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## **ARTICLE I: CHAPTER INFORMATION**

### **Section 1: Name/Location/Number**

- A. The chapter is called the Houston Alumnae Chapter
- B. The chapter is located in the state of Texas
- C. The Houston Alumnae Chapter is assigned to the Southwest Region of the Sorority
- D. The chapter number is 0227

### **Section 2: Service Area**

- A. The Houston Alumnae Chapter serves the Greater Houston Area with Clear Lake shared zip codes 77058, 77059, 77062, and 77258

### **Section 3: Contact Information**

- A. Mailing address: P.O. Box Box 2642, Houston, TX 77252-2642
- B. Website: [www.dsthoustonalumnae.org](http://www.dsthoustonalumnae.org)
- C. Email address: [hacpresident@dsthoustonalumnae.org](mailto:hacpresident@dsthoustonalumnae.org)
- D. Chapter Social Media Accounts: Facebook: @DSTHAC1913, Twitter: @dst\_HAC1913, Instagram: @hacdst1927

## **ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES**

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

### **Section 1: Executive Committee**

- A. The Executive Committee is comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer.
- B. The President serves as chairperson of the committee.
- C. The President develops the agenda, and the Recording Secretary prepares the agenda for the Executive Committee.
- D. Meets at the call of the President or at the request of a majority of Executive Committee members.
- E. Represents and responds on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

### **Section 2: Executive Board**

- A. The Executive Board is composed of all elected officers, chairpersons of the chapter standing committees, and elected and appointed positions as specified in the Chapter Management Handbook.
- B. Special Committee Chairs, Subcommittee 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 President's request. They do not have a vote on the executive board.
- 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. Asst. Corresponding Secretary
10. Asst. Recording Secretary
11. Assistant Treasurers
12. Chair of the Internal Audit Committee
13. Chair of the Nominating Committee
14. Chaplain
15. Sergeant-at-Arms
16. Assistant Sergeant-at-Arms
17. Parliamentarian
18. Journalist
19. Historian
20. Keeper of Properties
21. Emergency Response Coordinators
22. Immediate Past President
23. 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. Emergency Response
  - f. Fundraising
  - g. Heritage and Archives
  - h. Information and Communications \*
    - i. Data Resource Network
    - ii. Public Relations / Publicity
    - iii. Quack / Newsletter
    - iv. Social Media
  - i. Internal Audit
  - j. Membership Services
    - i. Collegiate Connection
    - ii. L.E.A.D.
  - k. Nominating Committee
  - l. Rules of Order/Policies and Procedures
  - m. Program Planning and Development
  
  - n. Economic Development \*\*

- i. Financial Empowerment
- o. Educational Development \*\*
  - i. Dr. Betty Shabazz Delta Academy
  - ii. Delta G.E.M.S.
  - iii. E.M.B.O.D.I.
- p. International Awareness and Involvement \*\*
- q. Physical and Mental Health \*\*
  - i. Health and Wellness
- r. Social Action (in support of Political Awareness and Involvement)
- s. Protocol and Traditions \*
- t. Ritual and Ceremonies \*
- u. Scholarship & Awards
- v. Risk Management \*\*
- w. Technology\*
- x. Delta Daytimers
- y. Local Projects
- z. Sisters Keepers
- aa. Courtesy

\* May Be Combined with other committees (e.g. Communications and Public Relations and Technology; Protocol and Traditions/Rituals and Ceremonies)

\*\* May Be Added as Standing or Subcommittee

## **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 Committee Chairs may attend Executive Board meeting at the request of the President.
4. The Special Committees of the chapter are:
  - a. Elections
  - b. Minerva Circle
  - c. Founders Day
  - d. May Week
  - e. National Pan-Hellenic Council
  - f. Past Presidents Council
  - g. Step Team
  - h. Conference/Convention Planning
  - i. Music
  - j. Photography
  - k. Social Events
  - l. Telephone

## **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 the 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 all Chairs, Co-Chairs and committee members unless designated by election or the chapter Policies and Procedures.

**Fills vacancies 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 Orders (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 it 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.
24. Conducts chapter retreat.

**B. FIRST VICE PRESIDENT**

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President.

2. Serves as Alternate Delegate to National Convention and/or Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after National Convention or Regional Conference in conjunction with the Chapter President.
3. 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.
4. Serves as Chair of the Membership Services Committee.
5. Assists the President in appointing program chairpersons.
6. Serves as a member of the 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. Serves as the Chair of the L.E.A.D. Program.

### **C. SECOND VICE PRESIDENT**

1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties in absence of and at the request of the President.
2. Serves as Alternate Delegate to National Convention and/or Regional Conference if the First Vice President is unable to attend and reports Grand Chapter updates back to the body at the first business meeting after the National Convention or Regional Conference 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. Coordinate two (2) Delta Internal Development workshops per year.

### **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 the current Executive Board or 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.

### **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, written notice is sent at least ten (10) days prior to the election of chapter officers, the election of committee chairs and members, the vote to proceed or not to proceed with membership intake, and the vote 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. Serves as the Chair of Information and Communication.

#### **F. ASSISTANT CORRESPONDING SECRETARY**

1. Fulfill all duties in support of the corresponding secretary.

#### **G. ASSISTANT RECORDING SECRETARY**

1. Fulfill all duties in support of the recording secretary.
2. Complete and submit documents/records to Recording Secretary after assuming her responsibilities.

#### **H. 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.

#### **I. 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 Orders (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. Serves 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.

#### **J. ASSISTANT TREASURER**

1. Performs all duties of the office of Treasurer except for signing checks and depositing funds at the request of, in the absence of, or upon the resignation or incapacitation of the Treasurer.
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.

#### **K. 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.

## **Section 2: Duties and Responsibilities of Appointed Positions**

\*\* Must be an appointed position only

### **A. Parliamentarian \*\***

1. Advises, upon request of the Chapter President, other officers, committees, and members on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Policies and Procedures, and current edition Robert's Rules of Order Newly Revised.

### **B. Chaplain \*\***

1. Sets the spiritual tone of the meeting when so requested.
2. Serves in this capacity at other gatherings at the request of the President.
3. Fulfills the role outlined in the Ritual for chapter meetings and ceremonies.
4. Participates in Omega Omega services.
5. Must keep accurate record of deceased members of the chapters for reports to Grand Chapter.
6. Responsible for the religious activities of the chapter and the Chaplain's Council.

### **C. Emergency Response Coordinator \*\***

1. The Emergency Response Coordinator chairs the Emergency Response Committee.
2. Maintains 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. Coordinates the distribution of all donations received from the general public as a result of a natural disaster or other catastrophic events for distribution with the community in which the chapter serves.
6. Safeguard all non-monetary donations (cash equivalents) until full distribution.

### **D. Sergeant-At-Arms \*\***

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies.
2. Assists the President in keeping order at all times.
3. Supervises admittance of all persons to chapter meetings.
4. Guards against intrusion.
5. Ensures 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.
7. Serves as chair or member of the Protocol and Traditions Committee

### **E. Assistant Sergeant-At-Arms \*\***

1. Assists Sergeant -At- Arms and President in keeping order at all times.

2. Assists with admittance of all persons to chapter meetings.
3. Guards against intrusion.
4. Ensures the chapter and members adhere to the guidelines of the current Protocol and Traditions Manual upon entry to meetings and ceremonies.

**F. 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. Serves as Chair of Heritage and Archives.

**G. Journalist \*\***

1. Collects and disseminates timely information to the general public regarding the Chapter's community service and related activities that may be of interest to the public.
2. Advises the Executive Board on matters pertaining to strengthening public relations in the community.
3. Serves as chair of the Public Relations/Publicity Committee.
4. Serves as a member of the Heritage and Archives Committee, if desired.

**H. Keeper 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.
3. Ensures that properties are available for meetings and other sorority functions as required.

**I. Internal Audit Committee Members \*\***

1. The committee consists of **2-6** members appointed by the President.
2. The committee audits the chapter's records in accordance with the procedures listed in the Internal Audit Manual.

**J. 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.

**K. Risk Management Co-Coordinator \*\***

Serve in place of the Risk Management Coordinator and performs all the duties of the Risk Management Coordinator in her absence or at her request.

#### **L. 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 September 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 the 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 are open to the Chapter for attendance except for Nominating, Minerva Circle and Elections.
13. The Chair of each committee completes and submits to the Chapter President a written evaluation form at the end of the sororal year.
14. Participates in committee round-up in order to attract committee members.

### **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, Delta of the Year, and other special chapter Awards/Recognitions to create a slate of candidates.
4. The Chair and the members of the Nominating Committee serves only one (1) term and can 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. Conduct at least one (1) Leadership Development Workshop per year to educate sorors regarding the qualifications for and the duties and responsibilities of Chapter offices.
7. The Nominating Committee Chair and members will conduct a Leadership Development Workshop for incoming officers and elected positions on or before September 30<sup>th</sup>.

#### **A. Internal Audit Committee Chair**

1. The Chair is elected during the chapter election of officers.
2. Audits the chapter's records on a quarterly and annual basis in accordance with the procedures listed in the Internal Audit Manual.

3. Establishes a schedule for the year as to when the audit(s) will be completed and when records will be collected.
4. The chairperson collects the required financial records from the financial officers in accordance with the schedule recommended by the National Audit and Corporate Compliance Committee (NACC).
5. The financial records should be returned to the fiscal officers as soon as possible but before the next scheduled Executive Board meeting.
6. A draft of the audit report should be discussed with the fiscal officers before the Audit report is finalized.
7. The chairperson makes a report to the Executive Board and then to the chapter as outlined in the Internal Audit Manual of the summary audit findings and recommendations for improvements, if any.
8. 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.
9. The chairperson provides the Detailed Audit report to the Recording Secretary and makes it available for review at the Executive Board and Chapter meetings.
10. The chairperson reviews the CPAs report with the president and financial officers, then the Executive Board, and finally, the chapter.
11. 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.
12. Performs other duties as noted in the Internal Audit Manual and as directed by Grand Chapter
13. The Internal Audit Chair should review the Red Zone Task Center Snapshot page on a regular basis for compliance/noncompliance alert messages.
14. If the services of a CPA are required, the chair works with the audit committee to produce a candidate for recommendation to the Executive Board.

#### **B. 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 are elected every two (2) years.
2. Nominating Committee Chair and Nominating Committee members can only serve one (1) term.
3. Chapter officers cannot 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.
2. Installation is not required to assume office. It is the election rather than the installation that confirms the member has been elected to the office.

#### **C. Appointments**

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

2. All Chairs, Co-Chairs, and committee members, unless designated by election or the chapter P&P, are appointed by the chapter president.
3. Chapters may determine the methodology used to solicit members' interest in serving on a committee. (i.e. Sign Up Sheet, Committee Application, Volunteers, etc.).

#### **D. Resignations**

1. If any elected officer resigns, relinquishes, or ends her duties before the end of the 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 the chapter PO Box.
2. 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.
3. 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 must 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 is 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) will become President to complete the unexpired term.

#### **B. Other Positions**

1. When vacancies occur in other elected officers or elected positions, they must 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 will contact the Regional Director and request special dispensation to make an appointment.
5. In the event the chapter needs to hold a special election to fill a vacancy the Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
6. The incoming president appoints any vacancies during an election year.

#### **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 will 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 or appointed to consider, investigate, perform a task or oversee a project/program on behalf of the chapter.

#### **A. Executive Committee**

1. The Executive Committee is comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer.
2. The Chair of the Committee is the Chapter President.
3. The President prepares the agenda for the Executive Committee.
4. Meets at the call of the President or at the request of a majority of Executive Committee members.
5. Represents and responds 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 the elected officers, elected positions, appointed positions, chairpersons of the standing committees, 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.
4. Attends chapter transition meetings each year to collaborate with existing and/or future chairs for the following sorority year.

#### **C. Arts and Letters**

1. The Arts and Letters Committee promotes and supports 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 is the Treasurer, and is composed of about five (5) members: the President, Financial Secretary, Assistant Financial Secretary, Assistant Treasurer, Program Planning and Development Chair, and Fundraising Chair.

(Note: If Chapter Treasurer is not the chair of Budget and Finance Committee, she must be elected. Please refer to Fiscal Officers Manual for the election guidelines of the Budget and Finance Committee Chair).

2. Any member of the current Internal Audit Committee cannot be a member of this committee.

3. Collect, review, and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by September 30<sup>th</sup>.
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 the 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 November business meeting.
10. Review budget quarterly.
11. Will 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:

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

#### **E. Emergency Response**

1. The Emergency Response Committee maintains sufficient 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. Information and Communications \***

1. The Chair of the Committee is the Corresponding Secretary.

2. The Communications Committee maintains the chapter email distribution list, will compile and update the chapter directory annually, and notify financial members with information regarding Omega Omega and other pertinent information when activated by the Chapter President.
3. Prepares press releases, distributes to the print and electronic media (Star, Globe, and Call).
4. Prepares a newsletter periodically that will inform Chapter members of relevant activities and accomplishments of committees and members.
5. Obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
6. Coordinates with Committee Chairs regarding newsworthy activities of their committees.
7. Sends pertinent Chapter news to Regional and Grand Chapter publications.
  - a. Data Resource Network
    - i. This sub-committee was formed to create a chapter database that would serve as a single repository of vital information to service pertinent historical and current data requirements/requests due to the vast increase of our chapter membership.
    - ii. The database serves as a valuable resource as follows:
      - Delta Experience at the National, Regional and Local levels
      - National Conventions and Regional Conferences Attended
      - Non-Delta Community Service
      - Places of Worship to ensure rotation of faiths in preparing for May Week Sunday worship
      - Foreign language/sign language
      - Veterans
      - Professional Expertise
      - Hobbies
      - Entrepreneurs
      - Omega Omega Service participant preferences
      - Emergency Contact
      - Scholarship Recipients (past and current)
    - iii. The objective is to obtain a completed profile on each active member and encourage collaboration and network opportunities to achieve exceptional results for HAC.
  - b. Public Relations / Publicity
    - i. The chair of this sub-committee is the Journalist.
    - ii. It shall be the duty of the Journalist to prepare publication of all noteworthy actions for the chapter that is not closed
  - c. Quack/Newsletter
    - i. The chair of this sub-committee is the Corresponding Secretary
    - ii. The Quack/Newsletter Committee Chair serves as a member of the Technology Committee
    - iii. The duty of the Quack/Newsletter Committee is to publish and distribute the Quack via :
      - U.S. Mail
      - Electronic Mail
      - Chapter Website
  - d. Social Media

It will be the duty of the Social Media Committee to maintain the Chapter Social Media accounts.

- i. Facebook: @DSTHAC1913
  - a. The Houston Alumnae Chapter, Delta Sigma Theta Sorority, Inc. maintains a Facebook account under the “Organization Non-Profit Organization Sorority & Fraternity” categories.
  - b. The account includes the chapter name and chapter logo and a link to the National Website. The official name should read, “The official page of the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc.” and the official description should read, “The official page of the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc.”
  - c. Account Admin and Settings
    - Only the Social Media Chair or other administrators designated by the Chapter President may create events or post content, photos, or videos to the page.
    - The Social Media Chair and other administrators of the account frequently monitor and remove inappropriate content and turn ON the “Profanity Filter” to ensure that no profane comments are left on posts.
- ii. Twitter: @dst\_HAC1913
  - a. The Houston Alumnae Chapter, Delta Sigma Theta Sorority, Inc., maintains a Twitter account that is maintained and frequently monitored by the Social Media Chair.
  - b. The account includes the chapter name and chapter logo, a link to the chapter website, and a Bio yielding the official statement, “The Official Twitter account of the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc.”
  - c. Privacy Settings
    - The Privacy Settings should be set at “Public,” Email Notifications should be disabled, and the “Protect My Tweets” and “Add a Location” should be left unchecked.
- iii. Instagram: **hacdst1927**
  - a. The Houston Alumnae Chapter, Delta Sigma Theta Sorority, Inc., maintains an Instagram account that is maintained and frequently monitored by the Social Media Chair.
  - b. The account includes the chapter name and chapter logo, a link to the chapter website, and a Bio yielding the official statement, “The Official Instagram account of the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc. a non-profit organization that provides community service throughout the world. – [www.dsthoustonalumnae.org](http://www.dsthoustonalumnae.org)

## G. Fundraising

1. The Fundraising Committee plans, organizes, and coordinates appropriate events to raise funds for chapter programs and projects.
2. The Chair of Fundraising may be a member of the Budget and Finance committee.
3. Present the proposed fundraising activities to the chapter for final approval at the **June** chapter meeting to include the projected fundraising goal for each activity, a complete event budget with a

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. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter.
6. The 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 to the Treasurer and the Budget and Finance Committee within 30 days for reconciliation. Once reconciled, the report is presented to the chapter.
8. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.

#### **H. Heritage and Archives**

1. The Heritage and Archives Committee may prepare materials for exhibition at conferences and other activities and keeps 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.
5. Provide an organized method of receipt, research, analysis and categorization of the Chapter's historical data.

#### **I. Internal Audit**

1. The Internal Audit Committee consists of a Chair, elected by majority vote of the members present and voting, and two (2) to six (6) 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).
2. 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.
3. The committee reviews the chapter's financial records quarterly.
4. The committee verifies the existence of and chapter adherence to the internal controls.
5. Adhere to all of the internal controls as outlined in the Internal Audit Manual.
6. The committee will document and recommend improvements to the internal controls to address any weaknesses.
7. The audit committee completes Form IAR-1 audit worksheets as part of the quarterly review process.
8. 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.
9. The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings.
10. The chairperson of the audit committee will submit the quarterly Internal Audit Report online in the Red Zone as outlined in the Internal Audit Manual.

11. The chairperson secures the books for the committee's audit of the 4th quarter transactions by the schedule outlined in the Internal Audit Manual.
12. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.
13. The treasurer obtains all documents and reports from the CPA by dates outlined in the Internal Audit Manual.
14. 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.
15. The chairperson reviews the CPA report with the president and financial officers, then the Executive Board, and finally, the chapter.

## **J. Membership Services**

1. The Chair of the Membership Services Committee is responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
2. The committee coordinates 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.
  - a. Collegiate-Connection
    - i. Collegiate-Connection is a subcommittee of Membership Services
    - ii. Foster sisterly / working relationships between collegiate and alumnae sorors and Chapters.
    - iii. Provide opportunities for career exploration for collegiate sorors. Increase the number of collegiate sorors that join alumnae Chapters immediately after graduation.)
  - b. L.E.A.D.
    - i. L.E.A.D. is a subcommittee of Membership Services
    - ii. L.E.A.D. stands for Leadership, Excellence, Achievement, Development.
    - iii. L.E.A.D. is a mentoring program that serves the purpose of enhancing Sorors' personal, professional, and Delta leadership confidence and skills.
    - iv. The goal of L.E.A.D is to have mentees create a leadership development action plan that will enable them to develop specific leadership skills.

## **K. Courtesy**

1. The committee is responsible for extending courtesies, such as condolences, recognition to chapter members, honoring visiting Sorors, fulfilling a speaking engagement, etc.
2. 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.
3. The Courtesy Committee will work closely with the Membership Services Committee to provide appropriate courtesies in a timely manner.

4. The courtesies referenced in the guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.
5. 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.
6. 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.
7. The designated amount for Christmas gifts is \$300 for the President and \$650 among current officers.
8. The designated amount for Outgoing Officers is \$500 for the outgoing President and \$1500 among outgoing officers.

**Note: Officers include**

- President
  - 1st Vice President
  - 2nd Vice President
  - Recording Secretary
  - Assistant Recording Secretary
  - Corresponding Secretary
  - Assistant Corresponding Secretary
  - Treasurer
  - Assistant Treasurer
  - Financial Secretary
  - Assistant Financial Secretary (3)
9. The designated amount for Sorors with a hospital stay, surgery, or serious illness is a gift card of \$35.00
  10. The designated amount for the birth/adoption of a soror's first baby is a gift card of \$35.00
  11. The designated amount for the first marriage of a soror is a gift card of \$35.00
  12. Death of a Soror
    - a. Entitled to all rights and privileges granted to sorors as per Delta Sigma Theta Sorority, Incorporated Protocol and Traditions Manual
    - b. Flowers for service (corsage for soror)
    - c. A spray for a soror who is a past or current president
  13. Death of an immediate family member of a soror
    - a. Gift card of \$50.00
    - b. A card for a soror caring for an immediate family member
    - c. A soror who experiences the death of an extended family member shall receive a card

**L. Nominating**

1. The committee will consist of one (1) Chairperson and no more than four (4) 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.

**M. Rules of Order/Policies and Procedures**

1. The Rules of Order/Policies and Procedures Committee is responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.
2. The Chair and members review annually the Chapter Policies & Procedures.

3. The Chair and members review, update, and submit the Chapter Rules of Order annually on or before June 30.
4. The Committee immediately reviews current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
5. The committee 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. May 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.

#### **O. Economic Development \*\***

1. The committee will address issues concerning financial planning, money management, consumer education, investments, and employment opportunities.
2. The committee will provide programs to assist chapter members and the community to start the journey to financial independence and economic empowerment.
3. Financial Empowerment Committee: Implements financial literacy activities that will benefit the Chapter and the community.

#### **P. Educational Development\*\***

1. The committee implements national and local programs that promote academic excellence and provide financial support to students within the Chapter's service area.
2. 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 its studies in math, science, and technology. It encourages them to dream and prepare for full participation as leaders in the 21st century.
3. 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 framework to actualize their dreams through the performance of tasks to develop goals leading to college and careers.
4. E.M.B.O.D.I.: The EMBODI program is designed to refocus the efforts of Delta Sigma Theta Sorority, Inc., with the support and action of other major organizations, on the plight of African American males. EMBODI is designed to address these issues through dialogue and recommendations for change and action.

#### **Q. 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 their interest in international affairs, and develop a greater appreciation for people of different backgrounds and cultures.

2. The chapter supports the continuation and expansion of the international awareness and involvement agenda.
3. It is the duty of the committee to recommend the chapter's fiscal support for the IAI Sustainability Plan.

#### **R. Physical and Mental Health \*\***

1. The Physical and Mental Health Committee develops and coordinates health and wellness.
2. This committee provides information and programs on physical health and mental well-being for the membership and the community.
3. Health and Wellness Committee: performs the duties of Physical and Mental Health

#### **S. Risk Management \*\***

1. The Chair of the Committee is the Risk Management Coordinator.
2. 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.
3. Follow all national and regional guidance regarding compliance, reporting, and chapter accountability.

#### **\*\* May be a Standing Committee**

#### **T. Protocol and Traditions**

1. It is the duty of the Protocol and Traditions Committee to support the chapter with the implementation of rules, customs, structure, and standards that codify the behaviors and arrangements which ensure the perpetuation of reverence and decorum in all Sorority ceremonies

#### **U. Ritual and Ceremonies**

1. It is 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. The Chair of the Committee is appointed by the President.
4. The Keeper of Properties is a member of the Ritual and Ceremonies committee.
5. Increase members' knowledge and appreciation of the fundamental principles and the sorority's basic belief system.

#### **V. Scholarship & Awards**

1. This committee is responsible for administering the scholarship program to maximize the benefits to deserving, students who aspire for a higher education.
2. Develop/recommend the scholarship criteria and the distribution of scholarship funds. (Note: Annually, the Scholarship and Awards Committee will vote on specific scholarship criteria, requirements, and selection procedures in committee).
3. Administer the scholarship program of the chapter by reviewing applications and making recommendations concerning the distribution of funds.

#### **W. 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.

## **X. 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. Chapter Email Accounts
  - a. The Chapter President, First Vice President, Corresponding Secretary, and Technology Chair have access to the chapter email account.
  - b. Chapter Officers and Chapter Committees will be provided with email accounts, and all chapter email accounts will be checked at least weekly. Access to these email accounts (including passwords) will be passed to the new chapter officers at the end of each sorority year.

## **Y. Delta Daytimers**

Delta Daytimers shall be defined as a committee of retired sorors that

1. Support the 5-Point Program Thrust of the Sorority, primarily focusing upon Political Awareness (Voter Registration), Community Service (Donate Food/Supplies to Needy Families) and Arts and letters.
2. Engage in programs to enhance and improve the Mental Health and Physical Health of Seniors.

## **Z. Local Projects**

It shall be the duty of the Local Projects Committee to:

1. Survey needs within the service area.
2. Evaluate findings.
3. Make recommendations to the Chapter of projects to be undertaken commensurate with aims, purposes, and resources of the Chapter.
4. Build diverse partnerships with agencies/establishments in the community.

## **AA. Sisters' Keepers**

It shall be the duty of the Sisters' Committee to maintain connectivity with those sorors who are confined at home and/or no longer able to attend regular meetings and activities.

## **Section 2: Special Committees**

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

### **A. Elections 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 oversee 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 before Election Day, the committee presents this same information to the Executive Board and then to the Chapter for approval and prints the 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.
12. The committee will consist of a chair and four (4) members. The members of the committee shall not be candidates for any office/position being elected or be members of the Nominating Committee.

#### **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.
2. Works in partnership with other chapter committees to execute and plan the May Week events.

#### **E. Past Presidents Council**

1. A chapter may include a past presidents' council as a special committee.
2. This council is comprised of past chapter presidents and the council serves strictly and only at the request of the current president, who will appoint the chair of the council.

3. The council will convene at the request of the current president when there is a need for their collective wisdom on a specific issue.
4. Report meeting results to the current president if she is unable to attend the committee meeting.
5. Act only as a resource bank and/or provide historical context to assist the current president.

#### **F. National Pan-Hellenic**

1. Represents chapter at monthly meetings.
2. Acts as chapter liaison to share Delta activities with other representatives and to present to the chapter information of the other organizations represented.
3. Chair will serve as the officer of the Pan-Hellenic organization when the chapter is up for rotation for a position.
4. Delta's voting and non-voting representation on NPHC is determined by the local NPHC chapter bylaws.
5. Local DST chapter must verify the NPHC chapter is in good financial standing with the National NPHC body.
6. The Chapter shall appoint two or three representatives for the Chapter. It shall be the duty of the representatives to report the initiatives from the local and national Chapter of the NPHC at Chapter meetings

#### **G. Step Team**

1. The step team is a committee within the chapter and represents the chapter. No member is allowed to participate in any show unless she is in good standing with Delta, including being a member of the chapter.
2. For each event, the committee should submit, and receive approval by the Chapter, a budget that includes revenue and all allowable expenses.
3. Must adhere to the Step Show Guidelines of the Sorority.
4. The Chapter and the Executive Committee must preview the show and attire.
5. The Step Team Chair will convene tryouts for team selections

#### **H. Conference/Convention Planning**

It shall be the duty of the Conference/Convention Planning Committee to distribute information and coordinate chapter plans for attending Regional Conferences, National Conventions and State Meetings.

#### **I. Music**

It shall be the duty of the Music Committee to provide music as deemed appropriate for ceremonies as per the current Ritual.

#### **J. Photography**

It shall be the duty of the Photography Committee to capture chapter events using photography or video.

#### **K. Social Events**

It is the duty of Social Events Committee to provide refreshments for designated chapter events.

#### **L. Telephone**

It shall be the duty of the Telephone Committee, at the discretion of the President, to notify the Chapter members in times of emergencies and urgent Chapter business in the event the phone tree is disabled. The committee will also contact members who do not have access to email.

## **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 Thursday preceding the regular Saturday monthly Chapter Meeting for the months of September through June.
- B. Meetings will start promptly at 6:30 pm.
- C. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.
- D. The meeting date may be changed or special meetings called by the President as deemed necessary.

### **Section 3: Chapter Business Meetings**

- A. Will be held on the first Saturday for the months of September through June.
- B. Meetings begin promptly at 2:30 pm.
- C. The Corresponding Secretary will notify members by written, electronic, or verbal notice of the time and place of monthly meetings.
- D. In the event the regularly scheduled meeting day falls on a public holiday, sorority mandated meeting day or other event that needs to be supported by the chapter, the body will vote on an alternate meeting date.
- E. In alignment with the current Grand Chapter directive and our Executive Board majority vote, the chapter may choose to conduct face-to-face meetings or virtual meetings. The chapter may alternate business meeting formats monthly, bi-monthly, or quarterly. When convening in person, the chapter must comply with all applicable laws and Center for Disease Control guidelines. In accordance with the most recent Grand Chapter directive, the chapter may require all individuals (members and nonmembers) to be vaccinated against the COVID-19 virus. This decision should be made by the chapter's Executive Board or a chapter's majority vote based on their Executive Board recommendation.

### **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 will hold call meetings as deemed necessary.
- C. Call meetings must have a stated purpose, and no other business will be conducted except the stated purpose.
- D. The chapter must 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 are 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.

## **ARTICLE VI: QUORUM**

### **Section 1: Definition**

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

### **Section 2: Executive Board Meetings**

- A. A quorum consists of (25%) of Executive Board members. Percentage must be greater than or equal to 25%.

### **Section 3: Chapter Business meeting**

- A. A quorum consists 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. A quorum consists 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 acknowledgment 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 a 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**

- A. The Houston Alumnae Chapter fiscal officers will follow the directives as defined in the current version of the Fiscal Officers Manual.

## Section 2: Local Dues

- A. **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 \$275.00 per sorority year (January 1<sup>st</sup> to December 31<sup>st</sup>)
  2. Local and National dues are due and payable from July 1<sup>st</sup> – September 30<sup>th</sup>
  3. Golden/Diamond Life members:
    - 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
  4. The chapter shall waive the local dues for the following positions:
    - a) President
    - b) Treasurer
    - c) Financial Secretary

## Section 3: 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. Chapters are required to transfer unconsumed dues to a Soror’s new chapter when requested by the Soror in writing.

## Section 4: Transfer of Dues

In order to transfer dues, the member requesting the transfer must complete the member information and former chapter section of the Dues Transfer Form.

The chapter will follow steps detailed in the transfer of dues / unconsumed dues section outlined in the Fiscal Officers Manual.

- A. In the event a collegiate member who graduated in December immediately joins Houston 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 Houston 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.
- B. 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.
- C. When a Soror transfers dues to Houston Alumnae Chapter, upon acceptance of the unconsumed dues, the Chapter Financial Secretary contacts National Information Systems at Delta Headquarters to have the Soror’s information added to the online roster for Houston Alumnae Chapter and advise the Treasurer.

## Section 5: Travel Policy

### A. Travel Policy for National Convention and Regional Conference Delegates

The travel policy for the voting and alternate delegate is:

#### 1. Transportation

##### a. Personal Vehicle Mileage / Gas

- i. Mileage calculation should be from the Soror's home address and based on the IRS standard rate.
- ii. Support for mileage reimbursement should be a signed printout of a mileage calculation tool such as Google Maps, Mapquest, etc.
- iii. Costs for the Soror's automobile insurance, upkeep, repair, or damage to a Soror's automobile are not considered to be included in the mileage allowance.

##### b. Rental Car

- i. When use of a rental car is necessary, reasonable rental car expenses are not to exceed \$45 a day plus taxes and fees for meetings where attendance is required by the National President or Regional Director.
- ii. The chapter does not pay for car rental insurance.

##### c. Air Travel / Bus Travel / Rail Travel

- i. Airfare will be reimbursed at an amount not to exceed the following limits provided the ticket is purchased at least 21 days prior to the flight. The cost of travel is defined as the cost of round-trip coach airfare or ground transportation mileage as defined by the Internal Revenue Service.
  - Domestic - \$750
  - International - \$1000, or
  - Ground transportation mileage as defined by the Internal Revenue Service
  - Any travel costs exceeding the aforementioned amounts shall be brought to the chapter for approval.

##### d. Parking / Ground Transportation

- i. When the airport is more than 50 miles from the designated meeting/conference/convention site, the Chapter shall reimburse the President or First Vice President for reasonable ride-share expenses not to exceed \$45 a day for meetings for which the National President or Regional Director requests chapter representation.

#### 2. Lodging

##### a. Single Occupancy

- i. If only one delegate travels to represent the chapter, the cost of a single-occupancy room at sorority-negotiated rates will be reimbursed, including taxes, to the National Convention and the Regional Conference for that delegate.
- ii. The Chapter does not reimburse for room service meals, movies, laundry services, etc.

##### b. Double Occupancy

- i. The Chapter shall reimburse half the cost of a double room at sorority-negotiated rates, including taxes, to the National Convention and Regional Conference for the Chapter President and First Vice President or approved delegates in the order of succession (as noted on the rules of order form).
  - ii. The Chapter does not reimburse for room service meals, movies, laundry services, etc.
- 3. Registration fees
  - c. The Chapter shall reimburse the cost of pre-registration to the National Convention or regional Conference for the Chapter President and First Vice President or approved delegates in order of succession (as noted on the rules of order form).
- 4. Subscription events
  - d. The cost of subscription events are not reimbursable.
- 5. Meals
  - e. The cost of meals is included in the allowed per diem.
- 6. Per Diem
  - f. The Chapter shall pay per diem expenses of \$60 per day for the Chapter President's meals and incidentals during Regional Conferences and National Conventions only. (No receipts are required when per diem is applied.)

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

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

- 1. Transportation
  - a. Personal Vehicle Mileage / Gas
    - i. When a chapter representative uses her personal vehicle for approved travel, mileage will be reimbursed at the IRS standard rate for round trip mileage from her home. The mileage amount shall not exceed the cost of domestic airfare (refer to air travel section above). Support for mileage reimbursement should be a printout from a mileage calculation tool such as Google Maps, Mapquest, etc.
  - b. Rental Car
    - i. When use of a rental car is necessary, reasonable rental car expenses are not to exceed \$45 a day plus taxes and fees for meetings where attendance is required by the National President or Regional Director.
    - ii. The chapter does not pay for car rental insurance or other add-ons like prepaid gas, additional drivers, a navigation system, etc.
  - c. Air Travel / Bus Travel / Rail Travel
    - i. The Chapter shall reimburse the reasonable cost of travel to and from Texas/New Mexico State Meetings for the Chapter President.
  - d. Parking / Ground Transportation
    - i. The Cost of ground transportation is limited to the terms defined in section 6A.1.d.
- 2. Lodging
  - a. Single Occupancy
    - i. If only the Chapter President and Social Action Chair travel, the Chapter will reimburse the cost of a single occupancy room at sorority-negotiated rates, including taxes.

- ii. The Chapter does not reimburse for room service meals, movies, laundry services, etc.
  - b. Double Occupancy
    - i. The Chapter shall reimburse one-half the cost of a double room at the sorority's negotiated rates for the Chapter President and Social Action Chair.
- 3. Registration fees
  - a. The Chapter shall reimburse the cost of pre-registration for the Chapter President to attend the Texas/New Mexico State Meeting and other meetings for which the Regional Director requests chapter representation.
  - b. The Chapter shall not reimburse for late registration fees.
- 4. Subscription events
  - a. The cost of subscription events is not reimbursable.
- 5. Meals
  - a. The cost of meals is not reimbursable.
- 6. Per Diem
  - a. There is no per diem allocated.

### **C. Travel Policy for DDNC, DDUN, and Other National/Regional Meetings Representatives**

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

- 1. Transportation
  - a. Personal Vehicle Mileage / Gas
    - i. The mileage calculation should be based on the Soror's home address and the IRS standard rate.
    - ii. Support for mileage reimbursement should be a signed printout of a mileage calculation tool such as Google Maps, Mapquest, etc.
    - iii. Costs for the Soror's automobile insurance, upkeep, repair, or damage to a Soror's automobile are not considered to be included in the mileage allowance.
    - iv. The chapter does not pay for car rental insurance
  - b. Rental Car
    - i. When use of a rental car is necessary, reasonable rental car expenses are at most \$45 a day plus taxes and fees for meetings where attendance is required by the National President or Regional Director.
    - ii. The chapter does not pay for car rental insurance
  - c. Air Travel / Bus Travel / Rail Travel
    - i. Airfare will be reimbursed at an amount not to exceed the following limits provided the ticket is purchased at least 21 days prior to the flight. The cost of travel is defined as the cost of round-trip coach airfare or ground transportation mileage, as defined by the Internal Revenue Service.
      - Domestic - \$750
      - International - \$1,000, or
      - Ground transportation mileage as defined by the Internal Revenue Service
      - Any travel costs exceeding the aforementioned amounts shall be brought to the chapter for approval.
  - d. Parking / Ground Transportation

- i. Cost of ground transportation is limited to the terms defined in section 6A.1.d.
- 2. Lodging
  - a. Single Occupancy
    - i. If only the Social Action Chair or Chapter President or designated representatives travels, the Chapter will reimburse the cost of a single-occupancy room at sorority-negotiated rates, including taxes.
  - b. Double Occupancy
    - i. The Chapter shall reimburse half the cost of a double room at sorority-negotiated rates, including taxes, for the Social Action Chair, Chapter President, and designated representatives.
    - ii. The Chapter does not reimburse for room service meals, movies, laundry services, etc.
- 3. Registration fees
  - a. The Chapter shall reimburse the cost of pre-registration for the Social Action Chair and Chapter President to attend Delta Days in the Nation's Capital.
  - b. The Chapter shall not reimburse for late registration fees.
- 4. Subscription events
  - a. The cost of subscription events is not reimbursable.
- 5. Meals
  - a. The cost of meals is not reimbursable
- 6. Per Diem
  - a. There is no per diem allocated for DDNC

#### **D. 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 unconsumed funds must be returned to the chapter within 30 days of the event close.

#### **Section 6: Purchase Order/Reimbursement Expense Voucher**

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

#### **Section 7: Method of Payment**

- A. Payment of dues may be in cash, personal checks, money orders or cashier's checks. **Five (5)** business days prior to due date, all payments will be remitted in certified funds in the form of cashier's check or money order. When chapters are 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 Houston Alumnae Chapter is:
  - a. Account passwords must be changed during the transition of officers. Old passwords are to be provided by the outgoing officers. New passwords will be established at the transition meeting by the incoming officers.
  - b. Security questions and answers will be changed with the transition of officers. PayPal will be notified of the names of each incoming officer to keep the PayPal account current.
- C. Other payments may be in cash, personal checks, money orders, or cashier's checks. Five (5) business days prior to the due date, all payments will be remitted in certified funds in the form of cashier's check or money order. When chapters are remitting payments and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone.

### **Section 8: 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 Houston Alumnae chapter is:
  1. Any expenses not previously submitted can be submitted and reimbursed with the chapter's approval if sufficient funds remain in the budget. The Committee Chair must provide a signed voucher, receipts and a reason for the late submission.
- 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 9: 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. The Financial Secretary, in collaboration with the Treasurer, shall handle the follow-up regarding returned checks.
- F. The Financial Secretary shall submit written documentation to persons issuing insufficient funds checks within two weeks of notification from the bank that a check has been returned for NSF.
- G. ONLY certified funds or cash will be accepted to clear insufficient funds checks.
- H. No other Personal checks (checks drawn on a different personal account) or checks drawn on business accounts are acceptable.
- I. The Financial Secretary will send thirty and sixty -day notifications if outstanding items remain unpaid.
- J. If any check or checks remain uncleared for more than ninety days, the Chapter will only accept certified funds from the individual or organization.
- K. A list of persons and organizations that the Chapter will not accept a check from will be made available to all fiscal officers, including Assistant Financial Secretaries and the Assistant Treasurer.
- L. Insert Chapter Specific Information

## **Section 10: 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 and Finance Committee for reconciliation. Once reconciled, the report is presented to the chapter.

## **Section 11: Budgeting**

- A. Timing and Process
  1. Budgets must be submitted by Officers and Committee Chairpersons no later than September 30.
  2. When no budget is submitted, the Budget and Finance Committee will use its discretion in allocating a budget for that Committee or Officer.
- B. Chapter Approval
  1. The budget must be presented to and approved by the chapter no later than November 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 12: 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 Houston Alumnae Chapter must meet the eligibility criteria as defined in the chapter Policies & Procedures.
- B. A candidate for chapter office or position must 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 must maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30<sup>th</sup> of the current sorority year.
- D. Eligibility requirements must be listed here.
  1. Candidates for President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer must have attended two (2) of the last three (3) National Conventions and two (2) of the last three (3) Regional Conferences.
  2. Candidates for Assistant Recording Secretary, Assistant Corresponding Secretary, Assistant Treasurer and Assistant Financial Secretary (3) must have attended one (1) of the last three (3) National Conventions and two (2) of the last three (3) Regional Conferences.
  3. Candidates for Nominating Committee Chair and Members and Internal Audit Committee Chair must have attended one (1) of the last three (3) National Conventions and two (2) of the last three (3) Regional Conferences.

- E. Complete and submit 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 will include:
  - 1. Completed Application or Candidate Nomination Form  
Note: The chapter must have a written notification of intent to seek office from candidate. This may be a candidate nomination form or application.
  - 2. Delta Resume
- G. Candidate Data Profile Forms may be obtained from the Nominating Committee, the Members Only Section of the Chapter Website or other platform as approved by the chapter.
- H. Members of the Nominating Committee who decide to run for an elected office or elected position must resign from the committee **before** the "Call for Nominations" is issued. They are ineligible to be slated or run from the floor.
- 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.

## **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 the time of the call for nominations and must be completed by all who are interested in being nominated.
- C. All nominations will be presented in writing using the Delta Profile Sheet and will 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 chapter 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 chapters 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 must 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
  - 9. Assistant Treasurer
  - 10. Assistant Recording Secretary
  - 11. Assistant Corresponding Secretary
- J. The call for nominations must include the following elected positions
  - 1. Chair, Nominating Committee
  - 2. Nominating Committee Members; no more than eight (8) members

3. Chair, Internal Audit Committee
  4. The chapter will elect up to 4 members to the Nominating Committee.
- K. The Nominating Committee will use a point system to determine the best applicant(s) to slate based on the applications received. All eligible candidates may not necessarily be slated. However, eligible candidates who are not slated can still be nominated from the floor. Candidates nominated from the floor must complete an online application in its entirety by the date/time deadline. The point system standards are as follows:
1. Leadership (10 points) – (for example, served as officer or leadership position in Delta or other organizations)
  2. Chapter involvement (5 points) – (for example, chaired committees served on committees, etc.)
  3. Local, regional and national meeting participation and attendance (10 points) – (for example, cluster meetings, state meetings, leadership retreats, regional conferences, national conventions)
  4. Public service involvement (5 points) – (for example, volunteers for food bank, volunteers for the Star of Hope, mentors at a school, works with Habitat for Humanity, etc.)
  5. The rating for each criteria will be as follows:
    - a. One (1) or more criteria equals 1 point, two (2) or more 3 points, three (3) or more 5 points, four (4) or more 7 points
    - b. All applicants receiving 20 or more points will be automatically slated.
    - c. All candidates receiving less than 20 points will be voted on by the Nominating Committee to determine if they will be slated.
  6. The nominating committee prepares and publishes the final slate of candidates.
- L. Criteria for Running from the Floor
- All nominations from the floor must be accompanied by:
1. A nomination form (see appendix) which includes the name of the soror making the nomination as well as the name of the soror being nominated and the position/office she is nominated for, and
  2. Members desiring to run from the floor must complete an online application in its entirety and it must be submitted by the time deadline.
  3. A soror who is nominated from the floor must agree to run for the office and/or position whether in person or not.
  4. A soror may nominate herself for any office or position and run for more than one office.
  5. The Nominating Committee will verify the eligibility of all applicants who are nominated from the floor
  6. 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**

The timeline for nominating and elections is as follows:

1. November
  - a. Meet to establish rules and timelines.
2. February
  - a. Present information on positions, with detailed roles & responsibilities, and application and scoring rubric to Executive Board.
3. February

- a. Present same information to Chapter for vote; distribute Call for Nominations; and accept applications.
- 4. March
  - a. Review applications; and seek applicants for unfilled positions.
- 5. April
  - a. Present Slate to 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

- A. Although campaigning is not mandatory, candidates have the option to campaign if desired.
- B. Campaign guidelines must be in the policies and procedures to give the candidate an opportunity to share her platform for the office.
- C. All campaign guidelines not covered in this section of the chapter Policies and Procedures must receive the vote of the chapter prior to implementation for each election.
- D. The Nominating Committee organizes, oversees, implements, and monitors all campaign activities.
- E. Slated candidates may officially begin campaigning immediately after the chapter meeting in which the slate is announced/presented.
- F. Slated candidates must end all campaign activities by midnight the day before the chapter meeting where the voting occurs i.e., prior to the launch of the election ballot.
- G. Campaigning is restricted to within the sorority.
- H. If a candidate is recognized, all slated candidates **MUST** be recognized at chapter events, meetings, functions.
- I. Candidate forums are allowed and coordinated under the direction of the Nominating Committee. Candidate forums will be held prior to the May chapter meeting.
- J. With the written approval of the nominating committee candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members.
- K. Campaign donations and expenditure cannot exceed a total of **\$200.00**.
- L. Candidates may accept contributions from Deltas and non-Deltas.
- M. Once a candidate has reached the donation limit, she must stop accepting monetary and in-kind donations.
- N. 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.
- O. 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.
- P. With approval of the nominating committee candidates **may** use member directories of the chapter to campaign.
- Q. Email addresses must not be connected to the candidate’s business/work or official role in the Sorority.
- R. Candidates must adhere to and abide by the Delta Technology Guidelines.
- S. 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.).
- T. 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.

- U. 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.
- V. A campaign finance report must be submitted to the Nominating Chair by midnight on the day which is one week before the elections. The format of the finance report will be provided by the Nominating Committee.
- W. Slated candidates may officially begin campaigning after the chapter meeting in which the slate is announced/presented and once cleared by the Nominating Committee. Campaigning cannot begin before the end of the chapter meeting when the slate is finalized and the formal closing has occurred.
- X. Campaign donations (Deltas/non-Deltas) and expenditures include:
  - 1. Published Literature
  - 2. Forums
  - 3. Signs, posters, banners
  - 4. Websites
  - 5. In-kind Donations
- Y. Candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members, not to exceed \$100.

## **Section 5: Procedure for Reporting Allegations of Violations**

- A. Any chapter member may report an alleged campaign violation.
- B. The decision to disqualify or not to disqualify an applicant or candidate rests with the Chapter Nominating Committee.
- C. 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.
- D. An alleged violation is reported in writing to the Chair of the Nominating Committee.
- E. Any alleged violation that occurs must be reported within 48 hours of discovery.
- F. The Chair of the Nominating Committee must reply in writing to the reporter acknowledging receipt of the allegation within 48 hours.
- G. 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.
- H. 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.
- I. The Chair of the Nominating Committee will notify the applicant/candidate of her disqualification or reinstatement as an applicant/candidate.
- J. If the applicant/candidate is disqualified, then her campaign is ended.
- K. The Regional Director, Regional Representative and Scholarship & Standards member will either uphold the disqualification or overturn the Nominating Committee's recommendation to disqualify the applicant/candidate.
- L. The Regional Director, Regional Representative, and Scholarship & Standards member will inform the candidate with a copy to the Chair of the Nominating Committee.

## **Section 6: Nominations of Chapter Minerva Circle**

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

## **Section 7: Elections**

### **A. Election day procedures and timeline**

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

### **B. Voting guidelines**

1. The chapter vote must be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
2. Only the Elections Chair and committee can distribute, collect, and tally ballots.
3. Winners are determined by majority vote.
4. 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).

### **C. Re-balloting**

1. If re-balloting is necessary, it must 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 8: 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 must 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 voting devices. (Note: Chapter may only use electronic voting if the electronic voting procedures have been approved by the chapter and included in the chapter Policies and Procedures).
- D. The Sgt-At-Arms does not assist with the counting of votes. Vote counting is the responsibility of the Recording Secretary and her assistants. The chapter should add assistant secretaries and not assistants Sgt-At-Arms if support is needed with vote counting. Additionally, the chapter may utilize use electronic methods to tally votes.
- E. It is the duty of the Elections Committee to conduct all balloting for Membership Intake and the Election of Officers. The Sgt-At-Arms may assist with the admittance of people into the chapter meeting but may not assist with the validation of eligible voters or any part of the election process.

## **Section 9: Electronic Voting**

- A. If the chapter is using a voting machine 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.

- C. The Chapter will use a form of secured, electronic/online balloting via mobile device or personal computer. Examples of electronic voting software would be Survey Monkey, Election Buddy, and Simply Voting.

### **Section 10: 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 announces the results of the election and introduces 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 until written permission is received by the Regional Director.

### **Section 11: Special Elections**

- A. The Minerva Circle is elected at a special election prior to Membership Intake of the chapter using guidelines in the Administrative Procedures for Membership Intake
- B. The Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
- C. Special elections cannot supersede the filling vacancies policy of the chapter.

## **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. All outgoing officers, positions, and committee chairs will pass over the tools of their office to the incoming officer assuming those duties, with completion of transition of officers by July 1<sup>st</sup>.

## **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 is 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.

#### **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**

- A. The Membership Intake Process is 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**

1. The handling of applicants with relatives on the Minerva Circle is 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 will replace the LMC with a current trained member of the Minerva Circle.

#### **C. Frequency**

1. The chapter votes **every 2 years** 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 First Vice President will serve as the alternate delegate for National Convention and Regional Conference.
- C. During the year of elections, the incoming President is the National Convention and Regional Conference Voting Delegate; the incoming First Vice President serves as the Alternate Delegate to the National Convention and Regional Conference.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.

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

- A. Delta Days at State - The President and 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 Social Action Chair will serve as representatives of the chapter.
- B. 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, then 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 follows 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.
- B. In a virtual environment, verification of membership will be via the red zone. A Soror wishing to attend a meeting or any closed session of the chapter will need to complete the verification form found on the chapter's website (visitor's center) at least five days prior to the meeting or event.
- C. The Financial Secretary will need to verify all persons seeking admittance to a meeting or event no later than three days prior to a meeting or other closed event.
- D. Insert Chapter Specific Information

## **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.

## **ARTICLE XVI: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES**

### **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 immediately reviews the 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 **10 day** written notification to vote on amendments to the chapter P&P.
- F. The proposed amendments must 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 – August**
    - a. Policies and Procedures Chair appointed by President.

- b. Chapter members volunteer for/appointed to Policies and Procedures Committee.
- 2. September – November**
  - 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. November – January**
  - a. Policies and Procedures Committee meets to review and prepare all proposed amendments.
- 4. February**
  - 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 – May**
  - 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 30<sup>th</sup>
  - b. President and/or Policies and Procedures Committee submits Policies and Procedures, if changed, by June 30<sup>th</sup>

## **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 thirty (30) days of the S&S approval.

## **ATTACHMENTS: ALL FORMS USED BY THE CHAPTER must be given to chapter members.**

List forms used by the chapter in this section, such as:

1. Chapter Rules of Order Form
2. Scholarship Criteria
3. Scholarship Application
4. Chapter Vouchers/Check Request Copy of Travel Expense Report
5. Chapter Policies and Procedures Recommendation Form
6. Chapter and Committee Meeting Minutes Forms
7. Candidate Application for Office or Candidate Nomination Form (Must have at least one)
8. Committee Report Form



# APPENDIX A. Chapter Rules of Order Form

**DELTA SIGMA THETA SORORITY, INC.**  
 A Service Organization Since 1913  
 1707 New Hampshire Avenue, N.W.  
 Washington, DC 20009



## CHAPTER RULES OF ORDER FORM - 20<sup>24</sup> - 20<sup>25</sup>

*Instructions: Chapters MUST submit this form each fiscal year by June 30<sup>th</sup> to the Regional Member of the Scholarship & Standards Committee. Once approved by the Regional Member of Scholarship & Standards Committee, each chapter member MUST receive a copy of this completed form. Newly established or reactivated chapters MUST submit within 30 days of establishment or reactivation.*

### Policies & Procedures Confirmation

Please confirm if there have been changes to Chapter Policies & Procedures since the last approval date.

v If YES, please submit revised Policies & Procedures.

<b>Chapter Name</b>		Houston Alumnae		<b>Chapter #</b>	0227	
<b>Chapter President</b>		Karen P. Dourseau		<b>Charter Date</b>	01/27/1927	
<b>Chapter Email</b>		info@dsthoustonalumnae.org				
<b>President's Email</b>		hacopresident@dsthoustonalumnae.org		<b>Phone #</b>	(832) 654-5457	
<b>P&amp;P Chair</b>		Monique R. Armstrong				
<b>P&amp;P Chair's Email</b>		rules@dsthoustonalumnae.org		<b>Phone #</b>	(765) 212-1539	
<b># of Financial Members</b>		535		<b>Region</b>	Southwest v	
<b>Chapter Service Area(s)</b>		Greater Houston Area with Clear Lake shared zip codes 77058, 77059, 77062, 77258				
<b>Mailing Address</b>		P.O. Box 2642				
<b>City</b>	Houston		<b>State</b>	Texas		<b>Zip Code</b> 77252-2642
<b>Chapter Meeting</b>	<b>Day</b>	First Saturde	<b>Time</b>	02:30	<b>Frequency</b>	Monthly v
<b>Executive Board Meeting</b>	<b>Day</b>	Thursday	<b>Time</b>	06:30	<b>Frequency</b>	Monthly v
<b>Percentage of the financial membership that constitutes a quorum (Minimum of</b>			25%		<b>Amount of Local Chapter Dues for Sorority Year</b> \$ 275.00	
<b>Month of Chapter Elections</b>	May		<b>Month of Installation Ceremony</b>		June	

### Elected Officers (Select all that apply):

Every chapter MUST have the following Elected Officers (depending on chapter size): **President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, Assistant Treasurer, Assistant Recording Secretary, Assistant Corresponding Secretary**

President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Recording Secretary, Assistant Corresponding Secretary, Assistant Financial Secretary (3

### Appointed positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: **Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members (if applicable), Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms**

Chaplain, Keeper of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator/Co-Coordinator, Sergeant-at-Arms/Assistant

### Elected positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: **Chair, Nominating Committee Chair, Nominating Committee Members, Minerva Circle, Internal Audit Committee Members (if applicable), Finance Committee Members (if applicable)**

Internal Audit Committee Chair, Nominating Committee Chair, Nominating Committee Members (4 positions), Minerva Circle

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**Standing Committees (Must be consistent with Policies & Procedures):**

Every chapter MUST have the following Standing Committees (depending on chapter size): Emergency Response, Internal Audit, Nominating, Policies & Procedures, Finance and Program, Planning & Development (PP&D), Social Action.

Arts & Letters, Courtesy, Executive Committee, Executive Board, Emergency Response, Budget & Finance, Fundraising, Heritage & Archives, Information & Communications, Internal Audit, Local Projects, Membership Services, Nominating, Social Action, Program Planning & Development, Economic Development (Financial Empowerment), Educational Development, Dr. Betty Shabazz Delta Academy, Delta G.E.M.S., E.M.B.O.D.I., International Awareness and Involvement, Physical & Mental Health (Health & Wellness), Risk Management, Protocol & Traditions, Ritual & +

**Special Committees (Must be consistent with Policies & Procedures):**

Every chapter MUST have an Elections Committee.

Elections, Minerva Circle, Founders Day, May Week, Music, National Pan-Hellenic Council, Past Presidents Council, Step Team, Conference/Convention Planning, Telephone, Social Events, Photography.

**Process for selection of voting/alternate delegates and other chapter representatives:**

The chapter Policies and Procedures MUST designate the selection process of the Regional Conference and National Convention voting and alternate delegates and the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital, and State Delta Days.

Voting Delegate	President
Alternate Delegate	1st Vice President
Delta Days in the Nation's Capital Representative	Social Action Chair & President
State Delta Days Representative	Social Action Chair & President
Cluster Meeting Representative	President
State Meeting Representative	President

**Advisors Section: For Collegiate Chapters Only. Advisors must be selected & voted upon, by position, by the chapter**

Primary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Secondary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	

**Chapter Confirmation**

**DO NOT** provide Signature and Date when submitting to Scholarship & Standards Committee. Please provide Signature and Date only AFTER the document has been approved by S&S and BEFORE chapter distribution.

President's Signature		Date
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## APPENDIX B. Scholarship Criteria, Requirements and Procedures

### A. General Scholarship Guidelines

1. Per the MOU for Shared Service Areas, Houston Alumnae Chapter sponsored scholarships are offered to students in the Greater Houston area and zip codes shared by Houston Metropolitan Alumnae Chapter, Bay Area Houston Alumnae Chapter and Houston Alumnae Chapter. All chapters will have an opportunity to offer scholarships to Clear Lake students in the following zip codes 77058, 77059, 77062, and 77258.
  - a. Each chapter President will notify the other chapters that scholarships are being offered, along with a copy of the scholarship application.
  - b. If a scholarship application is received from a student attending a school outside of the chapter's service area, the application will be forwarded to the applicable chapter.
2. All scholarships (excluding privately funded scholarships) offered by HAC must be within HAC's service area per the MOU and with criteria consistent with information provided on the scholarship application. The current scholarship application should be attached to the sponsorship form.
3. The Scholarship program of the chapter is funded by net proceeds from the Chapter's annual fundraiser privately funded named scholarships as a direct support of the Chapter's fundraiser, and/or other privately funded scholarships), as well as any encumbered scholarship funds from previous years.
4. HAC Treasurer shall provide the amount of scholarship funds available for HAC scholarships to the Scholarship & Awards Committee by the October chapter meeting, not including privately funded scholarships as a direct support of the Chapter's fundraiser.

### B. Scholarship Eligibility Requirements

1. Students whose mothers/guardians are members of HAC are not eligible to apply for the Houston Alumnae Chapter (HAC) Educational Scholarship, the HAC Service Scholarships, Thelma Patten Law Scholarship or the Fonsworth/Benbow Scholarship but are eligible for all other scholarships.
2. All other scholarships shall be available to students including Delta Sigma Theta Sorority youth participants who live in the Greater Houston service areas per the MOU who satisfy all other eligibility requirements, including privately funded scholarships.
3. A member of the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc. is not eligible to receive any scholarship that is funded by Houston Alumnae Chapter.
4. Additional scholarships may be awarded annually at the discretion of the chapter.
5. The Chapter's current scholarships awarded annually are:

Scholarship	Amount	Distribution	Criteria
HAC Educational Scholarship	\$10,000	\$2,500 (per year)	African American and shall maintain an overall 3.0 on a 4.0 GPA scale, inclusive of fall, spring, and summer grades in order for the scholarship to be renewed
HAC Service Scholarship	\$5,000	\$5,000 (total)	African American and shall maintain an overall 3.0 on a 4.0 GPA scale
Thelma Patten Law Scholarship	\$5,000	\$5,000 (total)	A student majoring in medicine or the field of science who meet the 3.0 on a 4.0 GPA scale
Fonsworth/Benbow Scholarship	\$2,000	\$2,000 (total)	Applicants must have community service and a 3.0 GPA
Anna Pearl Barrett Scholarship**	\$6,000	2@\$3,000 (per year)	African American Students attending Texas Southern (TSU) pursuing study abroad opportunities

Scholarship	Amount	Distribution	Criteria
Privately Funded Scholarships – Based on private contributions	\$ TBD (\$1000 minimum)	TBD	To be provided by scholarship provider

**Note: Revisions to the Scholarship requirements may be presented to the Chapter for consideration as deemed necessary by the Scholarship and Awards Committee**

**Note: Scholarship amounts should be funded in \$100 increments (i.e. \$2700 or \$2800 instead of \$2781). Remaining balances will be considered encumbered scholarship funds.**

\*\*Anna Pearl Barrett Scholarships will be awarded from HAC Scholarship funds until endowment scholarships are awarded. Texas Southern University is the endowment partner.

### **C. Privately Funded Scholarships**

1. Privately funded scholarships are scholarships from private donors and only being issued by HAC on the donor's behalf.
2. The Scholarship & Awards Committee will not determine the criteria for awarding privately funded Scholarships, but will ask the donor for the criteria if not already provided.
3. HAC eligibility criteria will not apply to privately funded scholarships unless a specific eligibility criteria is not provided by the donor. Criteria must be verified by the Scholarship and Awards Committee.
4. The verified list must be provided to the Scholarship & Awards Committee 2-weeks prior to the fundraising event to be offered in the current year scholarship program.
5. The requirements for privately funded scholarships shall be communicated on sponsorship forms and include the following:
  - a. Privately funded scholarships may be awarded to applicants outside of HAC's service area. Eligibility criteria must be consistent with information provided on the scholarship application. The current scholarship application should be attached to the sponsorship form.
  - b. Privately funded scholarship amounts and criteria must be verified by the Financial Secretary and Fundraising Committee. The verified list must be provided to the Scholarship & Awards Committee 2-weeks prior to the Fundraising event to be offered in the current year scholarship program.
  - c. All privately funded scholarship information must be provided to the Scholarship & Awards Committee by the January chapter meeting. Scholarships not verified by that date will not be offered in the current year scholarship program. Any funds collected after the February chapter meeting will be encumbered for future scholarship awards
  - d. Scholarships will be awarded to the HAC Scholars by the Scholarship & Awards Committee at the May Week Activities and communicated to the President and the Executive Board no later than the May Executive Board Meeting and the June chapter meeting.

### **D. Scholarship Application Requirements**

Scholarship applications (high school, collegiate, & trade school) shall be made available to the chapter, placed on the chapter website, used on all chapter social media platforms, and sent to high school counselors in January of each year.

1. Applications shall be submitted online or postmarked and received in March of each year on a day designated by the committee. The scholarship committee shall determine at the beginning of the process if the applications are due online or by mail. There will be one process each year, either online or by mail.
2. To be considered, applicants must satisfy all requirements as established by the Scholarship & Awards Committee. The completed application shall contain:

- a. Letter of recommendation from one school official (include his or her title)
- b. Letter of recommendation from one community leader not affiliated with the applicant's school (pastor, club sponsor, volunteer organization director, etc.)
- c. One attached photograph (wallet size)
  - i. \*Houston Alumnae Chapter will request each scholarship recipient to provide parental permission to publish their name and photo.
  - ii. Delta must obtain the signed Photograph, Media, and Video Authorization Form from the Parents/Guardians of youth before publishing any content that includes images of a youth participant.
- d. Letter of acceptance from College/University
- e. An Essay
- f. Copy of official transcript showing rank, GPA, current State-Mandated assessment as applicable (shall have passed all parts). Official transcript is defined as a transcript received directly from the school's registrar or issuing office or source. Note: GPA shall be stated on transcript
- g. Applications shall be submitted online or postmarked in March of each year on a day designated by the committee. The Scholarship & Awards committee shall determine at the beginning of the process if the applications are due online or by mail. There will be one process each year, either online or by mail.

### **E. Awarding Scholarship Funds**

The scholarships awarded will be determined by the Scholarship & Awards Committee.

1. Scholarship funds shall be awarded upon presentation of proof of enrollment in college during the fall or spring semester following the award. (Note: Full time enrollment shall be based on the college, university, or trade school program requirements.)
2. Scholarships will be awarded to the HAC Scholars by the Scholarship & Awards Committee at the May Week Activities and communicated to the President and the Executive Board no later than the May Executive Board Meeting and the June chapter meeting.
3. Acceptable proof of enrollment includes:
  - a. An official transcript of course list showing courses enrolled for the current semester
  - b. Verification of Enrollment Letter/Enrollment Certificate (Note: The letter must be on institution letterhead, display a school seal or logo, contain a signature and phone number of a representative from the admissions office, and clearly show the student's name, ID number, current semester, and the name and address of the issuing school.
4. All scholarships must be claimed and paid to the respective institutions by May of the following year or be forfeited. All remaining balances of forfeited scholarship amounts will be encumbered and moved into the chapter's Scholarship and Awards account. The Scholarship donor will be notified in the event the scholarship is not awarded before it can be encumbered in the Chapter's Scholarship and Awards Account.
5. All scholarship funds (HAC and privately funded) awarded to students shall be sent directly to the institution of verified enrollment. In the event the scholarship funds will not be received by the school due to scholarship displacement or reduced benefit of funds awarded, an alternative method to award the scholarship funds will be determined by the Scholarship and Awards Committee and approved by chapter vote. (Note: This will resolve the student's loss of scholarship funds due to Cost of Attendance thresholds.)

### **F. Anna Pearl Barrett Houston Alumnae Chapter Delta Sigma Theta Memorial Endowed Scholarship**

The Anna Pearl Barrett Scholarship Fund provides for scholarships to:

1. Establish a \$301K Anna Pearl Barrett Houston Alumnae Chapter Delta Sigma Theta Memorial Endowed Scholarship Fund at TSU

2. Includes \$150,500 Anna Pearl Barrett Scholarship Fund
3. Includes \$150,500 matching funds from Texas Southern University
4. Endowment fund administration and selection process will be governed by the Endowment Agreement.
5. Award Annual Scholarship from endowment based on interest earned beginning in 2023
6. Anna Pearl Barrett Scholarships from HAC Scholarship funds awarded annually beginning in 2020 until endowment scholarships are awarded
7. Fund distribution will create a Lasting Legacy for Anna Pearl Barrett and HAC with scholarships for TSU students

# APPENDIX C. Scholarship Application

In order to submit this form, you should open it with Adobe Acrobat Reader.



## Scholarship Application

2024 SCHOLARSHIP APPLICATION

Applying for which type of scholarship? \*

- High School
- College/Vocational

**DEADLINE: Application must be SUBMITTED by March 3, 2024**

\*Fields indicated with an asterisk are required. Please enter N/A if it does not apply.

### PERSONAL INFORMATION

Name \*

First Name

Middle Name

Last Name

Residential School Address \*

Street Address

City

State

Zip Code

Permanent Mailing Address \*

Street Address

**School Email \***

example@example.com

**What is your preference for email communication? \***

**Ethnicity: \***

Please select one

**Permanent Email \***

example@example.com

**Phone (Home)**

**Do you identify as male or female? \***

- Male
- Female
- Neither
- Prefer not to respond

**Are you a first generation college student? \***

- Yes
- No

**Phone (Cell) \***

**Do you have a disability? \***

2

- Yes
- I prefer not to answer

No

**Mother's Name (Parent or Guardian) \***

First Name

Last Name

**Father's Name (Parent or Guardian) \***

First Name

Last Name

**Is your Mother (Parent or Guardian) a Member of Delta Sigma Theta Sorority, Inc.? \***

Yes

No

**Is your Mother (Parent or Guardian) a Member of the Houston Alumnae Chapter? \***

Yes

No

**What chapter is your Mother (Parent or Guardian) affiliated with? \***

## EDUCATION

**What High School do you currently attend? \***

**School Address \***

Home Address

City

State

Zip Code

**GPA Scale \***

4.0

5.0

6.0

**GPA \***

## POST-SECONDARY EDUCATION

**What College/University or Vocational/Community College do you plan to attend in the Fall? \***

**Educational Institution Address \***

Address

City

State

Zip Code

**What College/University or Vocational/Community College do you currently attend? \***

**College/University or Post-Secondary School Address \***

Street Address

City

State

Zip Code

**Classification \***

**Expected Date of Graduation \***

Year

**Cumulative Hours \***

**Cumulative GPA \***

\*GPA (on a 4.0 scale)

**Tell us about your proposed career. Please select a proposed career from the list below. If none of the choices match your proposed career, select "Other" and you will be prompted to enter a career. If you do not yet know your proposed career, please select "Undecided". \***

- |   |  |
|---|--|
| <input type="checkbox"/> Architect          | <input type="checkbox"/> Attorney/Lawyer           |
| <input type="checkbox"/> Dancer             | <input type="checkbox"/> Dentist                   |
| <input type="checkbox"/> Educator           | <input type="checkbox"/> Engineer                  |
| <input type="checkbox"/> Entrepreneur       | <input type="checkbox"/> Fashion Designer          |
| <input type="checkbox"/> Graphic Artist     | <input type="checkbox"/> Journalist                |
| <input type="checkbox"/> Meteorologist      | <input type="checkbox"/> Musician                  |
| <input type="checkbox"/> Nurse              | <input type="checkbox"/> Occupational Therapist    |
| <input type="checkbox"/> Ophthalmologist    | <input type="checkbox"/> Orthodontist              |
| <input type="checkbox"/> Pharmacist         | <input type="checkbox"/> Physical Therapist        |
| <input type="checkbox"/> Physician          | <input type="checkbox"/> Pilot                     |
| <input type="checkbox"/> Politician         | <input type="checkbox"/> Psychologist/Psychiatrist |
| <input type="checkbox"/> Scientist          | <input type="checkbox"/> Software Engineer         |
| <input type="checkbox"/> Speech Pathologist | <input type="checkbox"/> Sports Medicine           |
| <input type="checkbox"/> Statistician       | <input type="checkbox"/> Undecided                 |
| <input type="checkbox"/> Veterinarian       | <input type="checkbox"/> Other                     |

**If Other, please specify \***

**What will be your field of study or major in the fall or what is your major? Please select from the list below a field/major that best aligns with your fall enrollment. If none of the choices match your proposed field/major, please select "Other" and you will be prompted to enter a field/major. If you have not decided what your field of study/major will be for the Fall semester, please select "Undecided". \***

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting           | <input type="checkbox"/> Administration               |
| <input type="checkbox"/> Anthropology         | <input type="checkbox"/> Architecture                 |
| <input type="checkbox"/> Astronomy            | <input type="checkbox"/> Biology                      |
| <input type="checkbox"/> Chemical Engineering | <input type="checkbox"/> Chemistry                    |
| <input type="checkbox"/> Civil Engineering    | <input type="checkbox"/> Computer Information Systems |

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- Computer Science
- Dance
- Early Childhood
- Education
- English
- Fashion
- Fine Arts
- History
- Industrial Engineering
- International Business
- Kinesiology
- Literature
- Math
- Medicine
- Nursing
- Physics
- Political Science
- Science
- Special Education
- Statistics
- Technical Education
- Theater
- Other
- Creative Writing
- Drama
- Economics
- Electrical Engineering
- Entrepreneurship
- Finance
- Geography
- Hospitality
- Interdisciplinary Studies
- Journalism
- Language
- Marketing
- Mechanical Engineering
- Music
- Philosophy
- Poetry
- Radio/Film/TV/Media
- Sociology
- Speech
- Supply Chain Management
- Technology
- Undecided

If Other, please specify \*

## ORGANIZATIONS/ACTIVITIES/COMMUNITY INVOLVEMENT AND WORK EXPERIENCE

Do you participate in the Houston Alumnae Chapter's EMBODI or GEMS program? \*

- Yes
- No

Delta Sigma Theta Sorority, Inc. Activity - List all Delta activities you have participated in over the past two years. Please provide as much detail as possible. \*

What is your field of study in the fall? Field of study is defined as "an area of academic concentration". Please select from the list below which field of study best aligns with your intended major for the fall semester. If none of the choices below match your intended major, please select "other" and you will have the option to enter your chosen field of study/major. If you have not decided what your intended field of study/major will be for the Fall semester, please select "undecided". \*

- |   |  |
|---|--|
| <input type="checkbox"/> Accounting                   | <input type="checkbox"/> Administration            |
| <input type="checkbox"/> Anthropology                 | <input type="checkbox"/> Architecture              |
| <input type="checkbox"/> Astronomy                    | <input type="checkbox"/> Biology                   |
| <input type="checkbox"/> Chemical Engineering         | <input type="checkbox"/> Chemistry                 |
| <input type="checkbox"/> Civil Engineering            | <input type="checkbox"/> Computer Engineering      |
| <input type="checkbox"/> Computer Information Systems | <input type="checkbox"/> Computer Science          |
| <input type="checkbox"/> Creative Writing             | <input type="checkbox"/> Dance                     |
| <input type="checkbox"/> Drama                        | <input type="checkbox"/> Early Childhood           |
| <input type="checkbox"/> Economics                    | <input type="checkbox"/> Electrical Engineering    |
| <input type="checkbox"/> English                      | <input type="checkbox"/> Entrepreneurship          |
| <input type="checkbox"/> Fashion                      | <input type="checkbox"/> Finance                   |
| <input type="checkbox"/> Fine Arts                    | <input type="checkbox"/> Geography                 |
| <input type="checkbox"/> History                      | <input type="checkbox"/> Hospitality               |
| <input type="checkbox"/> Industrial Engineering       | <input type="checkbox"/> Interdisciplinary Studies |
| <input type="checkbox"/> International Business       | <input type="checkbox"/> Journalism                |
| <input type="checkbox"/> Kinesiology                  | <input type="checkbox"/> Language                  |
| <input type="checkbox"/> Literature                   | <input type="checkbox"/> Marketing                 |
| <input type="checkbox"/> Mechanical Engineering       | <input type="checkbox"/> Music                     |
| <input type="checkbox"/> Nursing                      | <input type="checkbox"/> Philosophy                |
| <input type="checkbox"/> Physics                      | <input type="checkbox"/> Poetry                    |
| <input type="checkbox"/> Political Science            | <input type="checkbox"/> Pre-Law/Law               |
| <input type="checkbox"/> Pre-Med/Medicine             | <input type="checkbox"/> Project Management        |
| <input type="checkbox"/> Radio/Film/TV/Media          | <input type="checkbox"/> Sociology                 |
| <input type="checkbox"/> Special Education            | <input type="checkbox"/> Speech                    |
| <input type="checkbox"/> Statistics                   | <input type="checkbox"/> Supply Chain Management   |
| <input type="checkbox"/> Technical Education          | <input type="checkbox"/> Theater                   |
| <input type="checkbox"/> Undecided                    | <input type="checkbox"/> Other                     |

**If Other, please specify \***

**Community Service Involvement - List community service activities (mentoring, volunteering,**

etc.), month/year(s) and positions held. \*

\*Date format month/year

**Work Experience** - List jobs you have held while in high school, and month/year(s). Include part-time, and internship positions. \*

\*Date format month/year

**Essay #1: Tell us about yourself. What motivates you to pursue your chosen career? If you have not yet chosen a career, what motivates you to pursue a college degree? Why do you deserve this scholarship? \***

(Minimum 250 words, but not more than 400 words);0/400

**Dates of participation (ex. MM/YYYY)**

**Are you a member of Delta Sigma Theta Sorority, Inc.? \***

Yes

No

**Member Number \***

**Chapter Affiliation \***

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## ORGANIZATIONS/ACTIVITIES/COMMUNITY INVOLVEMENT AND WORK EXPERIENCE (Cont.)

**Organizations/Activities** - List all organizations/activities you have participated in over the past two years. \*

**Do you give permission to the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc. to publish your name and photo, if you are selected to receive a scholarship?** \*

- Yes  
 No

Submit

**Work Experience** - List jobs you have held while in college. Include part-time, and internship positions. \*

**Essay #1:** Tell us about yourself. What motivates you to pursue your chosen career? If you have not yet chosen a career, what motivates you to pursue a college degree? Why do you deserve this scholarship? \*

(Minimum 250 words, but not more than 400 words).0/400

**Essay #2:** Delta Sigma Theta Sorority, Inc. is an organization committed to public service. What contributions have you made to the betterment of your community through volunteer service?

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**How has that impacted you? How will you utilize your education to impact the community in which you will live? \***

(Minimum 250 words, but not more than 400 words).0/400

**CLICK TO VIEW THE MEDIA RELEASE FORM. DOWNLOAD IT, FILL IT OUT, THEN UPLOAD IT BELOW.**

**Please Acknowledge: Official Transcript Request \***

Checking the box means that students acknowledge they understand that they are to request a copy of their official transcript to *ONLY* be sent electronically via email to [transcript@dsthoustonalumnae.org](mailto:transcript@dsthoustonalumnae.org) or by USPS, to P.O. Box 2642, Houston, TX 77252-2642 postmarked by the March 3, 2024 deadline (no exceptions). Official transcripts **MUST** include the Registrar's seal or stamp along with their signature.

**Please Acknowledge: Official Transcript Request \***

Checking the box means that students acknowledge they understand that they are to request a copy of their official transcript to *ONLY* be sent electronically via email to [transcript@dsthoustonalumnae.org](mailto:transcript@dsthoustonalumnae.org) or by USPS, to P.O. Box 2642, Houston, TX 77252-2642 postmarked by the March 3, 2024 deadline (no exceptions). Official transcripts **MUST** include the Registrar's seal or stamp along with their signature.

**CHECKLIST \***

- Photo Release
- Wallet-size Photo
- Two (2) Essays
- Two (2) Recommendation Letters
- Ordered Transcript
- Letter of Acceptance

**CHECKLIST \***

- Photo Release
- Wallet-size Photo
- Two (2) Essays
- Two (2) Recommendation Letters
- Ordered Transcript

By submitting my application, I hereby certify that all the information provided in this application is accurate and current. I understand that all materials submitted will become the final property of the Houston Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

**APPENDIX D. Chapter Voucher Reimbursement Form**

**HOUSTON ALUMNAE CHAPTER  
DELTA SIGMA THETA SORORITY, INC.  
VOUCHER REIMBURSEMENT FORM**

**DATE:** \_\_\_\_\_

**CHECK#:**

**REQUESTED BY:** \_\_\_\_\_

**AMOUNT:**

**PAYABLE TO:**

**NAME**

\_\_\_\_\_

**STREET ADDRESS**

\_\_\_\_\_

**CITY, STATE, ZIP**

**REASON FOR REQUEST:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVED BY COMMITTEE CHAIR:** \_\_\_\_\_

**COMMITTEE:** \_\_\_\_\_

**APPROVED BY PRESIDENT:** \_\_\_\_\_

**APPROVED BY TREASURER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Houston Alumnae Chapter • P.O. Box 2642 • Houston, TX 77252-2642**

## APPENDIX E. Chapter Policies and Procedures Recommendation Form



### Policies & Procedures Recommendations

#### GUIDELINES ON WRITING AND SUBMITTING PROPOSED AMENDMENTS POLICIES & PROCEDURES

These guidelines are intended to provide the basic information you will need to submit a proposed amendment to the Policies & Procedures.

**WHO** can submit a proposed amendment?

- Any CHAPTER Member in good standing may submit a proposed amendment. Any submission applicable to a chapter committee will be submitted to the chapter committee for review prior to policies & procedures committee review. The committee does not have to agree with or support your proposed amendment. The committee may recommend rejection if it is not in alignment with Grand Chapter.
- Any COMMITTEE may submit a proposed amendment. Committees are encouraged to include the review and/or addition of chapter management forms that are applicable to the committee's function, when submitting the recommendation.

**WHAT** should be used to submit a proposed amendment?

- Completed forms must include the name of the sponsoring chapter member or committee, supporting documents, and the impacted committee.

- All proposed amendments must be submitted on the JOT form. Keep in mind the three "Cs" for using the form: Use one (1) form for each proposed amendment; ensuring that the proposed wording is clear and concise; and, ensure that each form is completed in its entirety. It is important to consider the impact of the proposed amendment on other Policies & Procedures. Please note any procedures which may be affected.

**HOW** should the completed Proposed Amendment to the Policies & Procedures form be submitted?

- Completed proposed amendments, along with the applicable section of the most recent Houston Alumnae Policies & Procedures, and all supporting documentation must be submitted within the Jot form NO LATER THAN January 6, 2024.
- The Committee Chair is required to sign off on all committee submissions.

**NOTE:** The chapter is encouraged to download and review the current Policies & Procedures prior to submitting an addition or revision. The current policies and procedures may be found within the Houston Alumnae Chapter membership section.

<http://dsthoustonalumnae.org/members/rules-of-order-policies-procedures/>

---

Name \*

First Name

Last Name

Email \*

example@example.com

Phone Number \*

 - 

Area Code

Phone Number

Type of Change (Select One): \*

Article \*

Section \*

Subsection \*

Subsubsection \*

Page Number \*

APPENDIX

Existing Verbiage \*

Recommended Verbiage

Rationale

Type here...

Reference Document \*

(Include document name, section and/or page#)

Impacted Committee \*

Submit

## APPENDIX F. Chapter Committee Report Form

### COMMITTEE REPORT FORM

Please use the form to submit your committee meeting reports. The form will be automatically submitted to [RecordingSec@dsthoustonalumnae.org](mailto:RecordingSec@dsthoustonalumnae.org). Thank you.

#### Committee Report Form

<b>Name of Committee Reporting *</b>	<input type="text"/>	<b>Date of Report *</b>	<input type="text"/>
<b>Meeting Date</b>	<input type="text"/>	<b>Meeting Time</b>	<input type="text"/>
		01 ▾ 00 ▾ AM ▾	
		HH MM AM/PM	
<b>Next Meeting Date</b>	<input type="text"/>	<b>Next Meeting Time</b>	<input type="text"/>
		01 ▾ 00 ▾ AM ▾	
		HH MM AM/PM	
<b>Summary of Meeting *</b>	<input type="text"/>		
<b>Recommendations/Action Items</b>	<input type="text"/>		
<b>Do you plan to report during Executive Board or Chapter Meeting? *</b>	<input type="radio"/> Yes		
	<input type="radio"/> No		
<b>File Upload</b>	<input type="text" value="Choose File"/> No file chosen		
If you plan to present during EB or Chapter Meeting, please attach the bullet points or flyer.			
<b>Do you have an Announcement Only?</b>	<input type="radio"/> Yes		
	<input type="radio"/> No		
<b>Announcement Details</b>	Type your announcement here or upload a flyer/document if necessary.		
	<input type="text"/>		
<b>File Upload</b>	<input type="text" value="Choose File"/> No file chosen		





# Houston Alumnae Chapter

## DELTA SIGMA THETA SORORITY, Inc.

### NOMINATION APPLICATION

Please make note of all fields and attachments before you begin your application. If a field does not apply, please type **N/A**. The application cannot be saved before submission. Be sure to complete the application in its entirety before you click the **SUBMIT** button.

**Applications are due on a date and time established by the Nominating Committee.**

**Name \***

First

Last

**Phone \***

**Email \***

**Member # \***

**Initiation Year \***

**Initiating Chapter \***

**Office or Position Seeking \***

Select one.

**Chapter Elected Offices and Elected Positions and/or Committee Chairs Previously Held: \***

Please include the years with each position.

**Regional Offices and/or Regional Committee Positions Previously Held: \***

Please include the years with each position.

**National Offices and/or National Committee Positions Previously Held: \***

Please include the years with each position.

**National Conventions and Years Attended: \***

**Regional Conferences and Years Attended: \***

Starting with most recent Regional Conferences.

**State Cluster Meetings Attended: \***

Please include the years of each cluster attended.

**Leadership Retreats Attended: \***

Please include the years of each Leadership Retreat attended.

**Other Leadership (List other organizations in which you have held a leadership position): \***

Indicate organizations and positions held.

**Public and/or Community Service within the last 2-3 years: \***

List the organizations and period of service rendered.

**Brief Narrative \***

Please write a brief narrative that states your perception of the office and/or position for which you are seeking. Include experience applicable to be successful in this position. (Limit 250 words)

0 of 250 max words.

0 of 250 max words.

**Upload Photo \***

No files chosen

Upload a closeup color photo.

**Upload Resume \***

No files chosen

Upload a 1-page Delta Resume.

**Signature \***

Draw your signature here.

**Today's Date \***

**By submitting this application, I confirm to the best of my knowledge that all information stated is accurate and true. \***

Yes

## APPENDIX H. Nomination Form

### HOUSTON ALUMNAE CHAPTER Delta Sigma Theta Sorority, Inc.

**Nominations from the floor:**

#### Nomination Form

Name of Nominee		
Office/Position		
Nomination Acceptance (please check one)	Yes <input type="radio"/>	Signature of Soror being Nominated
	No <input type="radio"/>	Signature of Soror Nominating (if different)

*This section to be completed by the Nominating Committee Only  
(signature of person verifying information should be included below)*

Candidate Financial Status Verified

Regional Conference Attendance Verified

National Convention Attendance Verified \_\_\_\_\_