

MIAMI ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.



POLICIES AND PROCEDURE MANUAL

June 2020

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We are grateful to the members of the 2019 – 2020 Miami Alumnae Chapter Policies and Procedures Committee for their dedication, commitment and hard work in the role as reviewers and contributors in the completion of the 2020 Policies and Procedure Manual.

A. Kay Williams-Dawson, President
2018 – 2020

Michelle L. Pinckney-White, Chair
Policies and Procedures Committee 2019 – 2020

Policies and Procedure Committee Members 2019 – 2020

Clarinda Anyamele
Adrienne Bethel
Brenda Bryant
Sheerie Edwards
Felicia Freemon
Dr. Keietta Givens
Alicia Jones
Treniece Lawrence
Lynise Lawson
Christina Roye
Marcia Samuel
Bernice Shorter-Meares
Stephanie Steele-Nelson
Alessandra Williams

RULES OF ORDER AND POLICIES AND PROCEDURES

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POLICIES AND PROCEDURES

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Miami Alumnae Chapter Delta Sigma Theta Sorority, Incorporated

Policies and Procedures

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INTRODUCTION

The Policies and Procedures for the Miami Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (herein referred to as the chapter) shall be in accordance with Grand Chapter's Constitution and Bylaws wherever applicable to Alumnae Chapters except those identified herein. All chapters of Delta Sigma Theta Sorority, Incorporated are governed by the Grand Chapter's Constitution and Bylaws.

Each chapter develops its unique Policies and Procedures that officially disseminate the rules of conduct or procedures of members. These policies and procedures are specific to the Miami Alumnae Chapter and they describe the manner in which our chapter operates. Chapter Policies and Procedures include areas not covered by the Grand Chapter's Constitution and Bylaws. They attempt to solve problems, make wise decisions and maintain control to manage chapter affairs.

It is important to note that a **"policy"** states what must be done. A **"procedure"** describes how, when, and by whom something is to be done."

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

CHAPTER POLICIES AND PROCEDURES 2019 – 2020

Article I: CHAPTER INFORMATION

Section 1. Chapter Name/Location/Number

- A. The chapter shall be called the Miami Alumnae Chapter.
- B. The chapter shall be located in the state of Florida.
- C. The Miami Alumnae Chapter is assigned to the Southern Region of the Sorority.
- D. The chapter number is 262.

Section 2. Chapter Service Area

The service area of the Miami Alumnae Chapter shall encompass Miami-Dade County. See Appendix B and C.

Section 3. Contact Information

- A. Mailing address: P.O. Box 680726, Miami, FL 33168-0726
- B. Website: www.dstmiami.org
- C. Email address: chaptermail@dstmiami.org

Article II: CHAPTER STRUCTURE, GOVERNING BODIES AND RESPONSIBILITIES
The ruling authority of the chapter will be the Grand Chapter of Delta Sigma Theta Sorority, Incorporated. Locally, the chapter will be governed by elected and appointed officers and other leadership positions.

Section 1. Executive Committee

- A. The Executive Committee shall be comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary.

- B. The President shall serve as chair of the committee.
- C. The President shall develop the agenda and the Recording Secretary shall prepare the agenda for the Executive Committee.
- D. The Executive Committee shall meet at the call of the President or at the request of a majority of Executive Committee members.
- E. The Executive Committee shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

Section 2. Executive Board

- A. The Executive Board shall consist of all elected and appointed officers, appointed positions, chairs of standing committees and the immediate past president.
 - 1. Is responsible for general management of chapter affairs between business meetings.
 - 2. Makes recommendations to the body on committee reports for action.
 - 3. Reviews proposed amendments to be recommended for revisions for Policies and Procedures to the body for action.
- B. The Elected Officers of the chapter shall be the President, First Vice President, Second Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, and two (2) Assistant Financial Secretaries.
- C. The Elected Positions of the chapter shall be the Chair and Members of the Nominating Committee, Chair of Internal Audit, Journalist, Keeper of Properties, Minerva Circle, and Sergeant-at-Arms.
- D. The Appointed Positions of the chapter shall be the Chaplain, Parliamentarian, Risk Management Coordinator, Elections Chair, and Elections Committee.

Section 3. Committees

- A. Standing Committees

Performs a continuing task related to chapter operation and remains in existence throughout the sorority year.

 - 1. Executive Committee
 - 2. Executive Board
 - 3. Arts and Letters
 - 4. Budget and Finance
 - 5. Emergency Response Team
 - 6. Fundraising
 - a. Cooking Gents
 - b. Jabberwock
 - c. Poinsettia Gala
 - 7. Heritage and Archives
 - 8. Membership Services
 - a. Collegiate Connection
 - b. Leadership Empowerment Institute
 - 9. Nominating Committee
 - 10. Policies and Procedures

11. Program Planning and Development

- a. Economic Development
- b. Educational Development
 - i. Dr. Betty Shabazz Delta Academy
 - ii. Delta Violets
 - iii. Debutante Program (10th, 11th and 12th Grade)
- c. International Awareness and Involvement
- d. Physical and Mental Health
- e. Political Awareness and Involvement/Social Action
- f. Protocol and Traditions
- g. Scholarship and Awards
- h. Technology
 - i. Marketing and Publicity

B. Special Committees

These committees are established by the President to focus on a specific area or project as needed. Such committees would only be established when a standing committee could not execute the needed duties.

1. Chaplain's Council
2. Delta Dears
3. Deltaires
4. Elections
5. Founders Day
6. Hostess
7. May Week
8. Minerva Circle
9. Presidents' Council
10. Step Team

C. Ad Hoc

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

Article III: ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS

Section 1. Duties and Responsibilities of Elected Officers

A. PRESIDENT

1. Serve as chair of the Executive Committee and the Executive Board, and prepare the agendas.
2. Preside at all Chapter meetings, Executive Committee meetings, Executive Board meetings, ritualistic services and ceremonies.
3. Manage and oversee the operation of the chapter.
4. File required reports with the Southern Region and National Headquarters in a timely manner and make sure the chapter is in compliance with Grand Chapter.
5. Serve as sole spokesperson for the Chapter.

6. Appoint officers, committee chairs, committee co-chairs, and members as outlined in the policies and procedures except Nominating Chair and Internal Audit Chair.
7. Recommend to the Executive Board the removal of any elected or appointed officer or committee chair who fails to perform the duties of her office. Elected officers can only be impeached per the Impeachment Guidelines outlined in the Chapter Management Handbook.
8. Coordinate all activities of the Chapter in conjunction with the Executive Board.
9. Complete the Acceptance of Fiduciary Responsibility Form from Grand Chapter.
10. Enforce all governing documents, administrative resources and tools as defined by Grand Chapter.
11. Maintain cooperative relations with other organizations.
12. Make no motion or vote on any questions unless chapter or executive board is equally divided, at which time she may cast the deciding vote.
13. Communicate with Regional staff, Grand Chapter, and National Headquarters.
14. Sign all binding documents and/or contracts.
15. Be a bonded member of the chapter and ensure all fiscal officers are bonded.
16. Provide communications via telephone tree, email and other electronic means with the Chapter as appropriate and necessary.
17. Serve as ex-officio member of all committees except the Nominating, Elections and Internal Audit Committee.
18. Serve as "the exchequer of finances" and is accountable to the chapter for the expenditure of funds.
19. Serve as one of the signatures on chapter checks except those made payable to the President.
20. Review all bank statements monthly.
21. Ensure the completion of the president's end of term report and file hard copy of said report in the president's portfolio.
22. Update the President's transition book prior to the end of the sorority year.
23. Ensure smooth transition of all committees at the end of the sorority year.

B. FIRST VICE PRESIDENT:

1. Serve as a member of the Executive Board.
2. Serve as chair of the Membership Services Committee.
3. Serve as member of the Scholarship and Awards Committee.
4. Prepare and distribute the calendar of chapter activities for the Sorority year.
5. Perform all duties of the office of the President in the absence, incapacitation, or at the request of the President.
6. Serve as Leader of the Minerva Circle.
7. Lead the development and implementation of reclamation.
8. Serve as liaison between undergraduate and alumnae chapters to strengthen relationships and understandings.
9. Serve as Chair of Program Planning and Development Committee, to coordinate projects, programs, and national initiatives.
10. Serve as a member of Executive Committee and Budget and Finance Committee.

11. Assist the President in facilitating or coordinating the required Membership Intake Training and chapter member development.
12. Maintain Omega Omega forms for all chapter members.
13. Coordinate Omega Omega Services with direction from the President.
14. Receives all concerns from the membership and reports those concerns to the Executive Committee.
15. Perform all other duties as designated by the President.
16. Attend all State, Regional and National training workshops related to the office.

C. SECOND VICE PRESIDENT:

1. Serve as a member of the Executive Board.
2. Serve as a member of Executive Committee.
3. Serve as Chair of the Scholarship and Awards Committee.
4. Report scholarship distribution for the previous year at September chapter meeting.
5. Serve as representative to the local Pan-Hellenic Council.
6. Perform all duties of the office of the President in the absence of the President and/or First Vice President or at the request of the President.
7. Perform all other duties as designated by the President.
8. Attend all State, Regional and National training workshops related to the office.

D. RECORDING SECRETARY

1. Serve as a member of the Executive Board.
2. Serve as a member of the Executive Committee.
3. Record minutes of chapter, executive board, executive committee, and called meetings to reflect motions, votes and discussions.
4. File all committee reports and formal records distributed during chapter meetings as part of the official minutes and place in chapter storage annually.
5. Distribute documented copies of the minutes for chapter, called, and executive board meetings at least one week before the said meeting and executive committee minutes at least one week following the meeting.
6. Serve as alternate representative to the local Pan-Hellenic Council.
7. Perform all other duties as designated by the President.
8. Responsible for accurate records of attendance at chapter, Executive Committee, and Executive Board meetings.
9. Attend all State, Regional, and National training workshops related to the office.

E. ASSISTANT RECORDING SECRETARY

1. Serve as a member of the Executive Board.
2. Record minutes of chapter, executive board, and called meetings to reflect motions, votes and discussions in the absence of the Recording Secretary.
3. Assist with filing all committee reports and formal records distributed during chapter meetings as part of the official minutes and place in chapter storage annually.
4. Assist with the distribution of documented copies of the minutes for chapter, called, and executive board meetings at least one week before the said meeting.
5. Perform all other duties as designated by the President.

6. Attend all State, Regional, and National training workshops related to the office.

F. CORRESPONDING SECRETARY

1. Serve as a member of the Executive Board.
2. Serve as a member of the Executive Committee.
3. Collect mail from Chapter's Post Office Box weekly.
4. Execute appropriate out-going correspondence as directed by the President.
5. In conjunction with the President, receive, review, and respond to the correspondence of the Chapter.
6. Notify members of the date, time and location of all meetings upon the approval of the President several days prior to the scheduled meetings.
7. Read all sorority correspondence and announcements at Chapter and Executive Board meetings upon approval of the President.
8. Publish a monthly newsletter, which includes pertinent local, regional and national information and Chapter events.
9. Label and file official correspondence in Chapter storage annually.
10. Perform all other duties as designated by the President.
11. Attend all State, Regional, and National training workshops related to the office.

G. TREASURER

1. Adhere to responsibilities of the treasurer in the Fiscal Officers' Manual.
2. Serve as a member of the Executive Board.
3. Complete and sign the Acceptance of Fiduciary Responsibility Form from Grand Chapter.
4. Be a bonded member of the chapter.
5. Keep the official financial records of the chapter.
6. Sign all chapter checks except those payable to her and ensure two signatures are on all checks.
7. Serve as Chair of the Budget and Finance Committee.
8. Serve as a member of Executive Committee.
9. Receive all funds and the Committee Fund Collection/Turnover Sheet from the Financial Secretary, issue a receipt for said funds and deposit same within two business days of initial receipt. (See APPENDIX D)
10. Create checks based on the approved Voucher Form (See Appendix E) and sign the Voucher Form.
11. Keep account of all chapter financial records with the use of financial software and good general accounting practices. Reconcile all accounts monthly and provide a written report of the chapter's income and disbursements during the Executive Board and Chapter meetings.
12. Provide financial status and membership count at each Executive Board and Chapter meeting.
13. Count all chapter votes and present to chapter when asked by presiding officer.
14. Ensure the following bookkeeping policies are followed:
 - a. For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days

- (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding.
- b. Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger.
 - c. Cash, checks, and money orders should be deposited within two (2) business days. Funds should be deposited in an interest-bearing account to obtain maximum interest earnings.
 - d. Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report.
- 15. Reconcile all accounts, check requisitions, returned checks and reprocessed checks monthly in preparation of the quarterly and annual audit. File all financial data in designated chapter storage annually.
 - 16. Check relevant budgets prior to issuing checks.
 - 17. Provide an official copy of financial reports and Annual Budget to Chapter members during Chapter meetings.
 - 18. Assist the Financial Secretary in keeping the chapter's financial records current.
 - 19. Present an annual fiscal report at the June meeting.
 - 20. Ensure the Annual Financial Report/Federal Group Return Authorization and External Audit are completed and submitted in accordance of Grand Chapter guidelines by August 31.
 - 21. Process dues in the Red Zone within thirty (30) days of receipt.
 - 22. Present the proposed annual operating budget (prepared by the Budget and Finance Committee) for the ensuing year at the April chapter meeting for adoption in the May chapter meeting.
 - 23. Perform other duties as designated by the President.
 - 24. Attend State, Regional and National finance training workshops.

H. FINANCIAL SECRETARY

- 1. Serve as a member of the Executive Board.
- 2. Serve as a member of the Executive Committee.
- 3. Adhere to responsibilities of the financial secretary in the Fiscal Officers' Manual
- 4. Complete and sign the Acceptance of Fiduciary Responsibility Form from the Grand Chapter.
- 5. Be a bonded member of the chapter.
- 6. Serve as a member of the Minerva Circle.
- 7. Receive all funds and submit said funds to the Treasurer within two business days.
- 8. Manage Hostess Group Process.
- 9. Provide written financial report at executive board and chapter meetings.
- 10. Understand and utilize financial software and general accounting practices.
- 11. Issue official receipt to all sorors upon receiving funds and monitor the expenditures of the chapter.

12. Collect and record funds received on the Committee Fund Collection/Turnover Sheet and provide both funds and form to the Treasurer to ensure the two business days deposit requirement is met. (See APPENDIX D)
13. Ensure all approved Voucher Forms are signed by the Committee Chair, Financial Secretary, and then the President before passing to the Treasurer for creation of the check.
14. Inform Committee Chair within two (2) business days of the disapproval of voucher.
15. Maintain approved Voucher Forms for quarterly and annual audits.
16. Serve as the official keeper of the chapter roster.
17. Verify the membership status of visiting soror with Grand Chapter.
18. Count all chapter votes and present to chapter when asked by presiding officer.
19. Keep simplified accounting books (per Grand Chapter) and keep current for inspection at any time.
20. Assist the Treasurer in making the annual financial report to the chapter at its last meeting of the fiscal year.
21. Ensure the collection of returned checks and fees.
22. Provide an electronic list of Delta Dears and their addresses for the Corresponding Secretary quarterly or as needed.
23. Provide written list of inactive sorors to Membership Services Committee Chair quarterly or as needed.
24. Provide list of new/returning members to President, First Vice President, Second Vice President, Parliamentarian and Technology Chair monthly to assist in performing their duties.
25. Assist with duties as requested by the President.
26. Assist the Treasurer in making financial reports at each chapter and Executive Board meeting.
27. Prepare and present annually an audited financial report to Grand Chapter.
28. Serve as co-chair of the Budget and Finance Committee.
29. Serve as one of the authorized signatures on the checking account(s) only if check is written to the Treasurer or President.
30. Perform all other duties as designated by the President.
31. Attend all State, Regional, and National training workshops related to the office.

I. ASSISTANT FINANCIAL SECRETARY

1. Adhere to responsibilities of the assistant financial secretary in the Fiscal Officers' Manual.
2. Serve as a member of the Executive Board.
3. Complete and sign the Acceptance of Fiduciary Responsibility Form from Grand Chapter.
4. Be a bonded member of the chapter.
5. Assist and not supersede the duties of the Financial Secretary.
6. Serve as a member of the Budget and Finance Committee.
7. Assist with all duties of the Financial Secretary except signing checks and approving Voucher Forms.

8. Submit collected funds and the Committee Fund Collection/Turnover Sheet to the Financial Secretary, to ensure the two-business days deposit requirement is met. (See APPENDIX D)
9. Perform all duties as designated by the President.
10. Attend State, Regional, and National finance training workshops.

Section 2. Duties and Responsibilities of Elected Positions

A. JOURNALIST

1. Serve as a member of the Executive Board.
2. Serve as chair of the Heritage and Archives Committee.
3. Keep a current history book, including pictures and other materials, of historic importance to the Chapter.
4. Keep the public informed of the accomplishments of the Chapter through the newspaper, radio and other media outlets.
5. Submit Chapter news, reports, and pictures for publication in the Delta Journal, Newsletter and other Grand Chapter and Southern Region publications.
6. Function as the chapter photographer at chapter events.
7. Work with committees to document signature events and activities for archival purposes to ensure historical aspects of the chapter are sustained.
8. Perform other duties as designated by the President.
9. Coordinate with the president to execute the annual chapter photograph.
10. Attend State, Regional, and National training workshops related to the office.

B. SERGEANT-AT-ARMS

1. Serve as a member of the Executive Board.
2. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies.
3. Ensure appropriate attire is worn at meetings.
4. Supervise admittance of all persons to chapter meetings.
5. Guard against intrusion.
6. Maintain order during meetings.
7. Monitor meeting room and doors.
8. Ensure the recording of attendance during sorority meeting and return results the financial team after the meeting.
9. Distribute copies of chapter meeting minutes and financial reports to Delta Dears, as needed.
10. Assist finance team with counting chapter votes and present to chapter when asked by presiding officer.
11. Serve as floor attendant during all regular and called meetings.
12. Perform other duties as designated by the President.

C. KEEPER OF PROPERTIES

1. Serve as a member of the Executive Board.
2. Establish and maintain an inventory of all the records and properties owned by the chapter in chapter storage.
3. Prepare and ensure an appropriate atmosphere for ceremonies and meetings.

4. Purchase and maintain adequate supplies and materials for chapter ceremonies.
5. Assess the need to replace chapter properties.
6. Serve on Protocol and Traditions Committee.
7. Work with Protocol and Traditions Committee to ensure ceremonial properties are in good condition, presentable and ready for use.
8. Ensure proper cleaning, care and storage of ceremonial properties after each use.
9. Prepare and maintain a written property tracking system that provides documentation of all the properties checked out and returned. Ensure chapter properties are used only for official chapter business.
10. Present a semi-annual property report to the Executive Board of added or deleted materials in the chapter's storage.
11. Perform other duties as designated by the President.

D. CHAIR OF INTERNAL AUDIT

1. The Chair of Internal Audit shall be elected during the chapter election of officers.
2. The Chair of Internal Audit shall serve only one (1) term, which is two years.
3. The chair shall collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee. The financial records should be returned to the fiscal officers before the next scheduled Executive Board meeting. A draft of the audit report should be discussed with the fiscal officers before the Audit report is finalized. The chair shall make a report to the chapter of the audit findings and recommendations for improvements, if any.
4. The chair of the audit committee will submit the quarterly Internal Audit Report in the Red Zone by the following dates:
 - a. 1st quarter - December 1
 - b. 2nd quarter - March 1
 - c. 3rd quarter - June 1
 - d. 4th quarter - August 1
5. The chair shall provide a detailed audit report to the Recording Secretary and make it available for review at the Executive Board and Chapter meetings.
6. The chair shall secure the books for the committee's audit of the 4th quarter transactions, within 60 days of the close of each fiscal year, and upon completion of the audit return the books to the Treasurer. The Treasurer will provide the books to the CPA for the external Review or Audit.
7. The chair will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by August 31. The chapter president will then review and sign the submission in the Red Zone to complete the process.
8. The chair shall review the CPA's report with the president and financial officers, then the Executive Board and finally the chapter.

E. CHAIR AND MEMBERS OF NOMINATING COMMITTEE

1. A Nominating Committee of seven (7) chapter members, consisting of six (6) members and a chair, shall be elected at the May meeting of an election year by majority vote of the members present and voting.
2. The Nominating Committee shall serve only one term, which is two years.
3. The chair and members of the Nominating Committee shall not be a candidate for any elective office while serving on the nominating committee.
4. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.
5. The Nominating Committee shall present a slate of officers at the April chapter meeting.

F. MINERVA CIRCLE

1. The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program and Administrative Procedures for Membership Intake.
2. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake and are required to adhere to the following:
 - a. Plan, coordinate and facilitate the intake process of new members for the chapter.
 - b. Responsible for carrying out the duties as described in the Membership Intake Program of Delta Sigma Theta Sorority, Inc.
 - c. Will follow all procedures as outlined in the Administrative Procedures for Membership Intake and the Membership Intake Program.

Section 3. Duties and Responsibilities of Appointed Positions

A. CHAPLAIN

1. Serve as a member of the Executive Board.
2. Serve as chair of the Chaplain's Council.
3. Offer prayer to sorors as needed or requested.
4. Serve as a spiritual counselor.
5. Offer inspirational guidance at chapter and executive board meetings.
6. Assist in the formal ceremonies of the chapter and perform the duties of liturgist, as needed at all chapter sponsored events.
7. Recite and lead invocations and benedictions where such prayers are offered at Chapter events.
8. Represent the chapter at state, regional and national events where the services of the chaplain are requested.
9. Perform other duties as designated by the President.

B. PARLIAMENTARIAN

1. Serve as a member of the Executive Board.
2. Serve as chair of the Policies and Procedures Committee.
3. Ensure Technology chair has placed Chapter's Policies and Procedure Manual in secured area of website.

4. Render parliamentary opinions upon request of the President, other officers, and members on matters of "Parliamentary Procedures" according to Grand Chapter's Constitution and Bylaws, Policies and Procedures, the Chapter Management Handbook and Roberts Rules of Order (current edition).
5. Have the following available at each Chapter regular, called, and Executive Board meetings: Robert's Rules of Order Newly Revised (current edition) on Parliamentary Procedure, Grand Chapter's Constitution and Bylaws and Policies and Procedures.
6. Maintain a position of impartiality. Do not make motions or participate in debate.
7. Be seated to the left of the President for a convenient consultation.
8. Attend State, Regional, and National training workshops.
9. Perform other duties as designated by the President.

C. RISK MANAGEMENT COORDINATOR

1. Work with President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate.
2. Identify, obtains background checks and selects volunteers to work with participants of chapter mentoring groups when needed.
3. Monitor mentoring group activities to ensure planning is based on the four forms of Risk Management; reputation, emotional/psychological, financial and physical.
4. Ensure mentoring group activities consistently demonstrate the best interest of participating youth and the sorority.
5. Ensure the chapter adheres to policies established in the Risk Management Manual.

Section 4. Term of Office

A. Term Limits

The term of office for elected officers and elected positions shall be two (2) years. Chapter officers shall not serve more than two (2) consecutive terms in the same office; however, the Chair and Members of the Nominating Committee and the Chair of Internal Audit shall only serve one (1) term.

B. Assumption of Office

New Officers will assume office on July 1st of the year elected.

C. Appointments

The term of office for appointed positions shall be two (2) years. Chapter officers shall not serve more than two (2) consecutive terms in the same office.

No member may hold more than one (1) elected office at a time, with the exception of being elected to the Minerva Circle.

Section 5. Impeachment

- A. The impeachment process shall be carried out in accordance with the Impeachment Procedures as outlined in the Chapter Management Handbook.
- B. The impeachment process must be initiated by the Executive Board.
- C. An officer may be impeached by a two-third (2/3) vote of the chapter members present and voting.
- D. Appointed committee chairs, committee members, and positions are removed by the Chapter President, not by impeachment.

- E. Any officer who has been impeached shall be ineligible for election to any national, regional or chapter office.

Section 6. Filling Vacancies

A. Officers

When a vacancy occurs in the office of the President or the First Vice President, the First Vice President and the Second Vice President, respectively, shall fill the position and complete the unexpired term.

When vacancies occur in offices not defined in the succession plan, they shall be filled by appointment of the President within 30 days with the approval of the Executive Board.

Members appointed to fill vacant officers positions shall maintain their financial status during the term of office. The appointed member must meet the same eligibility requirements as those elected to office.

B. Other Positions

Members appointed to fill all other vacant positions shall maintain their financial status during the term of office. The appointed member must meet the same eligibility requirements as those elected to office.

- C. Minerva Circle Members appointed to fill all other vacant positions shall maintain their financial status during the term of office. The appointed member must meet the same eligibility requirements as those elected to office.

D. Full term served

An officer, committee chair, or committee member who has served more than half a term in an office is considered to have served a full term.

Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION

- A. All committee chairs and co-chairs must be financial. All committee chairs, co-chairs, and members shall serve for a period of one term (two years), except for Debutante chairs.
- B. New committee chairs and co-chairs shall be appointed by the President, at the beginning of each term (two years) unless otherwise provided herein, provided that appointed member has served at least one-year active membership on said committee.
- C. Special committees may be appointed by the President, as needed.
- D. Standing committees must meet by November. Committee chairs must submit action plan to Executive Board prior to presenting it to the body and must report to the body at least once per fiscal year.
- E. Committee chairs shall complete a written program evaluation upon the completion of each activity or program. The report shall be submitted to the Executive Board by the

May meeting with the exception of the Cooking Gents Committee, which will be completed and submitted by June's chapter meeting.

- F. All standing committees shall secure the event date, plan the event, and submit a budget for approval to the Executive Board and Budget and Finance Committee three (3) months prior to the event.

Section 1. STANDING COMMITTEES

A. EXECUTIVE COMMITTEE:

1. The Executive Committee shall be comprised of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary.
2. The President shall serve as chair of the committee.
3. The President shall prepare the agenda for the Executive Committee.
4. Shall meet at the call of the President or at the request of a majority of Executive Committee members.
5. Shall represent and respond on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

B. EXECUTIVE BOARD:

1. Is composed of all elected and appointed officers, positions, chairs of standing committees, and the immediate past president of the chapter.
2. Is responsible for general management of chapter affairs between business meetings and report all decisions and recommendations at the next chapter meeting.
3. Make recommendations to the body on committee reports for actions.
4. Review proposed amendments to be recommended for revisions for Chapter and Policies and procedures to the body for action.
5. Prepare the agenda for chapter meetings.
6. Plan and host the annual chapter retreat.
7. Provide leadership to chapter in planning the programs for the fiscal year.
8. Work with chapter members in planning the programs for the fiscal year.
9. Adhere to all Grand Chapter policies and procedures.

C. ARTS AND LETTERS:

1. Stimulate interest in and educate the members and community in the humanities, such as music, dance, literature, oratorical and other visual and cultural art forms in accordance with Grand Chapter's directives.
2. Recognize persons and patrons in and of the arts.
3. Plan and coordinate activities involved in the area of arts and letters.

D. BUDGET AND FINANCE:

1. The committee is chaired by the Treasurer and is composed of members including the President, First Vice President, Financial Secretary, and the Assistant Financial Secretaries. Any member of the current Internal Audit Committee shall not be a member of this committee.
2. Plan, evaluate and recommend budget modifications to the chapter operating budget.

3. Consider the financial needs and programs of the chapter to develop a balanced budget based upon those needs.
4. Ensure that the chapter is within the 35% limit of non-members gross receipts.
5. Provide committee oversight to assist with creating and reviewing committee budgets for approval.
6. Monitor committee spending to ensure budget compliance.
7. Present the proposed annual operating budget (prepared by the Budget and Finance Committee) for the ensuing year at the April chapter meeting for adoption in the May chapter meeting.
8. Read and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.
9. Ensure the following schedule is maintained:

MONTH	ACTION
September	Budget requests due to the Budget Committee from Committee Chairs.
April - May	Present proposed operating budget for the ensuing year at Executive Board and Chapter meetings for approval.
July-June	Monthly Treasurer's report will be presented at Executive Board.
September - June	Monthly Treasurer's report will be presented at Chapter Meeting.
June	Chairs complete committee financial reports. Treasurer prepares year-end report. Books completed and turned over to Internal Audit Committee.
August	Submit required reports to Grand Chapter for compliance and turned over to Internal Audit Committee.

- E. COLLEGIATE CONNECTION: A sub-committee under the Membership Services umbrella shall plan activities designed to transition collegiate sorors into alumnae life by engaging in sisterly activities and collaborative Delta programs that will foster meaningful relationships between collegiate and alumnae sorors.
- F. FUNDRAISING: The Fundraising committee will facilitate the procurement of funds utilizing various resources, such as grant writing, to support the chapter's programs (mentoring, health and wellness, arts and letters, etc.). Prior to fundraising activity, the committee will decide which program will receive the proceeds of the fundraising activity.

The committees under the fundraising umbrella that shall plan, organize, and coordinate events to maximize funds to augment the chapter's scholarship program.

1. COOKING GENTS

- a. Plan and implement the Cooking Gents Affair annually.
- b. Recruit local gentlemen to participate in the event and display their culinary skills.
- c. A final report of the committee's event and finances shall be presented to the Executive Board and Chapter by June 30.

2. JABBERWOCK

- a. Recognize local talent in the performing arts.
- b. Plan and implement the Jabberwock program.
- c. A final report of the committee's event and finances shall be presented to the Executive Board and chapter within 30 days of the event.

3. POINSETTIA GALA

- a. Plan and execute the annual Poinsettia Gala.
- b. A final report of the committee's event and finances shall be presented to the Executive Board and chapter within 30 days of the event.

G. HERITAGE AND ARCHIVES:

1. Is chaired by the Journalist.
2. Provide an organized method to research, maintain documents and update written history of the chapter annually.
3. Maintain a current history (e.g., books, electronic media documents, pictures, letters, news articles and other important documents and written materials) to be available for inspection or exhibition at all times.
4. Make recommendations to the Chapter regarding types of pictures and news articles to be submitted for publication.
5. Exhibit the history of the Chapter throughout the sorority year in order to keep new, returning, and regular members abreast of the rich history and legacy of the Miami Alumnae Chapter.
6. Ensure the next volume of the chapter's history is documented every twenty-five (25) years by utilizing the chapter president's reports.

H. INTERNAL AUDIT: The Internal Audit Committee shall consist of an elected chair and two-four (2 – 4) members who review the chapter's financial records quarterly and annually. These members are appointed by the president and shall not be current members of the Budget and Finance Committee, but should have some knowledge of the chapter's fiscal operations (i.e. past financial officers).

1. Assist in the preparation of the IAR-1 (Internal Audit Report) quarterly and annually.
2. Review Chapter's financial records on a quarterly basis for internal controls and weaknesses.
3. Recommend an independent Certified Public Accountant (CPA) for the annual financial external audit.
4. The Internal Audit Committee review of activities should include:
 - a. verification of vouchers, and attached receipts and invoices,
 - b. verification of bank accounts and balances,
 - c. verification of 100% of member dues,
 - d. ensure adherence to budget line items,
 - e. audit of all electronic payments and receipts in accordance with mandates set forth in the National Internal Audit Manual,
 - f. ensure adherence to separation of fiduciary responsibilities, and

- g. notify chapter of any weakness in financial structure and recommend steps for improvements quarterly.
 - 5. The chair will enter the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the Certified Public Accountant (CPA) and the Signature Pages (signed by the audit committee members) into the Red Zone by August 31st. The chapter president will then review and sign the submission in the Red Zone to complete the process.
 - 6. The chairperson shall review the CPA's report with the president and financial officers, then the Executive Board and finally the chapter.
- I. LEADERSHIP EMPOWERMENT INSTITUTE
- 1. Plan and facilitate workshops to enhance Sorors' leadership skills, knowledge and abilities.
 - 2. Assist Sorors in understanding the programs, policies, procedures and organizational relationships of the Sorority.
 - 3. Encourage Sorors to seek leadership positions within the Miami Alumnae Chapter.
- J. MARKETING AND PUBLICITY:
- 1. Develop marketing strategies to effectively advertise chapter events.
 - 2. Create and maintain a list of business contacts for chapter marketing.
 - 3. Prepare press releases to promote chapter events.
 - 4. Create and maintain a marketing brochure and annual report to promote the chapter's programs for the purpose of securing sponsorship.
 - 5. Advertise chapter events by publicizing the event as soon as the venue is secured and the contract is signed.
 - 6. Provide continual publicity to successfully start and re-populate chapter events with newcomers and to reach individuals beyond the chapter's immediate contacts.
 - 7. Contact media, distribute advertisement and provide routine follow- up. Obtain feedback, provide updates and maintain effective media relationships.
- K. MEMBERSHIP SERVICES:
- 1. Is chaired by the First Vice President.
 - 2. Is responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
 - 3. Welcome all new, visiting and returning sorors at all regular and called meetings.
 - 4. Extend courtesies to members as indicated in the chapter Policies and Procedures, Courtesies and Gifts section.
 - 5. Coordinate reclamation activities.
- L. NOMINATING:
- 1. Draft a slate of potential candidates for each office and adhere to timeline for the elections process.
 - 2. Solicit and receive nominations from chapter members.
 - 3. Ensure that all candidates for chapter office and elected positions meet all required qualifications by verifying their eligibility for said office or position.

4. Ensure each potential candidate receives the application packet for seeking office by the third Saturday of February. The application packet includes the Application for Seeking Office (Appendix F) and the Timeline for Elections.
5. Obtain the completed Application for Seeking Office from each potential candidate by the first Saturday in March.
6. Ensure the candidates for the office of President, First Vice President and Second Vice President exhibit a working knowledge of chapter operations, committee functions, and chapter finances.
7. Ensure the candidates for the office of Treasurer and Financial Secretary have a working knowledge of industry financial software (i.e. QuickBooks, Quicken, Excel), or have served as a member of Budget and Finance or Internal Audit Committee.
8. Ensure the candidates for the office of President, First Vice President, Second Vice President, Treasurer and Financial Secretary have registered and attended one of the last two National Conventions and one of the last two Regional Conferences.
9. Create a slate of eligible candidates for presentation at the April chapter meeting.
10. Notify and provide explanation to all ineligible candidates prior to the April chapter meeting.
11. Accept the names of potential candidates nominated from the floor and follow established procedures above to ensure vetting of candidates.
12. Notify all members of the scheduled election of officers and distribute the slate of eligible candidates and their statements to all financial members 10 business days prior to the May chapter meeting via correspondence (email and/or postal mail).
13. Present the slate of officers to the chair of the Elections Committee within 5 business days following the April meeting.
14. Organize, oversee, implement, monitor, provide guidance and ensure compliance with campaign procedures.

M. POLICIES AND PROCEDURES:

1. Is chaired by the Parliamentarian.
2. Is responsible for drafting and submitting to the Chapter any amendments or changes that the committee or Grand Chapter deems necessary.
3. Review annually the Policies and Procedure Manual for needed updates.
4. The Chair and members shall review, update, and submit the Chapter Policies and Procedures annually on or before June 30th to the Regional Scholarship and Standards Chair.
5. The Chair will present proposed amendments thirty (30) days prior to chapter vote.
6. The Chair will present proposed amendments to chapter via webinar prior to the chapter vote.
7. Review current Policies and Procedures after each National Convention to ensure the chapter is in compliance with the Constitution and Bylaws.
8. Ensure the current Policies and Procedure Manual is placed in the secure area of the chapter's website.
9. Establish a timeline for receiving, reviewing and submitting proposed Policies and Procedures amendments in accordance with Grand Chapter compliance dates.

N. PROGRAM PLANNING AND DEVELOPMENT:

1. Is chaired by the First Vice President.
2. Provide leadership, focus and coordination for implementation of the Chapter's public service and internal development programs.
3. Maintain knowledge about the Sorority's national program thrusts and initiatives.
4. Develop plans, projects, and activities with committee chairs.
5. Review feasibility and coordinate implementation of national initiatives.
6. Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter.

O. ECONOMIC DEVELOPMENT:

1. Plan and execute programs consistent with the Sorority's Five-Point Programmatic Thrust.
2. Manage the Chapter's Support a Black Business project.
3. Coordinate seminars on entrepreneurship and investments.
4. Coordinate financial planning and fiscal responsibility activities for members and the community.

P. EDUCATIONAL DEVELOPMENT:

Plan and execute programs consistent with the Sorority's Five-Point Programmatic Thrust.

1. DR. BETTY SHABAZZ DELTA ACADEMY:

- a. Recruit young ladies in grades 6 to 9.
- b. Include activities to enrich and enhance the young ladies educational experiences in math, science and technology.
- c. Expose the young ladies to careers in math, science and technology.
- d. Provide self-esteem building activities and address social issues such as bullying and social media.

2. DELTA V.I.O.L.E.T.S. (Vested Interest of Little Extraordinary Talented Sisters):

- a. Recruit girls in grades Kindergarten to fifth grade.
- b. Mentor and expose girls to a variety of activities and cultural events that will build self-esteem and positive relationships.
- c. Provide activities to address social issues such as bullying and social media.

3. DEBUTANTES (10th, 11th AND 12th GRADE):

- a. Follow approved Debutante Program Guidelines. (See Appendix G of this manual)
- b. Promote compassionate, caring and community-minded young ladies by actively involving them in service learning and community service opportunities.

Q. INTERNATIONAL AWARENESS AND INVOLVEMENT:

1. Plan and execute programs consistent with the Sorority's Five-Point Programmatic Thrust.

2. Educate the chapter and the community on current and on-going international issues.
3. Organize programs and events to support international causes as outlined by Grand Chapter.
4. Promote activities to develop a global understanding and outreach within the chapter's mentoring groups.

R. PHYSICAL AND MENTAL HEALTH:

1. Plan and execute programs consistent with the Sorority's Five-Point Programmatic Thrust.
2. Raise the consciousness of chapter members and the community on local and national health issues predominately affecting African Americans.
3. Develop and coordinate public service programs/activities designed to support Grand Chapter initiatives.
4. Plan and conduct an annual health activity to raise the consciousness of chapter members and the community on health issues and concerns.
5. Provide health education information specific to chapter members' needs.

S. POLITICAL AWARENESS AND INVOLVEMENT/SOCIAL ACTION:

1. Plan and execute programs consistent with the Sorority's Five-Point Programmatic Thrust.
2. Stimulate interest in social action and educate the Chapter and community on current issues.
3. Build strong networking relationships with community leaders.
4. Develop a process for monitoring legislative issues and disseminate the information to the Chapter.
5. Monitor the actions of local and state administrative agencies and officials and their potential impact on the African-American community.
6. Advise the chapter of Grand Chapter Political Awareness and Involvement initiatives.

T. PROTOCOL AND TRADITIONS:

1. Preserve sorority traditions and respectful observances, which every Delta is expected to practice, including courtesies and proper decorum.
2. Review the chapter's ceremonies and ritual activities and ensure compliance with Grand Chapter.
3. Stimulate interest and educate chapter members regarding Ritual and Ceremonies Procedures.
4. Present any recommended changes to the Executive Board before presenting to chapter.
5. Provide clear and authentic descriptions of the traditions and protocol of the Sorority.
6. Implement the established code of protocol and behavior within the chapter.
7. Order President's robe for Immediate Past President within two (2) months of leaving office.

U. SCHOLARSHIP AND AWARDS:

1. Is chaired by the Second Vice President.
2. Develop and administer the scholarship and awards programs of the Chapter.
3. Prepare chapter presentations for National, Regional, and State Awards.
4. Recommend candidates to receive scholarships according to the Policies and Procedures of the chapter as outlined in Appendix H of this manual.
5. Encourage Chapter members to apply for National Scholarship Grants of the Sorority.
6. Plan awards to honor those members who have achieved local, state, national or international distinction.
7. Give appropriate recognition to local chapter members whose contributions maintain and expand the commitments of the Sorority, i.e., Professional Achievement Award, Community Service Award, and Winona Cargile Alexander Award.
8. Ensure chapter award nominees meet the chapter award requirements and qualifications, including the presentation of portfolios at the April chapter meeting. (See Appendix I)
9. Present the Award Nominees Portfolios in the April and May chapter meetings, vote in May and announce award winners in the June chapter meeting.
10. Present the chapter scholarship application packet to 12th grade sub-debutantes by January 20th and collect the completed packet at the last 12th grade meeting in February (See Appendix J). Conduct scholarship interviews in the month of March and announce scholarship recipients in April at the Debutante Cotillion. Prepare and disburse scholarship contract to award recipients. (See Appendix K)
11. Present scholarship account totals for annual scholarship distribution by January 20th.
12. Make step team members aware of all financial obligations prior to participation.
13. Provide to the Chapter all prize monies for scholarships.

V. TECHNOLOGY:

1. Implement technology solutions that help the chapter function more efficiently.
2. Advise the President and Executive Board on technology related matters to improve the communication and information flow of the chapter.
3. Conduct relevant technology training sessions for Executive Board and chapter as necessary.
4. Serve as resource consultants on all technology-related activities and encourage the use of best practices.
5. Monitor recommendations and requirements from the National Technology Committee, as presented in the Delta Internet Guidelines, while working with the chapter's leadership for implementation.
6. Provide chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal.
7. Have a working knowledge of the functionalities of the phone tree and maintain the phone tree system.
8. Collaborate with the chapter's Marketing Committee to produce and maintain a website that is engaging and informative for the chapter and community.
9. Audit the security of the website through the use of sophisticated anti-virus protection, firewalls and application-based updates.

Section 2. SPECIAL COMMITTEES

A. CHAPLAIN'S COUNCIL:

1. Is chaired by the Chaplain.
2. Provide consistent spiritual guidance and encouragement to the Executive Board and members of the chapter during periods of illness/hospitalization, bereavement and other circumstances deemed appropriate by the chair of the council and president.
3. Train and assist members interested in providing spiritual guidance and encouragement to members.
4. Create a system of support for sorors in need.
5. Organize a support system for sorors challenged by terminal illness.
6. Establish a bi-annual share and care time in which sorors meet for prayer and encouragement.
7. Attend the Omega Omega service and provide moral support for sorors and the deceased soror's family.
8. Assist the Chaplain to perform the duties of the liturgist as needed at all chapter sponsored events.
9. Represent the chapter at state, regional and national events where the services of the chaplain are requested.

B. DELTAIRES:

1. Organize a choral group of musically talented sorors.
2. Provide musical entertainment, when requested.

C. DELTA DEARS:

1. Plan and implement activities to share with and care for senior members of the chapter in a personal way.
2. Plan and implement activities to fellowship with senior members of the chapter.
3. Visit homebound senior members of the chapter.

D. ELECTIONS:

1. Determine the time and location of the elections.
2. Prepare the ballot for an election, supervise balloting procedures, count the ballots, provide the elections report to the chapter, and submit to President to declare the results.
3. List the candidates for each office on the ballot in a manner consistent with the order of officers on the chapter letterhead. Candidates for each office shall be listed alphabetically by last name. All candidates, even when unopposed, must be listed on the ballot.
4. Create a ballot. If a paper ballot is used, the ballot must be a one (1) page ballot on standard white paper; both sides of the paper may be used. The pages shall be numbered in pagination format. If an electronic ballot is used, the ballot is created based on electronic software recommended by Grand Chapter.
5. Ensure the election of officers is by secret ballot.
6. Enforce the campaign guidelines as stipulated in chapter's Policies and Procedure Manual.

7. Surrender to the Recording Secretary at the end of the meeting when the election was held in a sealed, signed and dated envelope all materials used by the Elections Committee during the elections process.

E. FOUNDERS DAY:

1. Plan and coordinate the program to honor the Founders of the Sorority.
2. Plan program between the months of January and March of each year.
3. Plan and coordinate celebrations and other related activities that promote the ideals and purposes of Delta Sigma Theta Sorority, Incorporated.

F. HOSTESS:

1. Work with the Executive Board to establish a meeting location for the chapter meeting.
2. Coordinate social and hospitable activities during the meal time.
3. Plan breakfast for chapter members and clean room after breakfast.
4. Plan and finance meal for the chapter meeting.

G. MAY WEEK:

1. Plan and implement activities, which highlight educational opportunities and academic achievement, based on Delta's Five-Point Programmatic Thrust.
2. Present Nomination Form (Appendix L) in the March meeting for Sorors to nominate potential honorees for the May Week award. Honoree criteria is found in Appendix M.
3. Coordinate and implement educational reading activities.
4. Implement children and adult literacy programs.

H. MINERVA CIRCLE:

1. Follow procedures and processes as outlined in the current edition of the Administrative Procedures for Membership Intake.

I. PRESIDENTS' COUNCIL:

This council is comprised of past chapter presidents of the Miami Alumnae Chapter and the council serves **strictly and only** at the request of the current president, who will appoint the chair of the council.

The council shall:

1. Convene at the request of the current president when there is a need for their collective wisdom on a specific issue.
2. Report meeting results to the current president.
3. Act **only** as a resource bank and/or provide historical context to assist the current president.
4. Assist in maintaining the documentation and publication of the chapter's history.

5. Ensure robes of the deceased past presidents are retired after their transition into Omega Omega Chapter.

J. STEP TEAM

1. The step team is a committee within the chapter and represents the chapter. No member shall be allowed to participate in any show unless she is in good standing with Delta, including being a member of the chapter.
2. For each event, the committee shall submit, and receive approval to participate by the Chapter.
3. Prepare a budget that includes revenue and all allowable expenses that will be paid by the chapter. Some examples of allowable expenses include, registration fee, props, music, smoke machine, and rented clothing used as costumes for step team participants.
4. The chair will provide all contracts to the President and Treasurer for review, approval and signature of the President prior to participation in step rehearsal and the actual event.
5. Obtain and sign a liability release form for each step team participant prior to participation in rehearsals and competitions.

Section 3. Ad Hoc Committees

Ad-hoc committees are “one-time only” committees, appointed for special assignments, such as Chapter Anniversary.

- A final report of the committee events and finances shall be reconciled and presented to the executive board and chapter within ninety (90) days of concluding the event. Remaining funds shall be transferred to the chapter’s contingency account, unless otherwise stipulated by chapter vote prior to dissolving of the committee.

Article V: MEETINGS

Section 1. Executive Committee Meetings

- A. Will be called and scheduled by the President, as needed.

Section 2. Executive Board Meetings

- A. The Executive Board shall hold at least one (1) meeting prior to regular monthly meetings at a designated time and place.
- B. The meeting shall be the third Thursday at 6:30 PM.
- C. The roll of the Executive Board shall be taken at each Executive Board meeting.

Section 3. Chapter Meetings

- A. The Chapter shall hold one (1) regular meeting per month.
- B. The meeting date shall be the first Saturday, with the hours designated by the membership.
- C. The President shall have the power to call special meetings when deemed necessary.
- D. The roll of the chapter shall be taken at each regular chapter meeting.

Section 4. Committee Meetings

- A. Standing Committees must meet by November.
- B. Committee Chairs must submit action plan to Executive Board prior to presenting it to the body.
- C. Must report to the body at least once per fiscal year.
- D. The roll of the committee members must be taken at each committee meeting.

Section 5. Call Meetings

- A. The President or majority of the Executive Board may schedule call meetings, as necessary.
- B. Call meetings shall have a stated purpose and no other business shall be conducted except the stated purpose. The chapter shall be given prior written notice of at least ten (10) days.

Section 6: Notifications

- A. The Corresponding Secretary and/or the Recording Secretary shall notify members of the date, time and location of all meetings upon the approval of the President several days prior to the scheduled meetings via chapter briefings, newsletters, and phone tree.
- B. Executive Board members are required to notify President (or designee) of absences from Executive Board and chapter business meetings 24 hours before the meetings.

Section 7: Chapter Meeting Business Attire

- A. In accordance with the 2013 revised edition of the Protocol and Traditions Manual, under Proper Attire, business attire is required for business meetings.

Section 8: Electronic Meetings and Communication

- A. The Executive Board and Chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting. All communication may be sent electronically in accordance with Delta's Internet Guidelines.

Article VI: QUORUM

Section 1: Definition

A quorum is the minimum number of members who must be present at the meeting for business to be validly transacted. No other business requiring chapter vote shall be held unless a quorum maintained during the time of the vote.

Section 2: Executive Board Meetings

A quorum shall consist of twenty-five percent (25%) of Executive Board members.

Section 3: Chapter Business meeting

A quorum shall consist of twenty-five percent (25%) of chapter members. (A quorum is not required to begin the ceremonial opening, but no business can be conducted without a quorum).

Section 4: Committee meeting

A quorum shall consist of twenty-five percent (25%) of committee members.

Article VII: DOCUMENT RETENTION

The Miami Alumnae Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy. No records shall be destroyed when the Sorority is in litigation. The retention chart as listed in the current edition of the Delta Internet Guidelines will be utilized.

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 Reconciliations	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 years	Electronic	Quarterly	Quarterly	Erase
*Receipt Logs	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Receipt Books	5 years	Paper	When book completed	Monthly	Shred
*Vouchers	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
*Year-end Financial Statements	7 years	Paper/Electronic	End of Year	Yearly	Shred/Erase

Audit Reports	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Audit Work Papers	7 years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Meeting minutes	Permanent	Paper/Electronic	Monthly	Weekly	N/A
Member records	5 years	Paper/Electronic	Monthly	Weekly	Shred/Erase
Contracts and legal documents	4 years after expiration	Paper/Electronic	Upon Receipt	Weekly	Shred/Erase

Types of Records (Paper/Electronic)	Retention Timeframe	Medium	Convert to Electronic Record	Back-up of Electronic Records	Destruction Method
Membership Intake Documents:					
Chapter	6 months after Initiation	Paper	N/A	N/A	Shred
Training/Guidance Material***	4 Years	Paper/Electronic	Monthly	Quarterly	Shred/Erase
Original Application for Membership***	4 Yrs, If Accepted	Paper	Monthly	Quarterly	Shred/Erase
Original Application for Membership***	2 Yrs, If Rejected	Paper	Monthly	Quarterly	Shred/Erase
Correspondence***	4 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Complaints***	2 Years	Paper/Electronic	Quarterly	Quarterly	Shred/Erase
Court Orders and Settlements***	Permanent	Paper/Electronic	Monthly	Monthly	N/A
Scholarship information	5 years	Paper	Yearly	Yearly	Shred
Chapter Rules of Order	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Erase
Chapter Policies & Procedures	Until newly revised & approved	Paper/Electronic	When approved by S&S	Yearly	Shred/Erase

Article VIII: FISCAL POLICIES AND PROCEDURES

A. FISCAL OFFICERS

Section 1 Fiscal Roles and Responsibilities

1. President
 - a. Manage and oversee the operation of the chapter.
 - b. Is accountable to the chapter for the expenditure of funds.
 - c. Responsible for the management and collection of revenue.
 - d. Approve the expenditure of funds (ensures that all checks have two signatures).

- e. Under NO circumstances should the president pre-sign checks.
 - f. Ensure a voucher system is used for the disbursement of funds.
 - g. Ensure fiscal officers attend financial workshops at least once a year.
 - h. Ensure all fiscal officers are bonded.
 - i. Attend finance training workshops.
 - j. Sign all checks except her own.
 - k. Initial all deposits that contain cash.
 - l. Ensure Treasurer and Financial Secretary provide separate written reports.
 - m. Ensure the Annual Financial Report/Federal Group Authorization Return is completed.
 - n. Ensure that internal/external audits are completed.
 - o. Ensure the outgoing and incoming fiscal officers conduct an effective transition.
 - p. Complete the Acceptance of Fiduciary Responsibility Form.
 - q. Read and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.
 - r. Review all bank statements and fiscal officer reports monthly.
 - s. Serve as member of Budget and Finance Committee.
2. Treasurer
- a. Keep the official financial records of the chapter.
 - b. Provide a written report of the chapter's income and disbursements monthly to all chapter members.
 - c. Keep actual records of income, disbursement and summary ledgers on a monthly basis.
 - d. Prepare and submit annual fiscal reports by the established due dates.
 - e. Deposit income received by the financial secretary within two business days.
 - f. Submit Grand Chapter funds within 30 days of receipt.
 - g. Make disbursements on written authorization as outlined in the chapter's policies and procedures (ensures all checks have two signatures).
 - h. Sign all checks except her own.
 - i. Ensure a voucher system is used for the disbursement of funds.
 - j. Reconcile all accounts on a monthly basis.
 - k. Ensure books are audited in accordance with current internal audit guidelines.
 - l. Serve as Chair, Budget and Finance Committee.
 - m. Present the annual operating budget for the ensuing fiscal year (prepared by the Budget and Finance Committee) to the chapter at the April chapter meeting and adoption at the May chapter meeting.
 - n. Monitor expenditures of the chapter budget.
 - o. Complete and sign the Annual Financial Report/Federal Group Authorization Return.
 - p. Attend finance training workshops.
 - q. Complete and sign the Acceptance of Fiduciary Responsibility Form.
 - r. Read and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.
3. Financial Secretary
- a. Record all income received.
 - b. Issue official receipt for income upon receipt of funds.

- c. Turn all funds over to the treasurer to ensure the two business days deposit requirement is met.
 - d. Serve as Co-Chair of the Budget and Finance Committee.
 - e. Sign checks only when reimbursement is for another fiscal officer or when specifically requested by the president (this should be a rare occurrence).
 - f. Prepare the roster of financial chapter members.
 - g. Serve as a member of the Minerva Circle.
 - h. Attend finance training workshops.
 - i. Present a written monthly report to the chapter of all income received.
 - j. Complete and sign the Acceptance of Fiduciary Responsibility Form.
 - k. Read and is familiar with the Fiscal Officers Manual and chapter's financial policies and procedures.
4. Assistant Financial Secretary
- a. Perform all duties of the Financial Secretary whenever requested EXCEPT:
 - Signing checks made payable to the President or Treasurer; and
 - Serving as a member of the Minerva Circle.

B. FINANCES

1. The fiscal year of the Sorority shall begin July 1 and end June 30.
2. The Budget and Finance Committee shall present a proposed budget for the ensuing year by the April chapter meeting.
3. The Grand Chapter dues shall be as determined by Grand Chapter.
4. The Chapter dues shall be determined by the Chapter.
5. Grand Chapter and local dues are payable annually January 1 - March 31. A soror who is currently financial and submits her dues between March 16 and June 15 shall pay a \$5 late fee to Grand Chapter.
6. A soror who is currently not financial or submits her dues after June 15 shall pay a \$15 reinstatement fee to Grand Chapter.
7. A soror who has not been financial for two or more years shall pay a \$25 reinstatement fee to Grand Chapter.
8. Life members shall pay local dues and per capita fee of \$10 dollars. Life members do not pay late or reinstatement fees.
9. A soror is required to submit local and National dues and fees to the Chapter by March 15th to allow time for submitting dues and fees to Grand Chapter by March 31st of each year. The local chapter shall not require late fees.
10. Only members can vote during meetings, chair a committee, serve on a committee or appear on public rosters and programs as a chapter member.
11. All funds shall be deposited within two business days of receipt by the Treasurer.
12. All Grand Chapter dues and fees shall be processed within 30 days of receipt by the Treasurer or Financial Secretary.
13. All Chapter funds shall be collected by bonded members of the Chapter.
14. General Bonding and Liability Insurance shall be secured with Grand Chapter annually.
15. Contracts shall be reviewed by the President and Treasurer before being signed by the President and prior to any commitment being made on behalf of the chapter.

16. A Budget vs. Actual Report shall be distributed at every Executive Board meeting and be available for review by committee chairs.
17. A committee budget shall be submitted to the Treasurer for review and approval by the Budget and Finance Committee, with final approval of the Executive Board before the expenditure of any committee funds. (See Appendix N - Budget Worksheet)
18. The updated committee budget shall be monitored by a Budget and Finance Committee member throughout the committee event.
19. A final report of the committee's event and finances shall be presented to the Executive Board and Chapter within 30 days of the event.
20. All chapter mail, including financial transactions, shall be mailed to the chapter's post office box.
21. The President shall have online access to all chapter bank accounts, but shall not transact business outside of approved policies.
22. The President shall be exempt from payment for admission to chapter- sponsored events.

C. CASH/CHECKS RECEIVING PROCEDURES

1. All funds shall be received by the Financial Secretary or Assistant Financial Secretaries (bonded members of the chapter). All funds collected, including raffles and donations, must be turned over to the Financial Secretary or Assistant Financial Secretary immediately.
2. The Financial or Assistant Financial Secretaries will verify amount received and the Financial Secretary submit an official Delta receipt to the committee chair.
3. The Financial Secretary will immediately surrender the funds to the Treasurer. The Treasurer will verify the amount, accept the receipt for file, and prepare the funds for deposit.

D. COURTESIES AND GIFTS

1. Upon notification, a member who is ill will be sent a card.
2. Any member marrying will be given a courtesy not exceeding \$50.00.
3. Any member with a new baby will be given a courtesy not exceeding \$50.00.
4. Any National Officer or Nationally Prominent soror visiting our city, and not invited by our chapter, will be given a bouquet or gift not exceeding \$50.00; if she is to be present for a reasonable length of time, a reception may be given in her honor.
5. Any National Officer, Honorary Member or nationally prominent soror invited by a committee of the chapter, shall be given an honorarium from the committee's budget.
6. Upon entering the hospital, a member will be sent a plant, fruit basket or monetary gift not exceeding \$50.00 and no more than 3 times per sorority year.
7. Upon the death of a soror, financial or non-financial, the standard Omega floral design will be used, a violet corsage will be provided, and the Omega Omega Service will be performed by the Chapter.
8. Courtesies will be extended to the family of the deceased financial soror or to each financial soror who has bereavement of an immediate member of the family. The courtesy should not exceed \$100.00. If the bereaved wishes, a monetary gift, not exceeding \$100.00 will be offered. The immediate family includes mother, father,

husband, children, grandparents, sisters, and brothers. A card will be sent for any other member of the family.

9. The Executive Board shall be empowered to determine the financial assistance to be extended to a financial soror in distress with a donation not to exceed \$100.00 from the budget.
10. The chapter will present a gift and plaque to the outgoing President.
11. During the year of her retirement, a financial soror who notifies the Second Vice President by the February sorority meeting will be given an engraved silver tray with the Sorority's insignia at the June Sorority meeting during the presentation of awards.
12. Members attaining 25 and 50 years of membership in the current sorority year shall notify the Second Vice President by the November chapter meeting.

Section 2. National and Local Dues

A. NATIONAL DUES

1. Members will be responsible for dues for the Grand Chapter, according to the established dues schedule per sorority year.
2. Members will also pay a Capita Fee of \$10.00.
3. Dues are payable from January 1st to March 31st.
4. A soror is required to submit local and National dues and fees to the Chapter by March 15th to allow time for submitting dues and fees to Grand Chapter by March 31st of each year. The local chapter shall not require late fees.
5. As applicable, late and reinstatement fees are assessed in accordance with the current fee structure and policy of Grand Chapter.

B. LOCAL DUES

1. Members will be responsible for local dues according to the established fee voted upon by the chapter members.
2. Local chapter dues for Miami Alumnae Chapter will be \$190.00 per sorority year (July 1st to June 30th).
3. Local and National dues are due and payable from January 1st – March 31st.
4. Golden/Diamond Life members shall:
 - a. Pay local chapter dues, plus a per capita fee of \$10.00,
 - b. Not pay annual Grand Chapter dues,
 - c. Not pay late and/or reinstatement fees.
5. Members who have attained the age of 65 years shall pay a reduced local dues amount of \$100 as determined by the chapter and maintain full benefits.

C. EXEMPTIONS

1. The chapter shall pay the Grand Chapter dues of the President and she shall be exempt from payment of local dues.
2. The chapter shall pay the Grand Chapter dues of the Recording, Corresponding and Financial Secretaries and of the Treasurer. They shall be exempt from payment of local dues. (Exemptions do not apply to the Assistant Recording Secretary and Assistant Financial Secretaries.)

Section 3. Collegiate Sorors Dues

- A. Dues with appropriate documentation -Local chapter dues will be waived for members their first immediate year after graduating from a college or university. The member will be considered a member of the chapter once National dues are received and receipted at National Headquarters.
- B. Financial collegiate member shall request transfer of chapter affiliation to join Miami Alumnae Chapter. The unconsumed portion of the member's dues will remain with the collegiate chapter.

Section 4. Unconsumed Dues

- A. Chapters are required to transfer unconsumed dues to a Soror's new chapter when requested prior to the deadline by the soror in writing. Unconsumed dues for an Alumnae member must be submitted to the new chapter by December 31st. Dues may be prorated on a twelve-month basis.

Section 5: Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must provide member information and former chapter information to the Financial Secretary.
- B. The chapter will transfer a calculated amount (portion of local dues based upon the month the transfer is requested) of unconsumed dues to a Soror's new chapter when a written request is submitted by the member.
- C. Upon written notification, (from a soror or a chapter) the Treasurer shall complete all steps as noted in the RED ZONE of the national website to prepare, calculate and transfer (if any) amount of the requesting sorors unconsumed dues.
- D. The Treasurer of the former chapter will submit the unconsumed dues to the P.O. Box of the new chapter.
- E. When a Soror transfers dues to Miami Alumnae, upon acceptance of the unconsumed dues, the Chapter Financial Secretary shall contact national Information Systems at Delta Headquarters to have the Soror's information added to the online roster for Miami Alumnae and advise the Treasurer.

Section 6: Travel Policy

- A. Cost-effectiveness is an expectation for travel on behalf of the chapter. Expense reimbursement is only for the person(s) designated to represent the chapter.
- B. The chapter shall reimburse the expenses as stipulated below for the National Convention, Regional Conference, Cluster, State workshops, chapter approved, and other mandated events for voting and alternate delegates and chapter representatives.
 - 1. The chapter shall pay the cost of one ticket for each voting and alternate delegate for the Social Action, Collegiate Luncheon and the Signature Gala.
 - 2. The chapter shall reimburse the room cost, not to exceed half of the total nightly conference room rate. The chapter shall pay for expenses incurred no more than one day before the opening and one day after the closing of the event.
 - 3. The chapter shall reimburse the cost of coach air travel when reservations are made at least three weeks prior to travel. If the mode of travel is bus or train, the chapter shall pay the entire cost. If the mode of travel is a rental vehicle, the chapter shall pay the rental fee, cost of fuel, parking and insurances to include

liability insurance, personal accident and roadside assistance. The chapter shall only reimburse for travel to and from the city of the convention, conference and/or mandated event. The chapter will reimburse for travel to and from the airport, train station, or bus depot to the hotel.

4. Mileage will be reimbursed for use of a personal automobile for transport to and from the host city. A printout from Google Maps or a similar application is to be included with the receipts. Mileage will be reimbursed at the prevailing IRS reimbursement rate, which covers the cost of operating the automobile, including gasoline. Toll receipts must be provided for reimbursement.
5. The delegate will be reimbursed a \$50 maximum per diem (per day) rate for meals.
6. All receipts for expenses must be submitted for reimbursement on a completed Voucher Form to the financial secretary within 10 business days following the event.
7. The chapter shall pay the registration, travel, hotel and per diem as defined above for all chapter mandated attendance to National Convention, Regional Conference, Cluster, State workshops, chapter approved, and other mandated events for voting and alternate delegates and chapter representatives.
8. In the event the representative, voting delegate, or alternate delegate is unable to attend or remain throughout the closing event of said function, the chapter must be reimbursed for all expended funds within 10 business days after notification of the representative/ delegate's inability to attend or remain throughout the closing event. Failure to reimburse chapter will result in referral to legal counsel.

Section 7: Reimbursement/Expense/Voucher/Check Disbursements Procedures

- A. A copy of the approved budget, signed by the President shall be on file with the Financial Secretary, Recording Secretary, and Treasurer.
- B. The Committee Chair shall complete a Voucher Form (Appendix E), attach corresponding receipt(s) and/or invoice(s), sign, and give to the Financial Secretary for approval.
- C. The Financial Secretary shall determine if the amount requested is within the guidelines for payment. If approved, the Voucher Form is signed and passed to the President for her signature, then to the Treasurer for creation of the check and signature.
- D. Vouchers not within guidelines for payment shall be returned to the chair with reason for denial within two business days.
- E. Vouchers presented for payment to the President must be signed and approved by the Second Vice President.
- F. The check shall then be completed and returned to the Committee Chair or mailed as requested on the Voucher Form (Appendix E).

Section 8: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders, Cash App, cashier's checks, or appropriate payment method approved by chapter. Five days prior to due date, all payments will be remitted via direct deposit to National Headquarters in adherence to the newly revised Fiscal Officer's Manual.

- B. A member will reimburse the chapter the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount.
- C. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the remainder of the sorority year.
- D. Payment of all other chapter collections may be in cash, personal checks, money orders, Cash App, cashier's checks, or appropriate payment method approved by chapter. The fees to use alternative payment methods will be passed on to individuals.

Section 9: Unconsumed Funds: Year End Reconciliation

- A. Funds remaining from budgeted allocations will be retained in the appropriate banking account and be classified as Prior Year Carryover.

Section 10: Insufficient Funds or Returned Check Policy

- A. Persons who have presented a check that has been returned as non-payable (insufficient funds, stop payment, etc.) from a financial institution will be contacted by the Financial Secretary for reimbursement. Payment must be provided in the form of cash, money order, or certified check for the appropriate reimbursement amount with the addition of a bank fee by the next sorority meeting.

Section 11: Fundraising

- A. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to the event, which must be approved by the chapter.
- B. Financial Secretary or Assistant Financial Secretary will be a member of, and collect money on behalf of the fundraising committee.
- C. After any major activity, a written financial report must be submitted 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 12: Budgeting

- A. Budgets must be submitted by Officers and Committee Chairs by first chapter meeting. The final budget shall be submitted within 30 days of the conclusion of the event. When no budget is submitted, the Budget and Finance Committee shall use its discretion in allocating a budget for that Committee/Officer.
- B. The chapter budget for the upcoming sorority year must be presented to the chapter and approved by the chapter no later than May of each year.
- C. No Committee can exceed its budget.
- D. If the committee appears to be in danger of exceeding its budget, the Budget and Finance Committee shall determine areas to reduce the committee's cost.

Section 13: Additional Fiscal Policies and Procedures

- A. Step Show Policy
 - 1. Provide all contracts to the President and Treasurer for review, approval and signature of the President prior to participation in the event.
 - 2. Make step team members aware of all financial obligations prior to participation.

3. Obtain and sign a liability release form for each step team participant prior to participation in rehearsals and competitions.
 4. Provide to the Chapter all prize monies for scholarship.
- B. Scholarship Policies, Requirements and selection procedures
1. Scholarships presented at the Debutante Cotillion shall be funded mainly by the chapter's fundraising events Poinsettia Gala, Jabberwock and Cooking Gents Affair.
 2. Annual scholarship awards shall be given to graduating Miami Alumnae Debutante participants; meeting scholarship requirements which are approved by the chapter and included in Appendix J of this manual.
 3. Selection requirements of scholarship recipients shall include, but not be limited to the following: high GPA, Honors, International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), Dual Enrollment, Advanced Placement (AP) classes in English, Math, Science, and Social Studies community involvement, and good moral standings as set forth by the chapter.
 4. Scholarships will be awarded annually. The first payment will be made upon proof of college enrollment. The second and future award payments will be paid based upon timely receipt of an official college transcript (received no later than August 30th) showing the previous year's minimum GPA of 3.0 on a 4.0 scale or a 2.0 on a 3.0 scale. Scholarship recipients not meeting minimum GPA requirements will forfeit their scholarships. The award payment will be made at the beginning of the fall school year directly to the scholarship recipient.
 5. Scholarship recipients must maintain full time status during the award periods. Failure to do so will result in revocation of the scholarship balance.
 6. The Scholarship and Awards Committee Chair shall serve as the official custodian and will maintain all scholarship records. The records will reflect an accurate listing of all recipients, amounts received and balances on deposits earmarked for scholarships.
 7. The Chair of the 12th Grade Debutante Committee shall be a member of the Scholarship and Awards Committee.
 8. An annual scholarship report will be given at the June chapter meeting.
 9. The Scholarship recipient shall be required to sign an agreement that she will abide by all requirements specified in the scholarship application pack.
- C. Bonding
1. The following positions are bonded: President, Treasurer, Financial Secretary, and Assistant Financial Secretary.
 2. The president, treasurer, financial secretary and any officers who have fiduciary responsibilities for the chapter funds shall be covered by general bonding insurance.
 3. At a minimum, the chapter shall purchase the base coverage from Grand Chapter.

Article IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1. Eligibility Criteria for holding Office

- A. Candidates for the office of President, First Vice President and Second Vice President must exhibit a working knowledge of chapter operations, committee functions, and chapter finances.
- B. Candidates for the Office of Treasurer and Financial Secretary must have a working knowledge of industry financial software (i.e. QuickBooks, Quicken, and Excel) and have served on the Budget and Finance Committee or Internal Audit Committee.
- C. Candidates for the office of President, First Vice President, Second Vice President, Treasurer and Financial Secretary must have been registered and attended one of the last two National Conventions and one of the last two Regional Conferences.

Section 2. Nominations of Chapter Officers and Elected Positions

- A. Timeline and guidelines for process
 - 1. The Nominating Committee shall present the slate of officers at the April chapter meeting. Additional nominations from the floor shall be permitted.
 - 2. The slate of officers and positions shall include the offices of President, First Vice President, Second Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Assistant Financial Secretary (2), Journalist, Sergeant-at-arms, Keeper of Properties, Chair, Nominating Committee, Nominating Committee Members (6), and Chair, Internal Audit Committee.
 - 3. The President initiates the "Call for Nominations". The call for nominations shall be issued at the February chapter meeting.
 - 4. It is the responsibility of the Nominating Committee to ensure all candidates meet and agree to these eligibility requirements:
 - a. Must be financial and, if elected, maintain financial status during the term of office.
 - b. Must have registered and attended one of the last two National Conventions and one of the last two Regional Conferences prior to the nomination for the offices of President, First Vice President, Second Vice President, Treasurer, and Financial Secretary.
 - c. Must be available to travel to local, regional, or national meetings as required and perform the duties of the office.
- B. Guidelines for Nominations from the floor
 - 1. Upon presentation of the report of the Nominating Committee, the presiding officer will call for nominations from the floor.
 - 2. Any financial member may nominate a member for office.
 - 3. A member can be nominated for more than one office.
 - 4. Members nominated from the floor must be present at the time of nominations.
 - 5. A member running from the floor must submit a complete typed application packet that includes the Official Applicant Profile.
 - 6. The Official Applicant Profile must be submitted to the Chair of the Nominating Committee at the April chapter meeting.
 - 7. No applicant running from the floor will be permitted to conduct a campaign of any kind prior to her name being placed in nomination, her eligibility established and all

required paperwork submitted. Any such unauthorized campaign activities, including distributing literature, will result in immediate disqualification.

8. Applicants who were disqualified during the nominating process prior to the April Chapter Meeting will not be allowed to run from the floor.
9. All nominees must meet the eligibility requirements as defined in Article IX. Section 2, A4.

C. Nominations of the Minerva Circle

1. By virtue of their elected positions, the President, First Vice President, and Financial Secretary shall serve on the Minerva Circle. All other positions shall be elected in accordance with the Administrative Procedures for Membership Intake.

Section 3. Elections

A. Election day procedures and timeline

1. Determine the time and location of the elections.
2. Prepare the ballot for May election, supervise balloting procedures, count the ballots and provide the elections report.
3. List the candidates for each office on the ballot in a manner consistent with the order of officers on the chapter letterhead. Candidates for each office shall be listed alphabetically by last name. All candidates, even when unopposed, must be listed on ballot.
4. Create a ballot. If a paper ballot is used, the ballot must be a one (1) page ballot on standard white paper; both sides of the paper may be used. The pages shall be numbered in pagination format. If an electronic ballot is used, the ballot is created based on electronic software recommended by Grand Chapter.
5. The election of chapter officers and appointment of committee chairs (Nominations and Internal Audit), committee members and acceptance to membership shall be by secret ballot, machine or electronic devices.
6. A majority vote of members present and voting at any election shall constitute a choice.
7. Enforce the campaign guidelines as stipulated in chapter's Policies and Procedure Manual.
8. Surrender to the Recording Secretary at the end of the May chapter meeting in a sealed, signed and dated envelope all materials used by the Elections Committee during the elections process.
9. Elections Committee will be appointed at the February Chapter meeting.

B. Voting

1. A majority vote is more than half of the votes cast by members legally entitled to vote, excluding blanks or abstentions at a properly called meeting. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for majority.)
2. Newly elected officers shall be installed at the May meeting.
3. Voting for chapter officers, elected committee chairs and members and acceptance to membership shall be by secret ballot, machine, or electronic voting devices.

4. Voting on all other issues will be by the raising of the “vote card” or electronic voting devices.
5. Only chapter members shall vote or hold office.
6. Absentee voting is not recognized in Delta Sigma Theta Sorority, Inc.

C. Re-balloting

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 the 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.

D. Candidate guidelines for campaigning

1. Campaign expenditures shall not exceed \$500. Any violations will result in disqualification of the applicant.
2. All candidates are strictly prohibited from engaging in any campaign activities (including, but not limited to, print or electronic solicitations and letters requesting support or a member’s vote) prior to the close of the April meeting. Any campaign activities prior to the close of the April meeting will result in disqualification of the candidate.
3. Candidates for office shall not distribute or display any campaign material/paraphernalia nor engage in any verbal campaigning at the entrance of or within the voting area.
4. All campaigning shall end at 10 a.m. on the day of the elections.

Section 4. General Voting Processes

A. ELECTIONS PROCESS

1. Elections shall be held biennially.
2. All applicants are strictly prohibited from engaging in any campaign activities (including, but not limited to, print or electronic solicitations and letters requesting support or a member’s vote) prior to the close of the April meeting. Any campaign activities prior to the close of the April meeting will result in disqualification of the applicant.
3. Candidates for office shall not distribute or display any campaign material/paraphernalia nor engage in any verbal campaigning at the entrance of or within the voting area.
4. All campaigning shall end at 10 a.m. on the day of the elections.

B. ELECTIONS COMMITTEE

1. An Elections Committee of seven (7) chapter members, consisting of six (6) members and a chair, shall be appointed by the President at the February meeting of an election year to oversee the election process.
2. Members of the Elections Committee shall serve only one election cycle and a new committee will be appointed for each election.

3. Members of the Elections Committee shall not be a candidate for any elected office while serving on the Elections Committee.
4. Members serving on the Nominating or Elections committee may not serve concurrently on both committees.
5. Clarification on voting procedures should be directed to the Elections Chair. Any violation of the stated/written election rules as set forth by Grand Chapter may result in the elections process being stopped; and/or the member(s) or the candidate(s) or whoever violated the process being reported to the Regional Director.
6. Members of the Elections Committee shall not participate in the campaign of candidates. Doing so will result in the said Elections Committee member(s) being replaced by the President and reported to the Regional Director.

C. PROPOSED CHAPTER POLICIES AND PROCEDURES

1. Proposed Chapter Policies and Procedure recommendations will be voted on for approval by two-thirds (2/3) vote of members present and voting during the May meeting.

Section 5. Election Reporting

- A. Votes will be tallied by the Elections Committee and results will be announced prior to the formal closing of the meeting in which elections take place.
- B. The Chair presents the elections report to the Presiding Officer.
- C. The Presiding Officer shall read the report, declare the results of the election, and introduce the officers and positions for the upcoming biennium.
- D. The Recording Secretary is given a copy of the elections report for the minutes.

Article X: SPECIAL ELECTIONS

Section 1. Minerva Circle

- A. All special elections must be approved by the Regional Director. By virtue of their elected positions, the President, the First Vice President, and the Financial Secretary shall serve on the Minerva Circle. All other positions shall be elected in accordance with the Administrative Procedures for Membership Intake.

Section 2. Other Special Elections

- A. The Regional Director must be consulted and provide approval for all special elections.

Article XI: INSTALLATION OF OFFICERS

Section 1. Guidelines for selecting installing officer

In accordance with the Ritual, a current or past National Officer, a past President of the Chapter or a Charter Member may serve as the Installing Officer.

- A. The installation ceremony will be conducted during the May chapter meeting as outlined in the Ritual and Ceremony manual.
- B. All outgoing officers, positions, and committee chairs will pass over the tools of their office to the incoming officer assuming those duties, with completion of transition of officers by June 30.
- C. All incoming officers, positions, and committee chairs assume office on July 1.

Article XII: TRANSITION OF OFFICERS

Section 1. Procedures for conducting the transition process

- A. Timing
 - 1. The President and the President-elect will mutually determine a transition meeting date to be held no later than June 30th.
 - 2. The Treasurer shall submit all financial records to a Certified Public Accountant for audit within 30 days of the close of the fiscal year. Immediately after completion of the external audit and receipt of the audit report, the books will be forwarded to the incoming officers.
- B. Coordination
 - 1. The elected new officers and committee chairs are required to attend the transitional meeting between the outgoing and incoming sorors.
 - 2. All outgoing officers and committee chairs shall submit all properties of the office and records of their activities to the incoming officer or the President at the scheduled transition meeting.
- C. Procedures for Conducting Transition
 - 1. A transition meeting must be held between outgoing and incoming officers to give new officers some guidance and assistance necessary for them to perform well on their own and to:
 - a) Acquaint incoming officers with rules, regulations, procedures and managerial tasks,
 - b) Enable incoming officers to obtain basic knowledge of principles, operations, and,
 - c) Assist incoming officers to obtain thorough knowledge of the functions and business aspects related to the office/position and other routines.
 - 2. Persons required to attend the transitional meeting:
 - a) All outgoing and incoming elected officers.
 - b) All outgoing and incoming appointed officers.
 - c) All outgoing and incoming chairpersons.
 - 3. Chapter officers should be reminded to:
 - a) Immediately change signatures on the bank card.
 - b) All chapter copies of administrative tools should be turned over immediately to newly elected president.
 - c) Provide incoming officers with the roster of chapter members for the new business year.
 - d) Outgoing President should relinquish sign-ons, passwords, and all related PayPal account information to the incoming President. Access must also be

immediately changed from old users and access granted to the incoming Treasurer and Financial Secretary during the transition.

TIMELINE FOR ELECTIONS OF OFFICERS AND POSITIONS

DATES

February Chapter Meeting

ACTIONS

Elections Committee will be announced

President will announce opening of nominations

March Chapter Meeting	<p>Post application and eligibility requirements on secure section of chapter website following the February chapter meeting.</p> <p>Deadline for submission of application.</p> <p>The Financial Secretary provides verification of nominee attending National Conventions and Regional Conferences to Nominating Chair.</p>
April Chapter Meeting	<p>Present slate to chapter.</p> <p>The President will open the floor for nominations.</p> <p>A completed application package must be submitted at the time of the nomination of candidates from the floor. The Nominating Committee must review applications of nominees from floor immediately following nominations. Campaigning for all approved candidates may begin at the adjournment of the April chapter meeting.</p> <p>Allow 2-minute presentation of nominee to chapter.</p>
April (10 business days prior to the May Chapter meeting)	<p>Notify all members of election date and include candidate's statement via e-mail or U. S. mail. (as appropriate).</p> <p>The Chair of Nominating Committee will submit a printed slate to the chair of the Elections Committee within five (5) business days following the April Meeting.</p>
May Chapter Meeting	<p>Election of Officers (A quorum must be present).</p> <p>Installation of officers.</p> <p>All newly elected officers will assume office July 1 of the year elected.</p>

ARTICLE XIII: MEMBERSHIP INTAKE

Section 1: Membership Intake Process

- A. Membership intake shall be followed per the Administrative Procedures for Membership Intake. The Chapter vote on whether to proceed or not to proceed with Membership Intake (MI) must be conducted in the sorority year Membership Intake will take place and require 10-day written notification. Written notification will include email or USPS. Other appropriate forms of communication deemed acceptable must be approved by Regional Director prior to the 10-day notification.
- B. Voting whether to proceed or not to proceed with the membership intake process shall be by a two-thirds (2/3) vote of members present and voting and requires a 10-day written notification to members.
- C. The acceptance to membership shall be by a majority vote of the chapter members present and voting.

Section 2: Minerva Circle

- A. In instances of an applicant being a relative of Minerva Circle member, that member will not participate in scoring that applicant's packet or interview and that member cannot be removed or excluded from the Minerva Circle.
- B. Filling Vacancies will be handled per the Administrative Procedures for Membership Intake (APMI).

ARTICLE XIV: CHAPTER REPRESENTATION

Section 1: Voting and Alternate Delegate

- A. Regional Conference and National Convention
 - 1. The voting delegates to National Conventions and Regional Conferences shall be elected by members present and voting at the June chapter meeting.
- B. State and Local Chapter Representation
 - 1. Chapter representation for state and local events shall be elected by members present and voting at the meeting in which the item is considered.
- C. Order of Succession
 - 1. If the elected delegate is unable to attend a National Convention or Regional Conference, the replacement will be the alternate delegate. If the alternate delegate is unable to attend a National Convention or Regional Conference the replacement will be determined by order of succession: First Vice President, Second Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and Financial Secretary.
 - 2. If the elected delegate is unable to attend other mandated meetings, then the Chapter President shall appoint the chapter representative based on their elected or appointed position in the chapter, and prescribed by the related event.
- D. Incoming Chapter Officers
 - 1. Voting for delegates for either the National Convention or Regional Conference shall be conducted after the election of officers. Should the elected delegate become

unable to attend, then the order of succession, as outline in the chapter's Policies and Procedures, will prevail (See C above).

Section 2: Reimbursement

- A. Reimbursement for representation shall follow the Travel Policy as outlined in Article VIII, Section 6.

ARTICLE XV: MEMBERSHIP VERIFICATION PROCEDURES

Section 1: Immediate Verification

- A. Chapter members inviting sorors to official meetings shall notify the Financial Secretary in advance of said meeting so that the membership status can be verified prior to the visiting soror's arrival.
- B. Visiting sorors shall provide proof of membership (membership number, membership card, Delta Sigma Theta app, or letter from Grand Chapter) to the Finance Team. Absent this proof, the soror will need to provide the name at initiation, current name, chapter of initiation and last chapter to which dues were paid to the Finance Team.
- C. Vouching for Sorors/Members
 - 1. A member of the chapter may attest to the validity of the visitor's claim of membership. Such attestation must be based on knowledge of the visitor's initiation.

Section 2: Follow-up verification

- A. The Finance Team will verify membership status via the Red Zone or via contact with the Membership Services section of Grand Chapter.

ARTICLE XVI: INTERNET AND EMAIL POLICIES

Section 1: Internet Policies and Procedures

- A. Internet Policy
 - 1. In addition to those outlined in the Chapter Management handbook, Delta Internet Guidelines, and the Delta Style Guide, Miami Alumnae Chapter will observe the following practices to maintain confidential electronic communications:
 - a. The chapter's website "Members Only" section user name and password will be changed every business year, July 1st to June 30th, by the chapter President
 - b. A signed release from all legal guardians must be obtained for children/youth featured in chapter-related photographs displayed on the website.
 - c. The Miami Alumnae Chapter's website may include calendar of events, such as chapter public service events, fundraisers, Sorority meetings and committee meetings. Rush dates may be included after being approved by the Regional Director. Chapter contact information may be included.
 - d. The chapter website may not include membership contact information.
 - e. Information for prospective members should be directed to the National Website via hyperlink.

- f. Social media sites (such as Facebook pages and Twitter) can be used to promote public Delta programs provided the chapter President approves the planned promotion.
- g. If the social media allows guest to post comments, the Chapter President will assign the Webmaster responsibilities associated with the monitoring and maintenance of hyperlinks or web site polls.
- h. Rush activities may not be included on social media sites.

B. Chapter Email Accounts

- 1. The chapter may maintain email accounts for chapter officers and committee chairs.
- 2. Each chapter email account may be used by the member who holds the designated office or chair.
- 3. Each chapter email account's password will be changed at the conclusion of each sorority year, currently June 30th.
- 4. If a member leaves office or chair, the corresponding chapter email account password will be changed no later than the last day the member holds the position.

Article XVII: AMENDMENTS FOR POLICIES AND PROCEDURES

Section 1. Procedures/timing for making changes, to whom are they submitted

- A. Revisions to the Policies and Procedures must be submitted electronically to the Executive Board for initial consideration prior to being presented to the chapter at designated deadline by the chair.
- B. A written/electronic copy of proposed amendments shall be provided to all members of the chapter before being voted upon.
- C. All members must be notified of the revisions 30 days prior to the scheduled reading and webinar presentation of the significant changes. These Policies and Procedures may be adopted, amended or repealed at any regular meeting following notification of all members, by a two-third (2/3) vote of the members present and voting.
- D. A copy of the chapter's approved amendments to the Policies and Procedures shall be submitted to the Regional Member of Scholarship and Standards Committee for review and approval. The approved copy shall be submitted to the Regional Officers and National Headquarters by the Regional Member of Scholarship and Standards Committee.
- E. When not in conflict with the Constitution and Bylaws and other governing documents of the Sorority and Robert's Rules of Order, Newly Revised (current edition), shall be the accepted parliamentary authority of the Chapter.

Section 2. Effective Date

The effective date shall be approved by Scholarship and Standards committee.

Section 3. Chapter Approval Date

June 10, 2020

Article XVIII: PARLIAMENTARY AUTHORITY

Section 1. Governing Documents

- A. The governing documents of the sorority are the Constitution and Bylaws, the current edition of Robert's Rules of Order, Newly Revised, and the chapter's Policies and Procedures. All matters not covered by the Constitution and Bylaws of the Sorority shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

Section 2. Administrative Resources and Tools

- A. Administrative resources and tools shall include the Ritual, Protocol and Traditions Manual, Chapter Management Handbook, Code of Conduct, Administrative Procedures for Membership Intake Manual, Fiscal Officers Manual, Internal Audit Manual, Delta Internet Guidelines, Delta Style Guide, Alcohol and Illegal Drug Use Policy, Risk Management Manual, and the ABC's of Parliamentary Procedure.

Adopted by Chapter:	January 6, 1996
Revised	August 23, 1997
Revised	May 1, 1999
Revised	May 7, 2005
Revised	May 3, 2014
Revised	May 4, 2019
Submitted to Grand Chapter:	May 21, 2005
Submitted to Scholarship and Standards:	May 21, 2005
Submitted to Regional Director and Regional Scholarship and Standards Committee:	May 21, 2005
Submitted to Regional Director and Regional Scholarship and Standards Committee:	June 1, 2014
Submitted to Regional Director and Regional Scholarship and Standards Committee:	June 30, 2016
Submitted to Regional Director and Regional Scholarship and Standards Committee:	June 8, 2019
Submitted to Regional Director and Regional Scholarship and Standards Committee:	June 7, 2020

APPENDIX A

MIAMI ALUMNAE CHAPTER POLICIES AND PROCEDURES REVISION FORM (USE FOR ALL REVISIONS AND RECOMMENDATIONS)

<u>Item No.</u>	<u>Page No.</u>	<u>Section Name</u>	<u>Recommended Change</u>	<u>Rationale</u>	<u>Finale Statement</u>
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Rules Committee:

Chair's signature: _____

President's signature: _____

Date: _____

Date: _____

APPENDIX B

Memorandum of Agreement



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

TO: Sandra K. Horton
Southern Regional Director

FROM: Deirdre Z. Shoulars *dzs*
Director, Membership

DATE: October 25, 2017

RE: **DADE COUNTY and MIAMI ALUMNAE CHAPTERS**

The National Scholarship and Standards Committee met November 4 - 6, 2016 in Washington, DC. During that meeting, the committee reviewed and discussed the Memorandum of Understanding (MOU) that you submitted on behalf of Dade County and Miami Alumnae chapters regarding sharing **Miami-Dade County area**.

Briefly, the MOU documents that the terms and understanding between both chapters focus on sisterhood, support and service. They support each other's events, and continue to transform lives and impact the Miami-Dade community through service projects (Miami - 75 years and Dade - 35 years); and well respected mentoring projects (Miami - 66 years and Dade - 30 years).

They will continue to collaborate on Arts and Letters projects, Hats Off for Cancer, Founders Day, Delta Day at the School Board, Delta Day at the County, Delta Days Pre-Legislative Session, Sisterhood Month activities and end of the year bowling event. The goals of the partnership are to socialize more and continue to display a spirit of sisterhood as they deliver meaningful programs/projects to the community. The activities listed, as well as open communication between the presidents and chapter members will accomplish the partnership goals.

Beverly E. Smith
National President

Cheryl A. Hickmon
National First Vice President

Jaria Martin
National Second Vice President

Elsie Cooke-Holmes
National Secretary

Deborah A. Jones-Buggs
National Treasurer

Jeanine H. Arnett
Executive Director

The committee voted to approve the MOU submitted and extends best wishes and much success to both chapters during this fiscal year.

DZS

cc: Cheryl A. Hickmon, National First Vice President/
Chair, Scholarship and Standards

Jessica Shotwell, Southern Regional Representative

Joanell Lawson, Southern Region Member, S&S

Elaine Johnson, North Florida State Coordinator

Patricia Taylor, South Florida State Coordinator

Karen D. Wiggins, President – Dade County Alumnae Chapter

Brenda L. Bryant, President – Miami Alumnae Chapter

APPENDIX C
MEMORANDUM OF UNDERSTANDING

**DELTA SIGMA THETA SORORITY,
INCORPORATED**
A SERVICE SORORITY FOUNDED IN 1913

SANDRA K. HORTON
Director, Southern Region
678 758-4991
Email: skhortonSRD@gmail.com

JESSICA SHOTWELL
Representative, Southern Region
901 653-8556
Email: jssbshotwell@gmail.com



October 8, 2016

Beverly E. Smith
National First Vice President
Chair, National Scholarship & Standards Committee
Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue, NW
Washington, DC 20009

RE: **Memorandum of Understanding (MOU)**
Dade County Alumnae and Miami Alumnae

This correspondence requests approval of the above referenced Memorandum of Understanding (MOU) dated May 2016 for a shared service area. The Dade County Alumnae and Miami Alumnae chapters have agreed to share Miami-Dade County area as delineated in the MOU. Meeting minutes reflecting chapter approval from these two chapters are included.

The office of the Southern Regional Director has reviewed the documents and all appear to be in order, we concur with request and ask approval from National Scholarship & Standards Committee.

Sincerely,

Sandra K. Horton

Sandra K. Horton
Southern Regional Director

Cc: Jessica M. Shotwell, Southern Regional Representative
Joanell Lawson, Southern Region Member, Scholarship & Standards Committee
Elaine Johnson, North Florida State Coordinator
Patricia Taylor, South Florida State Coordinator

National Office: 1707 New Hampshire Avenue, N.W. Washington, D.C. 20009 Tel: 202.986.2400



DELTA SIGMA THETA SORORITY, INC.

A Service Organization Since 1913

Memorandum of Understanding for Shared Service Areas

(If additional space is needed, attach a separate sheet)

CHAPTERS: List each chapter's name and contact information. MOU agreements can include more than two (2) chapters.

Chapter #1			
Chapter Name	Dade County Alumnae		
Chapter Number	0675	Chapter Address	P.O. Box 52-1806
Chapter President	Karen Wiggins	City/State/Zip	Miami, FL 33152-1806
Phone Number	(305) 439-4211	Email Address	kdwiggs@hotmail.com
Chapter #2			
Chapter Name	Miami Alumnae		
Chapter Number	0262	Chapter Address	P.O. Box 680726
Chapter President	Brenda L. Bryant	City/State/Zip	Miami, FL 33168-0726
Phone Number	(305) 586-4668	Email Address	BRLEbryant@aol.com
Chapter #3			
Chapter Name			
Chapter Number		Chapter Address	
Chapter President		City/State/Zip	
Phone Number		Email Address	
Chapter #4			
Chapter Name			
Chapter Number		Chapter Address	
Chapter President		City/State/Zip	
Phone Number		Email Address	
Chapter #5			
Chapter Name			
Chapter Number		Chapter Address	
Chapter President		City/State/Zip	
Phone Number		Email Address	
Chapter #6			
Chapter Name			
Chapter Number		Chapter Address	
Chapter President		City/State/Zip	
Phone Number		Email Address	
Chapter #7			
Chapter Name			
Chapter Number		Chapter Address	
Chapter President		City/State/Zip	
Phone Number		Email Address	

05/2015

PURPOSE: Define the terms and understanding between chapters to determine purpose and limitations between shared services. List goals of partnership, and list activities that will accomplish the goals. The activities listed will determine what sections should be included in this agreement.

The terms and understanding between chapters focus on sisterhood, support and service. Sisterhood is the core of Delta Sigma Theta's identity; therefore, the Miami-Dade community should see the sisterhood and oneness that exists between the chapters. We support each other events, and continue to transform lives and impact the Miami-Dade community through our service projects: Miami Alumnae for 75 years and Dade County Alumnae Chapter for 35 years. Our mentoring projects are well respected in the community-Miami Alumnae's for 66 years and Dade County Alumnae's for more than 30 years. Dade County Alumnae and Miami Alumnae Chapters will continue to collaborate on Arts and Letters projects, Hats off for Cancer, Founders Day, Delta Day at the School Board, Delta Day at the County, Delta Days Pre-Legislative Session, Sisterhood Month activities and our end of the year bowling event. The goals of the partnership are to socialize more and continue to display a spirit of sisterhood as we deliver meaningful programs and projects to the community. The activities listed above as well as open communication between the presidents and chapter members will accomplish the partnership goals.

BACKGROUND: Define why the agreement and partnership is important and clearly define service area in question.

The service area in question is Miami-Dade County (Miami, Florida). Our activities/events are scheduled at different times with care not to infringe upon or interfere with each other activities. The agreement and partnership is important because our Founders were committed to transforming lives and impacting communities. For the past 75 and 35 years the Miami and Dade County Alumnae chapters respectively have upheld the commitment of our visionary Founders. Our mission is to ensure the next generations of Deltas honor the commitment of sisterhood, scholarship and service in Miami, Florida.

ROLES AND RESPONSIBILITIES: List and describe the activities that are planned for the partnership and who will do what by chapter. (e.g. Chapter A agrees to:, Chapter B agrees to:, etc.)

The Presidents and First Vice Presidents of each chapter have communicated at the beginning of each sorority year, for the past four years, to ensure no overlaying of events. As well, chapter presidents maintain communication throughout the year to ensure no duplication or overlapping of activities.

The activities below are planned for the partnership:

Arts and Letters: Red Carpet Events, Theatre Productions, and Book Club

Joint Founders Day Celebration: alternating chairs and management

Sisterhood Month Activities

Hats OFF for Cancer: collect and present hats to local hospitals for children cancer patients

End of Year Bowling: Winning chapter receives perpetual plaque with name engraved and bragging rights for the year

The chairs from each chapter work to coordinate the events and determine assignments.

05/2015

MEMBERSHIP INTAKE: Specify the agreed timeframe both chapters will conduct Membership Intake.

We don't envision having membership intake concurrently; for the past thirty years the practice has been to alternate membership intake between chapters.

CHAPTER PROGRAMS: Clearly define programs under the Sorority's 5 Point Programmatic Thrust that may overlap or in collaboration amongst chapters (e.g. youth initiatives, community service projects, etc.) and define a process in which each chapter will benefit.

Five-Point Programmatic Thrust programs which overlap are:

- Delta Academy – Each chapter benefits by extending its reach to all of Miami-Dade County to ensure young ladies are mentored and provided career options in the areas of math, science, and technology to broaden their career opportunities.
- Delta Day at the School Board is a joint effort between both chapters. Each chapter benefits by joining focuses to display unity and concern for our youth as a sorority and not as individual chapters.
- Relay for Life - the chapters secure tents in close proximity to each other, which allows sorors to freely socialize. Both chapter's benefit as we present and perform throughout the event as an organization and not individual chapters.
- Political Awareness and Involvement - The chapters join forces during events such as: Souls to The Polls, Delta Days Pre-Legislative Session, Delta Day at the County, and transportation to Delta Days at the State Capitol. Again the chapter's benefit by joining forces to increase our numbers and allow the community to see us as a sorority, instead of individual chapters.

Both chapters make an assertive effort to not be competitive with chapter program and projects. Open communication between chapters is the best means to ensure success of the programs. Each chapter benefits by continuing to provide quality programs to the community.

CHAPTER SCHOLARSHIPS: Clearly define scholarship programs that may overlap or in collaboration amongst chapters and define a process in which each chapter will benefit and copiously support recipients.

The scholarship programs do not overlap. Miami Alumnae scholarships are awarded in April to participants of its 12th Grade Sub-Debutante program. Dade County Alumnae scholarships are awarded in May to the High School Seniors female community at large.

CHAPTER FUNDRAISING: Define a process to mandate fundraising in overlapping service area or when in collaboration and identify opportunities that will be an advantage and profitable for each chapter.

Again the chapters have planned their programs, including fundraising programs to avoid overlap and conflict

05/2015

for the past thirty-five years. Miami Alumnae Chapter has three fundraising programs annually which benefit its scholarship program-The Poinsettia Gala in December, Jabberwock in March, and the Cooking Gents Affair in May. Dade County Alumnae chapter fundraising event-Putting on The Ritz is held in March or April and other events are scheduled to avoid conflict.

DURATION: This MOU is at-will and may be modified by mutual consent of authorized officials from each chapter. This MOU shall become effective upon signature by the authorized officials from the Chapter Presidents and Regional Director and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement/consent by the authorized officials from each Chapter and Regional Director this MOU shall end on a specific date (list date below if applicable, otherwise N/A).

N/A

EVALUATION/REPORTING: Identify who will evaluate effectiveness and adherence to the agreement and when evaluation will happen. Provide agreement and date (e.g. annually) for reporting to chapter members and Regional Director the MOU effectiveness, successes or challenges.

The Executive Board from each chapter will evaluate the MOU for effectiveness annually during the month of March to ensure the chapter is adhering to the terms of the MOU. The findings will be reported to the chapter during the April chapter meeting, and to the Regional Director the second week of April. As well, the MOU will be placed in the chapters' Policy and Procedure Manual for review and adherence by all chapter members.

05/2015

VIOLATION OF AGREEMENT: If the terms of this MOU are violated, all parties involved may be in violation of Delta Sigma Theta Sorority, Incorporated's Code of Conduct, and may result in disciplinary action against the chapter(s) and/or individual(s).

CHAPTER PRESIDENTS SIGNATURES:

Chapter Name: <u>Dade County Alumnae</u>	President's Name: <u>Karon D. Wiggins</u>
Chapter President's Signature: <u>[Signature]</u> (Pen & Ink)	Date: <u>05/17/16</u> (Pen & Ink)
Chapter Name: <u>Miami Alumnae</u>	President's Name: <u>Brenda L. Bryant</u>
Chapter President's Signature: <u>[Signature]</u> (Pen & Ink)	Date: <u>5/17/16</u> (Pen & Ink)
Chapter Name: _____	President's Name: _____
Chapter President's Signature: _____ (Pen & Ink)	Date: _____ (Pen & Ink)
Chapter Name: _____	President's Name: _____
Chapter President's Signature: _____ (Pen & Ink)	Date: _____ (Pen & Ink)
Chapter Name: _____	President's Name: _____
Chapter President's Signature: _____ (Pen & Ink)	Date: _____ (Pen & Ink)
Chapter Name: _____	President's Name: _____
Chapter President's Signature: _____ (Pen & Ink)	Date: _____ (Pen & Ink)
Chapter Name: _____	President's Name: _____
Chapter President's Signature: _____ (Pen & Ink)	Date: _____ (Pen & Ink)

REGIONAL DIRECTOR SIGNATURE:

Region Name: <u>Southern</u>	Director's Name: <u>Sandra Horton</u>
Regional Director's Signature: <u>[Signature]</u> (Pen & Ink)	Date: <u>8 Oct 16</u> (Pen & Ink)

APPENDIX D

Miami Alumnae Chapter Delta Sigma Theta Sorority, Inc. Committee Fund Collection/Turnover Sheet

	Funds Collected From (Please Print Clearly)	Email Address to Send Eventbrite Ticket	Print Ticket or AD	No. of Tickets or AD	Amount Paid		Check #	Check Date	TOTAL AMOUNT Collected	Ticket Number(s) or AD Size Sold	Ticket(s) or ADS Sold By (Please Print Clearly)
					Cash	Check					
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
TOTAL					\$.	\$.	\$.	
Funds Collected By: _____ Date Turned over to Finance Team: _____											

Account Number:				Account Number:			
Request Date:		/ /		Request Amount: \$		Approved Budget:	
Check Date:		/ /		Check Number:		Check Amount: \$	
Payable To:							
Mail To (if different)						Check Pick--up?	
Address:							
City, State, Zip:							
Purpose:							
Check one:							
<input type="checkbox"/>		The above merchandise or service is requisitioned for purchase					
<input type="checkbox"/>		The above merchandise or service has been received					
<input type="checkbox"/>		Other (please explain)					
MANDATORY SIGNATURES:							
Committee Chair:						Date: / /	
Financial Secretary						Date: / /	
President:						Date: / /	
Treasurer:						Date: / /	
Check issuance requirements:							
<ul style="list-style-type: none"> Proposed budget must be on file with the Executive Board Corresponding receipt(s) for event only items attached - no personal items Obtain mandatory signatures before making check request 							

APPENDIX F

MIAMI ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.
APPLICATION FOR SEEKING OFFICE



APPLICATION FOR SEEKING OFFICE
IN
MIAMI ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.

OFFICIAL APPLICANT PROFILE FORM

APPLICANT FOR THE OFFICE OF: _____

PART I PERSONAL INFORMATION				
Name				
	Last	First	Maiden/Middle	
A. Home Address				
B. City/State			Zip Code	
C. Home Telephone			Work Telephone	
D. Profession/Occupation/Title				
E. Primary Email Address				
F. Have you ever been convicted of a felony? If yes, explain circumstances.			No	Yes

<p align="center">PART II EDUCATIONAL INFORMATION</p>							
Degree				Field of Concentration			
Degree				Field of Concentration			
Degree				Field of Concentration			
<p align="center">PART III DELTA INFORMATION</p>							
A. STATUS		Alumnae					
B. Financial		YES		NO			
C. Date of Initiation		Region of Initiation					
D. Chapter of Initiation		Location					
E. Name at Time of Initiation							
F. List Present Delta Activities:							

G. Local Chapter Experiences (List your local chapter experiences-current chapter or chapters to which you have belonged.)				
PART III (CONTINUED) DELTA INFORMATION				
H. State, Regional and National Experiences (List experiences-current and past.)				
I. National Conventions attended (Years)				
J. Regional Conferences attended (Years)				
K. State Clusters/Meetings attended (Years)				
L. Have you ever been suspended and/or placed on probation? If yes, please list violation date (s) of suspension or probation and fine levied.	No		Yes	

<p align="center">PART IV</p> <p align="center">CURRENT COMMUNITY INVOLVEMENT & ORGANIZATION AFFILIATION</p>	
Organization (from _____ to _____)	Position and Responsibility
<p align="center">PART VI</p> <p align="center">STATE YOUR REASON FOR SEEKING THIS OFFICE</p> <p align="center">(Include your plan/vision for Miami Alumnae as it pertains to the duties of the office as outlined in chapter policy and procedures) 150 words or less</p>	

STATEMENT OF ASSURANCE

Note: The APPLICANT PROFILE SHEET is considered incomplete if not signed		
I have read, understand, and will abide by the guidelines for seeking office in Miami Alumnae Chapter of Delta Sigma Theta Sorority, Inc.		
Signature of Applicant	Member Number	Date

(Note for electronic version of application, use a cursive font for your signature.)

**MIAMI ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.
NOMINATING COMMITTEE
EVALUATION OF APPLICANT**

Applicant's Name _____

Position Seeking _____

Public Speaking Experience
Educational Preparation
Bachelor
Master
Doctorate
Other Advanced Certificates/Degrees _____
Leadership/Experience (Delta)
Local Chapter Involvement
State involvement
Regional involvement
National Involvement
Accomplishments and Responsibilities
Ongoing /consistent
Conference/Convention Attendance
Leadership/Experience (Non Delta)
State
Regional
Professional-related/unrelated to position
Community-related/unrelated to position
Personal Statements
Reasons for seeking office

APPENDIX G
MIAMI ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC

DEBUTANTE PROGRAM GUIDLINES

- INTENT:** To formalize the implementation of the three (3) year Debutante program by developing written guidelines and strategies for Debutante Chairs and committee members.
- VISION:** To influence the complete development of high school aged girls of African American descent in preparation for formal presentation to the Miami-Dade community.
- MISSION:** To provide opportunities for young ladies in tenth, eleventh and twelfth grades to develop their mental, physical and spiritual well-being through participation in social, cultural and educational activities leading to the presentation of the Miami Alumnae Chapter Debutante Cotillion.

GOALS/OBJECTIVES OF DEBUTANTE PROGRAM:

- To establish a mentoring, nurturing relationship between sub-debutantes and members of Miami Alumnae Chapter of Delta Sigma Theta Sorority, Inc.
- To promote an interest in life-long community service among the sub-debutantes.
- To provide appropriate social and cultural experiences to ensure the development of acceptable social skills and mores.
- To assist in the enhancement of academic skills among the sub-debutantes.
- To provide college and career information to facilitate effective decision-making and skilled negotiating of choices and opportunities.
- To encourage and foster the spirit of sisterhood among the sub-debutantes.

SELECTION CRITERIA FOR PROSPECTIVE DEBUTANTES:

- Prospective Debutante must be recommended by a member of Delta Sigma Theta Sorority.

- Prospective Debutante must conduct herself as a responsible young lady at all times.
- Must maintain excellent school conduct and satisfactory academic grades.
- Should be involved in school, religion and community service projects.
- Must be currently enrolled in the tenth or first semester of the eleventh grade in a public, private, or parochial school in the Tri-County (Miami Dade, Broward, or Palm Beach) area, in order to participate in the program.
- Must be recommended by the December sorority meeting, as the established and structured Orita component requires the involvement of the prospective debutante.
- A prospective Debutante whose academic prowess and/or dual enrollment in a special program would result in early high school graduation may participate in both the eleventh grade (Orita) and the twelfth grade (Cotillion) activities simultaneously.
- Participation in both programs would require the cooperation of both committees (eleventh and twelfth grades) and the active participation and support of the debutante's parent(s)/guardian(s).

SORORITY MEMBER'S ROLE IN MAKING RECOMMENDATION(S):

- Recommending soror must be willing to support the debutante both emotionally and financially; i.e. assist the prospective debutante and her parents in sustaining the cost of participation through active financial planning, fundraising advice, suggested strategies and/or personal donations.
- Soror must be willing to act as a liaison between the prospective debutante, the committee, the chapter and the parents.
- Soror must commit to active participation with the debutante throughout the three (3) year period, particularly during the Orita experience.
- Recommending soror does not have to be a member of the Miami Alumnae Chapter, nor financial.

RESPONSIBILITIES OF DEBUTANTE COMMITTEES:

- Implement the three-year program consistent with Chapter Guidelines.
- Ensure the confidentiality of all information gathered from program participants.
- Foster ideals of scholarship, service and sisterhood.

- Ensure the fiscal soundness of all activities. Coordinate all legal and financial matters with Chapter leadership. (Contracts and agreements must be reviewed by the Chapter President and Treasurer. Contracts and agreements must be sign by the Chapter President).
- Ensure that all funds generated from debutante activities are expended during the current debutante program, as resources are not transferable and not generated for scholarship.
- Tenth grade chair must be identified by the time of the chapter's annual retreat or leadership training, have previous leadership experience with the debutante program and have actively participated in a complete three-year program.
- Chair of twelfth grade committee must serve on the current scholarship committee.
- All debutante committee chairs must prepare a budget and a budget summary and submit copy to the chapter's financial officer(s). (See Appendix N)
- Twelfth grade committee must plan an educational trip for the prospective debutantes that is educationally sound, economically feasible and culturally relevant.

ROLE OF THE DEBUTANTE TASK FORCE

- To ensure adherence with debutante program guidelines through committee support and technical assistance where appropriate or directed by President.
- To assess viability of program and offer appropriate recommendations for revisions.
- To assess impact of social changes and indicators, economic implications and educational changes and requirements to ensure relevance.
- To provide appropriate training and support to new debutante committees.

RESOURCE/GUIDES FOR VENDORS:

- Jeweler for Orita Charm (to include picture of charm)
- Contracts for Knight Center or other venue for cotillion
- Vendors for Decorations
- Suggested Photographers, Videographers, and Audio Specialties
- Travel insurance on debutantes when planning trips

- Required insurance on debutante when planning trips
- Required insurance for venues (via Financial officers)
- Sample Health Release Forms
- Debutante Referral Form
- Sample Budget/Budget Summary
- Orita Program Guide
- Cotillion Program

COMPONENTS OF THREE (3) YEAR DEBUTANTE PROGRAM:

TENTH (10TH) GRADE YEAR

- Development of social skills, manners/etiquette experiences.
- Encourage and foster academic enhancement and achievement; exposure to community service responsibility and implementation of service projects, exposure to college and career information.
- Bonding activities designed to strengthen the mother/daughter/recommending Delta relationship(s).
- Bonding activities may include, but are not limited to formal ceremonies, shopping trips, picnics, movies, book clubs and roundtable discussions.
- Develop a family tree as a bonding project with family members to present at the Unmasking My Family Roots Program.
- It is recommended that the Chapter President attend the initial meeting of the 10th grade group to officially explain the intent of the program and the nature of the financial commitment.

ELEVENTH (11th) GRADE YEAR

- Continue community service initiatives.
- Continue academic enhancement, support, and referral activities.

- Execute the Orita process.

TWELVE (12TH) GRADE YEAR

- Continuation of community service initiatives.
- Preparation for and presentation of Debutante Cotillion.

APPENDIX H

MIAMI ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.

GUIDELINES FOR ADMINISTERING ANNUAL SCHOLARSHIP

Purpose: To provide specific written guidelines to be transitioned from one scholarship chair and committee to the next.

Application Distribution and Deadlines

- Provide list of scholarship requirements during first and/or second debutante meeting of the 12th grade year.
- The Scholarship Application and Checklist shall be provided to each eligible candidate by January 20th.
- Application deadline shall be February 20th.

Process for Evaluating Applicants

- Eliminate any incomplete packets.
- Evaluate candidate's letters, GPA, test scores, community involvement, high school involvement, essay, and interview using specific rubrics for criteria. These rubrics may be revised by the scholarship committee at any time before applications are distributed to reflect current education requirements.
- Award up to twenty (20) extra points for Honors, International Baccalaureate (IB) and Advanced Placement (AP) classes in English, Math, Science, and Social Studies. Extra points will be awarded as follows:
 - a) 4 initial extra points will be given for successfully completing one or more Honors, IB, Cambridge Advance International Certificate of Education (AICE) and/or AP classes in the identified areas with a "C" and better.
 - b) 2 extra points will be given for attaining an "A" and 1 extra point will be given for attaining a "B" for a Total of up to 20 points.
- All eligible scholarship applicants shall be notified of the interview date and time, five (5) business days prior to the scheduled interview.

Scholarship Files

- Scholarship recipient's files should be kept a minimum of three (3) years following the final scholarship payment.
- The following items are to be kept in scholarship recipients' files:
 1. scholarship application packet
 2. scoring sheets
 3. the contract each recipient must sign

4. vouchers used to attain scholarship payment
 5. checks and correspondence to the recipient
 6. official college transcripts with envelopes showing postmark
- Non-recipients' application packets shall be maintained for a period of one (1) year.

College Transcript Deadlines

- Recipients must be notified in writing that the official college transcript must be received in the Chapter's post office box by June 30th annually otherwise the remaining scholarship award will be forfeited.
- Each recipient will be allowed one (1) late transcript.
- Official college transcripts received after the deadline will not be processed. The remaining scholarship award will be forever forfeited.
- Students studying in foreign countries shall be informed to contact the Committee Chair before the deadline to establish a date for receipt of transcript. International college transcripts shall be submitted within the academic year of the scholarship.

Process for Generating Check

A voucher requesting the scholarship check shall be created and submitted within seven (7) business days of receiving the official transcript. The scholarship check shall be mailed to the scholarship recipient within fourteen (14) days of receiving the official transcript.

APPENDIX I

MIAMI ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.

CHAPTER AWARDS REQUIREMENTS

The Scholarship and Awards Committee shall recognize members who have achieved local, state, national, or international distinction. Additionally, this committee shall give appropriate recognition to chapter members whose contributions maintain and expand the commitments of the Sorority. Plaques of recognition may be given annually to members achieving outstanding notoriety in their commitment and service to the chapter in the form of the Professional Achievement Award, Community Service Award, and the Winona Cargile Alexander Award. Nominee for each chapter award shall be required to present a portfolio showing evidence to verify their qualifications for the specific award. Portfolio must contain only materials reflecting the criteria for that specific award.

- a. The nominees shall be recommended by chapter members at the February meeting using the Chapter Award Nomination Form. The Scholarship and Awards Committee will present a list of previous award recipients
- b. Credentials for nominees meeting the awards requirements must be presented to the Scholarship and Awards Chair within five (5) business days of notification on the Chapter Nomination Award Form (see Appendix **O**)
- c. The portfolio of each eligible candidate will be on display and candidates will be presented at the April and May chapter meetings.
- d. The Scholarship and Awards Chair will disseminate qualifications of award nominees to members prior to the April chapter meeting.
- e. The Scholarship and Awards Chair will notify members ten (10) business days prior to the May chapter meeting for Chapter Awards
- f. A majority vote of the members present and voting at the May chapter meeting shall constitute a choice.
- g. Recipients of these chapter awards may receive them once per award over a five-year (5) period.
- h. Chapter awards will be presented at the June chapter meeting.

Professional Achievement Award

This award recognizes members who have excelled in their profession and exemplified committed service and involvement to Miami Alumnae Chapter's programs and projects during the past three (3) years. These members must have also been financial with Miami Alumnae and served on a committee during the same period of time. Portfolio should show proof of professional achievement and chapter involvement for the past three (3) years. Proof should include but not limited to citations, certificates, awards, and letters of promotion or appointment on official letterhead.

Community Service Award

This award recognizes members who have dedicated their time to promote the cause of humanity through volunteer service or political involvement in Miami-Dade County during the past three (3) years. Members should exemplify a zeal for humanity and a commitment to community service and Miami Alumnae chapter projects and programs. These members must have also been financial and served on a committee during the same period of time with Miami Alumnae Chapter. Portfolio should show proof of community service and sorority involvement for the past three (3) years and should include by not limited to c certificates, awards, and letters of promotion or appointment on official letterhead.

Winona Cargile Alexander Award

The recipient of this award is recognized for demonstrating outstanding service and dedication to the ideals set forth by our Founders. Members who exemplify sisterhood, compassion, and fortitude in their dedication and support of Miami Alumnae's projects and programs are eligible for this award. The member must have ten (10) uninterrupted years of financial membership, leadership and service that has moved Miami Alumnae forward (i.e. initiated or developed programs, projects or forms, etc.) in its mission to serve. Portfolio should show proof of outstanding service, dedication to the ideals set forth by our Founders, and sorority involvement that has moved Miami Alumnae forward in its mission to serve within the past ten (10) years. It should include but not limited to certificates and letters on official letterhead verifying service to the sorority. Nominees who have received this award previously must submit only proof of service rendered since last receiving this award.

Any materials reflecting service rendered before receiving previous award will not be considered for current award.

APPENDIX J

MIAMI ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC. SCHOLARSHIP REQUIREMENTS

The Scholarship and Awards Committee of Miami Alumnae Chapter Delta Sigma Theta Sorority, Incorporated requires that each applicant meet all the following criteria to be deemed eligible for a scholarship offered by the Miami Alumnae Chapter. All application materials submitted become the property of the Miami Alumnae and will not be returned. Winners will be announced at the Debutante Cotillion.

Please initial each item.

- _____ *Be an active participant in Miami Alumnae's 12th Grade Sub-Debutante program.*
- _____ *Submit to the Scholarship and Awards Committee a **thoroughly completed scholarship application (printed in blue or black ink or completed online and printed)** and the **required essay** by the deadline date.*
- _____ *Submit an **OFFICIAL** high school transcript in a sealed envelope reflecting a minimum un-weighted cumulative high school grade point average of 3.0.*
- _____ *Submit **official** documentation reflecting a minimum composite score of 1000 on the Scholastic Aptitude Test (S.A.T.) or a minimum composite score of 24 on the American College Test (ACT).*
- _____ *Submit a letter of recommendation in sealed envelopes from a non-relative. The envelope should bear original signature of the submitter across the seal.*
- _____ *Submit a character reference letter from a non-relative minister, civic leader or other community leader. The envelope should bear original signature of the submitter across the seal.*
- _____ *Submit a copy of an undergraduate admissions acceptance letter from a four-year college/university.*
- _____ *Attend an interview that will be scheduled with the Scholarship and Awards Committee members of Miami Alumnae Chapter of Delta Sigma Theta Sorority, Inc.*
- _____ *ESSAY: Compose an essay on the topic: "The Importance of a College Education." Your double-spaced essay should NOT contain more than 500 words.*

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE

Please Note: Incomplete packets will not be considered.
NO packets will be accepted after the deadline

**APPENDIX K
SCHOLARSHIP CONTRACT**

TO:

FROM: Miami Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Committee

SUBJECT: Contract for Scholarship Award

1. You have been awarded a scholarship to the college/university of your choice in the amount of \$_____. This scholarship will be distributed over a period of four (4) years in four (4) equal payments. The amount of \$_____ will be awarded to you at the beginning of each school year, provided a minimum cumulative grade point average is maintained as stipulated in item number three (3) and you are officially enrolled full-time in the college/university of your choice during each term of the scholarship.
2. You **MUST** register as a full-time college or university student during the fall semester in the year of graduation from senior high school. A letter from the registrar's office and/or a valid class schedule should be submitted to the chair of the Scholarships and Awards Committee within four to six weeks from the time you are enrolled as a freshman as evidence of enrollment. When appropriate documentation is received, verified and processed by the sorority, the first installment of your scholarship will be awarded by check and sent to your permanent home address or college address via United States mail.
3. Your second installment and all subsequent installments of the scholarship will be awarded to you **ONLY** if the following conditions are met:
 - A. The second year and each following year's award will be disbursed upon receipt of your transcript reflecting a minimum 3.0 cumulative grade point average on a 4.0 scale or a 2.0 cumulative grade point average on a 3.0 scale. *Your grade point average for each year as well as your overall cumulative grade point average must be 3.0 or higher on a 4.0 scale or 2.0 or higher on a 3.0 scale the entire time you are enrolled as a college/university student.*
 - B. We require an *official college transcript* bearing the college/university raised seal on or before June 30, the regular deadline of each school year. The late deadline for the submission of your official college transcript is August 30. You may submit a late transcript only once. Transcripts submitted after August 30 will not be processed and the scholarship award will be forever forfeited. You, as a scholarship recipient, will bear the responsibility of having an *official college transcript* mailed to:

Miami Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Scholarship Chair
P.O. Box 680726
Miami, FL 33168-0726

C. If a yearly AND cumulative grade point average, as stated in item number three (3-A), are not maintained during any given year, the next installment of your scholarship will not be awarded and you will not be eligible for any future installments. **THE MIAMI ALUMNAE CHAPTER OF DELTA SIGMA THETA SORORITY, INC. RESERVES ALL RIGHTS TO MAKE FINAL DECISIONS CONCERNING THIS SCHOLARSHIP AWARD.**

4. In order to receive scholarship funds for any given year, you SHALL be officially enrolled and matriculating as a full-time undergraduate student at a college/university.
5. Failure to comply with the conditions set forth in this contract will forfeit your right to any remaining portion (funds) of the original scholarship award.

I have received a copy of the Scholarship Contract and I understand and agree to abide by the terms, stipulations and conditions stated. I accept all conditions as set forth by the membership of the Miami Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated and the Scholarships and Awards Committee that administers the Scholarship Program.

Printed Name of Scholarship Recipient

Signature of Scholarship Recipient

Date

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

Printed Name of Miami Alumnae Chapter President

Signature of Miami Alumnae Chapter President

Date

PLEASE KEEP A COPY FOR YOUR RECORDS.

APPENDIX L

**MIAMI ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.
NOMINATION FORM FOR
DISTINGUISHED EDUCATOR AWARD**
(Please print or type)

NAME OF NOMINEE: _____

RATIONALE FOR NOMINATION:

RECOMMENDING DELTA:

Nominee's contact information (Business or Home)

Address: _____

Phone: _____

E-Mail: _____

FAX: _____

Qualifications

1. 5 years teaching experience
2. Implementation of Successful Programs
3. Community Service
4. Peer Recognition
5. Professional Development

(See Qualification details in Appendix M)

Submit completed form with a resume to a May Week Committee member at the Sorority Meeting or you may mail to:

You may call _____ at _____ for additional information.

APPENDIX M

MIAMI ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.

CRITERIA FOR SELECTION OF OUTSTANDING EDUCATORS AS MAY WEEK HONOREES

QUALIFICATIONS	EVIDENCE
1. At least five years teaching experience.	Resume and /or teaching certificate.
1. Implementation of successful program(s) i.e. Accelerated Reader, SOAR to Success, FCAT, SAT, and ACT, Tutoring, Direct Instruction, CRP, or other initiatives.	Student achievement, test scores, student participation in bowls and contest, newspaper articles and observations
3. Community Service	Educational Activities: Tutoring, Literacy Programs, Organizing Youth Programs, Vacation Bible School, Sunday School Instructor, Outreach Programs.
4. Peer Recognition	School regional, district, state or national level(s) i.e. Teacher of the Year, Principal of the Year, Outstanding Math Teacher, and Administrator for the County, State or Other Educational Facility.
5. Professional Development	Membership and participation in professional organizations i.e. workshops and conferences.

APPENDIX N **Miami Alumnae Chapter Delta Sigma Theta Sorority, Inc.** **Budget Worksheet**

Committee/Projec		Event Date:		
Chair:		Expected # of		
Proceeds/Profits Objective:				
Will tickets be sold for this event?		If yes, Ticket Price per person:		\$
Expected Revenue (include in-kind donations)				Actual
	Ticket Sales(tickets @)		\$ -	\$ -
	Ticket Sales(tickets @)		\$ -	\$ -
	Program Ads		\$ -	\$ -
	Chapter Budget Line Item		\$ -	\$ -
	Revenue from Page 2		\$ -	\$ -
	TOTAL		\$ -	\$ -
Expected Expenses (include in-kind donations)				
	Ticket Printing		\$ -	\$ -
	Program Printing (programs @)		\$ -	\$ -
	Advertising/Marketing		\$ -	\$ -
	Centerpieces		\$ -	\$ -
	Postage		\$ -	\$ -
	MC/DJ		\$ -	\$ -
	Awards/Plaques/Gifts		\$ -	\$ -
	Liability Insurance		\$ -	\$ -
	Photography/Video Production Services		\$ -	\$ -
	Photo Books (Journalist)		\$ -	\$ -
	Caterer/Food		\$ -	\$ -
	Custodial Services		\$ -	\$ -
	Expenses from Page 2		\$ -	\$ -
	TOTAL		\$ -	\$ -
	PROFIT GOAL		\$ -	\$ -
Use back if additional space is needed				

APPENDIX O
MIAMI ALUMNAE CHAPTER DELTA
SIGMA THETA SORORITY, INC.

CHAPTER AWARD NOMINATION FORM

Nominate only ONE person in each category.

PROFESSIONAL ACHIEVEMENT AWARD

This award recognizes members who have excelled in their profession and exemplified committed service and involvement to Miami Alumnae Chapter's programs and projects during the past three (3) years. These members must have also been financial with Miami Alumnae and served on a committee during the same period of time. Portfolio should show proof of professional achievement and chapter involvement for the past three (3) years. Proof should include but not limited to citations, certificates, awards, and letters of promotion or appointment on official letterhead.

Nominee: _____
State evidence to support this nomination.

COMMUNITY SERVICE AWARD

This award recognizes members who have dedicated their time to promote the cause of humanity through volunteer service or political involvement in Miami-Dade County during the past three (3) years. Members should exemplify a zeal for humanity and a commitment to community service and Miami Alumnae chapter projects and programs. These members must have also been financial and served on a committee during the same period of time with Miami Alumnae Chapter. Portfolio should show proof of community service and sorority involvement for the past three (3) years and should include by not limited to c certificates, awards, and letters of promotion or appointment on official letterhead.

Nominee: _____
State evidence to support this nomination.

WINONA CARGILE ALEXANDER AWARD

The recipient of this award is recognized for demonstrating outstanding service and dedication to the ideals set forth by our Founders. Members who exemplify sisterhood, compassion, and fortitude in their dedication and support of Miami Alumnae's projects and programs are eligible for this award. The member must have ten (10) uninterrupted years of financial membership, leadership and service that has moved Miami Alumnae forward (i.e. initiated or developed programs, projects or forms, etc.) in its mission to serve. Portfolio should show proof of outstanding service, dedication to the ideals set forth by our Founders, and sorority involvement that has moved Miami Alumnae forward in its mission to serve within the past ten (10) years. It should include but not limited to certificates and letters on official letterhead verifying service to the sorority. Nominees who have received this award previously must submit only proof of service rendered since last receiving this award.

Nominee: _____
State evidence to support this nomination.

APPENDIX P

CHAPTER RULES OF ORDER FORM

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority
Grand Chapter
1707 New Hampshire Avenue, N.W.
Washington, DC 20009



CHAPTER RULES OF ORDER FORM - 2020 - 2021

Instructions: Chapters MUST submit this form each fiscal year by June 30th to the Regional Member of the Scholarship & Standards Committee. Once approved by the Regional Member of Scholarship & Standards Committee each chapter member MUST receive a copy of this completed form. Newly established or reactivated chapters MUST submit within 30 days of establishment or reactivation.

Policies & Procedures Confirmation

Please confirm if there have been changes to Chapter Policies & Procedures since the last approval date.

☐ NO

☒ YES — If YES, please submit revised Policies & Procedures.

To	National Scholarship & Standards Regional Committee Member				
From	Chapter Name	Miami Alumnae Chapter		Chapter #	262
	Chapter President	Stephanie Steele-Nelson		Charter Date	06/09/1941
	Chapter Email	chaptermail@dstmiami.org			
	# of Financial Members	255	Region	Southern <input type="checkbox"/>	
Chapter Service Area(s)		Miami Dade County			
Mailing Address		P. O. Box 680726			
City	Miami	State	FL	Zip Code	33168
Chapter Meeting Day	1st Saturday of every month, except September 12, 2020 and January 8, 2021				
Meeting Time	8:30	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	Frequency	Monthly <input type="checkbox"/> Other <input type="checkbox"/>	
Percentage of the financial membership that constitutes a quorum (Example: 20%)			25%	Amount of Local Chapter Dues for Sorority Year	\$ 190
Month of Chapter Elections			May	Month of Installation Ceremony	May

Elected Officers (If applicable add...Assistant Financial Secretary and Assistant Treasurer):

Every chapter MUST have the following Elected Officers (depending on chapter size):

President, Recording Secretary, Treasurer, Vice-President, Corresponding Secretary, Financial Secretary.

President, First Vice President, Second Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, two (2) Assistant Financial Secretaries

Appointed Positions (Must be consistent with Policies & Procedures—i.e. Parliamentarian, Chaplain, Sergeant-at-Arms, etc.):

Must be consistent with Policies & Procedures—i.e. Parliamentarian, Chaplain, Sergeant-at-Arms, etc.

Chaplain, Immediate Past President, Parliamentarian, Risk Management Coordinator, Elections Chair, and Elections Committee

Elected Positions (Must be consistent with Policies & Procedures):

Every chapter MUST have the following Elected Positions (depending on chapter size): Internal Audit Committee Chair, Nominating Committee Chair, Nominating Committee, Minerva Circle. Must also include Parliamentarian, Chaplain, etc – if elected.

Chair and Members of the Nominating Committee, Chair of Internal Audit, Journalist, Keeper of Properties, Minerva Circle, and Sergeant-at-Arms

Standing Committee (Must be consistent with Policies & Procedures):

Every chapter MUST have the following Standing Committees (depending on chapter size): Internal Audit, Nominating, Policies & Procedures, Finance and Program, Planning & Development (PP&D), Social Action.

Executive Committee, Executive Board, Arts and Letters, Budget and Finance, Emergency Response Team, Fundraising, Cooking Guild, Jitterwork, Promoter's Guild, Heritage and Archives, Membership Services, Collegiate Connection, Leadership Empowerment Institute, Nominating Committee, Policies and Procedures, Program Planning and Development, Economic Development, Dr. Betty Shabazz Delta Academy, Delta Violins, Debates (106, 116, and 126 Grade), International Awareness and Involvement, Physical and Mental Health, Political Awareness and Involvement/Social Action, Protocol and Traditions, Scholarship and Awards, Technology, and Marketing and Publicity

Special Committees (Must be consistent with Policies & Procedures—i.e. Founders Day, Minerva Circle, etc.):

Every chapter MUST have an Elections Committee.

Chaplain's Council, Delta Dears, Deltaires, Elections, Founders Day, Hostess, May Week, & Minerva Circle

Rev. 05/17

There are NO restrictions on new initiates, such as requiring them to be members for a certain period of time before they can vote. Once initiated, a member has full rights and privileges of the chapter and cannot be denied the right to vote.

Process for selection of voting/alternate delegates and other chapter representatives:

If not already designated per the chapter Policies and Procedures, it is highly recommended that the chapter decide on the Regional Conference and National Convention voting and alternate delegate by chapter vote. In addition, include the method for how members are selected to serve as the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital and State Delta Days.

Voting Delegate	Elected during June's Chapter Meeting
Alternate Delegate	Elected during June's Chapter Meeting
Delta Days in the Nation's Capital Representative	Elected
State Delta Days Representative	Elected
Cluster Meeting Representative	Elected
State Meeting Representative	Elected

Advisors Section: For Collegiate Chapters Only. Advisors must be selected & voted upon, by position, by the chapter

Primary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Secondary Advisor			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	
Advisory Council Member			
Email Address			
Day Phone #		Evening Phone #	

Chapter Confirmation

Policies and Procedures Chair		Michelle Pinckney-White	
Email Address	mlpwhite@yahoo.com	Phone #	(754) 423-5160
Chapter President		Stephanie Steele-Nelson	
Email Address	MACPresidentStephanie@gmail.com	Phone #	(305) 333-2297
Signature		Date	
<i>DO NOT provide Signature and Date for submittal to Scholarship & Standards Committee. Please provide Signature and Date only once the document has been approved by S&S and before chapter distribution.</i>			

Rev. 05/17