



**DELTA SIGMA THETA SORORITY, INC.**  
**Saginaw Alumnae Chapter**  
**POLICIES & PROCEDURES AMENDMENT FORM**

Page	Article	Section	Number	
<u>27</u>	<u>IX</u>	2	a	<b>Nominations of Chapter Officers and Elected Positions</b> a. Timeline and guidelines for process
<b>Recommended Change</b>				
<ol style="list-style-type: none"> <li>1. Election of officers shall be held in March biennially.</li> <li>2. December of the year of the election, an announcement letting Sorors know that nominations will be open during the next month (January).</li> <li>3. January, a call for nominations by the chair of nominations committee. Submission for nominations will begin for all open offices. Explain criteria of each office.</li> <li>4. February, the slate will be presented at the February meeting. Nominations will be accepted from the floor by the Chapter President. Chapter will vote to finalize the slate.</li> <li>5. March, 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 March meeting and will be conducted by the Elections Committee.</li> </ol>				
<b>Rationale</b>				
<p><b>Incoming President and appointed committee chairs use April as the planning meeting, May as the first budget reading and June for budget adoption. Committees are in place for summer planning and the start of the new sorority year.</b></p>				
Page	Article	Section	Number	
<u>23</u>	<u>8</u>	6	c	<b>Travel policy: refunds and credits</b>
<b>Recommended Change</b>				
<p><b>Addition</b> : When the chapter covers the cost of a sorority event for a chapter member: national, regional, state and/or local reimbursements, credits and/or application to future events shall be credited to the chapter and not an individual chapter member.</p>				
<b>Rationale</b>				
Chapter members should not financially benefit from the benefit of attending sorority events that have been financed by the chapter.				

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Page	Article	Section	Number	Nominating Committee roles and responsibilities
<u>8/12</u>	<u>3/4</u>	3/1	a/j	
<b>Recommended Change</b>				
<b>Add to description:</b> The positions of the nominating committee and chair of the nominating committee are elected positions.				
<b>Rationale</b>				
Align with descriptions of all elected positions				
Page	Article	Section	Number	Standing committee Policies and Procedures
<u>12</u>	<u>4</u>	1	j	
<b>Recommended Change</b>				
<b>Add description for committee:</b>				
The policies and procedures committee shall review Chapter Polices and other Governance documents at least annually to make recommendations to the Chapter relating to changes to such and other matters of governance. The Parliamentarian shall serve as chair of the Policies and Procedures Committee, the membership shall include the 1 <sup>st</sup> VP, President, and an appointed soror (appointed by the Chapter President) from the chapter membership.				
<b>Rationale</b>				
Standing committee missing description and committee make up				

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Page	Article	Section	Number	Fiscal Policies
<u>21</u>	<u>8</u>	2	d	

**Recommended Change**

**Addition:** d. The Chapter will remit dues to National based on established deadlines of March 31st and June 30th along with a third date of September 30th.

**Rationale**

practice the chapter has followed in the past and should be documented.

Page	Article	Section	Number	Current Policy Voting and Alternate Delegate
<u>30</u>	<u>15</u>	1	a	

**Add to existing rotation of alternate delegate ( treasurer, financial secretary, 1<sup>st</sup> VP or 2<sup>nd</sup> VP)**

**Rationale**

**To allow for a range of leadership positions to get exposure to national conventions and regional conferences.**

**Member Information Sheet**

**Member Name: Felicia Peters**

**Chapter Name: Saginaw Alumnae**

**Region : Midwest**

**Member's Signature** \_\_\_\_\_

**Chapter President's Signature** \_\_\_\_\_

**Date submitted to National Headquarters** \_\_\_\_\_

**\*Please return the signed Member Information sheet, along with the Policies & Procedures Amendment Form(s) to [petersflip@yahoo.com](mailto:petersflip@yahoo.com)**



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Saginaw Alumnae Chapter*