Policies and Procedures
of
Delta Sigma Theta Sorority, Inc.
Inkster Alumnae Chapter
MW Region Chapter #230
P.O. Box 192
Inkster, Michigan 48141

Service Area: Western Wayne Geographical Area

ARTICLE I - OFFICERS

A. Elected Officers
The elected officers of the Inkster Alumnae Chapter shall be as follows:

President
First Vice-President
Second Vice-President
Treasurer
Recording Secretary
Corresponding Secretary
Financial Secretary

B. Appointed Officers
The appointed officers of the Inkster Alumnae Chapter shall be as follows:

Sergeant-at-Arms
Parliamentarian
Journalist
Chaplain
Historian

ARTICLE II. - DUTIES OF OFFICERS

Section 1. President:

It shall be the duty of the President to preside over meetings, serve as Chairperson of the Executive Board, interpret the Constitution, and to call meetings whenever necessary and appropriate. In addition, she is to be accountable to the chapter for the approval and expenditure of funds, and to make sure that the chapter meets all financial obligations and reports deadlines in a timely manner. She further strengthens public relations and maintains cooperative relations with other organizations, exercises all powers and duties generally pertaining to the office of President. She also acts as chapter custodian and keeper of the chapter records. She is a member of the Minerva Circle.

Section 2. First Vice-President:

It shall be the duty of the Vice President to perform the duties of the office of President in the absence of, or at the request of the President. She further works closely with the President and is
knowledgeable of overall chapter business, organization and national policy. She shall serve as Chairperson of the Program Planning Committee.

**Section 3. Second Vice-President:**

It shall be the duty of the Second Vice President to perform all the duties of the office of the President in her absence or at the request of the President or the First Vice-President. She shall serve as the Leader of the Minerva Circle and Chairperson of the Membership Committee.

**Section 4. Recording Secretary:**

It shall be the duty of the Recording Secretary to record the minutes of all chapter meetings. Minutes shall be defined as the official record of the proceedings of chapter meetings and shall include committee reports, discussions, decisions, questions and or actions handled or deferred to a future meeting. Distribute the minutes to the membership; keep attendance records; receive proposed amendments to the Policies and Procedures.

**Section 5. Corresponding Secretary:**

It shall be the duty of the Corresponding Secretary to receive all correspondence to the chapter, inform the membership of all pertinent correspondence, and respond to any correspondence as directed by the President or elected officer of the chapter, with the approval of the President.

**Section 6. Financial Secretary:**

It shall be the duty of the Financial Secretary to receive and receipt all monies from members and committee chairpersons and turn the same over to the Treasurer, getting her receipt for same. She is to assist the Treasurer. She is to prepare the roster of members and collect dues. She maintains a cash receipts journal and transaction log to calculate committee balances, She is co-chair of the Budget & Finance Committee. She is a member of the Minerva Circle.

**Section 7. Treasurer:**

It shall the duty of the Treasurer to receive from the Financial Secretary and deposit all funds of the chapter in the name of the chapter, to make disbursements and keep records of all transactions as provided in the financial policies and procedures established by Grand Chapter. She completes and submits bank reconciliations to the Audit Committee. She is to submit to Grand Chapter a report of all monies of the chapter and to co-chair the Budget and Finance Committee.

**Section 8. Parliamentarian:**

It shall be the duty of the Parliamentarian to assist the President in seeing that all meetings are conducted according to Robert's Rules of Order, Grand Chapter Constitution and By-Laws, Chapter Rules of Order and Policies and Procedures.

**Section 9. Sergeant-At-Arms:**

It shall be the duty of the Sergeant-At-Arms to assist the President in keeping order at all meetings.

**Section 10. Chaplain:**

It shall be the duty of the Chaplain to perform duties outlined in the Ritual and as requested by the President.
Section 11. Historian:

It shall be the duty of the Historian to keep a scrapbook and all other materials of a historical nature.

Section 12. Journalist:

It shall be the duty of the Journalist to act as a reporter of the chapter to national and local publications.

ARTICLE III - TERM OF OFFICE

The term of office for all officers with the exception of those elected to serve on the Nominating Committee shall be two (2) years.

ARTICLE IV - FILLING VACANCIES

When a vacancy occurs in the office of President, the First Vice-President shall become the President. When other vacancies occur, they shall be filled by the President, with the approval of the Executive Board.

ARTICLE V - EXECUTIVE BOARD

The Executive Board shall consist of the elected officers of the chapter, committee chairpersons, and past presidents. A quorum for the Executive Board shall be 20% of the executive membership. Meetings of the executive board shall be on the 2nd Thursday at 7:00 P.M. The President shall designate the location of the meeting.

Transition of Officers

There will be a transition meeting in June for the purpose of training newly elected officers and transferring official records.

ARTICLE VI – COMMITTEES AND DUTIES

Section 1. Standing Committees


Section 2. Administration:

It shall be the duty of the Administration Committee to call and preside over meetings, serve as chairperson of the Executive Board, interpret the constitution, strengthen public relations and maintain cooperative relations with other organizations, and to exercise all powers and duties generally pertaining to the office of President.

Section 3. Protocol and Traditions Committee:

The Committee shall be familiar with the traditions and protocol of the Sorority and present said information to the chapter.

Section 4. Policies and Procedures Committee:
The Committee shall be knowledgeable and proactive in adopting and enforcing the rules of the chapter.

**Section 5. Economic Development Committee:**

The Committee shall create and implement economic self-sufficiency.

**Section 6. Educational Development Committee:**

The committee shall encourage and support projects that enhance the learning of youth and adults to foster the desire of lifelong learning.

**Section 7. Political Awareness Committee:**

The committee shall be informed about issues of governmental policies, particularly those that affect African Americans.

**Section 8. Physical and Mental Health Committee:**

The committee shall increase awareness of health issues affecting women and children.

**Section 9. International Awareness Committee:**

The committee will work towards equity for people of all colors and ethnicities, especially women of African descent.

**Section 10. Budget Committee:**

a. The committee shall consider the financial needs of the chapter and develop a budget, and make recommendations thereupon.

b. The committee shall prepare quarterly budget analysis reports to assess the financial position, actual vs. projected and entertain any necessary budget adjustments.

**Section 11. Membership Reclamation Committee:**

The committee shall recruit and encourage active participation in the chapter. The Hospitality Subcommittee shall exist under the Membership Committee and it will be responsible for extending hospitality to all members as follows:

1. Members who are hospitalized and homebound for five (5) days will receive a plant (maximum cost $45.00) from the chapter; for illness at home five days or more, they will receive a card.

2. The phone chain will be activated for important and urgent messages such as serious illness, death, etc.

3. Wedding of a member -- a gift (maximum cost of $35.00)

4. Birth/adoption of a member's child -- a gift (maximum cost of $25.00)

5. Relocation of a member to another area -- a Delta gift (maximum cost of $25.00)

6. Death of a member -- Omega Omega Service and an appropriate floral tribute ($50.00) in addition: a ham, turkey, or monetary donation will be given to the family (not to exceed $25.00)

7. Death in a member's immediate family, a spouse, child, parent or acting parent and siblings an appropriate remembrance maximum cost ($50.00). Remembrance may be a floral tribute, ham, turkey, or monetary donation.

8. Death of other close relative in family -- a card. "Other close relative" includes grandparents, grandchildren, mother-in-law, and father-in-law.
9. Congratulatory card to past and present youth group members when the chapter is sent an invitation. (Ex. Graduation)

10. Retirement -- Delta gift or plant (maximum cost $25.00)

11. Special recognition to members when they receive a National or Regional award -- Delta gift or plant not to exceed $25.00. When members are honored by local community service organizations, a violet or corsage not to exceed $10.00 will be given.

Section 12 - Program Planning Committee:

A. The committee shall formulate the annual program of activities for the chapter and shall have its report ready for adoption at the May meeting. The committee shall survey needs, evaluate findings, and make recommendations to the chapter of community projects to be undertaken commensurate with aims, purpose, and resources of the sorority.

B. The Risk Management Coordinator shall be the responsibility of the Chapter Program Planning and Development Chairperson (1st Vice President).

1. The duties and responsibilities of the Risk Management Coordinator shall be in alignment with those identified in the Delta Sigma theta Sorority, Inc. Risk Management Manual.

2. Members of the chapter Risk Management Team, under the direction of the Risk Management Coordinator, shall consist of no more than five team members whereas; team members shall consist of the chairperson of each youth initiative in the Inkster Alumnae Chapter (i.e. GEMS, Delta Academy, and EMBODI).

Section 13 - Arts and Letters Committee:

The committee shall stimulate interest and educate members in the area of the arts and develop and coordinate programs.

Section 14 – Heritage and Archives Committee:

The committee shall consist of members and a Chair appointed by the Chapter President. The Chapter Historian shall serve as the Chair of this committee.

It shall be the duty of the committee to provide an organized method of research, analysis and categorization of the historical data of the Sorority.

Section 15 – Housing and Properties Committee:

The committee shall consist of members and a Chair appointed by the Chapter President. It shall be the duty of the committee to:

a. Serve as the official body that recommends policy concerning housing and properties matters from Grand Chapter; and

b. Serve as the information and referral source to the chapter, when the chapter is interested in developing, acquiring and owning real property.

Section 16 – Information and Communications Committee:

The committee shall consist of members and a Chair appointed by the Chapter President. The chapter Journalist, Recording and Corresponding Secretaries, shall be the members of this committee. It shall be the duty of the committee to:

a. To post the meeting minutes from the Recording Secretary to a secured section of the chapter site prior to corresponding meeting

b. To advise the President and Executive Board on matters pertaining to public relations, information and communications technology applications and systems and other related concerns stemming from Grand Chapter.

c. To coordinate all methods of communication for the purpose of chapter dissemination and outreach.
Section 17 – Nominating Committee:

The committee shall be an elected committee that shall consist of two members and a chair. The chairperson shall be elected in a separate election. The committee shall serve only one term. The chair and members of the Chapter Nominating Committee are ineligible to be a candidate for office while serving on the Nominating Committee.

It shall be the duty of the Nominating Committee to:

1. Have Nominees for elective office in Inkster Alumnae Chapter; submit a written application, developed by the chapter’s Nominating Committee, which will outline the nominee’s qualifications for the position.
2. The application shall be submitted to the Nominating Committee by the Chapters’ April sorority meeting.
3. The Nominating Committee shall be charged with verifying the information submitted on the written application.
4. No candidate shall be slated on the Chapter’s ballot without the approval of the Nominating Committee.
5. Write-in candidates are prohibited

Section 18 Audit Committee:

The Audit Committee shall conduct an annual internal audit of the chapter's funds. The books of the chapter shall be audited by an audit committee or a certified public accountant within 30 days of the close of the fiscal year.

The duties of the Audit Committee is:

1. Reviewing and proposing internal controls
2. Performing the chapter’s quarterly internal audits
3. Reporting audit findings and recommendations to the chapter
4. Completing the IAR-1 Form for each quarter and the full year, and submitting it yearly by August 31st to National Headquarters.

Section 19 - Special Committee

A. The Minerva Circle:

The election of members to the Minerva Circle must be consistent and compliant with the procedures outlined in the “Administrative Procedures for Membership Intake Manual”, recognized by Grand Chapter. The family member of an applicant for membership should not participate in the interview, or discussion of the candidate. The family member may attend as an observer, only. The membership will vote on membership intake on even years, beginning 2008 Sorority year. The membership will vote on membership intake in odd years, when the President serves two consecutive terms.

B. Elections Committee:

The committee shall be appointed by the President, not to exceed more than 4 members.

It shall be the duty of the Elections Committee to:
1. Distribute to the financial members ballots and collect them, once the Nominating Committee has approved the candidates to be slated.
2. Tally the results and report to the Chapter.
3. Give prior written notice of at least ten (10) days of the voting to membership on whether to proceed or not to proceed with membership intake.
Section 20. **Sub Committees of Educational Development:**

**A. Scholarship Committee:**

1. All qualified scholars shall receive a Delta Scholars Medallion. If funds are not available in the scholarship budget then the cost shall be incurred from miscellaneous funds.
2. The name of the Scholarship Fund shall be named the Kathryn Adams Scholarship Fund.
3. 50% of the Chapter's fundraising efforts shall be allocated to scholarships with the remaining 50% being distributed to other chapter programs as decided by the Budget Committee.
4. The chapter will award scholarships in the following categories and monetary amounts contingent upon funds available:
   - Two or more Academic Scholarships - $1000.00
   - One Vocational Scholarship -- $750.00
5. Each year the Scholarship Committee will award book scholarships to the chapter's graduating Delta Gems in the range of $50-$100. The money is to come from the scholarship fund.

**B. Delta GEM's Guidelines**

1. Chapter members shall participate in an ongoing mentoring program with the members of our youth group, ages 14-18.
2. Each year the membership of the youth group will be given a packet of information summarizing their responsibilities and guidelines.

**C. Dr. Betty Shabazz Delta Academy**

Chapter members shall participate in an ongoing mentoring program for girls ages 11-14 exposing them to math, science, leadership and non-traditional careers and community service.

**ARTICLE VII - MEETINGS**

**Section 1. Executive Board**

The Board shall meet on the 2nd Thursday at 7:00 PM. The President shall designate the location of the meeting. The general business of the Chapter shall be handled by the Executive Board, subject to the approval of the body. In the interim between regular meetings, the power of the chapter shall be vested in the Executive Board. There will be a transition meeting in June for the purpose of training newly elected officers and transferring official records. Each officer, committee chairperson, and elected committee member is asked to fill out a transition checklist, stating primary duties of the office or committee and its major accomplishments. Problems related to the office or committee should be noted. Any priorities in process and important dates and commitments made, should be continued.

**Section 2. Chapter**

The Chapter shall meet the fourth (4th) Saturday in each month at 11:00 A.M. No meeting shall be held in July, August or November. The December meeting shall be held on the first (1st) Saturday. To conduct the Chapter's business in a timely manner, the following guidelines shall be adhered to:

1. All committee reports shall be written and be limited to a two minute period for presentation.
2. Committees with upcoming events shall be given first priority on the agenda.
3. Sign in sheets will be used in lieu of a roll call.
4. Correspondence of events which have passed shall not be read.
5. Correspondence shall be summarized to relay only important information.
Section 3. Committee

Each committee shall meet upon the call of the chairperson who will notify the President along with the members of the committee.

Section 4. Call

Executive Board or Chapter meetings may be called in accordance with the stipulations set forth in ROBERT’S RULES OF ORDER.

ARTICLE VIII - NOMINATIONS

All candidates nominated for offices must be financial both locally and nationally.

These guidelines are established for considering candidacy for chapter officers:

All candidates shall:
1. be willing to participate/attend chapter activities.
2. have attended a Regional Conference/National Convention

Candidates for the offices of President, First Vice-President and Second Vice-President shall:
1. have leadership qualities
2. have a working knowledge of parliamentary procedure
3. have a working knowledge of sequence of order in directing a meeting

Candidates for the office of Recording Secretary shall have the ability to:
1. take minutes accurately
2. keep an accurate roster
3. send minutes in a timely fashion

Candidates for the office of Treasurer and Financial Secretary shall have the ability to:
1. understand finance and bookkeeping
2. keep accurate records of receipts and disbursements
3. make deposits within two business days of the chapter meeting
4. possess computer skills and have internet access to process transactions and retrieve statements.

Candidates for the office of Corresponding Secretary shall have the ability to:
1. check all correspondence
2. review and classify all correspondence
3. report correspondence at Chapter and Executive Board Meetings

ARTICLE IX – ELECTIONS

The Chapter shall hold election of officers every year with the following officers being elected in the EVEN YEARS: Recording Secretary, Corresponding Secretary, Financial Secretary. The following officers shall be elected in the ODD YEARS: President, First Vice-President, Second Vice-President, and Treasurer. Term of office shall be two (2) years.

A. TIME OF ELECTION:

Officers will be elected in the month of May. The new officers will assume office July 1st after the installation at the June meeting.

B. VOTING: Voting will be by secret ballot.
ARTICLE X - CHAPTER NOMINATING AND ELECTION POLICY

This policy has been developed to provide clarity and to insure fairness in the nomination and election process.

1. All guidelines and rules for nominations must be clearly stipulated prior to acceptance of any nominations.
2. Any new guidelines to rules must be presented to the nominating committee to present to the executive board for approval before the nomination process begins.
3. All nominees must be declared eligible by the Nominating Committee to be listed on the slate.
4. Elections shall be by secret ballot with only those financial members present eligible for voting. There shall be no absentee ballots.
5. Ballots shall be destroyed at the end of the fiscal year (June).
6. Should problems/disagreements arise during the nomination or election process; the Nominating Committee and the Executive Board must have the opportunity to address the problem before consulting at the Regional level.

ARTICLE XI - VOTING AND ALTERNATE DELEGATES

The President of the chapter shall be the voting delegate at the National Conventions and Regional Conferences. The First Vice-President shall be the alternate delegate to the Grand Chapter and Regional Conferences. In the event that either of the above named potential delegates is unable to attend she will be replaced by a member elected by a secret ballot vote of the members present and voting at the next regular meeting.

A. Financial Responsibility

Inkster Alumnae Chapter is responsible for the reasonable and actual expenses of Voting and Alternate Delegates to attend National Convention and Regional Conference. This would include true lodging paid, actual transportation expenses, conference/convention registration and subscription events, plus a per diem of $50 for breakfast, lunch and dinner. The per diem rates set forth above shall be periodically adjusted by the Executive Board to conform to reimbursement rates authorized by the General Services Administration which set per diem rates.

Each person receiving this allocation will be expected to attend all conference and convention meetings which are outlined in the conference/convention schedule and be on time.

It shall be the responsibility of the Delegate and Alternate to provide receipts from travel for reimbursement at the first executive meeting after the completion of the authorized travel.

ARTICLE XII - QUORUM

The minimum number of members who must be present at the meeting deliberative assembly for business to be legally transacted is 20% of the chapter membership.

ARTICLE XIII - HOSTING OF MEETINGS

Meetings will be hosted by groups in alphabetical order. There will be 1 hostess per group for every 15 members on the roster. Recent initiates will appear in alphabetical order at the end of the roll. If for any reason a group is unable to entertain, it is preferred that said group will make the agreed upon exchange for another group to host. (If an individual member declines, it is preferred that the declining member find a replacement to host.) The maximum amount that a group can spend for hosting is $250.

Executive Board meetings will be hosted by chapter committees according to a schedule to be created by the President.
ARTICLE XIV - AMENDMENTS

Proposed amendments to the Policies and Procedures shall be submitted to the Recording Secretary and Chair of Policy and Procedures, who will forward the same over to the Rules of Order Committee, who will work on the changes and present them to the chapter for a vote.

Proposed changes to the Chapter’s Rules of Order or Policies and Procedures must be received by September Executive Board Meeting in order to meet the national deadline.

All amendments to the Rules of Order must be published at least ten (10) days before action can be taken by the chapter.

Two-thirds of those members present and voting are required to pass the amendment.

ARTICLE XV - GENERAL POLICY ON FISCAL MANAGEMENT

This policy has been developed to assure chapter funds are managed soundly and to clarify the means by which the chapter's interests will be protected.

1. To maintain proper accounting of funds there shall be separate accounts for the chapter’s general funds and the money earmarked specifically for scholarships.
2. The chapter shall maintain a safety deposit box for the purpose of keeping valuables and important documents.
3. The report of the Financial Secretary and Treasurer are to be disclosed in the chapter minutes.
4. Members who fail to submit payments (i.e. dues, convention registration) by the specified due date set by the Treasurer shall be required to submit funds in the form of a money order or certified check.

ARTICLE XVI - DUES

A. Local dues shall be $190 per year payable from Jan. until the March general body meeting for the ensuing year. Sorors who have reached age 62, known as "Delta Dears,” pay dues of $180 per year.

B. Unconsumed dues of a transferring IAC soror will be processed by prorating starting the next month after the request was received. No transfers processed after March 1st.

A dues task force is to be appointed every two years, beginning in April 2006. The committee that includes the treasurer and financial secretary will prepare a budget projection to establish the financial health of the chapter. Based on the findings and recommendations of the task force, the body will vote to approve/disapprove an increase in dues to take effect the following sorority year.

A. RECENT GRADUATE:

A soror who has been active and financial in an undergraduate chapter of Delta Sigma Theta Sorority and joins Inkster Alumnae Chapter will pay local dues in the amount of $30.00 provided she becomes an active member within the first year after graduation. This $30.00 reduced rate is for the first year only.

ARTICLE XVII - BUDGET COMMITTEE POLICY

In order to insure that those parties primarily involved and responsible for the chapter's funds are involved in the budgeting process and to provide for greater accountability, the following criteria has been established:

1. The Treasurer and Financial Secretary shall be members of the Budget Committee.

2. Chairpersons of the Educational Development and Membership Committees shall be members of the Committee.

3. The chairpersons of the Educational Development and Membership Committees shall submit their committee financial reports to the Treasurer when transactions occur at the Executive Board Meetings.
4. For approved travel no more than the following amounts shall be expended:

- $50.00 per day for meals.
- $75.00 for gifts for outgoing officers at conventions and conferences.

A. CHECK HANDLING POLICY

The check handling policy is designed to secure chapter monies, provide a method for receiving checks from outside individuals and collection of fees charged to the chapter when checks are returned by the bank as non-sufficient funds.

1. All chapter checks shall require two signatures. The authorized signatures for the chapter's general fund account shall be the President, Treasurer, and Financial Secretary.

2. Checks received by members from individuals for chapter events shall bear the initials and/or phone number of the chapter member as a means of identification.

3. Any member or individual whose check comes from the bank as non-sufficient funds will be responsible for: (1) the amount of the check and (2) the bank fee charged to the chapter.

B. CHAPTER VOUCHER PROCEDURE

A voucher procedure has been established to account for all outgoing funds in the chapter's accounts. The outlined procedure will aid in efficient fiscal management as well as serve as a check and balance process for committees in relation to the budget process.

1. Vouchers shall be submitted by the committee chairpersons and shall bear her signature only.

2. Completed vouchers for cash advances must be submitted to the Financial Secretary by the committee chairperson at the Executive Board meeting preceding Regular Chapter meeting so that a check will be available. Only in emergency situations will checks be issued on the same day.

3. A generated estimate or invoice will be submitted with cash advance requests to serve as documentation until the required receipt can be provided.

4. All receipts for events shall be turned in within thirty (30) days of receiving a cash advance. A committee/project will receive no further cash advances until previous receipts have been turned in.

5. Cash incentives or monies to individuals will reference on or with the voucher committee minutes or chapter reports indicating the decision.

ARTICLE XVIII - GENERAL COMMITTEE OPERATIONS

This policy has been developed to assure accountability of committees to the executive board and the general membership.

1. The committee chairperson or her designee shall attend all executive board meetings.

2. It shall be the responsibility of each committee to develop and submit a detailed budget for consideration of the budget committee prior to the regular May Chapter meeting.
   - In the event that a committee is formed after the budget submission deadline (i.e. Super Saturday) funds should be made available upon review of the budget committee, the executive board and the general body.
3. All committee reports shall be in written form and bear the month and year of the report. It is the responsibility of the chairperson to provide the President with a copy of the written report.

4. When committee recommendations are approved by the chapter, the recommendations take effect at the next meeting.

5. Individual members of a committee shall not make decisions that will affect the budget of the committee without the approval of the entire committee.

6. Committees shall not exceed the budgeted amount approved by the chapter.

7. It shall be the responsibility of each committee to submit to the program planning chairperson a calendar of events for the ensuing Sorority year prior to the May Executive Board Meeting. Changes and confirmations must be resubmitted by the September Executive Board Meeting.

8. Whenever possible, committees shall have at least two members who have been in the chapter for at least two years.

9. Committee activities shall be coordinated to ensure that the chapter does not sponsor two major events in the same month (i.e. Scholarship Breakfast & May Week)

**ARTICLE XIX - CHAPTER PUBLICITY POLICY**

This policy is designed to help maximize the public relations of the chapter advertising and keep costs of publicity to a minimum.

1. The chapter shall publish a newsletter to inform its members and others of the chapter's events and to convey pertinent information.

2. All chapter advertising contracts shall be simplified. (i.e. no red ink, no carbonized copies)