

**LEXINGTON (KY) ALUM NAECHAPTER
DELTA SIGMA THETA SORORITY, INC.
POLICIES AND PROCEDURES
SORORITY YEAR 2020-2021**

Effective Policies and Procedures allow chapters to meet Constitutional requirements, work effectively, solve problems, make wise decisions, maintain control and manage chapter affairs.

ARTICLE I: CHAPTER INFORMATION

Section 1. Chapter Name/Location/Number

- a. Name: Lexington (KY) Alumnae Chapter
- b. Location: Lexington, Kentucky
- c. Region: Midwest Region
- d. Chapter Number: 246
- e. Charter Date: January 1, 1932

Section 2. Chapter Service Area. The service area of the Lexington (KY) Alumnae Chapter is Central and Southeastern Kentucky..

Section 3. Contact Information

- a. Mailing address: P.O. Box 1229; Lexington, Kentucky 40588-1229
- b. Chapter Website URL: www.dstlexky.org
- c. Chapter Email Address: dstlexkyalumnae@yahoo.com
- d. Social Media: Facebook (Delta Sigma Theta Sorority, Inc. Lexington KY Alumnae Chapter), Instagram (www.instagram.com/dstlexky/)

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES

Section 1. Executive Committee. The Executive Committee shall consist of the Chapter President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer and Immediate Past President.

Section 2. Executive Board. The Executive Board shall consist of the Executive Committee and all Committee Chairpersons.

Section 3. Committees

a. Standing Committees. The chapter's standing committees are: Arts & Letters, Audit, Budget, Collegiate Connection, Courtesy, Fundraising, Debutante Scholarship Program, Delta Dears, Delta Academy, Delta GEMS, Healthy Living, L.E.A.D., Risk Management, Newsletter and Technology, Nominating, Policies and Procedures, Program Planning & Development, Reclamation & Retention, Ritual and Ceremonies, and Social Action. These committees are

independent of each other and are under the direction of the elected or appointed Chair, who report to the President unless stated otherwise.

b. Special Committees. Special committees are appointed by the president to work with the standing committees to carry out the chapter's programming initiatives. Special committees shall be created for a designated short-term program or assignment. When the project is complete, the committee is dismissed. Special committees shall be comprised of a chairperson and as many members who are willing to serve. These Committees are overseen by the Executive Committee.

c. Ad Hoc Committees. Ad hoc committees are appointed by the president as needed with a time frame in which to complete an event or assignment. The committee is comprised of a chairperson and as many members who are willing to service. The committee, under the direction of the chair, is responsible for providing a written final report within 60 days of the event, if applicable.

Article III: ELECTED OFFICERS & OTHER LEADERSHIP POSITIONS

1. Section 1. Duties and Responsibilities of Elected Officers

a. President. It is the duty of the President to provide leadership, administrative guidance, and direction to the structure, operations, and programming of the Chapter.

The President shall:

1. have substantive command of the Sorority's Constitution and Bylaws, the Chapter's Rules of Order, the Chapter's Policies and Procedures, the Chapter Management Handbook, Fiscal Officers Manual, and all other governing documents for purposes of clarity, resolution of issues, and enforcement.
2. appoint standing committee chairs (except Audit, Budget, Nominating and Reclamation and Retention), special committee chairs, and ad-hoc committee chairs as needed
3. have the authority to remove her appointments to positions with or without cause and recommend impeachment and/or removal of any elected officer or position for offenses enumerated in Section IV – Chapter Officers and Members: Roles and Responsibilities, in the Chapter Management Handbook.
4. appoint and remove chapter members in non-elected positions, and ceremonial positions as needed.
5. be officially trained for Membership Intake prior to the chapter's Rush activity.
6. ensure completion of all corporate accountability reports that are required by the Chapter to be submitted to the region and/or grand chapter.
7. perform such ceremonies of the Chapter as may be necessary and appropriate in accordance with the official Ritual.
8. strengthen the chapter's public relations and maintain cooperative relations with other organizations.

9. serve as Chairperson of the Executive Board.
10. preside over executive committee, executive board, call, and regular meetings pursuant to the meeting's agenda and in accordance with the Chapter's Policies and Procedures, Rules of Order and Robert's Rules of Order, Newly Revised.
11. serve as Ex-officio member of all committees, except the Nominating and Audit Committee, with whom she may meet at its request.
12. work with the Regional Director, Regional Officers, and State Coordinator to coordinate efforts and maintain unity in achieving the Sorority's mission, and objectives and programs.
13. act as the official spokesperson authorized to speak on behalf of the local Chapter. Others speaking on behalf of the local Chapter shall do so only with the explicit authorization of the Chapter President.
14. serve as the official/voting delegate at Regional Conferences, National Conventions and any other Delta Meetings/Events.
15. represent the chapter at events hosted by other organizations if an invitation or request of attendance is received or delegate such, if appropriate, to another member of the Executive Committee.
16. serve as member on the Minerva Circle.
17. be the only person authorized to sign any contracts and other documents binding the chapter; and oversee the fiscal operations of the Chapter, thereby being accountable to the Chapter for the expenditure of funds pursuant to the approved budget.
18. complete all enumerated duties, including all end-of-year reports for the fiscal years during her term in office, even if a new President has been installed, to meet all compliance deadlines.
19. have a transition meeting or meetings to train the new officers including how to prepare the required forms, reports, and compliance requirements necessary to insure the smooth continuity of the Chapter.
20. be an authorized signature on the Chapter's bank accounts and sign the chapter checks, along with the Treasurer, except checks written to the President herself. The President shall never sign a blank check.
21. coordinate with the treasurer to obtain the annual external audit as required by Grand Chapter.
22. oversee discretionary funds, not to exceed \$125.00, when needed between meetings. The President shall be required to make reports regarding this allotment at the next Executive Board and Chapter meeting.
23. stimulate growth and development of the Chapter and routinely attend webinars to promote such efforts.
24. complete and Sign the Acceptance of Fiscal Responsibilities form upon assuming office.
25. have the legal ability to be bonded and commit attend a fiscal training or webinar annually.
26. oversee the completion and submission for annual regional and national annual awards.

b. Vice-Presidents.

1. The **First Vice-President** shall perform all the duties of the President in the absence of or at the request of the President (with the exception of fiscal duties and responsibilities).

The First Vice-President shall:

- a. serve as Leader of the Minerva Circle during the Membership Intake Program.
- b. be officially trained for Membership Intake prior to the chapter's Rush activity.
- c. perform ceremonial duties as specified in the Ritual.
- d. attend Executive Committee, Executive Board, Chapter meetings and transition meetings.
- e. serve as the chapter's alternate voting delegate at National Conventions, Regional Conferences, and other Delta meetings and/or events.
- f. oversee the management and administration of the chapter's Program Planning & Development.
- g. be responsible for the substantive training and development of committee chairs.
- h. be responsible to ascertain and determine committee participation and attendance for eligibility to serve on the Minerva Circle.
- i. have substantive command of the Sorority's Constitution and Bylaws, Chapter's Rules of Order, and Policies and Procedures, Chapter Management Handbook, Fiscal Officers Manual, and all other governing documents of the sorority.
- j. have the legal ability to be bonded and commit to attend a financial workshop or webinar annually.

2. The **Second Vice-President** shall perform all the duties of the First Vice President in the absence of or at the request of the President (with the exception of Minerva Circle duties and responsibilities).

The Second Vice President shall:

- a. attend Executive Committee, Executive Board and Chapter meetings.
serve as chairperson of the Membership Services Committee.
- b. serve as chairperson of the Membership Services Committee.
- c. serve as Chair of the Reclamation and Retention Committee.
- d. serve as Chair of the Founders Day Special Committee.

c. Secretaries.

1. Recording Secretary. Serves as the official recording officer of the Chapter.

The Recording Secretary shall:

- a. be responsible for keeping accurate minutes and records of and for the chapter.
- b. have printed minutes from the previous Chapter meetings available for the Executive Board meetings.
- c. provide electronic copies of the minutes to the Corresponding Secretary for posting no later than ten (10) days before the monthly meeting.
- d. keep an accurate record of the attendance and voting.

- e. routinely have items clarified to assure accurate recording.
- f. call meeting(s) to order in absence of the President.
- g. record and keep accurate minutes at Executive Board meetings and provide typed minutes from the previous Executive Board at each current Executive Board meeting.
- h. record the minutes at each Chapter meeting. In her absence, the Recording Secretary will make arrangements, prior the meeting, to allow the minutes to be recorded by the Corresponding Secretary.
- i. perform ceremonial duties as specified in the Ritual.
- j. be officially trained for Membership Intake prior to the Chapter's Rush activity.
- k. provide to the Chapter an electronic copy of the official minutes for the Chapter year by June 30th each year.
- l. attend Executive Board, Executive Committee, Chapter meetings, and transition meetings.
- m. determine and inform the President whether a quorum is present at chapter meetings.

2. Corresponding Secretary. Serves as the official recipient of all the official correspondence of the chapter

The Corresponding Secretary shall:

- a. notify members of the time and place of all chapter meetings through electronic means or by telephone or mail when a member does not have electronic capability no later than 10 days from the scheduled meeting.
- b. supply the codes, links, and dial-in numbers needed to access a virtual (video-conferencing) meeting no later than 24 hours prior to the scheduled meeting.
- b.. receive all official correspondence of the Chapter.
- c. summarize correspondence to the body at Executive Board and Chapter meetings.
- d.. send and respond to correspondence as directed by the President.
- e. attend Executive Board, Executive Committee, Chapter and transition meetings.
- f. serve as Recording Secretary in her absence.
- g. serve on Newsletter and Technology Committee.
- h. receive meeting minutes from Recording Secretary and Post minutes on the restricted area of the Chapter website at least 10 days before the next chapter meeting.
- i. file official correspondence in a permanent file.
- j.. provide the official chapter letterhead to committee chairpersons upon request.
- k. distribute correspondence received to the appropriate officers and/or committee chairpersons. Ensure time-sensitive materials are provided to the appropriate officers and/or committee chairpersons as soon as practical.
- l. check the post office box at least twice weekly.
- m. send e-mails and/or all electronic postings to the Chapter as directed by the President

3, Financial Secretary. Works in conjunction with the Treasurer.

The Financial Secretary shall:

- a. collect and receipt all monies taken in by the chapter.
- b. keep a record of all monies received and receipts issued.

- c. turn over all funds collected to the Treasurer to ensure compliance with the 2-business day deposit requirement.
- d. maintain written records of all transactions pursuant to the Fiscal Officers Manual and chapter's financial policies and procedures.
- e. submit all vouchers to the Treasurer.
- f. prepare, keep and update the roster of all financial members, the number of which is provided at the monthly chapter meetings.
- g. serve as member of the Budget Committee.
- h. serve as member on the Minerva Circle.
- i. be officially trained for Membership Intake prior to the chapter's Rush activity.
- j. prepare and provide a report for all monies received into the Chapter monthly.
- k. sign checks in the absence of the President, at the request of the President, or when the check is made out to the President or the Treasurer.
- l. attend Executive Board, Executive Committee, Chapter and transition meetings.
- m. complete all enumerated duties, including all end-of-year reports required and due for the fiscal year during the term of office by July 15th, even if a new financial secretary has been elected.
- n. have a transition meeting or meetings to train the new officers on how to prepare the forms and reports required for compliance to insure the smooth continuance of the Chapter.
- o. complete and sign the Acceptance of Fiscal Responsibilities form upon assuming office.
- p. have substantive command of the Fiscal Officers Manual for purposes of clarity, resolution of issues, and assistance to the President for enforcement of the same.
- q. have the legal ability to be bonded and commit to attend a financial workshop or webinar annually.
- r. work with the Treasurer to ensure that all written records are in order and provided to the audit committee each quarter for completion of the required quarterly and annual reports.

4. Assistant Financial Secretary. Assists the Financial Secretary in all duties outlined under the Financial Secretary Section, except the signing of checks.

The Assistant Financial Secretary shall:

- a. Carry out limited duties of collecting and receipting monies in the absence of the financial secretary. She does not serve as a member of the Minerva Circle unless otherwise elected.
- b. turn all collected funds over to the Financial Secretary with a written detail of monies collected to ensure compliance with the two business days deposit requirement.
- c. complete and sign the Acceptance of Fiscal Responsibilities form upon assuming the position.
- d. have the legal ability to be bonded and attend a financial workshop or webinar annually.
- e. have substantive command of the Fiscal Officers Manual.
- f. be officially trained in Membership Intake prior to the chapter's Rush activity.

d. Treasurer. Serves as the chief financial officer of the Chapter.

The Treasurer shall:

- a. receive all monies from the Financial Secretaries and deposit all funds in the name of the Lexington (KY) Alumnae Chapter of Delta Sigma Theta Sorority, Inc. within two (2) business days of receipt.
- b. record and prepare and provide reports of income received and disbursements made as approved by the Chapter budget and/or by the Executive Board.
- c. disburse checks only upon submission of original receipts and/or approved disbursement vouchers signed by the responsible committee chair. Checks will be distributed to the committee chairpersons only at chapter meetings unless alternate provisions have been made.
- d. prepare and submit written copies of financial reports at each regular meeting to the President, Recording Secretary, and the chapter body.
- e. coordinate all financial transactions for the chapter per the Fiscal Officers Manual
- f. serve as Chair of the Budget Committee.
- g. receive, review, reconcile, maintain and report the monthly banking records at Executive Committee, Executive Board and Chapter meetings.
- h. develop and ensure that internal controls are adhered to and financial policies are implemented per the Chapter Management Handbook, Fiscal Officers Manual, and other Sorority fiscal resources.
- i. advise the Chapter Executive Board and the Chapter body of the availability of funds and expenditures.
- j. perform ceremonial duties as specified in the Ritual.
- k. attend Executive Board, Executive Committee, Chapter meetings, and transition meetings.
- l. prepare the annual fiscal year-end reports for each year of her term, even when a new treasurer has been installed.
- m. have a transition meeting or meetings to train the new officers on how to prepare the forms and reports required for compliance to insure the smooth continuance of the Chapter.
- o. submit dues, national corporate fees, and bonding and liability insurance fees to by March 31st each year.
- p. sign the Chapter checks, along with the President except those written to the Treasurer herself. The Treasurer shall never sign a blank check.
- q. submit all records in a timely manner to the Audit Committee for completion of internal audits each quarter and annually by July 15th to ensure timely completion of the reports due to Grand Chapter by August 15th every year.
- r. notify members and other financial contributors i.e. Sorors (and other patrons) of delinquent financial obligations and work with the President and Financial Secretary to issue notice and collect the debts and any related fees.
- s. complete and sign the Acceptance of Fiscal Responsibilities form upon assuming office.
- t. have the ability to be legally bonded and attend a fiscal workshop or webinar annually.
- u. have substantive command of the Fiscal Officers Manual for purposes of clarity, resolution of issues, and assistance to the President for enforcement of the same.

Section 2. Duties and Responsibilities of Appointed Positions

- a. Parliamentarian.** Appointed by the Chapter President to:
1. advise, upon the request of the chapter president, other officers, chairpersons, and members on matters of parliamentary procedures.
 2. have substantive command of Robert's Rules of Order, Newly Revised, which shall mandate chapter procedures unless otherwise provided in the sorority's Constitution and Bylaws and other governing documents.
- b. Chaplain.** Appointed by the Chapter President to:
1. set the spiritual tone of meetings.
 2. serve in this capacity at other chapter and/or sorority gatherings and events when so requested.
 3. keep an accurate record of deceased members and obituaries and submit the information to the chapter president to report to the Region and National Headquarters.
 4. perform ceremonial duties as specified in the Ritual.
 5. be officially trained in Membership Intake prior to the chapter's Rush activity.
- c. Sergeant-at-Arms.** Appointed by the Chapter President to:
1. aid the Chapter President at all times in keeping order at meetings.
 2. check and oversee the confirmation of credentials for visiting Sorors before their admission to chapter meetings and ceremonies, including review of national website for sorors subject to disciplinary action to confirm visiting sorors' eligibility to attend the meeting and/or ceremony. Require identification for all visiting Sorors in the form of a membership card and photo ID
 3. distribute and collect financial members' vote cards.
 4. keep a record of all members and visiting sorors present at meetings and submit said record to the recording secretary after the meeting for inclusion in the minutes and chapter records.
 5. serve as door keeper at meetings and perform ceremonial duties as specified in the Ritual
 6. Ensure sorors adhere to the appropriate dress code for meetings and ceremonies, including prohibiting head wraps or hats unless due to stated religious purposes.
 7. be officially trained for Membership Intake prior to the Chapter's Rush activity.
- d. Historian.** Appointed by the Chapter President to:
1. compile an annual written narrative account of the chapter's activities with written input from all committee chairs.
 2. submit the annual report to the Executive Board for approval before publication.
 3. collect, preserve, categorize and archive significant materials, pictures, videos, written narratives, and awards of the Chapter in a permanent form such as a Chapter scrapbook and/or through the use of more modern digitized media formats to maintain the Chapter's historical
 4. Display the scrapbook and other media at significant occasions.
 5. Provide an organized method of research and access to the historical data of the

chapter.

e. Journalist: Appointed by the Chapter President to:

1. prepare the chapter's newsletter quarterly and submit to the Executive Board for approval before providing the same to the Newsletter and Technology Committee for publication.
2. submit articles of local chapter news and reports to the Executive Board for approval of publication in the Delta Journal, Newsletter and Midwest Missile.
3. at the President's direction, coordinate the design and submission of chapter news to the local news media
4. Serve as a member of the Newsletter and Technology Committee

f. Custodian of Properties. Appointed by the President to:

1. maintain a safe and central repository for the chapter's properties such as the official documents, candles, robes, tablecloths, gavels, and other effects.
2. keep a written inventory of all chapter properties.
3. submit a written report to the chapter president and recording secretary annually.
4. coordinate with the Chair of Ritual and Ceremonies and the Leader of the Minerva Circle to supply ritualistic properties as needed or requested.
5. replenish consumable properties as needed.
6. maintain non-consumable properties in good repair (dry-cleaning, etc.)
7. devise a system for supplying and receiving Chapter properties, apprise the Chapter of the system, and report any losses to the Chapter.
8. only lend Chapter properties for non-Chapter functions upon authorization of the Executive Board or Chapter vote.
9. be responsible to bring, set up and retrieve all properties used at Chapter meetings and ceremonies in a timely manner or make arrangements for such in her absence.

g. Risk Management Coordinator. Appointed by the President to:

1. educate the chapter's members and volunteers on risk management policies involving Delta's youth initiatives to ensure the sorority's procedures and guidelines are implemented and enforced.
2. arrange and schedule annual training to meet risk management requirements, including requisite background checks in accordance with the directives of National Headquarters to ensure that volunteers are appropriate to ethically and legally work with youth participating in the chapter's programs.
3. review the applications submitted by members/volunteers and oversee the check of listed references.
4. maintain the confidentiality and security of the applications and background checks only disclosing such to the President and any others on a strict need-to-know basis.
5. timely notify members/volunteers of the acceptance or rejection to work with the participants in the chapter's youth initiatives.
6. serve as a liaison for the chapter with state, region and national risk management personnel for purposes of training, information and reporting.
7. attend risk management trainings required by the sorority.

8. advise the Executive Board regarding insurance requirements for activities and events.
9. advise the Budget Committee of all activities that require the purchase of additional insurance for inclusion as a line item in both the chapter and the program's budget.

Section 3. Duties and Responsibilities of Elected Positions:

a. Internal Audit Committee. The Internal Audit Committee Chair shall be duly elected by the chapter and the committee shall also consist of any three members appointed by the chapter president who are not currently in a chapter executive or fiscal role

1. The Chair oversees the committee's functions.
2. The committee shall meet as often as necessary to go over the receipt book(s), minutes, bank statements, reports and all other recorded financial documents received from the finance team in order to effectively complete the quarterly audits due by December 1st, March 1st, June 1st, and August 1st, and the annual fiscal year report due by August 31st of each sorority year.
3. The Chair, and to the extent possible the committee members, are to have command of the National Internal Audit Manual, the Fiscal Officers Manual, the Chapter Management Handbook, the Constitution and Bylaws, and other governing documents of Grand Chapter to assist in the proper conduct of the chapter's audits and for the establishment and implementation of appropriate internal controls to safeguard and account for the chapter's assets.

b. Nominating Committee. The Chair and members shall be duly elected by the chapter to:

1. devise and publish to the chapter detailed process and timeline for the nomination process for officer and other elected positions prior to the call for nominations.
2. accept and compile candidate profiles pursuant to the published process and timeline.
3. educate the chapter members regarding officer and position qualifications and encourage qualified chapter members to run for available offices and positions.
4. develop an initial slate of candidates from profiles received. Write-in candidates are prohibited and the process to nominate from the floor must be utilized.
5. email or send via first class mail one packet containing all candidates profile to those sorors who do not have access to email. The candidates' profiles should be received ten (10) days prior to the April meeting to comply with the ten-day notice required prior to conducting a chapter vote.
6. agree not to seek an elected office or position during her tenure as the Nominating Committee Chair and members are prohibited to run for elected office or position while serving on the committee.
7. properly relinquish her position on the committee prior to the call for nominations in the event the soror becomes interested to run for an elected office or position. In no event shall a committee member seek an elected office or position after the nominations process has commenced.
8. serve only one (1) biennial term at a time on the committee.
There must be a intervening term before the same soror may seek to be re-elected to the committee.

c. Minerva Circle. The Minerva Circle is a special committee for the purpose of implementing the Membership Intake process. At the conclusion of the intake process, the committee is dissolved.

1. The Minerva Circle is charged with the responsibility of planning and implementation of all phases of the Membership Intake Process pursuant to the published Administrative Procedures for Membership Intake Program, the required Membership Intake Training and Minerva Circle Training.
2. The coordinator of the Membership Intake activities is the Leader of the Minerva Circle, who is the chapter's elected First Vice-President.
3. The Chapter President and the Chapter Financial Secretary are members of the of the Minerva Circle by virtue of their elected offices.
4. The Minerva Circle consists of the following elected positions: Nine (9) Jewels (elected as a group), Keeper of the Muses and Graces, and Convener of the Odyssey Experience.

Section 4. Term of Office.

a. Limits of Office.

1. Chapter officers and other elected positions are for two years terms which are elected biennially in May.
2. Officers and other elected positions shall not serve more than two consecutive terms (4 years) in the same office or position, except for the Nominating Committee and Internal Audit Chair and members, who may only serve one (1) biennial term at a time as mandated by the Sorority's Constitution and Bylaws.

b. Assumption of Office.

1. Installation of new officers occurs during the regular June chapter meeting in alternate years.
2. Incoming officers must attend the installation ceremony and participate in the transition meeting(s) pertaining to her position as outlined in the Chapter Management Handbook (Revised 1/2018), Section II, Chapter Management Operations, Transition.
3. Newly elected and appointed sorors in non-officer positions must also participate in transition meetings, which are to occur during the period after elections in May and before installation in June.

c. Appointed Positions.

- a. Chaplain
- b. Custodian of Properties
- c. Historian
- d. Journalist
- e. Parliamentarian
- f. Risk Management Coordinator
- g. Historian
- h. Custodian of Properties
- i. Journalist
- j. Sergeant-at-Arms
- k. Committee Chairs (except Nominating and Audit)
- l. Committee Members (except Nominating)

Section 5. Impeachment:

1. An officer may be impeached for offenses outlined in the Chapter Management Handbook (Revised 01/2018), Section IV, Chapter Officers and Members: Roles and Responsibilities, Impeachment of Elected Officers pursuant to the process enumerated therein
2. Any officer who has been impeached shall be ineligible for subsequent election to any national, regional or chapter office.
3. Any other elected position may be removed for cause on recommendation of the President and approval of the Executive Board.
4. The President may remove and replace any appointed position with or without cause in her reasonable discretion.

Section 6. Filling Vacancies.

a. Officers.

1. In the event that the office of President is vacated, the First Vice-President will ascend to the position for the remainder of the unexpired term.
2. The President may appoint a replacement to complete the unexpired term of any other vacated officer position within 30 days unless otherwise stated herein.

b. Other Elected Positions. The President shall appoint a replacement to complete the unexpired term of any vacated elected non-officer position within 30 days unless otherwise stated herein

c. Appointed Positions. Appointed positions serve at the discretion of the chapter president and may be replaced at will unless otherwise specifically stated herein.

d. Requirements for Appointment to Elected Positions.

1. The chapter president can only appoint chapter members to elected offices and positions when:
 - a. the office or position is vacant due to a member not being elected during the chapter elections; or
 - b. as a result of an unexpected vacancy.
2. Only chapter members who meet the eligibility requirements for the elected office or position as described in these policies and procedures can be appointed to fill the vacancy.
3. In the event the chapter president cannot fill the vacant office or position due to chapter members not meeting the eligibility requirements, or no member is willing to serve, she shall contact the Regional Director and request approval for special dispensation to make an appointment.

e. Minerva Circle. Replacement of a member on the Minerva Circle is considered a vacancy and the policy on Filling Vacancies will apply.

Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION

Section 1. Standing Committees. Arts & Letters, Audit, Budget, Collegiate Connection, Courtesy, Emergency Response Team (ERT), Fundraising, Debutante Scholarship Program, Delta Dears, Delta Academy, Delta GEMS, Healthy Living, L.E.A.D., Risk Management, Newsletter and Technology, Nominating, Policies and Procedures, Program Planning, Reclamation & Retention, Ritual and Ceremonies, and Social Action.

a. All standing committee chairpersons (except Internal Audit, Nominating and Leader of the Minerva Circle) shall be appointed by the President and serve for one biennium term in her discretion unless specifically stated otherwise. All committee chairpersons must be financial members. Any member may serve on a committee.

b. The duties, responsibilities and composition of the chapter's standing committees are as follows:

1. **Arts & Letters Committee** shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to research, identify and expose the creative and positive talents and art forms of African Americans by supporting new and recognized artists and artistic works including those highlighted in the National Arts and Letters initiatives.

2. **Audit Committee** shall be comprised of an elected chair and three appointed members who are not serving in a fiscal role or on the Budget Committee. It is the responsibility of this Committee to conduct an official examination of the chapter's financial records, to ensure there is sufficient internal controls, and effective checks and balances of the fiscal positions.

3. **Budget Committee** shall be comprised of the Chapter Treasurer as chair, the President, Financial Secretary, Assistant Financial Secretary, and three additional chapter members. It is the responsibility of this committee to consider the financial needs and programs of the Chapter, as provided from the chapter's committee chairs, and develop a budget and make recommendations to the Executive Committee, Executive Board, and chapter body based on those needs.

4. **Collegiate Connection Committee**, a national initiative, shall be comprised of an appointed chair, preferably a Delta Doll, and chapter members serving as collegiate advisors as well as any other members who are interested to serve. It is the responsibility of this committee to help increase the rate of collegiate members transitioning to alumnae chapters and assist the collegiate sorors with a smooth transition into alumnae chapters. The committee is also charged with planning, implementing and supporting collaborations between the collegiate and alumnae chapters pursuant to the national initiative.

5. **Courtesy Committee** shall be comprised of an appointed chair, preferably a Delta Dear, and as many members who are willing to serve. It is the responsibility of this committee to

recognize and acknowledge members during significant life events such as births, deaths, retirements, illnesses, bereavement, academic achievement, etc.

6. Debutante Scholarship Program Committee shall be comprised of two appointed co-chairs and as many members who are willing to serve. It is the responsibility of this committee to coordinate and lead the Chapter in the biennial implementation of enrichment programs and activities for young ladies in their Junior and Senior year of high school that emphasizes social, educational and moral development. It is the goal of this program to encourage matriculation to post-secondary education. The year-long program concludes with the Debutante Scholarship Ball, a public event that celebrates the accomplishment of participants and their formal introduction to society at which scholarships are awarded to be applied to higher education costs and expenses according to the program participation guidelines.

7. Delta Academy Committee shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to coordinate, organize and implement enrichment programming in the areas of math, science, computer education and non-traditional career fields to enhance the social and academic skills and nurture young girls ages 11-14 years, grades 6th-8th in accordance with nationally prescribed program guidelines for the Dr. Betty Shabazz Delta Academy.

8. Delta GEMS committee shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to coordinate, organize and implement enrichment programming and activities to promote high levels of academic success, assist in goal setting, and develop compassionate, caring and community focused young women between the ages of 14 and 18 years old, grades 9th through 12th through service learning that emphasizes self-reflection and individual growth in accordance with nationally prescribed program guidelines.

9. Delta Dears (Dedicated-Energetic-Active-Respected-Soror) Committee is comprised of an appointed chair, who shall be a Delta Dear, and as many members who are willing to serve. The purpose of this Committee is to ensure members that are age 62 or older continue to have a voice within the chapter to address their specific needs and for the chapter to access and celebrate the legacy, wisdom and history that the Delta Dear provides to the chapter.

10. Emergency Response Team is comprised of a team leader and as many members who are willing to serve. The purpose of this team is to aid the chapter and its members in their individual and collective preparation, in order to receive expeditious and swift restoration following a disaster by developing guidelines, resource information, guidance and communication.

11. Fundraising Committee shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to plan, organize,

and implement productive and appropriate fundraising activities to support and promote the chapter's community projects and activities

12. **Healthy Living Committee** shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to plan, organize, and implement effective programming and activities designed to promote awareness of and response to, health related issues, especially those affecting African American communities domestically and internationally in accordance with national and regional initiatives under the Physical and Mental Health Programmatic Thrust

13. **Leadership, Excellence, Achievement, and Development (L.E.A.D.) Program Committee** is comprised of an appointed chair and other members who have successfully completed the program. This national initiative is pursuant to the guidelines from the National Leadership Academy Committee with the purpose to enhance sorors' personal, professional, and Delta leadership confidence and skills by creating intentional, purposeful, and positive mentor relationships within the existing membership.

14. **Newsletter & Technology Committee** shall be comprised of an appointed chair, the chapter Journalist, Corresponding Secretary, and as many members who are willing to serve. It is the responsibility of this committee to coordinate and oversee the design, drafting and publication of the chapter newsletter for the purpose of sharing news of interest to the chapter members and area sorors. The committee is also responsible to monitor, maintain, and update the chapter's email and website; recommend, support and train chapter members and officers on the use of technology needed to accomplish local and national program goals. Further, it is the responsibility of the committee to oversee all of the chapter's publicity for program activities.

15. **Nominating Committee** shall be comprised of an elected Chair and four (4) elected members. It is the responsibility of this committee to manage the nominations process for expiring offices and other elected positions.

16. **Policies & Procedures Committee** shall be comprised of an appointed chair and four (4) members who are willing to serve. It is the responsibility of this committee to establish The process and conduct an ongoing thorough review of the Chapter policies and procedures and submit proposed revisions to the Chapter for approval and to transmit the same to the Regional Member of the National Scholarship and Standards Committee for approval no later than June 30th every year in accordance with Grand Chapter policy.

17. **Program Planning and Development Committee** shall be comprised of a appointed chair who will work directly with the First Vice-President, who oversees the chapter's programming; and as many members who are willing to serve on specific committees that put on programs and activities. The chair will coordinate an annual chapter calendar of events for submission to the region by surveying the needs of the community, evaluating the findings and making recommendations to the chapter regarding current and future projects.

The goal is to ensure that Delta's programs and projects meet the public needs of the African-American community pursuant to the sorority's mission statement. The committee identifies the sorority's national signature programs and works in conjunction with other committees to plan, organize and implement effective programs under the Sorority's Five Point Programmatic Thrust.

18. Reclamation and Retention Committee shall be comprised of the Second Vice-President as chair, and as many members who are willing to serve. It is the responsibility of this committee to implement a program of effective and meaningful activities designed to continually build the spirit of sisterhood among Members and other Sorors and encourage all area Sorors to honor their lifetime commitment to service through membership and active involvement in the Lexington (KY) Alumnae Chapter.

19. Risk Management shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to conduct training and screen all members who volunteer to assist with Delta's youth initiatives, by reviewing completed applications required of every volunteer, conducting sufficient background checks, and verifying references to ensure, to maximum extent possible, that volunteers have nothing in their background that would raise questions as to whether they should be entrusted to work with youth.

20. Ritual and Ceremonies Committee shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to advise and educate the Chapter on the staging and execution of Sorority Rituals and Ceremonies and collaborate and assist the Custodian of Properties with the acquisition and maintenance of Chapter properties.

21. Social Action Committee shall be comprised of an appointed chair and as many members who are willing to serve. It is the responsibility of this committee to implement a program of activities designed to educate, motivate, and promote awareness of and response to social and political issues, especially those affecting the African-American community both locally and nationally. These programs shall be aimed at Sorors and the general public and will support programmatic efforts of Grand Chapter and local needs. The committee will maintain a current file of federal, state -and county officials including address, phone, fax and email.

Section 2. Special Committees. Appointed by the president to work with the standing committees to carry out the chapter's programming initiatives. Special Committees shall be created for a designated short-term program or assignment. When the project is complete the committee is dismissed. Special committees shall be comprised of a chair appointed by the chapter president and as many members who are willing to serve. Special Committee Chairs are non-voting members of the Executive Board.

Lexington (KY) Alumnae Chapter Special Committees:

- a. **Elections Committee** shall be comprised of a Chair and four (4) members all appointed by the President, including a representative from the Newsletter and Technology Committee. The Election Committee shall conduct and supervise all chapter elections, determine the voting method, including electronic voting means that are recommended by Grand Chapter and approved by the President, tally the ballots and present the final election report to the chapter. The ballots shall be kept, maintained or saved in a password protected document or in sealed envelope in a secure location when paper ballots are not used.
- b. **Founders Day Committee** shall be comprised of the Second Vice-President as Chair and the Reclamation & Retention Committee. It is the responsibility of this committee to coordinate and lead the Chapter in activities that recognize and honor the Sorority's Founders.
- c. **Minerva Circle** shall consist of the Leader of the Minerva Circle, which is the Chapter's First Vice-President, the chapter's President and Financial Secretary, and sorors elected as the Conveyor of the Odyssey Experience, Keeper of Muses and Graces and nine (9) jewels. It is the responsibility of the Minerva Circle to conduct the membership intake process.

Section 3. Ad Hoc Committees

Ad-hoc committees are "one-time only" committees, appointed by the President for special assignments.

Article V: MEETINGS

Section 1. Executive Committee Meetings are held at the request of the President.

Section 2. Executive Board Meetings.

1. Executive Board shall meet the 1st Tuesday of each month except July thru August or at the call of the President to facilitate the business of the chapter.
2. The Executive Board shall make decisions in the event the chapter is unable to convene.
3. The Executive Board will plan a chapter workshop in August prior to the first formal meeting in order to formulate plans for the upcoming Sorority year.
4. If the designated meeting day of the month is a holiday, the meeting date will be determined by the chapter President.
5. The meeting day and time are subject to review bi-annually and voted on during April elections. Any proposed change requires a majority vote of the Executive Board members present to be brought to the Chapter.
6. Twenty-five percent (25%) shall constitute a quorum for the Executive Board.

Section 3. Chapter Meetings.

Chapter meetings are held monthly from September through June at a centrally located place. The Chapter meeting will be held on the 3rd Tuesday of each month except July thru August at 6:30 p.m. Any proposed change to the meeting day and time requires a majority chapter vote and is effective immediately after the vote.

1. Meetings will be free from intrusion, excessive noise and refreshments.
2. A quorum is required to conduct any vote. The

Chapter's quorum shall be 25% of the membership of the Chapter.

3. A majority vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions, at a properly called meeting.
4. The Sorority's Constitution and Bylaws Robert's Rules of Order, Newly Revised edition, Chapter Rules of Order and Chapter Policies and Procedures are the governing documents that authorizes the chapter's transaction of business.
5. Adoption of Agenda shall be the first order of meeting business.
6. Upon being recognized by the President, any Soror may speak after standing and stating her name.
7. A time limit of ten (10) minutes will be set on any one matter. A member may speak only twice to any matter and only after everyone who wishes to speak has been given a chance. A time limit of two (2) minutes will be set for each speaker. The Sergeant -At-Arms shall keep the time.

Section 4. Committee meetings. Committee Chairs in conjunction with the committee members availability, determines its regular meeting dates and times at the August chapter workshop, August although such can be changed at the discretion of the committee with notice provided to the Executive Board. Committee written reports are required to be submitted to the Executive Committee the **last Tuesday** of each month during the sorority year.

Section 5. Call Meetings. The President may call a Special Call meeting with ten (10) days written notice. The purpose of a Call meeting is to transact urgent chapter business that may not wait until the regularly scheduled meeting time or when a regular meeting has been cancelled for good cause.

Section 6: Notifications. Notification of call meetings will be sent via postal and electronic mail ten (10) days prior to the Call meeting. The chapter will only use a call meeting in urgent situations in which the regular meeting is precluded, i.e. weather, or the business to be transaction cannot wait until the next regular meeting or requires a dedicated meeting.

Section 7: Chapter Meeting Attire.

1. Business attire is mandated for Delta meetings and occasions except as specifically noted otherwise. Business attire is traditionally a business suit or other clothing that reflects a professional style. Delta business attire must satisfy the Sorority's accepted, social and aesthetic standards.
2. Hats and headwraps are not acceptable at business meetings or other professional Delta functions and occasions unless such is worn for a religious purpose.
3. Paraphernalia, including but not limited to, line jackets and/or varsity sweaters are not appropriate as a covering in a business meeting.
4. Denim shall not be worn to any function unless the event is specifically casual.
5. Rubber soled or foam bottomed shoes commonly known as flip flops or beach shoes are not appropriate business attire. Sandals with a heel strap and open-toed shoes are acceptable.
6. The official Ritual shall dictate the attire for ritualistic ceremonies.

Section 8: Electronic Meetings and Communication.

- a. The Executive Committee, Executive Board and committee meetings 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.
- b. Virtual chapter meetings are authorized when in person meetings are prohibited or when such may put the membership at physical risk of harm. Local and state orders shall dictate. The Chapter President will use her best judgment to ensure the continued health and safety of the members even when state and local executive orders state otherwise.
- c. The medium used for virtual meetings shall allow such to be conducted with both video and audio capability and shall be designated by the Chapter President in consideration of the tools recommended by Grand Chapter. Virtual meetings are subject to the same rules of order and protocols as in person meetings.
- d. The Newsletter and Technology Committee shall be responsible to obtain and implement the technology needed, inform the membership of the capabilities required, train the membership on proper installation and use, and provide on-going technical support.
- e. The chapter shall adhere to the sorority's Virtual Meeting Guide shall be

Article VI: QUORUM

Section 1.

Definition. The minimum number of financial members required to be present before any valid business can be transacted by the Chapter.

Section 2. Executive Board Twenty-five percent (25%) of the Executive Board shall constitute a quorum for that body to transact business.

Section 3. Chapter Meeting. The quorum required for the Chapter to conduct business at a meeting shall be 25% of the membership of the Chapter.

Section 4. Committee Meeting. Twenty-five percent (25%) of the total number of committee members shall constitute a quorum.

Article VII: DOCUMENT RETENTION

RECORDS MANAGEMENT MATRIX

Type of Records (Paper/Electronic)	Retention Timeframe	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/Eraser
*Bank Statements	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*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/Eraser
*IAR-1 Form	5 Years	Electronic	Quarterly	Quarterly	Eraser
*Receipt Logs	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*Receipt Books	5 Years	Paper	When Book is Completed	Monthly	Shred
*Vouchers	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
*Year-end Financial Statements	7 Years	Paper/ Electronic	End of the Year	Yearly	Shred/Eraser
Audit Reports	7 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Eraser
Audit Work Papers	7 Years	Paper/ Electronic	Quarterly	Quarterly	Shred/Eraser
Meeting minutes	Permanent	Paper/ Electronic	Monthly	Weekly	N/A
Member records	5 Years	Paper/ Electronic	Monthly	Weekly	Shred/Eraser
Contracts and legal documents	4 Years after expiration	Paper/ Electronic	Upon Receipt	Weekly	Shred/Eraser

***NOTE:** Records should not be destroyed when the Sorority is in litigation.

Article VIII: FISCAL POLICIES AND PROCEDURES

Section 1. Fiscal Roles and Responsibilities

a. Roles. The offices with fiscal roles and responsibilities in the chapter are the President, Financial Secretary, Assistant Financial Secretary and Treasurer.

b. Responsibilities.

1. The fiscal officers have a fiduciary responsibility to the chapter to ensure that the chapter's resources are appropriately safeguarded. The fiscal officers must sign each year by August 31st the fiscal officer's Acceptance of Fiduciary Responsibility form that is uploaded in the Red Zone with the original forwarded to National Headquarters.

2. Chapter Members are responsible for following proper financial processes, reviewing financial reports, asking questions and keeping abreast about the chapter's finances.

Section 2. National and Local Dues

a. National Dues. National dues and fees set by Grand Chapter and is \$200 per year due by March 31st of each year for the ensuing sorority year with such paid through the local chapter along with the local dues. When dues are paid by check, the check must clear the bank before the funds are considered received in order to be included in the chapter's dues submission to National Headquarters. Member dues are sent collectively by the chapter to Grand Chapter. A member is financial when her local and national dues have been paid and recorded by National Headquarters.

b. Local Dues. Local dues must be paid by the March Chapter Meeting. Dues may be paid by personal check, cashiers check, money order or cash. Dues will be accepted beginning January 1st for the upcoming fiscal year. Dues remitted after March 31st will be subject to a late fee as prescribed by Delta Sigma Theta Sorority, Inc. Grand Chapter Constitution and Bylaws.

1. Local Chapter membership dues are \$100.00 for sorority year 2020-2021 with the Chapter approving by majority vote to increase the dues \$50 over two sorority years. The local dues approved increase is to \$125 for sorority year 2021-2022 and to \$150 starting the 2022-2023 sorority year.

2. Delta Dear Chapter membership dues shall be one-half that of the local Chapter membership dues. Payment periods shall be identical to that of the regular member.

3. Each member shall pay an annual per capita fee of \$10.00.

4. A Soror holding membership in Grand Chapter who wishes to affiliate with the Lexington (KY) Alumnae Chapter will have her local dues determined on a prorated basis from the month of her initial attendance at a Chapter meeting. If a Soror is not currently a member of Grand Chapter, she shall pay the full amount of the local dues except when the soror is a Delta Dear

5. A recommendation for an increase in local dues can only be made by the Budget committee and approved by a majority chapter vote.

6. Partial payments of dues will not be accepted.

7. Local dues may be paid through PayPal pursuant to procedures as established by Grand Chapter and all fees incurred for the use of the payment application will be assumed by the member.

Section 3. Collegiate Sorors. The local dues shall be waived for any collegiate member whose membership was current with Grand Chapter at the time of her graduation and/or who affiliates with the Chapter within a year after graduation.

Section 4. Unconsumed Dues. All unconsumed dues will be processed in accordance with the Fiscal Officer's Manuel.

Section 5: Transfer of Dues. When a member moves away from the chapter; she must request that her unconsumed local dues be forwarded to her new chapter. The new chapter must make a formal request to send the remainder of her local dues. These unconsumed dues are calculated by determining the number of months remaining in the sorority year when the soror joins the new chapter.

Section 6: Travel Policy

a. Travel Policy for National Convention and Regional Conference Delegates.

1. The President will be the voting delegate to all National Conventions and Regional Conferences. The First Vice-President is the alternate voting delegate.
2. In the absence of the President, the First Vice-President will become the voting delegate. If the First Vice-President is unable to attend, the voting and alternate voting delegate is assigned in descending order of the Executive Committee by Second Vice-President, Recording Secretary, Treasurer, Financial Secretary and Corresponding Secretary.

b. Travel, lodging, registration fees, mileage, subscription events.

1. The Chapter shall pay to send the the voting delegate to both the Midwest Regional Conference and the National Convention.
2. The Chapter shall provide, as the budget allows, for the registration fees, transportation, meals, and her share of the lodging expenses, which shall not exceed 50% of the hotels announced doubled-occupancy room rate.
3. If the voting delegate is the only member officially representing the Chapter at the Convention or Conference, the entire room cost will be paid.
4. In a Chapter election year, the voting delegate shall be the newly elected President and the alternate voting delegate shall be the newly elected First Vice-President.
5. The Chapter shall send the Chapter First Vice-President as the alternate voting delegate to both the Midwest Regional Conference and National Convention.
6. The Chapter shall pay the expenses of the alternate voting delegate to the same extent as the voting delegate.
7. Allowable Travel/transportation rates will be based on the lowest airfare.
8. Basic registration fees will be paid by the chapter. Subscription events will not be paid by chapter.

c. Responsibilities of the Chapter.

1. Total basic registration for the voting delegate and the alternate voting delegate.
2. Advance stipend of total costs and expenses anticipated to be incurred for the voting delegate and the alternate voting delegate at the convention/conference.
3. Round trip transportation for the voting delegate and alternate voting delegate. Airfare must be booked at least 14 days in advance and based on economy fares.
4. Chapter will pay for the cost of one (1) room for both the voting delegate and the alternate voting delegate. Should the voting delegate and alternate voting delegate choose to stay in separate rooms, the chapter will reimburse one-half the cost of their separate rooms to each, based on the hotel's announced double occupancy room rate

d. Responsibilities of the Voting Delegate/Alternate Voting Delegate.

1. The voting delegate is expected to attend all plenary sessions required of voting delegates. The alternate voting delegate will be available to relieve the voting delegate during those plenary sessions to ensure that the chapter's seat is always occupied. Any fine incurred as a result of the seat not being occupied will be the sole responsibility of the voting and alternate voting delegates to reimburse unless good cause is shown.
2. Subscription events, which are optional, shall be the financial responsibility of the voting delegate and/or alternate delegate.
3. The delegates shall present a complete and detailed typed Convention/Conference report at the chapter meeting immediately following the Convention/Conference.
4. The delegates shall provide an expense report with receipts and return any unused funds within 30 days of the Convention/Conference.

e. Travel Policy for State Summits, Cluster Meetings, Delta Days and other meetings.

Any meeting on a National, Regional or state level where chapter representation and/or a delegate is requested will follow the rules of travel and reimbursement for National Conventions and Regional Conferences.

f. Mileage.

1. Reimbursement of mileage for the use of a Privately Owned Vehicles (POV) will be entitled to one person in the vehicle. No person shall be entitled to transportation expenses when transported gratuitously or by another chapter member entitled to reimbursement of transportation at the mileage rate.
2. The mileage rate for the use of a POV is based upon the Internal Revenue Service guidelines. The traveler must present evidence of the mileage, which shall be origination to destination with proof of beginning and ending odometer readings submitted.
3. Deviations from the official travel itinerary for personal reasons will not be reimbursed.

Section 7: Purchase Order/Reimbursement Expense Voucher. All requests for reimbursement require the original receipt with the exception of daily meals that are paid per diem. All expenses and spending will be verified through vouchers and receipts and must be in accordance with the approved budget.

Expense Reimbursement Process:

1. Committee member make purchase under the direction of the chair.
2. Committee member submits completed voucher and original receipt to committee chair for approval.
3. Committee chair approves expense after confirming authorization for purchase and verifying budget line item and forwards signed voucher to the President.
4. President approves the expense by signing voucher and providing to Treasurer for reimbursement.
5. Treasurer confirms that the expense is budgeted and adds payment type and disbursement date to the voucher. The treasurer initials voucher and prepares the check(s).
 - a) Cash advances or seed money must submit a voucher request and must be approved by the

Committee Chair and Executive Committee for chapter projects.

b) Original receipts must be provided for reconciliation of the advancement and any unused funds must be returned to the financial secretary for deposit within 14 days.

Section 8: Method of payment. The Chapter will receipt cash, money order, cashier's check, money received through approved cash applications approved by Grand Chapter or personal check from a member. The Chapter does not have the capability to process credit card payment.

Section 9: Unconsumed Funds: Year End Reconciliation.

At the beginning of the fiscal year (July 1st) all monies unused goes into the miscellaneous funds for distribution as needed.

Section 10: Insufficient Funds or Returned Check Policy. The following steps will be taken when a check is returned:

1. The Treasurer will notify the Financial Secretary of checks returned for Non-Sufficient Funds (NSF) and the amount will be deducted from the income line item affected.
2. It will be the responsibility of the Financial Secretary and Treasurer to collect money within thirty (30) days, in the form of cash, money order, or cashier's check, in addition to any bank charges assessed.
3. The Treasurer shall immediately deposit the money and notify the Financial Secretary for the posting of income to the appropriate line item.
4. Any Chapter member who has two (2) NSF checks in one sorority year will not be permitted to write a personal check for the remainder of that year. A letter of notification will be sent from the Financial Secretary to the Soror.
5. There will be a bank charge on any check returned.
6. If an NSF check is received as payment for tickets, to any event, it is the responsibility of the Soror to submit repayment bank fees charged to the Chapter's account, within thirty (30) days. Payments will only be accepted in the form of cash, money order, or cashier's check. All subsequent requests for tickets must be accompanied with payment, in full, via cash, cashier's check, or money order.

Section 11: Fundraising:

1. All money raised through fundraising shall be appropriated based upon chapter vote.
2. Only the financial secretary, assistant financial secretary or the president can collect funds for fundraising events. The chapter treasurer cannot collect funds. No other chapter member is permitted to collect money on behalf of the bonded fiscal officers.
3. Chapters may not use funds raised from the public for scholarships awarded to the child of a soror in the chapter. Any scholarships to a chapter member's child should come from internally generated funds.
4. Children of chapter members are permitted to participate in cotillions and Jabberwock and to benefit from the funds raised as a result of their efforts.

Section 12: Budget.

1. The Budget Committee has the responsibility to prepare the Chapter's annual budget based on the financial needs and programs of the Chapter with written input from the Chairs of each of the chapter's committees.
2. The proposed budget is presented to the Executive Board for review and comment at the April meeting; and presented for ratification by the Chapter through majority vote at the May regular meeting each sorority year.
3. The Committee reviews and recommends modifications to the budget at quarterly intervals or as otherwise needed.
4. The Committee makes recommendations to the Executive Board and Chapter regarding dues increases and other chapter financing.
5. Any member of the current Audit committee shall not be a member of the Budget Committee.
6. Expenditures shall be based on a budget adopted by the Executive Board and approved by the Chapter by majority vote.
7. Expenditures not approved in the initial budget process must be approved by majority vote of the Executive Committee.
8. Dues collected for the fiscal year must be spent in that year and any remaining balance shall be carried over to the subsequent year on the Miscellaneous Line.
9. Committees must, as a part of their budget proposal, present a detailed budget including but not limited to projected expenses and projected revenue, if applicable.

Section 13: Additional Fiscal Policies and Procedures

a. Step Show policy.

Members may represent the Chapter at step show performances as approved by the chapter. The chapter will ensure that the step team strictly adheres to the national step show guidelines. Any monetary prizes awarded to team shall be turned over to the Financial Security who shall provide such to the Treasurer for deposit in the chapter's bank account. If the monetary award is received jointly with another chapter, the money should be divided equally absent a written agreement stating otherwise.

b. Scholarship Policies, Requirements and selection procedures. The guidelines and approved procedures for the Nickens Scholarship awards and the Debutante Scholarship Program shall be followed.

c. Bonding.

1. The Chapter shall be covered by general bonding insurance provided through Grand Chapter, who shall set the cost that is to be paid with dues and fees no later than March 31st each year.
2. The Chapter President, Financial Secretary, Treasurer, Assistant Financial Secretary, and any officers who have fiduciary responsibilities for chapter funds shall be covered by general bonding insurance.

d. Dues/Fees Collection Policy.

1. The Financial Secretary will start accepting member dues for the next sorority year in January.
2. The payments are receipted, recorded, and provided to the Treasurer for deposit within 2 business days pursuant to fiscal policy.
3. The chapter sends a collective payment of chapter member dues to Grand Chapter in March to ensure compliance with the March 31st dues payment deadline without a late penalty.
4. The President sets the date when the Financial Secretary will only accept cash or certified funds for those payments to be included in the group payment to Grand Chapter.
5. Individual members are responsible to pay the late fee, penalty and any reinstatement costs incurred due to failure to pay dues by the deadline.

e. Contributions. Each request for a chapter contribution for funds shall be voted on by the Chapter and approved by the majority chapter vote.

f. Remembrances. The Chapter, through the Courtesy Committee, shall acknowledge the following life occurrences that are experienced during membership in the Lexington (KY) Alumnae Chapter with Remembrances of a twenty-five dollars (\$25.00) or as otherwise stated as follows:

- a) Overnight hospitalization acknowledgement. limited to one hospitalization per Chapter fiscal year (July 1st- June 30th). First baby - silver-plated baby gift. Wedding-\$25.00 gift certificate. Retirement-elephant. Doctorate/professional degree-bookends. Relocation-engraved memento.
- b) The Chapter shall provide flowers or a contribution to the member's charity of choice, an entrée (not to exceed \$50.00) or a check in the amount or \$50.00 upon the death of a member or upon the death of her spouse, parent (or person who has stood in the place of a parent during the Member's life), child and blood-related or legally adopted sibling(s). Chapter members will be notified of the death, via internet, and may be asked to voluntarily supplement the Chapter remembrance to meet any additional request by the member's deceased family member.
- c) The death of any Member who was financial at the onset of the illness will be acknowledged pursuant to letter (b) above.
- d) The Chapter shall acknowledge events in the lives of Sorors with the appropriate cards: subsequent child births, other deaths, surgeries and illnesses not requiring overnight hospitalizations, and other occasions.
- e) Each outgoing, elected officer, as defined in Article III, section 1 will receive a gift or gift card, not to exceed twenty-five dollars (\$25.00), at the end of her term.

g. Fiscal Reports. The Treasurer and Financial Secretary will prepare and present a report of all revenue and expenditures and reconciled bank account balances monthly to the Executive Board and Chapter membership.

h. Use of PayPal. The chapter has approved by majority the use of Paypal to collect monies in accordance with the process set out in the Fiscal Officers Manual as required.

1. PayPal account access and roles:

- a. The account owner shall be the chapter president.

- b. The treasurer and financial secretary shall have user accounts.
- c. The customer service email address will be the chapter's email address specifically for the PayPal account.
- d. The customer service telephone number will be the treasurer's number.
- e. Chapter president will be the business owner and her information shall be supplied for notification of any problems. President will notify treasurer of any problems for resolution.
- f. Password for PayPal account will be supplied to president, treasurer and financial secretary.
- g. During an officer transition, a new password shall be established and all other information must be immediately updated in the PayPal profile or system to include the new officer information as required in the setup of PayPal account.
- h. President and treasurer will maintain security question information.

2. Funds that can be received:

Fundraisers and tickets money where sales may exceed the amount of \$1,500.00 may use the PayPal account. All fees for use of PayPal will be incurred by the user or payor. Local dues may be paid through PayPal and the user/member shall incur all usage fees.

3. Checks and Balance (roles and responsibilities):

- a. Any notifications of payment shall go to the financial secretary. All requests for use of PayPal must be made through the financial secretary.
- b. The financial secretary will generate a report to the treasurer and the president of all monies collected through PayPal for transfer into the chapter checking accounts.
- c. Financial secretary will be able to run settlement reports, download transaction history and virtual agent-schedule.
- d. Treasurer will be able to withdraw funds (transfer funds from PayPal to chapter account.)
- e. Treasurer shall have ability to view balances, view profile, discuss account with customer service and handle authorization and settlements.

Article IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1. Eligibility Criteria for Holding Office and Other Positions

- a. To be eligible for elected or appointed office, one must be a member of Lexington (KY) Alumnae Chapter, financial at the time of the Nomination or Appointment and remain a member throughout the designated term of office.
- b. Nominees for the offices of President and First Vice-President must have registered and attended a National and Regional Convention within the last four years and actively serve on a standing committee within the last two years.
- c. Nominees for the offices of Second Vice-President, Recording Secretary, Treasurer, Financial Secretary, Assistant Financial Secretary, Internal Audit Chair and Corresponding Secretary must have registered and attended a National Convention or a Regional Conference in the last six years.
- d. The Chaplain, Parliamentarian, Sergeant-At-Arms, Custodian of Properties, Historian, and Journalist shall be appointed by the President with no specific eligibility requirements other than being a financial member and maintaining that status during her tenure in the position.
- e. The Chapter shall hold an election of officers biennially in May. Said officers are to be installed at the June meeting and are to assume office immediately. The President, Financial

Secretary, and Treasurer shall complete their duties including all end-of-year reports for the fiscal years (even if new officers have been installed) and have a transition meeting or meetings to train the new officers on how to prepare the forms to insure the smooth continuity of the Chapter between the election and installation ceremony.

f. No elected officer shall serve more than two consecutive terms in the same office.

Section 2. Nominations of Chapter Officers and Elected Positions

a. Process and Timeline for Nominations to Elected Offices and Positions

1. A call for nominations will be issued in February to the membership to receive nominations for officers, the Nominating Committee, and Internal Audit Chair
2. The nominations for candidates occurs at the March regular chapter meeting and the slate presented.
3. The presiding officer will open the floor for nominations at the April chapter meeting, beginning with the office of the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, Internal Audit Chair, Chair of the Nominating Committee and Members of the Nominating Committee.
4. After the nominations have closed, the amended slate shall be read to the body and shall constitute the election ballot to be used at the May meeting.
5. The chair will publish the parameters established for candidate profiles, the due date and location to deliver the profiles. Candidates for all offices shall submit a one-page, one-sided profile, with picture, if desired, not to exceed wallet size containing her Delta history, qualification, and platform in accordance with the procedures outlined in the call for nominations issued in January.
6. The committee will receive and compile the candidate profiles and publish to the chapter body at least 10 days prior to the April chapter meeting.
7. During the April meeting, each candidate, by office, may have up to two (2) minutes to address the Chapter.
8. The President will appoint an Elections Chair and Committee to conduct and oversee the May elections.

b. Nominations of the Minerva Circle. Immediately following the chapter vote to conduct membership intake, the Nominating Committee shall call for nominations from the floor for the Minerva Circle for the Convener of the Odyssey Experience, the Keeper of the Muses and the Graces and the Nine Jewels (as a group).

c. Eligibility Requirements for Election to the Minerva Circle.

1. Must have been a member of the chapter for the past two years (two years prior to the current sorority year) at the time of election to the Minerva Circle and must maintain her member status for the entire membership intake process.
2. Should be knowledgeable of current sorority policies and procedures.
3. Must have been a member of a committee of the chapter for the past two years (two years prior to the current sorority year).
4. A desire to possess and demonstrate the following:

- a. exemplify/demonstrate a team spirit, “esprit de corps”;
 - b. support the **current** Membership Intake Program;
 - c. honor the oath of confidentiality before, during and after the process;
 - d. commit to attendance and participation at PPP, Odyssey, and Jewel activities;
 - e. commit to the complete and accurate implementation of the membership intake program.
5. Must commit to the complete and accurate implementation of the Membership Intake Program pursuant to Membership Intake Training, Minerva Circle Training, and the Administrative Procedures for the Membership Intake Program.
 6. Must complete two (2) DIDs (Delta Internal Development), the Membership Intake Training and Minerva Circle Training within the sorority year that Membership Intake is scheduled. (Note: Membership Intake Trainers and/or members on collegiate chapter’s advisory councils may request an exemption pursuant to the APMI).
 7. Must be present at all Intake activities and not miss more than the allowed calendar days as stated in the APMI.

d. Election of the Minerva Circle.

Immediately following the chapter vote to conduct Membership Intake, the Nominating Committee shall take nominations from the floor for the Minerva Circle. At the next scheduled chapter meeting, the Chapter shall hold an election for the following members of the Minerva Circle: the Convener of the Odyssey Experience, the Keeper of the Muses and the Graces and the Nine Jewels as a group. These members shall serve for the duration of the membership intake program.

- e. Campaigning is not allowed and is a violation of the APMI.
- f. In the event a vacancy occurs on the Minerva Circle for any reason, the President shall appoint another trained chapter member to fill the vacancy. If the Leader of the Minerva Circle position becomes vacant, the President shall appoint another member of the Minerva Circle to fill the vacancy.

Section 3. Elections.

a. Election day process and timeline.

1. The Chapter President shall issue a 10 days written notice to members prior to the chapter vote in any election.
2. The presiding officer shall turn the meeting over to the Elections Chair, who shall explain the voting process to the body and oversee the distribution/publication of the ballot and collection of the ballot while ensuring the integrity of anonymity and secrecy of the ballots and results.
3. The Elections Committee shall tally, verify and confirm the tally of the vote and record the same, including abstentions and ineligible ballots.
4. The Chair shall immediately publish the results to the chapter and turn the meeting back over to the presiding officer.

5. In the event of a technical error, the Committee shall resolve the issue and re-verify and confirm the integrity of the process before publishing the results. The voting process will be repeated if there is a complete system failure.

6. The results will become official once the chapter has adopted the report by majority vote of the members present and voting. The election results, in written or electronic form, shall be saved in a sealed envelope or password protected format that is maintained by the Recording Secretary until the next election cycle.

b. Voting guidelines.

1. Election voting shall be by secret ballot. All other Chapter votes can be made by voice, show of hands or vote cards.
2. Electronic ballot and voting systems may be used as determined by the President in consideration of the tools recommended by Grand Chapter.
3. Write-in ballots are prohibited.
4. Voting by proxy is prohibited.
5. Call-in voting or any attempt to vote other than in person by the official methods and process approved and adopted shall be prohibited.

6. The Elections Committee will be responsible to establish and implement a detailed process by which the vote, whether electronic or in person, will be conducted and publish such to the membership no less than 10 days from the vote.

7. The Newsletter and Technology Committee shall be responsible to inform the membership of the capabilities required for electronic balloting and assist with the installation and technical support.

8. The Financial Secretary shall verify and confirm the financial status of members that will receive access to the ballot.

7. Once submitted, a member's vote is final.

8. In the event of a tie, Delta's method for re-balloting shall be followed.

Article X: SPECIAL ELECTIONS

Section 1. Minerva Circle. The election of the Minerva Circle shall be by special election for that purpose upon the Chapter voting by 2/3 majority vote to conduct membership intake.

Section 2. Other Special Elections. The Chapter shall conduct a special election when the office of President becomes vacant and the First Vice-President is unable to complete her term to ensure the position is filled by a soror possessing the requisite qualifications in accordance with these Policies and Procedures. The request for a special election must be presented

Article XI: INSTALLATION OF OFFICERS

Installation of officers will be at the June meeting as provided in the Sorority's Constitution and Bylaws, Chapter Rules of Order, and the official Ritual, 12th Edition. New officers shall assume their duties immediately following the installation. However, it is the responsibility of the immediate past president, treasurer and financial secretary to complete all reports for the fiscal

year in which they served.

Article XII: TRANSITION OF OFFICERS

1. Each outgoing officer shall be responsible to complete the Transition Checklist and Summary contained in Section II – Chapter Management Operations in the Chapter Management Handbook (Revised 01/2018) and provide a copy of such to her successor and the Recording Secretary.

2. a. Timing: transition of officers will be held prior to June 30th.

b. Coordination: The outgoing President shall coordinate a mandatory transition meeting so that she can ensure outgoing officers have advised and trained newly elected officers. Transition meetings between outgoing and incoming officers shall commence after election in May. The number and frequency of the meetings are in the discretion of the incoming officer with coordination and consideration of the outgoing officer's reasonable availability and schedule.

3. Both elected and appointed positions should conduct effective transitions to ensure the continuity of the chapter functions and operations.

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process.

1. At the first chapter meeting of each sorority year, the chapter shall vote up or down whether to conduct membership intake during the sorority year by two thirds (2/3) majority vote of the chapter membership that is present and voting, provided a quorum is present.

2. The President shall issue the requisite 10 day notice of the upcoming vote.

3. Upon the chapter approving membership intake, it shall determine whether such will occur during the Fall (between September and December) or Spring (between January and May) of the sorority year.

4. Nominations for elected positions to the Minerva Circle shall be immediately accepted with the vote to occur at the next regularly scheduled chapter meeting or call meeting if timing of the required training is at issue.

5. The Regional Director must approve the chapter to conduct membership intake regardless of the chapter's affirmative vote to do so. The President and Leader of the Minerva Circle (First Vice-President) shall ensure all forms are completed and timely submitted for and during the process.

4. If a family member/relative of a member of the Minerva Circle submits an application to the chapter, the Minerva Circle member will be immediately removed from the Minerva Circle by the President, who shall appoint a replacement. If the application is submitted by a family member/relative of the President or Financial Secretary, who are members of the Minerva Circle by virtue of their elected positions, that officer must recuse herself from the intake activities for all applicants, including but not limited to, a) retrieving applications from the chapter's P.O. Box.; b) sorting, screening, scoring, and/or reviewing applications; c) conducting or scoring interviews; and d) counting ballots. These officers can vote for applicants and the President can

preside over the balloting process. They will also complete the administrative tasks required in the Red Zone and verifying the financial status of members writing letters of recommendations, sign the letters and send emails related to applicant packets; and certify the ballot vote on applicants. The President and/or Financial Secretary may fully re-engage with the activities of the Minerva Circle after the approval of the candidates by the regional director.

5. Replacement members of the Minerva Circle shall possess the eligibility requirements and have attended the requisite DIDs, Membership Intake Training, and Minerva Circle Training during the year in which membership intake will occur.

4. There are no limits on the number of times that the chapter can vote to conduct membership intake in successive years. There are no limits on the number of times a soror can be elected to the Minerva Circle, provided she maintains the stated eligibility.

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1: Voting and Alternate Delegate

a. Regional Conference and National Convention.

1. The Chapter President shall attend both the Midwest Regional Conference and National Convention as the chapter's official voting delegate during her biennium term of office.

2. The Chapter First Vice-President shall attend both the Midwest Regional Conference and National Convention as the chapter's alternate voting delegate during her biennium term of office.

4. In a Chapter election year, the voting delegate shall be the newly elected President and the newly elected First Vice-President shall be the alternate voting delegate.

5. The voting delegate is the chapter's voice during the voting plenaries and therefore should ensure her attendance, or that of the alternate voting delegate, at all times.

6. The voting delegate is entrusted to cast votes on the chapter's behalf that reflect the majority's position regarding issues to be voted on including but not limited to amendments to the Sorority's Constitution and Bylaws and election of officers.

b. State and Local Chapter Representation. The President or a designee(s) assigned by the President shall represent the chapter at state and local events and programs where the chapter's attendance is invited.

c. Order of Succession. The chapter's order of succession is the President, First Vice President, Second President, Recording Secretary Correspondence Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary. However, the eligibility requirements to hold such positions are not suspended regardless of the circumstances by which the succession rules may be invoked.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1. Verification

a. Immediate verification is by the Delta Sigma Theta Sorority, Inc. Membership Card and photo I.D.

b. Follow-up verification. If necessary, the Financial Secretary or President may verify membership accessing the Red Zone of the National website with photo I.D.

Section 2. Verification of Good Standing. The list of all sorors/members/ who have been placed on suspension, probation or expelled is accessible on the Home Page of the national website to verify a visiting soror's eligibility to attend meetings, events, and ceremonies hosted by the chapter.

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures. Chapter use of the internet will be done in accordance with the Delta Internet Guidelines.

Section 2: Chapter Email Accounts. The Chapter email account will be managed by the Corresponding Secretary, with oversight by the Chapter President who shall approve all outgoing correspondence as the only authority to speak on the chapter's behalf.

ARTICLE XVII: AMENDMENTS FOR RULES OF ORDER AND POLICIES & PROCEDURES

Section 1. Process and timing.

- a. The Chapter Policies and Procedures shall only be amended upon vote by two-thirds of the membership present and voting, provided a quorum is present, with 30 days notice of the vote.
- b. Proposed changes may be presented to the Executive Board and at regular chapter meetings throughout the sorority year as determined by the committee. However, no proposed changes for the ensuring chapter year will not be considered after the February chapter meeting.
- c. Any member may propose changes to the Policies and Procedures using the Policies and Procedures Change Form on the chapter website or in the Appendices herein.
- d. The committee shall consider the proposed amendment and if reasonably viable, coordinate with the submitting soror to put in proper form for presentation to the Executive Board for review and ultimately to the Chapter for vote.
- e. The committee shall present the next fiscal year's Policies and Procedures, including any amendments approved during the year, to the Executive Board for review and the Chapter for vote at the regularly scheduled meeting in April.
- f. The chapter shall conduct the vote at the regular meeting in May. If a quorum is not present, voting will be conducted at a call meeting or the next scheduled sorority meeting when a quorum is present.

Section 3. Effective Date. The Policies and Procedures are not effective until the sorority year for which they are approved by the National Scholarship and Standards Committee is received. The approved Policies and Procedures shall be published to the membership within 60 days of receiving notice of approval from Scholarship and Standards.

Section 4. Chapter Approval Date. Although the chapter's approval of the Policies and Procedures is the date of the two thirds majority vote, the chapter must continue using the version that was last approved by Scholarship and Standards until such time that the most recent version is approved and the sorority year for which it was approved commences.

Article XVIII: PARLIAMENTARY AUTHORITY

Section 1. Governing Documents. The Chapter's shall be governed by the sorority's Constitution and Bylaws, approved Chapter Policies & Procedures and Rules of Order, Robert's Rules of Order, Newly Revised

Section 2. Administrative Resources and Tools. The Chapter shall be guided by the Chapter Management Hand Book,; Protocol and Traditions Handbook, the official Ritual, Sorority's Code of Conduct, Fiscal Officers Manual, Internal Audit Manual, Administrative Procedures for Membership Intake Manual, Delta Internet Guidelines, and Delta Style Guide, and Hot Off the Press releases.

ATTACHMENTS: ALL FORMS USED BY THE CHAPTER must be (provided or made available) to chapter members.

Chapter Rules of Order Form

Chapter Organizational Structure (with Names (by Position), Phone Number, and Email)

Chapter Policies and Procedures Change Form

Advance/Reimbursement Vouchers

Transition Summary Checklist

Corporate Compliance Checklist

Key Audit Reporting Dates

Delta Internet Guidelines

Alcohol and Drug Policy

NOTE: Grammatical and/or clerical errors may be corrected without Chapter vote in accordance with Robert's Rules of Order.