

# **DELTA SIGMA THETA SORORITY, INCORPORATED**

ALBUQUERQUE ALUMNAE CHAPTER #150

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ALBUQUERQUE, NM, 87125

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SOUTHWEST REGION

Chapter Service Area:

Serving the Albuquerque, New Mexico

**POLICIES and PROCEDURES**

**Revised/ Chapter Approved May 2020**

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## **ARTICLE I. CHAPTER INFORMATION**

### **Section1. Chapter Name/Location/Number**

- a. **Name**  
Albuquerque Alumnae Chapter
- b. **Location**  
Albuquerque, New Mexico
- c. **Region**  
Southwest
- d. **Chapter Number**  
#150

### **Section2. Chapter Service Area**

The Albuquerque Alumnae Chapter serves the greater Albuquerque, NM area.

### **Section3. Contact Information**

- a. **Mailing address**  
P.O. Box 27044 Albuquerque, NM 87125
- b. **Chapter Website URL**  
www.abqdeltas.org
- c. **Chapter Email Address**
  1. Main correspondence  
info@abqdeltas.org
  2. President's email  
president@abqdeltas.org

## **ARTICLE II. CHAPTER STRUCTURE, GOVERNING BODIES**

### **Section1. Executive Committee**

The Executive Committee is composed of the elected officers of the chapter as noted in Article III of this document.

### **Section2. Executive Board**

The Executive Board is composed of all elected officers, elected positions and appointed positions as noted in of this document.

### **Section3. Committees**

- a. **Standing Committees**  
Standing Committees are permanent committees that meet regularly.  
*Programmatic Committees execute programming in alignment with Grand Chapter programming goals. These committees are denoted by an asterisk (\*).*
  1. Arts & Letters\*
  2. Budget & Finance
  3. Community Service\*
  4. Economic Development\*
  5. Educational Development\*
  6. Executive
  7. Heritage and Archives
  8. Internal Audit
  9. International Awareness & Involvement\*
  10. Membership Services
  11. Nominating
  12. Physical & Mental Health\*
  13. Political Awareness & Involvement\*
  14. Program Planning & Development\*

15. Ways & Means
- b. Special Committees
  1. Special committees are formed to do specific tasks. These committees do not meet regularly, but only meet to perform their tasks as necessary. The special committees of the chapter are:
    - a) Elections
    - b) Founders Day
    - c) Minerva Circle (*elected*)
    - d) Delta Emergency Response Team (DERT)
    - e) President's Council
- c. Ad Hoc Committees
  1. Ad Hoc Committees are one-time only committees, appointed for special assignment.
  2. The President shall form all Ad Hoc committees.
  3. The President shall appoint all chairs of Ad Hoc Committees.

## **ARTICLE III. ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS**

### **Section1. Duties and Responsibilities of Elected Officers**

#### **a. President**

It shall be the duty of the President to:

1. Preside at all Chapter meetings and ritualistic services;
2. Enforce the Constitution and Bylaws
3. Appoint all non-elected officers;
4. Appoint all committee chairs except the Internal Audit, Nominating Committee and Leader of the Minerva Circle;
5. Act as the Chair of the Executive Board (EB) and prepare the agenda;
6. Interpret all governing documents of the Sorority;
7. Sign all vouchers and checks, except her own;
8. Request call, emergency and special meetings;
9. Communicate with National Headquarters and National and Regional officers;
10. Vote in case of a tie;
11. Inform Chapter of all mailings and communication from National Headquarters, National and Regional officers, state agencies, and local organizations;
12. Represent the Chapter at Delta state, cluster meetings, summit and regional meetings and submit a formal report to the Chapter
13. Serve as the Voting Delegate at the Regional Conference and National Convention;
14. Serve as a member of the Budget and Finance Committee;
15. Serves on the Minerva Circle;
16. Speak on behalf of the Chapter and serve as ex-officio member of all committees, except for the Internal Audit Committee and the Nominating Committee;
17. Signs and submits President's Acceptance of Fiduciary Responsibility Statement by the required deadline.
18. Keeps a physical record of all chapter passwords and account users, and ensures passwords are changed when new users take

office and require access (email accounts, social media pages, online banking, etc.).

**b. Vice President**

It shall be the duty of the Vice President to:

1. Preside at all Chapter meetings and ritualistic services in the absence of the President or at her request;
2. Serve as Chair of the Program Planning and Development Committee;
3. Keep an accurate roster of members actively participating in the Chapter's events when the Recording Secretary is not present;
4. Interpret all governing documents of the Sorority;
5. Serve as Alternate Delegate at Regional Conferences and National Conventions;
6. Serve as Voting Delegate at Regional Conferences and National Conventions in the absence of the President;
7. Serve as member of the Budget and Finance Committee;

**c. Secretaries**

**Chapter Secretary**

To streamline documentation of incoming correspondence, the Corresponding Secretary and Recording Secretary positions are combined into one position—known as the Chapter Secretary whose duties are listed below:

- i. Record the minutes of all regular, Executive Board, special, emergency and call meetings;
- ii. Verify that a quorum is present and maintained to conduct business;
- iii. Record all votes;
- iv. Receive and maintain all records of the chapter;
- v. Provide meeting minutes;
- vi. Maintain an accurate record of members actively participating in all Chapter events;
- vii. In the event of her absence, the President will appoint a chapter member to fulfill her duties.
- viii. Be the point of contact for the Information and Communications Chairperson.
- ix. Send and receive all correspondence as authorized by the President;
- x. Give a brief description of all incoming correspondence (including that from local agencies, community agents, Southwest Region, and National Headquarters) to the Executive Board and the chapter;
- xi. Check the chapter post office box weekly and advise the President if there is correspondence of an urgent or sensitive nature
- xii. Provide correspondence to chairs of committees as appropriate;
- xiii. File correspondence authorized and sent by the Chapter;
- xiv. Monitor the chapter email address weekly and forward all emails to the appropriate parties.

- xv. Keep a log of all mail received. To include name of sender, postmark date, and date shown to president before handed off to appropriate party.

**d. Financial Secretary**

It shall be the duty of the Financial Secretary to:

1. Record all income received;
2. Issue official written receipts for income immediately upon receiving funds;
3. Complete and date the deposit slip, and Turn all funds over to the Treasurer to ensure the deposit requirement is met (2 Business Days);
4. Serve as a member of the Budget & Finance Committee;
5. Serve as one of the authorizers for expenditures;
6. Sign checks only when the reimbursement is for another fiscal officer or when specifically requested by the President. (This should be a rare occurrence);
7. Prepare the roster of chapter members;
8. Serve as a member of the Minerva Circle;
9. Attend finance training workshops; and
10. Present a written monthly report to the chapter of all incomes received;
11. Signs and submits the Financial Secretary's Acceptance of Fiduciary Responsibility Statement by the required deadline.

**e. Treasurer**

It shall be the duty of the Treasurer to:

1. Maintain the official financial records of the chapter;
2. Provide a written report of the chapter income and disbursements monthly to all chapter members;
3. Prepare and submit annual fiscal reports by the established due dates;
4. Deposit income received by the Financial Secretary within 2 business days of receipt;
5. Submit Grand Chapter funds within 30 days of receipt;
6. Make disbursements on written authorization as outlined in the chapter Policies and Procedures (see Article VIII. Section 6 this Policies and Procedures document);
7. Ensure all checks have two signatures;
8. Sign all checks except her own;
9. Ensure a voucher system is used for the disbursement of funds;
10. Reconcile all accounts monthly;
11. Ensure chapter books and records are audited in accordance with current internal audit guidelines;
12. Serves as Chair of the Budget & Finance Committee;
13. Present the annual operating budget for the ensuing fiscal year (prepared by the Budget & Finance Committee) to the chapter for approval by May of each sorority year;
14. Monitor expenditures of the chapter budget;
15. Ensure the Annual Financial Report/Group Authorization Return is

- completed by the established due date;
- 16. Attend finance training workshops; and
- 17. Signs and submits Treasurer's Acceptance of Fiduciary Responsibility Statement by the required deadline.
- 18. Serve as Voting or Alternate Delegate at Regional Conferences and National Conventions in the absence of the President and First Vice President;

**f. Assistant Treasurer**

It shall be the duty of the Assistant Treasurer to:

- 1. Assists the Treasurer in her duties.
- 2. Cannot sign checks, deposit funds or manage financial accounts.
- 3. Signs and submit the Assistant Treasurer's Acceptance of Fiduciary Responsibilities Statement by the required deadline

**g. Assistant Financial Secretary**

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

- 1. Record all income received;
- 2. Issue official written receipts for income immediately upon receiving funds;
- 3. In the absence of Financial Secretary, turn all funds over to the Treasurer to ensure the deposit requirement is met (two business days);
- 4. Attend finance training workshops; and
- 5. Assist the Financial Secretary with her duties.
- 6. Signs and submit the Assistant Financial Secretary's Acceptance of Fiduciary Responsibility Statement by the required deadline.

**Section2. Duties and Responsibilities of Appointed Positions**

**a. Parliamentarian**

It shall be the duty of the Parliamentarian to:

- 1. Advise the Presiding Officer in the interpretation of the Constitution and Bylaws, Rules of Order and Robert's Rules of Order at Chapter and executive board meetings;
- 2. Conduct an annual workshop on Parliamentary Procedure in September; and
- 3. Serve as a member of the Policies and Procedures Committee.

**b. Chaplain**

It shall be the duty of the Chaplain to:

- 1. Care for the spiritual nourishment of the Chapter;
- 2. Keep accurate records of deceased members and obituaries to be submitted to the Chapter Historian and reported to the National Headquarters for inclusion in National and Regional Memorial Ceremonies; and
- 3. Fulfill her role as outlined in the Ritual and set the spiritual tone at Chapter meetings and events.

**c. Sergeant-at-Arms**

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

- 1. Keep and maintain order at all Chapter and Executive Board meetings;
- 2. Guard the entrance at all meetings;
- 3. Enforces the sorority dress code at chapter meetings; and
- 4. Keep a record of all Chapter members and visiting Sorors present



at regular Chapter meetings and submit the record to the Recording Secretary for record of meeting attendance.

**d. Historian**

It shall be the duty of the Historian to:

1. Compile an annual, typed narrative of the Chapter's activities and submit to the Chapter President and the membership in May of each sorority year. This record becomes a permanent part of the Chapter's history.
2. Collect photographs and artifacts of the Chapter's events for inclusion in the annual narrative.
3. Submit at least one article each to the Blaze (the regional publication) and The Delta Journal (the national publication) each sorority year.

**e. Custodian of Properties**

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

1. Maintain an accurate, typed inventory of all Chapter properties;
2. Report inventory as requested by the President and Chapter
3. Prepare and submit an annual, typed Inventory of Properties Report to the Chapter President and Recording Secretary in May of every sorority year;
4. Prepare and bring all required properties to Chapter meetings and events.

**f. Internal Audit Committee Members**

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

1. Conduct an internal audit of the chapter records quarterly to report any weaknesses to the chapter.
2. Nominate an independent auditor by March of the sorority year for the annual audit if necessary.
3. Ensure that the review or audit is conducted by an external party when required.
4. Ensure the chapter's annual internal audit report (IAR-1) is completed and submitted online to Grand Chapter by August 31.

**g. Risk Management Coordinator**

The Educational Development Chair will serve as the Risk Management Coordinator for the chapter. It shall be the duty of the Risk management Coordinator to:

5. Ensure that all PP&D programs adhere to the guidelines as defined by the Risk Management Manual.
6. Inform participants working with the chapter's youth programs that background screenings are self-funded and will not be paid by the chapter.
7. Conduct two PP&D workshops per year with all Program Leads and other Committee Chairs who work with any of the Chapter's youth initiatives to ensure that all volunteers are adequately trained on the requirements of Risk Management when working with youth initiatives.
8. Along with the Chapter President, review Youth Initiative Volunteer applications for Program Leads and Committee Chairs and conducts the screening process as defined in the Risk Management Manual.

**h. Information, Technology and Communications (ITC) Coordinator**

It shall be the duty of the ITC Coordinator to:

1. Maintain the chapter website by planning and updating the content and posting meeting agendas, minutes, committee reports and other chapter documents as necessary.
2. Assign chapter website credentials to chapter members of the current sorority year by the September chapter meeting. Each chapter member shall provide their own username and password for the chapter website.
3. Be an administrator of the chapter's social media accounts, posting only with approval of the Chapter President.
4. Comply with all technology updates from Grand Chapter (Delta Internet Guidelines).
5. Be an administrator, along with the President, of any new technologies adopted by the chapter, including but not limited to, group messaging services, email blast software, e-invitation tools, etc.
6. Not have access to the chapter president's email, the general chapter email or chapter financial email accounts.

### **Section3. Duties and Responsibilities of Elected Positions**

#### **a. Chair & Members of the Nominating Committee**

1. The Nominating Committee shall consist of three to five members, including the Chair.
2. The Chair and members of the Nominating Committee shall serve one (1) term.
3. The Chair and members of the Nominating Committee shall not be a candidate for any elected office of the Chapter while serving on the Chapter Nominating Committee.
4. If nominated for an elected office or position, the Chair and/or members of the Nominating Committee must resign prior to the call for nominations.

#### **b. Chair, Internal Audit Committee**

1. The Internal Audit Chairperson cannot hold a position on the Budget and Finance Committee.
2. See Article IV Section 1f of this Policies and Procedures document for the duties of the Internal Audit Committee.

#### **c. Minerva Circle**

The President and Financial Secretary are members by virtue of their elected office.

1. The Chapter shall elect:
  - i. Leader of the Minerva Circle
  - ii. Nine Jewels (not as individual Jewels, but as a group)
  - iii. Keeper of Muses & Graces
  - iv. Convener of the Odyssey Experience

### **Section4. Terms of Office**

#### **a. Limits of Office**

1. The term of office for elected and appointed officers shall be for two consecutive years.
2. A member shall not hold the same elected office for more than two consecutive terms except the chair and members of the Nominating Committee and the Chair of the Audit Committee who can only

serve one consecutive term.

**b. Assumptions of Office**

Newly elected Officers and persons holding elected Positions shall assume office on July 1 of the year in which they were elected.

**c. Appointments**

Those appointed to elected offices or positions after the exit of the originally elected person shall serve for the remainder of the term of in which they have been appointed.

**Section5. Impeachment**

In the case of impeachment, the chapter will follow the guidelines set forth by Grand Chapter.

**Section6. Filling Vacancies**

**a. Officers**

When a vacancy occurs in an elected office, the President will fill the vacancy within 30 days and notify the Executive Board and Chapter of her decision.

**b. Other positions**

When a vacancy occurs in an appointed position, the President will fill the vacancy within 30 days and notify the Executive Board and Chapter of her decision.

**c. Minerva Circle**

When a vacancy occurs on the Minerva Circle, the President will fill the position within 24 hours from the available trained members as described in the Administrative Procedures for Membership Intake and notify the Executive Board and Chapter of her decision.

**ARTICLE IV. COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP**

**Section1. Standing Committees**

1. It is recommended that all Standing Committees meet at least once a month.
2. The Chair (or Co-Chair in the absence of the Chair) will facilitate the committee meeting. No soror can hold more than two chair positions at the same time.
3. A "committee member" actively participates in committee meetings, programs, projects and activities. Participation is documented in committee meetings, programs, projects and activities.
4. There must be a quorum present to conduct business at a committee meeting.
5. There are two types of Standing Committees: Programmatic and Administrative.
6. The Programmatic Committees serve to execute the programs of Grand Chapter and include:
  - a) Arts & Letters
  - b) Community Service
  - c) Economic Development
  - d) Educational Development
  - e) International Awareness & Involvement
  - f) Physical and Mental Health
  - g) Political Awareness & Involvement/Social Action

7. The Administrative Committees serve to conduct the business and membership affairs of the chapter in accordance with Grand Chapter and include:
  - i. Executive Committee
  - ii. Executive Board
  - iii. Budget and Finance
  - iv. Heritage and Archives
  - v. Internal Audit
  - vi. Membership Services
  - vii. Hospitality
  - viii. Nominating
  - ix. Policies and Procedures
  - x. Ways and Means
- a. Executive Committee**
  1. The Executive Committee is composed of all elected officers of the chapter as listed in Article III. Section 1 of this document.
  2. The President (or ~~First~~ Vice-President in the absence of the President) will facilitate the Executive Committee meetings.
  3. The Executive Committee shall meet with the rest of the Executive Board at the Chapter's monthly Executive Board meeting.
- b. Executive Board**
  1. The Executive Board is composed of all elected officers, elected positions, and appointed positions.
  2. The President (or Vice-President in the absence of the President) will facilitate the Executive Board meetings.
  3. The Executive Board shall meet monthly.
  4. Discretion will be given to the Executive Board to purchase ads if the ad request and deadline for purchasing is received between chapter meetings. The purchase amount will not exceed the budgeted publicity/ads/community support line item amount.
- c. Arts and Letters**
  1. The Arts and Letters Committee shall develop cultural awareness and art appreciation in the community and encourage the development of the artistic talent particularly among members of the African-American Community.
  2. Members of this commission will also provide music as a choir or chorus on certain occasions.
  3. The Committee is responsible for providing opportunities for the Chapter to sing traditional and popular Delta songs when appropriate.
  4. The Arts and Letters Committee will develop and plan programs and services as directed by the Grand Chapter, the National Executive Board and the National Arts and Letters Commission.
- d. Community Service**

The Community Service Committee will plan and facilitate "point of service" (discrete) activities for the Albuquerque Alumnae Chapter of Delta Sigma Thetas Sorority, Inc. that align with the Sorority's Five-Point Programmatic Thrusts.
- e. Budget and Finance**
  1. The Budget and Finance Committee shall plan, evaluate, recommend changes to the annual operating budget and present it to Chapter membership for approval by the May meeting.

2. At a minimum, the Budget and Finance Committee shall consist of the following:
  - a) Treasurer (Chair),
  - b) Financial Secretary,
  - c) President,
  - d) Vice-President,
  - e) Chairperson of the Ways and Means Committee
3. Members of the Budget and Finance Committee cannot serve on the Internal Audit Committee.
4. Budget & Finance Committee will use documents provided by grand chapter throughout the year.

**f. Fundraising (Ways & Means)**

1. The Ways and Means Committee shall be responsible for raising funds for the chapter.
2. A member of the committee shall be a member of the Budget and Finance Committee.

**g. Internal Audit**

1. The Internal Audit Committee shall consist of three to five members.
2. The Internal Audit Committee shall audit the Chapter's financial records as follows:
  - a) Verify the existence of and chapter adherence to internal controls.
  - b) Review and propose internal controls.
  - c) Review the Chapter financial records and indicate any material weaknesses in controls.
  - d) Prepare IAR-1 reporting quarterly and annual.
  - e) Document recommended improvements to internal control weaknesses.
  - f) Meet with Fiscal Officers regarding financial review findings after submission of the IAR-1 and before the Executive Board meeting.
  - g) Submit the required IAR-1 forms to National Headquarters in accordance with the most recent guidelines.
  - h) Report Audit findings and recommendations to the Fiscal Officers, Executive Board and Chapter on a quarterly basis.
  - i) Notify Chapter of any weaknesses in financial structure and recommend improvements.
3. Members of the Internal Audit Committee will not serve on the Budget and Finance Committee.

**h. Membership Services**

1. The Membership Committee will develop and plan programs and services as directed by the Grand Chapter, the National Executive Board and the National Membership Services Committee;
2. Develop and promote continuous programs and services for retention and reclamation of the Chapter's membership;
3. Oversee the Hospitality committee.

**i. Nominating Committee**

1. The Nominating Committee shall consist of three to five elected members, including the Chair.

2. It shall be the duty of the Nominating Committee to verify the eligibility of each candidate and submit a slate of candidates for the election of officers to the Chapter membership.
3. The Chair of the Nominating Committee will provide a typed slate to the Executive Board for review prior to presenting it at the April Chapter Meeting.
4. The Nominating Committee will present the slate of officers at the April Chapter Meeting to be voted on at the May Chapter meeting.
5. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for a chapter office or position.
6. Host a candidates' meet and greet allowing candidates five minutes to speak (candidates may choose not to speak).
7. Develop a questionnaire or candidates' profile. With the following information:
  - Chapter experience
  - Regional Experience
  - National Experience
  - Community & Organizational Affiliation
  - Public Speaking Experience
  - State reason for seeking office with plan/vision for Albuquerque Alumnae Chapter

The results of this questionnaire must be added to the members only website for member review at least 20 days before the election.

8. The Nominating Committee Chair will provide a mailing list of all sorors eligible to vote to the candidates.
9. The Nominating Committee Chair will send electronic campaign materials to the chapter members within 48 hours of receiving the information.

**j. Policies and Procedures**

1. The Executive Committee as listed in Article II. Section 1 and Parliamentarian are required members of this committee.
2. The Committee shall evaluate the Chapter's Policies and Procedures and present recommendations to the chapter no later than April of every year.
3. The Committee shall incorporate changes to the Chapter's Policies and Procedures as required by Grand Chapter.
4. The amendments to the Chapter Policies and Procedures shall be upon two-thirds vote of the membership of the quorum in attendance at a regular meeting.
5. Chapter members must receive all changes in writing 30 days before the vote. Electronic notification via the website is acceptable. Members are notified when they are placed in a secured section of the chapter website.

**k. Program Planning and Development**

1. Economic Development  
The Economic Development Committee shall plan, develop, and execute programs that focus on fiscal management, education, and independence along with other financial topics and interests for the benefit of the local community.
2. Educational Development

The Educational Development Committee shall plan, develop and execute programs that focus on education, growth and development of the local community. A Youth Programs Coordinator will be appointed by the president to coordinate the program. The committee shall oversee:

- a) Delta GEMS
- b) Delta Academy
- c) EMBODI
- d) Risk Management Plan
- e) Scholarship program

**I. International Awareness and Involvement**

1. The International Awareness and Involvement Committee shall plan, develop and execute programming that:
  - a) Broadens the knowledge and understanding of cultures other than our own,
  - b) Increases interest in international affairs, and
  - c) Aids in the development of a greater appreciation for people of different backgrounds and cultures.

**m. Physical and Mental Health**

The Physical and Mental Health Committee shall plan programs in fitness, wellness and mental health- particularly for women, children, and the underserved and underprivileged-in order to improve and enhance quality of life.

**n. Political Awareness and Involvement/Social Action**

1. The Political Awareness & Involvement/Social Action Committee shall educate the Chapter on current local, state, regional, and national issues
2. Develop social action projects and programs that align with the initiatives of Grand Chapter.

**o. Information, Technology and Communications (ITC)**

1. Support the ITC Coordinator with the duties listed in Article III h above.

**Section2. Special Committees**

**a. Elections**

1. The President will appoint an *Elections Committee* by the call to Nominations the year of regular chapter elections and as necessary for any other elections.
  - i. The committee should consist of at least three Chapter members.
  - ii. The committee organizes and oversees the election process for chapter officers and other chapter elections.
  - iii. This Committee shall be responsible for balloting, counting, and presenting an election report.

**b. Founders Day**

*Founders Day Committee* shall plan, organize, and coordinate the Chapter's annual Founders Day activities and Rededication Ceremony.

**c. Minerva Circle**

1. The Minerva Circle shall be responsible for membership intake. The Minerva Circle shall consist of:
  - i. President
  - ii. Financial Secretary

- iii. Leader of the Minerva Circle
  - iv. Nine Jewels
  - v. Convener of Odyssey Experience
  - vi. Keeper of the Muses and the Graces
2. The Chapter elects all positions on the Minerva Circle. The Jewels are elected as a group. All other positions, including the Convener of Odyssey Experience and the Keeper of the Muses and the Graces, are elected by position.
  3. The Leader of the Minerva Circle is elected, and any member can nominate a soror to serve in this position.
  4. To serve on the Minerva Circle, members must:
    - i. Meet qualifications outlined in the membership intake documents regarding Membership Intake Training (MIT);
    - ii. Be a Chapter member; and
    - iii. Regularly attend and participate in Chapter activities and events.
- d. Delta Emergency Response Team (DERT)
1. The president shall appoint a committee to coordinate the chapter's emergency response initiative.
  2. The duties of the Committee will include activities to increase the awareness of the importance of emergency preparedness; provide structured and systemic training for the membership's Readiness, Response and Recovery efforts; provide effective preparedness communication strategies; provide resource support for affected members and residents; and support local Emergency Management Director (EMD) and distribute disaster related materials as directed or per request.
- e. President's Council
- The Presidents Council shall be composed of Past Chapter Presidents who will focus on special assignments regarding leadership development and membership retention within the chapter.
1. Other assignments can be based on the current president's platform or direction and/or special needs of the chapter.
  2. The current chapter president will serve as the chair.

### **Section3. Ad Hoc Committees**

Ad-hoc committees are "one-time only" committees, appointed for special assignments, Past examples include the Chapter Anniversary Committee and Robe Purchasing Committee. A total of no more than \$1000 of chapter funds shall be spent on each ad-hoc event.

## **ARTICLE V. MEETINGS**

### **Section1. Executive Committee Meetings**

The Executive Committee will meet at the request of the President.

### **Section2. Executive Board Meetings**

1. The Executive Board will meet on the first Sunday preceding the regular chapter meeting from 4:00pm to 5:30pm to plan the agenda, attend to immediate correspondence, and consider any other vital business.
2. The Executive Board Meeting will be changed in the event of a holiday and/or



local, state, regional or national functions, including Omega Omega Services, or at the discretion of the Executive Board.

3. An Executive Board member must give the President prior notice of her absence.
4. The committee chairs present progress reports at the Executive Board meeting in preparation for report to the Chapter.

**Section3. Chapter Meetings**

1. Chapter meetings shall begin the second Saturday in September and end the second Saturday in June of each year
2. Chapter meetings will begin at 9:30 a.m.
3. Chapter meetings will be changed in the event of a holiday and/or local, state, regional or national functions, including Memorial Services, or at the discretion of the chapter.

**Section4. Committee Meetings**

1. It is recommended that Standing Committees meet at least once a month during the sorority year.
2. Special committees will meet based on the needs of the chapter.
3. Ad hoc committees will meet based on the needs of the chapter.

**Section5. Call Meetings**

1. Call meetings are requested by the President to conduct business due to the unforeseen circumstances that occurred between regularly scheduled Chapter meetings.
2. Members will be notified by written or verbal notice of 7 days before a call meeting.
3. In cases of emergency, the President will insure that members are notified by written or verbal notice 3 days before an emergency meeting.

**Section6. Notifications**

All communications may be sent electronically in accordance with Delta's Internet Guidelines.

**Section7. Chapter Meeting Business Attire**

1. Business attire is required for entrance into chapter meetings. The Sergeant-At-Arms will enforce this rule.
2. Denim, shorts, line jackets, and tennis shoes are not appropriate, and should not be worn.
3. Sorors who do not follow the dress code will not be allowed entry into the meeting.
4. For questions or clarification on correct attire, please see the Protocol and Traditions Manual.

**Section8. Electronic Meetings and Communication**

Committee meetings can be held through conference call as long as all sorors have access to the call-in information.

**ARTICLE VI. QUORUM**

**Section1. Definition**

A quorum is the minimum number of members who must be present at a meeting for business to be validly transacted. The quorum must be maintained in order to conduct business. If a quorum is not maintained, the meeting cannot proceed and must be closed in due form.

**Section2. Executive Board**

A quorum is 25% of executive board membership.

**Section3. Chapter Meeting**

A quorum is 25% of the chapter membership at the time of the meeting.

**Section4. Committee Meeting**

A quorum is 25% of committee membership.

**ARTICLE VII. DOCUMENT RETENTION**

Records will be stored in a secure location in cabinets, containers or other air- tight storage spaces that will preserve the quality of the records. Records containing confidential information, such as member records, financial data, and credit card information for example should be kept under lock and key or in a restricted area with limited access.

Paper records will be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft or other loss of the original data. The recommended back-up timing is provided in the Record/Destruction Schedule found on the following pages.

The retention timeframe will depend on the record type. Records designated as permanent will not be destroyed. The timeframes will be re-evaluated yearly to determine if adjustments need to be made based on the format and need for each record type. The table below provides guidance on the retention timeframe, storage medium and destruction method.

**Destruction of Records\*** Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.

TYPES 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 Reconciliation	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
Bank Statements	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
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/Erase
*IAR-1 Form	5 year	Electronic	Quarterly	Quarterly	Erase
*Receipt					

TYPES OF RECORDS (PAPER/ELECTRONIC)	RETENTION TIMEFRAME	MEDIUM	CONVERT TO ELECTRONIC RECORD	BACK-UP OF ELECTRONIC RECORDS	DESTRUCTION METHOD
Logs	5 year	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Receipt Books	5 years	Paper	When books completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Eraser
*Year-end Financial Statements	7 years	Paper/Electronic	End of 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

## ARTICLE VIII. FISCAL POLICIES AND PROCEDURES

### Section1. Fiscal Roles and Responsibilities

#### a. President

1. Manages and oversees the fiscal operations of the chapter;
2. Is accountable to the chapter for the expenditure of funds;
3. Serves as “exchequer of finances” meaning the President is responsible for the management and collection of revenue;
4. Approves the expenditure of funds (ensures that all checks have two signatures);
5. Under NO circumstances should the President pre-sign checks;
6. Ensures a voucher system is used for the disbursement of funds;
7. Ensures fiscal officers attend financial workshops at least once a year;
8. Ensures all fiscal officers are bonded;
9. Shall attend finance workshops;
10. Signs all checks except her own;
11. Initials all deposits that include cash;
12. Ensures treasurer and financial secretary provide separate written reports;
13. Ensures the Annual Financial Report/Federal Group Authorization Return is completed;
14. Reviews all bank statements and fiscal officers reports monthly using the guide provided in the *Fiscal Officers Manual*;
15. Ensures that internal/external audits are completed; and

16. Ensures the outgoing and incoming fiscal officers conduct an effective transition.
17. President must initial and date bank statements before handing off to Treasurer.

**b. Treasurer**

1. Keeps the official financial records of the chapter;
2. Provides a written report of the chapter income and disbursements monthly to all chapter members;
3. Keeps actual records of income, disbursement & summary ledgers on a monthly basis;
4. Prepares and submits annual fiscal reports by the established due dates;
5. Deposits income received by the Financial Secretary within two business days of receipt;
6. Submits Grand Chapter funds within 30 days of receipt;
7. Make disbursements on written authorization as outlined in the chapter's Policies and Procedures;
8. Ensures all checks have two signatures;
9. Signs all checks except her own;
10. Ensures a voucher system is used for the disbursement of funds;
11. Reconciles all accounts monthly;
12. Ensures chapter books and records are audited in accordance with current internal Audit guidelines;
13. Serves as Chair of the Budget & Finance Committee;
14. Presents the annual operating budget for the ensuing fiscal year (prepared by the Budget & Finance Committee) to the chapter for approval by May of each sorority year;
15. Monitor expenditures of the chapter budget;
16. Ensure the Annual Financial Report/Group Authorization Return (990) is completed by the established due date;
17. Attends finance training workshops
18. Completes the Acceptance of Fiduciary Responsibility Form

**c. Financial Secretary**

1. Records all income received;
2. Issues official receipts for income immediately upon receiving funds;
3. Turns all funds over to the Treasurer to ensure the deposit requirement is met (within two business days of obtaining funds)
4. Serves as a member of the Budget & Finance Committee;
5. Serves as one of the authorizers for expenditures;
6. Signs checks only when the reimbursement is for another fiscal officer or when specifically requested by the President. (This should be a rare occurrence);
7. Prepares the roster of chapter members before each chapter meeting;
8. Serves as a member of the Minerva Circle;
9. Attends finance training workshops;
10. Presents a written monthly report to the chapter of all incomes received;
11. Completes the Acceptance of Fiduciary Responsibility Form

**d. Assistant Financial Secretary**

1. Assists the Financial Secretary with her duties.
2. Cannot sign checks, deposit funds or manage financial accounts.
3. Signs and submits the Financial Secretary's Acceptance of Fiduciary Responsibility Statement by the required deadline.

**e. Assistant Treasurer**

1. Assists the Treasurer in her duties.
2. Cannot sign checks, deposit funds or manage financial accounts.
3. Signs and submits the Treasurer's Acceptance of Fiduciary Responsibilities Statement by the required deadline.

**Section2. National and Local Dues**

**a. National Dues**

Members shall pay national dues and fees as shown in the Dues and Fees Schedule in the latest edition of the Constitution and Bylaws.

**b. Local Dues**

Local dues are due and payable at the same time as Grand Chapter dues. The amount is listed on the Rules of Order Form.

**Section3. Unconsumed Dues**

1. Initiates or other chapter members who transfer after paying dues may have the unconsumed portion of their dues transferred to their new chapter.
2. Unconsumed dues will be prorated over the course of the sorority year.

**Section4. Transfer Dues**

1. Sorors must request in writing to current chapter treasurer request to transfer unconsumed dues.
2. Soror requesting the transfer must complete the member information and former chapter section of the dues transfer form and complete the bottom section authorizing this transfer completed with signature.
3. Requesting Soror shall submit the dues transfer form to the financial secretary of the new chapter.
4. Financial secretary of the new chapter will complete the new chapter section of the dues transfer form and submit the form to the president of the former chapter to be processed.
5. Treasurer of the former chapter will submit unconsumed dues to the chapter address of the new chapter per chapter voucher/expense reimbursement policy.

**Section5. Travel Policy**

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

- i. Travel, lodging, registration fees, mileage
  1. Sorors should take the most safe and affordable mode of transportation to and from events.
  2. Travel accommodations should be reserved within 30 days of notification of event. In the case that accommodations cannot be made within that time period, sorors should notify the Executive Board for options.

**b. Travel Policy for State Summits, Cluster Meetings, Delta Days and**

**other meetings**

- i. Travel, lodging, registration fees, mileage
  1. Sorors should take the most safe and affordable mode of transportation to and from events.
  2. Travel accommodations should be reserved within 30 days of notification of event. In the case that accommodations cannot be made within that time period, sorors should notify the Executive Board for options.
  3. Sorors shall get chapter reimbursement approval before attending local and state meetings.

**Section 6. Purchase Order/Reimbursement Expense Voucher**

1. Reimbursement for expenses on behalf of the chapter will be authorized as long as they are within the amount on the approved Chapter budget.
2. Disbursements will only be made for monetary values listed on a receipt or purchase order. Reimbursement receipts must only have items that will be reimbursed. If reimbursable items are combined on the receipts with other items, taxes will NOT be reimbursed.
3. Reimbursement Process
  - i. Reimbursement requests must be submitted within 30 days of expenditure. If applicable, vendors used for special events, i.e. DJs, or bands must attach proof of insurance to signed contract.
  - ii. Reimbursement requests for expenses made on behalf of Chapter-approved business shall be made using the Chapter expense voucher form.
  - iii. All reimbursement requests must be in hard-copy format.
  - iv. Reimbursement requests will be processed during the Executive Board and Chapter meeting once a month. Voucher request forms must be complete in order to be accepted and processed.
  - v. Checks will be made available at the following Chapter meeting or mailed if requested, provided there is a self-addressed, stamped envelope provided.
  - vi. Reimbursement requests must be approved by the Committee Chair, Chapter President, and Treasurer or delegated alternative in the order listed.
  - vii. Upon final approval of reimbursement request, the Treasurer will write the check number, amount, and date on the original Reimbursement Request to maintain with chapter records.
4. All vouchers must be submitted by the June chapter meeting.
5. All vendors must have a signed contract and invoice in order to receive payment. See the Attachments for a chapter contract and invoice.
6. In the case of sorors invited for training or speaking engagements, food, lodging and travel will be reimbursed following current federal mileage and per diem regulations.
  - i. Alcohol will not be reimbursed.
  - ii. The chapter is not responsible for incidentals.
  - iii. An itemized receipt must be submitted for purchases.

7. Should the committee chair become unavailable to sign a voucher due to unforeseen circumstances (i.e. pandemic, or a natural disaster) the Program Planning and Development Chair's (PPD) signature is acceptable. The committee chair will submit the completed voucher to the PPD Chair via email or to the chapter's post office box.

#### **Section7. Method of Payment**

1. All disbursements will be made via chapter check to the person listed as the payee on the approved Reimbursement Voucher.
2. Chapter Checks must be cashed within 60 days of receipt.
3. All chapter checks must be cashed 5-7 days following the June chapter meeting. In the event that this does not occur, the amount of the check will deduct from the following year's committee budget.
4. When money is received in the Chapter's P.O. Box, the Chapter must confirm receipt to the payer within five business days.

#### **Section8. Unconsumed Funds: Year End Reconciliation**

Funds remaining at the end of the sorority year will return to the general chapter operating account.

#### **Section9. Insufficient Funds or Returned Check Policy**

1. Writers of checks that result in being returned for non-sufficient funds (NSF) will be asked to reimburse the chapter for the amount of the original check plus the amount of the bank's NSF fee.
2. The writer of the NSF check will be notified by the Treasurer by phone that a returned check has been received. The check writer will be required contact the Treasurer within three days to make arrangements for payment of the returned check amount plus applicable fees. Immediate payment of outstanding funds will be expected in the form of cashier's check or money order.
3. If the check writer has not made arrangements to cover the check and fees within three days and/or has submitted two non-sufficient funds checks, the check writer's name will be placed on the Chapter's NSF list and will not be able to write personal checks for future transactions.

#### **Section10. Fundraising**

The chapter encourages support from individuals, organizations, foundations, corporations, businesses and other entities that enable the chapter to fulfill its mission.

1. Funds may be used for any approved chapter project or initiatives unless otherwise specified by the donor.
2. In the event that the donated amount exceeds \$3,000, a written agreement will be required in order to ensure that the terms and conditions associated with the gift are clearly stated.
3. The Executive Board, in the case of a majority vote from the entire board, reserves the right to decline any gift that is inconsistent with the mission and purpose of Delta Sigma Theta Sorority, Inc or would not be in the best interest of the chapter.

4. After each fundraiser, the Ways and Means Committee must submit a written financial report within 30 days to the Treasurer and the Budget and Finance Committee for reconciliation. Once reconciled, the report shall be presented to the Chapter.

## **Section 11. Budgeting**

### **a. Committee Responsibility**

1. Committee programming is a fundamental part of the chapter's service to the community. As such, committee chairpersons will submit a budget for chapter programming each sorority year.
2. Once approved, committee budgets cannot be amended unless:
  - a) There are directives for additional programming from National Headquarters.
  - b) A new committee chair takes office and would like to submit a revised/new budget.
3. Committee Chairs do not have to receive chapter approval for reallocating funds within their own committees; however, reallocation of funds to other committees must receive chapter approval.
4. Any committee funds left over at the end of the sorority year will return to the general operating fund.

### **b. Timing and Process**

1. All Officers and Committee chairs shall submit their budget requests for the ensuing fiscal year to the Budget and Finance Committee by the March chapter meeting.
2. Budget requests not submitted timely will be subject to denial by the chapter.

### **c. Chapter Approval**

1. The chapter budget will be presented to the Chapter for approval at the April Chapter Meeting.
2. Once approved, the chapter budget will be provided to the chapter within 30 days.

## **Section 12. Additional Fiscal Policies and Procedures**

### **a. Step Show Policy**

1. For each event, the committee should submit a budget that includes revenue and all allowable expenses that will be paid by the Chapter.
2. All prize monies will be deposited in the Chapter's operating account.
3. For rules regarding participation, the chapter will follow Grand Chapter Guidelines.

### **b. Scholarship Policies, Requirements and Selection Procedures**

#### **1. Judith R. Harris Scholarship**

##### **i. Requirements**

1. The Chapter shall award scholarships to eligible applicants as designated by the Educational Development Committee;
2. The Educational Development Committee shall present a plan for annual scholarship dissemination to the Chapter at the January meeting including number of scholarships and dollar amounts.



3. The scholarship amount for the calendar year shall be determined by the Chapter based on the availability of funds;
4. Scholarship recipients will be graduating high school seniors and undergraduate college students in the Chapter service area.
5. The scholarship may be applied to books, tuition, and student fees;
6. Scholarships may not be awarded to a soror's (financial or non-financial) family member.
7. The chapter must approve all completed applications (packet, process for evaluation, and plans for disbursement).
8. The Chair of the Educational Development Committee shall oversee the application process.
9. Eligible applicants for scholarship shall have a cumulative GPA of 2.75 or above on a 4.0 point scale.
10. The Educational Development Committee will use unweighted GPAs for scholarship scoring.

**ii. Scholarship Applications**

Completed scholarship application packets must include:

1. An official transcript;
2. Two signed letters of recommendation on official letterhead:
  - a. One from a School Instructor or Counselor (from current school in attendance)
  - b. One from a Community Service Leader / Director
3. Approximately two 250-word-typed essays, the subject of which the Educational Development Committee shall propose to the Executive Board and to the chapter for final approval.

**iii. Procedures for Scholarship Award Applicant Submission and Review**

1. All applicants for a Scholarship Award must mail all completed application materials to the Albuquerque Alumnae Chapter Post Office Box by the set deadline.
2. The Committee will determine the deadline for the scholarship award and disseminate information to each applicant prior to application submission.
3. The Scholarship Committee will develop all rubrics for review and scoring of the application packet and interview.
4. The chapter must approve all rubrics.
5. The recipients of the scholarship award will be notified between March and April.
6. Upon acceptance to a designated institution, the Scholarship recipient shall provide the Chapter with the Scholarship Enrollment Verification Form and the Scholarship Check Forwarding Form by December 31 of the year in which the scholarship is awarded or all monies will be forfeited.

7. Within thirty (30) days of verification of enrollment, the scholarship shall be submitted by the Chapter to the applicant.

## **2. Margaret Carson Scholarship**

### **i. Requirements**

1. The Margaret E. Carson Scholarship shall be awarded annually for ten years effective sorority year 2017-2018.
2. The scholarship amount of one thousand dollars (\$1000) is based on annual funding from the Margaret E. Carson family.
3. The Chapter shall award one scholarship in the amount of one thousand dollars (\$1000) to eligible applicants as designated by the Educational Development Committee;
4. The scholarship may be applied to books, tuition, and student fees.
5. The Educational Development Committee shall present a plan for annual scholarship dissemination to the Chapter at the January meeting.
6. The Chair of the Educational Development Committee shall oversee the application process.
7. Scholarship recipients will be graduating high school seniors or undergraduate college students in the Chapter service area;
8. If an undergraduate college student, applicants must have completed two full-time (minimum 12 hours per semester) consecutive college semesters and be enrolled in an accredited college program in the chapter service area with two exceptions noted below;
9. The exception to the requirement of two consecutive full-time semesters is an applicant that is an Albuquerque Alumnae Chapter high school scholarship recipient currently enrolled as a freshman at an accredited college/university;
10. The exception to the requirement of attending a college/university in the chapter service area is an applicant that is an Albuquerque Alumnae Chapter high school scholarship recipient with no interruption in matriculation.
11. The chapter must approve all completed applications (packet, process for evaluation, and plans for disbursement).
12. Applicants shall have a cumulative GPA of 3.2 or above on a 4.0 point scale;
13. Applicants must demonstrate financial need based on requirements set forth by the Educational Development Committee;
14. Applicants must demonstrate a commitment to community service.
15. Scholarship Award Recipients must send a thank you letter to the family of Margaret E. Carson;
16. Scholarship Award Recipients must submit an official transcript immediately following each semester. Failure

to submit grades will jeopardize their scholarship.

17. Scholarships may be awarded to a soror's (financial or non-financial)-family member.

**ii. Scholarship Applications**

1. Completed scholarship application packets must include:
  - a. An official transcript;
  - b. Two signed letters of recommendation on official letterhead:
  - c. One from a School Instructor or Counselor (from current school in attendance)
  - d. One from a Community Service Leader / Director
  - e. A typed essay of approximately 500 words describing who you are as a person and how this scholarship will help you accomplish your ultimate goal(s) in life.

**iii. Procedures for Scholarship Award Applicant Submission and Review**

1. All applicants for a Scholarship Award must mail all completed application materials to the Albuquerque Alumnae Chapter Post Office Box by the set deadline.
2. The Committee will determine the deadline for the scholarship award and disseminate information to each applicant prior to application submission.
3. The Scholarship Committee will develop all rubrics for review and scoring of the application packet and interview.
4. The chapter must approve all rubrics.
5. If it is determined that a soror's immediate or blood kin dependent is an applicant, a review committee external to the chapter will assess that application using the same rubric
6. The recipients of the scholarship award will be notified between March and April.
  - a. For High School recipients:  
The Scholarship recipient shall provide the Chapter with the Scholarship Enrollment Verification Form and the Scholarship Check Forwarding Form by November 15th of the year in which the scholarship is awarded, or all monies will be forfeited;
  - b. For Undergraduate recipients:  
The Scholarship recipient shall provide the Chapter with the Scholarship Enrollment Verification Form and the Scholarship Check Forwarding Form by September 30th (first semester) and February 28th (second semester) or all monies will be forfeited;
7. Within thirty (30) days of receipt of verification of enrollment, the scholarship shall be submitted by the Chapter to the applicant.

### 3. **Sonya Moring Smith Community Service Scholarship**

#### i. **Requirements**

- a. This scholarship is for non-traditional students 28 years and older who have returned to college to complete their undergraduate degree.
- b. The scholarship amount is \$500 annually and is funded by the Smith family.
- c. Students must be enrolled in a two- or four-year college degree program. The scholarship can be used for tuition, housing or books.
- d. Applicants must have a 2.5 GPA on a 4.0 scale.

#### ii. **Scholarship Applications**

Applications must include an official transcript, proof of age, and a 2-3-minute video essay demonstrating commitment to a community service project.

#### iii. **Procedures for Scholarship Award Applicant**

##### **Submission and Review**

- a. The chapter's Educational Development Committee will administer the scholarship.
- b. Applications will be due by March 1 annually, and awarded by August 1 annually.
- c. Scholarships may be awarded to a soror's (financial and non-financial) family member.
- d. Previous award recipients are eligible to apply.

#### c. **Bonding**

The *Constitution and Bylaws* mandates that each chapter in Delta Sigma Theta Sorority, Incorporated shall be covered by general bonding insurance, which shall be provided by Grand Chapter.

#### d. **PayPal Merchant Account**

1. Approval and Accountability
  - i. The President is ultimately responsible for the account.
  - ii. The account will be in the name and Tax Identification Number (TIN) of the chapter with the President being listed as owner.
  - iii. If there is an issue with the account, the President will contact the Treasurer in order to resolve the problem.
2. Account Access
  - i. User accounts will be set up for the Treasurer and Financial Secretary.
    - a. The account log-in and password will only be provided to the President, Treasurer and Financial Secretary
    - b. Passwords will be transferred to new officers during officer transition.
    - c. Passwords will be changed each election

- cycle or when a new President, Treasurer, or Financial Secretary takes office.
  - ii. A separate chapter email account will be established specifically for the PayPal account and will be monitored weekly by the President, Treasurer and Financial Secretary.
  - iii. All written statements and correspondence regarding the account must be mailed to the Chapter address.
3. Funds Management
- iv. All funds received through the PayPal account must be credited to the applicable chapter account:
    - d. Scholarship donations will be credited to the Scholarship savings account.
    - e. All other donations, regardless of committee, will be credited to the General chapter checking account.
  - v. The fiscal operations of the account will become a part of the internal chapter auditing procedures as defined in Article II. Section 3 a8 of this Policies and Procedures document as well as Grand Chapter Guidelines.
4. User Information
- vi. At no time will the Chapter have access to user's financial information. This includes credit card, debit card or other banking and financial information.
  - vii. Information collected by PayPal— including name and email address— may be used for future marketing purposes.

**e. Online Banking**

1. Users and Passwords
- i. Passwords should be restricted to the authorized users.
  - i. The Chapter President and Treasurer will be the only authorized users of online banking.
  - ii. Passwords will change with each new administration or when a new Treasurer is installed.
2. Bill payments
- i. The chapter will pay recurring bills online, these include, but are not limited to the chapter P.O. Box and storage facility fee. The Treasurer will note which bills are paid on line on her monthly report.
  - ii. The Treasurer will be in charge of paying all online bills.
  - iii. Online bill payment documentation must be in the form of an electronic receipt attached to a voucher.
  - iv. Internal Audit procedures need to include the quarterly review of online transactions.
  - v. Online banking payments cannot be transacted through mobile devices.
3. Online transfers
- vi. A check voucher request should be completed by

- the Treasurer and approved by the Chapter President.
- vii. The transfer or bill payment confirmation should be printed and attached to the voucher to document the transaction.
  - viii. Dual Authorization for Account Transfers: Account transfers can only occur during Budget and Finance meetings with the President and Treasurer present.

## **ARTICLE IX. NOMINATIONS, ELECTIONS AND VOTING PROCESSES**

### **Section1. Eligibility Criteria for Holding Offices**

1. A candidate for Chapter office must be financial with the Chapter and Grand Chapter for the fiscal year in which the election takes place.
2. If elected, the officer shall maintain financial status throughout their term(s) of office.

### **Section2. Nominations of Chapter Officers and Elected Positions**

#### **a. Timeline and Guidelines for Process**

1. Call for nominations will be at the February meeting.
2. Before the floor is opened for nominations, the Nominating Committee will state the qualifications required for each position.
3. Nominations will be taken via the Nominations Form found in the Attachments of this document. This form must be completed for a candidate to be placed on the ballot.
4. Nominations are due to the Nominating Committee in March, at a date specified by the Nominating Committee.
5. A soror may nominate herself for any office or position.
6. If more than one soror applies for the same office/position and other offices/positions receive no applicants, the Nominating Committee will ask one of the applicants to consider one of the open positions. If she accepts, she will be slated in the new position. If she does not accept, she will be slated in the position she submitted.
7. The slate will be presented at the April Executive Board and Chapter meetings. If an applicant meets the criteria, she will be slated.
8. Nominations from the floor will be taken at the April chapter meeting.
  - a) A completed Nomination Form must accompany all nominations from the floor.
  - b) If a Soror who is nominated from the floor is not present at the meeting, she must provide a written statement confirming she agrees to run for the office. A text message, email or other confirmation is acceptable if it comes from the nominee's telephone or email address.
  - c) The Nominating Committee will verify the eligibility of all

applicants who are nominated from the floor.

- d) An applicant nominated from the floor will only be added to the final slate after the Nominating Committee has confirmed her eligibility.

**b. Nominations of the Minerva Circle**

The procedure for Minerva Circle nominations will follow the guidelines set forth in the Administrative Procedures for Membership Intake.

**c. Candidate guidelines for campaigning**

1. Campaigning is allowed.
2. Candidate budgets must not exceed \$75.00. Campaigning and budget costs are the responsibility of the candidate.
3. All receipts must be submitted to the Nominations Committee on a date determined by the committee. If candidate spends more than the allotted amount, she will be removed from the slate.
4. Campaigning is limited to publishing literature.
5. Campaigning cannot begin until the end of the chapter meeting in which the slate is finalized. Note: the end of the chapter meeting is after the formal closing has occurred.
6. Campaigning must end by midnight the day before the chapter meeting where the voting occurs.
7. Any applicant violating campaign guidelines will be disqualified and will not be placed on the final ballot.

**Section3. Elections**

1. Written notification of elections shall be sent 10 days before voting for officers, membership intake, and acceptance of candidates into the sorority. Correspondence related to membership intake will be by US postal mail.
2. Election of officers elected committee chairs, and elected committee members shall occur by secret ballot in every even year.
  - a) **Election day procedures and timeline**
    1. When there are two or more candidates (and the office remains unfilled after the first ballot), the two candidates who receive the highest number of votes will remain eligible for election. All other candidates will be dropped and are ineligible for election. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote.
    2. A vote on the final slate will take place the meeting following the presentation of the slate and nominations from the floor, the May chapter meeting.
    3. Before ballots are distributed, the Elections Committee will state how to complete the ballot and how winners will be calculated.
3. **Voting guidelines**
  - a. Voting for chapter officers and elected committee chairs, and acceptance to membership shall be by secret ballot, machine, or electronic voting devices.
  - b. Sorors must be financial in the current fiscal year to vote.
  - c. Only members who appear on the Financial Secretary's roster will be allowed to obtain a ballot. The Financial Secretary must ensure the roster being used in the most current one in the system.
  - d. Each eligible soror will be provided a ballot of the slated candidates.

#### **4. Re-balloting**

- a. In the case there is not a clear winner due to a tie, sorors must vote until there is a clear winner.
- b. Only the persons who received the highest number of votes will be placed on the new slate for re-voting.
- c. In the case that reballoting needs to occur, the Elections Committee will redistribute ballots, following the procedure as outlined in 2a above.

#### **Section4. General Voting Processes**

1. Ballots will not be issued before the presiding officer has established a quorum.
2. Voting will not begin until all ballots have been issued.
3. Ballots will only be issued by a member of the Elections Committee.
4. Ballots issued by anyone other than a member of the Elections Committee will be deemed illegal.
5. Any markings on the ballot not consistent with the instructions will constitute an illegal vote. (Example...if instructions say place an X next to the candidates name you want to vote for and you place a check mark, the vote for that position will be illegal)
6. When determining an illegal ballot, the Elections Committee will treat each position voted for as a ballot. An illegal vote for one position does not make the entire ballot illegal only the vote for that position.
7. Members will be advised when it is time to vote.

#### **Section5. Election Reporting**

1. The results will be reported on the *Elections Report Form* (located in the Attachments section of this document) and provided to the Recording Secretary for inclusion in the chapter records.
2. The Elections Committee will announce the results of each position.
3. The President will announce the winners of each position.

### **ARTICLE X. SPECIAL ELECTIONS**

#### **Section1. Minerva Circle**

1. If the chapter votes to proceed with Membership Intake, the vote for the Minerva Circle will occur at the next regular chapter meeting.
2. The Chapter elects all positions on the Minerva Circle. The Jewels are elected as a group. All other positions, including the Convener of Odyssey Experience and the Keeper of the Muses and the Graces, are elected by position.
3. The election of the Minerva Circle is by secret ballot and is determined by majority vote.

#### **Section2. Other Special Elections**

In the case of other special elections, the process will follow the steps outlined in Article IX.Section3 above.

### **ARTICLE XI. INSTALLATION OF OFFICERS**

#### **Section1. Guidelines for Selecting and Installing Officers**

1. Officers and elected Committee Chairs will be installed at the June Chapter meeting of the election year.
2. A past President chosen by the incoming President serves as the



installing officer.

## **ARTICLE XII. TRANSITION OF OFFICERS**

### **Section1. Procedures for Conducting the Transition Process**

#### **a. Timing**

The Transition of Officers and Committee Chairs shall take place before June 30 of the election year.

#### **b. Coordination**

1. All transition documents must be completed and submitted to the new officers by June 30 of the election year.
2. Transition procedures will follow the guidelines set forth in the Transition of Officers guidelines.

## **ARTICLE XIII. MEMBERSHIP INTAKE**

### **Section1. Membership Intake Process**

The Membership Intake Process will follow the guidelines set forth by Grand Chapter.

### **Section2. Minerva Circle**

#### **a. Handling Minerva Circle Members w/ Relatives as Applicant**

In the event a member of the Minerva Circle has a relative who is an applicant:

1. A member of the Minerva Circle is allowed to continue to serve on the Minerva Circle if an applicant is a family member.
2. Minerva Circle members must recuse themselves from scoring the packet and interviewing a family member.
3. Minerva Circle member is allowed to vote on all applicants

#### **b. Filling Vacancies**

In the event a position on the Minerva Circle becomes vacant, the President will appoint replacements from other trained members.

#### **c. Frequency**

1. Membership intake will be decided by chapter vote.
2. The process of voting for Membership Intake will follow the procedures set forth by Grand Chapter.

## **ARTICLE XIV. CHAPTER REPRESENTATION**

### **Section1. Voting and Alternate Delegates**

#### **a. Regional Conference and National Convention**

1. The Chapter President will serve as the Voting Delegate.
2. The Vice-President will serve as the Alternate Voting Delegate.

#### **b. State and Local Chapter Representation**

1. Chapter representatives for state and local meetings will be decided by chapter vote.

#### **c. Order of Succession**

- a. The President will serve as the Voting Delegate. Alternate Delegates will be chosen in the following order:
  - i. First Vice President
  - ii. Treasurer
  - iii. Recording Secretary
  - iv. Corresponding Secretary
  - v. Financial Secretary

- b. If none of the above persons can attend, the Chapter will vote on the Voting Delegate and Alternate Delegate.
- c. The person selected must be a chapter *member* and must attend the Convention/Conference for the duration of the event.

**d. Incoming Chapter Officers**

In the case of an election year, the incoming officers who will fill the positions listed in Article III. Section 1a and b above will serve as the Voting and Alternate Delegates.

**Section 2. Reimbursement**

1. Members serving as the Voting Delegate, Alternate Voting Delegate and chapter representatives for National Convention and Regional Conference will be reimbursed for registration fees, travel, lodging, and meals as shown below.
  - i. *Registration Fee*  
Registration fee for national convention and Regional Conference will be 100% reimbursed. Confirmation with registration cost must be submitted with voucher. Subscription event costs will not be reimbursed unless it is a required event.
  - ii. *Travel*  
Expenses for travel by air, car, or other means will be 100% reimbursed upon approval by Budget & Finance Committee prior to purchase. Mileage for travel by car will be based on current national government mileage rate.
  - iii. *Lodging*  
Lodging during convention or conference will be 100% reimbursed based on national convention rates provided the voting and alternate delegate room together. If the voting and alternate delegate stays in separate facilities each will be 50% reimbursed for lodging expenses.
  - iv. *Meals*  
Delegates will receive a Per Diem as defined by the current Federal government rates for meals-- excluding days where meals are included in registration fees. Tips for meals are included in the Per Diem rate.
2. A fiscal officer who serves as a chapter representative will be reimbursed for National conference or Regional convention registration.
3. If the chapter pays for event registration, every effort should be made to attend all activities for the duration of the event, and the soror must submit a written report to the chapter upon return.
4. If there are funds available in the chapter budget, Chapter representative expenses for other sorority meetings, i.e. Leadership Retreat, State Cluster and Delta Days, will reimburse at the discretion of the Chapter.

**ARTICLE XV. MEMBERSHIP VERIFICATION PROCEDURES**

**Section 1. Immediate Verification**

1. Unknown sorors will be immediately admitted to closed sorority functions if they can:
  - i. Provide a membership card (or membership number) that can be verified along with a photo ID, or

- ii. A chapter member can vouch for the soror based knowledge of the visitor's initiation or past activities with Delta Sigma Theta Sorority Inc.
2. If the visitor is unable to provide one of the above, she will not be admitted.
3. In the case of Induction or Initiation during the MIT process, sorors must have a membership card (or membership number) and photo ID to gain admittance.

## **Section2. Follow-up Verification**

1. In the case that a chapter member has vouched for a soror, in order to continue to attend closed sorority functions, the soror must provide the chapter with her membership card (or membership number) and photo ID.
2. If the soror cannot provide the chapter with the required information, she will be unable to attend closed sorority functions.

## **ARTICLE XVI. INTERNET AND EMAIL PROCEDURES**

### **Section1. Internet Policies and Procedures**

The chapter will follow the most recent Delta Internet Guidelines as prescribed by Grand Chapter.

### **Section2. Chapter Email Accounts**

1. The chapter maintains email accounts for internal and external communications. The current chapter email accounts are:
  - i. [president@abqdeltas.org](mailto:president@abqdeltas.org)
  - ii. [vp@abqdeltas.org](mailto:vp@abqdeltas.org)
  - iii. [budgetfinance@abqdeltas.org](mailto:budgetfinance@abqdeltas.org) (Treasurer)
  - iv. [info@abqdeltas.org](mailto:info@abqdeltas.org) (Corresponding Secretary)
  - v. [recordingsecretary@abqdeltas.org](mailto:recordingsecretary@abqdeltas.org)
  - vi. [financialsecretary@abqdeltas.org](mailto:financialsecretary@abqdeltas.org)
  - vii. [artsandletters@abqdeltas.org](mailto:artsandletters@abqdeltas.org)
  - viii. [chaplain@abqdeltas.org](mailto:chaplain@abqdeltas.org)
  - ix. [communityservice@abqdeltas.org](mailto:communityservice@abqdeltas.org)
  - x. [economicdevelopment@abqdeltas.org](mailto:economicdevelopment@abqdeltas.org)
  - xi. [educationaldevelopment@abqdeltas.org](mailto:educationaldevelopment@abqdeltas.org)
  - xii. [gems@abqdeltas.org](mailto:gems@abqdeltas.org)
  - xiii. [foundersday2019@abqdeltas.org](mailto:foundersday2019@abqdeltas.org)
  - xiv. [iai@abqdeltas.org](mailto:iai@abqdeltas.org) (Internal Awareness & Involvement)
  - xv. [internalaudit@abqdeltas.org](mailto:internalaudit@abqdeltas.org)
  - xvi. [itc@abqdeltas.org](mailto:itc@abqdeltas.org) (Information Technology Committee)
  - xvii. [membership@abqdeltas.org](mailto:membership@abqdeltas.org)
  - xviii. [nominating@abqdeltas.org](mailto:nominating@abqdeltas.org)
  - xix. [pmh@abqdeltas.org](mailto:pmh@abqdeltas.org) (Physical & Mental Health)
  - xx. [riskmanagement@abqdeltas.org](mailto:riskmanagement@abqdeltas.org)
  - xxi. [socialaction@abqdeltas.org](mailto:socialaction@abqdeltas.org) (Political Awareness & Involvement)
  - xxii. [waysandmeans@abqdeltas.org](mailto:waysandmeans@abqdeltas.org)
  - xxiii. [properties@abqdeltas.org](mailto:properties@abqdeltas.org)
2. The Chapter President must approve new chapter email accounts.
3. All email passwords must be provided to the Chapter President.

4. Email passwords must be changed any time a new officer or committee chair takes office and requires access to the account.

## **ARTICLE XVII. AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES**

### **Section1. Procedures/times for Making Changes, to whom they are submitted**

1. Proposed changes to this document can be submitted to the chapter email address at any time during the sorority year.
2. Once submitted, the Policies and Procedures committee will convene to review all necessary changes and proposed additions and will present the updated document to the chapter by April of the sorority year.

### **Section2. Quorum required to vote and 2/3 vote of those present and voting needed to amend**

A quorum of 2/3 present and voting is required to amend this Policies and Procedures document.

### **Section3. Effective Date**

1. Policies and Procedures will become effective once approval has been received from the Scholarship and Standards Committee.
2. The effective date will be listed at the bottom of this Policies and Procedures document, along with the initials of the soror who sent the approval email.

### **Section4. Chapter Approval Date**

1. The date of the chapter vote to approve the updated Policies and Procedures document will be listed at the bottom of this document as the "Approval Date."

## **ARTICLE XVIII. PARLIAMENTARY AUTHORITY**

### **Section1. Governing Documents**

1. Constitution and Bylaws
  - i. The Constitution and Bylaws of Delta Sigma Theta Sorority, Inc shall govern the Chapter. This is the official operating document of the sorority.
  - ii. Any other document that conflicts with the Constitution and Bylaws of Delta Sigma Theta Sorority, Inc. is null and void.
2. *Robert's Rules of Order Newly Revised*

The current edition of Robert's Rules of Order, Newly Revised shall be the resource for matters not covered in the Constitution and Bylaws and other governing documents.
3. Chapter Rules of Order
  - a. The Rules of Order shall not conflict with the Chapter Policies and Procedures.
  - b. Any conflict shall be resolved within 30 days of notification.
4. Chapter Policies and Procedures

### **Section2. Administrative Resources and Tools**

1. The *Chapter Management Handbook*
2. Risk Management Policy
3. The Chapter shall comply with the Grand Chapter Risk Management.
4. Administrative Procedures for Membership Intake
5. Chapter Management Handbook
6. Ritual
7. Membership Intake Program
8. Pyramid Study Guide
9. Delta Internet Guidelines (DIG)
10. Internal Audit Manual
11. Fiscal Officers Manual
12. Protocol and Traditions Manual
13. Scholarship and Standards Committee – Hot Off the Press (**HOTP**)

## **ATTACHMENTS**

The chapter has various forms and templates for members to use. All chapter documents and forms listed below can be downloaded from the Members Only area of the chapter website. These include:

1. Program Planning Form
2. Committee Report Template
3. Program Sign-In Sheet
4. Reimbursement Voucher
5. Budget Worksheet Template
6. Minutes approving P&P amendments
7. Nominations Form
8. Elections Report
9. Petty Cash Form
10. Chapter Stationery
11. Vendor Contract
12. Vendor Invoice



## PROGRAM PLANNING FORM (2 PAGES)

*The purpose of this form is to aid in program planning. It serves as a guide to help develop solutions, strategy and finalize the details for your program or event.*

**PROGRAM NAME:**

**PROGRAMMATIC THRUST:**

Does this program require liability insurance?  Yes  No

### PROGRAM PURPOSE

Write a clear, concise reason as to why this program is happening. Why are you planning this program? Where did the idea originate? Was it a request? Was it a response to a need in the community?

### EXPECTED OUTCOMES & GOALS

What would you like the participants to leave the program thinking/feeling/acting/knowing?  
How will you make that happen?

### LOGISTICS

When determining a date for your program, think about your intended program participants. What dates, times and locations work best for them? Is ample parking available at the venue you want to use? Is parking free? Can you have food and/or snacks? Is it a safe location? Is it handicap accessible? Can you use the venue name or logo when publicizing the event?

Proposed date, option 1:

Proposed time, option 1: *(list start and finish time):*

Proposed date, option 2:

Proposed time, option 2: *(list start and finish time):*

Proposed Location, option 1:

Proposed Location, option 2:

*Is the proposed location available on your proposed date(s) at your proposed time(s)?*

### PROGRAM PARTICIPANTS/RECIPIENTS

Who is the program geared towards? Are they tech-savvy? Do they need visual aids? Should there be special considerations made due to physical limitations, handicaps, vision or hearing difficulties, or language barriers?

Male  Female

Greatest Generation (1901-1924)

Silent Generation (1925-1945)

Baby Boomers (1946-1964)

Generation X (1965-1979)

Generation Y/ Millennials (1980-1997)

Last Generation (1998 and later)

### **MARKETING AND PUBLICITY**

***Next to the program idea itself, this is the second most important aspect of your planning process!!***  
*It is important that you start publicizing your event weeks in advance. Do not wait until the last minute.*

Think about the age groups you are attempting to reach out to. Would it be best to mail flyers? Post information on Facebook and our chapter website? Get others to post on their websites? Do you need to post flyers in public places (the library, UNM/CNM campuses, churches, community centers, etc.)? Some ideas for how to publicize your event are below. You are NOT limited to these ideas.

- ✓ Post flyers in public places
- ✓ Hand out flyers
- ✓ Send an email via public email groups
- ✓ Get announced on radio stations (Train to Glory, KUNM, etc.)
- ✓ Post on Facebook
- ✓ Send an email to your contacts
- ✓ Place announcement on chapter website

### **BUDGET**

Does this program require funds? For what? Is there a location rental fee? Do you need copies? Supplies? Snacks? An honorarium for a speaker? Donation for use of the location? Raffle prizes? Please itemize and tally ALL expenses.

This information should be itemized on the *Budget Template* and submitted to the Treasurer.



## COMMITTEE REPORT TEMPLATE (2 PAGES)

REPORT DATE:

**COMMITTEE:**

**CHAIRPERSON:**

Meeting date:

Meeting time/location:

Meeting attendees:

**Meeting summary.** *Give a brief summary of what was accomplished during the meeting.* ONLY INCLUDE IMPORTANT INFORMATION.

**Action Items for Chapter.** *In order to move forward, what does the committee need the chapter to do? i.e. vote on location, date, etc.*

**Recommendations.** *What specific recommendations does the committee have to accomplish the tasks? These recommendations should address the items listed in the Action Items for Chapter section above. i.e. if the action item is to decide on a date for an event, what date does the committee recommend?*



**Budget.** Tally revenue and expenses for the month. Make sure to update your budget worksheet and provide a copy to the Treasurer. Only complete the table below if you have expenses and/or revenue for the month.

Approved budget for the sorority year: \$\_\_\_\_\_.  
 Funds that exceed the approved committee budget will NOT be reimbursed.

Check here if budget is unchanged from previous month.  
 If budget is unchanged, you do not have to give an updated budget worksheet to the Treasurer.

ITEMIZED EXPENSES (Item- Price)	ITEMIZED REVENUE (Item- Price)
Example: Copies- \$15.77	Example: In-Kind donation- \$200.00
TOTAL EXPENSES: \$	TOTAL REVENUE: \$

**NET TOTAL** (TOTAL REVENUE- TOTAL EXPENSES): \$

The NET TOTAL should be added (or subtracted if it is negative) from your annual budget and submitted to the Treasurer to give an accurate account of your committee’s spending and revenue.

Total committee budget funds spent to date: \$\_\_\_\_\_

Respectfully Submitted,





### REIMBURSEMENT VOUCHER

**Original receipts must be attached, and committee chair must sign.**

**\*\*Expenses that exceed the approved committee budget will NOT be reimbursed\*\***

**This voucher MUST BE COMPLETE before any funds will be disbursed.**

**TO: Chapter President  
Chapter Treasurer**

**Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved committee budget: \$** \_\_\_\_\_ **Current funds remaining: \$** \_\_\_\_\_

**Amount requested: \$** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Programmatic Thrust (list one):** \_\_\_\_\_

Check payable to: \_\_\_\_\_

Request by if different than payee: \_\_\_\_\_

Mailing address: \_\_\_\_\_

*City*

*State*

*Zip*

**EXPENSES (Please itemize):**

_____	_____
_____	_____
_____	_____
_____	_____

**ADDITIONAL COMMENTS:** \_\_\_\_\_

-----

**Reimbursement: \$** \_\_\_\_\_ **Date paid:** \_\_\_\_\_ **DST Check#** \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
*Committee Chair- Print Name*                      *Signature*                      *Date*

\_\_\_\_\_  
*President (Fin. Sec.)- Print Name*                      *Signature*                      *Date*

\_\_\_\_\_  
*Treasurer (Fin. Sec.)- Print Name*                      *Signature*                      *Date*

## BUDGET WORKSHEET (Microsoft Excel document)

FISCAL YEAR:

COMMITTEE:

CHAIRPERSON:

COMMITTEE OBJECTIVES & GOALS:

REVENUE (Include in-kind donations): Please itemize.		AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
DO NOT FILL THIS IN. IT WILL COMPUTE AUTOMATICALLY -->		<b>TOTAL REVENUE \$ -</b>

EXPENSES (Include in-kind donations): Please itemize.		AMOUNT
1	List item one here. Item 2 on the next line and so on and so forth	
2		
3		
4		
5		
6		
7		
8		
9		
10		
DO NOT FILL THIS IN. IT WILL COMPUTE AUTOMATICALLY -->		<b>TOTAL EXPENSES \$ -</b>
DO NOT FILL THIS IN. IT WILL COMPUTE AUTOMATICALLY -->		<b>NET INCOME/LOSS \$ -</b>



**Delta Sigma Theta Sorority, Incorporated  
Albuquerque Alumnae Chapter**

**NOMINATION FORM**

Date: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

**Office/Position:** \_\_\_\_\_

*ELECTED OFFICERS:*

President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer

*ELECTED POSITIONS:*

Chair- Internal Audit Committee, Chair- Nominating Committee, Member- Nominating Committee (4 positions), Leader of the Minerva Circle, Nine Jewels, Keeper of the Muses and Graces, Convener of the Odyssey Experience

*Please check one.*

I  accept  decline the nomination for the position listed above.

\_\_\_\_\_  
SIGNATURE OF SOROR BEING NOMINATED

\_\_\_\_\_  
SIGNATURE OF NOMINATING SOROR (if different from soror being nominated)

-----  
*This section to be completed by the Treasurer.*

I have verified the candidate's financial status.

\_\_\_\_\_  
NAME -TREASURER (please print)

\_\_\_\_\_  
TREASURER'S SIGNATURE

\_\_\_\_\_  
DATE

-----  
*This section to be completed by a member of the Nominating Committee.*

\_\_\_\_\_  
NAME - NOMINATING COMMITTEE MEMBER (please print)

\_\_\_\_\_  
NOMINATING COMMITTEE MEMBER SIGNATURE

\_\_\_\_\_  
DATE

*This form must be completed in order for the candidate to qualify for the Office/Position and be added to the Slate of Candidates.*



**Delta Sigma Theta Sorority, Incorporated  
Albuquerque Alumnae Chapter**

**ELECTIONS REPORT**

Date of Election: \_\_\_\_\_

*Elections Committee Members:*

Chairperson: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**OFFICE/POSITION:** \_\_\_\_\_

Candidate Name	# Votes cast	# Illegal votes	# Needed to win	For	Against	Winner

*ELECTED OFFICERS:*

President, First Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer

*ELECTED POSITIONS:*

Internal Audit Committee Chair, Nominating Committee Chair, Nominating Committee Member (between 2-4 positions), Leader of the Minerva Circle, Nine Jewels, Keeper of the Muses and Graces, Convener of the Odyssey Experience

-----  
*I have verified the results of this election.*

\_\_\_\_\_  
NAME - ELECTIONS COMMITTEE CHAIR/MEMBER *(please print)*

\_\_\_\_\_  
ELECTIONS COMMITTEE CHAIR/MEMBER SIGNATURE

\_\_\_\_\_  
DATE

DOCUMENT APPROVED:

Page \_\_\_\_ of \_\_\_\_

### Vendor Contract

This contract serves as an agreement between [The Albuquerque Alumnae Chapter of Delta Sigma Theta Sorority, Inc.] and [\_\_\_\_\_]. It becomes effective on [\_\_\_/\_\_\_/\_\_\_] and involves services provided for [\_\_\_\_\_], which will be held on [\_\_\_/\_\_\_/\_\_\_] from [\_\_\_\_AM/PM] to [\_\_\_\_AM/PM].

The Vendor hereby agrees to provide the following services:

---

---

---

#### Compensation

In exchange for the services described above, the Client agrees to provide the Vendor with a total payment sum of \$[\_\_\_\_\_]. The full payment is due within 14 business days of the Event.

#### Event Logistics

If necessary, the Vendor shall have access to the Event location beginning at [\_\_\_\_AM/PM] on [\_\_\_/\_\_\_/\_\_\_] in order to set up the appropriate stations, goods, or other items necessary in order to complete the services described.

Items that require physical display space shall be displayed in a clean and orderly fashion throughout the course of the Event. Goods or services not described above may NOT be sold or distributed during this Event without the Client's express written consent.

Following the event, the Vendor will have until [\_\_\_\_AM/PM] to break down all equipment and clear the area of all goods. The Vendor is required to leave the area in a clean and serviceable manner.

#### Professional Appearance

The Vendor will display an appearance and manner appropriate with the mood and theme of the Event being held. The vending station will not in any way interfere with the Event on hand, nor will vending staff leave the station unattended.

By signing below, both the Client and the Vendor indicate that they have read, understand, and agree to all terms and conditions outlined in this contract.

Client: \_\_\_\_\_  
*Please Print*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Vendor: DELTA SIGMA THETA SORORITY, INC.

\_\_\_\_\_  
*Chapter President Signature*

\_\_\_\_\_  
*Date*

*Delta Sigma Theta Sorority, Inc.  
Vendor Contract*

Delta Sigma Theta Sorority, Incorporated  
Albuquerque Alumnae Chapter

**VENDOR INVOICE**

DELTA SIGMA THETA SORORITY, INC  
P.O. BOX 27044  
Albuquerque, NM 87125

**ITEM DESCRIPTION**

**PRICE:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL:**

-----  
**MAKE CHECKS PAYABLE TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**COMMITTEE INFORMATION:**

\_\_\_\_\_  
COMMITTEE CONTACT PERSON

\_\_\_\_\_  
COMMITTEE NAME

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*DOCUMENT APPROVED:*





DELTA SIGMA THETA SORORITY, INC.  
Albuquerque Alumnae Chapter

DATE DISBURSED: \_\_\_\_\_ SCHEDULE: \_\_\_\_\_

**PETTY CASH FORM**  
Petty cash request must NOT EXCEED \$100.

TO: Dr. Danielle Riddle-Price, President  
Amala Waldon, Treasurer

**Date:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Amount requested: \$** \_\_\_\_\_

**Committee:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Description of Need:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Requester's Signature*

\_\_\_\_\_  
*Date*

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**APPROVED BY:**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**RECEIVED BY:**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*