Delta Sigma Theta Sorority, Inc.

Saginaw Alumnae Chapter

POLICIES AND PROCEDURES
SAGINAW ALUMNAE CHAPTER
FISCAL YEAR 2019/2020

Chapter President
Karen L. Lawrence-Webster

1st Vice President
Melleretha Moses-Johnson

Parliamentarian
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APPROVED BY BRITTANI BLACKWELL
SATURDAY, November 30, 2019

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DELTA SIGMA THETA SORORITY, INCORPORATED
NATIONAL SCHOLARSHIP AND STANDARDS COMMITTEE

Chapter Policies and Procedures 2019 -2020

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: Saginawalumnaechapter_dst@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

- Appointed Positions
- Chairpersons of Standing Committees
- Executive Committee
- Immediate Past President

Section 3: Committees-Chairs and/or co-chairs may be appointed

a. Standing

- Arts and Letters
- Audit
- Collegiate Transition Taskforce
- Sweetheart Ball
- Delta GEMS
- Dr. Betty Shabazz Leadership Academy
- EMBODI
- Finance
- Ways and Means
- International Awareness

- Nominating
- Physical and Mental Health
- Policies and Procedures
- Political and Social Action
- Program Planning and Development
- Protocol and Traditions
- Publicity and Communications
- Scholarship
- Technology
- Thelma Poston Scholarship Golf Classic
- Delta ERT: Emergency Response Team

b. Special Committees

- Elections
- Founders Day
- Crimson and Crème Brunch
- Heritage and Archives
- LEAD: Leadership Excellence Achievement Development
- May Week
- Minerva Circle
- Ernestine Mack-Clark Delta Doll Pageant
- Project SEE
- Reclamation
- Delta Dears and Friends
- Sisterhood

c. Ad Hoc (when applicable)

Section 4: Organizational Chart (see attachment)

ARTICLE III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS

Section I: Duties and Responsibilities of Elected Officers

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 that may be necessary and appropriate.
- Strengthen public relations and maintain cooperative relations with other organizations.
- Serve as a member of the Scholarship Committee and as an ex-officio member of all the other committees, except the nominating and audit committees. She may meet with nominating and audit committees 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.
- Will only vote in matters of secret ballot and/or to break a tie vote.
- Sign and complete the Acceptance of Fiduciary Responsibilities Form.
- Serve on the Minerva Circle.
- Is an elected fiscal officer who is bonded.

b. Vice Presidents

1. 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.
- Coordinate and work with chairs of the following committees: Delta GEMS, Project SEE, Dr. Betty Shabazz Leadership Academy, EMBODI, and READing.

2. 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 First Vice President or at the request of the President.
- Serve as Leader of the Minerva Circle.
- Serve as 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.
- Maintain all official documents

2. Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- Carry on correspondence of the chapter and any other necessary correspondences as authorized.
  - Meeting notices and/or newsletter
  - Business requests and replies
- Inform members of correspondence received at chapter meetings.
- Serve as *chair* of the Publicity/Communications 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 record of dues for distribution to members, at monthly meetings.
- Serve as a member of the Minerva Circle.
- Maintain financial records and record all incoming funds.
- 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.
- Maintain and update the financial handbook.

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.
- Not serve as a member of the Minerva Circle.
- Is an elected fiscal officer who is bonded.
- Assist in recording income and issuing receipts for money collected.

- Turn collected funds over to the financial secretary with details within the two-business day deposit requirement.

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

Each committee position shall have a chair and may have a co-chair appointed by the president.

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. Per Delta policy, parliamentarians have the right to vote on chapter business, same as all chapter members.
- Chair chapter's Policies and Procedures Committee.
- Annually receives recommended changes and updates to the chapter's Policies and Procedures from chapter members and present to the membership for consideration.
- Prepares and submits recommended changes of the Policies and Procedures to the Regional Scholarship and Standards Chairperson by the deadline.

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. She is the ERT coordinator.

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, who 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 the youth, sorority and National guidelines.

h. President's Advisor

Will advise the chapter president and other officers on chapter business as needed and 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 the 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

The nominating committee consists of a chair and two additional members. The chair and members shall serve a 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 elected 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 committee members 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 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 three (3) speakers for two (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

If a vacancy occurs in the Minerva Circle, the president will appoint a replacement.

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 Executive 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 committees that do not present a report during executive board meeting, will not be included on the chapter meeting agenda.
- Must have approved written report forwarded to technology for **placement on chapter's website.**

c. Program Planning and Development

The Program Planning and Development Committee shall:

- Survey chapter needs, provide written evaluations of chapter activities and how those activities comply with National goals and objectives, provide recommendations for improvement and annually present the report at the **October and May 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 a 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 three (3) additional members, which shall include an advisor from the youth group and two additional Sorors.
- 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 the 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. Political and Social Action

The Political and 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 Committee.

g. Budget and Finance

The Finance Committee shall be made up of the treasurer, who serves as 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

The committee shall encourage, educate and facilitate lifestyle changes for the physical, mental and spiritual well-being of sorors and the communities that are served by implementing health-focused programs, i.e. PowerPlay Saturday**.**

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.
- Chapters shall elect the nominating committee along with other chapter officers. It is not permissible to elect the nominating committee as a group and the highest vote getter is named chair. The committee members and chair are to be elected separately.

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. *Delta GEMS*

The Delta GEMS Youth Group is for 9th – 12th 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 Delta GEMS Youth Initiative is designed for:

▲ Young women ages 14-18 who are in Grades 9 through 12.
▲ Young women who have potential, but need guidance, support and skills to achieve success.
▲ Young women who are interested in developing leadership skills.
▲ Young women who are actively pursuing college and/or career options.
▲ Young women who need encouragement and support in pursuit of higher learning.
▲ Young women identified by authorized partners of Delta chapters and/or former Delta Academy participants.

** ***Chapters will also use their own judgment in selecting participants, keeping in mind the unique needs of their communities, i.e. court involved youth, offspring of those incarcerated, and teenage mothers for the GEMS Institute program.***

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
- Maintain 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.
- Stay on the cutting-edge of technology industry standards.

p. Ways and Means and Scholarship Fundraisers

This committee shall investigate and develop activities that will increase the operational, and scholarship funds, for the chapter; and Delta GEM operating funds that will be used to support Delta GEMS activities. The financial secretary, and treasurer shall be ex-officio members of said committee. The committee features are the followings:

i. Operational

- Sweetheart Ball
- Crimson and Creme Brunch
- White Party
- Cotillion
- Others

ii. Scholarship

- Thelma Poston Scholarship Golf Classic
- Ernestine Mack-Clark Miss Delta Doll Pageant
- Fit Fun Dollars for Scholars

q. Publicity/Communications

This committee shall 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 classic 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. These sponsors may change from year to year.

s. Delta ERT

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 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 Election Committee** should not be candidates for any office/position being elected or members of the **Nominating Committee.**

b. Founders Day

The 2nd Vice President (Membership Services Chair) chairs Founders Day. 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.–The president-will serve as the chapter's representative on Statewide Founders day.

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

The past three presidents will serve as advisors, upon request.

f. Statewide/Cluster Meeting Committee

The chapter's representative will be the president or in the absence of the president, the First Vice President will serve as the representative and report to the chapter.

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. Delta Dears and Friends

The committee is responsible for organizing an annual activity for Saginaw area Senior citizens.

***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.* Sisterhood (See Sisterhood Grid on page 31)**

This committee will be responsible for specific membership services activities, including, but not limited to, ensuring members are aware of any deaths or illnesses, sponsoring activities that will increase sisterhood amongst the members, acknowledging member accomplishments or other special accomplishments.

Section 3: Ad Hoc Committee

Ad-hoc committees are "one time only" committees, appointed by the Chapter President for special assignments, such as a 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. Exceptions: If the first Saturday in September is a holiday weekend, a meeting will be held on the second Saturday.

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

Called meetings are 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

Notifications are sent to the 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

(T**able from the *Chapter Management Handbook and Hot Off The Press***)

Record 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/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	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/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	Permanent	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

***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 an 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 takes place soon after the end of the Fiscal Year.
- Initial all deposit slips containing cash, prior to deposit.
- Approve and sign vouchers.
- Review the bank statements monthly and confirm that: bank statement match the financial reports; no deposits are listed that are not recognized; no debit/credit card transitions; 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.
- Sign all checks EXCEPT check to reimburse herself.
- Serve as chief financial officer.
- Complete the Acceptance of Fiduciary Responsibility Form.

Assistant Treasurer

It shall be the fiscal responsibility of the assistant treasurer to:

- 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

It shall be the fiscal responsibility of the financial secretary to:

- Record all income.
- Issue receipts.
- Present a monthly report to the chapter of all income received.
- Turn all monies over to the treasurer to ensure 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 For

Assistant Financial Secretary

It shall be the fiscal responsibility of the assistant financial secretary to:

- 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 ensure that the two business days deposit requirement is met.
- 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. Funds appear as a line item in the budget for the fiscal year.

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 4: Unconsumed Dues

- 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 5: 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.

Transfer of Membership from Saginaw Alumnae Chapter

A member who transfers her chapter membership **from** Saginaw Alumnae has six (6) 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.

Local Dues/Proration

Membership Month	Amount	Membership Month	Amount
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

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.

Section 6: 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 delegate and alternate delegate.

b. Travel policy for State Summits, Cluster Meetings, Delta Days and other meetings

- The chapter shall pay the registration fees and overnight lodging of chapter representative.

- **Delta Days**
  - The chapter shall pay the registration fee and lodging for the chair of the Political and 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 $40 per day/per delegate will be paid.

Section 7: 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.
- Members are encouraged to pay for items by check.
- 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.

Section 8: Method of Payment

The method of payment will be with the chapter's checks with required signatories.

Section 9: Unconsumed Funds: Year End

Any fund not used by end of fiscal year will roll over for use in the next fiscal year.

Section 10: Insufficient Funds or Returned Check Policy

If a member has two (2) bounced checks in a fiscal year, no additional checks will be accepted. The member must pay with cash or money order. The member shall cover all fees. After two years, the member may resume remitting checks.

Section 11: Fundraising

When the chapter solicits funds for a specified purpose, funds shall be used for that purpose.

Section 12: Budgeting

a. Committee Responsibility, Timing and Process

The chairperson of each committee must submit a budget in April to the Chair of the Finance Committee.

b. Chapter Approval

A formal budget will be presented to the membership for approval by the June meeting.

Section 13: Additional Fiscal Policies and Procedures

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 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:
5. 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.
6. Allow 2 -3 weeks for receipt of disbursement (processing timeframe)
7. 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 Delta GEMS 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 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
- Extracurricular/leadership activities
- Statement of reasons for going to college

EARMARKED SCHOLARSHIPS

The top four scholarships not only represent the leadership, dedication and service 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 chapter's Scholarship Tea. This scholarship shall be at least 50% greater than the next highest scholarship.

- **LIZZIE DILLARD ROBINSON (Delta GEMS) SCHOLARSHIP**

The Lizzie Dillard Robinson GEMS Scholarship shall be $1,000.00 and shall be awarded to a senior member of the GEMS 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 $1,000.00 to one recipient (a high school graduate).

- **ODAHLIA REDFORD RANCE SCHOLARSHIP**

This scholarship shall be awarded in the amount of $1,000.00 to one recipient (a high school graduate).

- ***DELTA SIGMA THETA SCHOLARSHIP AWARDS**

This scholarship shall be awarded in the amount not to exceed $500.00 for one to five recipients that are high school graduates and based on the funds available.

- **DELTA SIGMA THETA BOOK AWARDS**

There will be anywhere from two to 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 and will be funded through chapter dues and will be awarded only if funds are available. Same criteria will be used and will not exceed $750.00.

- **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 Delta GEMS 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 Delta GEMS 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 the chapter during the month of 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		$750.00
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 Classic)
- 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 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.

a. 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 a minimum of $10,000 and/or in accordance with national requirements.

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for holding Office

a. A candidate for office shall be a member with the local 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.

b. 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, a call for nominations by the chair of nominations committee. Submissions for nominations will begin for all open offices. Explain criteria of each office.
4. March, the slate will be presented at the March meeting by the chair. Nominations will be accepted from the floor. Chapter will vote to finalize the 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

Nominations will follow the guidelines as directed by Membership Intake.

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 chapter president appoints an election committee.
2. Only members of the chapter shall vote. A Soror may not vote or hold office in the chapter if she is not a member of the chapter.
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 acceptance of 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 members present and voting.
2. Voting will be by secret ballot.
3. Each financial Soror will be given a ballot.

c. Re-balloting

If the number of applicants who received the majority vote is LESS than the Line Cap percentage, the chapter can NOT add any applicants nor can they re-ballot to reach the line cap. ONLY applicants receiving the majority vote will be extended membership. In the event there is a tie for the last position(s), the chapter will re-ballot or hold a run-off vote for those applicants with the tie vote ONLY. Re-balloting occurs on the same day of the initial chapter vote and will continue until the last position(s) is determined by the majority vote. NOTE: The chapter should have blank ballots ready in case they are needed for a run-off.

Section 4: General Voting Processes

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

Section 5: Election Reporting

a. The **Chair** of the election committee 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

The Minerva Circle is elected at a meeting of the chapter following the 2/3 vote to proceed with Membership Intake activities and is a special committee for the purpose of implementing the Membership Intake process. At the conclusion of the intake process, the Minerva Circle committee is dissolved.

Section 2: Other Special Elections (NOT applicable)

ARTICLE XI: INSTALLATION OF OFFICERS

Section 1. Guidelines for selecting installing officer (See Ritual)

a. A current or past National Officer, a past president of the chapter or a charter member may serve as the installing officer.

b. 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 following the installation of officers or before July 1.

b. Coordination

The transition ceremony will be conducted by the president's designee.

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

a. Alumnae membership 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 and 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.

b. Vacancies

Vacancies will be filled by the president who may consult with the executive committee, but the president will make the final decision.

c. Frequency

The Saginaw Alumnae Chapter will vote annually at each initial meeting and two-thirds of membership present and voting is needed to authorize membership intake.

d. The chapter shall take a "vote of interest" for membership intake at the May meeting. A formal vote will take place in September.

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 Conventions, Regional Conferences, and/or other conferences. This report shall be distributed and/or reported at the first meeting following their return from said conference/convention. 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

The president or representative speaks for the sorority.

Section 2: Reimbursement

- The chapter shall reimburse the delegate and alternate delegate for conference/convention registration, travel, and lodging. A per diem of $40.00 per day/per delegate for meals. 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

Membership can be verified via the membership number and photographic identification, or a call to National Headquarters.

Section 2: Follow-up Verification

Membership can be verified via the National website, membership number, or a call to National Headquarters or a check in the Red Zone.

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

CHAPTER WEBSITES MAY INCLUDE (BUT ARE NOT LIMITED TO): (Delta Internet Guidelines October 2011 Page 5) Calendar of Events: Including the dates for chapter public service events, fundraisers, Sorority meetings and committee meetings. Rush dates and or flyers may be included after being approved by the Regional Director. 2.4 WEBSITES MAY NOT INCLUDE: (Delta Internet Guidelines October 2011 Page 8) Membership Information: Any information outside of chapter contact information and general chapter history.

Information for prospective members should be provided only via links to the National Website. (This includes narratives for suggestions for seeking membership, chat rooms, bulletin boards, guest books, and quizzes targeted toward prospective members and specific dues information). 4.2 SOCIAL MEDIA GUIDELINES (Delta Internet Guidelines October 2011 Page 14) Exercise Control in Promoting Sorority Events. Chapters and regions may promote public Delta programs on social media sites (such as Facebook fan pages or Twitter), provided that the president of the chapter or director of the region that is responsible for the event to be advertised has approved the planned promotion. If the social media site allows guests to post content (such as comments on a Facebook wall), the president of the chapter or director of the region must assign an individual Soror responsibility for monitoring the site and removing any inappropriate content. Rush activities may not be included on social media sites.

Section 2: Chapter Email Accounts

Access to the email account through the membership listserv shall be available to all financial members. Correspondences should be approved by the president and distributed to the membership by the corresponding secretary.

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

Section 1: Procedures/Timing for making changes, to whom are they submitted

The chapter shall review after every National Convention all changes required of these two documents. The Policies and Procedures 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 and Standards Committee for approval.

Section 2: Quorum required to vote and 2/3 vote of those present and voting needed to amend.

Section 3: The chapter shall review after every National Convention all changes required of these these two documents. The Policies and Procedures committee shall present to the chapter recommended changes for a vote. Recommended changes require a 2/3 vote of those members present and voting. Both documents, upon approved chapter vote, are submitted to the Regional Director of the National Scholarship and Standards for the appropriate region. Effective date is when approval has been granted by Midwest regional director.

ARTICLE XXI: PARLIAMENTARY AUTHORITY

Section 1: Governing Documents

Governing documents for this chapter shall be the latest version of the Grand Chapter's Constitution and Bylaws, Chapter Rules of Order and Chapter Policies and Procedures.

Section 2*:* Administrative Resources and Tools

Ritual, 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. A list of those forms used by Saginaw Alumnae Chapter are:

Chapter Rules of Order Form
Scholarship Application and Applicants
Chapter Vouchers
Chapter Policies and Procedures Recommendation Form
Chapter meeting minutes noting amendments/approval/voting on Policies and Procedures

Submitted by: Melleretha Moses-Johnson, 1st Vice President
President's Name: Karen L. Lawrence-Webster, CPA
Chapter Address:
P.O. Box 2062
Saginaw, Michigan 48605
Telephone (H): (989) 799-7150
Telephone (C): (989) 860-0032

(Revised October, 2019)

Delta Sigma Theta Sorority, Inc.
Saginaw Alumnae Chapter
SISTERHOOD SERVICES

	Chapter Funded					Soror Funded			
Event/Circumstance	**Card**	**Resolution**	**Flower/ Plant**	**Soror Dinner**		**Financial Gift**	**Flower/ Plant**	**Family Dinner**	**Financial Gift**
Soror illness-home	x								
Soror illness-out patient	x								
Soror illness- overnight hospital	x								
Soror illness-3 day stay			x						
Soror illness-hospitalized less than 3 days & shut-in 3 weeks or more			x						
Soror death		x	x					x	
Soror birthday	x								
Soror retirement	x					x			
Soror wedding anniversary	x								
Soror being honored	x		x						
Soror degree	x								
Soror having a baby	x					x			Delta baby shower
Soror getting married	x					x			
Soror getting a promotion	x								
Soror relocating	x			x					
Soror Relatives Death									
Spouse	x	x						x	
Child	x	x						x	
Parent	x	x						x	
Aunt or Uncle	x								
Sibling	x								
Family Celebrations									
Child high school graduation						x			
Child college graduation						x			

Up to $50 for retirement
$25 all other chapter monetary gifts

Organizational Chart

I. Membership
   a. Chapter President
   b. 1st Vice President – Scholarship Committee Chair
      i. Education
         1. Delta GEMS
         2. EMBODI
         3. Dr. Betty Shabazz
         4. Scholarship
         5. READing
         6. SEE Project
      ii. 2nd Vice President – Sisterhood Committee Chair
         1. Membership Services
            a. Sisterhood
            b. Founders' Day
            c. Delta Dears and Friends
            d. Reclamation
            e. Collegiate Transition
      iii. Financial Secretary
      iv. Recording Secretary
      v. Treasurer - Finance Committee Chair
      vi. Corresponding Secretary – Publicity and Communications Chair
            a. Technology
            b. Marketing
      vii. Assistant Treasurer
      viii. Assistant Financial Secretary
      ix. Arts and Letters
      x. Heritage and Archives
      xi. Internal Audit
      xii. International Awareness
      xiii. Nominating
      xiv. Physical and Mental Health
      xv. Political and Social Action
      xvi. Protocol and Traditions
      xvii. Ways and Means
         1. Thelma Poston Scholarship Golf Classic
         2. Ernestine Mack Clark Miss Delta Doll Pageant
         3. Fundraising
         4. Fit Fun Dollars for Scholars
         5. Crimson and Crème Empowerment Brunch

Parliamentarian – Policies and Procedures Chair
Sergeant at Arms – Emergency Response Team Chair

All Chairs are appointed by the Chapter President, except Internal Audit, Nominating and those identified in the policies and procedures.