

**DELTA SIGMA THETA SORORITY, INC.
Nu CHAPTER UNIVERSITY OF
MICHIGAN ANN ARBOR, MI**

POLICIES, STANDARDS AND PROCEDURES

Name

The name of this chapter shall be Delta Sigma Theta Sorority, Incorporated, Nu Chapter, chartered April 7, 1921; located at University of Michigan— Ann Arbor.

Objective

The objective of this chapter shall be the same as Article II of the Constitution of Delta Sigma Theta Grand Chapter, which states:

“The principle purposes and aims of this Sorority shall be to engage in cultural, educational and public service activities; to establish, maintain and encourage high cultural, intellectual and moral standards...”

Revised November 6, 2017

Article I: MEMBERSHIP

Section 1.



FINANCIAL MEMBER

Those Sorors who have fully paid both local and national dues by the first chapter meeting of the year are considered financial members of the chapter. In the event of extenuating circumstances, the member must make special arrangements with the financial officers of the chapter. At this time, the chapter must reach a majority vote to extend the deadline of financial obligation. If a majority vote is determined, the financial officers of the chapter will determine a specific date that funds must be rendered. This date must fall within the academic semester.

Sorors are inactive until dues are paid. If a soror pays her dues after a date in March that prevents dues from being submitted to National by 3/31, a late fee is incurred for her National dues.

Section 2.

ACTIVE MEMBER

Those Sorors who have fully paid both local and national dues, acquired an overall 2.75 grade point average (GPA), are considered active members of the chapter. If 2.75 is not met, a Soror can be considered financial **AND NOT be ACTIVE**.

Section 3.

INDIVIDUAL MEMBERS

The categories of membership shall include collegiate, collegiate member-at-large, alumnae, alumnae member-at-large and honorary.

Section 4.

INACTIVE STATUS

In the event that a soror is inactive, she will immediately become inactive for that current semester.

Those Sorors who are deemed inactive based on Grand Chapter standards as outlined in the Chapter Management Handbook (i.e. not paid both local and national dues and/or acquired a cumulative 2.75 GPA) must adhere to the standards and procedures as outlined by Grand Chapter in the sorority year's current Chapter Management Handbook.

Section 5.

QUORUM

A quorum is the minimum number of members who must be present at the meeting for business to be validly transacted. A quorum is 75% of the chapter members.

Section 6.

A MAJORITY VOTE

A majority vote is more than half of the votes cast by members entitled to vote, excluding blanks, spoiled or abstentions, at a properly called meeting.
(Example: $19 \times \frac{1}{2} = 9\frac{1}{2}$. 10 votes needed for majority.)

Section 7.

COLLEGIATE MEMBERSHIP INTAKE

Potential candidates for membership in the sorority must have completed at least 24 semester hours or 36 quarter hours at a college or university approved by the Scholarship and Standards Committee of the Sorority, is currently enrolled as a full-time student as defined by the college or university and meet all other requirements as outlined by the sorority Constitution and Bylaws. Delta Sigma Theta Sorority Inc., Nu Chapter is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations. Upon joining the organization, all members agree not to undermine the purpose or mission of [Delta Sigma Theta Sorority Inc., Nu Chapter](#).

Section 8.

COLLEGIATE MEMBER-AT-LARGE

A collegiate member-at-large is a soror who may elect to affiliate only with Grand Chapter. To be eligible for collegiate member-at-large membership, a soror must maintain a cumulative grade point average of 2.75 on a 4.0 scale and be enrolled at a college or university where the chapter is retired or suspended; or the college or university terminates its support/contract with the Sorority; or she transfers to an institution where there is not a chapter.

Section 9.

CHAPTER

A chapter is the local branch of the Sorority designated by geographic location or college or university campus that consists of members who have paid dues to Grand Chapter and the chapter .

Article II: FINANCIAL OBLIGATIONS AND PROCEDURES

Section 1.

DUES

A. Local

Local dues are \$130.00 and shall be collected at the first chapter meeting of the year for members who owe dues. Every April, the Executive Board will review the budget to determine if there is a need to increase local dues. Considering the recommendation of the Executive Board, the Chapter will make final decisions.

B. National

National dues are \$190.00. Grand Chapter establishes the amount for National dues. The proper amount will be collected from Sorors and sent to Grand Chapter collectively, therefore sorors should adhere to the deadlines set. Please refer to the Policies, Standards, and Procedures, Part II, Section 2 for deadline information.

C. Collegiate Member Initiation Fees

Collegiate Member - \$545.00

D. NPHC Dues

NPHC dues are estimated to be \$15 per semester and will be paid by the chapter using local dues, which will amount to \$30 a year per active member.

Section 2.

DEADLINES

- A. National and Local dues shall be paid between January 1 and the first chapter meeting in the month of March. National deadline for dues is March 31. The mailing of individual chapter member dues will not be postponed for anyone to insure proper arrival and processing times.
- B. If a soror has not satisfied her fine or financial obligation within a five (5) year period from the expiration of the sanction, she shall be expelled by the National President.
- C. The National President has the authority to revoke a chapter's charter if the chapter's fine or financial obligations have not been satisfied within a ten year period, from the inception of the sanction.

Section 3

LATE FEES

Dues paid between April 1 to June 30 will incur a \$5.00 late fee issued by nationals. After June 30, Grand Chapter assesses a \$15.00 reinstatement fee.

Section 4

DISBURSEMENT PROCEDURES

- A. A disbursement voucher must be completed by the chairperson or officer in order to begin the process of allocating funds
- B. The voucher, which properly identifies the payee (business, organization, or individual), together with supporting documentation (invoices, receipts, quotes, or contracts), is presented to the Treasurer and Financial Secretary. At this time, the chapter then votes on monies being asked for. If supporting documentation is not available at the time the voucher is submitted and there is an immediate need of funds, a voucher may be processed with the express understanding that supporting documentation will be submitted to the President, Treasurer, and Financial Secretary as soon as possible. In the event that a chapter member's **budget has been approved by the chapter**, and that chapter member has submitted all mandatory documentation with appropriate signatures, that member can expect to be reimbursed within 2 weeks from the appropriate account when the chapter has the funds.
- C. Reimbursements to Sorors will only be made if there is complete documentation. Sorors should **NEVER** assume that funds would be reimbursed because they spent their own personal money unless the budget has been approved; If acted on appropriately, reimbursements should rarely occur. **PLAN AHEAD AND USE VOUCHERS.**
- D. The President and Treasurer can sign vouchers. Only two (2) signatures are needed of the aforementioned individuals.
- E. If the President, Treasurer or Financial Secretary require reimbursement(s), another Executive Board member must prepare it and submit the voucher. The payee may not be a signer on any of the accounts.
- F. The Treasurer and Financial Secretary will retain copies of each voucher.

Section 6

CHECK ACCEPTANCE POLICY

A soror is responsible for **all bank service charges** that the chapter incurs should a check be returned for insufficient funds. *If a second check is returned, the soror will be notified by the Treasurer that subsequent funds must be remitted by cash, money order, or cashier's check for the remainder of the fiscal year.*

The chapter will not accept post dated checks.

Section 7

NATIONAL CONVENTION AND REGIONAL CONFERENCE DELEGATES

The delegate is the newly elected President and the alternate delegate is the newly elected First Vice-President, in the event that the President or 1st Vice-President cannot attend the other alternate delegate shall take their place. They shall be voted upon during general elections. Something to consider for the Social Actions Chair to receive funds to attend Delta Days at the Nation's Capital and Delta Days at the State's Capital.

The chapter will sponsor 2 delegates for costs incurred at the time of the convention/conference. This includes full costs for transportation, one (1) double occupancy room, and registration and a stipend that is to be pre-determined up front by financial officers. The cost of the room should not include excess charges such as phone calls and room service. Board is considered an up-front cost and will be allocated prior to the convention.

This sponsorship requires that the delegates attend all meetings as outlined by the convention/conference calendar and submit a written report of those proceedings at the annual retreat.

The delegates shall submit all vouchers/expense reports and receipts to establish records of convention/conference expenditures at the annual retreat for the upcoming fiscal year.

Other National – Delta Days at the National Capital, Regional, State Meetings & Clusters

- a. All members appointed by the President to represent the Chapter on the National, Regional, or state level, will be reimbursed by reasonable expenses incurred on a case by case basis based on the budget.

Section 8

IMPORTANT FINANCIAL FORM DUE DATES

- A. Financial Report/Tax Return (Form 990) due April 30
- B. Chapter Audit IAR-I Form due August 15
- C. Initial Reviews due Quarterly
- D. Local and National Dues due March 31
- E. Please Note: (Dues collected between January 1-First chapter meeting in March)
- F. Initiation Fees
- G. Please Note: (Follow the schedule provided in Administrative Procedures Guide)

- H. Initial budgets should be submitted 3 months prior to activity taking place;
however the tentative ball budget should be submitted to the E-board by August 1. I.
Unconsumed Dues
 - a. A member's unconsumed dues will be transferred to her new chapter upon written request within the first nine months of the sorority year.
 - b. For graduating members, unconsumed dues will be transferred upon written request within the first six months of graduation. After six months, the dues will be transferred to the chapters operating account.

Article III: ELECTION PROCEDURES

Section 1.

GENERAL ELECTION PROCEDURES

- A. All positions shall be elected by a secret ballot by a simple majority vote by active members PRESENT at a meeting(s) designated for elections. If a candidate is running unopposed, she must still obtain majority vote. If majority vote is not obtained, nominations for the position will re-open **at the meeting** where elections are being conducted immediately following the remainder of all other elections.

- B.** We shall give prior written notice of at least 10 days of the election of officers, voting whether to proceed or not to proceed with membership intake, and/or voting on candidate for intake
- C.** Write-in candidates are prohibited
- D.** Any soror holding a position is eligible to be recommended for impeachment from her position for violations as stated in Grand Chapter Constitution and Bylaws, Article IX, Section 12. Procedures should be followed in the manner stated in the Chapter Management Handbook.
- E.** Only active members of Nu Chapter are eligible to vote. See Policies, Standards, and Procedures, Part I, Section 2. for definition of active member.
- F.** Elected officers shall be installed at the last meeting of the school year as the last item of business. It is the responsibility of the outgoing administration to file all necessary reports for the current year to ensure the chapter's compliance with corporate accountability and to transfer all chapter properties at the time of installation or a designated transitional meeting. The new officers should be present during the time when compliance reports are being completed.
- G.** If at the end of the last sorority meeting, there are still **VACANT POSITIONS**, the president will appoint a member to fill the vacancy.
- H.** Voting for chapter officers, elected committee chairs, committee members and acceptance to membership shall be by ballot, machine, or electronic voting devices.
- I.** When there are two or more candidates, (and the office remains unfilled after the first ballot), the two candidates who receive the highest number of votes will remain eligible for election. All other candidates will be dropped and are ineligible for election. All subsequent votes cast for ineligible candidates shall be treated as an illegal vote.

[Please note the language “and the office remains unfilled after the first ballot” was added for clarification purposes only by the National Constitution and Bylaws Committee after the 51st National Convention.]

- J.** Chapter Voting
 - a. Only members of the chapter shall vote or hold Office.
 - b. Each chapter shall give prior written notice of at least ten (10) days for the election of officers, committee chairs and members; voting whether to proceed or not to


proceed with the membership intake process; and voting on the acceptance of candidates for membership into the Sorority.

- c. Voting whether to proceed or not to proceed with the membership intake process shall be by a two-thirds (2/3) vote of chapter members present.
- d. The acceptance to membership and the election of chapter officers, elected committee chairs and members shall be by a majority vote of the chapter members present and voting.

K. The Chairs and members of the Chapter Nominating committees shall serve one (1) term.

L. The chairs and members of the Chapter Nominating committees shall not be a candidate for any elective office on the respective level while serving on either of the nominating committees.

M. The chairs and members of the Chapter nominating committees must resign prior to the call for nominations to be eligible to run for an office or position.

Section 2. 

ELIGIBILITY - EXECUTIVE BOARD POSITIONS

To be eligible for a chapter office, a member must have satisfactorily completed all requirements that constitute active status as stated and defined in Policies, Standards, and Procedures, Part I, Section 2. She must demonstrate leadership qualities relative to meeting national goals of Delta Sigma Theta Sorority, Inc.

Section 3. 

CHAPTER ELECTIONS - EXECUTIVE BOARD

- A. All positions recommended are stated in the Rules of Order Article I, Section 1. Executive Board positions are stated and defined in Rules of Order, Article I, Section 3 and Article II, Section 1.
- B. At the designated chapter meeting at least two meetings prior to the final chapter- closing meeting, the Nominating Committee should present candidates as a slate.
- C. Upon acceptance of a nomination, candidates should prepare a 1-2 minute speech addressing the position. Candidates will read their speech during the designated election meeting.
- D. Nominations will occur before the official vote takes place in April.
- E. Elections should take place during a regular chapter meeting or during an emergency meeting (defined in *Rules of Order*, Article III, Section 2.)

- F. Elections should further proceed as stated in Policies, Standards, and Procedures, Part III, Section 1.

Section 4.

ELIGIBILITY - GENERAL POSITIONS

- A. General positions are stated in Rules of Order, Article I, Section 2.
- B. To be eligible for a chapter office, members must have completed all necessary requirements to be a member of Delta Sigma Theta Sorority, Inc. as defined by Grand Chapter. members running for these positions should have satisfactorily completed all requirements that constitute active status as stated and defined in **Part I, Section 2**. She must be financially from the time of initiation through the time of nomination. Nominees must remain financial while in office. She must demonstrate leadership qualities relative to meeting national goals of Delta Sigma Theta Sorority, Inc.

Section 5.

CHAPTER ELECTIONS - GENERAL POSITIONS

- A. Elections should be held no later than the last regular meeting of the school year.
- B. All candidates **MUST** be present during the election. If she is absent due to a class conflict, illness or emergency, then another soror should read the candidates prepared speech.
- C. All candidates **MUST** be present in order to be eligible for the position.
- D. Elections should further proceed as stated in Policies, Standards, and Procedures, Part II, Section 1.

Section 6.

IMPEACHMENT OF POSITIONS

Sorors, Chapters, and regions have the right to impeach elected officers in accordance with the Chapter Management Handbook Section 800.7A

Section 7.

RESIGNATION FROM POSITION

The Executive Board shall acknowledge receipt of a letter of resignation and take appropriate action to fill the vacancy within 30 days.

Section 8.

RECONSIDERATION

A Soror may reconsider her resignation by submitting a letter of reconsideration within **14 days** of her submitting her resignation letter. This letter should detail reason(s) for reconsidering.

Section 9.

VACANCY

If a position becomes vacant due to graduation of a soror or inactive status (See Policies, Standards, and Procedures, Part I, Section 4. for definition) of a soror, the position will be filled promptly by the chapter president (See Policies, Standards and Procedures, Part III, Sections 1-5). Sorors seeking to fill the vacant position(s) must qualify according to the eligibility requirements stated in Policies, Standards, and Procedures, Part III, Section 2 and 4.

Article IV: MEMBERSHIP INTAKE

Section 1.

PLANNING

A. Decision

The chapter will conduct a vote with all active members to decide whether or not membership intake will take place for that school year. This should be done before training is scheduled. This vote shall take place at the first chapter retreat. At this time, the chapter should decide if they are taking an early line (prior to spring break) or a regular line (after spring break). Vote for a chapter to proceed with membership intake from a majority vote to a 2/3 vote

B. Membership Intake Training

The Leader of the Minerva Circle(LMC) should contact the State Coordinator to get a calendar of available training dates to present to the chapter. Training should be completed in the time designated before Membership Intake can occur. Training is **MANDATORY** for all active and financial chapter members in order to participate in Membership Intake.

The Leader of the Minerva Circle is in charge of preparing a comfortable atmosphere for the candidates interested in the sorority. She must also select a speaker to represent Delta Sigma Theta Sorority, Inc. and Nu Chapter, as well as a University Official from the Office of Greek

Life. Formal Rush should follow the calendar prepared by the LMC and approved by the Regional Director.

MINERVA CIRCLE POSITIONS

A. Members of the Minerva Circle (MC)

There are fourteen (14) positions on the MC. They include the President, Leader of the Minerva Circle, Financial Secretary, Keeper of Muses and Graces, Convener of Odyssey, and the nine jewels.

1. Leader of Minerva Circle

The Leader of the Minerva Circle is responsible for membership intake for the school year. The LMC completes the membership intake calendar for the school year as well as other paperwork pertaining to new initiates. She conducts and leads Pyramid Circle meetings as well as oversee the Pyramid Preparation Period.

B. Election of the Minerva Circle

1. Election should take place before Membership Intake Training at the Minerva Circle Planning Meeting by the LMC. Nominations should take place at the sorority meeting prior to the Line Preparation Emergency Meeting. Chapter members that are nominated **MUST** be present at the appropriate meeting.

2. In order to be considered for the MC, you must be an active member. (See *Policies, Standards, and Procedures*, Part I, Section 2.)

3. Upon nomination, each soror must give a 1-2 minute speech to support her nomination. Elections must be conducted by secret ballot and each soror must receive the majority vote of active members present.

C. MC Responsibilities

1. Able to attend the screening of applications meeting as set by the LMC
2. Able to provide services as needed by the LMC
3. Able to attend PPP sessions of Membership Intake.
4. One week after elections, each member of the MC should prepare a written report stating:
 - i. The location of their day.
 - ii. The color of their day
 - iii. Who will be assisting
 - iv. Materials needed for their day
 - v. Time of their day
 - vi. Gifts cannot be purchased with the money that was submitted by the pyramids.

5. Must have all materials needed for their day and have consulted with the Ritual and Ceremonies Guild to make sure the ceremony is in accordance.

CHAPTER RESPONSIBILITIES

A. Time Commitment

Each Soror must actively attend and participate in at minimum 85% of all MIT functions. This includes jewel days, ceremonies, etc. Exceptions can be made (i.e. scheduling conflicts due to class, work, etc.) If the vote is in favor of membership intake, all active members must comply with this decision.

Article V: Advisors

Graduate advising is one of the most important positions in the organization. The advisor requires broad knowledge of the organization, its structure, policies, and procedures and the expected code of conduct of its members. Graduate Advisors foster the ideals and missions of the sorority to all chapter members.

ADVISORS

- A. Advisors must be certified every (2) two years.
- B. Ensures every chapter meeting has an internal lesson (Delta Internal Development).
- C. Selected and elected by the undergraduate chapter along with an advisor's certification.
- D. Approved by Regional Director
- E. Attend all chapter meetings and program/activities (non-NPHC sponsored)
- F. Serve as a liaison between the chapter and the college/university, regional officers, national offices/national headquarters.
- G. Assist in preparing forms, reports, and financial documents accurately and timely
- H. Carry out duties related to membership intake
- I. Primary advisor's name goes on all documents and is aware of all activities that go on in the chapter.
- J. The chapter may form a Graduate Advisory Council to assist the Primary Advisor with the above advisory duties.

K. Monitoring the required GPA and sending reports to Regional Representative and reporting activities of the collegiate chapter to the Regional Director on the activities

L. Advisor Selection

The collegiate chapter president will contact past certified advisors that are active in neighboring alumnae chapters and also request in writing from the alumnae chapter president a list of all Sorors that have completed advisors' certification training. A committee of collegiate chapters will review the list and narrow it down to those interested in serving as advisor. The chapter will select its advisor through a majority vote.

Article VI: Elected Positions

Section 1.

Executive Board

Executive board positions include: President, 1st Vice President, 2nd Vice President, Treasurer, Financial Secretary, and Recording Secretary. The executive board will meet more frequently than the general body at a time agreed upon by the members of the executive board. Occasionally due to time constraints, the executive board may make decisions on behalf of the chapter without discussion with the general body so choose these members wisely.

A. President

The President IS the representative of the chapter in all-formal and informal settings. This individual is the primary person with whom the agenda of the chapter rest. She goes to State Council Meetings, and communicates with the Regional, and State Leadership. She serves as a member of the Minerva Circle, and as a delegate for the National and Regional conventions and conferences. The President is one of the three bonded positions in the chapter and also signs the Acceptance of Fiduciary Responsibilities form.

President also: Presides at chapter meetings; is responsible for appointment of standing and special committees. Appoints any vacancies in chapter positions; Calls special meetings; Is an ex-officio member of all committees, with the exception of the Nominating and Audit Committee; Strengthens public relations and maintains cooperative relations with other organizations and members of the University, Administration, and Faculty; completes the acceptance of fiscal responsibilities form; be observant at events where youth are present, to identify potential and actual incidents of risk, and to resolve issues promptly. She shall ensure that the necessary forms are completed and procedures are followed with respect to risk for the youth initiatives sponsored by the chapter.

B. 1st VP

VP is the second in command and represents the chapter when the President is unavailable. All special committees report to the 1st VP. The 1st VP should be: strong willed, able to articulate her goals and objectives, and a prospective thinker. Serves as an alternate delegate for the National and Regional Conventions and Conferences. In addition to fulfilling these duties she is also responsible for the community outreach of the chapter. Ideally, community service should be performed at least once a month during the official chapter meeting, if a community service chair is not appointed.

Lastly, the 1st VP is also the appointed Scholarship Chair. The Scholarship Chair is responsible for raising funds through Delta Weekend in order to award at least two scholarships to high school students looking to attend a college or university.

C. 2nd VP

The 2nd VP is the liaison between the Executive Board and the committee chairpersons. This individual should be well organized and an effective communicator. The 2nd Vice President will be in charge of putting together the programming schedule for the upcoming year. She should have strong connections within the community in order to serve as a great resource to the committee chairpersons for the purposes of community service, programming, and fundraising.

Additionally, she will be in charge of assigning a committee to apply for regional and national awards.

D. Treasurer

The Treasurer is responsible of all the chapter's funds and budget. The chapter manages 4 accounts. Three accounts through Chase Bank- general, ball, and savings and one account through the university SOAS. The treasurer must inform the chapter of all funds in the each account at all chapter meetings or by request. The treasurer also has the duty of all the financial paperwork. These forms include the chapter audit and tax form. At the close of the chapter the treasurer is to balance all accounts and complete the paperwork by June 30 of each year. Also before the close of the chapter the treasurer is to collect annual national membership dues from each chapter member that will be returning for the next fiscal/school year. The treasurer must also make a budget for the school year after the financial paperwork is done. The chapter's checkbook is kept by the treasurer as well as all receipts and bank information. The Treasurer ensures all checks have at least two signatures from herself, the Chapter President, and/or Financial Secretary. The Treasurer is one of the two bonded positions in the chapter. As standing treasurer she also fulfills her duties of convention chair. As convention chair she is responsible for registration and travel arrangements for chapter delegates to the National Convention or Regional Conference (alternating years). This person should be well organized and financially savvy; looking for moderately priced accommodations that are recommended by the hosting chapter's conference committee. These arrangements should be made during the spring months prior to the summer convention/conference.

In addition, the Treasurer submits payment of members' national dues, deposits all monies received promptly within 2 Business Days, submits all funds received from a member to

National Headquarters within 30 days and completes the “Acknowledgement of Fiscal Responsibilities” form.

E. Financial Secretary

The Financial Secretary is responsible for booking the rooms for all programs, and should begin looking for rooms with the calendar dates for NPHC are approved. The Financial Secretary is also seen as an assistant to the Chapter's Treasurer, helping her count the money, and is the person who receives the money from any engagement. The Financial Secretary is also responsible for disbursing receipts. Additional responsibilities include: recording attendance at chapter programs and meetings, and she is also the liaison between party promoters and the chapter. Serves as a member of the Minerva circle.

The Financial Secretary records all chapter income, is responsible for giving Treasurer all money to ensure a 2-business day deposit, provides financial report to chapter members at meetings and assists the Treasurer in preparing all financial reports to Grand Chapter. She completes the "Acknowledgement of Fiscal Responsibilities" form.

F. Recording Secretary

The Recording Secretary creates the agendas for chapter meetings and records minutes during chapter meetings.

G. Corresponding Secretary

The Corresponding Secretary is the liaison between Delta Sigma Theta Sorority Inc., Nu Chapter and all outside organizations. They should give prompt and courteous response to all chapter correspondence. She should manage post office mailbox account.

Section 2.

General Positions

A. Journal Historian

The Journal Historian is in charge of preserving the history of the chapter through different multiple forms (photographs, literature, etc). The Journal Historian is also in charge of distributing pictures to the webmistress for the website.

B. Keeper of Muses and Graces

The Keeper of the Muses and Graces is responsible for selecting music, rehearsing the group and planning choreography where appropriate. Most importantly, the KOMAG provides leadership and facilitates unity among the group. She learns and teaches chapter members hymns sacred to the Sorority. These songs can be learned for fun or in preparation for Sorority events and programs.

C. Custodian

The custodian is responsible for preparing all venues for rituals and ceremonies including preparing the table. The custodian must ensure that all needed materials are available and clean/ready for use. She must be punctual and have exclusive use of a vehicle at all times. This is an

D. Chaplain

Delta Sigma Theta Sorority Incorporated was founded on Christian Principles and thus the chaplain must prepare a scripture or inspirational reading for each chapter meeting. In times of distress, the chaplain should help to facilitate behavior that is in line with the sorority's founding principles.

E. Parliamentarian

The Parliamentarian keeps the decorum in the meeting. They should have the ability to be authoritative. She keeps the decorum in accordance with Robert's Rules of Order, which can either be known previously or learned during the summer term.

Section 3.

Standing Committees

All chairpersons will be appointed by the Chapter President and are required to assume the leadership role and work closely with a committee of chapter members to accomplish their goals.

A. Arts and Letters

The chairperson for this committee is responsible for arranging cultural outings and programs for the chapter and campus community. The chairperson should have an interest in various aspects of African-American culture with an emphasis on the arts.

B. Crimson and Crème Scholarship Ball Chair (Committee)

The Crimson and Crème Scholarship Ball Chair is elected during chapter elections. A proposal for the ball theme and sample budget should be made available to the chapter prior to voting from each candidate. The elected Ball Chair is responsible for the planning of the Annual LaRue Heard Johnson Scholarship Ball. The appointed ball chair has to be able to think creatively in using her resources to plan the ball effectively, from decorations to funding ideas for the ball. The Ball Chair should work closely with both the Chapter Treasurer and Financial Secretary in order to ensure she stays on budget, as well as work closely with the Fundraising Committee to make sure money is being distributed to ball necessities. The Ball Chair is in charge of making sure the ball books are produced correctly and paid for, in full. The appointment of Ball Committee Positions is to be determined by the ball chair.

C. Fundraising Chair and Asst Chair

The fundraising chairperson should diligently seek unique, financially lucrative opportunities for the entire chapter to sponsor or participate in as a group. Small low revenue (and even lower expense) opportunities should also be planned to enhance the sorority's visibility on campus.

D. Service Chair and Asst Chair

The Community Service Chair researches and organizes the community service opportunities for chapter to engage in for Delta Weekend and during the official open chapter season. Ideally, community service should be performed at least once a month.

E. Social Actions Chair and Asst Chair Fundraising Committee

The chairperson for this committee is responsible for ensuring that the committee diligently seeks unique, financially lucrative opportunities for the entire chapter to sponsor or participate in as a group. Small low revenue (and even lower expense) opportunities should also be planned to enhance the sorority's visibility on campus.

D. Economic Development Committee

The chairperson for this committee is responsible for assisting with the arrangement of programs throughout the school year that embodies economical awareness and development. She will work closely with her committee to ensure that the program aligns with all aspects of the thrust. Additionally, the chairperson for this committee is also responsible for sending a program proposal to the 2nd VP under the respective thrust.

E. Educational Development Committee

The chairperson for this committee is responsible for assisting with the arrangement of programs throughout the school year that embodies educational awareness and development. She will work closely with her committee to ensure that the program aligns with all aspects of the thrust. This committee will conduct all open and closed study tables for that academic year. Additionally, the chairperson for this committee is also responsible for sending a program proposal to the 2nd VP under the respective thrust.

F. International Awareness and Involvement Committee

The chairperson for this committee is responsible for assisting with the arrangement of programs throughout the school year that embodies international awareness. She will work closely with her committee to ensure that the program aligns with all aspects of the thrust. Additionally, the chairperson for this committee is also responsible for sending a program proposal to the 2nd VP under the respective thrust.

G. Physical and Mental Health Committee

The chairperson for this committee is responsible for assisting with the arrangement of programs throughout the school year that embodies physical and mental awareness. She will work closely with her committee to ensure that the program aligns with all aspects of the thrust. Additionally, the chairperson for this committee is also responsible for sending a program proposal to the 2nd VP under the respective thrust.

H. Political Awareness and Involvement Committee

The chairperson for this committee is responsible for assisting with the arrangement of programs throughout the school year that embodies political awareness and will act as the Social Actions Chair. The appointed social action chairperson will be responsible for representing the chapter at Delta Days at the State's and Nation's Capital. If she cannot attend this event the Chapter President will appoint a different individual. She will work closely with her committee to ensure that the program aligns with all aspects of the thrust. Also as committee chair she keeps the chapter informed about various social actions events locally and nationally. She is also in charge of planning various activities that incorporate some sort of social action. Additionally, the chairperson for this committee is also responsible for sending a program proposal to the 2nd VP under the respective thrust.

I. Nominating Committee

This committee secures nominations for expiring offices. Present a slate of candidates to the body at a regular meeting. Accept nominations from floor on the day of election. Mail slate to body at least 30 days before it is to be voted on.

J. Emergency Response Team Committee

The chairperson of this committee is responsible for ensuring that all chapter members are aware and knowledgeable of various survival techniques in times of emergency to include robbery, weather conditions, car safety, etc..... The purpose of this committee is to ensure that safety mechanisms are understood.

K. Audit Committee

The Audit Committee consist of three members (the Audit Chair shall be elected but the President shall appoint the other two members). The duties of the committee are as follows: Review the chapter's records quarterly. These members are not the current financial officers, but should have some knowledge of the chapter's fiscal operations (i.e. past financial officers).

Section 4.

Special Committees

A. Protocol and Traditions Committee

This committee shall consist of members and a chair appointed by the chapter president. It shall be the duty of the Protocol and Traditions Committee to:

- a. provide clear and authentic descriptions of the traditions and protocol of the chapter
- b. implement the established code of protocol and behavior within the chapter
- c. preserve the forms of ceremony and etiquette observed by the Sorority;
- d. provide a support system for chapter president, national and/or regional officers, honorary members, and other guests

B. NPHC Representative

The NPHC representative(s) will be appointed at the President's discretion. All Chapter members should attend and support NPHC meetings/events; however, the elected official will be responsible for communications with NPHC and ensuring the chapter is properly represented at NPHC council meetings (at least 2 members present)

C. Rituals & Ceremonies Committee

This committee is responsible for ensuring that all Sorors comply with Grand chapter protocol. All persons within this committee should be familiar with the Grand Chapter official Doctrine and Ritual.

D. Publicity/Public Relations Chair

The publicity and public relations chairperson is responsible for promoting all sorority functions. The chairperson should ensure that the sorority is always depicted in a positive light. All publications and social programs should be in accordance with Grand Chapter protocol. This person should also be creative and resourceful. Media experience is a plus.

E. Risk Manager

The Risk Manager is a position appointed by the president. The risk manager ensures that all participating chapter members administer all youth initiatives consistently and in a manner that is in the interest of both the participating youth and Delta (*i.e.*, minimize any harm or injury to the youth as well as the probability of Delta incurring liability). The Risk Managers are responsible for ensuring all interactions with youth are not in violation of Delta's policies, including, but not limited to: no stepping, dressing uniformly, wearing Delta paraphernalia, and using special calls. The Risk Manager, along with Chapter President, is expected to be learned on all policies regarding interaction with the Youth.

H. Step Master

The Step Master needs to have the ability to step/dance and teach others. If the chapter chooses to participate, she is in charge of organizing and planning at least 3 step shows a year, including Midnight Madness, Founder's Day and the NPHC Step Show that happens at the end of the year.

J. Technology Committee

This committee is responsible for creating and or maintaining the chapter website, as well as any blogs or other social media sites that the chapter may have. They should work closely with the Publicity Chairperson to ensure that the chapter is represented in a positive light.

Article VII: AMENDMENTS

Section 1.



The Nu Chapter *Policies, Standards, and Procedures* and/or *Rules of Order* shall be amended or revised once annually as follows:

1. Revision suggested during a regular chapter meeting by majority vote of financial members present and voting.
2. The proposed amendment has been submitted to the President/Executive Board by the announced deadline. This deadline will occur in the winter semester (2nd Semester) of each year.
3. Proposed changes to the Policies and Procedures will be disseminated to the active membership 30 days before the chapter vote. The active members must be given a ten (10) day notice that the proposed amendments will be voted on a meeting following the announced submission deadline.
4. The amendment must be read a regular chapter meeting.
5. Voting may occur immediately following the reading and discussion.
6. Amendments will take effect at the beginning of the subsequent fiscal year (defined in *Rules of Order*, Article III, Section 1.)
7. 2/3 vote and approval by Scholarship & Standards.

Section 2. 

Notice of proposed amendments shall be submitted to chapters by April 1 before the convening of the National Convention.