**FAYETTEVILLE ALUMNAE CHAPTER**

**DELTA SIGMA THETA SORORITY, INC.**

***Policies and Procedures***

***2013-2014***

***(Mandatory updates as of 51st National Convention, July 10-17, 2013) “Revised 11/9/2013”***

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**FAYETTEVILLE ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.**

# P.O. BOX 403 FAYETTEVILLE, NC 28302 CUMBERLAND COUNTY

[***www.faydeltaalumnaechapter.org***](http://www.faydeltaalumnaechapter.org/)

The name of this organization shall be Fayetteville Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

The chapter address is Post Office Box 403, Fayetteville, North Carolina 28302. The telephone number is (910) 823-4717. Fayetteville Alumnae Chapter services are extended to the Fayetteville and Cumberland County areas. The website address is: [www.faydeltaalumnaechapter.org.](http://www.faydeltaalumnaechapter.org/)

# OBJECTIVE

The principal purposes and aims of this public service organization shall be cultural and educational; to establish, maintain and encourage high cultural, intellectual and moral standards among its members; to engage in public service programs and to promote and encourage achievement in education by granting scholarships and other assistance in accordance with its Policies and Procedures to members of the chapter and to other individuals at its discretion.

# MEMBERSHIP

The membership of this organization shall consist of any woman who has become duly initiated into Delta Sigma Theta Sorority, Inc. provided:

1. She pays her National and local dues through the Alumnae Chapter.

1. She is not matriculating at a college or university as an undergraduate pursuing work leading to a Bachelor’s degree or its equivalent.

1. If she is not a member of the Chapter, she may not vote on any issue during the meeting, nor may she speak during the meeting unless recognized by the chair, may not chair a committee or serve as a member of a chapter committee.

# ELECTED OFFICERS & POSITIONS/ APPOINTED OFFICERS & POSITIONS

## Elected Officers

President, 1st Vice President**,** 2nd Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Assistant Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer and Assistant Treasurer.

## Elected Positions

The elected positions shall be the Chair of the Nominating Committee, Chair of the Internal Audit Committee, members of the Nominating Committee, Members of the Minerva Circle (Jewels, Convener of the Odyssey Experience, Keeper of Muses and Graces).

## Appointed Officers

Chaplain, Assistant Chaplain, Sergeant-At-Arms, Assistant Sergeant-At-Arms, Parliamentarian, Assistant Parliamentarian, Custodian, and Assistant Custodian

## Appointed Positions

Historian/Journalist, Assistant Historian/Journalist, Official Photographer, Chairpersons of all committees except Nominating, Members of the Elections Committee

# ELIGIBILITY REQUIREMENTS

To be eligible to run for President, 1st Vice President, 2nd Vice President, Treasurer, Assistant Treasurer,

Financial Secretary or Assistant Financial Secretary; She must have attended one of the last two National

Conventions ***or*** Regional Conferences or she must be currently serving in the elected position she is running for; she must also be financial with the chapter and Grand Chapter for the current sorority year and remain financial through her term office.

To be eligible to run for Corresponding Secretary, Assistant Corresponding Secretary, Recording Secretary or Assistant Recording Secretary; she must be financial with the chapter and Grand Chapter for the current sorority year and remain financial through her term office.

**TERM OF OFFICE**

**Members elected shall serve for a period of two years until the next election year.**

# LIMITATION OF OFFICE

A member shall hold only one position, either elected or appointed except in case where one’s position has additional duties or in extenuating circumstance.

# LIMITATION OF TENURE

An elected chapter officer shall not serve more than two Consecutive terms in the same office.

Members of the Nominating committee shall not serve more than one term.

# ELECTIONS

The elected officers and elected positions of this chapter shall be elected every two years. Election of officers shall be held in May, at the chapter meeting, biennially. Nominations will be accepted from the floor a month prior at the April sorority meeting. Said officers shall be installed and assume office immediately upon installation, beginning her two year term. The acceptance to membership and the election of chapter officers, elected committee chairs and members shall be by a majority vote of the chapter members present and voting.

# VACANCIES

In the event:

1. The president cannot complete her term, the 1st Vice President will assume her position;
2. The 1st Vice President cannot complete her term, the President shall call a special meeting for the election of the 1st Vice President; the chapter must conduct this election using the nominating process and election process as stated in this document; election can take place at a special call meeting, which must be approved by the RD;
3. A Soror who holds an elected office or position is unable to fulfill her term of office, notification shall be submitted in writing at least ten days prior to her intent. The position shall be filled by the President within 30 days with the approval of the Executive Board. Additionally, if sufficient time exists for the elected officers term, then the President with the approval of the RD may hold a special election. Sufficient term being defined as 12 months or greater left on term.
4. A Soror who holds an appointed office or appointed position is unable to fulfill her term of office, notification shall be submitted in writing at least ten days prior to her intent. Effective immediately this position shall be appointed by the President.

# ROLES AND RESPONSIBILITIES

**PRESIDENT:**

It shall be the duty of the President to:

1. Serve as Chairperson of the Executive Committee and Executive Board;
2. Preside over meetings;
3. Enforce the Governing Documents of this organization (Constitution and By-laws, FAC Policies and Procedures, DST Chapter Management Handbook, Robert Rules of Order <newly revised>)
4. Appoint committees and solicit/appoint committee chairs;
5. Perform such ceremonies of the chapter as may be necessary and appropriate;
6. Distribute and interpret materials from Grand Chapter;
7. Strengthen public relations and maintain cooperative relation with other organizations;
8. The President shall review all public notices/news releases prior to distribution to the public.
9. Serve as a member of the Policies and Procedures and Finance Committees and as ex-officio member of all other committees, except the Nominating Committee, with whom she may meet at its request;
10. Exercise all powers and duties generally pertaining to the office of President;
11. The President shall make no motions and will only vote in matters of secret ballot and/or to break a tie vote.
12. Activate the calling post for urgent business as needed.

**1st VICE-PRESIDENT:**

It shall be the duty of the 1st Vice-President to:

1. Schedule and or provide information for necessary training (i.e. DID, MIT, Advisor’s Training).
2. Serve as member of the Policies and Procedure Committee;
3. Serve as Chair of the Program Planning and Development Committee: 4. Assist with the development and implementation of reclamation
4. Serve as Leader of the Minerva Circle.
5. Perform all duties of the office in the absence, incapacitation, or at the request of the President with the exception of fiduciary duties. 1st Vice President cannot perform the fiduciary duties of the President.

**2nd VICE-PRESIDENT:**

It shall be the duty of the 2nd Vice President to:

1. Serve as Chairperson of the Membership Committee;
2. Serve as a member of the Policies and Procedures Committee;
3. Perform specified duties of the 1st Vice President in event of absence and/or at the request of the President.

**RECORDING SECRETARY:**

It shall be the duty of the Recording Secretary to:

1. Maintain accurate records of the meeting and record all votes;
2. Maintain a record of attendance;
3. Record minutes in ink or typed and bound in a permanent book;
4. Submit minutes to the President for final approval prior to dissemination;
5. Ensure that the minutes are not destroyed or altered unless approved by the body in the form of a motion or general consent.
6. Electronically record and store the proceedings of chapter meetings and other meetings requested by the President.

**ASSISTANT RECORDING SECRETARY:**

It shall be the duty of the Assistant Recording Secretary to:

1. Maintain a current and accurate spreadsheet of all financial members’ information to include: name, address, phone number, email address, date of birth, year and chapter of initiation;
2. Update the chapter directory and distribute it annually along with the Chapter Calendar no later than September’s chapter meeting of each Sorority year;
3. Perform specified duties of the Recording Secretary in event of absence and/or at the request of the President.

**CORRESPONDING SECRETARY:**

It shall be the duty of the Corresponding Secretary to:

1. Check the chapter mailbox three (3) or more times per week;
2. Send out mass mailings;
3. Perform all other duties pertaining to the office that may be required; contact all committee chairs when necessary;
4. Notify the President on a regular basis of any and all correspondence received and assist the President in coordinating times to deliver urgent correspondence;
5. Submit a current correspondence report at each Executive Board Meeting detailing the date the correspondence was received and a summarization of each correspondence;
6. File all correspondence in the chapter’s Corresponding binder;
7. Ensure that chapter minutes and executive board minutes are only mailed to members on the no email list.

**ASSISTANT CORRESPONDING SECRETARY:**

It shall be the duty of the Assistant Corresponding Secretary to:

1. Be available at the designated times set by the President to receive calls and to relay chapter information to members with no internet access. Those members will be responsible for calling in during the designated times. This method is subject to change as deemed necessary by the President;
2. Secure meeting location for Executive Board;
3. Email chapter communications to the chapter list serve;
4. Perform specified duties of the Corresponding Secretary in event of absence and/or at the request of the President.

**FINANCIAL SECRETARY:**

It shall be the duty of the Financial Secretary to:

1. Assist the Treasurer in all bookkeeping duties;
2. Perform all duties of the Financial Secretary in accordance with guidance as outlined in the Fiscal Officer’s Manual;
3. To receipt all money;
4. To keep a record of all income and disbursements;
5. Serve as a member of the Finance Committee.

**ASSISTANT FINANCIAL SECRETARY:**

It shall be the duty of the Assistant Financial Secretary to:

1. Assist in the collection of funds if needed;
2. Serve as a member of the Finance Committee;
3. Perform all duties pertaining to finance in the absence of the Financial Secretary, with the exceptions of signing checks and depositing money.

**TREASURER:**

It shall be the duty of the Treasurer to:

1. Maintain accurate records of deposits and disbursements of funds;
2. Maintain disbursements and accounting records as provided in the financial policies and procedures established by the Chapter;
3. Submit financial statements for the Sorority when necessary and present a tentative budget after receiving a statement of committees’ anticipated expenditures for the year;
4. Perform all duties of the Treasurer in accordance with guidelines as outlined in the Fiscal Officer’s Manual;
5. Serve as chairperson of the Finance Committee.
6. To ensure that the internal controls are adhered to and the financial policies are implemented **ASSISTANT TREASURER:**

It shall be the duty of the Assistant Treasurer to:

1. Assist in the collection of funds if needed;
2. Serve as a member of the Finance Committee;
3. Perform all duties pertaining to finance in the absence of the Treasurer, with the exceptions of signing checks and depositing money.

**CHAPLAIN:**

It shall be the duty of the Chaplain to:

1. Assist the President in planning activities of meditation;
2. Perform ceremonial duties of that office;
3. Offer a prayer at Memorial Observances;
4. Fulfills the role as outlined in the Ritual and sets the spiritual tone of the meetings when requested;
5. Keeps an accurate record of deceased members, their obituaries, and submits this information to the President.

**ASSISTANT CHAPLAIN:**

It shall be the duty of the Assistant Chaplain to:

1. Assist the Chaplain with the duties and responsibilities outlined above;
2. Serve in event of absence of the Chaplain and/or at the request of the President.

**SERGEANT-AT-ARMS:**

It shall be the duty of the Sergeant-at-Arms to:

* 1. Assist the President in keeping order at all times;
	2. Follow guidelines as outlined by Grand Chapter;
	3. Supervises the admittance of all persons to chapter meetings;
	4. Keeps a record of all members and visiting Sorors present at meetings, and submits the attendance report to the Recording Secretary for the roll call and determination of quorum;
	5. Fulfills the role as outlined in the Ritual.

**ASSISTANT SERGEANT-AT-ARMS:**

It shall be the duty of the Assistant Sergeant-At-Arms to:

* 1. Assist the Sergeant-At-Arms with the duties and responsibilities outlined above;
	2. Serve in event of absence of the Sergeant-At-Arms and/or at the request of the President.

**PARLIAMENTARIAN:**

It shall be the duty of the Parliamentarian to:

* 1. Advises the Chapter President, other officers, committees, and members on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Rules of Order and Policies and Procedures, and Robert's Rules of Order Newly Revised (if not covered in the fore-mentioned manuals);
	2. Serves as the Chair of the Policies and Procedures Committee.

**ASSISTANT PARLIAMENTARIAN:**

It shall be the duty of the Assistant Parliamentarian to:

* 1. Assist the Parliamentarian with the duties and responsibilities outlined above;
	2. Serve in event of absence of the Parliamentarian and/or at the request of the President.

**CUSTODIAN OF PROPERTIES:**

It shall be the duty of the Custodian of Properties to:

* 1. Maintain a safe and current repository for the chapter’s properties such as the official emblem, candles, robes, tablecloths, gavels, and other effects, which the Chapter may obtain for the orderly and proper conduct of ceremonies and business;
	2. Maintain an inventory list of all items in the storage facility;
	3. Keeps a written inventory of all chapter properties and submits an annual inventory report to the President and a copy to the Recording Secretary in May of each year;
	4. Maintain and transport chapter properties used at chapter meeting.
	5. Develop and update guidelines /Standard Operating Procedures (SOP) accordingly as the size and programming needs of the chapter grow for materials to be obtained in a timely manner for chapter committee members

**ASSISTANT CUSTODIAN OF PROPERTIES:**

It shall be the duty of the Assistant Custodian of Properties to:

* 1. Assist the Custodian of Properties with the duties and responsibilities outlined above
	2. Serve in event of absence of the Custodian of Properties and/or at the request of the President.

**HISTORIAN/JOURNALIST:**

It shall be the duty of the Historian/Journalist to:

* 1. Keep all documents, photos and memorabilia of the Fayetteville Alumnae Chapter;
	2. Record, revise, and update annually, the chapter’s history and make sure such documents are stored properly. The Chapter shall approve all revisions before publication.

**ASSISTANT HISTORIAN/JOURNALIST:**

It shall be the duty of the Assistant Historian/Journalist to:

1. Assist the Historian/ Journalist with the duties and responsibilities outlined above 2. Serve in event of absence of the Historian and/or at the request of the President.

## COMMITTEES

The following committees shall have appointed or elected chairs: **Adopt-a-Family** (standing), **Adopt-A-**

**Site** (standing), **Armed Forces Connection** (standing), **Arts/Letters** (standing), **Cinderella’s Closet** (special), **Collegiate** (standing), **Coordinating Council** (standing), **Communications/Public Relations**

(standing), **Delta Academy** (standing), **Delta GEMS** (standing), **Delta-Lites** (special), **EMBODI**

### (standing), Election (special), Finance (standing), Fundraising (standing), Healthy Life Style (standing), Hospitality (standing), Hostess (standing), Housing and Properties (special), Internal

**Audit** (standing), **Membership** (standing), **Nominating** (standing), **Pan-Hellenic** (standing), **Program**

**Planning and Development** (standing), **Princess** (standing), **Project 13** (special), **Policies and Procedures** (standing), **Protocol** (standing**), Risk Management** (standing), **Scholarship Committee** (Standing), **Social Action,** (standing), **Step Team** (special).

**All committees shall meet prior to Executive Board meeting. Each committee chairperson/cochairperson or representative must be present and report to the Executive Board meeting in order to report at chapter meeting.**

## EXECUTIVE COMMITTEE

The Executive Committee is composed of the elected officers of the chapter as designated on the Rules of Order Form for chapters.

## 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 chapters, as delineated in the chapter's Policies and Procedures.

## FIVE POINT THRUST CHAIRPERSONS

The Five Point Thrust chairpersons will be responsible for:

1. Serve as advisor to committee chairs which fall under that respective thrust;
2. Consolidate committee Executive Board reports from the committee’s listed under the specified thrust and submit them to the chapter Recording Secretary for inclusion in the Executive Board meeting minutes.
3. Serve as liaison between designated Thrust Committees and the Chapter President.
4. Serve as member of the Program, Planning and Development Committee.
5. The Educational Thrust Chair shall serve as the Chapter’s Risk Management Coordinator.

Five Point Thrusts:

1. Educational Development: Princess, Delta Academy, Delta GEMS, EMBODI, Cinderella’s Closet, Jabberwock, Art and Letters
2. Economic Development: 501(C) 3, Adopt-A-Family, Adopt-A-Site,
3. Physical and Mental Health: Healthy Lifestyles, Step Team
4. International Awareness and Involvement: International Awareness and Involvement
5. Political Awareness and Involvement: Social Action Committee, Armed Forces Connection

Committee Chairpersons will be responsible for:

1. Ensuring the goals and objectives of the committee are carried out during the Sorority year;
2. Serving as a liaison between her committee and the Thrust Chair;
3. Scheduling recurring meetings with her committee and submit a summarized committee report of the proceedings to the Recording Secretary or Thrust Chair, if applicable;
4. Reporting committee’s ideas, plans and projects to the Executive Board;
5. Complying with guidelines of a committee chairperson as outlined in the Delta Chapter Management Handbook, section 500.

Committee Members will be responsible for:

1. Regularly attending committee meetings;
2. Working with Chairperson to ensure goals and objectives of committee are carried out.

**STANDING COMMITTEES**

## ADOPT-A-FAMILY COMMITEE

It shall be the duty of the Adopt-A-Family Committee to:

1. Identify a family to assist through Social Services or other community based social agency
2. Assist the family by assisting them with food, clothes and other needs identified and determined by the committee.

## ADOPT-A-SITE COMMITEE

It shall be the duty of the Adopt-A-Site Committee to:

1. Arrange and coordinate six (6) cleanup dates for the Amtrak Railway Station on 472 Hay Street, Fayetteville, NC 28301;
2. Fax, email, mail, or deliver report to Cumberland County Parks and Recreation Department of the City of Fayetteville;
3. Obtain trash bags from Cumberland County Parks and Recreation Department of the City of Fayetteville. Cumberland Parks and Recreation Department is responsible for the trash collection at the site.

## ARMED FORCES CONNECTION COMMITEE

It shall be the duty of the Armed Forces Connection Committee to:

1. Service the local military population through programs, volunteering, partnerships, and any other methods deemed necessary by the President;
2. Assist the underserved demographic (female veterans- Steps 'n' Stages Jubilee House, residents of NC State Veterans Home, Fisher House) with various challenges in conjunction with local agencies.

## ARTS AND LETTERS COMMITEE

It shall be the duty of the Arts and Letters Committee to:

1. To enhance the quality of life, by presenting creative expressions in the performing arts, visual arts, and literary genre;
2. Focus on highlighting the works and talents of African American artists and writers.

## COLLEGIATE CHAPTER ADVISOR(S) DELTA XI (FAYETTEVILLE STATE UNIVERSITY) CHAPTER

It shall be the duty of the Collegiate Chapter Advisor(s) to:

1. Required list by the Collegiate (Delta Xi, Fayetteville State University) Chapter President of certified Fayetteville Alumnae Chapter members from the Alumnae Chapter President. The Collegiate Chapter (Delta Xi) must vote on the Advisor(s); serve as an Advisor for the local collegiate chapter located in the service area and liaison for the graduate chapter (On Campus, Primary, Secondary);
2. Shall serve as liaison between campus based chapter (Delta Xi Chapter) and Fayetteville Alumnae Chapter;
3. Must be a certified advisor who has been an active participant in the Fayetteville Alumnae Chapter for two (2) consecutive years;
4. Shall have attended one (1) of the last two (2) National Conventions or Regional Conventions.
5. Shall have attended an Advisor’s Workshop within the last two (2) years;
6. Fayetteville State University (Student Affairs) will only recognize members from Fayetteville Alumnae Chapter to serve as advisors;
7. Shall attend Chapter and Executive Board meetings and present Collegiate Report;
8. Advisors are subject to and must be approved by the Regional Director.

## COMMUNICATIONS/PUBLIC RELATIONS COMMITEE

It shall be the duty of the Communication Committee to:

1. Send all chapter announcements, advertisements, and notification, in reference to information needing to be communicated with the local community; publicizing community events and affairs to local mass media, included, but not limited to, newspaper, radio stations, television stations and the Community Channel, and other relevant information;
2. Reinforce the image of Delta Sigma Theta Sorority, Inc., as a public service organization through the local mass media (newspapers, radio stations, television station, Community Channel);
3. Send news material for publication in the National Delta Newsletter, Delta Journal, Regional Newsletter, National web site, Regional web site, and Chapter web site;
4. Update and post all chapter mailings and pertinent information to the chapter’s web site;
5. Members of this committee will be responsible for ensuring all communication guidelines are followed, including but not limited to the Delta Internet Guide.
6. Post all submitted community events scheduled by the chapter committees in a timely manner;
7. This committee shall also consist of an official chapter photographer(s), who will be available to photograph chapter events, programs, project and other activities as deemed necessary by the president. They shall submit photo(s) to be posted on our chapter website and archived through the Historian/Journalist Committee.
8. Shall develop guidelines/Standard Operating Procedures (SOP) as to requirements needed to submit newsworthy articles, public service notices for media (TV, radio, newspaper) format, point of contact, deadlines, etc., Regional Newsletter and Delta Journal.

## DELTA ACADEMY COMMITEE

It shall be the duty of the Delta Academy to:

1. Develop opportunities for girls in middle school (ages 11-14) to participate in activities and programs that will enhance cultural awareness, academic success, and self-awareness. The girls should also be given opportunities to participate in community service and fellowship activities;
2. Provide at least monthly activities and/or program for the girls;
3. Provide individual mentorship to each young lady by assigning a Soror on the committee to be her personal mentor;
4. Enhance individual leadership skills and character among girls;
5. It shall be the duty of Delta Academy Committee to make the girls aware of the opportunity to participate in the Miss Jabberwock Scholarship Pageant during their high school years. The girls should also be given the opportunity to serve as hostesses at the Miss Jabberwock Scholarship Pageant.

## DELTA GEMS (Growing and Empowering Myself Successfully) COMMITEE

It shall be the duty of the Delta GEMS Committee to:

1. To instill the need to excel academically in young ladies (ages 14-18) in high school;
2. To provide tools that will enable our girls to sharpen and enhance their skills to achieve high levels of academic success;
3. To assist girls in proper goal setting and planning for their futures-high school and beyond;
4. To create compassionate, caring, and community minded young women by actively involving them in service learning, self-enhancement activities, and community service opportunities;
5. Prepare the girls for the opportunity to participate in the Miss Jabberwock Scholarship Pageant during high school years;
6. Provide individual mentorship to each young lady by assigning a Soror on the committee to be her personal mentor.

**EMBODI** [**(**Empowering Males to Build Opportunities for Developing Independence)](http://www.deltasigmatheta.org/embodi.htm)

## COMMITEE

It shall be the duty of the EMBODI committee to:

1. Plan and execute programming to support the plight of African American males.

## FINANCE COMMITTEE

It shall be the duty of the Finance Committee to:

1. To consider the financial needs of the chapter and recommend dues and fees to the chapter.
2. Plan, evaluate and recommend the annual operating budget;
3. Recommend to the Executive Board the general financial policy of the Chapter; 4. Study and develop financial plans to strengthen the financial base of the Chapter;

5. Oversee and monitor fiscal control of the approved budget.

## FUNDRAISING COMMITEE

It shall be the duty of the Fundraising Committee to:

1. Submit a sorority year plan of anticipated fundraising events with the expected estimate on projected amount raised to be voted on at the May chapter meeting;
2. Raise funds for scholarships, community organizations, the building fund (independent dwelling) and/or any other cause identified for the growth and stability for the chapter to function;
3. The Fundraising Committee shall be the only committee tasked with conducting fundraisers and raising money for the chapter.

## HEALTHY LIFE STYLE COMMITTEE

It shall be the duty of the Healthy Life Style Committee to:

1. Develop activities related to the “Total Woman: Mind, Body & Spirit” and other National Health Initiatives;
2. Address health issues that adversely impact the African-American community;

## HOSPITALITY COMMITEE

It shall be the duty of the Hospitality Committee to:

1. Ensure that the Committee chair or designated representative will be the point of contact to receive from chapter members all sick and death-in family notices.
2. Provide expressions of sisterly love to members and others as necessary. The chapter list serve will be used by the committee chair or designated representative to disseminate pertinent information quickly to the chapter with the President being Cc’d on all distributions.
3. Develop a Hospitality SOP for the Chapter.

Sorors will be given a gift card in the following amount based on the event: $35 for new baby, $25

Educational Advancement, $50 for wedding, $25 for promotion, Retirement Options: Sliver Tray, Plaque, Locket, Slide, or $50 Gift certificate. $100 will be allocated to feed the family when the death of an immediate family member (Spouse, Parents/Guardian, Children) has taken place. Sorors stricken with illness or hospitalized will receive a plant and a Prayer Bear

## HOSTESS COMMITTEE

Sorors are identified monthly to assist in preparing a brunch before or after chapter meetings; to foster sisterly interaction among members.

## HOUSING AND PROPERTIES (BUILDING) COMMITTEE

It shall be the duty of the Housing and Properties Committee to:

1. Visit other Alumnae Chapters who have a sorority house and gain information in the establishment of such and service delivery tactics;
2. Provide fundraising ideas to the fundraising Committee in order to establish funds for a site;
3. Assess community service areas as to potential sites.

## INTERNAL AUDIT COMMITTEE

It shall be the duty of the Internal Audit Committee to:

1. Conduct quarterly audits of the chapter’s financial books and records with recommendations.
2. Adhere to the Internal Audit Procedures.
3. The Chair of the Internal Audit Committee shall be elected.

## INTERNATIONAL AWARNESS COMMITTEE

It shall be the duty of the International Awareness Committee to:

1. Bring awareness of international issues affecting women, children and those being denied their human rights to the community and members of this chapter through programs, informational sessions and other forums.

## JABBERWOCK COMMITEE

It shall be the duty of the Jabberwock Committee:

1. To plan, execute, coordinate the activities, and programs for the Jabberwock participants;
2. To execute the program, there must be a minimum of 8 (eight) Sweethearts participants.

Information on scholarships awarded may be found under Financial Guidelines

## MEMBERSHIP COMMITEE

It shall be the duty of the Membership Committee to:

1. Collect all data pertaining to new members;
2. Reclaim Sorors in the community and retain members within the Chapter;
3. Plan and develop Retreat activities for the chapter to be held in August of each sorority year;
4. Responsible for the planning and coordinating Sisterhood Month activities during the month of March;
5. Plan and coordinate social/chapter activities to include reclamation efforts;
6. Compile information within the chapter "Redbook" which will include but is not limited to

Chapter Directory, Delta Dears, Chapter History, Chapter Officers, National and Regional Officers, and the Chapter Calendar. The "Redbook" should be revised and distributed to members during the Chapter Retreat and/or first Chapter Meeting. "Redbooks" will be assembled in the form of a CD and as notebooks for members without computer access;

1. Coordinate Founders Day activities.

## NOMINATING COMMITEE

It shall be the responsibility of the Nominating Committee to:

1. Ensure that all candidates for elected office/position meet all required qualifications and obtain written consent from each candidate to serve if elected.
2. Request and accept nominations from Chapter members up until one month prior to election month; The Nominating Committee shall specify the deadline.
3. Verify requirements and candidates’ qualifications for office and obtain written consent from each candidate to serve if elected;
4. Submit a list of names of candidates and written summaries of their qualifications to the chapter at least 15 days prior to elections.
5. Shall provide to members notice of all vacancies, requirements, and time lines for filing at least 60 days prior to the election.

## POLICIES AND PROCEDURES COMMITTEE

It shall be the duty of the Policies and Procedures Committee to:

1. Review and propose revisions to the Chapter’s Policies and Procedures yearly and as needed to remain in compliance with Grand Chapter’s Constitution and Bylaws.
2. Plan and Facilitate leadership transition meeting of elected and appointed officers.
3. Chairing this committee will be the Parliamentarian. The committee shall consist of the Chapter President, Financial Secretary, Treasurer, 1st Vice President, 2nd Vice President, and at least three (3) other appointed members.

## PRINCESS COMMITTEE

It shall be the duty of the Princess Committee to:

1. Develop a club for girls ages 4-11 with the goal/focus of providing cultural, educational, fun activities, along with community service, and fellowship;
2. Enhance their individual leadership skills and character;
3. Prepare the girls for the opportunity to participate in the Miss Jabberwock Pageant to compete for the title of Little Miss Princess.

## PROGRAM PLANNING AND DEVELOPMENT COMMITTEE

It shall be the duty of the Program Planning and Development Committee to:

1. Survey needs, evaluate findings and make recommendations to the Chapter of projects to commensurate with aims purposes and resources of the Chapter;
2. Assist committees and individual members with developing, coordinating, and planning new projects/programs that have been presented to Executive Board and the chapter for approval;
3. Assist committees with setting dates for programs/events/fundraiser to ensure continuity of items to be listed on the chapter calendar. Prepare the calendar of events for the upcoming Sorority year and make updates as needed;
4. Chairing this committee shall be the 1st Vice President and should consist of chairpersons from Fundraising, Communications/Public Relations, Social Action and Five Point Thrust Chairs

## PROTOCOL COMMITTEE

It shall be the duty of the Protocol Committee to:

|  |
| --- |
| 1. Provide clear and authentic descriptions of the traditions and protocol of the chapter; |
| 2. Implement the established code of protocol and behavior within the chapter; |   |
| 3. Preserve the forms of ceremony and etiquette observed by the Sorority; |   |
| 4. Provide a support system for the Chapter President. |   |

This committee will consist of a chair and 3 committee members appointed by the President. These members shall have an in depth knowledge of Sorority Protocols and Traditions.

## RISK MANAGEMENT COMMITTEE

It shall be the duty of the Risk Management Committee to:

1. Comply with all rules and regulations, as set forth by Delta Sigma Theta Sorority, Inc., to ensure our chapter is in full compliance with Risk Management as required.

## SCHOLARSHIP COMMITTEE

It shall be the duty of the Scholarship Committee to:

1. Monitor all scholarship activities, establish criteria, and screen prospective recipients for scholarships and awards.

## SOCIAL ACTION COMMITTEE

It shall be the duty of the Social Action Committee to:

1. Stimulate interest in social action and educate members on current issues.
2. To seek out and collaborate with other community organizations in fostering community service;
3. Assist Program Planning and Development committee in the execution and development of identified Grand Chapter initiatives.

**SPECIAL COMMITTEES**

## CINDERELLA’S CLOSET COMMITEE

It shall be the duty of the Cinderella’s Closet Committee to:

1. Collaborate with an establishment to set up a closet to provide prom dresses/ accessories for young ladies who cannot afford to purchase a dress for their school prom. The target population for this activity will be young ladies identified by their school’s Social Worker.

## DELTA-LITES COMMITEE

It shall be the duty of the Delta-Lites Committee to:

1. Represent the Fayetteville Alumnae Chapter by singing at chapter functions, community events, programs, fundraisers and other events approved by the President;
2. Create a regular practice schedule and practice more as needed prior to participating in any event.

## ELECTIONS COMMITEE

It shall be the duty of the Elections Committee to:

1. Announce by email and by paper mailing to those Sorors without email the forthcoming elections ten (10) days prior to the actual Election Day;
2. Conduct elections, develop the ballot, and report election results to the members on the day of elections;
3. Assist chair of Nominating Committee as deemed necessary.
4. The appointments of this committee shall be made no later than the announcement of the slate of officers.

## PAN-HELLENIC COUNCIL COMMITTEE

It shall be the duty of the Pan-Hellenic Council representatives to:

1. Attend the meetings of the Greater Fayetteville Area Council of the National Pan-Hellenic Council, Inc.
2. Chapter representatives shall include the Chapter President, 1st Vice President, and an alternate chapter member. The alternate member can be appointed by the President or a chapter member who volunteers for the position;
3. Keep the Chapter abreast of the Pan Hellenic Council activities in fostering cooperatives actions with the Divine Nine.

## PROJECT 13 COMMITTEE

It shall be the duty of the Project 13 Committee to:

1. Coordinate with their respective chapter charitable partnerships activities and work closely

with the regional leadership and national task force to report their chapter’s efforts.

## STEP TEAM COMMITEE

It shall be the duty of the Step Team Committee to:

1. Members will be required to try out in order to be a member of this team;
2. Tryouts will be held in April or May of each year, and additionally as needed, as determined by the Step Master;
3. The Step Master must have been a member of the Step Team in the previous year;
4. The Step Master will be elected in April or May every two years and will be elected by the team members following tryouts.
5. Govern a chapter Step Team in accordance with the National DST guidelines for Step Teams as follows:
	1. All show participants must at all times conduct themselves in a manner that would uphold the values and visions of the Founders of Delta Sigma Theta Sorority, Incorporated; bring honor and not any harm to Delta Sigma Theta’s reputation and goodwill or in any way bring shame, dishonor, and that would not disrepute to the organization. In any show (this includes shows sponsored by chapters or otherwise), participants shall not engage in any conduct or use any language that is obscene, offensive, or immortal, or that would reflect negatively upon Delta Sigma Theta Sorority, Inc. Prohibited conduct includes, but is not limited to, the following:
		1. Nudity
		2. Partial nudity including exposed midriffs, buttocks, and large portions of the back.
		3. Gyrating or simulating sexual activity, or sexually suggestive movements.
		4. Profanity, including any word, expression, gesture or other social behavior that is socially construed or interpreted as insulting, rude, vulgar, desecrating or disrespectful in any manner.
		5. Using any music and/or videos that are in poor taste and that contain sexual connotations or profanity or verbal disrespect to women.
		6. Wearing attire that is unprofessional, distasteful, too tight, or masculine (e.g. combat/military boots).
	2. In addition to adhering to the above guidelines, participants are expected to strictly follow the standards delineated in the Constitution and Bylaws, the Code of Ethics, the Code of Conduct, and the Protocol and Traditions Manual of Delta Sigma Theta Sorority, Inc. (collectively noted to be “Delta Rules”). Participants shall adhere to the following Delta Rules, among others:
		1. Status of Participants: No member shall be allowed to participate in any show unless she is in good standing with Delta, includes being a financial. ii. Compliance with Delta’s Rules: No member shall be allowed to participate in any show unless she adheres to these step show guidelines and the standards delineated in the Rules.
		2. Official Sorority Pin: No participant shall wear the official sorority pin while participating in any show.
		3. Sounds and Calls: No participant shall at any time use any sounds/calls (e.g., ooo-oop) that purport to be a Delta sound or call, or use any unofficial symbols (e.g., elephant, duck).
		4. Use of Founders Picture: No picture of the Founders shall ever be used without the prior written approval of the National President of Delta Sigma Theta Sorority, Inc.

## YOUTH COMMITTEE CHAIRPERSONS

In addition to the duties of the Committee Chairperson, it shall be the duty of Youth Committee Chairpersons to:

1. Serve as a member of the Chapter’s Risk Management Team;
2. Ensure all youth volunteers of her committee have been trained and screened prior to serving on a youth committee;
3. Ensure committee fully complies with the Risk Management guidelines

## YOUTH COMMITTEE MEMBERS

In addition to the above, youth committee members must also:

1. Submit names of personal/professional references and be screened by the Risk Management Team prior to serving on a youth committee;
2. Attend Risk Management training prior to working with youth committee;
3. Follow all rules and regulations pertaining to Risk Management.

## NOMINATING

The Chair and members of the Nominating Committee shall serve one (1) term and the committee members and Chair are to be elected separately. The Chairs and members of the Nominating Committee are ineligible to run for elected office while serving on the committee. The Chair and members must resign prior to the call for nominations to be eligible to run for an office or position.

## VOTING

Members shall receive written notice at least 10 days prior to the election of chapter officers via email or US Postal Service. Sorors without access to email shall be notified by mail..

1. When there are two or more candidates, (and the office remains unfilled afte the first ballot), the two candidates who receive the highest number of votes will remain eligible for election. All other candidates will be dropped and are ineligible for election. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote;
2. Only members of the chapter shall vote or hold office;
3. Write–in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot;
4. Voting whether to proceed or not to proceed with the membership intake process shall be by a twothirds (2/3) vote.

## IMPEACHMENT

Members of the Fayetteville Alumnae Chapter shall have the right to petition to impeach an elected chapter officer. The appointed chapter officer serves at the pleasure of the chapter president and can be removed by the chapter president.

The impeachment process shall be carried out in accordance with the Impeachment Procedures as outlined in the Chapter Member Management Handbook, section 1700.

## MEMBERSHIP INTAKE POLICIES

The Chapter shall vote annually to hold Membership Intake and arrange appropriate training for the members. Members will be given a 10-day written notification on conducting vote to proceed with Membership Intake. Notification must be submitted via the United States Postal Service. The chapter vote requires 2/3 of the membership that is present and voting on the day that the chapter votes. This vote is to decide if the chapter proceeds or not with Membership Intake. If approved, the chapter members are saying that they will support the membership intake process by attending MI training, serving on the Minerva Circle, Serving as assisting Sorors on the Jewel Nights, supporting the Minerva Circle and all other chapter programs/projects as the process continues. Members will be given 10-day written notification to vote on candidates to proceed with the Membership Intake Process.This notification must be submitted via the United States Postal Service.

Other than the guest speaker (a financial member of the Sorority), only current Chapter members, National Officers, Regional Officers or their designee(s) may attend the Rush Activity..

All Sorors, except those currently under disciplinary action by the Sorority, are entitled to attend the Pyramid induction Ceremony, Cross-Over Ceremony, Initiation Ceremony, and pin Initiates; whether or not they have completed the required two (2) DID workshops and Membership Intake Training.

The 1st Vice President serves as Leader of the Minerva Circle by virtue of her position. The President and Financial Secretary are members by virtue of their positions in the chapter. The Convener of the Odyssey and the Keeper of Muses and Graces are elected individually. Jewels on the Minerva Circle are elected as a group of 12, with the 3 members with the lowest number of votes serving as alternates.

To ensure impartiality, members of the Minerva Circle will not evaluate packets of relatives. Jabberwock Scholarship Pageant and Membership Intake will not be held during the same year.

## FILLING VACANCIES ON THE MINERVA CIRCLE

In the event a Jewel position on the Minerva Circle becomes vacant, the alternate with the next highest vote from the election process will fill the vacancy. All alternates must meet MIT training requirements.

If there is no alternate available, the President will appoint an eligible member to fill the position.

In the event the Leader of the Minerva Circle, Convener of the Odyssey, or Keeper of the Muses and Graces positions become vacant, these positions shall be appointed by the President.

## INSTALLATION OF OFFICERS

The Installation of Officers process shall be carried out in accordance with the Installation of Officers Procedures as outlined in the Ritual.

## TRANSITION OF OFFICERS

The Transition of Officers process shall be carried out in accordance with the Transition of Officers Procedures as outlined in the Chapter Member Management Handbook, section 500.

## CHAPTER/EXECUTIVE BOARD/COMMITTEE MEETINGS

The Fayetteville Alumnae Chapter shall meet monthly, on the second Saturday of each month and/or at other designated times as deemed necessary by the President. Executive Board meet on the fourth Tuesday evening and/or other designated times as deemed necessary by the President prior to the regular chapter meeting. Executive committee meet as needed as deemed necessary by the President.

The Executive Board consists of chapter officers and all committee chairpersons. If committee chairpersons are not present, then the co-chair or a representative should be in attendance with a typed report to present at the Executive Board meeting.

## CHAPTER DUES

The Chapter shall be financed by dues from its members and allocations from fundraising activities.

Each member shall pay local chapter dues of $125.00 by March 25th. The dues are applied as follows:

 $10.00 – Per Capita

 $115.00 – Local Chapter Dues

Local chapter dues are waived if recent graduate of four (4) year institution has paid her national/chapter dues for that year and must be a recent graduate (last semester).

There will be a $15 reinstatement fee for up to 1 (one) year or more a member is not financial, and a $25 reinstatement fee for 2 (two) or more years a member is not financial unless other wise directed by National guidelines. Dues paid between April 1 - June 30 will acquire a $5 late fee. If dues are not paid by July 1, a $15.00 fee will be applicable.

## CHAPTER FINANCIAL GUIDELINES

1. ALL CHECKS WRITTEN FROM A SORORITY ACCOUNT MUST HAVE VOUCHER, RECEIPT/INVOICE DOCUMENTATION.
2. **NO CASH ACCEPTED**!! FINANCIAL SECRETARY **WILL NOT ACCEPT** **CASH AT ANY TIME!!** ONLY PERSONAL CHECKS, CASHIER CHECKS,

OR MONEY ORDERS WILL BE ACCEPTED (RECOMMENDED BY NATIONAL). **EACH SOROR MUST COMPLETE A FINANICAL/PAYMENT FORM** TO THE FINANCIAL SECRETARY WHEN SUBMITTING ANY FORM OF PAYMENT OF FUNDS.

1. AFTER **TWO (2) RETURNED CHECKS FOR INSUFFICIENT FUNDS FROM A SOROR, NO CHECKS WILL BE ACCEPTED FROM THAT PERSON----ONLY CASHIER CHECKS OR MONEY ORDERS**.
2. COMMITTEE CHAIRPERSONS MUST PRESENT AN **ITEMIZED BUDGET**

 FOR EACH ACTIVITY FOR **PRIOR CHAPTER APPROVAL** BEFORE PURCHASES ARE MADE. COMMITTEE CHAIRPERSON SHOULD SIGN ALL VOUCHERS AND SUBMIT TO CHAPTER PRESIDENT FOR SIGNATURE AND PAYMENT.

1. No checks shall be written in the amount of $500 or more to any Soror unless approved by the President, with the exception of expenses for designated meetings.
2. All events/programs that require collection of monies (from Sorors and/or public), must be collected and receipted by the Chapter Financial Secretary. NOTE: Sorors may collect funds for their individual sales, and then must give directly to the Financial Secretary for receipt.

1. **STATE MEETINGS: $ 500.00** - Allotted (President makes arrangements)

* 1. The chapter will pay registration for elected officers.
	2. Elected officers attending at the expense of the chapter will be required to attend a workshop assigned by the President and submit a report to the chapter summarizing the details of the workshop attended.
	3. The Chapter will reimburse for a tank of gas only for one (1) car driven to a meeting out of town. In the event the President must attend a meeting in advance of other meetings, the Sorority will reimburse for two (2) cars when it is necessary for other officers to attend. Gas receipts must be submitted for reimbursement.
	4. Chapter will pay meal expenses for Delegate and Alternate at state rate of up to $50.00 per day maximum. Meal receipts must be submitted and the delegates will only be reimbursed for the amounts used.
	5. In the event six (6) persons must attend a meeting (as requested by the Regional Director or State Representative), the Chapter will rent a van (at the President’s request) to take members to the meeting.

**REGIONAL MEETINGS: $ 1,550.00** - Maximum Allotted

 (President makes arrangements)

* 1. Chapter will pay registration for two (2) persons – Delegate and Alternate Delegate.
	2. Chapter will pay for one (1) hotel room – Delegate and Alternate to share.
	3. Chapter will pay gas expenses for one (1) car to travel to Regional meeting. Gas receipts must be submitted for reimbursement.
	4. Chapter will pay meal expenses for Delegate and Alternate at state rate of up to

$50.00 per day, maximum. Meal receipts must be submitted and the delegates will only be reimbursed for the amounts used.

**NATIONAL MEETINGS: $ 2,750** - Maximum Allotted (budget amount indicated on year of National

Convention)

* 1. Pay registration for two (2) persons Delegate and Alternate Delegate not to include extra activities i.e. social actions luncheon, step-show etc.
	2. Chapter will pay for (1) hotel room to be shared by the Delegate and Alternate.
	3. Pay gas receipts for one (1) car or purchase one (1) plane ticket for the Delegate (start early to seek reasonable rate). No transportation expense will be reimbursed for the Alternate Delegate.
	4. Chapter will pay meal expenses for Delegate and Alternate at state rate of $50.00 per day maximum. Meal receipts must be submitted and the delegates will only be reimbursed for the amounts used.
	5. Pay transportation from airport to hotel and return to airport for the Delegate and for the Alternate Delegate if shared with the Delegate--receipts required for reimbursement.
	6. Pay for a maximum of two (2) pieces of luggage for the Delegate.
	7. The chapter shall pay any other expenses for purchase of chapter materials as deemed necessary by the Delegate. Receipts must be provided for reimbursement.
1. $100.00 per 100 members to be allocated and used by the Executive Board in the event a situation arises asking for a donation or contribution in which the Chapter Members will not be able to vote due to timelines.
2. Jabberwock Contestant Percentages
	1. Miss Jabberwock
		1. Jabberwock Pageant Scholarships are awarded to each participant based on the amount of funds raised by that participant or donated by a sponsor (Delta or non Delta) on their behalf.
		2. Any Sweetheart contestant that raises $10,000 or more will receive 70% of her fundraising. Miss Jabberwock will receive 80% of her fundraising.
		3. If no contestant raise $10,000 or more the percentage will be:
			1. Miss Jabberwock - 80%
			2. 1st Runner-up - 70%
			3. 2nd Runner-up - 60%
			4. All Other Contestants - 50%
	2. Little Miss Princess
		1. The Princess raising and submitting the most funds will be crowned Little Miss Princess. The winning categories for Little Miss Princess are:
			1. Little Miss Princess
			2. 1st Runner-up
			3. 2nd Runner-up ii. All Little Miss Princess contestants will receive U.S. Savings Bonds valued at 50% of funds raised and submitted.
3. When the chapter receives a solicitation to spend funds that are not in the approved budget and a decision has to be made to meet the deadline prior to a chapter meeting, the Finance Committee will review the request and make a decision. If it’s decided that we should go forward, the funds will be taken from the miscellaneous line item if funds are available or from the reserved funds. The chapter will be informed of the request and decision at the next chapter meeting and call for a vote for the chapter to accept the decision of the expenditure of funds.
4. At the end of each fiscal year, after all expenses have been accounted for, 10% of the funds collected from the current year remaining in the “Operating Account” will be allocated/designated to the Housing Committee for the building fund.

 **RECEIPTS MUST BE SUBMITTED FOR ALL MONIES SPENT!!!!!!!!!!!!!!!!!!!**

## QUORUM

A simple majority of members present (> 50%) shall constitute a quorum for the Executive Board.

A quorum shall constitute the presence of 33% of the chapter’s membership. This number shall be set each year during the May chapter meeting and will be based on the number of financial members for the upcoming sorority year. This number shall remain the same throughout the preceding fiscal year beginning on July 1st.

## PARLIAMENTARY AUTHORITY

All matters not covered by the Constitution and Bylaws and other governing documents of the Sorority, Chapter Rules of Order Form and Policies and Procedures shall be governed by the current edition of Robert’s Rules of Order Newly Revised. .

## AMENDMENTS

The Policies and Procedures may be amended by two-thirds (2/3) vote of the members present and voting. Amendments shall be presented to the Executive Board for changes, recommendations and to the chapter members 30 days prior to the chapter vote. Changes are then submitted to Regional Scholarship and Standards for approval.

Date revised: (11/9/2013)