

*Berkeley County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.*

2022

2024



berkeleycountydst



berkeleycountydst

Member Workbook

Email: berkeleycountydst@yahoo.com

P.O. Box 1166
Moncks Corner, SC 29461

www.berkeleycountydeltas.com



CONFIDENTIALITY STATEMENT

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*Berkeley County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.*



Greetings my Dear Sorors,

It is with great humility that I am able to serve as your President for an additional 2 years. It is because of your trust in my abilities, encouragement, and prayers that I am able to perform in such a capacity to make our chapter the greatest in the South Atlantic Region. Just as the body has many members to make it function, I need each of you serving in the role that you are in to complete the missions and goals of our chapter and keep it functioning in a positive manner. I am dedicated to giving you my absolute best and assure you that you can continue to count on me to serve you.

Many of our lives have been interrupted due to COVID-19—we were forced into isolation from friends, co-workers and even some family members. But, look at GOD! We have all adapted, survived, and are very grateful. While we are still taking precautions and being cautious about how we interact and conduct business, we are able to meet in person for chapter meetings and other related chapter events.

Service is one of the expressed purposes of our sisterhood, so let us continue to be visible in our chapter and communities. I am encouraging each of you to take that step to chair a committee, attend leadership classes, attend conventions and conferences, and listen to webinars. All of this will help you to be Delta Ready!

I take pride in serving all of the members of Berkeley County Alumnae Chapter and it is my sincere prayer that you have not been disappointed with your choice in re-electing me as your President.

With a Servant's Heart I remain Yours in Delta,

*Kathie Washington Mitchell
Chapter President*



Chapter History

The Berkeley County Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated was chartered on May 22, 1976, at Wesley United Methodist Church in Pinopolis, South Carolina during the reign of the Sorority's sixteenth National President, Thelma T. Daley. The vision of the Founders of the Sorority was carried on by 21 courageous women, striving to make Berkeley County and the world a better place.

Hermine P. Addison*

Ermine S. Benjamin*

Roberta W. Broughton

Minnie "Mimi" S. Butler

Patricia A. Gibbs

Willie Mae Gibbs

Madeline Gibson Guy

Miriam V. Ham

Ethel G. Jefferson

Almena L. Myers*

Anna L. Oliver*

Carol R. Pinckney

Rosa M. Ransom

Alphine Simmons

Ferndena W. Simmons

Sheryl D. Simmons

Minnie Wigfall*

Verdelle R. Williams

Blondell E. Williams

Yvonne Y. Wilson

Julia R. Wright

**Omega Omega Chapter (Deceased Member)*



Honoring our Charter Members on Founders Day, January 23, 2022. Pictured from left to right:: Soror Patricia A. Gibbs, Soror Rosa M. Ransom, Soror Ethel G. Jefferson, Soror Felita H. Martino (Acting Vice President), Soror Kathie W. Mitchell (Chapter President), Soror Julia R. Wright, Soror Yvonne Y. Wilson and Soror Roberta W. Broughton.



Berkeley County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.



2021-2022 Chapter Members attending Holiday Luncheon (December 2022)

Today, there are currently 88 members who are duly initiated or inducted into the organization by any chapter of Delta Sigma Theta Sorority, Incorporated, in compliance with the local chapter and National Headquarters. The Chapter derives its authority for activities and operations from its Charter of Incorporation and National Headquarters. The top policy-making body of the Sorority is the National Convention, and the Constitution and By-Laws enacted therein.

The chapter's membership consists of 100% registered voters who live within and serve various areas in the county including the Cainho, Cross, Goose Creek, Huger, Moncks Corner, St. Stephen, Bonneau and Wando Communities.

Local programs and projects are based on the Sorority's Five Point Programmatic Thrust:

- *Economic Development*
- *Educational Development*
- *International Awareness and Involvement*
- *Physical and Mental Health*
- *Political Awareness and Involvement*



Chapter Officers

ELECTED POSITIONS

President (Chair)	Kathie W. Mitchell
Vice President	Devora S. Brown
Recording Secretary	Marie Starks
Corresponding Secretary	Gheshanna Porcher
Treasurer	Shenita B. Vanish
Financial Secretary	ShaLonda Nesbit
Internal Audit, Chair	Tiffany Reid
Nominating Committee, Chair	Deborah Anne Johnson
Nominating Committee, Members	Janell Jacobs Felita Martino Audrea Moore Vonzetta Pierre

APPOINTED POSITIONS

Chaplains	Sandra Capers Martha Dixon Ethel Jefferson Valeria McKoy Gloria Myers Marilyn Porcher
Sergeant-at-Arms	Cindy Graham Jaquay Washington
Parliamentarian	Rosa Ransom
Journalist	Dorothy Miller
Historian	Ethel Jefferson Gloria Myers
Custodian of Properties	Anne Johnson Felita Martino
Emergency Response Coordinator	Tameika Tisdale



Chapter Committees

STANDING COMMITTEES

Arts and Letters

MaKelia Mitchell, Chair
Dorothy Miller
Shanara Pou
Audrey Shaw
Jaquay Washington
Julia Wright

Emergency Response

Tameika Tisdale, Chair
Natikki Dawkins
Stella Harper
TaTreka Middleton
Jeannelle Perkins-Muhammad
Audrey Shaw
Desma Singleton

Heritage and Archives

Ethel Jefferson, Co-Chair
Gloria Myers, Co-Chair
Janell Jacobs
Vonzetta Pierre

Internal Audit

Tiffany Reid, Chair
April Gillard
Veronica Jenkins
Yvonne Wilson

*Internal Development (Chapter Retreat)

Cindy Graham, Chair
Lynette Alston
Kim Gadsden
Shelley Greene
LeShonda P. Reed

Budget and Finance

Shenita Vanish, Chair
Janeen Hamilton
ShaLonda Nesbit

Fundraising (Ways and Means)

Janeen Hamilton, Chair
Veronica Jenkins
ShaLonda Nesbit
Shanara Pou
Kristin Perry

Communication and Public Relations

Dorothy Miller, Chair
Darlene Broughton
Gheshanna Porcher

Membership Services

Devora Brown, Chair
Lynette Alston
Ava Ayers
Martha Dixon
Kim Gadsden
Janeen Hamilton
Kimberly Jones
ShaLonda Nesbit
Desma Singleton
Bertha Washington
Yvonne Wilson
LeShonda P. Reed
Marie Starks
Barbara Williamson-Howell

*Hospitality and Courtesies

Audrey Shaw, Chair
Janeen Hamilton
Stella Harper
Dorothy Miller
Vonzetta Pierre
Tameika Tisdale



Chapter Committees

Nominating Committee

Anne Johnson, Chair
Janell Jacobs
Felita Martino
Audrea Moore
Vonzetta Pierre

Policies and Procedures

Felita Martino, Chair
Darlene Broughton
Hester Gadsden
Marina Gethers
Cindy Graham
Stella Harper
Rosa Ransom
Marie Starks

Program Planning and Development

Ethel Jefferson, Chair

****Economic Development**

Marina Gethers, Chair
Darlene Broughton
Ethel Jefferson
Gloria Myers
Julia Wright
Virginia Williams

****Educational Development**

Kimberly Jones, Chair
Cindy Graham
Eve Lee
Jametia Myers
ShaLonda Nesbit
Gheshanna Porcher
Tiffany Reid
Janell Wise

****International Awareness and Involvement**

****Physical and Mental Health**

Jaquay Washington, Chair
Natikki Dawkins
Shelley Green
MaKelia Mitchell
Gheshanna Porcher
Desma Singleton
Marie Starks
Janell Wise

****Risk Management**

Kimberly Jones, Chair
Natikki Dawkins
Felita Martino

Protocol and Traditions

Cindy Graham, Co-Chair
Jaquay Washington, Co-Chair
Veronica Jenkins
Marilyn Porcher

Ritual and Ceremonies

Anne Johnson, Co-Chair
Felita Martino, Co-Chair
Anna Lee Williams
Vonzetta Pierre



Chapter Committees

Scholarship

Shelley Green
Virginia McClennon-Williams
MaKelia Mitchell
Rosa Ransom
LeShonda Reed

Social Action

Stella Harper, Chair
Hester Gadsden
Patricia Gibbs
April Gilliard
Anne Johnson
Virginia McClennon-Williams
MaKelia Mitchell
Shanara Pou
Marie Starks
Bertha Washington
Anna Williams
Julia Wright

Technology

Darlene Broughton, Co-Chair
Kelly Harrison, Co-Chair
Cynthia Hamilton
Stella Harper
Eve Lighty
Felita Martino

* *Subcommittee of Membership Services*

** *Subcommittee of Program, Planning, and Development*

SPECIAL COMMITTEES

Elections

The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued.

Minerva Circle

Eligible Members (as defined in the Administrative Procedures for Membership Intake) are elected to this committee as needed. At the conclusion of Membership Intake, the Minerva Circle is dissolved.

Founders Day

Hester Gadsden, Chair
Devora Brown
Ethel Jefferson
ShaLonda Nesbit
Marie Starks

May Week

Shanara Pou, Chair
Hester Gadsden
Tomeka Howard
Yvonne Willson



Chapter Committees

National Pan-Hellenic Council

Janell Jacobs
Virginia Williams

Past Presidents Council

Darlene Broughton
Martha Dixon
Patricia A. Gibbs
Madeline Gibson-Guy
Gloria Myers
Ethel Jefferson
Felita Martino
Maxine Patterson-Bowens
Vonzetta Pierre
Rosa Ransom
Ferndena Simmons
Anna Lee Williams
Verdelle Williams

Step Team

Committee chair and members will be appointed on an “as-needed” basis.

Jabberwock

Committee chair and members will be appointed on an “as-needed” basis.

Note: *The Chapter President (Kathie W Mitchell) is by nature of the position a member of all committees except The Nominating and Audit Committees.*



Little Library Dedication in Alvin, South Carolina



Chapter Member Birthdays

January

7—Barbara Williamson Howell
26 – Deborah Anne Johnson
28 – Virginia McClennon Williams

February

3 – Tiffany Reid
13 – Kimberly Jones
18 – Cynthia Hamilton
19 – ShaLonda Nesbit
20 – Ramona Limehouse
27 – Kelley Harrison
28—Yolanda Bland

March

5 – Marilyn Porcher
8 – Roberta Broughton
12 – Alfreda Hill
15 – TaTreka Middleton
22– Yvonne Wilson
24—Gloria Myers

April

8 - Natikki Dawkins

May

13 – Patricia Gadsden
22 - Tiffany Richardson
29 – Eve Lee

June

5 – Anna Lee Williams
7 – Audrey Shaw
27 – Jeannelle Perkins-Muhammad

July

3 – Patricia Gibbs
6 – Valeria McKoy
15—Jessie Ravenell
16 – Tomeka Howard
16 – Gheshanna Porcher
18 – Yvonne Dingle-Rogers
21 – Kathie Mitchell
22 – Shenita Vanish
23 – Yvette Blowe
25 – Tereneika Dingle
27 – Devora Brown

August

1 – Desma McCormick-Singleton
3 – Kristin Perry
7 – Hester Gadsden
7 – Candice Moses
8 – Jimmisha Mickens
12 – LeShonda Reed
20—Janeen Hamilton
23 – Veronica Jenkins
31 – Rebecca Pettigrew



Chapter Member Birthdays

September	October
	2 – Stella Harper
	2 – Julia Wright
	4 – Lynette Alston
	4 – Janell Jacobs
3 – Felita Martino	7 – Ferndena Simmons
8 – Maxine Patterson-Bowens	7 – Tameika Tisdale
9 – Shanara Pou	7 – Verdelle Williams
11 – MaKelia Mitchell	8 – Jacquay Washington
15 – Darlene Broughton	9 – Vonzetta Pierre
16 – Jessie Ravenell	10 – Girley Wright
23 – Glynis Washington	13 – Shelley Greene
26 – Delores Gibbs	17 – Bertha Washington
	18 – Dorothy Miller
	19 – Kimberly Gadsden
	28 – Audrea Moore
	31 – Martha Dixon
November	December
4 – April Gillard	2 – Cindy Pinckney-Graham
10 – Cathy Harkness	3 – Sandra Capers
11 – Whitney Lawrence	7 – Jametta Myers
11 – Monique Mouzon	9 – Madelin Gibson-Guy
12 – Tanisha Simmons	11 – Rose Davis
16 – Marie Starks	13 – Rosa Ransom
16 – Alma Reid	15 – Marina Gethers
23 – Janell Wise	19 – Tonisha Gilliard
24 – Ramona Oliver	19 – Ava Simmons
25 – Eveyln Scott	23 – Dannielle Thomas
	28 – Onetha Washington
	31 – Ethel Jefferson



Chapter Presidents



Kathie Mitchell
2020 - Current



Felita Martino
2016—2020



Ethel Jefferson
2014—2016



Darlene Broughton
2012—2014



Gloria Myers
2010—2012



Vonzetta Pierre
2006—2010



Ferndena Simmons
2002—2006



Anna L. Williams
2000—2002



Martha P. Dixon
1996—2000



Chapter Presidents

**Omega Omega Chapter (Deceased Member)*



Jerlean P. Holmes
1994–1995



Rosa M. Ransom
1990–1994



Maxine Patterson-Bowens
1998-1990



Madeline Gibson-Guy
1986–1988



Barbara Belton-Phillips
1984-1986



Ermine S. Benjamin*
1982–1984



Verdelle R. Williams
1981–1982



Minnie Wigfall*
1980–1981



Patricia A. Gibbs
1976–1980



25+ and 50+ Years in Delta

Name	Year	Chapter	Location
Darlene Broughton	1997	Omicron Phi	Clemson University
Roberta Broughton	1968	Gamma Chi	Claflin University
Sandra Capers	1973	Eta Phi	Voorhees College
Martha Dixon	1973	Alpha Xi	South Carolina State University
Kimberly Gadsden	1993	Gamma Chi	Claflin University
Patricia Gibbs	1963	Gamma Chi	Claflin University
Madelin Gibson-Guy	1966	Gamma Lambda	Johnson C. Smith University
Tonisha Gilliard	1995	Iota Iota	Trinity University
Shelley Greene	1993	Gamma Chi	Claflin University
Barbara Howell	1993	Berkeley County Alumnae Chapter	
Ethel Jefferson	1966	Gamma Chi	Claflin University
Veronica Jenkins	1983	Eta Phi	Voorhees College
Anne Johnson	1975	Alpha Zeta	Talladega College
Felita Martino	1993	Berkeley County Alumnae Chapter	
Valeria McKoy	1975	Eta Phi	Voorhees University
Monique Mouzon	1992	Xi Omicron	Francis Marion University
ShaLonda Nesbit	1993	Berkeley County Alumnae Chapter	
Ramona Oliver	1993	Gamma Chi	Claflin University
Marilyn Porcher	1993	Berkeley County Alumnae	
Rosa Ransom	1970	Alpha Xi	South Carolina State University
Jessie M. Ravenell	1983	Berkeley County Alumnae Chapter	
Ferndena Simmons	1966	Gamma Upsilon	Benedict College
Shenita Vanish	1989	Alpha Xi	South Carolina State University
Bertha Washington	1983	Berkeley County Alumnae Chapter	
Onetha Washington	1982	Charleston Alumnae Chapter	
Verdelle Williams	1958	Gamma Pi	Allen University
Virginia Williams	1976	Alpha Xi	South Carolina State University
Yvonne Wilson	1973	Eta Phi	Voorhees University
Girley Wright	1968	Gamma Upsilon	Benedict College
Julia Wright	1964	Gamma Chi	Claflin University



Membership Intake

Any woman of good character is eligible for Alumnae Membership in the Sorority provided among other things that she:

1. Must demonstrate involvement in public service activities
2. Lives in a primary residence which must be in the chapter service area as identified by the chapter charter and source documentation provided for National Headquarters or regional director in which she lives within 50 miles of the chapter service area (in Berkeley County) that is not in another's chapter service area.
3. Holds a baccalaureate degree or its equivalent or higher from an accredited college, university, or professional school that is recognized by the US Department of Education, the Council of Higher Education, or the equivalent international accreditation agency.
4. Please continue to follow our Social Media pages for updates when we will conduct Membership Intake.



25 Year Delta Recipient Soror Darlene Broughton



Robert's Rules of Order At a Glance

Types of Motions

1. **Main Motion: Introduce a new item**
2. **Subsidiary Motion:** Change or affect how to handle the main motion (vote on this before the main motion).
3. **Privileged Motion:** Urgent or important matter unrelated to pending business.
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion).
5. **Motion to Table:** Kills a motion.

Motion to Postpone: Delays a vote (can reopen debate on the main motion).

Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

Points

1. **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
2. **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.
3. **Point of Inquiry:** A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.
4. **Point of Personal Privilege:** A member may use a point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.



Robert's Rules of Order At a Glance

Action	What to Say	Can I Interrupt Speaker	Need a Second	Can Be Debated	Can Be Amended	Vote Needed
Introduce main motion	I move to	No	Yes	Yes	Yes	Majority
Amend a Motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Postpose	I move to postpone the matter until...	No	Yes	Yes	No	Majority
End Debate	I move to the previous question	No	Yes	Yes	No	Majority
Object to Procedure	Point of Order	Yes	No	No	No	Majority
Recess the Meeting	I move that we recess	No	Yes	No	No	Majority
Adjourn the Meeting	I move to adjourn the meeting	No	Yes	No	No	Majority
Request Information	Point of Information	Yes	No	No	No	No Vote
Overrule the Chair's Ruling	I move to overrule the chair's ruling	Yes	Yes	Yes	No	Majority
Enforce the Rules	Point of Order	Yes	No	No	No	No Vote
Table a Motion	I move to Table	No	Yes	No	No	Majority



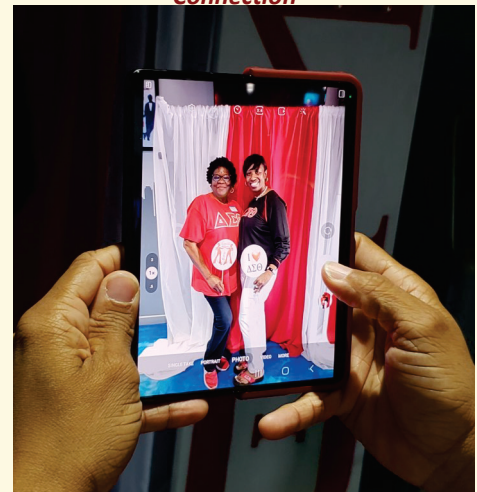
Photo Gallery



Statewide Founders Day 2020



Blood Drive in partnership with the Blood Connection



Sisterhood Month
2022 Bowling Social
and Callen Lacey Cen-
ter Toiletry Donation.

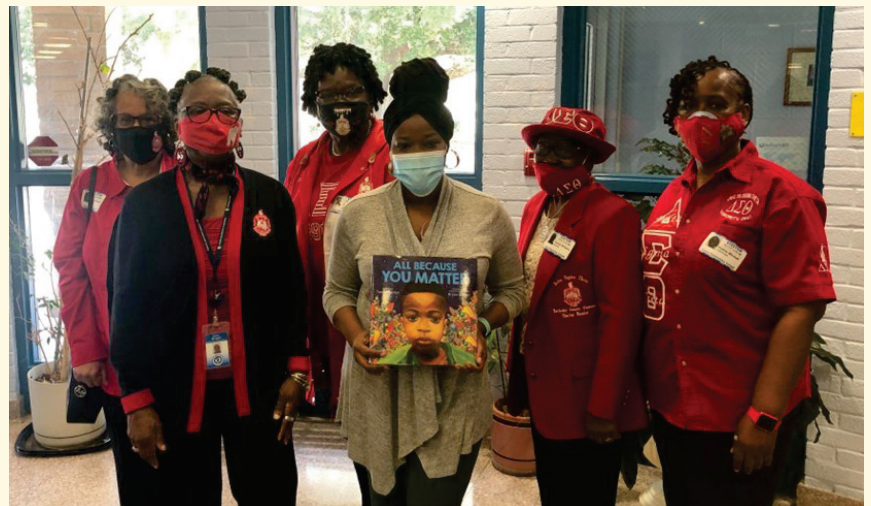
Heal Without Scars
Donation L to R: Soror
Kathie Mitchell, Arthe-
ria G. Bennett (Heal
Without Scars) and
Soror Stella Harper.



Berkeley County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.



Little Library Dedications in Alvin, Cross and Huger, South Carolina. Pictured left to right Soror Kathie Mitchell, Soror Devora Brown, Soror Audrea Moore and Children from the Community and Soror Hester Gadsden.



Pictured left to right: Sorors Ghesanna Porcher, Jametta Myers, Gloria Myers, Principal Lawanda Glears, 3rd Grade Teacher Ms. Ross, Sorors Kathie Mitchell, Janeen Hamilton and Audrey Shaw.

Book Donation at Cross Elementary School. Pictured left to right: Sorors Anne Johnson, Julia Wright Yvonne Wilson, Assistant Principal Dr. Angelia Scott, Sorors Verdelle Williams and Kathie Mitchell.



Domestic Violence Awareness Program 2019

Lynette Alston

Email: lynettemalston@gmail
Address: 126 Mazyck Hill Ln
 Bonneau, SC 29431
Mobile: (843) 259-4956
Home: NA

Yvette Blowe

Email: kyblowe@aol.com
Address: 103 Mockernut Dr.
 Ladson, SC 29456
Mobile: (843) 875-8002
Home: NA

Roberta Broughton

Email: roberta.w.broughton@gmail.com
Address: 1112 Halter Dr.
 St. Stephen, SC 29479
Mobile: (843) 749-0391
Home: (843) 567-3997

Sandra Capers

Email: ccapers3@sc.rr.com
Address: 405 Mendenhall St.
 Summerville, SC 29483
Mobile: (843) 532-2711
Home: (843) 875-3671

Denetria Natikki Dawkins

Email: ddawk80@gmail.com
Address: 2964 Bolton Rd.
 Charleston, SC 29414
Mobile: (803) 528-1166
Home: NA

Yvonne Dingle-Rogers

Email: ydrogers@yahoo.com
Address: 395 Nicholas Dr.
 Cross, SC 29436
Mobile: (843) 509-6709
Home: (843) 753-3552

Hester Gadsden

Email: gadsdenh@gmail.com
Address: 309 Mingo Rd
 Kingstree, SC 29556
Mobile: (843) 687-0482
Home: (843) 355-0481

Patricia Gadsden

Email: peaceful1952@yahoo.com
Address: 109 Rodgers St.
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 899-6608

Yolanda Bland

Email: yobland@yahoo.com
Address: 473 Jenkinsridge Ln.
 Pineville, SC 29468
Mobile: NA
Home: (843) 351-4727

Darlene Broughton

Email: broughtondl@gmail.com
Address: 166 Woodward Rd.
 Goose Creek, SC 29445
Mobile: (803) 413-5328
Home: NA

Devora Brown

Email: devorabrown13@gmail.com
Address: 400 Lakewind Dr.
 Moncks Corner, SC 29461
Mobile: (850) 264-4402
Home:

Rose Davis

Email: scdavis@homesc.com
Address: P O Box 411
 Bonneau, SC 29431
Mobile: (843) 670-3971
Home: (843) 825-5455

Tereneika Dingle

Email: txdingle25@yahoo.com
Address: 395 Nicholas Dr.
 Cross, SC 29436
Mobile: (843) 509-6177
Home: (843) 753-3552

Martha Dixon

Email: marthapdixon@gmail.com
Address: P O Box 1395
 Moncks Corner, SC 29461
Mobile: (843) 709-0860
Home: (843) 899-2249

Kimberly Gadsden

Email: kgadsden19@gmail.com
Address: 338 Waits Ln.
 Moncks Corner, SC 29461
Mobile: (843) 270-4545
Home: NA

Marina Gethers

Email: magethers@yahoo.com
Address: 1381 Cherry Hill Rd.
 Moncks Corner, SC 29461
Mobile: (410) 340-3567
Home: NA

Delores Gibbs

Email: rdgibbsmd@aol.com
Address: PO BOX 787
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 761-1883

Madelin Gibson-Guy

Email: madelinguy@aol.com
Address: 109 Parsonage Rd
 Moncks Corner, SC 29461
Mobile: (843) 509-4186
Home: (843) 899-1883

Tonisha Gilliard

Email: toniL.gilliard@gmail.com
Address: 172 Blackwater Way
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 303-3605

Shelley Greene

Email: greenesmg72@aol.com
Address: 226 Brookshire Rd.
 Goose Creek, SC 29445
Mobile: NA
Home: (843) 810-0192

Janeen Hamilton

Email: janeenhamilton86@gmail.com
Address: 200 Maypop Dr.
 Goose Creek, SC 29445
Mobile: (843) 303-5189
Home: NA

Stella Harper

Email: mrsstella39@yahoo.com
Address: 211 Ellen St.
 Goose Creek, SC 29445
Mobile: NA
Home: (843) 819-9205

Alfreda Hill

Email: Alfreda2745@gmail.com
Address: 1101 Stuart Dr.
 Moncks Corner, SC 29461
Mobile: (843) 696-0746
Home: (843) 761-7652

Barbara Howell

Email: williamsonbarb77@yahoo.com
Address: 480 Murphy Bay Dr.
 Cross, SC 29436
Mobile: (843) 901-0979
Home: NA

Patricia Gibbs

Email: PAG1136@yahoo.com
Address: 1136 Old Whitesville Rd
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 899-3029

April Gillard

Email: aprilcarter18@gmail.com
Address: 1139 Spiers Landing Rd.
 Cross, SC 29436
Mobile: (843) 729-5296
Home: (843) 753-4002

Cindy Graham

Email: crpinckney@gmail.com
Address: 9468 Falling Embers Ln.
 Ladson, SC 29456
Mobile: (850) 294-0020
Home: (850) 294-0020

Cynthia Hamilton

Email: cynhamilton@homesc.com
Address: P O Box 445
 Moncks Corner, SC 29461
Mobile: (843) 708-9100
Home: (843) 899-3179

Cathy Harkness

Email: medit1day@att.net
Address: 342 Old South Way
 Mt. Pleasant, SC 29464
Mobile: NA
Home: (843) 972-8949

Kelley Harrison

Email: harrisonkelley4@gmail.com
Address: 7948 Vemont Rd
 North Charleston, SC 29418
Mobile: (803) 348-4547
Home: NA

Tomeka Howard

Email: tomekahoward16@gmail.com
Address: 1026 Trojan Rd
 Cross, SC 29436
Mobile: (843) 753-2427
Home: (843) 708-3473

Janell Jacobs

Email: jacobsj5@mailbox.winthrop.edu
Address: 116 Satur Dr.
 Goose Creek, SC 29445
Mobile: (704) 230-9143
Home: NA

Ethel Jefferson

Email: ethelgjefferson@aol.com
Address: PO Box 895
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 899-2945

Deborah Johnson

Email: deborah53@homesc.com
Address: 1062 Manigault Dr.
 Moncks Corner, SC 29461
Mobile: (843) 860-3856
Home: (843) 761-1314

Whitney Lawrence

Email: lawrencewhitney32@gmail.com
Address: 132 Mahoney Ln.
 Moncks Corner, SC 29461
Mobile: (843) 304-0381
Home: NA

Romona Limehouse

Email: romonalimehouse@gmail.com
Address: 213 Maplewood Ridge Ct.
 Summerville, SC 29486
Mobile: (843) 412-0890
Home: NA

Virginia McClennon-Williams

Email: virgie157@yahoo.com
Address: 1208 Seaboard Rd
 St. Stephen, SC 29479
Mobile: (843) 810-3177
Home: (843) 825-4525

Valeria McKoy

Email: vhmckoy@gmail.com
Address: 1127 Huger St.
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 899-7517

TaTreka Middleton

Email: tatrekapmiddleton@gmail.com
Address: 1279 Nash Rd.
 Ridgeville, SC 29472
Mobile: (919) 273-8491
Home: (843) 486-2174

Kathie Mitchell

Email: klm.finsec@gmail.com
Address: 8130 Little Sydneys Way
 N. Charleston, SC 29406
Mobile: (843) 209-2864
Home: NA

Veronica Jenkins

Email: veronicajenkins25@gmail.com
Address: 1079 United Dr.
 Huger, SC 29450
Mobile: (843) 693-5524
Home: (843) 336-4838

Kimberly Jones

Email: uniqueness3@msn.com
Address: 558 Chaff Ln.
 Moncks Corner, SC 29461
Mobile: (228) 365-6850
Home: (843) 761-2920

Eve Lee

Email: evelighty@yahoo.com
Address: 142 Sweet Maple Dr.
 Orangeburg, SC 29118
Mobile: (803) 378-8349
Home: NA

Felita Martino

Email: fhmartino@aol.com
Address: 1006 Quenby Ln.
 Moncks Corner, SC 29461
Mobile: (843) 224-3613
Home: (843) 899-0898

Desma McCormick-Singleton

Email: desmamccormick@gmail.com
Address: 1751 River Rd.
 McClellanville, SC 29458
Mobile: (843) 475-3484
Home: NA

Jimmisha Mickens

Email: jmickparty@gmail.com
Address: PO Box 354
 St. Stephen, SC 29479
Mobile: (843) 312-6136
Home: NA

Dorothy Miller

Email: millermae1234@gmail.com
Address: 130 Mayfield Dr.
 Goose Creek, SC 29445
Mobile: (843) 469-7706
Home: NA

MaKelia Mitchell

Email: makeliam@yahoo.com
Address: 8130 Little Sydneys Way
 North Charleston, SC 29406
Mobile: (404) 583-2059
Home: NA

Audrea Moore

Email: audreadst@gmail.com
Address: 231 Monmouth Ln.
 Huger, SC 29450
Mobile: (843) 934-1896
Home: (843) 336-4161

Monique Mouzon

Email: monie538@aol.com
Address: 207 Cottonwood Ln.
 Moncks Corner, SC 29461
Mobile: (843) 509-4551
Home: NA

Jametta Myers

Email: jmyersaig@yahoo.com
Address: 526 Isabell Ln.
 Wando, SC 29492
Mobile: (843) 364-7871
Home: NA

Ramona Oliver

Email: rdixoliver@gmail.com
Address: 6921 Canyon Rim Dr.
 Fort Worth, TX 76179
Mobile: (843) 437-4598
Home: NA

M. Jeannelle Perkins-Muhammad

Email: jperkinsmuhammad@gmail.com
Address: 8187 Copperas Hill Dr.
 N. Charleston, SC 29406
Mobile: (843) 730-2617
Home: NA

Rebecca Pettigrew

Email: rpettigrew43@gmail.com
Address: PO Box 1274
 St. Stephen, SC 29479
Mobile: (843) 729-1200
Home: NA

Gheshanna Porcher

Email: gheshanna@hotmail.com
Address: 339 Winford Ct
 Moncks Corner, SC 29461
Mobile: (843) 412-3863
Home: NA

Shanara Pou

Email: nubianamazon09@gmail.com
Address: 124 Loblolly Dr
 Moncks Corner, SC 29461
Mobile: (843) 810-1905
Home: NA

Candice Moses

Email: candicem103@gmail.com
Address: 304 Chemistry Circle
 Ladson, SC 29456
Mobile: (843) 616-9945
Home: NA

Gloria Myers

Email: gloria.myers@att.net
Address: 442 Yellow House Place
 Wando, SC 29492
Mobile: (843) 224-0779
Home: (843) 884-6707

ShaLonda Nesbit

Email: alayahjones@aol.com
Address: 255 Whirlaway Dr.
 Moncks Corner, SC 29461
Mobile: (843) 870-4348
Home: NA

Maxine Patterson-Bowens

Email: maxbowens52@gmail.com
Address: P O Box 674
 St. Stephen, SC 29479
Mobile: NA
Home: (803) 567-3656

Kristin Perry

Email: kcam1414@gmail.com
Address: 802 Hitching Post Rd
 Charleston, SC 29414
Mobile: (843) 817-9128
Home: NA

Vonzetta Pierre

Email: pierrevonzetta@yahoo.com
Address: 414 Vonzetta Ct
 Wando, SC 29492
Mobile: (843) 870-6540
Home: (843) 849-3979

Marilyn Porcher

Email: mporcher91@homesc.com
Address: 1076 Pinefield Dr.
 Wando, SC 29492
Mobile: (843) 364-6561
Home: NA

Rosa Ransom

Email: rransom@homesc.com
Address: 2521 Clements Ferry Rd
 Wando, SC 29492
Mobile: (843) 729-1722
Home: NA

Jessie Ravenell

Email: jessieravenell@yahoo.com
Address: PO Box 1083
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 761-1347

Alma Reid

Email: alma.reid@yahoo.com
Address: 1131 Old Whitesville Rd.
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 899-7004

Tiffany Richardson

Email: lawandorder28@yahoo.com
Address: 129 King George Way
 Columbia, SC 29210
Mobile: (803) 446-2378
Home: NA

Ava Simmons

Email: avasimmons597@gmail.com
Address: 155 Cypress Preserve Blvd.
 Moncks Corner, SC 29461
Mobile: (757) 528-6559
Home: NA

Tanisha Simmons

Email: deltadiva_1@hotmail.com
Address: 5000 Mabeline Rd Apt. 24D
 Hanahan, SC 29410
Mobile: NA
Home: (843) 797-0087

Marie Starks

Email: mstarks@tds.net
Address: 503 Starks Croker Dr.
 St. Stephen, SC 29479
Mobile: (843) 607-9446
Home: (843) 567-2739

Tameika Tisdale

Email: tameikaguest@gmail.com
Address: 7749 Kinston St.
 North Charleston, SC 29419
Mobile: (843) 343-4355
Home: NA

Bertha Washington

Email: drbmwash@gmail.com
Address: P O Box 532
 St. Stephen, SC 29479
Mobile: (843) 697-1428
Home: NA

LeShonda Reed

Email: reedlp71@yahoo.com
Address: P O Box 1404
 St. Stephen, SC 29479
Mobile: (843) 412-4939
Home: (843) 567-7424

Tiffany Reid

Email: tiffany01@homesc.com
Address: 152 Marinella Dr.
 Goose Creek, SC 29445
Mobile: (843) 509-7223
Home: NA

Evelyn Scott

Email: scottevelyn4455@yahoo.com
Address: PO Box 1684
 St. Stephen, SC 29479
Mobile: NA
Home: (843) 567-4938

Ferndena Simmons

Email: FerndenaS@aol.com
Address: 1283 Longridge Rd
 Moncks Corner, SC 29461
Mobile: NA
Home: (843) 688-5663

Audrey Spells

Email: aspells04@yahoo.com
Address: 1025 Victoria Rd.
 Wando, SC 29492
Mobile: (843) 810-7602
Home: NA

Dannielle Thomas

Email: dannielledthomas@gmail.com
Address: 248 Whirlaway Dr.
 Moncks Corner, SC 29461
Mobile: (843) 870-1163
Home: NA

Shenita Vanish

Email: sbvanish@aol.com
Address: 1123 Calamus Pond Rd
 Summerville, SC 29486
Mobile: (301) 266-7641
Home: NA

Glynis Washington

Email: gnwashington@bellsouth.net
Address: 106 Kingsbridge Drive
 Goose Creek, SC 29445
Mobile: (843) 364-9856
Home: NA

Jaquay Washington

Email: jaquaywashington@gmail.com
Address: 1845 Snowden Rd.
Mt. Pleasant, SC 29464
Mobile: (843) 364-7042
Home: NA

Anna Williams

Email: annal.williams@yahoo.com
Address: 1687 Hwy 45
Pineville, SC 29468
Mobile: (843) 870-2945
Home: (843) 567-4528

Yvonne Wilson

Email: yvonnewilsonchs1970@gmail.com
Address: 456 Nelsonhill Place
Cross, SC 29436
Mobile: (843) 708-5390
Home: (843) 753-2272

Girley Wright

Email: girley123@verizon.net
Address: 11508 Bucknell Dr. , Apt. 4
Wheaton, MD 20902
Mobile: (240) 429-1206
Home: (301) 949-2263

Onetha Washington

Email: chuckywash9@netscape.net
Address: 2427 Hwy 35
St. Stephen, SC 29479
Mobile: (843) 356-0230
Home: (843) 291-9538

Verdelle Williams

Email: verdellewilliams@yahoo.com
Address: P O Box 1372
Moncks Corner, SC 29461
Mobile: NA
Home: (843) 899-3097

Janell Wise

Email: Chalys1982@yahoo.com
Address: 2529 Clements Ferry Rd
Wando, SC 29492
Mobile: (843) 906-0029
Home: NA

Julia Wright

Email: hjwright@homesc.com
Address: 1619 Old Hwy 6
Cross, SC 29436
Mobile: (843) 729-6231
Home: (843) 753-7388



*Delta Sigma Theta Sorority,
Inc.*

**Berkeley County Alumnae Chapter
Policies and Procedures**

Chapter #0551

P.O. Box 1166

Moncks Corner, SC, USA 29461

www.berkeleycountydeltas.com

Policies and Procedures Committee

Chair, Gloria Myers

Ethel Jefferson

Julia Wright

Hester Gadsden

Rosa Ransom

National Scholarship and Standards Approved: 8/19/2022

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1.	Forms used by the chapter, such as:	
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b.	Scholarship Application	
c.	Chapter Vouchers/Check Request Copy of Travel Expense Report	
d.	Chapter Press Release	
e.	Chapter Policies and Procedures Recommendation Form	
f.	Chapter and Committee Meeting Minutes Forms	
g.	Candidate Application for Office or Candidate Nomination Form (Must have at least one)	

INTRODUCTION

The Policies and Procedures for the Berkeley County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. (Herein referred to as the chapter) are in accordance with the National Constitution and Bylaws wherever applicable to Chapters except those identified herein. All chapters of Delta Sigma Theta Sorority, Inc. are governed by the State Statutes and Laws, Corporate Charter and Articles of Incorporation, Constitution and Bylaws, Chapter Policies and Procedures, Rules of Order Form, and Robert's Rules of Order. All matters not covered by the Constitution and Bylaws and other governing documents of the Sorority will be governed by the current edition of Robert's Rules of Order, Newly Revised.

Administrative Resources and Tools (listed alphabetically)

Brand Guide, Chapter Management Handbook, Code of Conduct, Delta Technology Guidelines (DTG), Delta Style Guide, Fiscal Officers Manual, Internal Audit Manual, Membership Intake Program Documents (e.g., Administrative Procedures for Membership Intake, Membership Intake Program, and Pyramid Study Guide), Protocol and Traditions Manual, and The Ritual.

Each chapter develops its unique Rules of Order and Policies and Procedures that officially disseminates the rules of conduct or procedures of members. These policies and procedures are specific to the Berkeley County Alumnae Chapter and they describe the manner in which our chapter operates. Chapter Policies and Procedures include areas not covered by the Constitution and Bylaws and other governing documents of the sorority. They attempt to solve problems, make wise decisions and maintain control to manage chapter affairs.

It is important to note that a **“policy”** states what must be done. A **“procedure”** describes how, when, and by whom something is to be done.”¹

1

3. Recording Secretary
 4. Corresponding Secretary
 5. Treasurer
 6. Financial Secretary
 7. Chair of the Internal Audit Committee
 8. Chair of the Nominating Committee
 9. Chaplain
 10. Sergeant-at-Arms
 11. Parliamentarian
 12. Journalist
 13. Historian
 14. Custodian of Properties
 15. Emergency Response Coordinator
 16. Chairs of the Standing Committees
- D. Is responsible for general management of chapter affairs between business meetings.
- E. Makes recommendations to the body on committee reports for action.
- F. The Chair prepares the agenda for Executive Board and Chapter meetings
- G. The committees Chairperson prepare progress reports and indicate readiness to report to Executive Board and at Chapter meetings.

Section 3: COMMITTEES

A. Standing

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

The Standing Committees of the chapter are:

- a. Executive Committee
- b. Executive Board
- c. Arts and Letters
- d. Budget and Finance
- e. Emergency Response
- f. Fundraising
 - i. Jabberwock
- g. Heritage and Archives
- h. Communication and Public Relations
- i. Internal Audit
- j. Membership Services
 - i. Internal Development (Chapter Retreat)
 - ii. Hospitality and Courtesies
- k. Nominating Committee
- l. Policies and Procedures
- m. Program Planning and Development
 - a. Economic Development
 - b. Educational Development
 - i. Delta Academy

- ii. Delta GEMS
 - c. International Awareness and Involvement
 - d. Physical and Mental Health
 - e. Risk Management
- n. Protocol and Traditions
- o. Ritual and Ceremonies
- p. Scholarship
- q. Social Action (in support of Political Awareness and Involvement)
- r. Technology

B. **Special**

1. These committees are established by the President to focus on a specific area or project as needed. Such committees would only be established when a standing or appointed committee could not execute the needed duties.
2. When the task is done, the committee's business is considered complete, and the committee is dismissed.
3. Special Committee Chairs may attend Executive Board meeting at the request of the President.
4. The Special Committees of the chapter are:
 - a. Elections
 - b. Minerva Circle
 - c. Founders Day
 - d. May Week
 - e. National Pan-Hellenic Council
 - f. Past Presidents Council
 - g. Step Team
 - h. Jabberwock

ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

A. **PRESIDENT**

1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter.
2. Officially represents the chapter.
3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after the National Convention or Regional Conference.
4. In the event the President and Vice-President are unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the Policies and Procedures.
5. Oversees Chapter Operations.
6. Oversees and adheres to the responsibilities of the President in the current Fiscal Officers Manual.
7. Leads ritualistic services and ceremonies.

8. Appoints all Chairs, Co-Chairs and committee members unless designated by election or the chapter Policies and Procedures.
9. Fills vacancies according to the "Filling Vacancies" section.
10. Ensures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines.
11. Reviews and approves all chapter communications, publications, etc.
12. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees.
13. Serves as chair of Executive Committee (EC) and Executive Board (EB).
14. Signs all contracts for the chapter.
15. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members.
16. Ensures the chapter operates under an approved budget.
17. Is one of three persons authorized to sign all Purchase Order's (PO's), reimbursement Vouchers and checks (except her own check).
18. Serves as member of the Budget and Finance Committee.
19. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee and Internal Audit Committee.
20. Serves as a member of the Minerva Circle by virtue of position.
21. Reviews the Internal Audit report prior to the Internal Audit Chair submitting in the Red Zone by the due dates.
22. Completes and signs and ensures that all Fiscal Officers have completed and signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office and she is President. Submits the forms to Grand Chapter via the Red Zone.
23. Votes only in matters of secret ballot and/or to break a tie vote.
24. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual and as directed by Grand Chapter.
25. Shall not pre-sign checks

B. VICE PRESIDENT

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President.
2. Serves as Alternate Delegate to National Convention and/or Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after National Convention or Regional Conference in conjunction with the Chapter President.
3. In the event the President and First Vice-President are unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the Policies and Procedures.
4. Serves as Chair of a standing committee Membership Services Committee
5. Assists the President in appointing program chairpersons.
6. Serves as a member of the Executive Committee and Executive Board.
7. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.
8. Serves as Leader of the Minerva Circle

C. RECORDING SECRETARY

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings.
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting.
3. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or if applicable posted in the Members Only section of the chapter website.
4. Responsible for accurate records of attendance at chapter and Executive Board meetings.
5. Records all chapter votes.
6. Obtains, maintains and secures all minutes and committee reports in a permanent media of record.
7. Ensures chapter adheres to document retention policies.
8. Serves as the custodian of all of the chapter's records.
9. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.

D. CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the Chapter.
2. Reads correspondences to membership.
3. Send meeting notices to membership.
4. Picks up the mail weekly from the chapter's post office box and makes the President aware of all incoming correspondence.
5. Advises chapter President of all correspondence received before distributing to chapter officers and committee chairs.
6. Distributes committee correspondence to appropriate Chair or designee.
7. Provides a log of National, Regional, State and Local correspondence at Executive Board meetings and to members at business meetings.
8. At the direction of the president, sends written notice at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
9. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder.
10. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.

E. FINANCIAL SECRETARY

1. Adheres to responsibilities of the Financial Secretary role in the Fiscal Officers Manual.
2. Receives, issues receipts for and keeps records of all income and related funds to the Chapter.
3. Coordinates with the Treasurer to ensure that all receipts for funds collected are deposited within two (2) business days.
4. One of three persons authorized to sign bank checks. Position does not sign her own check.
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report.
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting. This report will reflect a summarization of all income received for the period excluding interest.
7. Notifies Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of dues collection.
8. Serves as member of the Budget and Finance committee.
9. Serves as a member of the Minerva Circle.

10. Notifies the Chapter President regarding any lapse of eligibility of chapter officers, appointed/elected positions, committee chairs and committee members.
11. Transacts all business in Executive Board or, sorority meetings (including writing checks), or special business meetings at the request of the President.
12. Prepares the roster of financial chapter members.
13. Completes and signs the Acceptance of Fiduciary Responsibility Form.
14. Responsible for turning books over to the Internal Audit Committee two weeks after the fiscal year closes or at the request of the Internal Audit Chair.
15. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.

F. TREASURER

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual.
2. Monitors expenditures of the Chapter budget.
3. Is one of three persons authorized to sign all Purchase Orders (PO's), Reimbursement Vouchers and checks (except her own check).
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses.
5. Serves as keeper of chapter funds and accounts for all income and expenditures.
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and merchant and/or electronic payment system accounts.
8. Serves as Chair of the Budget and Finance Committee.
9. Disburses and processes chapter expense vouchers for reimbursement.
10. Works closely with the Financial Secretary to ensure all financial records are accurate.
11. Deposits all funds within two (2) business days of receipt by the Financial Secretary.
12. Notifies individuals and the Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check.
13. Ensures the bookkeeping policies are followed as outlined in the current Fiscal Officers Manual.
14. Transacts all financial business in Executive Board or sorority meetings (including writing checks), or special business meetings at the request of the President.
15. Checks relevant budgets prior to issuing checks.
16. Ensures voucher process is used for disbursement of funds.
17. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment.
18. Responsible for turning books over to the Internal Audit Committee two weeks after the fiscal year closes or at the request of the Internal Audit Chair.
19. Ensures all fiscal officers are bonded.
20. Completes and signs the Acceptance of Fiduciary Responsibility Form.
21. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter.

Section 2: Duties and Responsibilities of Appointed Positions

A. Parliamentarian

1. Advises, upon request of the Chapter President, other officers, committees and members on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Policies and Procedures and current edition Robert's Rules of Order Newly Revised.
2. Serves as member of the Policies & Procedure committee.

B. Chaplain

1. Sets the spiritual tone of the meeting when so requested.
2. Serves in this capacity at other gatherings at the request of the President.
3. Fulfills the role outlined in the Ritual for chapter meetings and ceremonies.
4. Participates in Omega Omega services.
5. Must keep accurate records of deceased members of the chapters for reports to the Grand Chapter.

C. Emergency Response Coordinator

1. The Emergency Response Coordinator chairs the Emergency Response Committee.
2. Maintains sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates.
3. Develop, document, and execute a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations.
4. Adhere to the guidelines and instructions in the Emergency Response Toolkit.

D. Sergeant-At-Arms

1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies.
2. Assists the President in keeping order at all times.
3. Supervises admittance of all persons to chapter meetings.
4. Guards against intrusion.
5. Ensures the chapter, members and visitors adhere to the guidelines of the current Protocol and Traditions Manual upon entry to meetings and ceremonies.
6. Notifies the Recording Secretary the determination of a quorum.
7. Serves as Chair of Protocol and Traditions

E. Historian

1. Maintains an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary.
2. Submits a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year.
3. Maintains a list of chapter awards, certificates, etc.
4. Ensures that pictures are taken at all chapter activities, National Conventions, and Regional Conferences.
5. Displays the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year.
6. Serves as Chair of Heritage and Archives.

F. Journalist

1. Collects and disseminates timely information to the general public regarding the Chapter's community service and related activities that may be of interest to the public.
2. Advises the Executive Board on matters pertaining to strengthening public relations in the community.

3. Serves as chair of the Communications and Public Relations Committee.
4. Serves as a member of Heritage and Archives.

G. Custodian of Properties

1. Properly stores and maintains in fine condition all ritual and chapter properties for use during chapter meetings and other sorority functions.
2. Maintains a written inventory of all chapter properties and submit an annual report to the President, with a copy to the Recording Secretary.
3. Ensures that properties are available for meetings and other sorority functions as required.
4. Responsible for managing the chapter's storage facility.

H. Internal Audit Committee Members

1. The committee consists of **4** members appointed by the President.
2. The committee audits the chapter's records in accordance with the procedures listed in the Internal Audit Manual.

I. Risk Management Coordinator

1. Works with the President and Committees to conduct Risk Management training for chapter members and volunteers when appropriate.
2. Identifies, obtains background checks and selects volunteers to work with participants of chapter youth programs when needed.
3. Monitors youth program activities to ensure planning is based on the four forms of Risk Management; reputation, emotional/psychological, financial and physical.
4. Ensures youth program activities consistently demonstrate the best interest of participating youth and Delta.
5. Ensures the chapter adheres to policies established in the Risk Management Manual.

J. Committee Chairs:

1. Works with the committee to carry out the programs of the Sorority's Five Point Programmatic Thrust
2. Facilitates and coordinates tasks to get the committee's work accomplished.
3. Submits a budget no later than March to the Budget and Finance Committee.
4. Prepares written committee reports to the EB for the committee to be placed on the agenda for chapter meeting.
5. Approves only budgeted committee expenses.
6. Signs all committed POs/Reimbursement Vouchers before forwarding to the President for signature, prior to any fund disbursement.
7. Ensures the President signs all contracts and letters to external parties.
8. Advises the Treasurer of all vendor's payment requirements and timetables.
9. Ensures general liability insurance is secured for all programs or events attended by individuals that are not members of the chapter.
10. Submits all signed vouchers with receipts at Executive Board, Chapter meetings or special called meetings designated by the President.
11. Reconciles budget expenses before signing a committee member's PO/Reimbursement Voucher.
12. All committee meetings are open to the Chapter for attendance except for Nominating, Minerva Circle and Elections.

13. The Chair of each committee completes and submits to the Chapter President a written Evaluation Form at the end of the sororal year.

Section 3: Duties and Responsibilities of Elected Positions

A. Nominating Committee Chair and Members

1. The committee will consist of one (1) Chairperson and **4** members of the chapter.
2. Members of the Nominating Committee will be elected by a majority vote of the members present and voting at the time of chapter elections in April.
3. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, Delta of the Year, and other special chapter Awards/Recognitions to create a slate of candidates.
4. The Chair and the members of the Nominating Committee serve only one (1) term and cannot be a candidate for any elective office while serving on the Nominating Committee.
5. Members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

B. Internal Audit Committee Chair

1. The Chair is elected during the chapter election of officers.
2. Audits the chapter's records on a quarterly and annual basis in accordance with the procedures listed in the Internal Audit Manual.
3. Establishes a schedule for the year as to when the audit will be completed and when records will be collected.
4. The chairperson collects the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee.
5. The financial records should be returned to the fiscal officers as soon as possible, but before the next scheduled Executive Board meeting.
6. A draft of the audit report should be discussed with the fiscal officers before the Audit report is finalized.
7. The chairperson makes a report to the chapter of the summary audit findings and recommendations for improvements, if any.
8. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone in accordance with the Internal Audit Manual schedule.
9. The chairperson provides the Detailed Audit report to the Recording Secretary and make it available for review at the Executive Board and Chapter meetings.
10. If the services of a CPA are required, the chair will coordinate with the treasurer to provide the books to the CPA for the external Review or Audit.
11. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by the required deadlines outlined in the Internal Audit manual.
12. The chairperson reviews the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.
13. Performs other duties as noted in the Internal Audit Manual and as directed by Grand Chapter.
14. Shall verify receipts and expenditures.
15. Shall verify savings and checkbook balance.

C. **Minerva Circle**

1. The duties and responsibilities of the Minerva Circle are detailed in the Membership Intake Program.
2. Members are eligible to serve on this committee, according to the criteria established in the Administrative Procedures for Membership Intake.

Section 4: Term of Office

A. **Limits of Office**

1. Elected Chapter officers, elected chairs and positions are elected every two (2) years.
2. Nominating Committee Chair and Nominating Committee members can only serve one (1) term.
3. Chapter officers cannot serve more than two (2) consecutive terms in the same office.
4. One term equals two (2) years.
5. No member may hold more than one (1) elected office at a time, with the exception of being elected to the Minerva Circle.

B. **Assumption of office**

1. Elected Chapter officers assume office on July 1 after being elected by a majority vote of the chapter.
2. Installation is not required to assume office. It is the election rather than the installation that confirms the member has been elected to the office.

C. **Appointments**

1. Appointed positions will serve terms per the authority of the President.
2. All Chairs, Co-Chairs and committee members unless designated by election or the chapter P&P are appointed by the chapter president.
3. Chapters may determine the methodology used to solicit members interest in serving on a committee. (i.e. Sign Up Sheet, Committee Application, Volunteers etc.)

D. **Resignations**

1. If any elected officer resigns, relinquishes or ends her duties before end of term the officer must deliver a written resignation to the chapter president to be shared with the membership via e-mail and/or letter to chapter PO Box.
2. It is requested that all resignations or intent to resign be notified to the chapter president as soon as the resigning officer is made aware that a resignation is pending / forthcoming.
3. A transition meeting must occur with either the chapter president or her designee no later than one week after resignation. All areas of the transition of officers as outlined in the Chapter Management Handbook and chapter P&P must be fulfilled.

Section 5: Impeachment

A. **Impeachment Process**

1. The formal process used to charge, conduct hearings and remove elected chapter offices from office for misconduct while in office.
2. The impeachment process must be carried out in accordance with the Chapter Management Handbook.
3. Appointed committee chairs, appointed positions and members are removed by the Chapter President, not by impeachment.

4. Any elected officer or elected position who has been impeached is ineligible for election to any other chapter office.

Section 6: Filling Vacancies

A. Chapter Officers

1. When a vacancy occurs in the office of President, the second highest ranking officer (e.g. Vice President) will become President to complete the unexpired term.

B. Other Positions

1. When vacancies occur in other elected officers or elected positions, they must be appointed by the President within no more than thirty (30) days.
2. The President can only appoint chapter members to elected offices or positions when the office or position is vacant due to a member not being elected during the chapter elections or due to an unexpected vacancy.
3. Only chapter members who meet eligibility requirements as defined in the chapter P&P for the office or position can be appointed to fill vacancies.
4. In the event the chapter President cannot fill the vacant office or position due to chapter member(s) not meeting eligibility requirements, or when no member is willing to serve, she will contact the Regional Director and request special dispensation to make an appointment.
5. In the event the chapter needs to hold a special election to fill a vacancy the Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
6. The incoming president appoints any vacancies during an election year.

C. Minerva Circle

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.
2. In the event The Leader of the Minerva Circle position becomes vacant the president will replace the LMC with a current trained member of the Minerva Circle.

D. Full term served

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

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: STANDING COMMITTEES

Committees consist of chapter members that are elected or appointed to consider, investigate, perform a task or oversee a project/program on behalf of the chapter.

A. Executive Committee

1. The Executive Committee is composed of the following officers: President, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer.
2. The Chair of the Committee is the Chapter President.
3. The President prepares the agenda for the Executive Committee.
4. Meets at the call of the President or at the request of a majority of Executive Committee members.
5. Represents and responds on behalf of the Chapter in emergencies when it is not feasible to present at either Executive Board or Chapter meetings.

B. Executive Board

1. The Executive Board is composed of all elected officers, elected positions, appointed positions, chairpersons of standing committees of the chapter-
2. Is responsible for general management of chapter affairs between business meetings.
3. Makes recommendations to the body on committee reports for action.

C. Arts and Letters

1. The Arts and Letters Committee promotes and supports cultural arts in the community and develops programs in accordance with the Grand Chapter's directions.

D. Budget and Finance

1. The Chair of the Committee may be the Treasurer and it is composed of about five (5) members, including the President, Financial Secretary, Program Planning and Development Chair, Fundraising Chair. (Note: If the Chapter Treasurer is not the chair of the Budget and Finance Committee she must be elected. Please refer to Fiscal Officers Manual for the election guidelines of the Budget and Finance Committee Chair).
2. Any member of the current Internal Audit Committee cannot be a member of this committee.
3. Collect, review and, if necessary, revise all budgets submitted by chapter officers and committee chairpersons by March 31st
4. Presents the annual operating budget for the ensuing fiscal year (prepared by the committee) to the chapter for approval by May of each sorority year.
5. Recommend general financial policies of the chapter.
6. Study and develop financial plans to strengthen the financial base of the chapter.
7. Ensure at the beginning of each year, funds in the treasury are redistributed in accordance with the new budget.
8. Consider the financial needs of the chapter and recommend an increase of dues.
9. Distribute final copies of the approved budget for the upcoming year by the June business meeting.
10. Review budget quarterly.
11. Will meet within two (2) weeks of receiving the Internal Audit report, with a minimum of four (4) meetings during each fiscal year.
12. If an impromptu budget reallocation is necessary due to an additional request for funds or notification of unused allocated money, a meeting will be scheduled to reallocate funds.
13. Ensure the following schedule is maintained:

MONTH	ACTION
March	Budget requests due to the Budget and Finance Committee from Chairpersons
April	Committee Meet to make Budget Recommendation
May	Operating budget for the ensuring year is presented at Executive Board and Chapter meetings for approval

June – August	Written Monthly Treasurer’s report and Financial Secretary report will be presented at Executive Board and Chapter meetings
September	First budget reallocation, if needed: Chairpersons will complete beginning year committee financial evaluation prior to Budget and Finance Committee meeting. Treasurer prepares a report to present to chapter
January	Second budget reallocation, if needed: Chairpersons will complete mid-year committee financial reports prior to January Budget meeting. The Budget and Finance committee will re-evaluate budget year to date and revise if necessary. Treasurer prepares mid-year report
June-July	Treasurer prepares year-end report. Books completed and turned over to Internal Audit Committee
July-August	Submit required reports to Grand Chapter for compliance and turn over to Internal Audit Committee

E. Emergency Response

1. The Emergency Response Committee maintains sufficient levels of preparedness to respond to major natural disasters at the local level as well as per national mandates.
2. Develop, document, and execute a strategic plan that anticipates emergency situations in which members of the chapter might find themselves and proactively prepares sorors to survive such situations.
3. Adhere to the guidelines and instructions in the Emergency Response Toolkit.

F. Communications and Public Relations

1. The Chair of the Committee is the chapter Journalist.
2. The Communications Committee maintains the chapter email distribution list and, will compile and update the chapter directory annually and, notify financial members with information regarding Omega Omega and other pertinent information when activated by the Chapter President.
3. Prepares press releases, distributes to the print and electronic media. (Star, Globe, and Call).
4. Prepares a newsletter periodically that will inform Chapter members of relevant activities and accomplishments of committees and members.
5. Obtains the services of a photographer and arranges for pictures to be taken of Chapter events.
6. Coordinates with Committee Chairs regarding newsworthy activities of their committees.
7. Sends pertinent Chapter news to Regional and Grand Chapter publications.
8. In partnership with Technology Committee manages and monitors the chapter’s social media pages and accounts.

G. Fundraising

1. The Fundraising Committee plans, organizes and coordinates appropriate events to raise funds for chapter programs and projects.
2. The Chair of Fundraising may be a member of the Budget and Finance committee.
3. Present the proposed fundraising activities to the chapter for final approval at the **May** chapter meeting to include the projected fundraising goal for each activity, a complete event budget with potential profit/loss statement, and the total projection for the fiscal year in the recommendation of activities.
4. Jointly implement all fundraising activities involving other committees. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.

5. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter.
6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.
7. After any fundraiser, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report is presented to the chapter.
8. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.

a. Jabberwock

- i. The Jabberwock is a youth development and scholarship program sponsored by Berkeley County Alumnae Chapter of Delta Sigma Theta Sorority.
- ii. The Jabberwock consists of a group of activities designed to enhance the academic, social, cultural and civic awareness of selected high school seniors from the greater Berkeley County Alumnae area.

b. Chapter Specific Fundraiser

- i. Annual Oyster Roast

H. Heritage and Archives

1. The Heritage and Archives Committee may prepare materials for exhibition at conferences and other activities and keep a scrapbook up to date, with documentary evidence of the activities of the Chapter.
2. The Chair of the Committee is the Historian.
3. Responsible for managing the chapter's storage facility.
4. The Journalist serves as a member of the committee.

I. Internal Audit

1. The Internal Audit Committee consists of a Chair, elected by majority vote of the members present and voting, and three (3) members appointed by the President to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee but should have some knowledge of the chapter fiscal operations and general accounting procedures (i.e., past financial officers and members with an accounting or financial background).
2. Immediate past fiscal officers may serve as either chair or member as long as they avoid reviewing transactions which they may have been party to.
3. The committee reviews the chapter's financial records quarterly.
4. The committee verifies the existence of and chapter adherence to the internal controls.
5. Adhere to all of the internal controls as outlined in the Internal Audit Manual.
6. The committee will document and recommend improvements to the internal controls to address any weaknesses.
7. The audit committee completes Form IAR-1 audit worksheets as part of the quarterly review process.
- 8.
9. The Summary Audit report is to be read at the Executive Board meeting before it is read at the Chapter meeting as outlined in the Internal Audit Manual.

10. The Detailed Audit report is to be given to the Recording Secretary and made available for review at the Executive Board and Chapter meetings.
11. The chairperson of the audit committee will submit the quarterly Internal Audit Report on-line in the Red Zone as outlined in the Internal Audit Manual.
12. The chairperson secures the books for the committee's audit of the 4th quarter transactions by the schedule outlined in the Internal Audit Manual.
13. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.
14. The treasurer obtains all documents and reports from the CPA by dates outlined in the Internal Audit Manual.
15. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by the dates outlined in the Internal Audit Manual.
16. The chairperson reviews the CPAs report with the president and financial officers, then the Executive Board and finally the chapter.

J. Membership Services

1. The Chair of the Membership Services Committee is responsible for coordinating bonding and sisterhood activities to maintain chapter morale.
2. The committee coordinates reclamation programs.
3. The Committee is responsible for the hospitality and courtesies extended to members included in the chapter P&P and others at the approval of the chapter.
4. Works with the Financial Secretary to keep a record of non-financial sorors for the purpose of reclamation.
5. Coordinates all membership activities as mandated by the National Membership Services Committee.
6. Coordinates with the Financial Secretary the membership of new sorors entering the Chapter.
7. Records and acknowledges 25 and 50 years membership in Delta Sigma Theta.
8. Manages collegiate transition activities.

a. Internal Development (Chapter Retreat)

b. Hospitality and Courtesies

- i.* The subcommittee is responsible for extending courtesies, such as condolences, recognition to chapter members, to honor visiting Sorors fulfilling a speaking engagement, etc.
- ii.* The committee is also responsible for playing a key role in setting a hospitable environment, which welcomes a sisterly spirit to our members, sorors and guests at chapter meetings, Delta sponsored events, as appropriate and other activities as deemed by the President and/or Chairperson.
- iii.* The Hospitality and Courtesies Committee will work closely with the Information and Communications Committees to provide appropriate courtesies in a timely manner.
- iv.* The courtesies referenced in the guidelines with the exception of the Omega Omega Ceremony are extended only to Chapter members.
- v.* Each member and Soror will be responsible for contacting the President in case of an illness or death in her family. Such notification is also applicable during events of recognition and honor. Members are encouraged to send cards, visit or telephone sorors for personal courtesies.

- vi. An immediate family member is defined for the purpose of this policy as a spouse, son/daughter, parent, brother/sister, stepchild, step siblings, stepparent, parent-in-law, son/daughter-in-law, brother/sister-in-law, or grandparent/child.
- vii. The designated amount for DEATH - of an immediate family member the Chapter will send \$100.00 to the Soror with a card.
- viii. The designated amount for a Soror who is ill and hospitalized is \$100.00.
- ix. The designated amount for a Soror who is ill and home is \$0.00 with a card.
- x. The designated amount for BIRTH - once a Soror gives birth is \$100.00
- xi. The designated amount for MARRIAGE - for Weddings is \$100.00
- xii. The designated amount for RELOCATION to another city is \$100.00
- xiii. The designated amount for RETIREMENT from employment is \$100.00
- xiv. The designated amount for DEGREE when soror receives a masters or doctorate is \$100.00
- xv. The designated amount for NATURAL DISASTER / BURNOUTS – when soror’s home is destroyed by fire or natural disaster is \$500.00
- xvi. The committee shall also plan, prepare, and serve repast for the regular monthly meetings and any other functions requiring such preparations.

K. Nominating

- 1. The committee will consist of one (1) Chairperson and four (4) members of the chapter.
- 2. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates.

L. Policies and Procedures

- 1. The Policies and Procedures Committee is responsible for drafting and submitting to the Chapter any amendments or changes that the Chapter or Grand Chapter deem necessary.
- 2. The Chair and members review annually the Chapter Policies & Procedures.
- 3. The Chair and members review, update, and submit the Chapter Rules of Order annually on or before June 30.
- 4. The Committee immediately reviews current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
- 5. The committee establishes a timeline for receiving, reviewing, and submitting proposed Policies and Procedures amendments in accordance with Amendments for Policies and Procedures section of this P&P.

M. Program Planning and Development

- 1. Provide leadership, focus and coordination for implementation of the Chapter’s public service and internal development programs.
- 2. Serves as a member of the Budget and Finance Committee.
- 3. Maintain a repository of knowledge about the Sorority’s national program thrusts and initiatives.
- 4. Develop a plan with committee chairpersons, programs and projects to be implemented.
- 5. Review feasibility and coordinate implementation of national initiatives.
- 6. Conduct a chapter-wide evaluation survey of performance of all programs and activities and make recommendations to the Executive Board and to the Chapter.

a. Economic Development

- i. The committee will address issues concerning financial planning, money management, consumer education, investments and employment opportunities.
- ii. The committee will provide programs to assist chapter members and the community to start the journey to financial independence and economic empowerment.

b. Educational Development

- i. The committee implements national and local programs that promote academic excellence and provide financial support to students within the Chapter's service area.
- ii. Dr. Betty Shabazz Delta Academy: The program enriches and enhances the education of young females between the ages of 11 and 14. Delta Academy supplements their studies in math, science and technology. It encourages them to dream, and also to prepare for full participation as leaders in the 21st century.
- iii. Delta G.E.M.S. (Growing and Empowering Myself Successfully): From the dreams formulated in Delta Academy, this program works with young women aged 14 to 18 to provide the frame-work to actualize those dream through the performance of tasks to develop goals leading to college and career.

c. International Awareness and Involvement

- i. Through international awareness and involvement projects, members of the chapter and the community will broaden their knowledge and understanding of nations other than their own, increase interest in international affairs, and aid in developing a greater appreciation for people of different backgrounds and cultures.
- ii. The chapter supports the continuation and expansion of the international awareness and involvement agenda.
- iii. It is the duty of the committee to recommend the chapter's fiscal support for the IAI Sustainability Plan.

d. Physical and Mental Health

- i. The Physical and Mental Health committee develops and coordinates health and wellness.
- ii. This committee provides information and programs on physical health and mental well-being for the membership and the community.

e. Risk Management

- i. The Chair of the Committee is the Risk Management Coordinator.
- ii. Ensure chapter administers all youth programs and initiatives consistently and in a manner that minimizes harm or injury to youth as well as mitigates the probability of the Sorority incurring liability.
- iii. Follow all national and regional guidance regarding compliance, reporting, and chapter accountability.

N. Protocol and Traditions

1. It is the duty of the Protocol and Traditions Committee to support the chapter with the implementation of rules, customs, structure and standards that codify the behaviors and arrangements which ensure the perpetuation of reverence and decorum in all Sorority ceremonies
2. The Chair of the Committee is the Sergeant-At-Arms

O. Ritual and Ceremonies

1. It is the duty of the Ritual and Ceremonies Committee to support the chapter with the implementation of any chapter ceremonies (Chapter Meeting, Omega Omega, Rededication, etc.).
2. Review the Sorority's ceremonies and ritual activities to ensure the chapter conducts the ceremonies in accordance with the current Ritual.
3. The Chair of the Committee is the Custodian of Properties.

P. Scholarship

1. This committee is responsible for administering the scholarship program to maximize benefit to deserving students who aspire for a higher education.
2. Develop/recommend the scholarship criteria and the distribution of scholarship funds. (Note: If the chapter has specific scholarship criteria, requirements and selection procedures please detail in Appendix section).
3. Administer the scholarship program of the chapter by reviewing applications and making recommendations concerning the distribution of funds.

Q. Social Action

1. The Social Action Committee implements the chapter's Political Awareness and Involvement Thrust in the community and develops programs in accordance with the Grand Chapter's directions.
2. Increases the knowledge of current national, state and local issues so that every Delta is informed.
3. Encourages active participation as individuals in political activity; work to enact national and local legislation of particular interest to African Americans and women.
4. Promoting social activism, targeted advocacy, and ongoing education specific to current and evolving local, state, national and international issues are some of the focuses of the committee.

R. Technology

1. The committee is responsible for addressing the communication needs of the chapter and implementing best practices to meet media and technology needs.
2. Creates, edits and maintains the chapter's website and social media platforms (i.e. Facebook, Twitter, etc.).
3. Implements technological solutions that aid in the efficiency and effectiveness of the chapter.
4. Monitors recommendations and requirements from the National Technology Committee, as presented in the Delta Technology Guidelines, while working with the chapter's leadership for implementation.
5. Provides chapter members with passwords to access documents via the chapter's "Restricted Area" for the "Members Only" portal.
6. Audit the security of the website through the use of sophisticated anti-virus protection, firewalls, and application-based updates.

Section 2: Special Committees

These are committees that have a specific purpose, usually with a time limit in which to complete their assignment. When the task is done, the committee business is completed and dismissed.

A. Elections Committee

1. The Chair and members of the committee are appointed by the President after the Call for Nominations has been issued.

2. The Chair and committee conducts and oversees the election process of the chapter.
3. The Election Chair receives the slate from the Nominating Chair.
4. The Election Chair and committee prepare the slate in the form of a sample paper ballot or electronic ballot for chapter at the meeting prior to the election.
5. 60 days prior to the slate being presented to the Chapter, Elections Committee meets to:
 - a. Establish/review rules for elections.
 - b. Determine the balloting method (paper, machines, electronic device).
 - c. Set location.
 - d. Set time to begin and end balloting.
6. 30 days prior to Election Day the committee presents this same information to the Executive Board, and then to the Chapter for approval and prints the ballot.
7. Sets up location for balloting.
8. Oversees the signing in of those eligible to vote, and monitors the voting process.
9. Ensures the balloting starts and ends at the designated time.
10. Advises the Presiding Officer of the end of balloting.
11. Announce the election result.
12. The committee receives nominations for Delta of the Year and secures the award.

B. **Minerva Circle**

1. **Leader**

The duties and responsibilities of the Leader of the Minerva Circle are detailed in the Membership Intake Program.

2. **Minerva Circle Members**

- a. The duties and responsibilities of the members of the Minerva Circle are detailed in the Membership Intake Program.
- b. Members are eligible to serve on this committee according to the criteria established in the Administrative Procedures for Membership Intake.
- c. At the conclusion of membership Intake, the Minerva Circle is dissolved.

C. **Founders Day Committee**

1. Plan and coordinate the program to honor the Founders of the Sorority between the months of
2. January and March of each year.
3. Celebrations and other related activities (e.g. Responsible for coordinating The Rededication Ceremony) will be in keeping with the occasion.
4. Acknowledges Charter Members during Founders Day Program.

D. **May Week**

1. Plan, develop and implement a program stressing higher education and academic accomplishment during the month of May each year.
2. Works in partnership with other chapter committees to execute and plan the May Week events.

E. **Past Presidents Council**

1. A chapter may include a past presidents' council as a special committee.
2. This council is composed of past chapter presidents and the council serves strictly and only at the request of the current president, who will appoint the chair of the council.

3. The council will convene at the request of the current president when there is a need for their collective wisdom on a specific issue.
4. Report meeting results to the current president if she is unable to attend the committee meeting.
5. Act only as a resource bank and/or provide historical context to assist the current president.

F. National Pan-Hellenic

1. Represents chapter at monthly meetings.
2. Acts as chapter liaison to share Delta activities with other representatives and to present to the chapter information of the other organizations represented.
3. Chair will serve as the officer to the Pan-Hellenic organization when the chapter is up for rotation for a position.
4. Delta's voting and non-voting representation on NPHC is determined by the local NPHC chapter bylaws.
5. Local DST chapter must verify the NPHC chapter is in good financial standing with the National NPHC body.

ARTICLE V: MEETINGS

Section 1: Executive Committee Meetings

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

Section 2: Executive Board Meetings

- A. Will be held on the 2nd Monday for the months of September through May.
- B. Meetings will start promptly at 7:30 pm.
- C. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.

Section 3: Chapter Business Meetings

- A. Will be held on the fourth Saturday for the months of September through May.
- B. Meetings begin promptly at 9:30 am.
- C. The Corresponding Secretary will notify members by written, electronic or verbal notice of the time and place of monthly meetings.

Section 4: Committee Meetings

- A. Will be called and scheduled by the committee chairperson.

Section 5: Call Meetings

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

Section 6: Notifications

- A. Corresponding Secretary and/or Recording Secretary will notify chapter members of chapter business meetings and other notifications as deemed by the President.

- B. Executive Board members are required to notify the President (or designee) of absences from Executive Board and chapter business meetings 24 hours before the meetings.

Section 7: Chapter Meeting Business Attire

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

Section 8: Electronic Meetings and Communications

- A. The Executive Board, Executive Committee, and chapter committees are 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.
- B. All communication may be sent electronically in accordance with the Delta Technology Guidelines.

ARTICLE VI: QUORUM

Section 1: Definition

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

Section 2: Executive Board Meetings

- A. A quorum consists of 25% of Executive Board members. Percentage must be greater than or equal to 25%.

Section 3: Chapter Business Meeting

- A. A quorum consists of 25% of chapter members. Percentage must be greater than or equal to 25%. (A quorum is not required to begin the ceremonial opening, but no business can be conducted without a quorum).

Section 4: Committee Meeting

- A. A quorum consists of 25% of committee members. Percentage must be greater than or equal to 25%.

ARTICLE VII: RECORD RETENTION AND DESTRUCTION POLICY

Section 1: National Document Retention Policy

- A. The Chapter will adhere to the guidelines of the Sorority's Record Retention and Destruction Policy per the Chapter Management Handbook, with acknowledgement that no records are to be destroyed when the Sorority is in litigation.
- B. Records which are not designated as permanent should be destroyed based on the method appropriate for the record medium.
- C. Records should always be stored in a secure location in cabinets, containers or other airtight storage spaces that will preserve the quality of the records. Records containing confidential information, such as member records, financial data, and credit card information for example should be kept under lock and key or in a restricted area with limited access.

- D. Paper records should be scanned and converted to electronic records, whenever possible. Electronic records require less storage space and are readily accessible. Electronic records should be backed up to external drives (unless otherwise specified) to ensure a minimal loss of data in the event of hard drive failure, theft or other loss of the original data.
- E. The retention timeframe will depend on the record type. Records designated as permanent should not be destroyed.

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

- A. The Berkeley County Alumnae Chapter fiscal officers will follow the directives as defined in the current version of the Fiscal Officers Manual.

Section 2: Local Dues

- A. **Local Chapter Dues** – Members will be responsible for local dues according to the established fee voted upon by the chapter members.
 - 1. Local chapter dues will be \$150.00 per sorority year (July 1st to June 30th)
 - 2. Local and National dues are due and payable from January 1st – March 31st
 - 3. Golden/Diamond Life members:
 - a) Pay local chapter dues and current per capita fee
 - b) Not pay annual Grand Chapter dues
 - c) Not pay late and/or reinstatement fee

Section 3: Collegiate Sorors

- A. With appropriate documentation, local chapter dues will be waived for Sorors their first immediate year after graduating from a college or university. The Soror will be considered a member of the chapter once National dues are received and receipted at National Headquarters.
 - 1. Example 1: Soror Jane graduates from University of Service in December 2014. Soror Jane's dues with Berkeley County Alumnae Chapter will be waived until March 2016. Her National dues must still be paid to National Headquarters.
 - 2. Example 2: Soror Kate graduates from University of Berkeley County Alumnae in March 2014. Soror Kate's local dues with Berkeley County Alumnae Chapter will be waived until March 2015. Her National dues must still be paid to National Headquarters.

Section 4: Unconsumed Dues

- A. New initiates or other chapter members who graduate or transfer after paying dues can have the unconsumed portion of their dues transferred to their new chapter.
- B. Chapters are required to transfer unconsumed dues to a Soror's new chapter when requested by the Soror in writing.

Section 5: Transfer of Dues

- A. In order to transfer dues, the member requesting the transfer must complete the member information and former chapter section of the Dues Transfer Form.

- B. The chapter will follow steps detailed in the transfer of dues / unconsumed dues section outlined in the Fiscal Officers Manual.
- C. In the event a collegiate member who graduated in December immediately joins Berkeley County Alumnae, her dues are waived for the remainder of the business year.
 - 1. She can request that her unconsumed dues from the collegiate chapter be transferred to the Berkeley County Alumnae. Those funds must be kept separate from the chapter's operating funds. If the Alumnae Chapter waives local dues for a collegiate graduate for the current sorority year, unconsumed dues may NOT be requested.
 - 2. A line item is added on the financial report as a liability and the chapter cannot use those funds until they are transferred out or the time has expired in six (6) months.
 - 3. Then the funds can be used in the operating budget or for the new sorority year when the Soror will be required to pay chapter dues.
- D. Graduating Sorors have 6 months from their time of graduation to request a transfer of dues. After six (6) months, the chapter can transfer the funds to their operating account.
- E. When a Soror transfers dues to Berkeley County Alumnae, upon acceptance of the unconsumed dues, the Chapter Financial Secretary contacts national Information Systems at Delta Headquarters to have the Soror's information added to the online roster for Berkeley County Alumnae and advise the Treasurer.

Section 6: Travel Policy

A. Travel Policy for National Convention and Regional Conference Delegates

The travel policy for the voting and alternate delegate is:

- 1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. The delegate will be paid mileage and gas in accordance with the per diem rates set forth the fiscal year, effective October 1 by the Federal Government.
 - ii. When two or more persons traveling share transportation in a personal vehicle, only the driver may claim reimbursement for mileage.
 - iii. The Per Diem rate will be paid for mileage and gas to each delegate if she chooses to drive her personal car.
 - b. Rental Car
 - i. Rentals are limited to compact/standard/intermediate vehicle classes unless there is a business need that requires a larger class of vehicles.
 - ii. Rentals are limited to compact/standard/intermediate vehicle classes unless there is a business need that requires a larger class of vehicles.
 - iii. Claim for reimbursement beyond the compact/standard/intermediate classes must be explained on the expense report.
 - iv. Vehicle rental reimbursement is limited to the amount directly related to Sorority business, including rental insurance.
 - v. If the vehicle is rented on a weekly rate because the total cost is less than if rented at the daily rate for the number of business days, the weekly rate will be reimbursed.
 - c. Air Travel / Bus Travel / Rail Travel
 - i. Air travel is limited to coach and will be reimbursed in its entirety.
 - ii. Bus and Rail will be reimbursed at cost.

- d. Parking / Ground Transportation
 - i. Airport parking will be reimbursed for the number of days required to take care of sorority business for each delegate.
 - ii. If parking fee is required during Delta Business the incurred fees will be reimbursed
- 2. Lodging
 - a. Single Occupancy
 - a. When a delegate is required and an alternate is recommended and/or required the chapter will pay for a separate room for both the alternate and delegate.
 - b. The room will be booked through the Delta block and based on availability when applicable.
 - c. Regardless of occupancy available (i.e. single or double) the chapter will pay for the entire cost of the separate rooms for each, the delegate and alternate.
 - b. Double Occupancy
 - a. When a delegate is required and an alternate is recommended and/or required the chapter will pay for a separate room for both the alternate and delegate.
 - b. The room will be booked through the Delta block and based on availability when applicable.
 - c. Regardless of occupancy available (i.e. single or double) the chapter will pay for the entire cost of the separate rooms for each, the delegate and alternate.
- 3. Registration fees
 - a. The Chapter will pay the total cost of the Registration Fee for the Delegate and Alternate Delegate.
- 4. Subscription events
 - a. The Chapter will pay for subscriptions expenses for the voting and alternate delegate.
- 5. Meals
 - a. The Chapter will pay for meals daily for both the Delegate and Alternate in accordance with the per diem rates.
- 6. Per Diem
 - a. The chapter will pay Per Diem rates for the voting and alternate delegate in accordance with the rates set forth by the Government for each state traveled to for Sorority business for the fiscal year, effective October 1 by the Federal Government. www.taxuni.com/per-diem-rate

B. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives

The travel policy for chapter representative(s) to state meetings:

- 1. Transportation
 - a. Personal Vehicle Mileage / Gas

- i. The representative will be paid mileage and gas in accordance with the per diem rates set forth the fiscal year, effective October 1 by the Federal Government.
 - ii. When two or more persons traveling share transportation in a personal vehicle, only the driver may claim reimbursement for mileage.
 - iii. The Per Diem rate will be paid for mileage and gas to each delegate if she chooses to drive her personal car.
 - b. Rental Car
 - i. Rentals are limited to compact/standard/intermediate vehicle classes unless there is a business need that requires a larger class of vehicles.
 - ii. Rentals are limited to compact/standard/intermediate vehicle classes unless there is a business need that requires a larger class of vehicles.
 - iii. Claim for reimbursement beyond the compact/standard/intermediate classes must be explained on the expense report.
 - iv. Vehicles rental reimbursement is limited to the amount directly related to Sorority business, including rental insurance.
 - v. If the vehicle is rented on a weekly rate because the total cost is less than if rented at the daily rate for the number of business days, the weekly rate will be reimbursed.
 - c. Air Travel / Bus Travel / Rail Travel
 - i. Air travel is limited to coach and will be reimbursed in its entirety.
 - ii. Bus and Rail will be reimbursed at cost.
 - d. Parking / Ground Transportation
 - i. Airport parking will be reimbursed for the number of days required to take care of sorority business for each delegate.
 - ii. If parking fee is required during Delta Business the incurred fees will be reimbursed
- 2. Lodging
 - a. Single Occupancy
 - i. When chapter representation is requested the chapter representative(s) will be determined as outlined in the Chapter Representation section of the Policies and Procedures.
 - ii. If funds are available and reflected in an approved and/or revised budget the chapter will pay for a separate room for up to two representatives when applicable.
 - iii. The room will be booked through the Delta block and based on availability if possible.
 - iv. Regardless of occupancy (i.e. single or double) the chapter will pay the entire cost for the separate room(s) for each representative(s) sent.
 - b. Double Occupancy
 - i. When chapter representation is requested the chapter representative(s) will be determined as outlined in the Chapter Representation section of the Policies and Procedures.
 - ii. If funds are available and reflected in an approved and/or revised budget the chapter will pay for a separate room for up to two representatives when applicable.

- iii. The room will be booked through the Delta block and based on availability if possible.
 - iv. Regardless of occupancy (i.e. single or double) the chapter will pay the entire cost for the separate room(s) for each representative(s) sent.
- 3. Registration fees
 - a. The Chapter will pay the total cost of the Registration Fee for representative(s).
- 4. Subscription events
 - a. The Chapter will pay for subscriptions expenses for representative(s).
- 5. Meals
 - a. The Chapter will pay for meals daily for representative(s) in accordance with the per diem rates.
- 6. Per Diem
 - a. The chapter will pay Per Diem rates for the representative(s) in accordance with the rates set forth by the Government for each state traveled to for Sorority business for the fiscal year, effective October 1 by the Federal Government.
www.taxuni.com/per-diem-rate

C. Travel Policy for DDNC, DDUN and other National/Regional Meetings Representatives

The travel policy for chapter representative(s) at other national / regional meetings is:

- 1. Transportation
 - a. Personal Vehicle Mileage / Gas
 - i. The representative will be paid mileage and gas in accordance with the per diem rates set forth the fiscal year, effective October 1 by the Federal Government.
 - ii. When two or more persons traveling share transportation in a personal vehicle, only the driver may claim reimbursement for mileage.
 - iii. The Per Diem rate will be paid for mileage and gas to each delegate if she chooses to drive her personal car.
 - b. Rental Car
 - i. Rentals are limited to compact/standard/intermediate vehicle classes unless there is a business need that requires a larger class of vehicles.
 - ii. Rentals are limited to compact/standard/intermediate vehicle classes unless there is a business need that requires a larger class of vehicles.
 - iii. Claim for reimbursement beyond the compact/standard/intermediate classes must be explained on the expense report.
 - iv. Vehicle rental reimbursement is limited to the amount directly related to Sorority business, including rental insurance.
 - v. If the vehicle is rented on a weekly rate because the total cost is less than if rented at the daily rate for the number of business days, the weekly rate will be reimbursed.
 - c. Air Travel / Bus Travel / Rail Travel
 - i. Air travel is limited to coach and will be reimbursed in its entirety.
 - ii. Bus and Rail will be reimbursed at cost.
 - d. Parking / Ground Transportation
 - i. Airport parking will be reimbursed for the number of days required to take care of sorority business for each delegate.

- ii. If parking fee is required during Delta Business the incurred fees will be reimbursed
- 2. Lodging
 - a. Single Occupancy
 - v. When chapter representation is requested the chapter representative(s) will be determined as outlined in the Chapter Representation section of the Policies and Procedures.
 - vi. If funds are available and reflected in an approved and/or revised budget the chapter will pay for a separate room for up to two representatives when applicable.
 - vii. The room will be booked through the Delta block and based on availability if possible.
 - viii. Regardless of occupancy (i.e. single or double) the chapter will pay the entire cost for the separate room(s) for each representative(s) sent.
 - b. Double Occupancy
 - i. When chapter representation is requested the chapter representative(s) will be determined as outlined in the Chapter Representation section of the Policies and Procedures.
 - ii. If funds are available and reflected in an approved and/or revised budget the chapter will pay for a separate room for up to two representatives when applicable.
 - iii. The room will be booked through the Delta block and based on availability if possible.
 - iv. Regardless of occupancy (i.e. single or double) the chapter will pay the entire cost for the separate room(s) for each representative(s) sent.
- 3. Registration fees
 - a. The Chapter will pay the total cost of the Registration Fee for representative(s).
- 4. Subscription events
 - a. The Chapter will pay for subscriptions expenses for representative(s).
- 5. Meals
 - a. The Chapter will pay for meals daily for representative(s) in accordance with the per diem rates.
- 6. Per Diem
 - a. The chapter will pay Per Diem rates for the representative(s) in accordance with the rates set forth by the Government for each state traveled to for Sorority business for the fiscal year, effective October 1 by the Federal Government.
www.taxuni.com/per-diem-rate

D. Advancements and Reimbursements

- 1. Upon request, the chapter will advance/reimburse the approved chapter representatives for approved meetings for any of the applicable expenses registration, travel, per diem etc. in accordance with the chapter travel policy.
- 2. Any funds unconsumed must be returned to the chapter within 30 days of event close.

Section 7: Purchase Order/Reimbursement Expense Voucher

- A. Refer to the current issue of the Fiscal Officer's Manual for guidelines and chapter requirements.
- B. All expenditures must be requested by a voucher with an attached original receipt.

- C. A separate voucher is necessary for each check requested.
- D. Receipts should not include personal items.
- E. All committee and subcommittee vouchers must be signed by the committee chair and The President.
- F. The requester must complete the voucher with the date, name and address of payee as well as reason for the request. Checks should not be payable to cash and blank checks should never be signed.
- G. The transacting of all financial business (collecting funds and writing checks) will occur during chapter or E-Board meetings or any time or place designated by the President and fiscal officers.
- H. **NOTE:** Expenses are reimbursed if:
 - a. The Activity is in support of a Chapter program,
 - b. It's included in an approved budget or approved by the Chapter, and it is approved by the committee chair and president.
 - c. All receipts for reimbursement must be submitted within 30 days of expenditure. Receipts not submitted within the 30 day time frame will not be honored.
 - d. Two signatures are required on all checks. Checks are signed by the chapter president and treasurer unless the payee is the chapter president or treasurer, or the financial secretary.

Section 8: Method of Payment

- A. Payment of dues may be in cash, personal checks, money orders or cashier's checks. **Ten (10)** days prior to the due date, all payments will be remitted in certified funds in the form of cashier's check or money order. When chapters are remitting dues and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone.
- B. Merchant accounts and/or electronic payment systems may be used as an alternate payment method for committee activity and dues.
 - 1. The Chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related merchant and/or electronic payment system accounts.
 - 2. In accordance with the vendor's guidelines, the fees to use merchant accounts and/or electronic payment systems may be passed on to individuals who use these methods.
 - 3. The Chapters may obtain merchant accounts or secure online payment systems such as PayPal to accept credit and debit card charges for payments that include, but are not limited to, fundraisers, dues and other collections.
 - 4. The Chapters may also use online event services such as Eventbrite and Constant Contact to accept charges for fundraisers and events. When setting up a merchant account:
 - 5. The use of merchant accounts must be approved by chapter vote and detailed guidelines for the use and management of merchant accounts must be included in the chapter Policies and Procedures.
 - 6. During the chapter's annual transition meeting, or when the responsible party can no longer fulfill her duties, the merchant account information and passwords will be passed on to the next responsible party.
 - 7. The new responsible party will work with the appropriate persons to change the password(s) in coordination with the chapter president.

Section 9: Unconsumed Funds: Year End Reconciliation

- A. Upon reconciliation of chapter finances, elected officers and appointed committee chairpersons may request additional funds.
- B. Purchases not previously allocated will be presented for consideration through existing fiscal practices detailed in Chapter's Policies and Procedures. The policy of the Berkeley County Alumnae chapter is:

1. If the additional funds requested were previously approved by the chapter or Executive Committee the officers or committee chair will provide proper documentation(s) and receipt(s) and the funds will be accepted as part of the chapter expenses for the fiscal year.
 2. If the additional funds were not previously approved the officer or committee chair must present in writing a detail explanation of what the funds were used for and also provide document(s) and receipt(s) showing that it was utilized for Delta's business. The document(s) and receipt(s) will be presented to the chapter for approval and accepted by the chapter.
 3. If the officer or committee chair cannot provide proper documentations and receipts the officer or committee chair will reimburse the chapter the amount of funds spent
- C. In the event of an emergency and the chapter is not in session, the Executive Committee will review and approve allocations to be approved by the chapter at the next chapter meeting.

Section 10: Insufficient Funds or Returned Checks Policy:

- A. The chapter will use the United States Postal Service, electronic mail, and other methods to contact the chapter member/patron involved to obtain funds for the returned check.
- B. Contact will be made as often as necessary to receive remittance for return checks.
- C. A member will reimburse the chapter the insufficient funds fee charged by the bank to the chapter with certified funds including the original check amount.
- D. A member with two (2) occurrences of insufficient funds within a sorority year will remit all future fees or payments in certified funds for the rest of the year.

Section 11: Fundraising

- A. Any committee which plans an event intended to be a fundraiser must submit budget projections specific to that event, which must be approved by the chapter.
- B. The Financial Secretary must collect money on behalf of the fundraising committee.
- C. After any major activity, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report is presented to the chapter.

Section 12. Budgeting

A. Timing and Process

1. Budgets must be submitted by Officers and Committee Chairpersons no later than March 31st.
2. When no budget is submitted, the Budget and Finance Committee will use its discretion in allocating a budget for that Committee/Officer.

B. Chapter Approval

1. The budget must be presented to and approved by the chapter no later than May of each year.
2. No Committee can exceed its budget without written approval from the Executive Board. If time does not permit or in the case of an emergency approval from the Executive Committee must be obtained.

Section 13: Additional Fiscal Policies and Procedures

The chapter must adhere to the guidelines as specified in the current version of the Fiscal Officers Manual regarding but not limited to the following areas:

- A. Step Show Policy
- B. Bonding

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

Section 1: Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions

- A. Each Soror seeking an elected office or position in the Berkeley County Alumnae Chapter must meet the eligibility criteria as defined in the chapter Policies & Procedures.
- B. A candidate for chapter office or position must be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.
- C. If elected, the officer, chair, or committee member must maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30th of the current sorority year.
- D. Eligibility requirements must be listed here. Must have attended at least one of the past three (3) National Conventions and one of the past three (3) Regional Conferences, or combination thereof prior to her nomination.
- E. Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the “Call for Nominations” is issued. They are ineligible to be slated or run from the floor.
- F. If a member of the Nominating Committee desires to serve on the chapter’s Minerva Circle as an officer or in an elected position, she must recuse prior to the Call for Nominations.

Section 2: Nominations of Chapter Officers and Elected Positions

- A. The Nominating Committee initiates the “Call for Nominations”.
- B. The committee will develop the slate of candidates for chapter officers and elected positions utilizing the criteria set forth in the chapters Policies and Procedures.
- C. The Nominating Committee confirms the candidate’s eligibility with chapter Financial Secretary, Treasurer and Chapter President.
- D. If a member is slated for and gets elected to two offices or positions, she must select which office/position she will accept immediately after getting elected to both.
- E. The office/position she does not accept will be treated as a vacancy and the chapter will follow the procedures for “Filling Vacancies”.
- F. The call for nominations must include the following elected officers
 1. Chapter President
 2. Vice President
 3. Recording Secretary
 4. Corresponding Secretary
 5. Financial Secretary
 6. Treasurer
- G. The call for nominations must include the following elected positions
 1. Chair, Nominating Committee
 2. Nominating Committee Members; no more than eight (8) members
 3. Chair, Internal Audit Committee

Section 3: Timeline for Nominations of Chapter Officers and Elected Positions

- A. The timeline for nominating and elections is as follows:
 1. **November**
 - a. Meet to establish rules and timelines.

2. December

- a. Present information on positions, with detailed roles & responsibilities, and application and scoring rubric to the Executive Board.

3. January

- a. Present the same information to Chapter for vote; distribute Call for Nominations; and accept applications.

4. February

- a. Review applications; and seek applicants for unfilled positions.

5. March

- a. Present Slate to the Executive Board for information only.

6. April

- a. Present Slate to Chapter, open floor for nominations.
- b. All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections.
- c. Campaigning Begins.

Section 4: Campaigning

- A. Although campaigning is not mandatory, candidates have the option to campaign if desired.
- B. Campaign guidelines must be in the policies and procedures to give the candidate an opportunity to share her platform for the office.
- C. All campaign guidelines not covered in this section of the chapter Policies and Procedures must receive the vote of the chapter prior to implementation for each election.
- D. The Nominating Committee organizes, oversees, implements, and monitors all campaign activities.
- E. Slated candidates may officially begin campaigning immediately after the chapter meeting in which the slate is announced/presented.
- F. Slated candidates must end all campaign activities **30 minutes** prior to the launch of the election ballot.
- G. Campaigning is restricted to within the sorority.
- H. If a candidate is recognized, all slated candidates **MUST** be recognized at chapter events, meetings, and functions.
- I. Candidate forums are allowed and coordinated under the direction of the Nominating Committee.
- J. With the written approval of the nominating committee candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members.
- K. Chapter leadership contact email addresses on chapter, regional or national websites, that are available to the public, may be used by candidates for the purpose of sending campaign material.
- L. With approval of the nominating committee candidates **may** use member directories of the chapter to campaign.
- M. Email addresses must not be connected to the candidate's business/work or official role in the Sorority.
- N. Candidates must adhere to and abide by the Delta Technology Guidelines.
- O. Candidates are not required to seek permission for photographs used in their campaign, either in print or electronic form (e.g., email, video, website, etc.).
- P. Candidates, who use pictures of others, **MUST** include the following disclaimer on all campaign materials (websites, emails, videos, flyers, postcards, ads, etc.) whether or not the candidate has or has not received permission to use an individual's photograph:

Disclaimer: The use of a photograph on my campaign literature does not imply an endorsement. Images are intended only to demonstrate actual events that occurred and interactions between individuals photographed.

- Q. All campaign material (websites, email, campaign literature, videos, etc.) **MUST** contain a disclaimer: Disclaimer example: © 2021 Jane Violet Jones. Content should not be copied without permission or shared on social media.

Section 5: Procedure for Reporting Allegations of Violations

- A. Any chapter member may report an alleged campaign violation.
- B. The decision to disqualify or not to disqualify an applicant or candidate rests with the Chapter Nominating Committee.
- C. The candidate may report the decision to the Regional Director, Regional Representative and Member of National Scholarship & Standards for review to uphold or not to uphold the decision of the chapter Nominating Committee to disqualify an applicant or candidate.
- D. An alleged violation is reported in writing to the Chair of the Nominating Committee.
- E. Any alleged violation that occurs must be reported within 48 hours of discovery.
- F. The Chair of the Nominating Committee must reply in writing to the reporter acknowledging receipt of the allegation within 48 hours.
- G. Based upon an initial investigation conducted by the Chair and Members of the Nominating Committee, the Chair of the Nominating Committee will notify the applicant/candidate of the allegation.
- H. The applicant/candidate may submit a written statement and supporting documentation to the Chair of the Nominating Committee within 72 hours of notification of alleged violation.
- I. The Chair of the Nominating Committee will notify the applicant/candidate of her disqualification or reinstatement as an applicant/candidate.
- J. If the applicant/candidate is disqualified, then her campaign is ended.
- K. The Regional Director, Regional Representative and Scholarship & Standards member will either uphold the disqualification or overturn the Nominating Committee's recommendation to disqualify the applicant/candidate.
- L. The Regional Director, Regional Representative, and Scholarship & Standards member will inform the candidate with a copy to the Chair of the Nominating Committee.

Section 6: Nominations of Chapter Minerva Circle

- A. If the chapter votes to proceed with the Membership Intake Process, the chapter elects the members of the Minerva Circle in accordance with the current Administrative Procedures for Membership Intake.

Section 7: Elections

A. Election day procedures and timeline

- 1. Election of Officers and Elected Positions takes place at the April Chapter Meeting.
- 2. Chapter voting begins at a designated time on the chapter meeting agenda.
- 3. The Chair and Members of the elections committee issues the ballot to those members eligible to vote.
- 4. Only one ballot will be given to the eligible member during the time designated on the meeting agenda.

B. Voting guidelines

1. The chapter vote must be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
2. Only the Elections Chair and committee can distribute, collect, and tally ballots.
3. Winners are determined by majority vote.
4. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (Example: $19 \times \frac{1}{2} = 9 \frac{1}{2}$. 10 votes needed for a majority).

C. Re-balloting

1. If re-balloting is necessary, it must take place immediately during the same chapter meeting in which the election has occurred. A quorum must be present in order to re- ballot.

Section 8: General Voting Guidelines

- A. Refer to the current version of the Chapter Management Handbook for additional voting guidelines.
- B. The election of officers and elected positions must be by majority vote of the members present and voting during the April meeting.
- C. Voting on all issues not requiring a secret ballot will be by the raising of the “vote card” or electronic voting devices. (Note: Chapter may only use electronic voting if the electronic voting procedures have been approved by the chapter and included in the chapter Policies and Procedures.
- D. The Sgt-At-Arms does not assist with the counting of votes. Vote counting is the responsibility of the Recording Secretary and her assistants. The chapter should add assistant secretaries and not assistants Sgt-At-Arms if support is needed with vote counting. Additionally, the chapter may utilize electronic methods to tally votes.
- E. It is the duty of the Elections Committee to conduct all balloting for Membership Intake and the Election of Officers. The Sgt-At-Arms may assist with the admittance of people into the chapter meeting but may not assist with the validation of eligible voters or any part of the election process.

Section 9: Electronic Voting

- A. If the chapter is using a voting machine or electronic device, the Election Committee should confirm the printing of the ballot, to make certain that the names and positions are spelled and placed correctly.
- B. If the chapter requires the use of a ballot machine or electronic voting during its election process, the process for use needs to be included in the Policies and Procedures.
 1. Only those chapter members present for the meeting during which the election is held receive a ballot;
 2. Each member is only allowed to cast one ballot per election or run-off;
 3. The confidentiality of each member’s vote is maintained; and
 4. The selected solution complies with the electronic voting specifications outlined in the Administrative Procedures for Membership Intake.

Section 10: Election Reporting

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

- E. Destruction of Ballots
 - a. After completion of an election or balloting on a motion, the elections committee places the ballots and tally sheets in the custody of the recording secretary, who keeps them under seal until the close of business of the next regularly scheduled chapter meeting.
 - b. Any challenges to the election results must be presented in writing to the chapter president, elections committee chair and regional director before the close of business at the next regularly scheduled chapter meeting.

If an election challenge is presented the ballots may not be destroyed until written permission is received by the Regional Director.

Section 11: Special Elections

- A. The Minerva Circle is elected at a special election prior to Membership Intake of the chapter using guidelines in the Administrative Procedures for Membership Intake
- B. The Regional Director must be consulted and provide approval for all special elections for elected officers and elected positions.
- C. *Special elections cannot supersede the filling vacancies policy of the chapter.*

ARTICLE X: INSTALLATION OF OFFICERS

Section 1: Guidelines for Installation of officers

- A. The ritualistic installation ceremony will be conducted during the final chapter meeting of the Sorority year.
- B. All outgoing officers, positions, and committee chairs will pass over the tools of their office to the incoming officer assuming those duties, with completion of transition of officers by July 1st.

ARTICLE XI: TRANSITION OF OFFICERS

Section 1: Procedures for conducting transition

- A. **Timing**
 - 1. The period between elections and assumption of duties for new officers is the start of the transition period.
 - 2. The outgoing officer has sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters.
 - 3. The incoming officer is a participant in all chapter related administrative activities.
- B. **Coordination**
 - 1. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee in the Chapter Management Handbook.

ARTICLE XII: MEMBERSHIP INTAKE

Section 1. Membership Intake Process

- A. The Membership Intake Process is defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

Section 2: Minerva Circle

A. Handling Minerva Circle Members with Relatives as Applicant

1. The handling of applicants with relatives on the Minerva Circle is defined in the current versions of the Administrative Procedures for Membership Intake (APMI) and the Membership Intake Program (MIP).

B. Filling Vacancies

1. In the event a position becomes vacant on the Minerva Circle, the President will appoint a replacement within 24 hours. If there are no other trained chapter members to replace the vacancy, then a current member on the Minerva Circle will assume more than one role on the committee.
2. In the event The Leader of the Minerva Circle position becomes vacant the president will replace the LMC with a current trained member of the Minerva Circle.

C. Frequency

1. The chapter votes **in the month of September / alternating** to proceed or not proceed with membership Intake.
2. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake.
3. If a chapter decides at a later point and time to rescind its vote to conduct membership intake, the motion to rescind must pass by a two-thirds (2/3) vote of those members present and voting on the motion.

ARTICLE XIII: CHAPTER REPRESENTATION

Section 1: National Convention and Regional Conference Delegates

- A. The Chapter President will serve as the voting delegate for the National Convention and Regional Conference.
- B. The Vice President will serve as the alternate delegate for the National Convention and Regional Conference.
- C. During the year of elections, the incoming President is the National Convention and Regional Conference Voting Delegate; the incoming Vice President serves as the Alternate Delegate to the National Convention and Regional Conference.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.

Section 2: Delta State Meetings, Delta Days at State, and other State Meetings Representatives

- A. Delta Days at State - The President and Social Action Chair will serve as representatives of the chapter.
- B. State Cluster: The Chapter President will serve as representative for state cluster meetings.
- C. Other State and Local Meetings: The Chapter President will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the Region or State.
- D. Chapter representatives will be reimbursed in accordance with the chapter travel policy.

Section 3: DDNC, DDUN and other National/Regional Meetings Representatives

- A. Delta Days in the Nation's Capital - The President and Social Action Chair will serve as representatives of the chapter.
- B. DDUN – Social Action Chair, Chapter President, or International Awareness Chair will serve as representative of the chapter.
- C. Other National Meetings: The Chapter President will serve as representative for any other Delta related meeting unless otherwise specified in the meeting invitation from the National or Regional Meeting.

Section 4: Order of Succession

- A. If the President is unable to attend a National Convention or Regional Conference the replacement will be determined by order of succession: Vice President, Recording Secretary, Treasurer, Corresponding Secretary then Financial Secretary.
- B. If the President is unable to attend meetings as the chapter representative, she follows the order of succession for events in which the chapter funds cover the expenses.
- C. After exhausting order of succession, she may appoint the chapter representative from the membership.

ARTICLE XIV: MEMBERSHIP VERIFICATION PROCEDURES

- A. The chapter will adhere to the Chapter Management handbook when conducting on-site verifications of membership.

ARTICLE XV: INTERNET AND EMAIL POLICIES

- A. The chapter will adhere to the Chapter Management handbook, Delta Technology Guidelines and the Delta Style Guide for Internet Policies and Procedures.

ARTICLE XVI: AMENDMENTS FOR RULES OF ORDER AND POLICIES AND PROCEDURES

Section 1. Procedures and Timing for Policies and Procedures Changes

- A. The Policies and Procedure Committee will monitor and review the chapter's Policies and Procedures throughout the year to identify necessary updates or revisions to be recommended to chapter members.
- B. The Committee immediately reviews the current Rules of Order and Policies and Procedures after each National Convention to ensure the chapter is not in conflict with recent developments.
- C. When proposed recommendations are received from chapter members, the P&P Committee members will analyze them and determine if the proposals will effectively improve chapter functioning.
- D. The Policies and Procedures may be amended by a two-thirds (2/3) vote of members present and voting assembled at a regular meeting.
- E. Members must receive **10 day** written notification to vote on amendments to the chapter P&P.
- F. The proposed amendments must be presented to the Executive Board prior to being voted on by the chapter at a regularly scheduled chapter meeting.
- G. The timeline for chapter P&P updates and approval is as follows:
 - 1. **July – August**

- a. Policies and Procedures Chair appointed by President.
 - b. Chapter members volunteer for/appointed to Policies and Procedures Committee.
- 2. September – November**
- a. Policies and Procedures Committee convenes to review current Rules of Order Form, Policies and Procedures, Chapter Minutes, and any policy changes from Grand Chapter.
 - b. Policies and Procedures Committee educates chapter members on Policies and Procedures and Rules of Order content and timeline.
 - c. Policies and Procedures Committee invites chapter members to submit proposed changes and indicates timeline.
- 3. November – January**
- a. Policies and Procedures Committee meets to review and prepare all proposed amendments.
- 4. February**
- a. Policies and Procedures Committee reviews and discusses proposed amendments at the Executive Board meeting.
- 5. March**
- a. Policies and Procedures Committee reviews and discusses proposed amendments at chapter meeting.
- 6. April – May**
- a. Policies and Procedures Committee follows the process for review and Chapter approval as described in the Policies and Procedures.
 - b. Chapter is given written prior notice for review, and then approved by a two-thirds (2/3) vote at the chapter meeting.
- 7. June**
- a. President and/or Policies and Procedures Committee submits the Rules of Order Form annually by June 30th
 - b. President and/or Policies and Procedures Committee submits Policies and Procedures, if changed, by June 30th

Section 2. Effective Date

- A. The Rules of Order and Policies and Procedures are submitted to the Regional Member of the National Scholarship and Standards Committee (S&S) and become effective upon receipt of approval from S&S.
- B. The chapter members must receive the updated documentation within sixty (60) days of the S&S approval.

ATTACHMENTS: (ALL FORMS USED BY THE CHAPTER must be given to chapter members)

1. Forms used by the chapter, such as:
 - i. Chapter Rules of Order Form
 - ii. Scholarship Application
 - iii. Chapter Vouchers/Check Request Copy of Travel Expense Report
 - iv. Chapter Press Release
 - v. Chapter Policies and Procedures Recommendation Form
 - vi. Chapter and Committee Meeting Minutes Forms
 - vii. Candidate Application for Office or Candidate Nomination Form (Must have at least one)

DELTA SIGMA THETA SORORITY, INC.
 A Service Organization Since 1913
 1707 New Hampshire Avenue, N.W.
 Washington, DC 20009



CHAPTER RULES OF ORDER FORM - 2023 - 2023

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

Policies & Procedures Confirmation

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

YES

NO

Chapter Name	Berkeley County Alumnae			Chapter #	0551
Chapter President	Kathie Washington Mitchell			Charter Date	May 22, 1976
Chapter Email	berkeleycountydst@yahoo.com				
President's Email	klm.finsec@gmail.com		Phone #	843-209-2864	
P&P Chair	Felita Martino				
P&P Chair's Email	fhmartino@aol.com		Phone #	843-224-3613	
# of Financial Members	86		Region	South Atlantic	
Chapter Service Area(s)	Berkeley County, Moncks Corner, St. Stephen, Pineville, Wando, Huger, Hanahan, Cross and Goose Creek				
Mailing Address	Post Office Box 1166				
City	Moncks Corner		State	SC	Zip Code 29461
Chapter Meeting	Day	Saturday	Time	9:30am	Frequency monthly
Executive Board Meeting	Day	Monday	Time	7:30pm	Frequency monthly
Percentage of the financial membership that constitutes a quorum (Min 25%)	25%		Amount of Local Chapter Dues for Sorority Year	\$150.00	
Month of Chapter Elections	April		Month of Installation Ceremony	May	

Elected Officers (Select all that apply):

Every chapter **MUST** have the following Elected Officers (depending on chapter size): **President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, Assistant Treasurer, Assistant Recording Secretary, Assistant Corresponding Secretary**

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

Appointed positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms

Chaplain, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator, Sergeant-at-Arms.

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

Must be consistent with Policies & Procedures: Chair, Nominating Committee, Nominating Committee Members, Minerva Circle, Internal Audit Committee Chair, Finance Committee Chair (if not Treasurer)

Chair, Nominating Committee, Nominating Committee Members, Minerva Circle, Internal Audit Committee Chair.

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

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

Emergency Response, Internal Audit, Nominating, Historian, Journalist, Custodian of Properties, Information & Communications, Fundraising, Heritage & Archives, Membership Services, Policies & Procedures, Program Planning and Development, Ritual and Ceremonies, Scholarship, Social Action, Technology, Founders Day, May Week, Pan-Hellenic, Step Team, Past Presidents Council

Special Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have an Elections Committee and Minerva Circle

Elections Committee and Minerva Circle

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

The chapter Policies and Procedures MUST designate the selection process of the Regional Conference and National Convention voting and alternate delegates and the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital, and State Delta Days.

Voting Delegate	President
Alternate Delegate	Vice-President
Delta Days in the Nation's Capital Representative	President and Social Action Chair
State Delta Days Representative	President and Social Action Chair
Cluster Meeting Representative	President
State Meeting Representative	President

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

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

Chapter Confirmation

DO NOT provide Signature and Date when submitting to Scholarship & Standards Committee. Please provide Signature and Date only AFTER the document has been approved by S&S and BEFORE chapter distribution.

President's Signature	<i>Kathie Washington Mitchell</i>	Date	<i>09/27/2022</i>
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Berkeley County Alumnae Chapter DELTA SIGMA THETA SORORITY, INC.

For Immediate Release:
November 18, 2022

Media Contacts:

Dorothy Miller
bcacdst.prtech@gmail.com

Kids Matter During Delta Sigma Theta Founders Day Celebration *Berkeley Alumnae Chapter Uses New Founders Day Gala to Celebrate Years of Service*

Moncks Corner, SC — The Berkeley Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated focuses on helping teens and hosts its first ever Founders Day Gala to celebrate the Sorority’s history. Themed “Reclaiming Our Time: Faith, Family & Community,” this year’s celebration follows the chapter’s second annual Advocacy Training, incorporates assembling care packages for teens, and presents a weekend of activities February 8 – 10 featuring an appearance by Delta’s National First Vice President, and live entertainment by local favorite band *Cigarette Break*.

“This is our way of not only celebrating our Founders, but our faith, family, and community through the events and service projects we’ve planned,” says Mary Smith, President of the Berkeley Alumnae Chapter of Delta Sigma Theta Sorority. “Our organization was actually founded on January 13, 1913, so our Advocacy Training kicks things off on January 12 and we culminate our celebration a month later with our new Founders Day Gala.”

Back by popular demand, Advocacy Training 2019 takes place on **Saturday, January 12 from 8:30 a.m. – 12:30 p.m. at The New Center, 1234 Main Street in Moncks Corner**. Training participants will learn to become more socially active and politically aware so they can promote better outcomes in their communities, effectively participate in discussions with elected officials, and increase their understanding of what advocacy is, and how it works. This event is FREE and open to the public.

Berkeley Alumnae Chapter’s new Founders Day Gala replaces its traditional Founders Day Luncheon. It takes place **Saturday, February 9th at the Hilton Berkeley 1234 99th Avenue in Moncks Corner**. The after-five affair begins with a social hour from 6:00 – 7:00 p.m., followed by dinner and a program featuring Hickmon, awards presentations, and dancing from 7:00 p.m. – midnight. Tickets, which include all weekend activities, are \$85 for general admission. Discounts are available for students and senior Deltas. Purchase tickets by visiting www.berkeleycountydeltas.com.

Finally, members will assemble “Fostering Hope” packages for teenagers placed in the foster care system. *Kids Matter, Inc.*, whose mission is to help abused and neglected children heal and thrive, will be the beneficiary of the chapter’s service. Chapter members will be attending Holy Cross Church on Sunday, February 10 to wrap up Founders Day weekend.

Delta Sigma Theta Sorority, Inc. was founded in 1913 on the campus of Howard University to promote academic excellence; to provide scholarships; to provide support to the underserved; educate and stimulate participation in the establishment of positive public policy; and to highlight issues and provide solutions for problems in their communities. Today Delta Sigma Theta Sorority has over 300,000 initiated members and more than 1000 chapters worldwide, including seven in Wisconsin. The Sorority uses its Five-Point Programmatic Thrust of economic development, educational development, international awareness and involvement, physical and mental health, and political awareness and involvement to create its national and local programs.

Kathie Mitchell
President

Devora Brown
Vice President

Shenita Vanish
Treasurer

ShaLonda Nesbit
Financial
Secretary

Marie Starks
Recording
Secretary

Gheshanna Porcher
Corresponding
Secretary



P.O. Box 1166, Moncks Corner, SC 29461

www.berkeleycountydeltas.com

PROPOSED AMENDMENTS TO THE BERKELEY COUNTY ALUMNAE) POLICIES & PROCEDURES

Submit the completed form to fhmartino@aol.com

Current Page			Section			Number/Letter		
<p>The document must be typed written.</p>								
<p>Current Policy & Procedure Language (include the current text of the section or number exactly as it currently appears):</p>								
<p><u>Final Amendment:</u></p>								
<p>Rationale (clearly explain the reasons for the proposed amendment and include any supporting data):</p>								
CHAPTER VOTE			# of votes in favor:			# of votes opposed:		
<p>Any additional Note or Explanation:</p>								

Berkeley Alumnae Chapter of Delta Sigma Theta Sorority, Inc.
Chapter and Committee Meeting Minutes Form

Reporting Committee:

Committee Chair/Co-Chair:

Committee Members Present:

Please limit your report presentation to no more than 3 minutes

Agenda Items:
<p>Report details</p> <ul style="list-style-type: none">• Committee Discussion • Committee Decision <p>Recommendations and next steps</p>

Is a formal motion needed? Yes NO

Formal Motion to the Chapter (state the motion below, only when presenting a formal motion for the Chapter consideration at the upcoming Chapter Meeting)

Prepared By _____ Date: _____



Berkeley County Alumnae Chapter DELTA SIGMA THETA SORORITY, INC.

Election Nomination Form for Chapter Officers

Please submit only persons who have consented to run for office

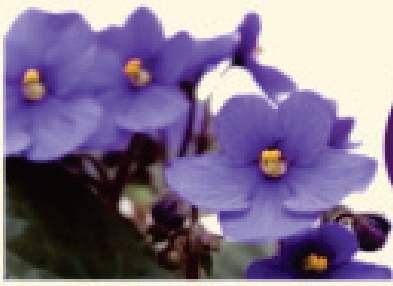
I, _____
Name *Phone Number*

Hereby nominate the following person(s) for the indicated office(s) of the Berkeley County Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

- President _____
- Vice President _____
- Recording Secretary _____
- Corresponding Secretary _____
- Treasurer _____
- Assistant Treasurer _____
- Financial Secretary _____
- Assistant Financial Secretary _____
- Internal Audit Chair _____
- Nominating Committee Chair _____
- Nominating Committee Member (3) _____
- _____
- _____
- _____

THE NOMINATION FORM SHOULD BE E-MAILED TO:
Deborah Anne Johnson, BCAC Nominating Committee Chair
At deborah53@homesc.com

Deadline: _____



Omega Omega

This workbook is dedicated to the memory of...

Martha Dundy Bradley

December 28, 1953 - March 14, 2020

Diamond Life Member



Farena Jessica Bradley

February 28, 1980 - December 24, 2021

Chapter Vice President July 2020–December 2021

Almena L. Myers

Feb 20, 1932 - Apr 24, 2021

Charter Member



In Our Hearts

We thought of you today. But that is nothing new. We thought about you yesterday. And days before that too. We think of you in silence. We often speak your name. Now all we have are memories. And your picture in a frame. Your memory is our keepsake. With which we'll never part. God has you in his keeping. We have you in our heart. - Unknown



Berkeley County

ALUMNAE CHAPTER

CHARTERED 1976



DELTA SIGMA THETA
SORORITY, INC.

Email: berkeleycountydst@yahoo.com

P.O. Box 1166
Moncks Corner, SC 29461

www.berkeleycountydeltas.com



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[berkeleycountydst](https://www.facebook.com/berkeleycountydst)