



Delta Sigma Theta Sorority, Inc.

Saginaw Alumnae Chapter

Ethics Ad Hoc Committee

Conference Call: Saturday, March 30, 2019

Time: 6:00 p.m. – 7:00 p.m.

Invitees: Sorors Ingram, Osborne, Riggins and Lawrence-Webster

Attendees: Sorors Ingram, Osborne and Lawrence-Webster

The Ad Hoc Committee reviewed the following areas and established transparent processes for products and services provided: Photography, Disc Jockey, Food, Decorations, Entertainment, Attire and Graphic Design

Disc Jockey – bids for disc jockey services will be solicited every fiscal year during the month of April for the ensuing fiscal year. The Chapter President and Committee Chairs for the events will convene and make recommendations for chapter approval. The lowest bid does not have to be recommended and chapter member surveys shall be considered. Bids that exceed the median bid by 50% shall not be considered. Example: Bid 1 - \$150; Bid 2 - \$200; Bid 3 - \$175; Bid 4 - \$350 and the median is $\$218.75 \times 150\% = \328.12 therefore the bid for \$350 would not be considered unless there was a written explanation.

Food – each committee will make a recommendation to the chapter on who the licensed food and bartender vendor will be for their event. Sorors cannot provide homemade food or drinks for events that are open to the public.

Decorator – Soror Tonyale Clark is the chapter's decorator. She functions under Protocol and Tradition. She works with the chair of each committee that require decorations and receives the vision from the committee via the chair. The decorator is responsible for expensing the decoration budget in the best manner that will provide short term committee vision with a long-term strategy (owning versus renting). The chapter office shall be checked for needed items prior to purchase of items. When items are to be shared with Del Sprites, cost sharing shall be done. Committee members and chapter sorors shall be utilized to place decorations.

Photographers – bids for professional head shots and chapter branding pictures will be solicited every fiscal year during the month of April for the ensuing year. The Chapter President and

Committee Chairs for the events will convene and make recommendations for chapter approval. The lowest bid does not have to be recommended and chapter member surveys shall be considered. Bids that exceed the median bid by 50% shall not be considered. Example: Bid 1 - \$50; Bid 2 - \$20; Bid 3 - \$15; Bid 4 - \$35 and the median is \$30 x 150% = \$45 therefore the bid for \$50 would not be considered unless there was a written explanation.

Entertainment – when a Soror is asked to provide entertainment services (as a member of the committee or non-committee member), the request should be made with the understanding that it is without pay. If entertainment services are to be paid for because of their unique nature, the committee will describe the services needed and bids are required. Sorors that are on committees requiring entertainment services and who may bid on the services, shall abstain from participating in the budgeting and bid for services process.

Graphic Design – A list of graphic design services needed shall be provided to chapter members and they shall have an opportunity to bid.

Commercial Purchases

- Special Orders - when commercial items are purchased, three bids are required. If a chapter member is willing to match the lowest bid, the chapter will award the bid to the chapter member.
 - Example: Del Sprite jackets, performance shirts, chapter shirts, etc.
- Delta Store items that are for internal fundraisers, will be marked up
 - Example: Greeting cards, mugs, stationary, etc.
- Only vendors who are licensed to sell Delta paraphernalia shall be considered for Delta items

Travel – when chapter members use their personal vehicles to pick up items outside of the service area (Saginaw and Bay counties) or transport youth group members, \$.14 per mile (non-profit rate) shall be paid to the member.

Motion: I move that the Ad Hoc Committee on Ethics be adopted

Chair: Karen Lawrence-Webster
March 30, 2019