



January 10, 2021

Delta Sigma Theta Sorority, Inc.
Morrystown Alumnae Chapter

2021 Call for Nominations

Chapter #773

P.O. Box 1633

Morrystown, NJ 07960

www.macdst.org

Nominating Committee

Jacquelyn Chapman, Chair

Lori Aiken

Chorlana Francis

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“2021 CALL FOR NOMINATIONS”

In keeping with Delta’s honored legacy of electing qualified, effective, and visionary leaders to serve in positions throughout the Sorority, the Nominating Committee of Morristown Alumnae Chapter is pleased to issue the **“2021 Call for Nominations” for Chapter Officers, Committee Chairs and Committee Members.**

- Morristown Alumnae Chapter (MAC) Nominating Committee has the responsibility of soliciting and receiving applications from members, and selecting candidates to serve as Chapter Officers, Committee Chairs, and Committee Members, for the 2021-2023 biennium.
- **All interested members are encouraged to consider seeking office.**
- **This “2021 Call for Nominations” document with guidelines and instructions for seeking office, and the “2021 Call for Nominations Application”, will be posted on the MAC Website (www.macdst.org) in the “Members Only” section.**

SUBMISSION DEADLINE: SUNDAY, FEBRUARY 14, 2021

RESOURCES

Delta Sigma Theta Sorority, Inc.

Morristown Alumnae Chapter

Policies and Procedures

Chapter #773

P.O. Box 1633

Morristown, NJ 07960

www.macdst.org

Last approved by S&S 8/5/2020

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## **Delta Sigma Theta Sorority, Inc.**

Guidelines and Instructions

For Seeking Office in Delta Sigma Theta Sorority, Inc.

2021 National Convention

[www.deltasigmatheta.org](http://www.deltasigmatheta.org)



## **CHAPTER OFFICERS AND ELECTED POSITIONS**

Morristown Alumnae Chapter will hold elections every two years for the following officers and positions:

- President
- First Vice President
- Second Vice President
- Recording Secretary
- Corresponding Secretary
- Financial Secretary
- Assistant Financial Secretary
- Treasurer
- Chair, Nominating Committee
- Nominating Committee Member (2)
- Chair, Internal Audit Committee
- Internal Audit Committee Member (3)

**THE NOMINATING COMMITTEE INVITES YOU TO CONSIDER SEEKING AND/OR TO RECOMMEND CAPABLE CANDIDATES FOR THE ABOVE OFFICES AND POSITIONS.**



## **ELIGIBILITY CRITERIA FOR HOLDING OFFICE AND TERM OF OFFICE**

### **ELIGIBILITY CRITERIA:**

Each soror seeking elected office or position in the Morristown Alumnae Chapter of Delta Sigma Theta Sorority, Inc. shall:

- Be **financial with the chapter and Grand Chapter** for the fiscal year in which the election takes place, and maintain financial status during her term(s) of office.
- **Complete and email to the Nominating Committee** at [MACDSTNominating1913@Gmail.com](mailto:MACDSTNominating1913@Gmail.com), the “**2021 Call for Nominations Application**” on or by midnight **Sunday, February 14, 2021.**

### **TERM OF OFFICE:**

- Elected chapter officers, elected chairs and positions **assume office on July 1, 2021, for one term of two (2) years.**

*NOTE: Additional information is available in Appendix A and in MAC Policies and Procedures at [www.macdst.org](http://www.macdst.org)*



# **DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS AND POSITIONS**

Detailed information for each elected office and elected position is available in [Appendix B](#) and in MAC Policies and Procedures at [www.macdst.org](http://www.macdst.org)





# NOMINATIONS PROCESS

**NOTE:**

*Information on the Nominations Process is available in MAC Policies and Procedures at [www.macdst.org](http://www.macdst.org)*



## **NOMINATIONS PROCESS: CHAPTER OFFICERS AND ELECTED POSITIONS (1 of 3)**

The Nominating Committee is responsible for soliciting and receiving nominations of members to serve in elected chapter offices and positions, including the Minerva Circle.

1. **The Nominating Committee will present the “Call for Nominations” to both the Executive Board and the chapter for approval prior to distribution.**
2. **The Nominating Committee initiates the “Call for Nominations”, which shall be issued at the January chapter meeting.**
3. **The Candidate Application will be available at the January chapter meeting and must be completed by all who are interested in being nominated.**
4. **Members will be contacted by the Nominating Committee to determine interest and willingness to accept office nomination.**
5. **All nominations shall be presented using the “2021 Call for Nominations Application”, and shall be submitted to the Nominating Committee on or before midnight February 14, 2021. The application must be emailed utilizing the Nominating Committee’s email account [MACDSTNominating1913@Gmail.com](mailto:MACDSTNominating1913@Gmail.com)**



## **NOMINATIONS PROCESS: CHAPTER OFFICERS AND ELECTED POSITIONS (2 of 3)**

6. **The Nominating Committee will develop the biennial slate of candidates for chapter offices and positions utilizing the criteria set forth in the chapter's Policies and Procedures.**
7. The Nominating Committee confirms the candidate's eligibility with the Financial Secretary.
8. The Nominating Committee chair and members must obtain candidates' written or verbal consent, or have prior consent to serve, if elected.
9. **The Nominating Committee will review and verify all completed applications, determine the slate of candidates, and prepare a Candidate Summary for each applicant - to include a photo, qualifications and experience.**
10. The Nominating Committee chair presents the slate of chapter offices and positions at the **March Executive Board meeting** for information only.
11. **The Nominating Committee announces the slate of candidates at March Chapter Meeting as a "Meet the Candidates" event, using the Candidate Summaries.**
12. The Nominating Committee chair presents the slate of chapter offices and positions at the **April chapter meeting**.
13. **The Presiding Officer opens the floor for nominations at the April chapter meeting.** *All nominations received from the floor must be determined eligible prior to being slated.*



## **NOMINATIONS PROCESS: CHAPTER OFFICERS AND ELECTED POSITIONS (3 of 3)**

14. The slate of offices and positions will participate in a “Meet the Candidates Forum” at the **April chapter meeting**, where each candidate will make a presentation up to 5 minutes on why she should be elected.
15. The Presiding Officer shall read the complete list of nominations at the **April chapter meeting**.
16. **The Nominating Committee shall publish the slate prior to the voting** on chapter offices and positions.
17. **The Nominating Committee chair shall provide the Elections Committee chair with the slate.**
18. Election of a member to two (2) Offices/Positions:
  - a. If a chapter member is slated for and gets elected to two (2) offices or positions, she must select which office/position she will accept immediately after getting elected to both.
  - b. The office/position she does not accept will be treated as a vacancy and the chapter will follow procedures for filling vacancies outlined in Article III: Section 6.



# **CAMPAIGNS ELECTIONS VOTING**



## CAMPAIGNING

The Nominating Committee shall organize, oversee, implement and monitor all campaign activities:

- **Candidates shall not begin campaigning until slating notifications have been received.**
- **The maximum allowed by each candidate to be spent on campaign related expenses shall be no more than \$50** and are the personal responsibility of the candidate.
- **Campaigning shall be limited to distribution of printed informational materials only at the chapter meeting during which elections will take place. Gifts of any kind are prohibited.**
- The Nominating Committee may include additional campaigning activities in the “Call for Nominations” which must be approved by the Executive Board and the chapter prior to distribution.
- The **Elections Committee** prepares the ballot for **chapter vote** at the May chapter meeting.

## **2021 NOMINATING TIMELINE**

| <b>2021 DATE</b> | <b>EVENT</b>                                                                                                                      |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| JANUARY 6        | “Call for Nominations” with Candidate Application presented at January Executive Board Meeting                                    |
| JANUARY 9        | “Call for Nominations” with Candidate Application presented at January Chapter Meeting                                            |
| FEBRUARY 1       | Financial Secretary provides List of Financial Members to Nominating Committee                                                    |
| FEBRUARY 14      | Candidates submit “2021 Call for Nominations Applications” to Nominating Committee Chair on or before midnight February 14, 2021. |
| MARCH 3          | Nominating Committee presents Slate at March Executive Board Meeting for information only                                         |
| MARCH 13         | Nominating Committee introduces Slate as “Meet The Candidates” via Candidate Summary at March Chapter Meeting                     |
| APRIL 10         | Nominating Committee Chair presents Slate at April Chapter Meeting                                                                |
| APRIL 10         | Presiding Officer opens floor for nominations at April Chapter Meeting (Candidates must be determined eligible to be slated.)     |
| APRIL 10         | Candidates participate in a “Meet the Candidates Forum” to present themselves via a short presentation                            |
| APRIL 10         | Presiding Officer reads complete list of nominations at April Chapter Meeting                                                     |
| APRIL 10         | Nominating Committee Chair provides final Slate to Elections Committee Chair                                                      |
| MAY 1            | Voting at May Chapter Meeting                                                                                                     |
| JUNE 12          | Installation of Officers at June Chapter Meeting                                                                                  |
| JULY 1           | Elected Chapter Officers, Committee Chairs, and Committee Members Assume Office                                                   |



## INTERESTED IN RUNNING?

**FOR QUESTIONS:** Contact a member of the Nominating Committee:

- Jacquelyn Chapman (201) 274-5663 [Jacquelyn.F.Chapman@verizon.net](mailto:Jacquelyn.F.Chapman@verizon.net)
- Lori Aiken (424) 345-4479 [Lojeaiken@gmail.com](mailto:Lojeaiken@gmail.com)
- Chorlana Francis (770) 331-8304 [Chorlana51@gmail.com](mailto:Chorlana51@gmail.com)

### **COMPLETE THE APPLICATION**

### **“2021 Call for Nominations Application”**

*(On [macdst.org](http://macdst.org) in “Members Only” section)*

### **REMINDERS:**

- Refer to MACDST Policies and Procedures on MAC Website ([www.macdst.org](http://www.macdst.org))
- **Complete and email the “2021 Call for Nominations Application” to [MACDSTNominating1913@Gmail.com](mailto:MACDSTNominating1913@Gmail.com)**
- Be sure to include your **Color Headshot Photo.**
- **Remember to sign the Acknowledgment.**
- Include your **Professional Resume or Curriculum Vitae** (Not a Delta Resume).
- **Review the application for accuracy before submission.**
- You are encouraged to **print the application** before submitting.

**SUBMISSION DEADLINE by Midnight SUNDAY, FEBRUARY 14, 2021**



# RESOURCES

## **Delta Sigma Theta Sorority, Inc.**

*Morristown Alumnae Chapter*

Policies and Procedures

Chapter #773

P.O. Box 1633

Morristown, NJ 07960

[www.macdst.org](http://www.macdst.org)

Last approved by S&S 8/5/2020

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Delta Sigma Theta Sorority, Inc.

Guidelines and Instructions

For Seeking Office in Delta Sigma Theta Sorority, Inc.

2021 National Convention

www.deltasigmatheta.org



“WE HAVE WORK TO DO!”

- Delta Sigma Theta Sorority encourages interested sorors to consider running for elected office in the sorority. “We have work to do!”, so the sorority seeks qualified, effective, visionary leaders to lead the charge.
- Sorors of Morristown Alumnae Chapter of Delta Sigma Theta Sorority, Inc. are invited to assess their skills and experiences to determine how they can contribute to the work of Delta as an elected officer or in another elected leadership position.

Sorors, Thank You, and Good Luck!

APPENDIX



APPENDIX A

ELIGIBILITY REQUIREMENTS AND TERM OF OFFICE



ELIGIBILITY CRITERIA FOR HOLDING OFFICE

Each soror seeking an elected office or position in the Morristown Alumnae Chapter of Delta Sigma Theta Sorority, Inc. shall:

- A. Be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer, chair, or committee member shall maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30 of the current sorority year.
- B. Complete and email to the Nominating Committee at MACDSTNominating1913@Gmail.com, the “2021 Call for Nominations Application” on or by midnight Sunday, February 14, 2021.**



TERM OF OFFICE

A. Limits of Office

1. Elected chapter officers, elected chairs and positions shall be elected every two (2) years.
2. The Nominating Committee Chair, Nominating Committee members, and Internal Audit Chair can only serve one (1) term.
3. Chapter officers and positions shall not 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/position at a time, except for being elected to the Minerva Circle.
6. After completing the maximum number of terms for the office/position, a member is eligible to serve in the same office/position after a break in service of at least one term.

B. Assumption of Office

1. Elected chapter officers and positions assume office on July 1, 2021, after being elected by a majority vote of the chapter.



APPENDIX B

DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS AND POSITIONS



DUTIES AND RESPONSIBILITIES: PRESIDENT (1 of 3)

1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter,
2. Officially represents the chapter,
3. Serves chapter Voting Delegate for National Convention and Regional Conference; reviews proposed amendments to the Constitution and Bylaws as at the May chapter meeting; and reports Grand Chapter updates back to the body at the September chapter meeting and at other times as appropriate,
4. Oversees chapter operations,
5. Oversees and adheres to the responsibilities of the President in the current Fiscal Officers Manual,
6. Leads ritualistic services and ceremonies,
7. Appoints positions, committee chairs and members according to the procedures for filling vacancies outlined in Article III: Section 6,
8. Assures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines,
9. Reviews and approves all chapter communications, publications, etc.,
10. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees and to the membership as warranted,
11. Serves as chair of the Executive Committee and the Executive Board,
12. Signs all contracts for the chapter,
13. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members,
14. Ensures the chapter operates under an approved budget,
15. Is one of three persons authorized to sign all purchase orders, reimbursement vouchers and checks, except her own,



DUTIES AND RESPONSIBILITIES: PRESIDENT (2 of 3)

16. Serves as member of the Finance Committee,
17. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee and Internal Audit Committee,
18. Serves as a member of the Minerva Circle by virtue of position,
19. Completes, 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,
20. Votes only in matters of secret ballot and/or to break a tie vote,
21. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter,
22. Presides at all chapter, Executive Board and Executive Committee meetings,
23. Communicates with Grand Chapter and the National Headquarters on behalf of the chapter,
24. Makes appointments of all committee chairs (excluding the Nominating, Internal Audit, Finance, Membership Services, and Scholarship Committees),
25. Enforces observance of Grand Chapter's Constitution and Bylaws and chapter Policies and Procedures
26. Calls special meetings,
27. Conceives of the Executive Board agenda
28. Recommends to the Executive Board the removal of any elected officer or appointed officer or position or committee chair who fails to perform the duties of the office satisfactorily. This is done in accordance with the procedures outlined in the Chapter Management Handbook,
29. Serves as the spokesperson for the chapter and strengthens public relations and maintains cooperative relations with other organizations,
30. Reviews and authorizes, by her signature, all chapter, Executive Board, and special meeting minutes, orders and proceedings, and
31. Is responsible for taking all action required by Grand Chapter and filing all reports required by the Grand Chapter
32. Is responsible for transferring complete records and documentation to the incoming President
33. Ensures that the chapter meets all financial reporting deadlines
34. Ensures that a report of the chapter's finances is presented to the chapter each month



DUTIES AND RESPONSIBILITIES: PRESIDENT (3 of 3)

35. Ensures that chapter mail is collected in a timely manner and distributed as appropriate
36. Ensures written notice is sent 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
37. Issues the meeting agendas,
38. Ensures that the chapter is in compliance with all rules, regulations, and reporting requirements of Grand Chapter,
39. Presents the list of appointed chairs to the newly elected officers at a special planning meeting; committee chair appointments must be finalized at, or prior to, the September meeting,
40. Approves and signs all correspondence from Morristown Alumnae Chapter or appoints a designee to do so,
41. Completes and submits all necessary reports to National Headquarters immediately after the close of the sorority business year in June and other times as appropriate,
42. Represents the chapter or sends a designee to state, regional, and national level meetings,
43. Serves as one of the authorizers for expenditures,
44. Assures that the chapter meets all financial reporting deadlines and internal/external audits are completed,
45. Reviews the bank statements monthly and confirms that the bank statements match the financial reports, there are no deposits or withdrawals that are not recognized, there are NO debit/credit card (withdrawals) transactions, deposits were made within two (2) business days and all checks have the signature of the President, except checks made out to herself,
46. Initials all deposits containing cash,
47. Attends finance training workshops,
48. Serves as “exchequer” of finances,



DUTIES AND RESPONSIBILITIES: FIRST VICE PRESIDENT

1. Performs all duties of the office of President, except 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 Regional Conference; reports Grand Chapter updates back to the body at the September business meeting in conjunction with the chapter President,
3. Serves as a member of the Executive Committee, Executive Board, and Policies and Procedures Committee,
4. Serves as the chair of the Scholarship Committee,
5. Serves as Emergency Response Team Coordinator,
6. Provides operational oversight of all standing committees of the chapter, except the Finance, Internal Audit, Nominating, and Membership Services Committees
7. Attends regional leadership and cluster meetings, and
8. Serves as chapter representative to meetings as requested by the President.



DUTIES AND RESPONSIBILITIES: SECOND VICE PRESIDENT

1. Performs specified duties, except the fiscal and Minerva Circle duties, in absence of and at request of the President and First Vice President,
2. Serves as chair of the Membership Services Committee, thus coordinate all aspects of membership activities, including membership intake, reclamation, retention and verification of membership,
3. Serves as a member of the Executive Committee and Executive Board,
4. Maintains a non-financial list of sorors for the purpose of reclamation,
5. Assists the President in appointing appropriate committee chairs,
6. Coordinates all membership activities as mandated by National Membership Services Committee,
7. Verifies with the Financial Secretary the membership of new sorors joining the chapter,
8. Records and acknowledges 25- and 50-year membership in Delta Sigma Theta Sorority, Inc.,
9. Coordinates intake activities by serving as Leader of the Minerva Circle,
10. Makes a special effort to see that the chapter gives attention to the best means for integrating newly graduated sorors into alumnae chapter programs and procedures,
11. Coordinates other activities as deemed necessary by the President,
12. Plans activities for chapter members to build sisterhood,
13. Manages the delivery of chapter Delta Internal Development (DID) workshops, and
14. Ensures new member orientation sessions/services occur for all newly-initiated members, reclaimed members, and any other members new to the chapter.



DUTIES AND RESPONSIBILITIES: RECORDING SECRETARY

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings,
2. Serves as a member of the Executive Committee and Executive Board,
3. Ensures minutes of previous Executive Board or chapter meeting are presented to the President within two (2) weeks following the meeting,
4. Distributes copies of previous minutes to members at current Executive Board and chapter meetings or, if applicable, posts in the Members Only section of the chapter website,
5. Is responsible for accurate records of attendance at chapter and Executive Board meetings,
6. Records all chapter votes,
7. Forwards minutes to the Corresponding Secretary so that they can be mailed to sorors not online,
8. Obtains, maintains and secures all minutes in a permanent media of record,
9. Adheres to document retention policies,
10. Serves as the custodian of all chapter records,
11. In the absence of the President and the Vice President(s), calls the meeting to order and preside until a President pro tem is elected, and
12. Retains all secret ballots for 30 days following an election; subsequently she shall destroy the ballots.



DUTIES AND RESPONSIBILITIES: CORRESPONDING SECRETARY

1. Assists the President with the official correspondence of the chapter,
2. Serves as a member of the Executive Committee and Executive Board,
3. Reads correspondences to membership,
4. Sends meeting notices to membership,
5. Picks up the mail regularly from the chapter's post office box and makes the President aware of all incoming correspondence,
6. Advises chapter President of all correspondence received before distributing to chapter officers and committee chairs,
7. Distributes committee correspondence to the appropriate chair or designee,
8. Provides a log of National, Regional, State and Local correspondence at Executive Board meetings and to members at business meetings,
9. 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,
10. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder,
11. Collects bank statements and forwards UNOPENED to the chapter President,
12. Keeps updated current addresses of all members and visiting sorors on file, and
13. Provides mailing to members who do not have online access.
14. Maintains files of all correspondence in accordance with the Delta Sigma Theta Sorority, Inc. Chapter Record Retention and Destruction Policy (Article VII)
15. Keeps a record of all relevant correspondence and disseminates chapter-mailing information as determined by the President and reports on all actions taken,
16. Receives and records all correspondence that is mailed to the chapter and presents it to the Executive Board at the monthly meeting,



DUTIES AND RESPONSIBILITIES: FINANCIAL SECRETARY (1 of 2)

1. Adheres to responsibilities of the Financial Secretary role detailed in the Fiscal Officers Manual,
2. Receives, issues receipts for and keeps records of all income and related funds to the chapter,
3. Provides a receipt for all funds collected within (thirty) 30 business days,
4. Is one of three persons authorized to sign bank checks. The Financial Secretary does not sign her own voucher or check. If signature for a voucher is required, the Financial Secretary should only sign for the President or Treasurer,
5. Assists the 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 the Corresponding Secretary and the President to alert members via chapter correspondence regarding the amount of and deadline for receipt of chapter dues and the amount of regional conference and convention fees and dates,
8. Serves as a member of the Executive Committee, Executive Board, and the Finance Committee,
9. Serves as a member of the Minerva Circle,
10. Transacts all financial business (collecting funds and signing checks) during, before or after Executive Board meetings, sorority meetings, special business meetings or any time or place designated by the President and fiscal officers,
11. Maintains an accurate list of financial members and distributes to members as part of the financial report of all income received,



DUTIES AND RESPONSIBILITIES: FINANCIAL SECRETARY (2 of 2)

12. Completes and signs the Acceptance of Fiduciary Responsibility Form,
13. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter,
14. Records and turns all monies over to the Treasurer to ensure the two (2) business day deposit requirement is met,
15. Prepares the roster of financial members and provides the list to the President,
16. Receives transactions made through electronic payment processing services/merchant accounts in accordance with the current Fiscal Officers Manual and notifies the Treasurer of all electronic payment processing services/merchant account transactions,
17. Provides the Sergeant-at-Arms with the list of all chapter members,
18. When possible, attends finance training workshops.
19. Provides a list of financial members to the Nominating Committee chair by February 14th of the year in which elections are held,
20. Reads and becomes familiar with the Fiscal Officers Manual and chapter's financial policies and procedures,
21. Responsible for turning over all financial books to the Internal Audit Committee after each quarter and fiscal year closes or at the request of the Internal Audit Chair,
22. Maintains all financial records and correspondence in accordance with Delta Sigma Theta Sorority, Inc. Chapter Records Retention and Destruction Policy. (Article VII)
23. Keeps members informed of their financial status and obligations,



DUTIES AND RESPONSIBILITIES: TREASURER (1 of 2)

1. Adheres to responsibilities of the Treasurer detailed in the Fiscal Officers Manual,
2. Monitors expenditures of the chapter budget,
3. Is one of three persons authorized to sign all purchase orders, reimbursement vouchers and checks, except her own,
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 electronic payment processing services/merchant accounts,
8. Serves as a member of the Executive Committee, the Executive Board, and as chair of the Finance Committee,
9. Distributes 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 and the Assistant 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 following bookkeeping policies are followed:
 - a. For issued checks not cashed within 60 days, the Treasurer will send an email and/or letter to recipient to consider the check void within the next 30 days (giving the person 90 days to cash the check). If check needs to be re-issued, the bank fee will be deducted from the total. All outstanding checks will be voided with the bank at the end of the fiscal year if greater than 90 days outstanding,
 - b. Bank deposit tickets should be dated concurrently with the date funds are received and posted to the cash receipts ledger,
 - c. Cash, checks, and money orders should be deposited within two (2) business days,
 - d. Accurate adjustments for voided checks should be made to the cash disbursement ledger and reflected accordingly in the monthly summary report,
14. Serves as the catalyst to contact the chapter President regarding any lapse of eligibility of chapter officers,



DUTIES AND RESPONSIBILITIES: TREASURER (2 of 2)

15. Transacts all financial business (collecting funds and writing checks) during, before or after Executive Board meetings, sorority meetings, special business meetings or any time or place designated by the President and fiscal officers,
16. Checks relevant budgets prior to issuing checks,
17. Ensures voucher process is used for disbursement of funds,
18. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment,
19. Is responsible for turning books over to the Internal Audit Committee two (2) weeks after the fiscal year closes or at the request of Internal Audit Chair,
20. Ensures the chapter complies with the bonding insurance policies directed by Grand Chapter,
21. Obtains the following items from the AA by August 15:
 - a. CPA report or opinion letter on the CPA's letterhead, including CPA signature and license number,
 - b. CPA prepared financial statements for the chapter for the year ended June 30,
 - c. Any books, records or documents given to the CPA for the purpose of the review or audit,
22. Completes and signs the Acceptance of Fiduciary Responsibility Form,
23. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter,
24. Maintains all financial records and correspondence in accordance with Delta Sigma Theta Sorority, Inc. Chapter Records Retention and Destruction Policy. (Article VII)
25. Submits Grand Chapter funds within thirty (30) days of receipt,
26. Submits bonding insurance annually in March,
27. Ensures the chapter operates within an approved budget by making only authorized disbursements,
28. Makes disbursements on written authorization as outlined in the chapter Policies and Procedures,
29. Signs all checks except her own,
30. Reconciles all accounts monthly,
31. Ensures the chapter's financial records are audited in accordance with current internal audit guidelines,
32. Monitors expenditures of the chapter budget,
33. Ensures the Annual Financial Report/Group Authorization Return (990) is completed, and
34. Attends finance training workshops.



DUTIES AND RESPONSIBILITIES: ASSISTANT FINANCIAL SECRETARY

1. Assists the Financial Secretary with the duties of her position except signing checks made payable to the President and Treasurer and performing Financial Secretary duties when serving as a member of the Minerva Circle,
2. Serves as a member of the Executive Committee, the Executive Board, and the Finance Committee,
3. Completes and signs the Acceptance of Fiduciary Responsibility Form,
4. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officer Manual, and as directed by Grand Chapter,
5. Maintains all financial records and correspondence in accordance with Delta Sigma Theta Sorority, Inc. Chapter Records Retention and Destruction Policy. (Article VII)
6. Assists in recording income and issues receipts for the monies that she has collected,
7. Turns collected funds over to the Financial Secretary with a detail of what was collected to ensure that the two (2) business day deposit requirement is met, and
8. Attends finance training workshops.



DUTIES AND RESPONSIBILITIES: NOMINATING COMMITTEE – CHAIR AND MEMBERS

The Nominating Committee is responsible for soliciting and receiving nominations of members to serve in any elected chapter offices and positions, including the Minerva Circle.

1. The Nominating Committee will consist of one (1) chair and two (2) members of the chapter. The Chair and members of the Nominating Committee will be elected by a majority vote of the members present and voting.
2. The Chair and members of the Nominating Committee will solicit and receive nominations from chapter members for all elected offices and positions, including the Minerva Circle, by the specified deadline date, in order to create a slate of candidates.
3. The Chair and committee members of the Nominating Committee shall be elected during chapter election of officers.
4. The Chair and the members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the Nominating Committee.
5. The Chair and members of the Nominating Committee shall organize, oversee, implement and monitor all campaign activities.
6. Advise chapter members of available positions and the process for evaluating all applications,
7. Develop a nomination application for those seeking to run for office,
8. Define campaigning rules, including maximum expenditure allowed per candidate for campaigning,
9. Develop the actual slate,
10. Present the slate to the Executive Board,
11. Present the slate to the chapter,
12. Review the qualifications of any nominees from the floor, and
13. Give the final slate to the Elections Committee, so that the ballot can be developed.

Note: The chair and members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.



DUTIES AND RESPONSIBILITIES: INTERNAL AUDIT COMMITTEE – CHAIR AND MEMBERS (1 of 2)

1. The committee shall consist of the Chair and three (3) elected members.
2. The Chair and Members shall be elected during the chapter election of officers,
3. Shall not serve more than one (1) term in the same office,
4. The chair shall secure a location for the meeting and contact members to attend,
5. The chair shall collect the required financial records from the financial officers in accordance with the schedule recommended by the National Internal Audit Committee. The financial records should be returned to the financial officers before the next scheduled Executive Board meeting. A draft of the audit report should be discussed with the financial officers prior to being rendered at the Executive Board meeting. The chair shall report to the chapter the audit findings and recommendations for improvements, if any,
6. The chair of the audit committee will submit the quarterly Internal Audit Report on-line in the **RED Zone** by the following dates:
 - a. 1st quarter - December 1
 - b. 2nd quarter - March 1
 - c. 3rd quarter - June 1
 - d. 4th quarter - August 1
7. The chair shall provide the Detailed Audit Report to the Recording Secretary and make it available for review at the Executive Board and chapter meetings,



DUTIES AND RESPONSIBILITIES: INTERNAL AUDIT COMMITTEE – CHAIR AND MEMBERS (2 of 2)

8. The chair shall secure the books for the committee’s audit of the 4th quarter transactions by July 15 and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external review or audit,
9. The chair shall 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 August 31. The chapter President will receive notification of the completed submission in the to complete the compliance process, and
10. The chair shall review the CPA’s report with the President and financial officers, then the Executive Board and finally the chapter.

NOTE: The members of the Internal Audit Committee may not be current financial officers, chapter President or members of the Finance Committee, but shall have some knowledge of the chapter fiscal operations and general accounting procedures (i.e., assistant financial officers and members with an accounting or financial background). Immediate past financial officers may serve as either chair or member as long as they avoid reviewing transactions to which they may have been a party.