# Delta Sigma Theta Sorority, Inc. [Sample/Template]

# Omicron Tau Chapter Policies and Procedures

Chapter #710

1 Avenue of the Arts, DSU Suite 330 Newport News, VA 23606

# **Policies and Procedures Committee**

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# Delta Sigma Theta Sorority, Incorporated

# Omicron Tau Chapter Rules of Order/Policies & Procedures 2016-2017

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### INTRODUCTION

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

Each chapter develops its unique Rules of Order and Policies and Procedures that officially disseminates the rules of conduct or procedures of members. These policies and procedures are specific to the Omicron Tau Chapter

and they describe the manner in which our chapter operates. Chapter Policies and Procedures include areas not covered by the Constitution and Bylaws. They attempt to solve problems, make wise decisions and maintain control to manage chapter affairs.

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



# **Omicron Tau Chapter CHAPTER POLICIES AND PROCEDURES**

# **ARTICLE I: CHAPTER INFORMATION**

### Section 1: Name/Location/Number

- A. The chapter shall be known as the **Omicron Tau** of Delta Sigma Theta Sorority, Inc.
- B. The chapter shall be located on the campus of Christopher Newport University in Newport News, Virginia
- C. The Omicron Tau is assigned to the **South Atlantic Region** of the Sorority
- D. The chapter number is 710

### Section 2: Service Area

A. The Omicron Tau Chapter serves the Campus of Christopher Newport University and the surrounding **Newport News** area.

NOTE: Collegiate Chapters' Service Area is the University or College Campus.

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

A. Mailing address: Attn: Omicron Tau

1 Avenue of the Arts, DSU Suite 330

Newport News, VA 23606

B. Email address: dst@cnu.edu

# ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBLITIES

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

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

- A. The Executive Committee shall be comprised of the following officers: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Chaplain, and Parliamentarian.
- B. The President shall serve as chairperson of the committee
- C. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee

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

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

### **Section 3: COMMITTEES**

It shall be the responsibility of the Chapter committees and sub-committees to create and implement the internal operations of the Chapter's programs in the public interest

### A. Standing

 Performs a continuing task related to chapter operation and remains in existence throughout the sorority year

# B. Special

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

### C. Ad Hoc

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

# ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

# Section 1: Duties and Responsibilities of Elected Officers

### A. PRESIDENT

- 1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter
- 2. Officially represents the chapter
- 3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the **September** meeting
- 4. Oversees Chapter Operations Oversees and adheres to the responsibilities of the President in the newly revised Fiscal Officers Manual
- 5. Leads ritualistic services and ceremonies
- 6. Appoints positions, committee chairs and members according to the "Filling Vacancies" section
- 7. Assures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines

- 8. Reviews and approves all chapter communications, publications, etc.
- Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees
- 10. Serves as chair of Executive Committee (EC) and Executive Board (EB)
- 11. Signs all contracts for the chapter; Co-sign legally binding documents on behalf of the Chapter with a member of the Advisory team
- 12. Be accountable, along with the financial officers to the Chapter, for the expenditure of Chapter monies
- 13. Is one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers and checks, except her own
- 14. Serves as member of the Budget and Finance Committee
- 15. Serves as ex officio member of chapter committees, except the **Elections Committee**, **Nominating Committee** and **Internal Audit Committee**.
- 16. Serves as a member of the Minerva Circle by virtue of position
- 17. Votes only in matters of secret ballot and/or to break a tie vote

### **B. VICE PRESIDENT**

- 1. Performs all duties of the office of President at the request of, in the absence of, or upon the resignation or incapacitation of the President
- Serves as Alternate Delegate to National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the Chapter President
- 3. Serves as Chair of Program Planning and Development Committee, which coordinates service projects and all program committees, including national initiatives
- 4. Assists the President in appointing program chairpersons
- 5. Serves as Chair of Membership Committee; Coordinates all membership activities as mandated by National Membership Services Committee
- 6. Serves as a member of Executive Committee, and Budget and Finance Committee
- 7. Correspondent with campus and community organizations, groups, charities, and all other affiliates of Omicron Tau

### C. <u>RECORDING SECRETARY</u>

- 1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings
- 2. Maintain a chronological list of motions passed by the Executive Board and such motions should also reflect the policy that is impacted
- 3. Receive written reports of all activities of all committees
- 4. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting for review and approval
- 5. Distributes copies of previous minutes to members at Executive Board or Chapter Meetings
- 6. Maintain a complete and bound set of Executive Board and Chapter meeting minutes to be submitted to incoming President
- 7. Responsible for accurate records of attendance at chapter and Executive Board meetings
- 8. Records all chapter vote and maintain monthly attendance records of meetings
- 9. Obtains, maintains and secures all minutes in a permanent media of record
- 10. If Corresponding Secretary is not available the duties shall be taken over by the Recording Secretary

### D. CORRESPONDING SECRETARY

- 1. Assists the President with the official correspondence of the Chapter
- 2. Picks up the mail weekly from chapter's post office box and makes President aware of all incoming correspondence before distributing to chapter officers and committee chairs
- 3. Receive all incoming correspondence and prepare for presentation at the Executive Board and Chapter meetings
- 4. Prepare and maintain a comprehensive directory of all members; Maintain the Official Chapter mailing list
- 5. Sends meeting notices to membership
- 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. Sends written notice via United States Postal Service (USPS) at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority
- 9. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder
- 10. In the absence of the Recording Secretary the Corresponding Secretary shall assume her duties

### E. 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. Turn all monies over to the Treasurer within 24 hours of receipt
- 4. Monitor expenditures of the Chapter Budget
- 5. One of three persons authorized to sign vouchers and bank checks. Position does not sign her own voucher or check. If signature for voucher is required, Financial Secretary should only sign for the President, Treasurer or at the request of the President
- 6. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report
- 7. Notifies Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of chapter dues; the amount of regional conference and convention fees and dates
- 8. Prepares a financial roster of the Chapter
- 9. Serves as member of Budget and Finance committee
- 10. Serves as a member of the Minerva Circle
- 11. Transacts all business in Executive Board or, sorority meetings (including writing checks), or special business meetings at the request of the President
- 12. Ensure that internal controls are adhered to and financial policies are implemented
- 13. Maintain the Chapter's official ledger and receipt journal
- 14. Refer to the newly revised Fiscal Officer's Manual for related financial roles and responsibilities

### F. TREASURER

- 1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual
- 2. Serve as Chapter's Chief Financial Officer
- 3. Serves as Chair for the Budget and Finance Committee

- 4. Monitors expenditures of the Chapter budget and maintains the Chapter's financial accounts
- 5. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks, except her own
- 6. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses
- 7. Serves as keeper of chapter funds and accounts for all income and expenditures
- 8. Prepares a written and verbal report for presentation to chapter members of the written bank reconciliation at each monthly Executive Board and Chapter meeting. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
- 9. Balances monthly bank statements and PayPal accounts
- 10. Distributes and processes chapter expense vouchers for reimbursement
- 11. Works closely with Financial Secretary to ensure all financial records are accurate and to prepare records for presentation to the auditor for the annual audit of Chapter finances
- 12. Deposits all funds within two (2) business days of receipt
- 13. Mail/wire funds due to Grand Chapter within 10 (ten) days if receipt of funds
- 14. Ensures the following bookkeeping policies are followed:
  - a) For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding
  - b) Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger
  - c) Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest-bearing account in order to obtain maximum interest earnings
  - d) Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report
- 15. Transacts all financial business in Executive Board or sorority meetings (including writing checks), or special business meetings at the request of the President
- 16. Checks relevant budgets prior to issuing checks
- 17. Ensures voucher process is used for disbursement of funds
- 18. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment
- 19. Ensures all fiscal officers are bonded
- 20. Refer to the newly revised Fiscal Officer's Manual for related financial roles and responsibilities

# G. <u>SERGEANT-AT-ARMS</u>

- 1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies
- 2. Assists President in maintaining order during meetings of the Chapter
- 3. Supervises admittance of all persons to chapter meetings; Guards against intrusion
- 4. Serves as member of the Policies and Procedures Committee to facilitate cohesiveness in Chapter operations

# Section 3: Duties and Responsibilities of Appointed Officers

### A. Parliamentarian:

- 1. Advises upon request of the Chapter President, other officers, committees and member on matters of parliamentary procedures according to Grand Chapter's Constitution and By-Laws, the chapter's Rules of Order, and Robert's Rules of Order (Newly Revised)
- 2. Serves as member of the Policies & Procedure committee
- 3. Serves as Chair of the Rules of Order Committee

### 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

# Section 4: Duties and Responsibilities of Appointed Positions

### A. **Journalist:** (This is an optional position)

- 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. Prepare and maintain copies of all Chapter publications (flyers, programs, etc.)
- 3. Report projects and the accomplishments of individual Sorors which may be of local, state, regional, and/or national interest, upon approval of the President`
- 4. Advises the Executive Board on matters pertaining to strengthening public relations in the community.
- 5. Prepare all reports for The Delta Journal
- 6. Serves as chair of the Heritage and Archives Committee and Media Relations Committee.
- 7. Secure copies of all public publications in which the Chapter is referenced

### B. Historian:

- 1. Prepare and maintain the Chapter's history
- 2. Develop a system for establishing the Chapter's historical record
- 3. Collect, identify, and date copies of programs of all Chapter activities
- 4. Maintain a secure file of all history and records
- 5. Develop criteria for items to be accepted for the Chapter's historical/archival collection

# **Section 5: Filling Vacancies**

# A. Chapter Officers:

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

# **B. Other Positions:**

- 1. When vacancies occur in other offices or committees the **President** may appoint a Soror to fill the position is less than half of the term remains. Should more than half of a term remain the vacancy occurs, the chapter shall hold elections within **thirty (30) days** of the occurrence of the vacancy.
  - i. At any time a vacancy occurs on the Minerva Circle, the President may appoint a Soror to fill the position.

# **ARTICLE IV: MEETINGS**

# **Section 1: Executive Committee Meetings**

Will be called and scheduled by the President, as needed

# **Section 2: Executive Board Meetings**

Will be held on the last Monday for the months of August through March. Meetings will start promptly at 8:00p.m.

# **Section 3: Chapter Business Meetings**

Will be held on the first (1st) Sunday for the months of September through April.

Time: Meetings begin promptly at 2:00p.m except as otherwise determined.

Place: The Chapter meeting will be held on the campus of Christopher Newport University unless determined otherwise.

- A quorum shall consist of sixty-six percent (66%) of the membership at all regular meeting
- A member of the Advisory Team must be present at all Chapter Meetings.

# **Section 4: Committee Meetings**

Will be called and scheduled by the committee chairperson

# **Section 5: Call Meetings**

Will be scheduled when deemed necessary by the President/member of the Advisory Team.

Call meetings shall be held at a convenient location for members and Advisory Team

• A member of the Advisory Team must be present at all Call Meetings.

### **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 2013 revised edition of the Protocol and Traditions Manual, under Proper Attire, business attire is required for business meetings.

# **ARTICLE V: 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 shall consist of sixty-six (66%) of Executive Board members

# **Section 3: Chapter Business meeting**

A. A quorum shall consist of sixty-six (66%) of chapter members. (A quorum is not required to begin a business meeting but a quorum is required to take action on business matters.)

# **ARTICLE VI: FINANCIAL POLICIES AND PROCEDURES:**

<u>Purpose</u>: To ensure that the Chapter has efficient and effective financial system in accordance with the Policies of Grand Chapter

# **Section 1: General Operating Procedures**

- 1. All monies shall be presented to the Financial Secretary of the Chapter at Chapter meetings.
- 2. Monies shall not be collected during the Ritualistic Opening and Closing.
- 3. A system shall be developed to be used to pay all bills incurred by the committees and officers.
- 4. Chapter checks will be void after 60 days.
- Only the Chapter President along with an Advisory Team shall be empowered to sign legally binding contracts on behalf of the Chapter. The authority shall be delegated to the Vice President in absence of the President.
- 6. The fiscal year of the Chapter shall follow that of the Sorority. Chapter books shall close on May 1<sup>st</sup> to allow for the annual audit and report preparation.
- 7. The President, Financial Secretary, and Treasurer shall be bonded.
- 8. There must be two signatures on every check. The Treasurer, President, and Financial Secretary are the only authorized co-signers of Chapter checks.
- 9. All returned checks written to the Chapter would be assessed the current bank fee.

# **Section 2: Receipts**

- A. **National Dues -** Members will be responsible for dues for the Grand Chapter, according to the established dues schedule per business year
  - 1. Cash, Money Order, or Check payment shall be received by the Financial Secretary prior to the deadline date of the third Saturday in March
  - 2. Grand Chapter imposes a Per Capita Fee per Soror each year whenever dues are paid. Each member shall pay her own Per Capita Fee.
  - 3. Grand Chapter imposes a late fee for all dues received after March 31st; Grand Chapter imposes a reinstatement fee for dues received after June 30th; The Chapter will not advance dues for any Soror, and National dues are not tax-deductible.
  - 4. National and Local Chapter dues will have the same deadline
- B. Local Chapter Dues Members will be responsible for local dues according to the established fee voted upon by the chapter members
  - 1. Local chapter dues for Omicron Tau Chapter will be \$125.00 per business year (July 1st to June 30th)
  - 2. Local and National dues are due and payable from January 1<sup>st</sup> March 31<sup>st</sup>. They shall be collected simultaneously.
  - 3. Cash, Money Order, or Check payment shall be received by the Financial Secretary prior to the deadline date of the third Saturday in March.
  - 4. Local dues of Sorors entering the Chapter (i.e., reclaimed or transferred) shall be prorated based on the formula of Chapter dues divided twelve, times the number of months remaining in the sorority year.
  - 5. Local dues of Sorors leaving the Chapter (i.e., graduating or transferred) shall be paid in full. Once a member leaves, the remaining portion is forwarded to the Soror's new chapter once written documentation is given to the chapter of her transfer of membership.
  - 6. The chapter will not advance dues for any Soror.
  - 7. The payment of dues entitles member to the following:
    - a) Chapter Policies and Procedures

- b) Membership Roster
- c) Chapter meeting minutes and
- d) All Chapter communications
- 8. Local dues are not tax-deductible.

# **Section 4: National Convention and Regional Conference**

- A. The Chapter will pay 50% of the registration expenses for the Voting Delegate and the Alternate Delegate.
- B. The Chapter will assist with travel expenses for the Voting Delegate and the Alternate Delegate when Chapter funds allow
- C. Travel by air or rail shall be based upon coach rates when Chapter funds allow.
- D. The Voting Delegate and the Alternate Delegate will pay for ½ cost of hotel accommodations (double room) for the Delegate and Alternate to share, when Chapter funds allow.
  - 1. Chapter delegates will submit ALL receipts for chapter-funded representative expenses, such as fare for travel, hotel accommodations and any/all meal-related receipts
  - 2. These receipts are to be attached and submitted with the PO/Reimbursement Expense Voucher to the Treasurer within sixty (60) days of the published meeting for accounting purposes
  - 3. Delegates will return all unconsumed chapter funds to the Financial Secretary within sixty (60) days of any meeting for which chapter funded representation was provided
- E. Any chapter members and/or members of the Advisory Team that reside in the hotel room are responsible for any costs associated with their stay.

# **Section 6: Other Meetings**

- A. Members appointed by the President to represent the Chapter on the National or Regional level will be reimbursed for reasonable expenses incurred on a case-by-case basis.
  - 1. ½ (one-half) of the registration fee for mandatory meetings will be covered by the Chapter.
  - 2. ½ (one-half) of the registration fee for non-mandatory meetings will be covered by the Chapter when funds allow.
- B. All other meetings (i.e. State Clusters, Founders Day, Delta Days, Project HERS) are not reimbursable.
- C. The open discussion and suggestion for revision will only be considered at the first chapter meeting of each semester and at the yearly retreat.

# **Section 7: Reports**

- A. The Treasurer shall present a monthly written financial report to the Executive Board, including a statement of income and expenses.
- B. The Treasurer shall prepare the Chapter's annual budget for the Operating account.
- C. The Financial Secretary shall prepare a list of new members of addresses and phone numbers of the:
  - 1. President
  - 2. Vice President
  - 3. Recording Secretary
  - 4. Corresponding Secretary
  - 5. Sergeant-at-Arms
  - 6. Chair of Reclamation
  - 7. Chair of Membership
  - 8. Each member of the Advisory Team
  - 9. General Member

# **Section 8: Fundraising**

Purpose: To plan activities that will generate revenue for community service programming projects.

1. Fund-raising activities shall be planned and executed such that revenue can be generated to meet the Chapter's programming/projects needs

# **Section 7: Internal Auditing**

<u>Purpose</u>: To confirm that the Chapter's financial policies and procedures regarding finance provide for internal controls assuring that:

- 1. Financial reports are accurate and reliable
- 2. Revenues are collected and properly accounted
- 3. An adequate audit trail is provided
- 4. Assets are safeguarded
- 5. Ensures that the following principles and standard will be reviewed:
  - i. The transactions recorded in the general ledger must be adequately supported with source documents.
  - ii. The transactions shall be properly accumulated and correctly classified and recorded.
  - iii. Referencing shall be done in a manner that enables tracing or replicating a transaction from its source to the general ledger to the source.
  - iv. General ledger balances shall be reconciled with subsidiary disbursement and receipt ledgers in a timely manner.
  - v. Once errors are detected, corrections shall be made in a timely manner.
  - vi. Financial reports shall be useful, understandable, accurate, and promptly prepared on a consistent and comparable basis, and include the effect of all transactions for the period being reported.
  - vii. Review and Evaluation Process:
    - 1. Periodic reviews, a minimum of one per year, shall be performed to ensure that the internal controls conform with the acceptable accounting standards
    - 2. An internal control review shall be developed citing the controls to be tested, and
    - 3. The results of the review and any recommendations shall be presented to the Executive Board and to the Chapter for approval.

### Section 11: Additional Fiscal Policies and Procedures

- A. Additional revenue may be obtained through special projects, contributions and requests
- B. The sale of Delta merchandise through chapter websites or online payments is prohibited
- C. Fiscal Officers must complete and submit Acceptance of Fiduciary Responsibility Form by July 1st
- D. The outgoing Treasurer and Chair of the Internal Audit Committee will assist the incoming Treasurer with preparation of the Internal Revenue Service form 990 and the end of the fiscal year report due to National Headquarters by August 31st
- E. Two signatures: the President and Treasurer are required on all checks disbursed.
- F. The President, Treasurer and Financial Secretary will follow additional guidelines included but not limited to Chapter Management Handbook and Fiscal Officers Manual.
- G. Review budgets quarterly
- H. The following Chapter officers shall meet within seven (7) days of the commencement of the approved MIT period to review the approved MIT budget before funds are spent for MIT:
  - 1. President
  - 2. Treasurer
  - 3. Leader of the Minerva Circle

I. At the beginning of each sorority year, funds in the treasury shall be distributed in accordance with the new budget.

# **ARTICLE VII: GOVERNANCE**

<u>Purpose</u>: To ensure that the Chapter's required public service and sisterhood functions are implemented in accordance with the requirements of Grand Chapter and any applicable Federal, State, Local, and College laws. The Chapter President and the members of the Executive Board assume the leadership of the Chapter's Governance.

# **Section 1: Elections**

<u>Purpose</u>: To establish and ensure a fair and impartial election of the Chapter.

- 1. Elections will be held for he Chapter's elected officers, the Minerva Circle, Members of the Nominating Committee and the Conference/Convention Alternate delegates (if the Vice President is unable to attend).
- 2. The Chapter will hold elections of officers at the April Chapter meeting of each year.
- 3. Only members are eligible to vote.
- 4. Elections will be by paper ballot.

# **Section 2: Chapter Voting**

- A. Members of the Chapter are eligible to discuss and/or vote on Chapter business.
- B. Voting for Chapter officers, elected committee chairs, committee members, and acceptance to membership shall be by ballot, machine, or electronic voting devices.

# **Section 3: Delegates**

- A. The President will serve as Voting Delegate for Conferences/Conventions.
- B. The Vice President shall serve as the Alternate Delegate to attend Conferences/Conventions.

### **Section 4: Transition of Officers**

A. During the transition period following an election, the outgoing officers shall prepare year-end reports that will be discussed at the Chapter Retreat with incoming officers.

# **Section 5: Legal**

<u>Purpose</u>: To ensure that all proposed contractual agreements are legally sound and provide the necessary legal underpinning for the Chapter.

- 1. Prepare and review all proposed Chapter contractual agreements.
- 2. Provide legal interpretations and assistance as needed for committees and other Chapter Administrators.
- 3. Note: The Financial Advisor will be consulted on contractual matters of the Chapter.

# **Section 6: Logistics**

<u>Purpose</u>: To serve as the clearance body that located and secures sites for meetings, activities and other events.

# **Section 7: Nominating**

<u>Purpose</u>: To assure that all candidates for office meet all qualifications required by the Chapter and Grand Chapter.

Note: If the nominee meets the criteria for the position she seeks, her name shall be added to the ballot.

- 1. Only members can make nominations.
- 2. Members nominated for office must be financial for the ensuing year.
- 3. A member may succeed herself in office for a maximum of one term.
- 4. A member may run for another elected office other than the one she is currently holding, after the term of current office has expired.

### Section 8: Rules of Order

<u>Purpose</u>: To review all Chapter Policies and Procedures (in conjunction with appropriate sub-committees) and make recommendations for changes to the Executive Board. The Parliamentarian shall chair the rules of Order sub-committee.

# **Section 9: Chapter Retreat**

<u>Purpose</u>: To strengthen the members of the Chapter.

- 1. A retreat shall be held during the spring semester of each year to plan activities and events of the Chapter for the ensuing year.
- 2. The retreat shall be held on a weekend following the elections of officers for the ensuing year. The date shall be held decided upon no later than the second Chapter Business Meeting of the spring semester.
- 3. All returning members are **required** to attend the retreat;
- 4. All output of the retreat shall include, but is not limited to the following:
  - a. Chapter Program Calendar (including meeting dates for the Executive Board and Chapter, tentative Membership Intake dates, the College's breaks, holidays, etc.)
  - b. A schedule **of all** planned service programs/projects and fundraisers, which includes descriptions, the Programmatic Thrusts it satisfies (if applicable), a tentative date, location, and proposed budget.
  - c. A proposed Chapter budget by account
  - d. A summer address and telephone listing for members and the Advisory Team.
  - e. Year-end committee reports from all committees.
  - f. Completion of the year-end forms for Grand Chapter.

# **Section 10: Advisory Team Selection Process**

<u>Purpose</u>: To assist the members of Omicron Tau in their development in Delta Sigma Theta Sorority, Inc.

- 1. The Chapter shall have an Advisory Team. The Advisory Team may consist of, at most, the following four (4) positions:
  - a. Primary Advisor
  - b. Financial Advisor
  - c. Program Advisor
  - d. Membership Advisor
- 2. A financial member of the Sorority within the Hampton Roads area may be selected by the chapter to serve the capacity of an advisor.
- 3. In the event an Advisory Team position is not filled, the Chapter will conduct the selection process in September, with a candidate selected by the October Chapter Meeting.
- 4. If the October Business Meeting does not fill a position, the Advisory Team will delegate duties of the remaining positions amongst the team members based on experience, expertise, and knowledge.
- 5. Upon the ending of a member of the Advisory Team's term, if the Chapter does not wish to select new advisor(s), a majority vote of the Chapter can cancel the selection process of that year.

6. If a member of the Advisory Team wishes to resign from her position, she must provide a letter of resignation six months prior to the effective date of resignation to the Chapter President, Recording Secretary, Advisory Team, and the Regional Director.

# ARTICLE VIII: HOSPITALITY AND COMMUNICATIONS

<u>Purpose</u>: To serve as a mechanism for treating members with warmth and to serve as a vehicle for effective internal and external communications.

- 1. Courtesies and Amenities
  - a. Members will be mailed a card when they are sick for two or more days and/or hospitalized
  - b. Flowers will be sent in the event of the death of a Soror and/or a member of her immediate family, along with a card.
  - c. The Chapter will purchase the cards and flowers when fiscally feasible.
  - d. The Corresponding Secretary will serve as the chair of this committee.

### ARTICLE IX: HISTORY AND RECORDS

Purpose: To gather and compile all materials pertaining to the heritage of the chapter.

- 1. Courtesies and Amenities
  - Members will be mailed a card when they are sick for two or more days and/or hospitalized
  - b. Flowers will be sent in the event of the death of a Soror and/or a member of her immediate family, along with a card.
  - c. The Chapter will purchase the cards and flowers when fiscally feasible.
  - d. The Corresponding Secretary will serve as the chair of this committee.

# **Section 1: Chapter Anniversary**

<u>Purpose</u>: To celebrate and commemorate the chartering of Omicron Tau.

# **Section 2: Founder's Day**

<u>Purpose</u>: To celebrate and commemorate the founding of the Sorority. The Chapter will participate in a Founder's Day celebration. A committee will plan and implement events in coordination with Delta Week.

# **Section 3: Heritage and Archives**

<u>Purpose</u>: To record the contributions of the Chapter to the Sorority, Christopher Newport University, and surrounding Newport News community.

- 1. Objective
  - a. Design and implement procedures for systematic recording, storing and accessing official Chapter records, including information on programs and activities.
  - b. Involve members in the establishment and maintenance of a Chapter historical and archival collection.
  - c. Maintain accurate records of the contributions of Omicron Tau to the campus community.
- 2. Materials to be preserved
  - a. Chapter official records (President's final report, minutes, rosters, policies, and procedures, photographs, programs, flyers, awards, etc.)
  - b. Chapter paraphernalia
- 3. Strategies
  - a. Chapter will annually submit to the Historian a copy of:

- i. Photographs
- ii. Awards
- iii. Report of activities and accomplishments
- b. The Recording Secretary shall annually submit to the Historian one (bound) copy of edited, corrected and approved Chapter minutes;
- c. The President shall prepare and submit to the Historian, a report of her accomplishments made during her tenure, offer a personal view on the Chapter's progress, and give recommendation for future directions (President's Final Report); and,
- d. A Chapter photograph will be taken during each President's administration.

### **Section 4: Ritual and Ceremonies Guild**

<u>Purpose</u>: To increase members' knowledge and appreciation of the fundamental principles of the sorority's basic belief system (The Nine Jewels and The Oath) as demonstrated in the Delta Sigma Theta Ritual, ceremonies, rites, traditions, and protocol.

# **Section 5: Properties**

<u>Purpose</u>: To catalog and maintain the Chapter properties, this function is handled by the Custodian of Properties, who serves as the point of contact for use of the Chapter's artifacts and materials.

# **ARTICLE X: MEMBERSHIP**

Purpose: To address the following:

- 1. The Membership Intake Process
- 2. Development of Chapter members; and
- 3. Reclamation of Sorors

# **Section 1: Membership Intake**

<u>Purpose</u>: To be executed in accordance with the Administrative Procedure for Membership Intake as prescribed by Grand Chapter.

1. The chapter will use the current rating scale in the screening and selection process

# **Section 2: Delta Internal Development (DID)**

<u>Purpose</u>: For members of the Chapter to learn/refresh their knowledge about the Sorority including: Sisterhood, Constitution and Bylaws, Rules of Order, Policies and Procedures, Official Delta Songs, Fiscal Management, Chapter Management, and Protocol and Traditions.

1. The chapter will use the current rating scale in the screening and selection process

### **Section 3: Reclamation**

<u>Purpose</u>: To plan and implement programs to reclaim inactive collegiate Sorors.

# **ARTICLE XI: PROGRAM PLANNING & PROJECTS**

<u>Purpose</u>: To survey needs, evaluate findings and make recommendations to the chapter on projects with aim, purposes and resources of the Chapter, and to develop and coordinate projects that are consistent with the long-range plan of Grand Chapter.

# **Section 1: Economic Development**

<u>Purpose</u>: To plan programs which promote economic development with a primary focus on the Black community (i.e. Seminars on entrepreneurship, investments, financial planning, and financial responsibility)

### **Section 2: Educational Development**

<u>Purpose</u>: To plan programs which promote educational development with a primary focus on the Black community (i.e. Service learning, Distinguished Professor Endowed Chair, Literacy for Youth and Adults, Career Development and Awareness, Delta Academy, School America)

# **Section 3: Physical and Mental Health**

<u>Purpose</u>: To plan programs which promote physical and mental health with a primary focus on the Black community (i.e. Stress Reduction, Health fairs with emphasis on screening and detection, HIV/AIDS awareness, Clinical depression)

### **ARTICLE XII: SOCIAL ACTION**

<u>Purpose</u>: To develop and coordinate social action programs and stimulate interesting social action and educate chapters on current issues.

### Section 1: International Awareness and Involvement

<u>Purpose</u>: To plan programs which promote international awareness and involvement with a primary focus on the Black community (i.e. African Diaspora)

### Section 2: Political Awareness and Involvement

<u>Purpose</u>: To plan programs which promote political awareness and involvement with a primary focus on the Black community (i.e. Voter Registration and Mobilization, Delta Days in the Nation's Capital, Accountability of Elected Officials, Preparation for Seeking Elected and Appointed Office