

PRINCE WILLIAM COUNTY ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INCORPORATED

CHAPTER POLICIES AND PROCEDURES

November 1, 2009

ARTICLE I CHAPTER NAME

This chapter shall be named Prince William County Alumnae Chapter.

ARTICLE II MEETING

1. The regular chapter meeting shall be held on the second Saturday of each month from September through June, unless changed due to semi-annual state cluster meetings or other special dates/events.
2. The regular chapter meeting shall be held in Prince William County, Manassas City or Manassas Park area. Meeting places depend upon space and availability.
3. The customary length of the meetings is two hours unless changed due to special circumstances.
4. A Social Hour shall follow the regular chapter meeting.
5. Call meetings, changes in meeting dates and locations, and cancellations of meeting shall be determined by the Chapter President and/or Executive Committee.
6. The attendance of thirty percent (30%) of the members shall constitute a quorum at regular and called chapter meetings.
7. A quorum of thirty percent (30%) must be established for Executive Board meetings.

ARTICLE III OFFICERS AND THEIR DUTIES

1. The elected officers of the chapter shall be the President, First Vice-President, Second Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, and Financial Secretary and shall rank in the order listed. The appointed officers shall be the Sergeant-At-Arms, Chaplain, Assistant Chaplain, Assistant Financial Secretary, Keeper of Properties, Historian, Parliamentarian, and Assistant Treasurer.
2. All officers shall be financial to be nominated for, elected to, or hold office.
3. It shall be the duty of the **President** to preside over all executive committees, executive board and regular or called chapter meetings; to serve as a voting delegate, to appoint all standing and special committees and committee chairpersons, to have an understanding of parliamentary procedures: to approve all chapter disbursements from the chapter treasury and countersign all checks for the Treasurer; to be responsible for submitting Regional and National reports, to sign all contractual documents, and approve all programs, and other written information, and to personally represent the chapter at public forums and the media, and perform all other duties as provided by the Chapter Policies and Procedures, Constitution and Bylaws, Chapter Management Handbook and Robert's Rules of Order.
4. It shall be the duty of the **First Vice-President** to preside in the absence, incapacitation, or at the request of the President and perform all duties of that office, and to serve as Chairperson of the

Membership Services Committee. The First Vice-President shall become the President and assume the responsibilities thereof, if the Office of President is vacated prior to the expiration of her term, and to perform other duties of her office as assigned by the President.

5. It shall be the duty of the **Second Vice-President** to work with the officers and the Chairpersons in stimulating and strengthening participation in the chapter activities; to attend committee meetings and serve as a liaison between the Committee Chairpersons and the President; to serve as the Chairperson of the Scholarship Committee; to preside in the absence or incapacitation of the President and First Vice-President, and to perform other duties of her office as assigned by the President.
6. It shall be the duty of the **Treasurer** to promptly deposit all monies received in the chapter bank account; to countersign all checks drawn on the chapter account within 48 hours; to work with the Financial Secretary and President in compiling all reports for National; to receive and reconcile the chapter bank statement; to promptly submit fees and finances to National; to serve as a member of the Budget and Finance Committee; and to write checks only on presentation of written authorization, and to perform other duties of her office as assigned by the President.
7. It shall be the duty of the **Assistant Treasurer** to provide assistance to the Treasurer regarding the chapter fiscal matters when necessary, and to perform other duties of her office as assigned by the President.
8. It shall be the duty of the **Recording Secretary** to prepare and maintain accurate minutes of the meetings, to include executive board, executive committee regular and special meetings; to reflect in the minutes whether a quorum was present; to read the minutes of the previous meeting if requested at each chapter meeting, to record all votes; and to perform other duties of her office as assigned by the President.
9. It shall be the duty of the **Corresponding Secretary** to send and receive the official correspondence of the chapter; to read this correspondence to the chapter and the executive board; to issue meeting notices and newsletters, to prepare the chapter directory, and to perform other duties of her office as assigned by the President.
10. It shall be the duty of the **Financial Secretary** to keep a record of income and disbursements; to issue receipts, make disbursements and keep the books; and to file a regular monthly report, which contains an exact statement of income and disbursements during the previous month, and to perform other duties of her office as assigned by the President.
11. It shall be the duty of the **Assistant Financial Secretary** to provide assistance to the Financial Secretary regarding chapter fiscal matters when necessary, and to perform other duties of her office as assigned by the President.
12. It shall be the duty of the **Sergeant-at-Arms** to aid the Chapter President at all times in keeping order; to ensure the chapter meetings are free from intrusion and to fulfill the role outlined in the ritual, and to perform other duties of her office as assigned by the President.
13. It shall be the duty of the **Chaplain** to set the spiritual tone of the meetings; to provide inspirational leadership to the membership; to fulfill the role outlined in the ritual; and to serve in this capacity at other gatherings, when requested, and to perform other duties of her office as assigned by the President.
14. It shall be the duty of the **Assistant Chaplain**, in the absence of the Chaplain, to set the spiritual tone of the meetings; to provide inspirational leadership to the membership; to fulfill the role outlined in the ritual; and to serve in this capacity at other gatherings, when requested.

15. It shall be the duty of the **Keeper of Properties** to maintain a repository of the chapter's properties, to include the official emblem, candles, robes, tablecloths, gavel, and other effects the chapter may obtain for the orderly and proper conduct of ceremonies and business; and to repair and replace properties, as needed, with the authorization of the President, and to ensure that all properties necessary for meetings/ceremonies are in place prior to the meeting/ceremony.
16. It shall be the duty of the **Historian** to record, in the appropriate written and/or visual format, significant milestones of the chapter as well as those of individual members.
17. It shall be the duty of the **Parliamentarian** to advise the President on the Grand Chapter Constitution and Bylaws, the Chapter Policies and Procedures, and the orderly procedure of business of the chapter, in accordance with Robert's Rules of Order Newly Revised; to advise all members on correct parliamentary procedures; to call to the attention of the presiding officer any parliamentary conflicts with the aforementioned Bylaws, and Procedures that occur during all meetings, regular and special.

ARTICLE IV COMMITTEE DUTIES

1. Chairpersons of standing and special committees shall be appointed by the President, and shall not exceed her term of office. The President shall have the authority to change chairpersons when such a change shall be in the best interest of the chapter. Such changes shall require formal notification to the chairperson. To be appointed to the office, chairpersons must be members.
2. Members shall sign up for committee(s) of choice at the regular chapter meetings.
3. Sorors who are not financial are not permitted to serve on committees, they will not have the right to vote, hold office, or handle money.
4. Members are expected to attend all committee meetings, to which they have assigned themselves and to contact the chairperson if they are unable to attend a planned meeting or if they wish to withdraw from the committee.
5. If additional members are needed on a committee, the President will appoint.
6. It shall be the responsibility of the committee chairperson to function in a leadership capacity in carrying out the duties of the committee.
7. The Committee Chairperson, or her designee, shall inform all members of upcoming events to insure members are kept abreast of committee events.
8. The Committee Chairperson, or her designee, shall present in writing all committee reports to the Executive Board for its review and recommendation to the chapter. Reports shall include a record of expenditures and a resource list and shall be sanctioned by a majority of its members. Reports shall be prepared on the specified chapter forms.
9. The Chairperson shall be responsible for written documentation of committee actions, and shall submit such to the Chapter Recording Secretary for permanent record and maintain a file for the next Chairperson.
10. The Chairperson shall adhere to financial policies and procedures as outlined and advise her committee of such regulations to include adhering to the committee budget. Failure to do so will result in removal from chair position.
11. The Executive Board shall consist of all officers, standing, special and ad hoc committee chairpersons. Its function is to coordinate the work of all officers and committees; to listen to progress reports from committee chairpersons; to discuss those matters which affect the chapter; to

take care of as many details as possible rather than referring them to the chapter as a whole; to make recommendations to the chapter that may necessitate action; and to take the initiative in seeking and presenting ideas for program development to the chapter.

12. The Executive Board shall meet on the Wednesday prior to the regular chapter meeting or at any other times deemed necessary by the President.
13. The Executive Committee shall consist of all officers and shall perform such duties as reviewing the Policies and Procedures for proposed changes; and taking care of emergency business matters, as required. The Executive Committee shall meet at the request of the President.
14. The Standing Committees have a continuing task in relation to the operation of the sorority program. The Standing Committees are: Arts and Letters, Audit, Budget and Finance, Delta Academy, Economic Development, Fundraising, The Guild, Heritage and Archives, Housing, International Awareness & Involvement, Public Relations, Newsletter, Membership Services, Nominating, Physical & Mental Health, Social Action, Program Planning and Development, Protocol and Traditions, Scholarship, Social Amenities, Outreach, Website, and Delta Gems.
 - A. Duties of Arts & Letters: Stimulate interest and educate the chapter in areas of Arts and Letters; to develop and coordinate programs and projects approved by the executive board.
 - B. Duties of Audit: To recommend for chapter approval an independent auditor for the annual review; review and propose internal controls; review the chapter records and indicate any material weakness. The committee will operate according to the Chapter Management Handbook. An internal audit will be performed quarterly. The audit team will be established or appointed by the president.
 - C. Duties of Budget and Finance: To consider the financial needs of the chapter and to develop a budget based thereon; review and modify the budget at interim periods; make recommendations on a financial policy to the chapter, and investigate investment opportunities and other means of generating income. The committee shall be composed of a Chairperson, the Financial Secretary, Treasurer and two other chapter members serving two-year terms.
 - D. Duties of the Delta Academy: To prepare young girls for full participation as leaders in the 21st century; to provide an opportunity to enrich and enhance the education that our young teens receive in the public school; to augment their scholarship in math, science and technology; their opportunities to provide service and their sisterhood defined as the cultivation and maintenance of relationships.
 - E. Duties of Economic Development: To develop programs that promote economic growth and development and eradicates economic inequities within the chapter's service area.
 - F. Duties of Fundraising: To serve as the major fundraising arm of the chapter, this includes making suggestions for raising money as well as researching all the particulars.
 - G. Duties of The Guild: To review the sorority's ceremonies and ritual activities and present any recommended changes to the chapter; to stimulate interest and educate chapter members regarding Ritual and Ceremonies procedures and their sisterhood defined as the cultivation and maintenance of relationships.
 - H. Duties of Heritage and Archives: To provide an organized method of research, analysis and categorization of the historical data of our chapter.
 - I. Duties of Housing: To survey area real-estate to seek investment opportunities for chapter acquisition.
 - J. International Awareness and Involvement: To develop programs to promote greater understanding and support of international culture and economic conditions.
 - K. Public Relations: To serve as the liaison between the chapter and the general media; to provide appropriate press releases; to expose chapter events to the general public through mass communications.
 - L. Newsletter: To design the chapter newsletter for distribution quarterly to the membership.

- M. *Duties of Membership Services*: To develop and promote continuous programs for retention and reclamation of the membership.
- N. *Duties of the Nominating Committee and Nominating Committee Members*: To evaluate carefully the nominations submitted by chapter members for the offices of President, First Vice President, Second Vice- President, Corresponding Secretary, Recording secretary, Treasurer, Financial Secretary, Leader of Minerva Circle, Convener of the Odyssey, Keeper of the Muses and Graces, Jewels 1-9, Board of Education Foundation and the Chair of the Nominating Committee and Committee members ; to submit a slate to the chapter for election; to verify eligibility of candidates from the Treasurer; to convene the “Candidate Forum” and instruct candidates regarding procedures to be followed at the forum.
- O. *Duties of Physical and Mental Health*: To stimulate interest and educate the chapter and community in areas of Physical and Mental Health; to develop and coordinate programs and projects in line with National initiatives.
- P. *Duties of Political Awareness and Involvement (Social Action)*: Establish a position on an emerging or perennial public issue, determine the actions to be taken, and direct the actions of members; responsible for educating, informing, and motivating members to stay aware of political issues that have an impact on the PWCAC chapter members, the community, and to fully participate in activities that are initiated by the committee or the community that would help to bring about a positive social change.
- Q. *Duties of Program and Planning*: Survey the needs, evaluate findings and make recommendations to the chapter of projects to be undertaken commensurate with aims, purposes and resources of our chapter; develop and coordinate projects that are consistent with the long-range plans and the priorities as approved by the chapter; to review and recommend any requests for donations or contributions to be made by the chapter.
- R. *Duties of Protocol and Traditions*: To prescribe social usages, etiquette and acts of courtesy observed by members of the organization. To encourage compliance to protocol and traditions as prescribed in the National manual.
- S. *Duties of Policies and Procedures*: To update and revise the chapter’s policies and procedures documents.
- T. *Duties of Scholarship*: develop and administer the scholarship program of the chapter and make recommendations to the executive board.
- U. *Duties of Social Amenities*: To assist the Chairs of various committees with food preparation; to assign monthly hostesses for regular chapter meetings; to send a card and \$25 to members children who are graduating from high school and college; to send flowers upon the hospitalization of a member, to include in-patient and/or out patient surgery, or any illness where a member must convalesce at home, at the maximum cost of \$65 which may include cut flowers, a plant or dish garden; to send flowers upon the death of an immediate family member which includes a spouse, child, grandchild, parent, sibling and grandparent at the maximum cost of \$65 to include wiring and deliver fees. Upon the homegoing of family member of more than one PWCAC member, and the information is received prior to the service, one arrangement will be sent to the funeral home and a card will be sent to each member. If the information is received after the service, flowers will be sent to each member. Cards will be sent to members in the death of extended family members. If a member’s family requests donations in lieu of flowers, a flat \$50 donation will be given. A gift certificate in the amount of \$25 from the local store where the soror is registered will be sent to members upon the birth or adoption of a child. When a member gets married, a \$25 gift certificate from her gift registry will be sent. Birthday cards will be sent to members each month.
- V. *Duties of Delta Gems*: To encourage, develop and support young ladies in grades 9-12 to excel academically; provide effective career planning choices, and enable them with tools to become successful future leaders. To help prepare young ladies in their personal development while building their confidence in achieving higher goals, academically and professionally; to create compassionate, caring and community minded young women by actively involving them in service learning and community service opportunities.
- W. *Duties of Outreach*: To recommend for chapter approval public service projects.

- X. *Duties of Website:* To develop a website in accordance with the sororities internet guidelines.
15. The Special Committees have one special purpose for a definite program or assignment, usually within a time limit. When the particular task is done, the committee's work is considered completed. The Special Committees are: Elections, Founders Day, MLK, Senior Citizen's Banquet, Spotlight on Youth, Pan-Hellenic, and Minerva Circle.
- A. *Duties of the Election Committee:* It shall be the duty of the Elections committee to print, distribute, collect and tally all ballots for elections. Shall submit recommendations on the method of balloting and proposed standard procedures for campaigning; and must regard the election results as confidential until such time as the report is given to the President. Shall keep ballots for one year after an election, regardless of the type of election.
- B. *Duties of the Founders Day Committee:* A day set aside in January or February to rededicate ourselves to the ideals and purposes of our sorority; to celebrate the evaluation of our sorority's progress, under girded by the ideals of the Founders; to inspire new faith; to reclaim and fellowship with both active and inactive sorors; to keep the chapter abreast of all the particulars in connection with the event.
- C. *Duties of the MLK Committee:* To provide a competitive arena in public speaking for students in grade 6-12; to keep the chapter abreast of all the particulars in connection with the event.
- D. *Duties of the Senior Citizen's Banquet Committee:* To plan and coordinate an annual event to recognize the seniors in our community; to keep the chapter abreast of all the particulars in connection with the event.
- E. *Duties of Spotlight on Youth Committee:* To emphasize scholastic achievements, educational opportunities and encouragement of higher scholarship; a public event which has educational value and captures the community's interest; serves to call attention to the various phases of the Delta Program and can promote good public relations for the chapter; to keep the chapter abreast of all the particulars in connection with the event.
- F. *Duties of the Minerva Circle:* To conduct all membership intake duties as approved by the Administrative Procedures for Membership Intake. To ensure impartiality members of the Minerva Circle will not rate its family members who apply for membership.
- G. *African American Festival:* To organize and set up a booth displaying and highlighting programs and community activities that we sponsor and support; to keep the chapter abreast of all the particulars in connection with the event.
- H. *Pan-Hellenic Committee:* To keep the chapter abreast of events pertaining to all Greek letter organizations in the Northern Virginia area.
16. Sub-committees may be organized to carry out a task assigned to a standing or special committee, and are responsible to the parent committee. They may either be standing or temporary committees. These committees must keep the Executive Board and the Chapter informed of their progress and adhere to Chapter Policies and Procedures.
17. Ad Hoc Committees shall be established as one-time only committees, appointed by the President, for special assignments.
18. All Committee Chairpersons shall submit the committee report form to the Program Planning and Development Committee by the next Executive Board meeting.
19. A transition meeting shall be held at the end of each sorority year to transfer pertinent documents and information from the outgoing to the incoming officers and committee chairpersons.

ARTICLE V ELECTIONS

1. Elected chapter officers and elected chapter positions, with the exception of the Minerva Circle Leader and members, shall be elected every two years.
2. Only members who are financial with the chapter and Grand Chapter for the current and ensuing calendar year are eligible to be considered as candidates.
3. Completion of a Candidate Profile is a requirement to run for an elected position.
4. All candidates must be available to participate in a Candidate's Forum that will be held prior to the elections.
5. All elected and appointed officers and chairpersons shall assume office on July 1 of the election year.
6. Officers shall not hold the same office for more than two consecutive terms.
7. Nominees for the offices of President, 1st Vice President, 2nd Vice President, Treasurer, Financial Secretary, Recording Secretary, and Corresponding Secretary, shall have attended one of the last three National Conventions and one of the last three Regional Conferences.
8. Nominees for The Minerva Circle, to include, Leader of the Minerva Circle, Jewels, Keeper of the Muses and Graces, and Convener of the Odyssey Experience, must have been a member of the chapter for the past two years at the time of election and maintains her member status during the duration of the membership intake process. Must have been a member of a committee of the chapter for the past two years. (Administrative Procedures for Membership Intake, pg. 10)
9. Any members of the Executive Committee of the chapter except for the President and the 1st Vice President are ineligible for selection to the Board of Directors for the Foundation.
10. The Regional Director may grant permission to the President for the chapter to hold a special election in the event of a vacancy of office. If a vacancy is for less than 50% of the term in office, relocation, and death, the President will appoint someone to fill the vacant office. In case of the vacancy of the President's office, the 1st Vice President will assume that position.
11. Election of officers, Minerva Circle members and others in official capacities shall be conducted by secret ballot.
12. Candidates for officers and nominees for Minerva Circle must be financial for the current year and ensuing year prior to the time of their nomination. Vacancies on the Minerva Circle will be filled by Presidential appointment.
13. The impeachment of an elected chapter officer shall be held in accordance to the policies, standards, and procedures outlined in the newly updated Chapter Management Handbook, Section 1700.
14. Elections for chapter officers (President, 1st Vice President, 2nd Vice President, Treasurer, Financial Secretary, and Corresponding Secretary) shall be held in April of the election year.

ARTICLE VI. DELEGATES TO STATE, REGIONAL AND NATIONAL MEETINGS

1. The President and an officer, in ranking order, shall represent the chapter at all state meetings, regional conferences and national conventions at the chapter expense, as outlined in the financial section.

ARTICLE VII MEMBER BENEFITS

1. Members shall receive quarterly newsletters, a calendar of yearly events, a membership directory and any other pertinent correspondence.

ARTICLE VIII SCHOLARSHIPS AND FINANCIAL AWARDS FOR CHILDREN OF CHAPTER MEMBERS

1. Five percent (5%) of local membership dues shall be allocated for children of members who are high school graduates and are pursuing post-secondary education.
2. The maximum amount given to any one graduating student shall be \$200.00 for the current sorority year. The ceiling amount will be renewed yearly.
3. Members must be financial during the recipients graduating year, or have joined the Omega Omega Chapter while a member of this chapter.
4. The budgetary line items will be administered by the Scholarship Committee and all requests should be received by June 1st.
5. Children of members are not eligible for public service scholarships, but are eligible for scholarships generated from operating expenses.

ARTICLE IX AMENDMENTS TO CHAPTER POLICIES AND PROCEDURES

1. Chapter policies and procedures may be amended and/or revised in October of each year, by a two-thirds vote.
2. Proposed amendments and/or revisions shall be submitted 30 days prior to the September meeting.

ARTICLE X ROBERT'S RULES OF ORDER

The latest edition of Robert's Rules of Order Newly Revised, shall be used to govern all voting procedures and actions not otherwise covered in the National Constitution and Bylaws or Chapter Policies and Procedures.

ARTICLE XI FINANCE

I FINANCIAL OFFICERS AND COMMITTEE

1. Duty of the President – The Chapter President is the overseer for the operation of the chapter and accountable to the chapter for the expenditures of funds.
2. Duty of the Financial Secretary – The Financial Secretary must keep records of income, disbursements, authorizations and appraisals of expenditures. She must issue receipts for income and reconcile disbursements with the approved budgets and budget allocations. She must make monthly comparisons of her records with the records of the Chapter Treasurer.
3. Duty of the Treasurer – The Treasurer must account for all monies of the chapter in accordance with the policies and procedures of the Chapter and in compliance with corporate accountability as

set by the Grand Chapter. She must present a monthly written financial report to the chapter with a statement of income and expenses.

4. The President, Treasurer, Assistant Treasurer, Financial Secretary, and Chair of Fund Raising Committee shall be bonded.
5. All Executive Board requests for reimbursement shall be submitted to and approved by the outgoing President before the last meeting of the fiscal year.
6. Prior to the September chapter meeting, new officers and committee chairs will be trained on budgeting procedures and long range plans for their committees in regard to the long range goal of the chapter.

ARTICLE XII. NATIONAL AND LOCAL DUES

1. Local dues are \$200.00.
2. Local dues of sorors entering the chapter as reclaimed or transfer sorors shall be prorated based upon the chapter dues divided by the number of months remaining in the fiscal year.
3. Local dues of sorors age 62 and older shall be reduced by 10%.
4. The deadline for dues payment each year will be March 15th. Subsequent payments must include \$5.00 late fees. When dues are paid after that date, a \$15.00 reinstatement fee must accompany the dues if paid by June 15th. Late and reinstatement fees apply to national dues only.
5. All chapter officers and nominees for office must pay local and national dues by March 15th to retain office for the coming year or to be on the nomination slate.

NOTE: LOCAL AND NATIONAL DUES ARE NOT TAX EXEMPT

Article XIII GENERAL OPERATING PROCEDURES

1. Only the Chapter President and/or her designee shall be empowered to sign legally binding contracts with the exception of tax forms required by the IRS, on behalf of the chapter. This authority shall be delegated to the First Vice-President in the absence of the President. This authority shall be delegated to the Second Vice-President in the absence of the First Vice-President.
2. All monies and receipts for expenditures shall be presented to the Financial Secretary at chapter business meetings, or mailed to the chapter, P.O. Box 2396, Manassas Va. 20108.
3. All monies shall be presented to the Financial Secretary thirty minutes before and/or after chapter business meetings. The Financial Secretary shall apprise the chapter as to when the funds will be collected.
4. Receipts will be given to members by the following chapter meeting.
5. All voucher requests for checks should be made no later than 15 days in advance of the activity. Checks written to members shall be discouraged.
6. Treasurer shall pay all bills within one to three weeks of receipts.
7. The chapter shall not accept post-dated checks.

8. A member who gives a non-sufficient check (NSF) shall be required to remit payment by cash, money order or certified check within ten (10) days. A second NSF check will require that member to remit payments by cash, money order or certified checks for the remainder to the fiscal year. The member will also reimburse the chapter for any NSF fees assessed by the bank
9. The fiscal year of the chapter shall end on June 30 and chapter books shall close on June 30.
10. All vouchers for payment not submitted prior to June 30, shall not be honored at any time. The Chapter President will take extenuating circumstances into consideration.
11. An audit by an outside auditor, preferably a CPA, shall be performed between June 30 and August 1 following each outgoing President's term of office or anytime throughout the chapter year if the Chapter President or a finance team member resigns.

ARTICLE XIV BUDGET AND BUDGET REVIEWS

1. A proposed public service budget shall be submitted in May of each fiscal year and approved in June for the new fiscal year.
2. Officers shall submit proposed public service budgets to the Budgets and Finance Committee by the April chapter meeting and shall include an outlined of projected activities. Budgets submitted without projected activities will not be acted upon.
3. The chapter public service budget shall be reviewed quarterly for possible funding adjustments in October, January and April by the Budget and Finance Committee. The adjusted budgets shall be presented to the Executive Board with subsequent approval by the chapter.
4. Requests for budget revisions are due to the Budget and Finance Committee at the chapter meetings before scheduled quarterly review (i.e., September, December, March).
5. When a committee/officer's budget is exhausted, no further funds will be issued unless approved by the chapter, upon the recommendation of the Budget and Finance Committee and the Executive Board.

ARTICLE XV RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

1. Chairpersons shall submit a budget in itemized (i.e., line item) form, and an outline of projected activities annually at the April chapter meeting. Budgets submitted without projected activities will not be acted upon.
2. A written voucher system will be used to pay all expenses incurred by committees. The voucher must be approved by the committee chairperson and then forwarded to the chapter President for final approval. No verbal requests accepted.
3. Chairs may authorize the expenditures of committee funds by committee members pursuant to the approved itemized budget.
4. Each chair shall submit to the Financial Secretary a completed voucher accompanied by receipts within ten (10) days after each activity. Extenuating circumstances will be taken into consideration.
5. Each chairperson shall keep a record of all monies expended using the standard chapter form furnished by the Budget and Finance Committee. (See Attachment II).

6. An unauthorized financial commitment will not be honored and the soror making such commitment shall be held responsible for meeting this obligation, i.e., contracts and gifts.
7. Chairpersons/Officers may request advance funds in line with their approved budget. All advance money is accounted for by receipts within 7 days.
8. Each Chairperson/Officer shall include a financial impact statement when reporting on a proposed activity/program, if there is prior budget approval.
9. Chairpersons are responsible for submitting a monthly written report, and an itemized (i.e., line item) record of expenditures at each Executive Board meeting when monthly activities generate expenditures.
10. A resource list should be submitted at the end of each administration, or if the chairperson change for any reason.

ARTICLE XVI CHAPTER INCOME

1. All monies collected for chapter activities must be submitted to the Financial Secretary in order to meet the 48 hour guideline for depositing.
2. Complimentary tickets to chapter activities shall be approved by the President with the concurrence of the activity chairperson.
3. Personal checks will not be accepted by the Financial Secretary within five (5) days before an activity.
4. Refunds associated with chapter activities will be reviewed on an as needed basis.

ARTICLE XVII TRAVEL POLICY

1. All travel requiring chapter funds must be budgeted and approved by the chapter.
2. Commercial travel should be purchased thirty (30) days in advance.
3. Travel expenses will be paid at the rate of coach fare. If mode of transportation is used that exceeds coach fare, the member will defray the additional cost.
4. If the traveler drives, she will be reimbursed at the government rate/policy, not to exceed coach rate.
5. The lodging expenses shall be at the actual cost for each official chapter representative(s) not to exceed the meeting rate for one double room plus tax, (i.e., convention, conference, Delta Days, cluster workshop).
6. A per diem of \$42.00 per day meal allowance will be paid based upon days in actual attendance at the conferences; the allowance for each meeting day and for travel days that do not coincide with meeting days.
7. When the meeting provides a meal, the meal allowance will be reduced as follows:

Breakfast.....\$6.00
 Lunch.....\$12.00
 Dinner.....\$24.00

Otherwise, the traveler may allocate the \$42.00 however she wishes for meals.

8. The chapter will reimburse ground transportation once destination is reached (i.e., fare from airport to hotel/hotel to airport).
9. The traveler must submit a request for advance travel funds to the Financial Secretary. This form must be completed and returned to the Financial Secretary at least two weeks prior to the proposed trip.
10. Upon approval, the Financial Officers will:
 1. Pay basic registration fees (no subscription events)
 2. Issue the necessary advance
 3. Issue travel expense voucher
11. After a trip, the traveler will complete the travel expense voucher with original receipts attached and forward to the Financial Secretary within fifteen (15) days of completed travel. (See attachment IV)
12. All refunds, when appropriate, shall be made fifteen (15) days of completed travel.

ARTICLE XVIII DONATIONS

The requests for donations and contributions are received by the Program Planning and Development Committee. Each request is screened, based on chapter approval criteria. Donations and contributions are granted based upon the recommendation of the committee and chapter approval.