

DELTA SIGMA THETA SORORITY, INC.

GREATER CLEVELAND ALUMNAE

CHAPTER POLICIES AND PROCEDURES

ARTICLE I – NAME

The name of this organization shall be the Greater Cleveland Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

ARTICLE II – OBJECT

The principal purposes and aims of this chapter shall be to engage in cultural, educational, and service activities; to establish, maintain, and encourage high cultural, intellectual and moral standards.

ARTICLE III – MEMBERSHIP

See *Grand Chapter Constitution and Bylaws*

ARTICLE IV – DISCIPLINE/CODE OF CONDUCT

See *Grand Chapter Constitution and Bylaws* and *Code of Conduct*

ARTICLE V– ELECTION AND VOTING

The officers of Greater Cleveland Alumnae Chapter shall be the following:

Section 1. ELECTED OFFICERS

- A. President
- B. First Vice President
- C. Second Vice President
- D. Recording Secretary
- E. Corresponding Secretary
- F. Treasurer
- G. Financial Secretary I
- H. Financial Secretary II

Section 2. ELECTED COMMITTEE CHAIRS

- A. Internal Audit
- B. Nominating

### Section 3. APPOINTED POSITIONS

Include, but not limited to:

- A. Advisor
- B. Chaplain
- C. Contract Coordinator
- D. Custodian
- E. Finance
- F. Historian
- G. Journalist
- H. Pan Hellenic Representative
- I. Parliamentarian
- J. Risk Management Coordinator
- K. Rituals and Ceremonies Chairperson
- L. Sergeant-at-arms

### Section 4. ELECTION

The elected officers of the Greater Cleveland Alumnae Chapter shall be elected every two years by secret ballot at the regular April meeting by the majority of members present and voting.

### Section 5. INSTALLATION

The elected officers are to be installed and assume office at the close of the regular June business meeting.

### Section 6. ELIGIBILITY

To be eligible for elected and appointed office in the Greater Cleveland Alumnae Chapter a member must:

- A. Be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer shall maintain financial status during her term(s) of office.
- B. Be present at the April election and have agreed to serve in said office;
- C. Have been active with Greater Cleveland Alumnae Chapter;
- D. Not be Member-at-Large or Honorary Member;
- E. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for a chapter office or position.
- F. Maintain financial status during her term of office.

### Section 7. TENURE

The tenure of office shall be two years. Officers may be re-elected. No elected officer shall serve more than two consecutive terms in the same office.

### Section 8. VACANCY – OFFICE OF PRESIDENT

When a vacancy occurs in the office of President, the First Vice-President shall become President. If for any reason this is not possible, then a special election shall be held upon approval of the Regional Director.

#### Section 9. VACANCY – OTHER OFFICES

When vacancies occur in other offices, they shall be filled by appointment of the President.

#### Section 10. NOTIFICATION

Each member must be notified in writing of the date, the time and the place of the pending election of Greater Cleveland Alumnae Chapter officers at least 10 days prior to election.

#### Section 11. MEMBERSHIP INTAKE

If membership intake is to be considered, voting will take place at the October meeting in the second year of each administrative term.

#### Section 12. SPECIAL ELECTION OF THE MINERVA CIRCLE

- A. The Elections Committee shall conduct the election for members of the Minerva Circle excluding the Chapter President, Second VP (Leader of the Minerva Circle) and Financial Secretary I.
- B. The members of the Minerva Circle (Jewels only) must be elected at the next regularly scheduled meeting following the Chapter affirmative vote for Membership Intake.
- C. All candidates for election to the Minerva Circle must have been active and financial members of the local Chapter for the past two years and must maintain her member status during the duration of the membership intake process.
- D. The members of the Minerva Circle must attend the Membership Intake Workshop and Minerva Circle Training.
- E. If a vacancy occurs in the Minerva Circle, it will be filled by appointment of the President after consultation with the Executive Committee.
- F. If a member of the Minerva Circle has a relative who is an applicant, she will not participate in the screening of that relative's application packet or the interviewing of that relative.

#### Elected Officers

#### Section 13. PRESIDENT

It shall be the duty of the President to:

- A. Serve as Chairperson of the Executive Board and Committee;
- B. Serve as a member of the Minerva Circle;
- C. Preside over all regular meetings;
- D. Enforce the Grand Chapter Constitution and Bylaws as well as the local

Chapter Policies and Procedures;

E. Have a knowledge of or willingness to learn parliamentary procedures;

F. Appoint all positions, committees and committee chairpersons;

G. Call special meetings;

H. Perform such ceremonies of the Greater Cleveland Alumnae Chapter as may be necessary and appropriate;

I. Be an ex-officio member of all committees except the Nominating Committee, Audit Committee and Elections Committee;

J. Recommend to the Executive Board the removal of any elected officers, appointed positions and chairpersons who fail to perform the duties of their positions;

K. Strengthen public relations and maintain cooperative relations with other organizations

L. Serve as the official representative to the local Pan-Hellenic Council

M. Serve as voting delegate to the National Convention and Regional Conference. If the President is not able to serve as the voting delegate to the National Convention and /or regional Conference, the position of voting delegate will be given to the First Vice-President. If she is not able to attend, the delegate will be selected based on the hierarchical structure of the chapter's elected officers

N. Serve as a member of the Finance Committee

O. Complete the Acceptance of Fiduciary Responsibility form.

#### Section 14. FIRST VICE-PRESIDENT

It shall be the duty of the First Vice-President to:

A. Serve as Chairperson of the Program Committee;

B. Be responsible for coordinating the Chapter's annual program;

C. Perform all duties of the office of President in the absence of or at the request of the President;

D. Plan a training program for committee chairpersons prior to the term of office;

E. Issue and collect all committee files and records;

F. Serve as Alternate Delegate to National Convention and Regional Conference;

G. Serve as a member of the Finance Committee;

H. Serve as the Risk Management Coordinator.

#### Section 15. SECOND VICE-PRESIDENT

It shall be the duty of the Second Vice-President to:

A. Serve as Chairperson of the Membership Committee;

B. Plan and notify the membership by invitation of the fellowship activities;

C. Serve as Leader of the Minerva Circle.

## Section 16. RECORDING SECRETARY

It shall be the duty of the Recording Secretary to:

- A. Record and read minutes of all regular and call meetings;
- B. Serve as secretary of the Executive Board and Executive Committee;
- C. Write letters on matters where direct quotes of minutes are involved;
- D. Keep records of attendance of each member at every meeting;
- E. Keep on file written reports of all committees.

## Section 17. CORRESPONDING SECRETARY

It shall be the duty of the Corresponding Secretary to:

- A. Communicate all the official correspondence of the Chapter not stipulated for the Recording Secretary or Financial Secretary I and II;
- B. Report all Chapter correspondence at regular meeting;
- C. Give notices of meetings and other activities when necessary;
- D. Serve as the Chairperson of the *Newsette* Committee;
- E. Serve as a member of the Technology Committee.

## Section 18. TREASURER

It shall be the duty of the Treasurer to:

- A. Receive all monies from the Financial Secretaries and bank same within 2 business days;
- B. Make disbursements by a voucher signed by any two of the following: President, Treasurer, and Financial Secretary I;
- C. Submit all records for audit to the Audit Committee by July 31;
- D. Serve as Chair of the Finance Committee;
- E. Make monthly reports to the Chapter;
- F. Reconcile all financial reports from self-sustaining Committee Chairpersons;
- G. Balance and reconcile Chapter bank accounts monthly;
- H. Annually prepare audited financial reports for Grand Chapter;
- I. Complete the Acceptance of Fiduciary Responsibility form

## Section 19. FINANCIAL SECRETARY I

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

- A. Receive all stipulated funds of the Chapter and give receipts for same;
- B. Turn all money over promptly to the Treasurer so it can be deposited within two business days;
- C. Keep records of Grand Chapter and Local Chapter dues and give account for same;
- D. Keep a current financial list of all members;
- E. Report the number of financial members at the monthly meeting and provide a written copy of names to all elected Officers and stipulated Chairpersons;
- F. Serve as one of the persons authorized to sign vouchers;
- G. Remit all funds to Grand Chapter within 30 days of receipt;

- H. Assume responsibility for paying General Corporate Fee;
- I. Make monthly financial reports to the Chapter;
- J. Provide the Nominating Committee and Elections Committee with a list of financial members for the past two years;
- K. Submit all records for audit to the Audit Committee by July 31;
- L. Serve as a member of the Finance Committee;
- M. Keep and record receipts, disbursements, and transfer of dues in a form prescribed by Grand Chapter;
- N. Serve as a member of the Minerva Circle;
- O. Complete the Acceptance of Financial Responsibility form

## Section 20. FINANCIAL SECRETARY II

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

- A. Receive stipulated funds of the Chapter and give receipts for same;
- B.** Turn all money over promptly to the Treasurer so it can be deposited within two business days;
- C. Check all financial reports submitted by Committee Chairpersons;
- D. Submit all records for audit to the Internal Audit Committee by July 31;
- E. Serve as a member of the Finance Committee;
- F. Keep and record receipts, disbursements, and transfer of dues in a form prescribed by Grand Chapter;
- G. Review all vouchers for availability of funds and assign numbers for processing;
- H. Review all remittances and assign numbers to vouchers for processing;
- I. Make monthly financial reports to the Chapter;
- J. Complete the Acceptance of Fiduciary Responsibility form.

## Section 21. INTERNAL AUDIT

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

- A. Conduct a quarterly audit of the Chapter's financial records in accordance with Grand Chapter established procedures.
- B. The Internal Audit Committee shall complete an annual audit in accordance with Grand Chapter established guidelines.
- C. The Chairperson of the Internal Audit Committee will be elected and the Committee members will be appointed.

## Section 22. NOMINATING

The Nominating Committee shall consist of five members. The Chairperson and four remaining members shall be elected by the body during the election of Officers. The Chairperson and members shall serve one term.

It shall be the duty of the Nominating Committee to:

- A. Publish the selection criteria for each elected office prior to dissemination of

- applications;
- B. The Chair and members of the chapter nominating committee must resign prior to the call for nominations to be eligible to run for a chapter office or position.
- C. Receive applications from the membership of persons seeking office by February;
- D. Present the slate of candidates at the March Chapter meeting;
- E. State procedures for nominations from the floor.

Note: Recommendations from the Nominating Committee shall be based on the most up-to-date membership records of Financial Secretary I and the published criteria for office.

### Appointed Positions

#### Section 23. ADVISOR

It shall be the duty of the Advisor to consult, when needed, with the Chapter President and be knowledgeable about policies, procedures and programs of the Sorority.

#### Section 24. CHAPLAIN

It shall be the duty of the Chaplain to:

- A. Serve as the Chairperson of Courtesy Committee. Courtesy Committee duties include: receiving and reporting illnesses, deaths, marriages, births, honors, promotions, awards, etc.
- B. Assist in the Formal Openings of meetings, Initiations, Re-dedications and other Ritualistic services.

#### Section 25. CONTRACT COORDINATOR

It shall be the duty of the Contract Coordinator to review and recommend approval or necessary changes to Chapter contractual documents.

#### Section 26. CUSTODIAN

It shall be the duty of the Custodian to:

- A. Receive and maintain the Chapter properties and inventories as needed;
- B. Be notified of property needs at least one week prior to the occasion;
- C. Contact any Soror who has not returned Chapter properties within one week following the occasion.
- D. Lend properties for Delta functions and related activities;
- E. Keep the inventory current;
- F. Maintain all Ritualistic properties and possessions in official Delta storage facilities.

#### Section 27. FINANCE COMMITTEE

The Finance Committee shall consist of the President, First-Vice-President, Treasurer (Chair), Financial Secretaries I and II, and Investment Chairperson.

It shall be the duty of the Finance Committee to:

- A. Consider the financial needs of this chapter and make recommendations for a budget based thereon;
- B. Recommend to the Chapter the general financial policies including auditing procedures;
- C. Annually review financial procedures with committee Chairpersons.

#### Section 28. HISTORIAN

It shall be the duty of the Historian:

- A. Gather and compile the history of the former Omega Chapter (mixed Chapter) and the Greater Cleveland Alumnae Chapter for publications;
- B. Keep a scrapbook of all Chapter activities as well as outstanding accomplishments or activities of members;
- C. Serve as Chairperson of the Archives Committee.

#### Section 29. JOURNALIST

It shall be the duty of the Journalist to:

- A. Write, edit and submit Chapter news items to the Local, Regional and Grand Chapter news media with approval from the Chapter President;
- B. Serve as Chairperson of the Publicity Committee.

#### Section 30. PAN-HELLENIC REPRESENTATIVE

It shall be the duty of the Pan-Hellenic Representative to:

- A. Serve as a liaison to the local Pan-Hellenic Council;
- B. Make monthly reports of local Pan-Hellenic activity to the Chapter.

#### Section 31 PARLIAMENTARIANS

It shall be the duty of the Parliamentarian to:

- A. Be knowledgeable of the local Chapter's Policies and Procedures and Grand Chapter Constitution and Bylaws;
- B. At the request of the presiding officer, rule on parliamentary questions arising during a meeting and decide according to *Robert's Rules of Order, Newly Revised*.

#### Section 32. RISK MANAGEMENT COORDINATOR

It shall be the duty of the Risk Management Coordinator to ensure that all Chapter sponsored youth initiative are governed according to Grand Chapter guidelines for protecting the organizations mission to provide quality services of mentorship.

#### Section 33. RITUALS AND CEREMONIES CHAIRPERSON



It shall be the duty of the Chair of Rituals and Ceremonies to coordinate and provide the setup for all Formal Chapter meetings, Initiations, Re-dedications, Omega Omega and other Ritualistic services.

#### Section 34. SERGEANT-AT-ARMS

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

- A. Aid the President at all times in keeping order during the meeting;
- B. Serve in all formal openings at regular meetings, initiations and other ceremonies or rituals which so designate;
- C. Keep attendance record at each meeting and turn same over to the Recording Secretary.

### ARTICLE VI – MEETINGS

#### Section 1.

The Greater Cleveland Alumnae Chapter shall meet the second Saturday of each month from September through June. If there are necessary meeting adjustments, the Greater Cleveland Alumnae Executive Committee will make the appropriate change(s).

#### Section 2.

A quorum shall consist of 10% of the financial members of the Chapter.

#### Section 3.

Between official meetings, the powers of the Chapter shall be vested in the Executive Committee.

#### Section 4.

Non-financial Sorors shall not hold office or vote on any questions being discussed in meetings.

#### Section 5.

The Executive Board shall meet on the first Monday of each month October through June at a time and place designated by the President. If there are necessary meeting adjustments, the Greater Cleveland Alumnae Executive Committee will make the appropriate change(s). An Executive Board Workshop and Meeting shall be held in August at a time and place designated by the President.

### ARTICLE VII – FISCAL POLICY

#### Section 1. CHAPTER FISCAL MANAGEMENT PROCEDURES

The Greater Cleveland Alumnae Chapter Fiscal Management procedures will include

the following practices:

- A. Adopt operating budgets annually;
- B. Review budgets quarterly (Finance Committee);
- C. Use pre-numbered receipts for all monies received;
- D. Deposit funds received promptly (within two business days);
- E. Require approved vouchers before making any disbursements;
- F. Check the budget prior to issuing checks (President/Treasurer);
- G. Execute disbursements on approved and signed vouchers;
- H. Keep receipts and disbursements journals up-to-date (Financial Officers);
- I. Reconcile bank statements monthly;
- J. Deposit marketable securities, when applicable, in bank safe deposit box under dual signatures (President/Treasurer);
- K. Conduct a transition meeting involving incoming and outgoing fiscal officers;
- L. Contracts are signed by the President.
- M. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter. Scholarships to a chapter member's child should come from internally generated funds. Children of chapter members are permitted to participate in cotillions and Jabberwock and to benefit from the funds raised as a result of their efforts.

## Section 2. PROCEDURES for NON-SUFFICIENT FUNDS

The following steps will be taken when a check is returned for non-sufficient funds (NSF) and the amount deducted from the income line affected:

- A. It shall be the responsibility of Financial Secretary I and/or the Treasurer to collect money within thirty (30) days, in the form of cash, money order or cashier's check, in addition to any bank charges assessed.
- B. The Treasurer shall immediately deposit the money and notify the Financial Secretary I for the posting on income to the appropriate line item.
- C. Any Chapter member who has two (2) NSF checks in one sorority year shall not be permitted to write a personal check for the remainder of that sorority year. A letter of notification will be sent from Financial Secretary I to the Soror.

The following positions are bonded: President, Financial Secretary I and II, Treasurer.

## ARTICLE VIII – DUES, FEES and EXPENSES

### Section 1. CHAPTER FEES

- A. Greater Cleveland Alumnae Chapter shall pay dues to the Grand Chapter as provided in the Grand Chapter Constitution and Bylaws for all persons who are members of the Chapter.

- B. Greater Cleveland Alumnae Chapter shall keep a record of all income and disbursements in a form prescribed by the Grand Chapter.
- C. Greater Cleveland Alumnae Chapter shall file all records and reports as required by the Grand Chapter.
- D. Greater Cleveland Alumnae Chapter shall pay an incorporation fee to Grand Chapter.
- E. Greater Cleveland Alumnae Chapter shall submit an Annual Financial Report and Federal Income Tax Group Return Authorization Form by August 31
- F. Greater Cleveland Alumnae Chapter shall be covered by general liability insurance, which is solely available through Grand Chapter.
- G. Greater Cleveland Alumnae Chapter shall pay the Chapter Liability Insurance at the current market rate for each member.

## Section 2. MEMBER DUES

Each member of Greater Cleveland Alumnae Chapter, except members-at-large and honorary members shall pay annual local dues stipulated by the local Chapter plus dues and reinstatement fees of Grand Chapter in the amounts and time frame designated by Grand Chapter.

## Section 3. INITIATION FEES

Initiation Fees shall be paid as stipulated by the Grand Chapter Constitution and Bylaws.

## Section 4. CHAPTER EXPENSES

- A. The Chapter shall pay all expenses of the Chapter President for Chapter functions.
- B. The Chapter shall pay the registration fee for the Chapter President or her designee to attend a State Cluster Meeting.
- C. The Chapter shall pay the registration fee for the voting delegate and alternate to attend the National Convention and Regional Conference. Specifically:
  - 1. Full registration;
  - 2. Reimbursement for travel based on reasonable and customary rates and consultation with the Chapter Finance Committee;
  - 3. Reimbursement for ½ room costs for a double room.

## ARTICLE IX – EXECUTIVE BOARD

### Section 1. EXECUTIVE BOARD MEMBERS

Members of the Executive Board shall be the elected and appointed positions, the immediate Past Chapter President, all Chairpersons and Co-Chairpersons of Chapter committees, and other representatives approved by the President. All Executive Board

members must be financial. All officers and appointees are strongly encouraged to attend all workshops and sessions related to their office offered at the Regional Conference and National Convention.

## Section 2. DUTIES

- A. Shall meet monthly and/or at the call of the President.
- B. A quorum shall be a simple majority.
- C. All actions by the Executive Board are subject to validation and approval by the Chapter at the next regularly scheduled chapter meeting.
- D. It shall be the duty of this board to determine the procedure to be used in the removal of any Officer or Chairperson who fails to perform the duties of her position.
- E. All officers, appointed positions, Chapter Advisors and Chairpersons of committees are to keep and maintain all records, reports, etc. of the local Chapter and Grand Chapter during their terms of office and turn them over to the First Vice President.

## ARTICLE X – COMMITTEES

### Section 1. EXECUTIVE COMMITTEE

- A. The elected Officers of this Chapter shall constitute the Executive Committee.
- B. It shall be the duty of the Executive Committee to approve, by majority vote, the appointment of the appointed positions and Chairpersons of committees.

### Section 2. STANDING COMMITTEES

Standing Committees shall be appointed or elected as provided for in this Chapter's Policies and Procedures to include but not limited to: Archives, Arts and Letters, College Transition Task force, C.O.R.D.S., Courtesy, Delta Academy, Delta G.E.M.S., EMBODI, Financial Fortitude, Finance, Fund Raising, Hot-Line, Internal Audit, International Awareness and Involvement, Investment, Membership, Music, Newsette, Nominating, Physical and Mental Health, Policies and Procedures, Program, Projects, Protocol and Traditions, Publicity, Roster, Scholarship, Social, Social Action, Technology, Teen Lift and Teen Mothers Support Program.

#### A. ARCHIVES COMMITTEE

It shall be duty of the Archives Committee to gather information of the Omega Chapter and Greater Cleveland Alumnae Chapter Sorors in a scrapbook; annually compile and maintain a scrapbook of Chapter activities, news releases, pictures, as well as outstanding accomplishments of Sorors

#### B. ARTS and LETTERS COMMITTEE

It shall be the duty of the Arts and Letters Committee to:

1. Review the goals and objectives as set forth by the Commission on Arts and Letters;
2. Develop, recommend and/or administer a program for this Chapter commensurate with community and Chapter resources.

C. COLLEGE TRANSITION TASK FORCE

It shall be the duty of the CTT Committee to plan and implement a program designed to reflect the objectives of the Grand Chapter model.

D. C.O.R.D.S. (COMMITTEE of RETIRED DELTA SORORS)

It shall be the duty of the C.O.R.D.S. Committee to provide fellowship activities for Sorors who are retired and/or free from employment.

E. COURTESY COMMITTEE

It shall be the duty of the Courtesy Committee to adhere to Chapter approved guidelines when performing the responsibilities described in Article V - Section 21 Chaplain - Items A and B.

F. DR. BETTY SHABAZZ DELTA ACADEMY COMMITTEE

It shall be the duty of the Dr. Betty Shabazz Delta Academy Committee to plan and implement a program designed to reflect the Grand Chapter model.

G. DR. JEANNE L. NOBLE DELTA G.E.M.S. COMMITTEE (GROWING EMPOWERING MYSELF SUCCESSFULLY)

It shall be the duty of the Delta G.E.M.S. Committee to plan and implement a program designed to reflect the objectives of the Grand Chapter model.

H. EMBODI COMMITTEE (EMPOWERING MALES to BUILD OPPORTUNITIES for DEVELOPING INDEPENDENCE)

It shall be the duty of the EMBODI Committee to plan and implement a program designed to reflect the objectives of the Grand Chapter model.

I. FINANCIAL FORTITUDE COMMITTEE

It shall be the duty of the Financial Fortitude Committee to propose, design and implement approved programs and projects under Grand Chapter's Economic Development programmatic thrust for the awareness and financial education of Sorors and the Greater Cleveland community. To further these aims, the Financial Fortitude Committee shall seek partnerships and collaborations from the Sorority and general public.

J. FUND RAISING COMMITTEE

It shall be the duty of the Fund Raising Committee to plan, recommend and coordinate the annual Scholarship Benefit and other fund raising activities for

scholarships.

K. HOT-LINE COMMITTEE

It shall be the duty of the Hot-Line Committee to contact all Sorors in the event of a death of a Delta or a Delta emergency as determined by the President.

L. INTERNATIONAL AWARENESS and INVOLVEMENT COMMITTEE

It shall be the duty of the International Awareness and Involvement Committee to increase international awareness and develop a program to appreciate peoples of different cultures.

M. INVESTMENT COMMITTEE

It shall be the duty of the Investment Committee to report and make recommendations for investing and managing Chapter investment funds with Chapter approval.

N. MEMBERSHIP COMMITTEE

It shall be the duty of the Membership Committee to:

1. Develop and provide Membership programs and services as directed by Grand Chapter and the Chapter;
2. Develop programs and plan activities to reclaim inactive and non-financial Sorors.

O. MUSIC COMMITTEE

It shall be the duty of the Music Committee to assemble and teach songs to the Delta Choir and will be responsible for music at all local meetings and other Delta functions where music is appropriate.

P. *NEWSETTE* COMMITTEE

It shall be the duty of the *Newsette* Committee to publish the *Newsette* of the Greater Cleveland Alumnae Chapter monthly, September through June, or as needed.

Q. PHYSICAL and MENTAL HEALTH COMMITTEE

It shall be the duty of the Mental and Physical Health Committee to:

1. Review the goals and objectives as set forth by the National Program, Planning and Development Committee;
2. Stimulate interest in and educate the Chapter on current mental and physical health related issues;
3. Develop, recommend and/or administer programs approved by the Chapter.

R. POLICIES and PROCEDURES COMMITTEE

It shall be the duty of the Policies and Procedures Committee to provide an adequate plan of governance whereby the Chapter may function in accordance with *Grand Chapter Constitution and Bylaws* and other governing documents.

#### S. PROGRAM COMMITTEE

The Program Committee shall be comprised of the First Vice-President as Chairperson and all committee Chairpersons and Co-Chairpersons. It shall be the duty of the Program Committee to plan and execute the activities of the Chapter. This committee will participate in a training program prior to the start of each Chapter year.

#### T. PROJECTS COMMITTEE

It shall be the duty of the Projects Committee to survey the community needs and evaluate their findings; review suggestions submitted from the National Projects Committee and make recommendations to the Chapter for further projects based on said findings.

#### U. PROTOCOL and TRADITIONS COMMITTEE

It shall be the duty of the Protocol and Traditions Committee to:

1. Provide clear and authentic descriptions of the traditions and protocol of the Chapter;
2. Implement the established code of protocol and behavior within the Chapter;
3. Preserve the forms of ceremony and etiquette observed by the Sorority;
4. Provide a support system for Chapter President and National and/or Regional Officers, Honorary Members, and other guests.

#### V. PUBLICITY COMMITTEE

It shall be the duty of the Publicity Committee to:

1. Publicize activities of the Chapter to the Local, Regional, and Grand Chapter media;
2. Gather news concerning Chapter activities and outstanding achievements and/or accomplishments of all Sorors.

#### W. ROSTER COMMITTEE

It shall be the duty of the Roster Committee to publish a roster every two years, listing the Chapter's elected and appointed Officers, past presidents and Sorors in the Greater Cleveland community.

#### X. SCHOLARSHIP COMMITTEE

It shall be the duty of the Scholarship Committee to plan and coordinate the awarding of scholarships to students in the Greater Cleveland Community.

#### Y. SOCIAL COMMITTEE

It shall be the duty of the Social Committee to coordinate the Chapter's social activities.

#### Z. SOCIAL ACTION COMMITTEE

It shall be the duty of the Social Action Committee to:

3. Review the goals and objectives as set forth by the National Commission on Social Action;
4. Stimulate interest in social action and educate the Chapter on current issues;
5. Develop, recommend and/or administer social action programs and projects approved by the Chapter.

#### AA. TECHNOLOGY COMMITTEE

It shall be the duty of the Technology Committee to:

1. Maintain and update the Chapter's website;
2. Provide technical assistance for the Chapter's activities as needed;
3. Educate Chapter members on technological procedures and practices.

#### BB. TEEN LIFT COMMITTEE

It shall be the duty of the Teen Lift Committee to plan and coordinate a year long program for young ladies who are high school seniors based on the Sorority's Five-Point Program.

#### CC. TEEN MOTHERS SUPPORT PROGRAM COMMITTEE

It shall be the duty of the Teen Mothers Support Program Committee and implement a program designed to give support and assistance to teen mothers.

### Section 3. SPECIAL COMMITTEES

Special Committees shall be appointed as provided for in this Chapter's *Policies and Procedures*. Special Committees include but are not limited to:

#### A. CONVENTION COMMITTEE

It shall be the duty of the Convention Committee to recommend means of transportation to Delta Conferences and Conventions and other related Delta outings as well as plan and coordinate activities for Delta group travel events.

#### B. ELECTIONS COMMITTEE

The Elections Committee shall consist of a Chairperson and two members, all of whom shall be appointed by the President. The President shall appoint the Elections Committee prior to the call for nominations and as soon as Membership Intake is approved by the Chapter.

It shall be the duty of the Elections Committee to:

1. Conduct the election of Chapter Officers and the Minerva Circle Jewels;



2. Not be candidates in the election they are appointed to oversee;
3. Report to the Chapter the dates of scheduled Elections Committee meetings, and the names of all committee members attending;
4. Distribute ballots;
5. Tabulate ballots;
6. Report to the Chapter the results of the balloting process.

Note: Write-in candidates are prohibited.

#### C. FORMAL DANCE COMMITTEE

It shall be the duty of the Formal Dance Committee to plan, recommend and coordinate the Formal Dance.

#### D. FOUNDERS DAY COMMITTEE

It shall be the duty of the Founders Day Committee to present a program during the month of January, February or March in order to rededicate Sorors to the ideals and purposes of the Sorority and its 22 Founders.

#### E. OPENING MEETING COMMITTEE

It shall be the duty of the Opening Meeting Committee to plan, recommend and coordinate the first meeting of the Sorority year. (September).

#### Other Committees

Any other committees shall be established if deemed appropriate and necessary by the President or recommendation of the Executive Board.

### Section 4. PROCEDURES FOR COMMITTEES

It shall be the duty of all committee Chairpersons to:

- A. Attend Executive Board and Chapter meetings and workshops;
- B. Adhere to the Chapter's financial guidelines;
- C. Submit a copy of their committee reports to each member of the Executive Committee as well as maintain one copy to be kept in a committee folder along with all other reports and records;
- D. Submit a mid-year and an annual report including tentative program and budget request for the following year;

Maintain all committee records and reports which are to be submitted to the First Vice-President at the end of the term of office. These reports will be passed to the next committee Chairperson for review.

## ARTICLE XI – ELECTRONIC MEETINGS AND COMMUNICATIONS

Chapter committees and subcommittees 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 Internet Guidelines.

## ARTICLE XII – AUTHORIZATION

The Chapter President is authorized to speak on behalf of the local Chapter. Others speaking on behalf of the local Chapter shall do so only with the authorization of the Chapter President.

## ARTICLE XIII – PARLIAMENTARY AUTHORITY

All matters not covered by *the Constitution & Bylaws* of the sorority shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*.

## ARTICLE XIV – AMENDMENTS

### Section 1.

A written notification shall be given to the financial members 30 days prior to the reading of proposed amendment changes.

### Section 2.

The proposed amendments must be read at one regular monthly business meeting and voted upon at the next meeting.

### Section 3.

These *Policies and Procedures* are amended by a two-thirds vote of the members present and voting at a regular meeting.

REVISED: February 11, 2012; October, 2013 - March, 2014 (National Convention 2015(May, 2015/September, 2015/**March, 2016 S&S mandated updates**)

GCAC Policies and Procedure Committee Members:

Nicole Richardson, Chapter President

Jean Jenkins, Chairperson

Marsha Brooks

Fontella Smith

Pamela Smith

Ruth Price Queen

Barbara Tubbs-Walker

APPROVED: May 30, 2014 Grand Chapter Scholarship and Standards Committee

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Dr. Nicole Y. Richardson