

**DELTA SIGMA THETA SORORITY, INCORPORATED
NATIONAL SCHOLARSHIP AND STANDARDS COMMITTEE**

Chapter Policies and Procedures 2018 -2019

ARTICLE I: CHAPTER INFORMATION

Section 1: Name/Location/Number

- a. Saginaw Alumnae Chapter of Delta Sigma Theta Sorority, Inc.
- b. Michigan
- c. Midwest Region
- d. 307

Section 2: Chapter Service Area

- a. Saginaw and Bay counties

Section 3: Contact Information

- a. **Delta Sigma Theta Sorority, Inc.**
Saginaw Alumnae Chapter
PO Box 2062
Saginaw, MI 48605
- b. Chapter Website URL: www.saginawdst1967.com
- c. Chapter Email: Saginawalumnaechapterdst@googlegroups.com

ARTICLE II: CHAPTER STRUCTURE/GOVERNING BODIES

Section 1: Executive Committee

- *President*
- *1st Vice President*
- *2nd Vice President*
- *Recording Secretary*
- *Corresponding Secretary*
- *Treasurer*
- *Financial Secretary*

Section 2: Executive Board

- *Executive Committee*
- *Chairpersons of Standing Committees*
- *Immediate Past President*
- *Appointed Positions*
- *Chairpersons of Special Committees (at the request of the President)*

Section 3: Committees

a. Standing

- *Program Planning and Development*
- *Scholarship*
- *Arts and Letters*
- *Social Action*
- *Finance*
- *Audit*
- *Physical and Mental Health (Power Play Saturday is part of this committee)*
- *Nominating Committee*
- *Collegiate Transition Taskforce*
- *Del-Sprite Youth Group*

- *International Awareness*
- *Protocol and Traditions*
- *Technology*
- *Fundraising*
- *Publicity and Communications*
- *Thelma Poston Scholarship Golf Classic*
- b. *Special Committees***
 - *Senior Citizens Activity*
 - *Sisterhood*
 - *Founders Day*
 - *Elections*
 - *Minerva Circle*
 - *May Week*
 - *Project SEE*
 - *Heritage and Archives*
 - *Reclamation*
 - *Gospel Praise Brunch*
 - *LEAD: Leadership Excellence Achievement Development*
 - *Delta ERT: Emergency Response Team Miss*
 - *Delta Doll*
- c. *Ad Hoc (if applicable)***

ARTICLE III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS

Section I: Duties and Responsibilities of Elected Officers

a. *President*

It shall be the duty of the President to:

- Preside over Chapter meetings
- Serve as Chairperson of the Executive Committee
- Enforce the Constitution and By Laws
- Appoint Standing Committee Chairs and all other positions as needed for special projects.
- Perform such ceremonies of the Chapter as may be necessary and appropriate.
- Strengthen public relations and maintain cooperative relations with other organizations.
- Serve as a member of the chapter Scholarship Committee and as an ex-officio member of all the other committees, except the nominating and audit committees, with whom she may meet at their request.
- Exercise all powers and duties generally pertaining to the office of President.
- Work with the Regional Director and Michigan State Coordinator in coordinating their efforts and maintaining unity in the sorority's objectives and programs.
- Serve as the Chapter voting delegate at the National Convention, Regional Conference and State Council Meetings. The President shall be the Chapter's representative at all forums, cluster meetings, etc. If at any time the President is unable to represent the Chapter, the First Vice President

shall assume the responsibility. Representation by a member other than the President or First Vice President shall be approved by the membership.

- Receive all chapter mail and open it. It is distributed by her to the appropriate committee(s)
- Have fiduciary responsibilities for finances within the chapter. Will work with the Treasurer to ensure the books are accurate and up-to-date and that all bank accounts are in proper order.
- Sign and compete the Acceptance of Fiduciary Responsibilities Form.
- Serve on the Minerva Circle.
- Is an elected fiscal officer who is bonded.

b. First Vice President

It shall be the duty of the First Vice President to:

- Perform all the duties of the office of President in the absence of or at the request of the President.
- Serve as chairperson of the Scholarship Committee
- Annually receive recommended changes and updates to the chapter's policies and procedures from chapter members and present to the membership for consideration
- Prepare and submit recommended changes of the Policies and Procedures to the Regional Scholarship and Standards Chairperson by the deadline date.

Second Vice President

It shall be the duty of the Second Vice President to:

- Perform all the duties of the office of President in the absence of the President and 1st Vice President or at the request of the President.
- Serve as Leader of the Minerva Circle
- Serve as a chair of the Reclamation Committee.
- Serve as Chair of the Sisterhood Committee

c. Secretaries

1. Recording Secretary

It shall be the duty of the Recording Secretary to:

- Record and maintain the chapter minutes and business transactions of Chapter Meetings.
- Review the minutes of the Chapter meetings.
- Keep a record of the Executive Board meetings.
- Keep an attendance record of Chapter meetings.

2. Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- Carry on correspondence of the Chapter and all other necessary correspondences as authorized.
 - Meeting notices and/or newsletter
 - Business requests and replies
- Inform members of correspondence received at Chapter meetings.
- Serve as an ex-officio member of the Publicity/Communications committee
- Serve as an ex-officio member of the Publicity/Communications committee

- Serve as an ex-officio member of the technology committee

d. Financial Secretary

It shall be the duty of the Financial Secretary to:

- *Assist the Treasurer in developing financial reports.*
- Maintain financial records and record all incoming funds.
- Serve as a member of the Finance Committee.
- Maintain a monthly dues record to be distributed to members.
- Serve as a member of the Minerva Circle
- Maintain financial records and record all incoming funds including funds for the Del-Sprite Youth Group
- Provide documentation of financial records to audit committee..
- Is an elected fiscal officer who is bonded.

e. Treasurer

It shall be the duty of the Treasurer to:

- Provide documentation of financial records to audit committee for review and maintain reports of Audit committee.
- Account for disbursements and keep written accounts of all transactions as provided in the financial policies and procedures established by the Executive Committee.
- Submit a report of funds received and disbursed to the Chapter and Grand Chapter.
- Serve as chair of the Finance Committee.
- Submit a written monthly report to the Chapter of its financial status.
- Is an elected fiscal officer who is bonded.

f. Assistant Treasurer:

It shall be the duty of the assistant treasurer to:

- Support the chapter treasurer in maintaining accurate documentation of financial records and transactions for the chapter.
- Provide financial reports to the chapter in the treasurer's absence or at her request
- Serve on the finance committee
- Is an elected fiscal officer who is bonded.

g. Assistant Financial Secretary:

It shall be the duty of the assistance financial secretary to:

- Assist the financial secretary in all duties EXCEPT signing checks
- Does not serve as a member of the Minerva Circle
- Is an elected fiscal officer who is bonded
- Assist in recording income and issue receipts for money collected
- Turns collected funds over to the financial secretary with details within the two business day deposit requirement
- Assist in the distribution of membership stickers

h. Audit Committee Chair

The chair of the Audit Committee is an elected position. The chair of this committee shall serve no more than two consecutive terms. Audits are conducted quarterly according to National standards.

Section 2: Duties and Responsibilities of Appointed Positions

a. **Parliamentarian:**

The parliamentarian advises, upon request of the chapter president, other officers, committees and members on matters of parliamentary procedures according to Grand Chapter Constitution and By-Laws, Chapter Rules of Order and Robert's Rules of Order, newly revised.

b. **Assistant Recording Secretary:**

Shall perform all the duties of the Recording Secretary in her absence or at the request of the president.

c. **Chaplain:**

The chaplain fulfills the role outlined in the Ritual and sets the spiritual tone for meetings when so requested.

d. **Sergeant-At-Arms:**

The Sergeant-At-Arms fulfills the role outlined in the Ritual, assists the chapter president in keeping order, timekeeper, and supervises the admittance of all persons to chapter meeting.

e. **Historian:**

The Chapter Historian is responsible for compiling an annual narrative or pictorial account of the chapter's activities and submitting it to the chapter for approval before archiving or publication. This record becomes a permanent part of the chapter's history. The Historian serves as an ex-officio member of the Heritage and Archives committee.

f. **Internal Audit Committee Members**

The duties and responsibilities of the Audit Committee are to:

- Nominate an independent auditor and/or audit the chapter's financial records and submit a written report of findings.
- Review the internal accounting controls.
- Review audit results and financial statements within 30 days of the end of the fiscal year.
- Review audit results and financial statements with the financial secretary and treasurer at least 30 days prior to audit due date.

The audit committee will meet with the treasurer twice within a fiscal year and possibly more, if necessary.

- **The internal audit will be completed quarterly in accordance to the National calendar.**

g. **Risk Management Coordinator**

The Risk Management Coordinator has a leadership role in ensuring that members are properly trained to work with youth. She serves as the chapter's eyes and ears for the program of risk management. The

Sorors that participate must be financial and willing to help ensure that youth program initiatives are administered consistently and in a manner that is in the best interest of both the youth, sorority, and National guidelines.

h. **President's Advisor**

Advises the Chapter President and other officers as required upon request. Recommendations from the Auditor and other outside consultant(s) shall be presented by the Executive Committee to the Chapter membership for approval.

i. Protocol and Traditions Chairperson

Is responsible for ensuring that protocol and traditions committee keeps membership informed of proper protocol using monthly updates.

Section 3: Duties and Responsibilities of Elected Positions

a. Chair and Members of Nominating Committee

NOMINATING COMMITTEE:

The nominating committee consists of a chair and two additional members. The Chair and members shall serve one (1) term. Its duties include:

- *Receiving recommendations from chapter members of persons to serve in elected offices and committees*
- *Selecting for consideration a slate of candidates*
- *Distributing a proposed slate of officers to the chapter members for consideration at least **10 days prior to the formal election.***
- *The chair and members of the nominating Committee shall not be a candidate for any elective office while serving on the nominating committee.*
- *The chair and members of the nominating committee must resign prior to the call for nominations to be eligible to run for an office or position.*

b. Chair, Internal Audit Committee

The chair of the Audit Committee is an elected position. The chair of this committee shall serve no more than two consecutive terms. Audits are conducted quarterly according to National standards.

c. Minerva Circle

The Minerva Circle is charged with the responsibility for the planning and implementation of all phases of the Membership Intake Process. The 2nd Vice President shall serve as the Leader of the Minerva Circle. The following positions are elected:

- Leader of the Minerva Circle**
- Facilitator for each of the Nine (9) Jewels
- Keeper of the Muses and Graces
- Convener of the Odyssey Experience
- Chapter President **
- Chapter Financial Secretary**

** By virtue of the position

(This committee is only elected when the chapter votes to proceed with Membership Intake. If a Minerva Circle member has a relative who is an applicant, she will not score the application package, but will be allowed to sit in the interview and vote.)

Section 4: Term of Office

a. Limits of Office

No member shall hold more than one elected or appointed office at the same time.

b. Assumption of Office

Officers and Committees elected by the chapter shall serve for two years or until the next election, unless the term is otherwise specified. Positions shall be assumed in June. Transition of officers should occur prior to the installation of officers.

c. Appointments

The president shall appoint members to non-elected positions.

Section 5: Impeachment

Procedure for Impeachment of an Elected Chapter Officer (Taken from “Hot Off The Press”)

- A quorum of the chapter shall petition, to the highest-ranking officer of the chapter who is not herself the subject of the impeachment process, for the impeachment of an elected officer with the charge(s)/allegation(s) specified in writing. The petition should be signed at a designated time and place. All members should be notified of the charge(s), time, and place of signing.
- The Petition for Impeachment shall be given to the highest-ranking officer, who shall certify the names and signatures of the members and ascertain that the signatures have been voluntarily affixed to the petition.
- Sorors who have signed the petition are responsible for notifying the highest-ranking officer that they have signed the petition voluntarily by a deadline designated by the officer. This deadline date will be prior to the official hearing notification. **IF THE SIGNER DOES NOT NOTIFY THE OFFICER, HER NAME WILL BE REMOVED FROM THE PETITION.**
- Within seven (7) days, the certifier shall provide notification, including a summary of the charges to the chapter membership, the Regional Director, the Regional Representative, the appropriate member of the National Scholarship and Standards Committee and National Headquarters that a petition has been received and a hearing shall be held within 30 days. The chapter shall be given a 10-day notification of the hearing date.
- Under the leadership of the highest-ranking officer (receiver of the petition), the membership of the chapter shall review the charge(s)/allegation(s) and information gathered at hearing and render a confidential decision. Both parties will be allowed up to 3 speakers for 2 minutes each, alternating, prior to voting. The decision shall be one of the following:
 - a. The offense(s) is impeachable, and impeachment is effective immediately.
 - b. The offense(s) is unfounded (i.e. not guilty), and no action taken).
 - c. A ballot shall be prepared in accordance with the voting options that are listed above.
 - d. Voting shall be by secret ballot in a closed session with only chapter members present. As long as a quorum is present, the impeachment vote shall be a two-thirds (2/3) vote of the financial members present.
 - e. The ballots shall be tallied at the hearing by members who have been deputized for the counting by the highest-ranking officer (receiver of the petition). Tellers that are deputized should represent both sides. **THE RESULTS OF THE OFFICIAL VOTE SHALL BE A PART OF THE OFFICIAL MINUTES OF THE HEARING.**

Section 6: Filling Vacancies

a. Officers

When a vacancy occurs in the office of President, the First Vice President shall complete the unexpired term. When vacancies occur in other offices, they shall be filled by the President who may consult and discuss with Executive Board but the ultimate decision is the responsibility of the President.

b. Other Positions

A call meeting is initiated by the Executive Board, to recommend a person to fill the remaining term.

c. Minerva Circle

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION

Section 1: Standing Committees

a. Executive Committee

- Meets at the call of the President
- Facilitates matters in the interim of the Executive Board as necessary
- Committee does not supersede the Board and its decisions shall be subject to ratification by the Executive Board

b. Executive Board

- The Executive Board is composed of All officers (Elected and Appointed), and chairs of standing committees as designated on the Rules of Order form for the chapter.
- The Chapter President chairs the board and prepares the agenda. It is at the meeting of the Executive Board that committee chairs make progress reports and indicate they are ready to report to the chapter.

All committee who do not present a report during executive board meeting, the committee will not be included on the chapter meeting agenda .

- Must have approved written report to be forwarded to technology

c. Program Planning and Development

The Program Planning and Development Committee shall:

- Survey Chapter needs, provide written evaluation of Chapter activities and how those activities comply with National goals and objectives, provide recommendations for improvement and annually present the report at the May or June monthly meetings.
- Develop and coordinate projects that are consistent with the long range plans and the priorities as approved by the Chapter.
- Coordinate projects approved by the Chapter and compile Chapter calendar of events that include holidays and significant community, state and national events.

d. Scholarship

- The Scholarship Committee shall consist of: President, First Vice President, who serves as chair, and 3 additional members, which shall include an advisor from the Youth Group and two additional sorors.
- If a chapter member has an immediate family member competing for a Chapter Scholarship while she is serving on the Scholarship and Standards Committee, the soror must abstain from active participation in the selection process. The president will appoint a new committee member for that process.
- Scholarships awarded to the children of chapter members must be funded directly from dues and **not** public fundraising efforts.

- Develop and administer the scholarship program of the Chapter and make recommendations to the membership.

e. Arts and Letters

The Arts and Letters Committee shall stimulate interest in and educate the Chapter and/or community in the areas of Arts and Letters. This will be supported with the activities and initiatives that take place in our community and those suggested through the National Commission on Arts and Letters

f. Social Action

The Social Action Committee shall address social issues, voter education/registration, and other issues prevalent to Social Action. We will continue to meet these objectives through our State and National Social Action Commissions.

g. Finance

The Finance Committee shall be made up of treasurer, who serves a chairperson, the financial Secretary, the president, chair of Program Planning, assistant treasurer, and two chapter members.

The duties of this committee shall be to:

- Consider the financial needs of the Chapter and to develop a budget based thereon. The Chapter's budget shall be compiled by the Finance Committee, presented to the membership in April and adopted in May for the ensuing fiscal year.
- Review and modify the budget at least quarterly.
- Make recommendations of financial policy to the chapter.
- Investigate investment opportunities and other means of generating income.
- Submit budget to the chapter for approval

h. Internal Audit

The chair of the Audit Committee is an elected position. The chair of this committee shall serve no more than two consecutive terms. Audits are conducted quarterly according to National standards.

The duties and responsibilities of the Audit Committee are to:

- Nominate an independent auditor and/or audit the chapter's financial records and submit a written report of findings.
- Review the internal accounting controls.
- Review audit results and financial statements within 30 days of the end of the fiscal year.
- Review audit results and financial statements with the financial secretary and treasurer at least 30 days prior to audit due date.

The audit committee will meet with the treasurer twice within a fiscal year.

- Report Quarterly Review findings to the Chapter.

i. Physical and Mental Health (~~Power Play Saturday is part of this committee~~)

The committee shall encourage, educate and facilitate lifestyle changes for the physical, mental and spiritual well-being of sorors and the communities that we serve by implementing health-focused programs, i.e. **Power Play Saturday**. The duties of this committee are to continue to partner with *organizational alliances such as the "Power to End Stroke" and the "Go Red" Campaign, the Saginaw Black Nurses Association, and Pulse 3* to address pertinent health issues among women, children and families.

j. Nominating Committee

The nominating committee consists of a chair and two additional members. The Chair and members shall serve one (1) term. Its duties include:

- Receiving recommendations from chapter members of persons to serve in elected offices and committees
- Selecting for consideration a slate of candidates
- Distributing a proposed slate of officers to the chapter members for consideration at least **10 days prior to the formal election.**
- The chair and members of the nominating Committee shall not be a candidate for any elective office while serving on the nominating committee.

The chair and members of the nominating committee must resign prior to the call for nominations to be eligible to run for an office or position.

k. Collegiate Transition Taskforce

This committee serves to bridge the gap between collegiate and alumnae sorors to implement a vision of mentorship and to increase collegiate involvement within the region.

l. DelSprite Youth Group

The Del Sprite Youth Group is for high school young ladies who meet pre-determined criteria. The purpose of this committee is to teach the young ladies leadership skills and instill the sorority's Five-Point Programmatic Thrusts. The Del Sprites shall have officers, committees and a separate financial account.

m. *International Awareness*

The committee is responsible for organizing service projects and providing educational, health and cultural updates concerning people of color throughout the world.

n. *Protocol and Traditions*

Chair and committee membership is appointed by the Chapter President. The committee is responsible for keeping membership informed of proper protocol using demonstrations and updates at monthly meetings.

- **It shall be the duty of the Protocol and Traditions Committee to:**
Provide clear and authentic descriptions of the traditions and protocol of the Chapter. Implement the established code of protocol and behavior within the chapter. Preserve the forms of ceremony and etiquette observed by the sorority; Provide a support system for the Chapter President and visiting National and /or Regional Officers, Honorary Members, and other guests.

o. *Technology*

The technology Committee shall consist of members and a chair appointed by the Chapter President. It shall be the duty of the Technology Committee to:

- implement solutions that help the Sorority function more efficiently at the local level;
- advise the President and Executive Board on technology related matters upon request;
- maintain the the Sorority's local website and social media sites;
- support the Sorority's hardware, software, infrastructure, technology applications, and systems;

- enforce Delta Internet Guidelines;
- conduct training sessions for chapter members
- serve as resource consultants on all technology-related activities and encourage the use of best practices; and
- stay on the cutting-edge of technology industry standards.

p. Fundraising (Fit Fund, Gospel Praise Brunch, Thelma Poston Golf Classic, and Dance Committee)

This committee shall investigate and develop activities that will increase our operating funds. The Financial Secretary and Treasurer shall be ex-officio members of said committee.

q. Publicity/Communications

This committee shall create, design and review all press releases, flyers, ads, electronic media and other correspondences distributed to the public.

r. Thelma Poston Scholarship Golf Classic

The chapter is responsible for raising funds for the scholarship fund.

The registration fees are to cover the expense of the scholarships while the hole donations provide a profit for the tournament. The banner displayed at the tournament will reflect the names of the Charter sponsors (M&A and PSP); these sponsors will also appear on the Golf Classic letterhead.

The banner will also reflect the names of Premier Sponsor (Diamond and Crème). These sponsors may change from year to year.

Section 2: Special Committees

a. Election

*The committee shall conduct and oversee the election process of the chapter. The committee's duties should include, but are not limited to: presenting voting procedures, verifying soror status for voting (all voters **MUST** be financial), ensuring voting takes place at the beginning of the meeting, distributing ballots, tallying votes, verifying winners are a majority vote plus 1 of members present and voting. The **Chair** shall report the results of the election at the end of the chapter meeting and give the ballots to the **Recording Secretary** for filing for six months. The **Chair** and **Members of the Elections Committee** should not be candidates for any office/position being elected or member of the **Nominating Committee**.*

b. Founders Day

The Committee is responsible for coordinating Founders Day activities with Midland Alumnae, Rho Mu (Saginaw Valley State University and Northwood University), and Theta Theta Chapters (Central Michigan University). This committee is generally active in the years when there is not a Statewide Founders Day. Its purpose is to provide a forum for sorors to pay tribute to our Founders. This committee will serve as the chapter's representative on Statewide/Cluster meetings.

c. May Week

This committee is responsible for coordinating activities that foster and highlight our **Five Point Programmatic Thrust** during the month of May.

d. Minerva Circle

The Minerva Circle is charged with the responsibility for the planning and implementation of all phases of the Membership Intake Process. The following positions are elected:

- Leader of the Minerva Circle**
- Facilitator for each of the Nine (9) Jewels
- Keeper of the Muses and Graces
- Convener of the Odyssey Experience
- Chapter President **
- Chapter Financial Secretary**

*** By virtue of the position*

(This committee is only elected when the chapter votes to proceed with Membership Intake. If a Minerva Circle member has a relative who is an applicant, she will not score the application package, but will be allowed to sit in the interview and vote.)

e. Past President's Council past presidents will serve as advisors . Shall consist of last three.

f. Statewide/Cluster Meeting Committee

g. Heritage and Archives

This committee shall be responsible for compiling, maintaining, storing and preserving all written narrative/pictorial account of the chapter's history and physical holdings.

h. Reclamation

The Chair of the Reclamation Committee is the 2nd Vice President. This committee will be responsible for specific membership service activities and outreach to local sorors who are currently inactive. The committee will plan activities and keep inactive sorors updated in an effort to engage and reclaim them for active membership. This committee will work with the sisterhood committee to plan activities.

i. Senior Citizens Activity

The committee is responsible for organizing an annual activity for Saginaw area senior citizens. This activity is funded by the chapter and is free to invited seniors.

j. LEAD: Leadership Excellence Achievement Development

This committee team will create chapter champions to serve as mentors to chapter members in leadership skills. It will identify leadership strengths and areas for growth and opportunity for mentees to accomplish their leadership development goals.

k. Delta ERT: Emergency Response Team

This committee/team will assist the chapter in developing a structured process for members' Readiness, Response, and Recovery efforts following a natural or man-made-disaster.

Section 3: Ad Hoc Committees

Ad-hoc committees are "one time only" committees, appointed for special assignments, such as Chapter Anniversary.

ARTICLE V: MEETINGS

Section 1: Executive Committee Meeting

The executive committee meets at the call of the president for the purpose of

facilitating matters in the interim of the Executive Board as necessary; It does not supersede the Board and its decisions shall be subject to ratification by the Executive Board.

Section 2: Executive Board Meetings

Executive Board meetings are chaired by the president or her designee. The agenda is prepared by the president. It is at this meeting that committee chairs make progress reports and indicate they are ready to report to the chapter. If a standing or special committee does not present a report during executive board meeting, the committee will not be included on the agenda.

Section 3: Chapter Meetings

Meetings will be held on the first Saturday of each month from September – June and at the call of the President. Exception: If the first Saturday in September is a holiday weekend, a meeting will be held on the second Saturday. During November, sorority meeting will be held on the first Friday night of the month.

Section 4: Committee Meetings

Committee meetings are scheduled at the discretion of the chair with input from committee members. Meetings are scheduled to conduct the planned activities that are pertinent to the committee's goal.

Section 5: Call Meetings

Call meetings are called held at the discretion of the president. The reason for the meeting is to discuss a business matter that needs immediate attention and must be addressed before the chapter's regularly scheduled business meeting.

Section 6: Notifications are sent to membership electronically.

Section 7: Chapter Meeting Business Attire

Business attire is appropriate for most Delta occasions except as specifically noted. Business attire is traditionally a business suit or other clothing that reflects a professional style. A Delta's business attire must satisfy the Sorority's accepted business, social and aesthetic standards.

Rubber soled shoes commonly referred to as flip flops (foam bottomed shoes), shower shoes, and beach shoes are not appropriate business attire. This does not apply or refer to sandals or open toed shoes

Section 8: Electronic Meetings and Communications

The Executive Board and all chapter committees and subcommittees 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

Twenty Percent (20%) of the membership shall constitute a quorum for the Executive Board and Chapter Meetings. A quorum is the minimum number of members who must be present at the meeting for business to be validly transacted.

ARTICLE VII: DOCUMENT RETENTION

(Include table from the Chapter Management Handbook and Hot Off The Press)

Records Retention Records should always be stored in a secure location in cabinets, containers or other air tight storage spaces that will preserve the quality of the records. Records containing confidential information, such as member records, financial data, and credit card information for example should be kept under lock and key or in a restricted area with limited access. Paper records should be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft or other loss of the original data. The recommended back-up timing is provided in the Record/Destruction Schedule found on the next page. The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed. The timeframes will be re-evaluated yearly to determine if adjustments need to be made based on the format and need for each record type. The table below provides guidance on the retention timeframe, storage medium and destruction method.

Destruction of Records*

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

Types of Records (Paper/Electronic)	Retention Time Frame	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/Erse
*Bank Statements	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erse
*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/Erse
*IAR-1 Form	5 years	Electronic	Quarterly	Quarterly	Erse
*Receipt Logs	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erse
*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erse

*Year-end Financial Statements	7 years	Paper/Electronic	End of Year	Yearly	Shred/Erse
Audit Reports	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erse
Audit Work Papers	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erse
Meeting minutes	Permanent	Paper/Electronic	Monthly	Weekly	N/A
Member records	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erse
Contracts and legal documents	4 years after expiration	Paper/Electronic	Upon Receipt	Weekly	Shred/Erse

Types of Records	Retention Time Frame	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/Erse
Original application for Membership	4 Yrs, if Accepted	Paper	Monthly	Quarterly	Shred/Erse
Original application for Membership	2 Yrs, if Rejected	Paper	Monthly	Quarterly	Shred/Erse
Correspondence	4 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erse
Complaints	2 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erse
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/Erse
Chapter Policies & Procedures	Permanent	Paper/Electronic	When approved by S&S	Yearly	Shred/Erse
Charter Records	Permanent	Electronic	Upon approval	Yearly	N/A
Correspondence (actionable)**	3 Years	Paper	Monthly	Monthly	Shred/Erse
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
-------------	-----------	------------------	------------------	---------	-----

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

ARTICLE VIII. FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

Fiscal officers are president, treasurer, assistant treasurer, financial secretary, and assistant financial secretary. All fiscal officers are bonded and have a fiduciary responsibility to the chapter to ensure that the chapter's resources are appropriately safeguarded.

President

It shall be the fiscal responsibility of the president to

- Ensure that all fiscal officers are bonded
- Ensure that the chapter operates under and approved budget
- Ensure that a monthly report of the chapter's finances is reported to the chapter
- Ensure that the proper segregation of the financial roles is maintained
- Ensure that the chapter meets all financial reporting deadlines
- Ensure that internal/external audits are completed
- Ensure that the transition of incoming/outgoing officers soon after the end of the FY
- Initial all deposit slips containing cash, prior to deposit
- Approve and sign vouchers
- Review the bank statements monthly and confirms that: bank statement match the financial reports; no deposits that are not recognized; no debit/credit card transactions; deposits were made within two business days
- Sign all checks except those made out to her
- Attend finance training at National Conventions and Regional Conferences
- Never sign a check to herself or a blank check
- Complete the Acceptance of Fiduciary Responsibility Form

Treasurer

It shall be the fiscal responsibility of the treasurer to

- Keep the official financial records of the chapter
- Deposit income within two business days of receipt by the financial secretary
- Ensure the chapter operates within an approved budget by making only authorized disbursements that are included in an approved budget or approved separately by the chapter and accompanied by a voucher and a receipt.
- Balance all accounts monthly
- Submit bonding insurance for all fiscal officers
- Ensure the chapter's financial records are reviewed quarterly by the internal audit committee.
- Signatue required on all checks EXCEPT to herself
- Serve as chief financial officer
- Complete the Acceptance of Fiduciary Responsibility Form

Assistant Treasurer

- Assist the treasurer in all duties EXCEPT signing checks and making bank deposits
- Attend training at National Conventions and Regional Conferences
- Elected fiscal officer who is bonded
- Complete the Acceptance of Fiduciary Responsibility Form

Financial Secretary

- Record all income
- Issue receipts
- Present a monthly report to the chapter of all income received
- Turn all monies over to the treasurer to insure that the two business days deposit requirement is met
- Prepare and keep a roster of financial members
- Sign checks made payable to the president or treasurer
- Serve as a member of the Minerva Circle
- Complete the Acceptance of Fiduciary Responsibility Form

Assistant Financial Secretary

- Assist the financial secretary in all duties EXCEPT signing checks
- Does not serve as a member of the Minerva Circle
- Elected fiscal officer who is bonded
- Assist in recording income and issue receipts for the monies she has collected
- Turn collected funds over to the financial secretary with details of what was collected to insure that the two business days deposit requirement is met
- May assist in the distribution of membership stickers
- Attend finance training at National Conventions and Regional Conferences
- Complete the Acceptance of Fiduciary Responsibility Form

Section 2: National and Local Dues

a. National Dues

- **National - \$190 plus \$10 per capita fee for a total of \$200**
- **Life Membership Dues – \$10 per capita;** Life members do not pay National dues, only the \$10 per capita.

b. Local Dues

- **All Members - \$150** (is payable in accordance with the Constitution and By-laws). Local dues are paid by all chapter members **and must be paid before National dues are submitted to Grand Chapter.**

c. Non-Financial Sorors

- Non-Financial Sorors may not serve on committees or help with chapter projects unless the projects are open to the public.

Section 3: Transfer of Dues

Transfer of Membership to Saginaw Alumnae Chapter

A member who transfers her chapter membership to Saginaw Alumnae shall pay a prorated amount for local dues and the required national dues for the current fiscal year.

- **Example:** If a member affiliates with Saginaw Alumnae in October 2017, and has paid her 2017-18 national dues through her previous chapter, the member shall pay \$109.08 (October 2017-June 2018) local dues and the national dues are validated through National Headquarters for the fiscal year 2017-18. The Chapter cannot prorate national dues. No local dues will be transferred after March 31

1. Local Dues/Proration

<u>Membership Month</u>	<u>Amount</u>	<u>Membership Month</u>	<u>Amount</u>
July	\$150.00	January	\$68.16
August	\$136.36	February	\$54.52
September	\$122.72	March	\$40.88
October	\$109.08	April	\$0.00
November	\$ 95.44	May	\$0.00
December	\$ 81.80	June	\$ 0.00

Transfer of Membership from Saginaw Alumnae Chapter

A member who transfers her chapter Membership **from** Saginaw Alumnae has 9 months to request a chapter transfer of funds to another chapter provided it is still in the current sorority year. **This prorated amount will be sent to her new chapter for the ensuing year's local dues.**

Section 4: **Travel Policy**

a. Travel Policy for National Convention and Regional Conference Delegates

▪ National Convention

- *The Chapter shall pay the registration fee for the Voting Delegate and Alternate Delegate.*
- The Chapter shall pay the cost of transportation for the Voting Delegate and Alternate Delegate.
 - The Chapter shall pay the cost of shared lodging for the Voting Delegate and Alternate Delegate.
 - The Chapter shall pay the cost of meals for the Voting and Alternate Delegates.

▪ Regional Conference

- The Chapter shall pay the registration fee for the Voting Delegate and Alternate Delegate.
- The Chapter shall pay the cost of transportation for the Voting Delegate and Alternate Delegate.
- The Chapter shall pay the cost of shared lodging for the Voting Delegate and Alternate Delegate.
- The Chapter shall pay the cost of meals for the Voting and Alternate Delegates.

b.

- **Delta Days at the Nation's Capitol**

- The Chapter shall pay the registration fee & lodging for the Chair of the Political & Social Action Committee or Chapter designee to attend during the years of the Regional Conference as the budget permits.

COST ALLOWANCES:

- **Travel**-The Chapter shall pay for the most reasonable and economic means of transportation. Airline, train or bus tickets shall be made payable to the provider. Mileage payments shall be made payable to the member. If more than one member attends an event, they shall be encouraged to travel together. The Chapter shall reimburse mileage according to the IRS guidelines.
- **Lodging**-The Chapter shall pay for the most convenient and economic lodging.
- **Meals**-The Chapter shall pay for breakfast, lunch and dinner (when not included in registration fee), a maximum of \$25 per day/per delegate.

Section 6: Reimbursement Expense Voucher

- The chairperson of each committee shall be responsible for the funds budgeted for the committee and shall have the authority to approve payments for authorized budgeted items. **In order to be reimbursed for expenses, a voucher, inclusive of all required signatures, invoices, and/or receipts must be submitted at the time of the request.**

Section 7: Insufficient Funds/Check Policy

- Members are encouraged to pay for items by check. If a member has 2 bounced checks in a fiscal year, no additional checks will be accepted. The member must pay by cash or money order. Sorors who cause the chapter additional fees are responsible for paying those fees to the chapter.
- If a check has been voided, the check should be left in the checkbook. However, if it has already been removed, it should be returned to the Treasurer for safe-keeping.
- All unused checks will be in the treasurer's possession. This will alleviate having the DelSprite Youth Group and Chapter checks in different places under different supervision; bonded members are the only persons having access. **Section 8: Fundraising**
- When the Chapter solicits funds for a specified purpose, funds shall be used for that purpose..

Section 9: Budgeting

a. Committee Responsibility, Timing and Process, Chapter Approval

The chairperson of each committee must submit a budget in April to the Chair of the Finance Committee. A formal budget will be presented to the membership for approval at the June meeting.

Section 10: Additional Fiscal Policies and Procedures

a. Scholarship Policies, Requirements and Selection Procedures

Statement Of Policy

The Scholarship Committee shall determine the best allocation method based on the applications received. Only the applications mailed to the sorority post office box and postmarked by the stated deadline will be accepted. Scholarships shall be awarded

based on the applications and evaluation along with budgeted funds. The objective of the scholarships shall be to significantly assist students with first year college/university finances. Scholarships awarded to the children of chapter members must be funded directly from dues and not public fundraising efforts.

Scholarship Time Frames

1. Chapter scholarships application period will be January 15th – March 15th
2. Scholarship awardees will be approved at April Chapter meeting.
3. Scholarship recipients will be notified by mail no later than May 1st.
4. Communications to be provided to scholarship recipients:

Deadlines for submitting materials for disbursement are September 30th for Fall awards and January 30th for Spring/Winter. A valid course schedule must be provided that includes the recipient's Name, address, student number, College/University name, etc.

2 -3 weeks for receipt of disbursement (processing timeframe)

Mailing address and payee information must be included on request for payment correspondence.

- Disbursement(s) will be made payable to name (awardee) and address provided on scholarship application unless otherwise requested.

Scholarship Point System

Scholarship evaluation is based on a 0-5 point scale for grade point average, financial need, letters of recommendation, extra-curricular/leadership activities and statement of reasons for going to college with a maximum number of 25 points.

All applicants active in the Del Sprite Youth Group shall receive 2 Bonus points.

GRADE POINT SCALE

OF POINTS AWARDED

4.0-3.9	5 points
3.8-3.6	4 points
3.5-3.4	3 points
3.3-3.2	2 points
3.1-3.0	1 point

Financial Need - Each Committee Member will evaluate financial need based on a 1-5 point scale for financial need.

Financial Need SCALE (total household income)

OF POINTS AWARDED

\$50,000 or less	5points
\$ 51,000 to 75,000	4 point
\$76,000 to 100,000	3 points
\$101,000 or greater	2 points
No data	1 point

Statement of Reasons for Going to College - Based on the essay and a scale of 1-5 points.

Extra Curricular/Leadership Activities- Based on extra curricular/ leadership activities on a scale of 1-5 points.

. SCHOLARSHIP AND BOOK AWARDS

Each applicant shall submit:

- Two letters of recommendation
 - Letter from a recent teacher, counselor, principal, etc.
 - Letter from a non family member
- An official transcript
- A one-page essay of reasons for going to college/university
- A completed application

Applications will be evaluated based on:

- Grade point average (3.0 minimum GPA)
- Financial need
- Letters of recommendation
- Extra curricular/leadership activities
- Statement of reasons for going to college

EARMARKED SCHOLARSHIPS

The top four scholarships not only represent the leadership, dedication and service of of these dynamic Sorors, but their sisterly acts and love for Delta is/was immeasurable. The following is a list of chapter scholarships:

• ERNESTINE MACK- CLARK SCHOLARSHIP

The largest annual award shall be named the Ernestine Mack- Clark Scholarship and shall be \$1500.00, and shall be awarded at the the chapter's Scholarship Tea. This scholarship shall be at least 50% greater than the next highest scholarship.

• LIZZIE DILLARD-ROBINSON (DELSPRITE) SCHOLARSHIP

The Lizzie Dillard Robinson/DelSprite Scholarship shall be \$1000.00 and shall be awarded to a senior member of the Del Sprite Youth Group. All other qualifications and criteria are the same. If no member qualifies, then the money shall remain in the scholarship fund account.

• THELMA KIRKLAND-POSTON SCHOLARSHIP

This scholarship shall be awarded in the amount of \$1000.00 to one recipient (a high school graduate).

• ODAHLIA REDFORD-RANCE SCHOLARSHIP

This scholarship shall be awarded in the amount of \$1000.00 to one recipient (a high school graduate).

• *DELTA SIGMA THETA SCHOLARSHIP AWARDS

This scholarship shall be awarded in the amount of \$500. Two to five recipients (High school graduates) may be eligible to receive \$500 based on funds available.

- **DELTA SIGMA THETA BOOK AWARDS**

There will be anywhere from two- five Book Awards awarded for a minimum of \$250.00 each based on funds available.

- **DELTA SIGMA THETA FAMILY SCHOLARSHIP**

This scholarship will be awarded to a family member of Delta Sigma Theta Sorority, Inc., Saginaw Alumnae Chapter will be funded through chapter dues and will be awarded only if funds are available. Same criteria will be used as chapter scholarships.

- **THE BRENDA VINSON SCHOLARSHIP**

This scholarship shall be awarded in the amount of \$500.00 to one recipient (a high school graduate) who is an African American member of the Del Sprite Youth Group. The recipient must be of good character and be able to give back to the community through various service projects. The recipient shall have a G.P.A. of 2.5 or above on a 4.0 grading scale. The entire scholarship must be awarded during the fall term. This scholarship will be fully funded each year by Soror Brenda Vinson who will also select the recipient. If a DelSprite does not meet the requirements for a given year, this scholarship is to be rolled over to be awarded the following year. **The Brenda Vinson Scholarship will continue to exist as long as Soror Vinson is alive and living in Michigan. Funds should be received by March.**

ALLOCATIONS

Scholarship Title	Quantity	Amount
Ernestine Mack Clark Scholarship	1	\$1500.00
The Lizzie Dillard Robinson/Delta GEMS	1	\$1000.00
The Thelma Kirkland Poston Scholarship	1	\$1000.00
The Odahlia Ledford Rance Scholarship	1	\$1000.00
DST Scholarship Awards*	2-5	\$ 500.00
DST Book Awards*	2-5	\$ 250.00
DST Family Scholarship*		
Brenda Vinson Scholarship	1	\$500.00

**This DST Scholarship and Award quantity and amount may fluctuate based on applications received and the funds available.*

Other: All correspondences

- Should be on chapter letterhead unless a Special Committee uses a logo (ex. Thelma Poston Golf Tournament)
- The Chapter President's name, committee co-chairs and/or if appropriate the names of the Executive Board members should appear on all communication that is forwarded to the public.
- The publicity/communications committee should approve all correspondences prior to distribution.

- The email listserv is for Delta Sigma Theta business. Correspondence to other organizations and /or businesses should not be included.
- A soror must be financial with the Saginaw Alumnae Chapter to be a part of the listserv.

B. Bonding

- The Chapter president, financial secretary, treasurer, assistant treasurer, and assistant financial secretary shall be bonded by the chapter.
- **Each Chapter officer is bonded for \$_____**
(Each chapter officer is bonded according to national requirements.)

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for holding Office

- A candidate for office shall be a member with the Chapter and Grand Chapter for the fiscal year in which the election takes place. If elected the officer shall maintain membership status during her term of office.
- Those seeking the office of President must have attended a National Convention or a Regional Conference in the last three years.

Section 2: Nominations of Chapter Officers and Elected Positions

A. Timeline and guidelines for process

1. Election of officers shall be held in April biennially.
2. January of the year of the election- An announcement letting Sorors know that nominations will be open during the next month.
3. February- Call for nominations by the chair of said committee. Begin submissions for nominations of all open offices. Explain criteria of each office.
4. March- The slates will be presented at the March meeting by the Chair. Nominations will be accepted from the floor. Chapter will vote to finalize slate.
5. April- The official slate will be presented by the Chair of the Nominating Committee. NO nominations will be accepted from the floor. The election will take place at the beginning of the April meeting and will be conducted by the Elections Committee.

B. Nominations of the Minerva Circle

MIT guidelines

Section 3: Elections

A. Elections day procedures and timeline

1. Chapter **shall give prior written notice of at least ten days** for the election of officers, voting to pursue membership intake, and voting on the acceptance of new members into the sorority.

The president appoints an elections committee.

2. Only members of the chapter shall vote.
3. Voting for chapter officers, elected committee chairs, committee members, and acceptance to membership shall be by secret ballot.
4. With respect to membership intake, the acceptance to pursue membership intake, and accept new members into the sorority shall be by 2/3 vote of the financial members present and voting.

B. Voting Guidelines

1. The elections committee shall conduct and oversee the election process of the chapter. The committee's duties should include, but are not limited to: presenting voting procedures, verifying soror status for voting (all voters **MUST** be financial), ensuring voting takes place at the beginning of the meeting, distributing ballots, tallying votes, verifying winners are a majority vote plus 1 of financial members present and voting.
2. Voting will be by secret ballot.
3. Each financial soror will be given a ballot

C. Re-balloting

Section 4: General Voting Processes

1. The Nominating Committee shall conduct and oversee the nominating process of the chapter.

Section 5: Election Reporting

1. The **Chair** shall report the results of the election at the end of the chapter meeting and give the ballots to the **Recording Secretary** for filing for six months.

ARTICLE X: SPECIAL ELECTIONS

Section 1: Minerva Circle

Section 2: Other Special Elections (If applicable)

ARTICLE XI: INSTALLATION OF OFFICERS

Section 1. Guidelines for installing officer (See Ritual)

- a. Chapter Officers for the ensuing term shall be installed as provided for in the Constitution and Bylaws or the Chapter Rules of Order. Incoming officers must be installed prior to the beginning of the new Sorority year or before assuming the duties of the office for which they have been elected.

ARTICLE XII: TRANSITION OF OFFICERS

Section 1: **Procedures for conducting the transition process**

a. Timing

The transition of officers shall occur immediately following the installation of officers.

b. Coordination

The outgoing/re-elected President passes/retains the emblems of her office. Thereafter, all other officers pass/retain the emblems of their office to their successor. Once completed, officers may be seated.

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

- a. Alumnae member intake candidates must demonstrate involvement in public service activities.
- b. Hold a baccalaureate or higher degree from an accredited college, university or professional school that is recognized by the US Department of Education, the Council of Higher Education, or the equivalent International accreditation agency.
- c. Candidate acceptance – A call meeting by the Executive Board, Leader of the Minerva Circle to recommend a person for membership intake.
- d. The Financial Secretary shall receive all monies during Membership Intake.

- e. A woman of good character is eligible for alumnae membership in the Saginaw Alumnae Chapter provided that she meets the requirements as set forth in the Constitution and Bylaws 2017 Edition.
- f. The minimum cumulative GPA is 2.75 on a 4.0 scale and 1.75 on a 3.0 scale.

Section 2: Minerva Circle

- a. Handling Minerva Circle Members with Relatives as Applicant
 - If a Minerva Circle member has a relative who is an applicant, she will not score the application package, but will be allowed to sit in the interview and vote.

bVacancies The president/executive board will appoint unfulfilled positions..

cFrequency chapter will vote annually.

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1: Voting and Alternate Delegate

a. Regional Conferences and National Convention

- The voting delegate shall be the chapter president; in her absence the first vice-president and in her absence, the second vice-president. The alternate delegate shall be an elected financial officer (treasurer or financial secretary).
- The Voting and Alternate Delegate shall each provide the chapter membership with a written report highlighting pertinent information and updates from National, Regional, and/or other conferences. This report shall be distributed and/or reported at the first meeting following their return from said conference. This report should not exceed more than one page

b. Order of Succession

- If the chapter president and/or vice presidents or financial officers are unable to represent the chapter in these roles, the Executive Board shall recommend appropriate substitutions from the elected officers.

c. Incoming Chapter Officers

- . During an election year, the incoming Chapter President shall assume this role of delegate.

d. State and Local Chapter Representation

Section 2: Reimbursement

- The chapter shall reimburse the delegate and alternate delegate for Conference registration, travel, lodging, and meals up to \$25 per day/per delegate. The delegates shall be responsible for submitting appropriate documentation for reimbursement of expenses. **In order to be reimbursed for expenses, a voucher, inclusive of all required signatures, invoices, and/or receipts must be submitted at the time of the request for reimbursement.**

ARTICLE XV: MEMBERSHIP VERIFICATION

Section 1: Immediate Verification

Section 2: Follow-up Verification

Retrieve

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

Section 2: Chapter Email Accounts

Managed by technology future

ARTICLE XX: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES

The chapter shall review after every National Convention changes required of these two documents. The Scholarship & Standards Committee shall present to the chapter recommended changes for a vote. Recommended changes require a 2/3 vote of those present and voting. Upon the chapter vote, both documents are submitted to the Regional Member of the National Scholarship & Standards Committee for approval.

ARTICLE XXI: PARLIAMENTARY AUTHORITY

Section 1:

Governing Documents

Administrative Resources and Tools

1. All paper documents that contain sensitive information such as names, birthdates, member numbers, SSN, driver's license, financial information, etc., must be managed as "**Sensitive and Confidential**" **those items will be placed in the safe deposit box.**
2. Data disk/media that include sensitive and confidential information must be safeguarded and wiped (formatted) when no longer needed for chapter records.
3. Sensitive and confidential information must be destroyed (shredded) after 60 days, unless otherwise stated.
 - Examples – Old chapter directories, membership intake information, risk management data, monthly reports, etc.
 - Exceptions – Historical or Archive records maintained by the offices of the chapter secretaries (financial, recording and correspondence), historian, and/or specific mandated retention period for information by Regional or National and Headquarters.
 - Restrictions apply when sharing financial data electronically.
 - ***Governing documents for this chapter shall be the latest version of the Grand Chapter's Constitution and Bylaws, Chapter Rules of Order, Chapter Policies and Procedures.***

Robert Rules of Order (latest edition) is the resource for matters not covered in the above governing documents.

ATTACHMENTS: All forms used by the Chapter must be given to chapter members;

Chapter Rules of Order Form
Chapter Vouchers

**Chapter Policies and Procedures Recommendation Chapter Meeting Minutes noting
Amendments/Approval/Voting on Policies and Procedures**

Submitted By: Sylvia McAfee

President's Name _____

Signature

Chapter Address:

P.O. Box 2062

Saginaw, Michigan 48605

Telephone (H): (989) 777-7072

Telephone (C): (989) 482-1124

23 (Revised Aug, 2016)