



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

Page	Article	Section	Number	
<u>27</u>	<u>IX</u>	<u>2</u>	<u>a</u>	<b>Nominations of Chapter Officers and Elected Positions</b> <b>a. Timeline and guidelines for process</b>

**Current**

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

**Recommended Change**

1. **Election of officers shall be held in March biennially.**
2. **December of the year of the election, an announcement letting Sorors know that nominations will be open during the next month (January).**
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.**
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.**
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.**

**Rationale**

Incoming President and appointed committee chairs can work collaboratively with the existing administration to 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.

Page	Article	Section	Number	Travel policy: refunds and credits
<u>23</u>	<u>8</u>	<u>6</u>	<u>c</u>	

**Recommended Change (new insert)**

**Addition :** 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.

**Rationale**  
Chapter members should not financially benefit from the benefit of attending sorority events that have been financed by the chapter.

Page	Article	Section	Number	Nominating Committee roles and responsibilities
<u>8/12</u>	<u>3/4</u>	<u>3/1</u>	<u>a/j</u>	

**Recommended Change (new insert)**

**Add to description:** The positions of the nominating committee and chair of the nominating committee are elected positions.

**Rationale**  
Align with descriptions of all elected positions. This information will be updated in both locations in our P &P; does not exist in current P&P

Page	Article	Section	Number	Standing committee Policies and Procedures
<u>12</u>	<u>4</u>	<u>1</u>	<u>j</u>	

**Recommended Change (new insert)**

**Add description for committee:**  
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> Vice-President, President, and an appointed soror (appointed by the Chapter President) from the chapter membership.

**Rationale**  
Standing committee missing description and committee make up. This does not exist in the current P&Ps

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

**Recommended Change (new insert)**

**Addition:** d. Member dues must be submitted to National Headquarters in accordance with the *Constitution and Bylaws* requirement of 30 days from receipt. 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. Any dues submitted more than thirty-days offset from the chapter remit dates will be sent by regular mail. If a soror wants her dues expedited, then she must assume the cost for remittance.

Received by Chapter		Remitted to National no later than	Remittance Method
January	1	31	Mailed
February	1	28	Mailed
<b>March</b>	<b>1</b>	<b>31</b>	<b>Wired</b>
April	1	30	Mailed
May	1	31	Mailed
<b>June</b>	<b>1</b>	<b>30</b>	<b>Wired</b>
July	1	30	Mailed
August	1	31	Mailed
<b>September</b>	<b>1</b>	<b>30</b>	<b>Mailed</b>
October	1	31	Mailed
November	1	30	Mailed
December	1	31	Mailed

**Rationale**

practice the chapter has followed in the past and should be documented. This does not exist in the current P&P

Page	Article	Section	Number	Current Policy Voting and Alternate Delegate
<u>30</u>	<u>15</u>	1	a	
<p><b>Current</b></p> <ul style="list-style-type: none"> <li>▪ 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 <del>financial</del> officer (treasurer or <del>financial secretary</del>).</li> </ul> <p><b>Recommended</b>  <b>Add to existing rotation of alternate delegate ( treasurer or 1<sup>st</sup> Vice-President )</b></p>				
<p><b>Rationale</b></p> <p>To allow for a range of leadership positions to get exposure to national conventions and regional conferences. Treasure is CFO and has a lot of reporting responsibilities and the 1stVP must fill-in for the president as needed and should be abreast of National Policy. While the Financial secretary is a vital role it does not have the annual reporting responsibility.</p>				

Page	Article	Section	Number	Current Policy: Additional Fiscal Policies and Procedures
24	VIII	13	N/A	<p>Scholarship Policies, Requirements and Selection Procedures</p> <p>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.</p>
<p>Recommended Change – Add a second paragraph under “Statement of Policy” to state the following:</p> <p>Early College Applicants</p> <p>Scholarship applicants enrolled in an Early College program will be allowed to apply for a scholarship the year they are granted an official high school diploma. Early College scholarship applicants will adhere to the same evaluation process and scholarship submission deadline as other eligible high school seniors.</p>				

Page	Article	Section	Number	Current Policy: EARMARKED
<u>25</u>	<u>VIII</u>	13	N/A	SCHOLARSHIPS Lizzie Dillard Robinson (Delta Gems) Scholarship: The Lizzie Dillard Robinson GEMS Scholarship shall be \$1000 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 account.
<p>Recommended Change</p> <p>Lizzie Dillard Robinson (Delta Gems) Scholarship: The Lizzie Dillard Robinson GEMS Scholarship shall be \$1000 and shall be awarded to a senior member of the GEMS Youth Group or another qualified applicant, if no GEMS apply and/or, if no GEMS are qualified.</p>				
<p>Rationale</p> <p>By amending the description, the chapter would still be able to award the Lizzie Dillard Robinson Scholarship, in the event there are no GEMS, who apply, and/or, who may not be qualified.</p>				

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Page	Article	Section	Number	Current Policy
14	IV	2	k	None
Recommended Change	Add a second paragraph: The past three (3) Presidents shall facilitate the purchase of Outgoing Officers' gifts. If a past President is a current Outgoing Officer, she shall designate a Soror to act in her stead. The Sisterhood Grid shall be updated with the gift allocation. The gifts shall be presented to the Officers at the June meeting.			
	President	\$45.00		
	1 <sup>st</sup> Vice President	\$45.00		
	2 <sup>nd</sup> Vice President	\$45.00		
	Treasurer	\$30		
	Financial Secretary	\$30		
	Recording Secretary	\$30		
	Corresponding Secretary	\$30		
	Assistant Treasurer	\$15		
	Assistant Financial Secretary	\$15		
	Assistant Recording Secretary	\$15		
	Rationale: The chapter has a history of giving Outgoing Officers gifts without a written policy and procedure.			

**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)**