

Delta Sigma Theta Sorority, Inc.

Gastonia Alumnae Chapter Policies and Procedures

Chapter #210

P.O. Box 1482

Gastonia, North Carolina 28053

www.gastoniaalumnae.org

Policies and Procedures Committee

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Delta Sigma Theta Sorority, Incorporated

Gastonia Alumnae Chapter Rules of Order/Policies & Procedures 2018-2019

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INTRODUCTION

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

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

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

Delta Sigma Theta Sorority, Inc.

Gastonia Alumnae Chapter CHAPTER POLICIES AND PROCEDURES

ARTICLE I: CHAPTER INFORMATION

Section 1: Name/Location/Number

- A. The chapter shall be called the Gastonia Alumnae Chapter
- B. The chapter shall be located in the state of North Carolina
- C. The Gastonia Alumnae Chapter is assigned to the South Atlantic Region of the Sorority
- D. The chapter number is 210.

Section 2: Service Area

- A. The Gastonia Alumnae Chapter serves the **City of Gastonia** and the **County of Gaston**.

Section 3: Contact Information

- A. Mailing address: P.O. Box 1482, Gastonia, North Carolina 28353
- B. Website: www.gastoniaalumnae.org
- C. Email address: Gacdst1954@gmail.com

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES

The ruling authority of the chapter will be the Grand Chapter of Delta Sigma Theta Sorority, Inc. Locally the chapter will be governed by elected 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, Assistant Treasurer and Assistant Financial Secretary as deemed necessary.
- B. The President shall serve as chairperson of the committee
- C. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee
- D. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
- E. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings

Section 2: Executive Board

- A. The Executive Board is composed of all elected and appointed officers and committee chairpersons 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 Policies & Procedures to the body for action
- E. The Executive Board is authorized to spend monies not to exceed \$100.00 in the interim between chapter meetings.

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. Arts and Letters
 - b. Budget/Finance
 - c. Courtesy
 - d. Heritage and Archives
 - e. Internal Audit
 - f. International Awareness and Involvement
 - g. Membership Services
 - h. Nominating
 - i. Physical and Mental Health
 - j. Policies and Procedures/Rules of Order
 - k. Program Planning and Development
 - i. Delta Academy
 - ii. Delta GEMS
 - iii. EMBODI
 - l. Protocol and Traditions
 - m. Publicity and Public Relations
 - n. Scholarship
 - o. Social Action

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. The Special Committees of the chapter are:
 - a. College Day
 - b. Education Committee
 - c. Dinner Dance
 - d. Elections
 - e. Emergency Response
 - f. Founders Day
 - g. Jabberwock
 - h. Music
 - i. Minerva Circle
 - j. Social
 - k. Technology

C. Ad Hoc

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

ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

A. President

1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter
2. Officially represents the chapter
3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the **September** meeting
4. Oversees Chapter Operations
5. Oversees and adheres to the responsibilities of the President in the newly revised Fiscal Officers Manual
6. Leads ritualistic services and ceremonies
7. Appoints positions, committee chairs and members according to the "Filling Vacancies" section
8. Assures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines
9. Reviews and approves all chapter communications, publications, etc.
10. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees
11. Serves as chair of Executive Committee (EC) and Executive Board (EB)
12. Signs all contracts for the chapter
13. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members
14. Ensures the chapter operates under an approved budget
15. Ensures internal/external audits are completed
16. Is one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers and checks, except her own
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. The chapter president will review and sign the Internal Audit submissions in the Red Zone prior to the due dates.
21. Signs and ensures that all Fiscal Officers have signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office and she is President
22. Votes only in matters of secret ballot and/or to break a tie vote
23. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

B. Vice President

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President
2. Serves as Alternate Delegate to National Convention and Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the Chapter President
3. Assists the President in appointing chairpersons
4. Serves as a member of Executive Committee and the Budget Finance Committee
5. Serves as Chair of Membership Committee
6. Maintains a non-financial list of sorors for the purpose of reclamation

7. Assists the President in appointing appropriate chairpersons
8. Coordinates all membership activities as mandated by National Membership Services Committee
9. Verifies membership of new sorors entering the Chapter
10. Records and acknowledges 25 and 50 years membership in Delta Sigma Theta
11. Coordinates intake activities by serving as Leader of Minerva Circle
12. Makes a special effort to see that the Chapter gives attention to the best means for integrating newly graduated sorors into alumnae Chapter programs and procedures
13. Coordinates other activities as deemed necessary by the President

C. Recording Secretary

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting
3. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or if applicable posted in the Members Only section of the chapter website
4. Responsible for accurate records of attendance at chapter and Executive Board meetings
5. Records all chapter votes
6. Forwards minutes to Corresponding Secretary so minutes can be mailed to Sorors not online
7. Obtains, maintains and secures all minutes in a permanent media of record
8. Adheres to document retention policies
9. Serves as the custodian of all of the chapter's records.
10. Serves on the Technology Committee and assures website it maintained.

D. 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. Sends written notice at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
9. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder

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. All receipts for funds collected shall be distributed within 30 business days
4. 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

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 chapter dues; the amount of regional conference and convention fees and dates
8. Serves as member of Budget and Finance committee
9. Serves as a member of the Minerva Circle
10. Transacts all business in Executive Board or, sorority meetings (including writing checks), or special business meetings at the request of the President
11. Maintains an accurate list of financial members and distributes to members as part of the financial report of all income received
12. Signs the Acceptance of Fiduciary Responsibility Form
13. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

F. Treasurer

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual
2. Monitors expenditures of the Chapter budget
3. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks, except her own
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses
5. Serves as keeper of chapter funds and accounts for all income and expenditures
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and PayPal accounts as appropriate.
8. Serves as Chair for the Budget and Finance Committee
9. Distributes and processes chapter expense vouchers for reimbursement
10. Works closely with Financial Secretary to ensure all financial records are accurate
11. Deposits all funds within two (2) business days of receipt
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check
13. Ensures the following bookkeeping policies are followed:
 - a) For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding
 - b) Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger
 - c) Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest-bearing account in order to obtain maximum interest earnings
 - d) Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report
14. Serves as the catalyst to contact the Chapter President regarding any lapse of eligibility of chapter officers

15. Transacts all financial business in Executive Board or 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. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
20. Ensures all fiscal officers are bonded
21. The treasurer shall obtain the following items from the CPA by August 15:
 - a) CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - b) CPA prepared financial statements for the chapter for the year ended June 30th.
 - c) Any books, records or documents given to the CPA for the purpose of the Review or Audit.
22. Signs the Acceptance of Fiduciary Responsibility Form
23. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

G. Assistant Financial Secretary (if deemed necessary)

1. Assists Financial Secretary with the duties of her position except signing checks made payable to the President and Treasurer and performing Financial Secretary duties when serving as a member of the Minerva Circle
2. Signs Acceptance of Fiduciary Responsibility Form
3. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

H. Assistant Treasurer (if deemed necessary)

1. Assists Treasurer with all duties except signing checks and depositing funds
2. Signs Acceptance of Fiduciary Responsibility Form
3. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

Section 2: Duties and Responsibilities of Appointed Positions

A. Parliamentarian

1. Advises, upon request of the Chapter President, other officers, committees and member on matters of parliamentary procedures according to Grand Chapter's Constitution and By-Laws, the chapter's Policies and Procedures, and Robert's Rules of Order Newly Revised
2. Serves as member of the Policies & Procedure 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
4. Participates in Omega Omega services
5. Must keep accurate record of deceased members of the chapters

C. Sergeant-At-Arms

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies
2. Assists President in keeping order at all times

3. Supervises admittance of all persons to chapter meetings
4. Guards against intrusion
5. Serves as member of the Policies and Procedures Committee to facilitate cohesiveness in Chapter operations
6. Distribute VOTE cards to financial members.

D. 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 Publicity and Public Relations Committee.

E. Custodian

1. Responsible for maintaining a safe and central repository for the chapters, properties, such as the official documents, candles, robes table clothes, gavels and other effects which the chapter may obtain for orderly and proper conduct of ceremonies and business.
2. She keeps a written inventory of chapter properties and submits the same annually to the chapter president and the recording secretary.

F. Internal Audit Committee Members

1. The committee shall consist of 3 members appointed by the President

G. 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

H. Committee Chairs

1. Works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust
2. Facilitates and coordinate tasks to get the committee's work accomplished
3. Submits a budget by the Feb business meeting for the following year
4. Prepares written committee report summaries and present to the EB in order for the committee to be placed on the agenda for chapter meeting
5. Approves only budgeted committee expenses
6. Signs all committed POs/Reimbursement Vouchers before forwarding to the President for signature, prior to any fund disbursement
7. Ensures President signs all contracts and letters to external parties
8. Advises the Treasurer of all vendor's payment requirements and time tables
9. Secures/obtains general liability insurance for all programs or events attended by individuals that are not members of the chapter

10. Submits all signed vouchers with receipts at Executive Board, Chapter meetings or special called meetings designated by the President.
11. Reconciles budget expenses before signing a committee member's PO/Reimbursement Voucher
12. When applicable, ensures POs are processed prior to deadlines included with the PO
13. Submit an activity report and program evaluation to the Program Planning Chairperson within 7 days of the event or activity.
14. Must be a member.

Section 3: Duties and Responsibilities of Elected Positions

A. Chair and Members of the Nominating Committee

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

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

B. Internal Audit Chair

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

into the Red Zone by August 31. The chapter president will then review and sign the submission in the Red Zone to complete the process.

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

C. Minerva Circle

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

Section 4: Term of Office

A. Limits of Office

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

B. Appointments

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

Section 5: Impeachment

A. Impeachment Process

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

Section 6: Filling Vacancies

A. Chapter Officers

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

B. Other Positions

1. When vacancies occur in other offices or committees they shall be appointed by the **President** within **thirty (30) days**.

2. The President can only appoint chapter members to elected offices or positions when (1) the office or position is vacant due to a member not being elected during the chapter elections: or (2) as a result of an unexpected vacancy. In both scenarios, the office or position would be filled according to Gastonia Alumnae's policies and procedures. Only chapter members who meet eligibility requirements for elected offices or position can be appointed to fill vacancies.
3. In the event the chapter President cannot fill the vacant office or position due to chapter member(s) not meeting eligibility requirements, or when no member is willing to serve, she shall contact the Regional Director and request special dispensation to make an appointment.

C. Minerva Circle

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

D. Full term served

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

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: Standing Committees

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

A. Executive Committee

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

B. Executive Board

1. Is composed of elected and appointed officers and committee chairpersons of the chapter
2. Is responsible for general management of chapter affairs between business meetings
3. Makes recommendations to the body on committee reports for action
4. Reviews proposed amendments to be recommended for revisions for Chapter and Policies & Procedures to the body for action

C. Arts and Letters

The Arts and Letters Committee shall promote and support cultural arts in the community and develop programs in accordance with the Grand Chapter's directions.

D. Budget and Finance

1. The committee is chaired by the Treasurer and is composed of five (5) members, including the President, Vice President, Financial Secretary, and a designated Past President. Any member of the current Internal Audit Committee shall not be a member of this committee. The duties will include:
2. Plan, evaluate and recommend budget modifications to the chapter operating budget
3. Consider financial needs and programs and develop a budget based upon those needs
4. Collect, review and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by March 31st
5. Present the annual budget for review to Executive Board and Chapter at the April meetings
6. Present the annual budget for ratification at the May chapter meeting. The budget will be ratified with the majority vote of the Chapter
7. Recommend general financial policies of the chapter
8. Study and develop financial plans to strengthen financial base of the chapter
9. Ensure at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
10. Consider the financial needs of the chapter and recommend increase of dues
11. Receive committee budgets by February business meeting for the upcoming fiscal year
12. Distribute final copies of the approved budget for the upcoming year by the June business meeting
13. Review budget quarterly
14. Shall meet within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year
15. The budget will include a line item to cover cost of chapter recognition at Regional Conference and National Convention
16. Ensure the following scheduled is maintained:

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

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

E. Courtesy

The committee is responsible for providing flowers, cards and other expressions for extending courtesies.

1. Chapter Gifts and Courtesies – Chapter Members

- a) Courtesies from the chapter will be sent to members in cases of uplifting life transitions as well as condolences. Courtesies may be sent to homebound members as a thoughtful gesture. Chapter members will be responsible for passing on information, including name/address to the Chapter President in a timely manner. Chapter President will notify Courtesy Chair or designated member who will extend the courtesies. Examples of courtesies to be sent are as follows:
 - i. When a member or Soror is ill a Get Well/Thinking of You card.
 - ii. When a member is hospitalized or has an outpatient procedure on the 1st admittance a plant/floral arrangement or a monetary donation of \$35. On an additional admittance a Get Well/Thinking of You card. A Soror will receive a Get well/Thinking of You for either occurrence.
 - iii. When a member marries for the first time a Congratulatory card and a monetary donation of \$30. Additional weddings a Congratulatory card. A Soror will receive a Congratulatory card for either occurrence.
 - iv. When a member gives birth or adopts for the first time a Congratulatory Card and a monetary donation of \$25. Birth/adoption of additional children a Congratulatory card. A Soror will receive a Congratulatory card for either occurrence.
 - v. In case of the death of a member's immediate family member*, a Sympathy card will be sent and a monetary donation of \$50.00 to the member or designated memorial fund. A Sympathy card will be sent with the death of other family members. A Soror will receive a Sympathy card for either occurrence.
 - 1. In the event of a chapter member or Soror death, an Omega Omega Ceremony, including floral tribute, will be conducted if family is amenable. The ceremony will be scheduled at a time conducive to maximum attendance by family members and sorority members
 - 2. The family will also be gifted a corsage for the deceased member as part of the Omega Omega Ceremony and a sympathy card. If a member has been unable to pay her dues because of illness or confinement and has been financial prior to her death or if she is a Golden/Diamond Life member, the monetary donation of \$25 will be extended.
 - 3. Up to \$20.00 will be allowed for out of town deliveries.
 - vi. The amount for shipping and handling of all courtesies will be taken into consideration when considering cost and quality.

***Please note:** An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent, brother/sister, stepchild, step siblings, stepparent, parent-in-law, son/daughter-in-law, brother/sister-in-law, or grandparent/child.

2. Visiting Sorors for Special Occasions

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

3. Greek and Social Organizations special programs

- a) Send a floral arrangement not to exceed \$35.00 Or
- b) Place an ad in souvenir booklet not to exceed \$50.00.

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

F. Heritage and Archives

The Heritage and Archives Committee shall prepare materials for exhibition at conventions and other activities and shall keep a scrapbook up to date, with documentary evidence of the activities of the Chapter. The Historian may be the chairperson.

1. Responsible for managing the chapter's storage facility

G. Internal Audit

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

Their duties will include:

1. The committee shall review the chapter's financial records quarterly
2. The committee shall verify the existence of and chapter adherence to the internal controls.
3. The review of the controls consists of, but is not limited to, the following:
 - a. Verification of receipts for the period;
 - b. Verification of expenditures for the period;
 - c. Verification of 100% of member dues;
 - d. Verification of savings and checkbook balances;
 - e. Verification that accounts balances has been reconciled;
 - f. Assurance of the presence of expenditure documentation (receipts, vouchers, invoices, etc.);
 - g. Assurance of the adherence to budget line items;
 - h. Assurance of the adherence to separation of fiduciary responsibilities; and
 - i. Audit PayPal and all other electronic payments and receipts in accordance with mandates set forth in the National Internal Audit Manual
4. The committee will document and recommend improvements to the internal controls to address any weaknesses.
5. The audit committee shall complete Form IAR-1 audit worksheets as part of the quarterly review process.
6. The Summary Audit report is to be read at the Executive Board meeting before it is read at the Chapter meeting in the following months:
 - a. November
 - b. February
 - c. May
 - d. September

The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings.

7. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone by the following dates:
1st quarter - December 1
2nd quarter - March 1
3rd quarter - June 1
4th quarter - August 1
The chairperson shall secure the books for the committee's audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.
8. The chapter president will review and sign the submissions in the Red Zone prior to the above-stated due dates.
9. The treasurer shall obtain the following items from the CPA by August 15:
 - a. CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number
 - b. CPA prepared financial statements for the chapter for the year ended June 30th.
 - c. Any books, records or documents given to the CPA for the purpose of the Review or Audit.
10. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by August 31. The chapter resident will then review and sign the submission in the Red Zone to complete the process.
11. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.

H. International Awareness and Involvement

The International Awareness and Involvement Committee is dedicated to developing community programs designed to provide assistance, relief and resources to developing countries; as well as fostering local advocacy for social injustices and helping those in need.

I. Membership Services

The Membership Services Committee is chaired by the Vice-President and consists of members of the Chapter.

1. The committee shall be responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
2. The committee shall coordinate reclamation programs.
3. Conduct membership satisfaction survey as requested by chapter president.
4. At the end of chapter meeting acknowledge member milestones.

J. Nominating

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

K. Physical and Mental Health

This committee will be responsible for planning and implementing mental health activities according to the needs of the community.

L. Policies and Procedures

The Policies and Procedures Committee shall be responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.

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

2. The Chair and members shall review annually the Chapter Policies & Procedures.
3. The Chair and members shall review, update, and submit the Chapter Rules of Order annually on or before June 30.
4. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
5. The committee shall establish a timeline for receiving, reviewing, and submitting proposed Policies and Procedures amendments in accordance with Amendments for Policies and Procedures section of this P&P.

M. Program Planning and Development

Provide leadership, focus and coordination for implementation of the Chapter's public service and internal development programs. Duties and responsibilities:

- a) Maintain a repository of knowledge about the Sorority's national program thrusts and initiatives.
- b) Develop a plan with committee chairpersons, programs and projects to be implemented
- c) Review feasibility and coordinate implementation of national initiatives
- d) Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter.

1. Dr. Betty Shabazz Delta Academy

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

2. Delta G.E.M.S. (Growing and Empowering Myself Successfully)

From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the frame-work to actualize those dream through the performance of tasks to develop goals leading to college and career.

3. E.M.B.O.D.I. (Empowering Males to Build Opportunities for Developing Independence)

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.

N. Protocol and Traditions

This committee is responsible for maintaining and increasing members' knowledge of order, structure, protocol, and rites and ceremonies which embodies the belief system of Delta Sigma Theta Sorority, Inc. The committee shall use the National Protocol and Tradition Manual as their governing document.

O. Publicity/Public Relations

1. Prepares press releases, distributes to the print and electronic media.
2. Prepares a newsletter periodically that will inform Chapter members of relevant activities and accomplishments of committees and members.
3. Obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
4. Coordinates with Committee Chairs regarding newsworthy activities of their committees.
5. Sends pertinent Chapter news to Regional and Grand Chapter publications.
6. Manages and monitors the chapter's social media pages and accounts

P. Scholarship

This committee distributes scholarship funds annually to local high school students in the Gaston County area only.

Q. Social Action

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

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. College Day

This committee plans and organizes activities that will inspire area students interested in attending higher educational institutions.

B. Education Committee

This committee provides volunteer assistance to day care centers for any projects deemed feasible for the community where the chapter is located.

C. Dinner Dance

This committee plans and organizes the annual Dinner Dance. Committee proposes dates, location, themes and activities for the Dinner Dance.

D. Elections

1. The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued.
2. The Chair and committee conducts and oversees the election process of the chapter.
3. The Election Chair receives the slate from the Nominating Chair.
4. The Election Chair and committee prepare the slate in the form of a paper ballot for chapter vote at the May Chapter Meeting.

E. Emergency Response

The Emergency Response Committee helps make the best and most informed decisions they can, in order to stay safe and thrive during and after challenging events such as natural or man-made disasters.

F. Founders Day

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

G. Jabberwock

The Jabberwock is a youth development and scholarship program sponsored by Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc. The Jabberwock consists of a group of activities designed to enhance the academic, social, cultural and civic awareness of selected participants. The committee will plan and coordinate the annual program and presentation of participants to the public.

H. Music

The music committee is known as the Gastonia Ensemble. The committee coordinates music for various chapter events. If committees need the assistance of the music committee, they should notify the committee thirty days (30) prior to the event.

I. Minerva Circle

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

1. Leader

The Vice President serves as the Minerva Circle Leader and does the following:

- a) Coordinates intake activities
- a) Plans, coordinates and facilitates the intake process of new members for the chapter.
- b) Develops a baseline budget and line items using figures from the past two (2) MI processes to project the pending MI budget.

2. Minerva Circle Members

The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake and are required to adhere to the following:

- a) The Keeper of Muses and Graces, Convener of the Odyssey Experience and Leader of the Minerva Circle are elected by position; the Jewels are elected as a group from the chapter membership and expected to attend required trainings to continue on the committee
- b) If a member is removed from the Minerva Circle or resigns, the President will appoint another member to fulfill that position within 24 hours. This person must meet all MI training requirements
- c) If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee, based upon the decision of the President
- d) If a member of the Minerva Circle is related to an applicant, the member must resign from the Minerva Circle and must recuse themselves from the screening/processing of the said applicant(s)
- e) Members of the Minerva Circle will rate application packets according to guidelines set forth in the Administrative Procedures for Membership Intake
- f) If the motion passes to conduct membership intake and the decision is reconsidered, then a motion must be passed to rescind the decision to conduct membership intake; and must pass by two-thirds (2/3) vote of the members present and voting. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake
- g) At the conclusion of membership Intake, the Minerva Circle is dissolved

J. Social

This committee initiates and follows through on all social events. The committee will provide refreshments to support of other committees. Committees needing the support of the social committee should provide request for support ninety (90) days prior to the event.

K. Technology

1. This committee manages the electronic communications and technology needs of the chapter. The committee will follow the guidelines as outline in the Chapter Management Handbook, the Delta Internet Guideline and the Delta Style Guideline.
2. The technology committee is also responsible for managing the chapter website and social media pages.

Section 3: Ad-Hoc Committees

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

ARTICLE V: MEETINGS

Section 1: Executive Committee Meetings

Will be called and scheduled by the President, as needed

Section 2: Executive Board Meetings

Will be held on the Monday two weeks prior to chapter meeting for the months of September through June. Meetings will start promptly at 6:30 p.m. The Recording Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.

Section 3: Chapter Business Meetings

Will be held on the second (2nd) Thursday for the months of September through June. Meetings begin promptly at 6:30 p.m. The Recording Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.

Section 4: Committee Meetings

Will be called and scheduled by the committee chairperson

Section 5: Call Meetings

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

Section 6: Notifications

- A. 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 2011 revised edition of the Protocol and Traditions Manual, under Proper Attire, business attire is required for business meetings.

Section 8: Electronic Meetings and Communications

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

ARTICLE VI: QUORUM

Section 1: Definition

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

Section 2: Executive Board Meetings

- A. A quorum shall consist of **thirty-three percent (33%)** of Executive Board members

Section 3: Chapter Business Meeting

- A. A quorum shall consist of **thirty-three percent (33%)** of chapter members. (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 shall consist of **thirty-three percent (33%)** of committee members

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

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

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

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

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Financial Records (receipt logs, 990's, receipt books, check registers)					
*Bank Reconciliations	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Bank Statements	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Checks	5 years	Paper	Monthly	Weekly	Shred
*Check Registers	5 years	Paper	Monthly	Weekly	Shred
*Expense Purchases	5 years	Paper	Monthly	Weekly	Shred
*Form 990	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*IAR-1 Form	5 years	Electronic	Quarterly	Quarterly	Erase
*Receipt Logs	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Year-end Financial Statements	7 years	Paper/Electronic	End of Year	Yearly	Shred/Erase
Audit Reports	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Audit Work Papers	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase

Meeting minutes	Permanent	Paper/Electronic	Monthly	Weekly	N/A
Member records	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
Contracts and legal documents	4 years after expiration	Paper/Electronic	Upon Receipt	Weekly	Shred/Erase

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Membership Intake Documents:					
Chapter	6 months after Initiation	Paper	N/A	N/A	Shred
Training/Guidance Material***	4 Years	Paper/Electronic	Monthly	Quarterly	Shred/Erase
Original Application for Membership***	4 Yrs, If Accepted	Paper	Monthly	Quarterly	Shred/Erase
Original Application for Membership***	2 Yrs, If Rejected	Paper	Monthly	Quarterly	Shred/Erase
Correspondence***	4 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Complaints***	2 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Court Orders and Settlements***	Permanent	Paper/Electronic	Monthly	Monthly	N/A
Scholarship information	5 years	Paper	Yearly	Yearly	Shred
Chapter Rules of Order	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Erase
Chapter Policies & Procedures	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Erase
Charter Records	Permanent	Electronic	Upon approval	Yearly	N/A
Correspondence (actionable)**	3 years	Paper	Monthly	Monthly	Shred/Erase
Correspondence (informational)	3 years	Paper	N/A	N/A	Shred
Chapter Histories	Permanent	Paper	N/A	Monthly	N/A
Event Programs	5 years	Paper	After each event	Monthly	Shred
Photographs	Permanent	Paper/Electronic	After each event	Monthly	N/A

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: National and Local Dues

A. National Dues

Members will be responsible for dues for the Grand Chapter, according to the established dues schedule per business year

1. Members will also pay a Capita Fee of \$10.00.
2. Dues are payable from January 1st to March 31st.
3. As applicable, late and reinstatement fees are assessed in accordance with the current fee structure and policy of Grand Chapter.

B. Local Chapter Dues

Members will be responsible for local dues according to the established fee voted upon by the chapter members

1. Local chapter dues for Gastonia Alumnae Chapter will be \$250.00 per business year (July 1st to June 30th)
2. Local and National dues are due and payable from January 1st – March 31st
3. Golden/Diamond Life members shall:
 - a) Pay local chapter dues, plus a per capita fee of \$10.00
 - b) Not pay annual Grand Chapter dues
 - c) Not pay late and/or reinstatement fees

Section 2: 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. Chapters are required to transfer unconsumed dues to a Soror's new chapter when requested by the Soror in writing.

Section 3: Transfer of Dues

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

Section 4: Travel Policy

- A. The chapter will reimburse the Voting and Alternate delegates for expenses of registration, travel and lodging (half of the room rate). If the budget allows, the chapter may consider per diem (not to exceed

the amount specified by the National Executive Board) and one subscription event ticket for the Voting and Alternate delegate.

1. Voting and Alternate Delegate will adhere to National guidelines as it relates to Travel Policy (i.e. per diem and transportation calculation of mileage)
- B. When a designated member other than a delegate is sent on official business for chapter, for example Delta Days at the Capital, which requires travel outside of service area (Gaston County), she will be reimbursed for fuel. When travel is by car the chapter will pay the expenses for one vehicle.
- C. Chapter delegates will submit ALL receipts for chapter-funded representative expenses, such as fare for travel, hotel accommodations and any/all meal-related receipts
- D. These receipts are to be attached and submitted with the PO/Reimbursement Expense Voucher to the Treasurer within thirty (30) days of the published meeting for accounting purposes
- E. Delegates will return all unconsumed chapter funds to the Financial Secretary within thirty (30) days of any meeting for which chapter funded representation was provided

Section 5: Reimbursement Expense Voucher

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

Section 6: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders or cashier's checks. Seven days prior to due date, all payments will be remitted in certified funds in the form of cashier's check or money order. A member will reimburse the chapter the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.
- B. **PayPal** can be used as an alternate payment method for committee activity but not for chapter dues payment. The fees to use PayPal can be passed on to individuals who use PayPal or any merchant account, with the exception for the payment of dues.
The Chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related PayPal business accounts

Section 7: Unconsumed Funds: Year End Reconciliation

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

Section 8: Insufficient Funds or Returned Checks Policy:

- A. The Gastonia Alumnae Chapter will use the United States Postal Service, electronic mail, and other methods to contact the chapter member/patron involved to obtain funds for the returned check. Contact will be made as often as necessary to receive remittance for return checks.

Section 9: 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 will be a member of and collect money on behalf of the fundraising committee.
- C. After any major activity, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report shall be presented to the chapter.
- D. Only cash, certified/cashier's checks or money orders will be accepted from individuals who are not members of the Gastonia Alumnae Chapter within five days of an event.

Section 10. Budgets

- A. Budgets must be submitted by Officers and Committee Chairpersons by February 28th. When no budget is submitted, the Budget and Finance Committee shall use its discretion in allocating a budget for that Committee/Officer.
- B. No Committee can exceed its budget without written approval from the Executive Board. If time does not permit, approval from the Executive Committee must be obtained.

Section 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. Budgets shall be reviewed quarterly by the Budget and Finance Committee
- H. The following Chapter officers shall meet within seven (7) days of the commencement of the approved MI period to review the approved MI budget before funds are spent for MI:
 - 1. President
 - 2. Treasurer
 - 3. Leader of the Minerva Circle

- I. The Chapter President, Treasurer and Leader of the Minerva Circle shall meet within two (2) weeks of the completion of the MI process to review the status of the MI budget to determine possible impact to chapter's Checking Account
- J. At the beginning of each sorority year, funds in the treasury shall be distributed in accordance with the new budget.
- K. Independent Audit or Review- If based on the total or expected total Gross Receipts, an Audit or Review is required, the committee shall recommend a certified public accountant (CPA) for the chapter approval based on the stipulations below.
 1. If this is the first year a CPA's service is required, the committee shall obtain three bids from Certified Public Accountants.
 2. The committee shall recommend a licensed CPA with an active license in good standing.
 3. The CPA cannot be a member of the Gastonia Alumnae Chapter.

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Office

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

- A. A candidate for chapter office or position shall be financial with the local chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer, chair, or committee member shall maintain financial status during her term (s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.
- B. Must have attended at least one State Meeting, Regional Conference and/or National Convention, prior to her nomination. Those seeking the office of President and Vice President should have attended all three meetings.
- C. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time, which will include:
 1. Completed Application
 2. Delta Resume
 3. Candidate Data Profile Forms may be obtained from:
 - a. The Nominating Committee Chair
 - b. The Chair's Designee
 - c. The Chapter's Website
- D. The Chairs and members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the committee.
- E. Members of the Nomination Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations".

Section 2: Nominations

A. Nominations of Chapter Officers and Elected Positions

1. The Nominating Committee initiates the **"Call For Nominations"**. The call for nominations shall be issued at the **January** chapter meeting.

**SAMPLE CALL FOR NOMINATIONS:
Calling All Members To Actions!!!**

The Gastonia Alumnae Chapter will hold elections this year for the following officers and positions:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Financial Secretary
- Assistant Financial Secretary, if applicable
- Treasurer
- Assistant Treasurer, if applicable
- Chair, Nominating Committee
- Nominating Committee Member (4)
- Chair, Internal Audit Committee

2. The Candidate Profile Application will be available at that time and must be completed by all who are interested in being nominated.
3. Members will be contacted by the Nominating Committee to determine interest and willingness to accept office nomination.
4. All nominations shall be presented in writing using the Delta Profile Sheet and shall be submitted to the nominating chair on or before midnight **February 14th. The Candidate Profile Sheet.**
5. The committee will develop the biennial slate of candidates for chapter officers and positions utilizing the criteria set forth in the chapters Policies and Procedures.
6. The Nominating Committee confirms the candidate's eligibility with chapter Financial Secretary and Treasurer and with the Chapter President.
7. The Chair and members must obtain written or verbal consent from each candidate to serve if elected or have prior consent.
8. The Nominating Chair presents the slate of chapter officers and positions at the March Executive Board for information only.
9. The Nominating Chair presents the slate of chapter officers and positions at the April Chapter Meeting.
10. The Presiding Officer opens the floor for nominations at the April meeting. ***All nominations received from the floor must be determined eligible prior to being slated.***
11. The Presiding Officer shall read the complete list of nominations at this time
12. The Nominating Committee shall publish the slate prior to the voting on chapter officers and positions.
13. The Nominating Committee chair shall provide the Election Chair with the slate.
14. If a member of the Nominating Committee desires to serve on the chapter's Minerva as an officer or in an elected position, she must recuse prior to the Call for Nominations.
15. **Election of a Soror to two Offices/Positions:**
 - a. If a Soror is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.
 - b. The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for "Filling Vacancies" under Article III: Section 7.

B. Nominations of the Minerva Circle

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

Section 3: Elections

1. **Voting shall take place at the May Chapter Meeting.**
2. Chapter voting shall occur during the first thirty minutes of the May chapter meeting. Voting will occur in a room adjacent to the meeting area.
3. **The Chair and Members of the elections committee shall issue the ballot to those members eligible to vote. Only one ballot shall be given to the eligible member during the time designated on the meeting agenda.**
4. The chapter vote shall be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
5. The Chair and committee shall distribute, collect, and tally ballots utilizing **majority vote. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for a majority.**

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

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

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

Section 4: General Voting Processes

- A. A majority vote is more than half of the votes cast by members legally entitled to vote, excluding blanks or abstentions at a properly called meeting. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for majority.)
- B. Only chapter members shall vote or hold office
- C. Each candidate is listed on the ballot in alphabetical order.
- D. The election of officers, elected committee chairs and members shall be by majority vote of the members present and voting during the May meeting
- E. Absentee voting is not recognized in Delta Sigma Theta Sorority, Inc.
- F. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot.

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

Section 5: Election Reporting

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

ARTICLE X: SPECIAL ELECTIONS

Section 1: Minerva Circle

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

Section 2: Other

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

ARTICLE XI: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of Officers

- A. The installation ceremony will be conducted during the **June** chapter meeting as outlined in the Ritual and Ceremony manual
- 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 1st.
- C. All incoming officers, positions, and committee chairs assume office on July 1

ARTICLE XII: TRANSITION OF OFFICERS

Section 1: Procedures for conducting transition

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

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

- A. The Chapter vote on whether to proceed or not to proceed with Membership Intake (MI) must be conducted in the sorority year Membership Intake will take place. The chapter will entertain vote to conduct MI every two years. A fall line would require vote in September or approval from the Regional Director to do a special call meeting after July 1st.
- B. The chapter shall provide a 10-day written notification to its members when voting to proceed or not to proceed with membership intake. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
- C. The supporting vote to proceed or not to proceed with Membership Intake will require a 2/3 vote of the members present and voting
- D. The chapter shall provide written notice to chapter members notification of at least ten (10) days prior to the vote to accept members into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director
- E. Acceptance to membership shall be conducted by secret ballot
- F. Acceptance to membership shall be by majority vote of the chapter members present and voting

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

Section 2: Minerva Circle

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

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1: Voting and Alternate Delegate

A. Regional Conference and National Convention

- 1. The Chapter President and Vice President will serve as voting and alternate delegates (respectively) for the National Convention and the Regional Conference.
- 2. In the event the President, Vice-President is unable to serve as delegate and/or alternate to National Convention or Regional Conference, an elected officer will be selected as the voting delegate and/or alternate. The next officer in succession will attend: Recording Secretary, Treasurer, Corresponding Secretary, then Financial Secretary.

B. State and Local Chapter Representation

- 1. The President will serve as representative of the chapter for Delta Days at the Nation’s Capital, Delta Days at the State Capitol, Cluster Meetings or any other Delta related meeting. The chapter will reimburse the President for registration fees, travel and lodging (half of room rate) if out of town travel is required. If only one representative attends, the chapter will cover the cost of one room.

C. Order of Succession

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

D. Incoming Chapter Officers

- 3. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate; the incoming Vice President shall serve as the Alternate Delegate to the National Convention and Regional Conference.

4. If both cannot attend, the order of succession as part of the chapter's Policies and Procedures will prevail, i.e., Recording Secretary is next in line.

Section 2: Reimbursement

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

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1: Immediate verification

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

Section 2: Follow-up verification

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

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

A. Communication, Website and Social Media

In addition to those outlined in the Chapter Management handbook, Delta Internet Guidelines, and the Delta Style Guide, Gastonia Alumnae Chapter will observe the following practices to maintain confidential electronic communications:

1. The chapters' website "Members Only" section user name and password will be changed every business year, July 1st to June 30th by the chapter President
2. A signed release from all legal guardians must be obtained for children/youth featured in chapter related photographs displayed on the website.
3. The Gastonia Alumnae Chapter's website may include calendar of events, such as chapter public service events, fundraisers, Sorority meetings and committee meetings. Rush dates may be included after being approved by the Regional Director. Chapter contact info may be included.
4. The chapter website may not include membership contact information.
5. Information for prospective members should be directed to the National Website via hyperlink
6. Social media sites (such as Facebook pages and Twitter) can be used to promote public Delta programs provided the chapter President approves the planned promotion

7. If the social media allows guest to post comments, the Chapter President will assign the Webmaster responsibilities associated with the monitoring and maintenance of hyperlinks or web site polls.
8. Rush activities may not be included on social media sites.

B. Chapter Email Accounts

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

ARTICLE XVII: AMENDMENTS FOR POLICIES AND PROCEDURES

Section 1: Process to amend Chapter Policies and Procedures

- A. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting with said members having been duly notified in writing of the purpose of the meeting.
- B. The Policies and Procedure Committee will monitor and review the chapter's Policies and Procedures throughout the year to identify necessary updates or revisions to be recommended to chapter members
 1. The Committee shall immediately review current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
 2. When proposed recommendations are received from chapter members, the P&P Committee members will analyze them and determine if the proposals will effectively improve chapter functioning.
 3. The proposed amendments shall be presented to the Executive Board and the chapter at least **30** days prior to being voted on by the chapter at a chapter meeting.
 4. A two-thirds vote of the chapter members, present and voting, is necessary to approve all P & P revisions.
- C. The Rules of Order and P & P are submitted to the South Atlantic Region Regional member of the National Scholarship and Standards Committee (S&S) and become effective upon receipt of approval from S&S. The chapter members must receive the updated documentation within sixty (60) days of the approval.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

Section 1: Governing Documents

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

Section 2: Administrative Resources and Tools

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

ATTACHMENTS: ALL FORMS USED BY THE CHAPTER

**Gastonia Alumnae Chapter
Delta Sigma Theta Sorority Inc.
Activity and Assessment Report**

Please select all those who were served for this activity

Children__ Teens__ Young Adults__ Adults__ Seniors__

Program Name: _____

Date of Activity: _____

Type of Activity: _____

(Economic Development, Educational Development, International Awareness and Involvement, Physical and Mental Health, Political Awareness and Involvement)

Activity Chairperson(s): _____

Place of Activity: _____

How many chapter members participated? _____

Total Cost (Budget): _____ Cost per person _____

How many other volunteers/groups participated? _____

Purpose: _____

Outcomes: _____

Pictures attached yes/no

*Please submit this report within a week of the activity to
Program and Planning Chairperson, LaShannda Walker walker.lashannda@gmail.com*

*Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Candidate Profile Form
(Please Print or Type)*

OFFICE DESIRED _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (H) _____ (M) _____

Email: (H) _____

College(s) Attended: _____

Degree (s) Received: _____

Present Occupation: _____

DELTA INFORMATION:

Chapter of Initiation: _____ Date of Initiation: _____

Delta Membership Number: _____

Chapter Leadership Experience:

Regional Attendance and Year(s):

National Attendance and Year(s):

[illegible]

Please submit completed candidate profile sheet to Nominating Committee Chair or Committee Member by February 14th.

Chapter Disbursement/Reimbursement Form



DISBURSEMENT/ REIMBURSEMENT REQUISITION FORM

				CHECK #	
				DATE ISSUED:	
				AMOUNT:	
Date Requested: _____		Requested by: _____		Total Requested: _____	
Committee/ Activity: _____					
VENDOR	DESCRIPTION			AMOUNT	
Total Expense					
Less Cash Advance (Attach Cash Advance Disbursement Form)			-		
Total to be Reimbursed OR Submitted to the Chapter (Circle one)			=		
PLEASE ATTACH ALL ORIGINAL INVOICE(s)/ RECEIPT(s) TO THIS FORM					
<u>Issue Check Payable To:</u>					
Name: _____					
Address: _____					
Phone: _____					
Approved by:					
President: _____				Date: _____	
Treasurer: _____				Date: _____	
Committee Chair/ Co-Chair: _____				Date: _____	
National Guidelines:					
<p>All disbursements must be supported by an approved voucher with original receipts. Receipts should not include personal expenses. Vouchers are approved by a committee chair and the president. The requester must complete the voucher with the date, name and address of payee as well as reason for the request. The chapter budget should be checked prior to issuing the check. The treasurer documents the check number, date the check is issued and the amount on the voucher and check register.</p>					
Note:					
<p>Disbursements/ Reimbursements will only be issued at Delta Business Functions. Normally scheduled Delta Business functions are Executive Board Meeting and Chapter Meeting. If you are in need of a disbursement please forward the disbursement/ reimbursement form along with all supporting documentation to the chapter Treasurer in a timely manner; to ensure the your request is processed promptly and in time for your event.</p>					

**GASTONIA ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.
Money Collection Form**

NAME: _____

DATE: _____

FUNCTION NAME (ex. Jabberwock):

TOTAL AMOUNT: \$ _____

CASH: \$ _____

CHECKS: \$ _____ # CHECKS: _____

MONEY ORDERS: \$ _____

**** PLEASE MAKE SURE TO INCLUDE YOUR INITIALS ON CHECKS FROM PEOPLE OUTSIDE SORORITY****

Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Public Relations Media Request Form

Please complete this form to have your committee's event advertised by the Technology Committee. Please complete the form at least 30 days in advance for proper advertisement.

Name of the event:

Date and Time of the event:

Place of the event:

Cost of the event:

Attire: __formal __semiformal __ritual __none specified

Will you be collecting any items (if so what items):

Contact Person, email, and phone number:

Additional information:

Type of media outreach (check all that applies):

☐ *Press Release*

☐ *Newspaper(s)*

☐ *Facebook*

☐ *Chapter Website*

☐ *Twitter*

☐ *Other* _____

Please attach any pictures or flyers that you have associated with the event and email form to deltas@gastoniaalumanedst.org

***Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Form***

P.O. Box 1482 Gastonia, NC 28053

January 8, 2018

The Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc. is an organization of college educated women committed to constructive development of its members as well as provided service to the African American community through educational opportunities for both male and female students. Each year, our sorority offers scholarships in recognition of our mission and heritage to deserving high school seniors seeking higher education in a four-year institution. Therefore, we extend this opportunity to become one step closer to your goal as you apply to Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc Scholarship Program.

Completed applications must be postmarked no later than Wednesday, February 28, 2018 and mailed to:

***Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
C/o Scholarship Committee
PO Box 1482
Gastonia, NC 28053***

Scholarship Applicants must provide the following:

- *Completed application form.*
- *Official proof of academic standing.*
- *A letter of academic references from a guidance counselor or teacher.*
- *A letter completed reference from an employer or other community member.*
- *Proof of acceptance at an academic school for post-secondary studies.*

Criteria for Scholarship Applicants:

- *Be a male or female high school seniors planning to enroll in a Four-year College or University*
- *Reside in Gaston County or attending a Gaston County High School and plans to graduate by June 2018*
- *Have a minimum cumulative Grade Point Average of a 2.75 on a 4.0 scale or 1.75 on a 3.0 scale*
- *Have applied and been accepted for Fall 2018 admission/enrollment in a Four-year College or University*
- *Have active engagement within their community and/or school*
- *Have a November and/or December SAT/ACT scores as well as 1st Semester Final Grades*

Thank you for your interest in our scholarship program.

Sincerely,

Michelle A. Pettiford

*Michelle A. Pettiford, Chair
Scholarship Committee*

(Please Type or Print All Information with a Black Ballpoint Pen)

***Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Application***

III. WORK EXPERIENCE (Option — You may attach a current résumé for Part III)

List any work experience (Include job title, employer and dates of employment)

Employer: _____

Address: _____

Job Title: _____

Dates of Employment: _____

[Click here to enter text.](#)

IV. EDUCATIONAL PLANS

1. REQUIRED ESSAY

“Destiny is in MY Reach.”

- Attach a One Page (250-500 Words) Typed Essay Entitled
- Correct grammar will be evaluated as part of the essay.

Address the Following Three Topics:

- Your Life Goals (academic, professional, and personal)
- Your Community Service Activities and Any Special Honors Received
- How Obtaining a Scholarship From Delta Sigma Theta Will Benefit You

2. POTENTIAL SCHOOL (COLLEGE/UNIVERSITY):

	<i>INSTITUTION 1</i>	<i>INSTITUTION 2</i>	<i>INSTITUTION 3</i>
<i>Institution Name</i>			
<i>Institution Location</i> <i>(City & State)</i>			
<i>Application Status</i>	<input type="radio"/> Pending <input type="radio"/> Accepted <input type="radio"/> Rejected	<input type="radio"/> Pending <input type="radio"/> Accepted <input type="radio"/> Rejected	<input type="radio"/> Pending <input type="radio"/> Accepted <input type="radio"/> Rejected
<i>Annual Tuition</i>	\$	\$	\$

***Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Application***

V. FINANCIAL STATUS:

Complete this section regarding Estimated Combined Net Income of you, your parent(s) or guardian(s) for the current year.

1. Parent/Guardian Information:

Mother's Name: _____
Last First Middle

Occupation/Job Title: _____

Phone Number: _____ Cell Phone: _____

Father's Name: _____
Last First Middle

Occupation/Job Title: _____

Phone Number: _____ Cell Phone: _____

2. Members of Household

Number in Household _____ Number of Dependents in household: _____

Number of Dependents currently attending a college or university: _____

3. Have you filed a FAFSA (Free Application for Federal Student Aid)? If so, please submit a returned copy showing your EFC (expected family contribution).

4. Describe any special circumstances such as medical conditions, disabilities, etc. that may affect your ability to pay for your college tuition. Use additional pages if necessary

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

***Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Application 2018***

VI. OTHER SCHOLARSHIP/FINANCIAL AWARDS

List any other scholarships of financial awards you have applied for, received or that are pending

<i>Gifts, Awards, & Scholarships</i>	<i>Term of Award (1 yr; 4 yr; Renewable, etc.)</i>	<i>Total Amount Of the Award</i>
1.		
2.		
3.		
4.		
<i>Grand Total Gifts, Awards, & Scholarships</i>		

VII. RECOMMENDATIONS

Please submit two (2) Letters of Recommendation and one (1) Guidance Counselor form

- *Recommendations may NOT be from RELATIVES of the applicant*
- *Letters must be addressed to Gastonia Alumnae Chapter of Delta Sigma Theta Sorority*
- *Must be written on recommender's official letterhead, signed, and dated*
- *Submitted in an official sealed envelope with the recommender's signature across the seal*
- *Recommendation letters must be returned to you for submission with the application package*

***Letter of Recommendation from Teacher/Community Service Leader/Supervisor or Church Official.
Recommendations must address:***

- *Length of time they have known you and in what capacity*
- *Description of your community activities/involvements*
- *Description of your character*
- *Recommender's job title and contact information*

Please Note: Completed Guidance Counselor Recommendation Form should be in a sealed envelope.

***Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Application***

Scholarship Applicants must provide the following:

- *Completed application form.*
- *Official proof of academic standing.*
- *A letter of academic references from a guidance counselor or teacher.*
- *A letter completed reference from an employer or other community member.*
- *Proof of acceptance at an academic school for post-secondary studies.*

Criteria for Scholarship Applicants:

- *Be a male or female high school seniors planning to enroll in a Four-year College or University*
- *Reside in Gaston County or attending a Gaston County High School and plans to graduate by June 2018*
- *Have a minimum cumulative Grade Point Average of a 2.75 on a 4.0 scale or 1.75 on a 3.0 scale*
- *Have applied and been accepted for Fall 2018 admission/enrollment in a Four-year College or University*
- *Have active engagement within their community and/or school*
- *Have a November and/or December SAT/ACT scores as well as 1st Semester Final Grades*

Evaluation Criteria

- *Factors considered by the Scholarship Selection Committee in evaluating applications include leadership, community involvement, academic achievement, and financial need.*
- *Unofficial and/or unsealed transcripts as well as recommendations will not be accepted.*
- *Applications received after and not postmarked by the stated deadline, will not be reviewed.*
- *Incomplete applications will not be reviewed.*
- ***NOTE: Application materials will not be returned.***

APPLICATION CHECKLIST

Completed application and supporting documents must be submitted as one completed application package and received or postmarked by stated day.

A completed application package is as follows:

- Completed application with signed Declaration
- One page typed Essay
- Official transcript with cumulative **GPA requirement** in a sealed envelope
- **SAT and/or ACT Score** listed on transcript or included on official form in sealed envelope
- Copy of FASA documentation
- Résumé (Optional – to complete Part III – Work Experience on application)
- Two Letters of Recommendation written to **Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc.**
- One Guidance Counselor Form
- College acceptance letter, if received
- Recent photo required on application, **please no selfies**

SCHOLARSHIP INTERVIEW

Applicants who qualify will be contacted by the scholarship committee and informed of interview date, time and location between a specified date. Award recipients will be notified by the end of May.

COMPLETED APPLICATIONS SHOULD BE MAILED TO:

Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

Attention: Scholarship Committee

P.O. Box 1482

Gastonia, NC 28053

DECLARATION

I hereby declare that all of the above statements are true. I have also included with this application the necessary official transcript and letters of recommendation in a sealed envelopes. I understand all information submitted become the property of the Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc. and will not be returned. I am willing to appear for a personal interview and to forward any additional information if necessary. I agree to accept the decision of the Scholarship Committee of the Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

_____/_____/_____
Applicant Signature Date

***Gastonia Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Application 2018***

GUIDANCE COUNSELOR RECOMMENDATION FORM

Applicant Name: _____

This student is an applicant for a scholarship awarded by Gastonia Alumnae Chapter, Delta Sigma Theta Sorority, Inc. The Gastonia Alumnae Chapter of Delta Sigma Theta Sorority, Inc. is an organization of college-educated women committed to constructive development of its members and to service, with a primary focus on women in the African-American community. We thank you for taking the time to aid us in our review of this applicant's qualifications for our scholarship. All information is considered confidential.

To the Recommender: After completing this recommendation form, return it to the applicant in a sealed envelope with your signature on the seal. This recommendation is a required part of the scholarship application package so a prompt return to the applicant is important in order to meet the following deadline: February 28, 2017/20. If you have any questions regarding this application process, please contact Ms. Tequel D. Hager, Scholarship Chairperson at (864) 430-4953.

Please complete Sections A and B of this recommendation form.

Section A:

Recommender's Information

Name & Title: _____

E-mail: _____ *Phone:* _____

High School: _____

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

Recommender's Signature & Date : _____

Section B: Please rate the applicant using the scale below.

<i>Scale Item</i>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>No Basis for Judgment</i>
<i>Academic Performance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communication/Interpersonal Skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Leadership Skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Work ethic and Responsibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Creativity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Emotional Maturity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Self Confidence</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Community Service/Citizenship</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Diligence/Commitment</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Motivation to attend College</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>