



DELTA SIGMA THETA
SORORITY, INC.

Lexington (KY) Alumnae Chapter

NOMINATION INFORMATION
AND
GUIDELINES

Contents

ELIGIBILITY REQUIREMENTS	2
Standing Committees:	3
Standing Committee Participation:	3
DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS	3
PRESIDENT	4
FIRST VICE-PRESIDENT	5
SECOND VICE-PRESIDENT	6
RECORDING SECRETARY	6
CORRESPONDING SECRETARY	7
FINANCIAL SECRETARY	7
ASSISTANT FINANCIAL SECRETARY	8
TREASURER	8
DUTIES AND RESPONSIBILITIES OF ELECTED POSITIONS	10
INTERNAL AUDIT COMMITTEE CHAIR	10
NOMINATING COMMITTEE CHAIR AND MEMBERS	10
TERMS OF OFFICE	11
Limits of Office	11
Assumption of Office	11
IMPEACHMENT	11
NOMINATING APPLICATION FORM	12
TIMELINE	12
PROFILE CRITERIA	12
CAMPAIGNING REQUIREMENTS	12
CANDIDATE PRESENTATION	12
NOMINATING COMMITTEE	12

Calling All Members to Serve!

The Nominating Committee invites all qualified members of Lexington (KY) Alumnae Chapter to apply for the offices, positions and committees listed below:

- President
- First Vice-President
- Second Vice-President
- Recording Secretary
- Corresponding Secretary
- Financial Secretary
- Assistant Financial Secretary
- Treasurer
- Internal Audit Chair
- Chair of the Nominating Committee
- (4) Members of the Nominating Committee

ELIGIBILITY REQUIREMENTS

Eligibility requirements for officers and other leadership positions are set forth in the 2020-2021 Approved Lexington (KY) Alumnae Chapter Policies and Procedures Section 1, Article IX.

Eligibility Criteria for Holding Office and Other Positions are listed below:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

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

Please note: *Standing Committees are set forth in the 2020-2021 Approved Lexington (KY) Alumnae Chapter Policies and Procedures Section 3, Article II.*

Standing Committees:

- Arts & Letters
- Audit
- Budget
- Collegiate Connection
- Courtesy
- Debutante Scholarship Program
- Delta Academy
- Delta Dears
- Delta Gems
- Fundraising
- Healthy Living
- L.E.A.D.
- Risk Management
- Newsletter & Technology
- Nominating
- Policies and Procedures
- Program Planning & Development
- Reclamation & Retention
- Ritual & Ceremonies
- Social Action

Standing Committee Participation:

Actively serving standing committee members are members of Lexington (KY) Alumnae Chapter who:

- are listed on the official committee roster by the committee chair
- participate in committee meetings and events and
- support and actively contribute to the committee.

Attending a committee event alone does not constitute standing committee membership. If a member is currently serving on a standing committee, the member should verify with the committee chair to ensure the member's name is listed on the roster.

DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

Duties and Responsibilities of officers are set forth in the 2020-2021 Approved Lexington (KY) Alumnae Chapter Policies and Procedures Section 1, Article III.

Duties and Responsibilities of Elected Officers are listed below:

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.

FIRST VICE-PRESIDENT

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:

1. serve as Leader of the Minerva Circle during the Membership Intake Program.
2. be officially trained for Membership Intake prior to the chapter's Rush activity.
3. perform ceremonial duties as specified in the Ritual.
4. attend Executive Committee, Executive Board, Chapter meetings and transition meetings.
5. serve as the chapter's alternate voting delegate at National Conventions, Regional Conferences, and other Delta meetings and/or events.

6. oversee the management and administration of the chapter's Program Planning & Development.
7. be responsible for the substantive training and development of committee chairs.
8. be responsible to ascertain and determine committee participation and attendance for eligibility to serve on the Minerva Circle.
9. 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.
10. have the legal ability to be bonded and commit to attend a financial workshop or webinar annually.

SECOND VICE-PRESIDENT

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:

1. attend Executive Committee, Executive Board and Chapter meetings.
2. serve as chairperson of the Membership Services Committee.
3. serve as Chair of the Reclamation and Retention Committee.
4. serve as Chair of the Founders Day Special Committee.

RECORDING SECRETARY

Serves as the official recording officer of the Chapter. The Recording Secretary shall:

1. be responsible for keeping accurate minutes and records of and for the chapter.
2. have printed minutes from the previous Chapter meetings available for the Executive Board meetings.
3. provide electronic copies of the minutes to the Corresponding Secretary for posting no later than ten (10) days before the monthly meeting.
4. keep an accurate record of the attendance and voting.
5. routinely have items clarified to assure accurate recording.
6. call meeting(s) to order in absence of the President.
7. record and keep accurate minutes at Executive Board meetings and provide typed minutes from the previous Executive Board at each current Executive Board meeting.
8. 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.
9. perform ceremonial duties as specified in the Ritual.
10. be officially trained for Membership Intake prior to the Chapter's Rush activity.

11. provide to the Chapter an electronic copy of the official minutes for the Chapter year by June 30th each year.
12. attend Executive Board, Executive Committee, Chapter meetings, and transition meetings.
13. determine and inform the President whether a quorum is present at chapter meetings.

CORRESPONDING SECRETARY

Serves as the official recipient of all the official correspondence of the chapter.

The Corresponding Secretary shall:

1. 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.
2. 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.
3. receive all official correspondence of the Chapter.
4. summarize correspondence to the body at Executive Board and Chapter meetings.
5. send and respond to correspondence as directed by the President.
6. attend Executive Board, Executive Committee, Chapter and transition meetings.
7. serve as Recording Secretary in her absence.
8. serve on Newsletter and Technology Committee.
9. 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.
10. file official correspondence in a permanent file.
11. provide the official chapter letterhead to committee chairpersons upon request.
12. 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.
13. check the post office box at least twice weekly.
14. send e-mails and/or all electronic postings to the Chapter as directed by the President

FINANCIAL SECRETARY

Works in conjunction with the Treasurer. The Financial Secretary shall:

1. collect and receipt all monies taken in by the chapter.
2. keep a record of all monies received and receipts issued.
3. turn over all funds collected to the Treasurer to ensure compliance with the 2-business day deposit requirement.
4. maintain written records of all transactions pursuant to the Fiscal Officers Manual and chapter's financial policies and procedures.
5. submit all vouchers to the Treasurer.

6. prepare, keep and update the roster of all financial members, the number of which is provided at the monthly chapter meetings.
7. serve as member of the Budget Committee.
8. serve as member on the Minerva Circle.
9. be officially trained for Membership Intake prior to the chapter's Rush activity.
10. prepare and provide a report for all monies received into the Chapter monthly.
11. 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.
12. attend Executive Board, Executive Committee, Chapter and transition meetings.
13. 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.
14. 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.
15. complete and sign the Acceptance of Fiscal Responsibilities form upon assuming office.
16. 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.
17. have the legal ability to be bonded and commit to attend a financial workshop or webinar annually.
18. 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.

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:

1. 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.
2. 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.
3. complete and sign the Acceptance of Fiscal Responsibilities form upon assuming the position.
4. have the legal ability to be bonded and attend a financial workshop or webinar annually.
5. have substantive command of the Fiscal Officers Manual.
6. be officially trained in Membership Intake prior to the chapter's Rush activity.

TREASURER

Serves as the chief financial officer of the Chapter. The Treasurer shall:

1. 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.
2. record and prepare and provide reports of income received and disbursements made as approved by the Chapter budget and/or by the Executive Board.
3. 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.
4. prepare and submit written copies of financial reports at each regular meeting to the President, Recording Secretary, and the chapter body.
5. coordinate all financial transactions for the chapter per the Fiscal Officers Manual
6. serve as Chair of the Budget Committee.
7. receive, review, reconcile, maintain and report the monthly banking records at Executive Committee, Executive Board and Chapter meetings.
8. 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.
9. advise the Chapter Executive Board and the Chapter body of the availability of funds and expenditures.
10. perform ceremonial duties as specified in the Ritual.
11. attend Executive Board, Executive Committee, Chapter meetings, and transition meetings.
12. prepare the annual fiscal year-end reports for each year of her term, even when a new treasurer has been installed.
13. 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.
14. submit dues, national corporate fees, and bonding and liability insurance fees to by March 31st each year.
15. sign the Chapter checks, along with the President except those written to the Treasurer herself. The Treasurer shall never sign a blank check.
16. 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.
17. 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.
18. complete and sign the Acceptance of Fiscal Responsibilities form upon assuming office.
19. have the ability to be legally bonded and attend a fiscal workshop or webinar annually.
20. 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.

DUTIES AND RESPONSIBILITIES OF ELECTED POSITIONS

Duties and Responsibilities of elected positions are set forth in the 2020-2021 Approved Lexington (KY) Alumnae Chapter Policies and Procedures Section 3, Article III.

Duties and Responsibilities of Elected Positions are listed below:

INTERNAL AUDIT COMMITTEE CHAIR

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.

NOMINATING COMMITTEE CHAIR AND MEMBERS

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 May 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 an intervening term before the same soror may seek to be re-elected to the committee.

TERMS OF OFFICE

Terms of office are set forth in the 2020-2021 Approved Lexington (KY) Alumnae Chapter Policies and Procedures Section 4, Article III.

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.

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.

IMPEACHMENT

Impeachment criteria is set forth in the 2020-2021 Approved Lexington (KY) Alumnae Chapter Policies and Procedures Section 5, Article III.

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.

NOMINATING APPLICATION FORM

Initial Nominees for elected offices or positions will be received by completing a Nomination Application Form. The nomination form will consist of:

1. Nominator's Name, email address and phone number
2. Nominee's Name
3. Office/Position nominating for

The link to the form will be emailed and located in the password protected section of the Lexington (KY) Alumnae website (dstlexky.org).

TIMELINE

1	Call for nominations	February 6, 2021
2	Nomination Applications Due	February 19, 2021
3	Present Slate to the Executive Board	March 2, 2021
4	Present Slate to the Chapter	March 16, 2021
5	Campaigning Period	March 17, 2021-May 17,2021
6	Presiding Officer opens the floor to nominations	April 13, 2021
7	Candidate profiles for all elected offices/positions are due	April 20, 2021
8	Each Candidate addresses the Chapter (max 2 minutes)	May 18, 2021

PROFILE CRITERIA

9 Election

May 18, 2021

All candidates for an elected office or position must submit a one-page, one-sided profile, with professional picture, (if desired, not to exceed wallet size) containing her Delta history, qualifications, and platform.

Example information to include:

Name

Office/Position seeking

Professional Occupation/Job Title

Offices/positions held

National conventions attended

Regional conferences attended

Committee participation

CAMPAIGNING REQUIREMENTS

1. Applicants may not engage in any campaigning activities prior to the presentation and acceptance of the slate during the March chapter meeting.
2. All campaigning must end prior to the start of the May chapter meeting.
3. Personal campaign spending should not exceed \$25.00.
4. Any violations of campaign procedures will result in disqualification.
5. Report any alleged violations of campaigning procedures to the Chair of the Nominating Committee.

CANDIDATE PRESENTATION

All candidates for an elected office or position will have the opportunity address the Chapter for a maximum of 2 minutes during the May chapter meeting.

NOMINATING COMMITTEE

Wendy D. Dixie, chair

Stefania Greene