



Delta Sigma Theta Sorority, Inc.

**North Central Texas Alumnae
Chapter #1038**

P.O Box 823021 North Richland Hills, TX 76182

www.dstncta.org

2023-2024 PROPOSED AMENDMENTS TO THE POLICIES AND PROCEDURES

(To be Voted Upon on April 13, 2024)

Submitted By

The Policies and Procedures Committee

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Block Voting is a voting procedure by which several proposed actions are grouped together to be voted on in a single motion. Those recommendations are included in a “block” and shall be voted on as a group. A member may request to remove or add proposed recommendations to or from the block. Each proposed recommendation pulled out of the block shall be voted on individually.

The proposed recommendations that fall into one of the following categories (Block 1, 2, and 3B) will be voted upon in a block as they either involve minor substantive changes or are plausible:

BLOCK	DESCRIPTION	QTY
BLOCK 1	REVISIONS TO ALIGN WITH CHAPTER OPERATIONS	8
BLOCK 2	REVISIONS TO ALIGN WITH GRAND CHAPTER’S CONSTITUTION AND BYLAWS	7
SECTION 3A	NEW CHAPTER ROLES—INDIVIDUAL RECOMMENDATIONS	11
BLOCK 3B	NEW POLICY TO REVISE OPERATIONAL PROCEDURE	8
TOTAL NUMBER OF RECOMMENDATIONS		34

BLOCK 1: REVISIONS TO ALIGN WITH CHAPTER OPERATIONS

ARTICLE I: CHAPTER INFORMATION

Section 3: Contact Information

Reference Number:	1.1	ARTICLE DESCRIPTION:		CHAPTER INFORMATION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
5	I	3	D	Minor correction to match current operational procedures
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
SECTION 3: CONTACT INFORMATION D. Chapter Social Media Accounts: Facebook (NCTA Deltas), Twitter (NCTA1913), Instagram (NCTA1913A)			SECTION 3: CONTACT INFORMATION D. Chapter Social Media Accounts: Facebook (NCTA Deltas), Twitter (NCTA1913), Instagram (NCTA1913A) (dstncta1913)	SECTION 3: CONTACT INFORMATION D. Chapter Social Media Accounts: Facebook (NCTA Deltas), Twitter (NCTA1913), Instagram (dstncta1913)
RATIONALE: Updating the contact information to reflect the appropriate name				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
25	IV	1	R #2 (add Instagram)

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES, & RESPONSIBILITIES

Section 3: Committees

Reference Number:	1.2	ARTICLE DESCRIPTION:			CHAPTER STRUCTURE, GOVERNING BODIES, & RESPONSIBILITIES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
6	II	3	A	Minor correction to match current operational procedures	
CURRENT WORDING			PROPOSED AMENDMENT		IF ADOPTED, WILL READ
2. The Standing Committees of the chapter are: a. Executive Committee b. Executive Board c. Arts and Letters d. Budget and Finance e. Chaplain's Council f. Emergency Response g. Fundraising a. Cotillion h. Heritage and Archives i. Information & Communications j. Internal Audit k. Membership Services l. Nominating Committee m. Past President's Council n. Policies and Procedures o. Program Planning and Development a. Economic Development b. Educational Development i. Delta Academy ii. Delta GEMS iii. Teen Summit c. International Awareness and			2. The Standing Committees of the chapter are: a. Executive Committee b. Executive Board c. Arts and Letters d. Budget and Finance e. Chaplain's Council f. Emergency Response g. Fundraising a. Cotillion h. Heritage and Archives i. Information & Communications i. Internal Audit j. Membership Services k. Nominating Committee l. Past President's Council m. Policies and Procedures n. Program Planning and Development a. Economic Development Community Service b. Economic Development c. Educational Development i. Delta Academy ii. Delta GEMS iii. Teen Summit		2. The Standing Committees of the chapter are: a. Executive Committee b. Executive Board c. Arts and Letters d. Budget and Finance e. Chaplain's Council f. Emergency Response g. Fundraising a. Cotillion h. Heritage and Archives i. Internal Audit j. Membership Services k. Nominating Committee l. Past President's Council m. Policies and Procedures n. Program Planning and Development a. Community Service b. Economic Development c. Educational Development i. Delta Academy ii. Delta GEMS iii. Teen Summit

Reference Number:	1.2	ARTICLE DESCRIPTION:	CHAPTER STRUCTURE, GOVERNING BODIES, & RESPONSIBILITIES
Involvement d. Physical and Mental Health e. Risk Management p. Ritual and Ceremonies q. Scholarship r. Social Action (in support of Political Awareness and Involvement) s. Technology		<p>d. International Awareness and Involvement e. Physical and Mental Health f. Risk Management g. Social Action (in support of Political Awareness and Involvement) o. Public Relations p. Ritual and Ceremonies q. Scholarship r. Social Action (in support of Political Awareness and Involvement) r. Technology</p>	<p>d. International Awareness and Involvement e. Physical and Mental Health f. Risk Management g. Social Action (in support of Political Awareness and Involvement) o. Public Relations p. Ritual and Ceremonies q. Scholarship r. Technology</p>
Rationale: Social Action is a part of the 5-Point Programmatic Thrust. Removed one position and added two.			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
7	II	3	B/4 Add e. Charter Day
18	IV	1	E Add Chaplain's Council
18	IV	1	Re-order Emergency Response from E to F and all subsequent committees through Internal Audit
21	IV	1	I – Move (d) IA&I from page 21 to PP&D on page 24
24	IV	1	Add O. Public Relations Specialist above Rituals and Ceremonies
24	IV	1	Re-order Ritual ad Ceremonies and Scholarship to P and Q

Page	Article	Section	Number/Letter
24	IV	1	Add a. Community Service Coordinator to PP&D on page 24
24	IV	1	Add (b) Economic Development and move I, ii, iii underneath
23	IV	1	Change Educational Development from (a) to (c)
24	IV	1	S - Move Teen Summit from page 25 to PP&D/Educational Dev on page 24
24	IV	1	Add (e) Physical and Mental Health under PP&D on page 24
24	IV	1	Re-order Risk Management from (b) to (f)
25	IV	1	Q - Move (g) Social Action from page 25 to PP&D on page 24
26	IV	2	E Add Charter Day

ARTICLE III: ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS

Section 2: Duties and Responsibilities of Appointed Positions

Reference Number:	1.3	ARTICLE DESCRIPTION:		ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	
12-13	III	2	E.7 (NEW)	Minor change to match current operational procedures
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>E.Historian</p> <ol style="list-style-type: none"> Maintains an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary; Submits a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year; Maintains a list of chapter awards, certificates, etc.; Ensures that pictures are taken at all chapter activities, National Conventions, and Regional Conferences; Displays the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year Chair of Heritage and Archives 			<p>E.Historian</p> <ol style="list-style-type: none"> Maintains an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary; Submits a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year; Maintains a list of chapter awards, certificates, etc.; Ensures that pictures are taken at all chapter activities, National Conventions, and Regional Conferences; Displays the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year Chair of Heritage and Archives Establishes an electronic media for sorors to capture/upload photos from chapter events and activities (i.e., Photo Circle). 	<p>E.Historian</p> <ol style="list-style-type: none"> Maintains an annual summary of all chapter activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts, as necessary; Submits a written chronicle of the year's chapter activities to the chapter at the end of each fiscal year; Maintains a list of chapter awards, certificates, etc.; Ensures that pictures are taken at all chapter activities, National Conventions, and Regional Conferences; Displays the chapter scrapbook and other applicable items as requested and on special chapter occasions throughout the Sorority year Chair of Heritage and Archives Establishes an electronic media for sorors to capture/upload photos from chapter events and activities (i.e., Photo Circle).
RATIONALE: To align with current chapter practices.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
N/A			

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: Standing Committees

Reference Number:	1.4	ARTICLE DESCRIPTION:		
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	Minor change to match current operational procedures
23	IV	1	N	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
N. Program Planning and Development 1. Provide leadership, focus and coordination for implementation of the Chapter’s public service and internal development programs.			N. Program Planning and Development 1. Provide leadership, focus and coordination for implementation of the Chapter’s public service and internal development programs.	N. Program Planning and Development 1. Provide leadership, focus and coordination for implementation of the Chapter’s public service.
Rationale: Internal development is not a program, planning, and development goal and is currently not being implemented under this category. Instead, internal development is a goal of membership services and is currently being implemented under this category.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
8	III	1	B – Add “Coordinate internal development programs” under First Vice President.

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Reference Number:	1.5	ARTICLE DESCRIPTION:		FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
30	VIII	1	f	Update to align with current operational procedure
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
f) The fiscal year of the chapter shall begin on July 1 and end on June 30		f) The fiscal year of the chapter shall begin on July 1 and end on June 30 January 1 and end on December 31.		f) The fiscal year of the chapter shall begin on January 1 and end on December 31.
Rationale: To align with the fiscal year change.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
30	VIII	1	N Change fiscal year to programming year

Reference Number:	1.6	ARTICLE DESCRIPTION:			This reference # was intentionally left blank
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	

Section 3: Collegiate Sorors and Delta Dears

Reference Number:	1.7	ARTICLE DESCRIPTION:			FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
30	VIII	3	B	Clarification	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
B. Local dues for Delta Dears will be reduced by \$50.00. At age 75, local dues will be waived. (To be considered a chapter member, National Dues must be paid in full)			B. Local dues for Delta Dears will be reduced by \$50.00 are eligible to participate in a \$50.00 reduction in local dues. At age 75, local dues will be waived. are eligible to will be waived. (To be considered a chapter member, National Dues must be paid in full).	B. Delta Dears are eligible to participate in a \$50 local dues reduction. At age 75, local dues are eligible to be waived (To be considered a chapter member, National Dues must be paid in full).	
RATIONALE: To clarify "eligibility" as opposed to "entitlement." Members must initiate this request.					

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
N/A			

Section 6: Travel Policy

Reference Number:	1.8	ARTICLE DESCRIPTION:		FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
32	VIII	6	B.k	Clarification
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>A. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives</p> <p>k. Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room</p>			<p>B. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives</p> <p>k. Hotel lodging – one room for the chapter president or representative determined by the order of succession. both delegates or the equivalent price of shared double occupancy room</p>	<p>C. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives</p> <p>k. Hotel lodging – one room for the chapter president or representative determined by the order of succession.</p>
RATIONALE: This speaks to only one representative for these types of meetings.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
N/A			

ARTICLE XVII: PARLIAMENTARY AUTHORITY

APPENDIX

Reference Number:	1.9	ARTICLE DESCRIPTION:		PARLIAMENTARY AUTHORITY/APPENDIX
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
47	XVII	GENERAL GUIDELINES	B.1	Clarification
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
B. CRITERIA FOR RUNNING FROM THE FLOOR 1. A Soror nominated from the floor must submit the candidate form by the end of chapter meeting she was nominated			B. CRITERIA FOR RUNNING FROM THE FLOOR 1. A Soror nominated from the floor must submit the candidate form by the Monday following end of chapter meeting she was nominated.	B. CRITERIA FOR RUNNING FROM THE FLOOR 1. A Soror nominated from the floor must submit the candidate form by the Monday following chapter meeting she was nominated.
Rationale: Updating policy to align with Article IX, Section K, number 1, which states, "A Soror nominated from the floor must submit the candidate form by the Monday following chapter meeting she was nominated."				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
38	IX	K	1

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Policy & Procedure Committee: Stephanie M. Spears	Date Received: 3/3/2024		Date Reviewed: 3/3/2024
Executive Board Review:	Date Reviewed:		# of Votes/Pass or Fail:
Chapter Review:	Date Provided:	Date Reviewed:	# of Votes/Pass or Fail:

BLOCK 2: REVISIONS TO ALIGN WITH GRAND CHAPTER’S CONSTITUTION AND BYLAWS

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 1: Fiscal Roles and Responsibilities

Reference Number:	2.1	ARTICLE DESCRIPTION:			FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
30	VIII	1	m	Alignment to new fiscal year and internal audit manual	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
<p>Section 1: Fiscal Roles and Responsibilities</p> <p>m) An audit must commence thirty days after the close of the fiscal year. The chapter shall use a CPA or internal auditors depending on the number of gross receipts. The Audit Report must be presented to the fiscal officers before being brought to the Executive Board and the chapter</p>			<p>Section 1: Fiscal Roles and Responsibilities</p> <p>m) An audit must commence thirty days after the close of the fiscal year. The chapter shall use a CPA or internal auditors depending on the number of gross receipts. The Audit Report must be presented to the fiscal officers before being brought to the Executive Board and the chapter. The books of the chapter shall be audited by a certified public accountant (depending on the number of gross receipts) or audit committee within 30 days of the close of sorority year. The audit report must be submitted using the online system using the Red Zone by February 28.</p>	<p>Section 1: Fiscal Roles and Responsibilities</p> <p>m) The financial records of a chapter shall be audited by the internal audit committee followed by an external certified public accountant (if applicable), within 30 days of the close of the sorority year. A copy shall be submitted to National Headquarters by February 28th.</p>	
RATIONALE: To align with the constitution and bylaws, new fiscal year, and the fiscal officer’s manual.					

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
30	VIII	1	F and M

Reference Number:	2.2	ARTICLE DESCRIPTION:			This item was intentionally left blank
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ	

Reference Number:	2.3	ARTICLE DESCRIPTION:			FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
30	VIII	1	f	Alignment with Grand Chapter's fiscal changes	
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ	
f) The fiscal year of the chapter shall begin July 1 and end June 30		f) The fiscal year of the chapter shall begin July 1 and end December June 30-31 January 1		f) The fiscal year of the chapter shall begin January 1 and end December 31.	
RATIONALE: To align with the 2024 Calendar Year change					

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
30	VIII	1	F
30	VIII	2.1 AND 2.2	
30	VIII	5	C, D

Section 2: Local Dues

Reference Number:	2.4	ARTICLE DESCRIPTION:		FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION CURRENT PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
30	VIII	2	1, 2, & 3	Alignment with Grand Chapter's fiscal changes
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
1. Local chapter dues will be \$250.00 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 shall: 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		1. Local chapter dues will be \$250.00 per calendar/ sorority year (July 1st to June 30th) (January 1 to December 31) 2. Local and National dues are due/payable from July 1 – September 30 January 1st – March 31st July 1 – September 30 3. Regular Members shall: a) Pay Grand Chapter, local dues, and current per capita fee during regular dues season b) Pay Grand Chapter Late fee of \$10, if paid October 1 - December 31 c) Pay Reinstatement fee, if inactive 1 yr - \$15, 2+ yrs - \$30, if paid in the following calendar year (Late or Reinstatement if applicable, not both) 4. Golden/Diamond Life members shall: 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		1. Local chapter dues will be \$250.00 per calendar/sorority year (January 1 to December 31) 2. Local and National dues are due/payable from July 1 – September 30 3. Regular Members shall: a) Pay Grand Chapter, local dues, and current per capita fee during regular dues season b) Pay Grand Chapter Late fee of \$10, if paid October 1 - December 31 c) Pay Reinstatement fee, if inactive 1yr - \$15, 2+ yrs - \$30, if paid in the following calendar year (Late or Reinstatement if applicable, not both) 4. Golden/Diamond Life members shall: 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
RATIONALE: To align with the 2024 calendar year change and to outline details of Grand Chapter Regular member dues expectations. To clarify members cannot be charged both.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
30	VIII	1	F
30	VIII	2.1 AND 2.2	
30	VIII	5	C, D
34	VIII	8	F and G

Section 4: Unconsumed Dues

Reference Number:	2.5	ARTICLE DESCRIPTION:			FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION CURRENT PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
30	VIII	4	4	Clarification	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
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.			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. A chapter member who graduates or transfers after paying dues can have the unconsumed portion transferred to their new chapter to apply toward the current year's local dues. Dues transfers must be requested in writing.	A. A chapter member who graduates or transfers after paying dues can have the unconsumed portion transferred to their new chapter to apply toward the current year's local dues. Dues transfers must be requested in writing.	
RATIONALE: To align with the fiscal officer's manual.					

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
	N/A		

Section 8: Method of Payment

Reference Number:	2.6	ARTICLE DESCRIPTION:			FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
34	VIII	8	A	Correction to align with current approved operational procedure	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
<p>A. Payment of dues may be in cash, personal checks, money orders or cashier’s checks. Ten (10) days prior to due date, all payments will be remitted in certified funds in the form of cashier’s check or money order. When the chapter is remitting dues and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone.</p> <p>B. Merchant accounts and/or electronic payment systems may be used as an alternate payment method for committee activity and dues. (Note: The inclusion of merchant accounts must have chapter approval)</p> <ol style="list-style-type: none"> The Chapter will ensure adherence to the newly revised Fiscal Officer’s Manual for related merchant and/or electronic payment system accounts. In accordance with the vendor’s guidelines, the fees to use merchant accounts and/or electronic payment 			<p>A. Payment of dues may be by in-cash, personal checks, money orders or cashier’s checks. Ten (10) days prior to due date, all payments will be remitted in certified funds in the form of cashier’s check or money order. When the chapter is remitting dues and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone.</p> <p>B. Merchant accounts and/or electronic payment systems may be used as an alternate payment method for committee activity and dues. (Note: The inclusion of merchant accounts must have chapter approval)</p> <ol style="list-style-type: none"> The Chapter will ensure adherence to the newly revised Fiscal Officer’s Manual for related merchant and/or electronic payment system accounts. In accordance with the vendor’s guidelines, the fees to use merchant accounts and/or 	<p>A. Payment of dues may be by personal checks, money orders or cashier’s checks. Ten (10) days prior to due date, all payments will be remitted in certified funds in the form of cashier’s check or money order. When the chapter is remitting dues and fees to the Finance Department at National Headquarters, they must use the Echeck system in the Red Zone.</p> <p>B. Merchant accounts and/or electronic payment systems may be used as an alternate payment method for committee activity and dues. (Note: The inclusion of merchant accounts must have chapter approval)</p> <ol style="list-style-type: none"> The Chapter will ensure adherence to the newly revised Fiscal Officer’s Manual for related merchant and/or electronic payment system accounts. In accordance with the vendor’s guidelines, the fees to use merchant accounts and/or 	

Reference Number:	2.6	ARTICLE DESCRIPTION:	FISCAL POLICIES AND PROCEDURES
<p>systems may be passed on to individuals who use these methods.</p> <p>3. A procedure for transferring ownership of the merchant accounts due to changes in chapter leadership (transition of officers) should be created and added to the chapter's policies and procedures. The process for the Anywhere Alumnae Chapter is:</p> <p>i. Insert Your Chapter Transfer of ownership policy. Refer to the Fiscal Officers Manual for Guidance.</p> <p>C. All monies should be remitted to the Financial Secretary/Assistant Financial Secretary. In absence, the President can accept money</p> <p>D. The chapter will not accept postdated checks. Current dated checks, money orders, or cash will be accepted</p> <p>E. The chapter will not accept cash for dues payment at any time</p>	<p>electronic payment systems may be passed on to individuals who use these methods.</p> <p>3. A procedure for transferring ownership of the merchant accounts due to changes in chapter leadership (transition of officers) should be created and added to the chapter's policies and procedures. The process for the Anywhere Alumnae Chapter is:</p> <p>i. Insert Your Chapter Transfer of ownership policy. Refer to the Fiscal Officers Manual for Guidance.</p> <p>C. All monies should be remitted to the Financial Secretary/Assistant Financial Secretary. In absence, the President can accept money</p> <p>D. The chapter will not accept postdated checks. Current dated checks or money orders will be accepted</p> <p>E. The chapter will not accept cash for dues payment at any time</p>	<p>electronic payment systems may be passed on to individuals who use these methods.</p> <p>3. A procedure for transferring ownership of the merchant accounts due to changes in chapter leadership (transition of officers) should be created and added to the chapter's policies and procedures. The process for the Anywhere Alumnae Chapter is:</p> <p>i. Insert Your Chapter Transfer of ownership policy. Refer to the Fiscal Officers Manual for Guidance.</p> <p>C. All monies should be remitted to the Financial Secretary/Assistant Financial Secretary. In absence, the President can accept money</p> <p>D. The chapter will not accept postdated checks. Current dated checks money orders will be accepted</p> <p>E. The chapter will not accept cash for dues payment at any time</p>	
<p>RATIONALE: To clarify that cash will not be accepted for dues.</p>			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

Reference Number:	2.7	ARTICLE DESCRIPTION:		FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
34	VIII	8	F and G	Clarification
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>F. The chapter will accept personal checks for dues from July 1 through March chapter meeting.</p> <p>G. The chapter will ONLY accept money orders, cashier's check, and credit card (National Dues only) dues payments after the March chapter meeting until the June chapter meeting with applicable late fees.</p>			<p>F. The chapter will accept personal checks for dues from July 1 through March January 1 through the June chapter meeting.</p> <p>G. The chapter will ONLY accept money orders, cashier's check, and credit card (National Dues only) dues payments after the March chapter meeting until the June chapter meeting with applicable late fees.</p>	<p>F. The chapter will accept personal checks for dues from January 1 through the June chapter meeting.</p>
RATIONALE: The chapter will accept personal checks for dues from January 1 through the June chapter meeting.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

ARTICLE XIII: CHAPTER REPRESENTATION

Section 1: National Convention and Regional Conference Delegates

Reference Number:	2.8	ARTICLE DESCRIPTION:		CHAPTER REPRESENTATION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
43	XIII	1	C	Clarification
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
C. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate; the incoming First Vice President shall serve as the Alternate Delegate to the National Convention and Regional Conference.			C. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate; the incoming Second First Vice President shall serve as the Alternate Delegate for to the National Convention, and incoming First Vice President shall serve as the Alternate Delegate for the Regional Conference.	C. During the year of elections, the incoming President shall be the National Convention and Regional Conference Voting Delegate; the incoming Second Vice President shall serve as the Alternate Delegate for the National Convention, and incoming First Vice President shall serve as the Alternate Delegate for the Regional Conference.
Rationale: Clarify the 1st versus 2nd VPs' role relative to Regional Conferences and National Conventions.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Policy & Procedure Committee:	Date Received:		Date Reviewed:
Executive Board Review:	Date Reviewed:		# of Votes/Pass or Fail:
Chapter Review:	Date Provided:	Date Reviewed:	# of Votes/Pass or Fail:

3A: INDIVIDUAL RECOMENDATIONS

ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES, & RESPONSIBILITIES

Section 3: Committees

Reference Number:	3A.1	ARTICLE DESCRIPTION:		CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
7	II	3	B.4.e (NEW)	NEW Special Committee
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
B. SPECIAL 4. The Special/Ad-Hoc Committees of the chapter are: a. Elections b. Minerva Circle c. Founders Day d. May Week			B. SPECIAL 4. The Special/Ad-Hoc Committees of the chapter are: a. Elections b. Minerva Circle c. Founders Day d. May Week e. Charter Day	B. SPECIAL 4. The Special/Ad-Hoc Committees of the chapter are: a. Elections b. Minerva Circle c. Founders Day d. May Week e. Charter Day
RATIONALE: At the discretion of the chapter president, this special committee focuses on the celebration of the chartering of the Chapter. It is the chapter's current practice to have an annual charter day celebration.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Jennifer Clark		Email: president@dstncta.org	
Executive Board Review:		Date Reviewed:	
Chapter Review:		Date Provided:	Date Reviewed:
		# of Votes/Pass or Fail:	
		# of Votes/Pass or Fail:	

ARTICLE III: ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS

Section 2: Duties and Responsibilities of Appointed Positions

Reference Number:	3A.2	ARTICLE DESCRIPTION:		ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
13	III	2	I (NEW)	New Leadership Position: Public Relations Specialist
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
N/A		<p>I. Public Relations Specialist The Public Relations Specialist will create and maintain a positive public image for the chapter. She will be responsible for crafting media releases and developing social media programs to shape awareness and public perception of the chapter's programs and activities. She will also be responsible for adhering to the Delta Media Style Guide to ensure the branding of the chapter is succinct on all flyers, posters, and social media posts.</p> <ol style="list-style-type: none"> 1. Serve as editor of the chapter newsletter. 2. Collect and edit all pertinent newsworthy materials for national, regional, state, and local publications. 3. Notify mass media (print and broadcast) of all newsworthy activities of the Chapter. 4. Be responsible for publicity in publications of the Grand Chapter, Regional and State newsletters, and local media. 5. Assist with writing and/or editing award submissions. 6. Serve as a member of the Technology Committee. 		<p>I. Public Relations Specialist The Public Relations Specialist will create and maintain a positive public image for the chapter. She will be responsible for crafting media releases and developing social media programs to shape awareness and public perception of the chapter's programs and activities. She will also be responsible for adhering to the Delta Media Style Guide to ensure the branding of the chapter is succinct on all flyers, posters, and social media posts.</p> <ol style="list-style-type: none"> 1. Serve as editor of the chapter newsletter. 2. Collect and edit all pertinent newsworthy materials for national, regional, state, and local publications. 3. Notify mass media (print and broadcast) of all newsworthy activities of the Chapter. 4. Be responsible for publicity in publications of the Grand Chapter,

Reference Number:	3A.2	ARTICLE DESCRIPTION:	ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS
			Regional and State newsletters, and local media. 5. Assist with writing and/or editing award submissions. 6. Serve as a member of the Technology Committee.
RATIONALE: To maintain the brand of the North Central Texas Alumnae Chapter by following the Delta Style and Brand Guide. This will prevent sorors from creating flyers using different images, etc. The goal is to create a standardized look and feel for the chapter's fliers.			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Nikeya R. Anderson	Email: Nikeya.r.anderson@gmail.com		Phone: 972-467-1726
Executive Board Review:	Date Reviewed:		# of Votes/Pass or Fail:
Chapter Review:	Date Provided:	Date Reviewed:	# of Votes/Pass or Fail:

Reference Number:	3A.3	ARTICLE DESCRIPTION:		ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
13	III	2	H	NEW Risk Management Team
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
<p>H. Risk Management Coordinator 1. Works with 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.</p>		<p>H. Risk Management Coordinator 1. Works with 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. Additionally, the RMC establishes a Risk Management Team with the Chapter President, and ensures the Team is of an appropriate size to support the activities of Chapter Youth Programs.</p>		<p>H. Risk Management Coordinator 1. Works with 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. Additionally, the RMC establishes a Risk Management Team with the Chapter President, and ensures the Team is of an appropriate size to support the activities of Chapter Youth Programs.</p>
<p>Rationale: The existing P&P Article specific to Risk Management Coordinator does not include the use of a Risk Management Team. While we have already identified a team and performing on the team, we are proposing that we make the following change so that those who come behind us, understand Risk Management is not a task to be done alone. This point was also reiterated during RMC Training by the Regional RMCs. The Chapter President and the other 3 members of the Risk Management Team have agreed that this change is needed.</p>				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Rebecca Leaper		Email:	Phone:
Executive Board Review:		Date Reviewed:	# of Votes/Pass or Fail:
Chapter Review:		Date Provided:	Date Reviewed:
			# of Votes/Pass or Fail:

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:				
Reference Number:	3A.4	ARTICLE DESCRIPTION:		ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
12	III	2	D	Add an Assistant Sergeant-at-Arms
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
N/A		D. Assistant Sergeant-At-Arms 1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies 2. Assists President in keeping order at all times 3. Supervises admittance of all persons to chapter meetings 4. Guards against intrusion 5. Shall ensure 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		D. Assistant Sergeant-At-Arms 1. Fulfills the role as outlined in the Ritual for chapter meetings and ceremonies 2. Assists President in keeping order at all times 3. Supervises admittance of all persons to chapter meetings 4. Guards against intrusion 5. Shall ensure 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
Rationale: There are multiple doors to be covered in the gym. We need more than one soror to ensure the confidentiality of our meetings.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
12	III	2	E. Sergeant-At-Arms (#1)
PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Nikeya R. Anderson		Email: Nikeya.r.anderson@gmail.com	
Executive Board Review:		Date Reviewed:	# of Votes/Pass or Fail:
Chapter Review:		Date Provided:	Date Reviewed:
			# of Votes/Pass or Fail:

Reference Number:	3A.5	ARTICLE DESCRIPTION:		COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
P&P 2022-2023 EDITION CURRENT PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
25	IV	1	T	Community Service Sub-Committee under PP&D
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
N/A		T. Community Service Committee 1. The Community Service Coordinator will investigate and recommend community partnerships and outreach activities to the chapter to address issues disproportionately affecting the communities within NCTA's service area (i.e., health disparities, education access, economic empowerment). 2. The Community Service Coordinator will work alongside the Chair of PP&D and committee chairs to, at minimum, ensure a successful annual day of service for chapter members.		T. Community Service Committee 1. The Community Service Coordinator will investigate and recommend community partnerships and outreach activities to the chapter to address issues disproportionately affecting the communities within NCTA's service area (i.e., health disparities, education access, economic empowerment). 2. The Community Service Coordinator will work alongside the Chair of PP&D and committee chairs to, at minimum, ensure a successful annual day of service for chapter members.
Rationale: The Social Action Committee is planning a lot of our community service efforts. We need a Community Service committee or coordinator who can serve as the liaison to coordinate projects for the HEB school we support, The Big Give, and any other community service projects the chapter does. Additionally, with knowledge of the chapter's programming, this committee/coordinator can also work with the 5-point thrusts and other committees to explore community service opportunities that can be attached to their programming. The budget for this committee can be a line item of the new PPD budget.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
23-24	IV	1	N/8/a New Community Service language
PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: LaShondra Manning		Email:	Phone:
Executive Board Review:		Date Reviewed:	# of Votes/Pass or Fail:
Chapter Review:		Date Provided:	Date Reviewed:
			# of Votes/Pass or Fail:

Reference Number:	3A.6	ARTICLE DESCRIPTION:			COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
23-24	IV	1	N/8/a,b,c	Additional High School Scholarships for GEMS	
CURRENT WORDING			PROPOSED AMENDMENT		IF ADOPTED, WILL READ
<p>a. Educational Development</p> <ul style="list-style-type: none"> 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. iii. The committee shall implement national and local programs that promote academic excellence and provide financial support to students within the Chapter’s service area. iv. 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 <ul style="list-style-type: none"> 1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive 			<p>a. Community Service</p> <ul style="list-style-type: none"> i. The Community Service Coordinator will investigate and recommend community partnerships and outreach activities to the chapter to address issues disproportionately affecting the communities within NCTA’s service area (i.e., health disparities, education access, economic empowerment). ii. The Community Service Coordinator will work alongside the Chair of PP&D and committee chairs to, at minimum, ensure a successful annual day of service for chapter members. <p>ba. Educational Development Economic Development</p> <ul style="list-style-type: none"> 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. iii. The committee shall implement national and local programs that promote academic excellence and provide financial 		<p>a. Community Service</p> <ul style="list-style-type: none"> i. The Community Service Coordinator will investigate and recommend community partnerships and outreach activities to the chapter to address issues disproportionately affecting the communities within NCTA’s service area (i.e., health disparities, education access, economic empowerment). ii. The Community Service Coordinator will work alongside the Chair of PP&D and committee chairs to, at minimum, ensure a successful annual day of service for chapter members. <p>b. Economic Development</p> <ul style="list-style-type: none"> 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.

Reference Number:	3A.6	ARTICLE DESCRIPTION:	COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
<p>awards or rewards from the Chapter (t- shirts, gift cards etc.)</p> <p>v. 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</p> <ol style="list-style-type: none"> 1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive awards or rewards from the Chapter (t- shirts, gift cards etc.) 2. Responsible for any awards or rewards distributed to program participants on behalf of the committee and/or Chapter <p>b. Risk Management</p> <ol style="list-style-type: none"> 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. 	<p>support to students within the Chapter's service area.</p> <p>c. Educational Development</p> <ol style="list-style-type: none"> i. 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 <ol style="list-style-type: none"> 1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive awards or rewards from the Chapter (t- shirts, gift cards etc.) ii. 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 <ol style="list-style-type: none"> 1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive awards or rewards from the Chapter (t- shirts, gift cards etc.) 2. Responsible for any awards or rewards distributed to program participants on behalf of the committee and/or Chapter 	<ol style="list-style-type: none"> iii. The committee shall implement national and local programs that promote academic excellence and provide financial support to students within the Chapter's service area. <p>c. Educational Development</p> <ol style="list-style-type: none"> i. 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 <ol style="list-style-type: none"> 1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive awards or rewards from the Chapter (t- shirts, gift cards etc.) ii. 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 	

Reference Number:	3A.6	ARTICLE DESCRIPTION:	COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
		<p>iii. If a participant has completed four years in the program and met the attendance requirement each year, they can receive up to a \$1,000 stipend/scholarship, as determined by the chapter, pending proof of registration in a university, community college, or trade school.</p> <p>db. Risk Management</p>	<p>1. All participants must adhere to the attendance policy of 70% program participation to be eligible to receive awards or rewards from the Chapter (t-shirts, gift cards etc.)</p> <p>2. Responsible for any awards or rewards distributed to program participants on behalf of the committee and/or Chapter</p> <p>iii. If a participant has completed four years in the program and met the attendance requirement each year, they can receive up to a \$1,000 stipend/scholarship, as determined by the chapter, pending proof of registration in a university, community college, or trade school.</p> <p>d. Risk Management</p>
Rationale: To add an award and incentive to participants who have been actively engaged in our Educational Development Program.			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
6	II	3	A
PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Nikeya R. Anderson		Email: Nikeya.r.anderson@gmail.com	
		Phone: 972-467-1726	
Executive Board Review:		Date Reviewed:	
Chapter Review:		Date Provided:	
		Date Reviewed:	
		# of Votes/Pass or Fail:	
		# of Votes/Pass or Fail:	

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 3: Collegiate Sorors and Delta Dears

Reference Number:	3A.7	ARTICLE DESCRIPTION:		FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
30	VIII	3	A	Additional Reduction in Dues for New Graduates
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
A. With appropriate documentation, local chapter dues will be waived for Sorors their first year immediately 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		A. With appropriate documentation, local chapter dues will be waived for Sorors their first year immediately after graduating from a college or university and half year local chapter dues for two consecutive years after transferring into the chapter. The Soror will be considered a member of the chapter once National dues are received and receipted at National Headquarters.		A. With appropriate documentation, local chapter dues will be waived for Sorors their first year immediately after graduating from a college or university and half year local chapter dues for two consecutive years after transferring into the chapter. The Soror will be considered a member of the chapter once National dues are received and receipted at National Headquarters.
Rationale: To ease the financial burden of incoming collegiate members who immediately transfer into the alumnae chapter.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
30	VIII	2	1 Local chapter dues will be \$250 per sorority year. Add a footnote to state that local dues reductions may apply to Delta Dears and some members who transferred immediately after graduating from a college or university.
PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Nikeya R. Anderson		Email: Nikeya.r.anderson@gmail.com	Phone: 972-467-1726
Executive Board Review:		Date Reviewed:	# of Votes/Pass or Fail:
Chapter Review:		Date Provided:	Date Reviewed:
			# of Votes/Pass or Fail:

Section 16: Additional Fiscal Policies and Procedures

Reference Number:	3A.8	ARTICLE DESCRIPTION:		FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
36	VIII	16	D and E	Presidential Fund—Financial Procedural Change
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
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: B. Step Show Policy C. Bonding D. Membership Intake		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 C. Membership Intake D. <i>President Discretionary Fund - The chapter president is allocated \$500 annually to use at her discretion for activities where she will represent the chapter/discuss plans with area chapters.</i> E. <i>Payment for Chapter Activities/Events - For all events or activities the chapter will absorb the cost for the president.</i>		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 C. Membership Intake D. President Discretionary Fund - The chapter president is allocated \$500 annually to use at her discretion for activities where she will represent the chapter/discuss plans with area chapters. E. Payment for Chapter Activities/Events - For all events or activities the chapter will absorb the cost for the president.
Rationale: There is not a line item in the budget for the president to use as she represents the chapter. Although we cannot pay for their time we can offset the cost of gas and ticket/meal costs.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter
PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Nikeya R. Anderson		Email: Nikeya.r.anderson@gmail.com	
Executive Board Review:		Date Reviewed:	
Chapter Review:		Date Provided:	Date Reviewed:
		# of Votes/Pass or Fail:	
		# of Votes/Pass or Fail:	

ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES

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

Reference Number:	3A.9	ARTICLE DESCRIPTION:			NOMINATIONS, ELECTIONS AND VOTING PROCESSES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
37	IX	1	C/D	Material Change	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
<p>A. Each Soror seeking an elected office or position in the North Central Texas Alumnae Chapter shall meet the eligibility criteria as defined in the chapter Policies & Procedures.</p> <p>B. A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.</p> <p>C. 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 30th of the current sorority year.</p> <p>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.</p> <p>E. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time established by the committee for all candidates.</p>			<p>A. Each Soror seeking an elected office or position in the North Central Texas Alumnae Chapter shall meet the eligibility criteria as defined in the chapter Policies & Procedures.</p> <p>B. A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.</p> <p>C. 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 30th of the current sorority year.</p> <p>D. Eligibility requirements must be listed here. Must have attended at least one two (2) of the past three (3) National Conventions and one two (2) of the past three (3) Regional Conferences, or combination thereof prior to her nomination.</p> <p>E. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time</p>	<p>A. Each Soror seeking an elected office or position in the North Central Texas Alumnae Chapter shall meet the eligibility criteria as defined in the chapter Policies & Procedures.</p> <p>B. A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.</p> <p>C. If elected, the officer, chair, or committee member shall maintain financial status during her term(s) of office.</p> <p>D. Must have attended at least two (2) of the past three (3) National Conventions and two (2) of the past three (3) Regional Conferences.</p> <p>E. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time established by the committee for all candidates.</p> <p>F. The Candidate Profile shall include: a. Completed Application</p>	

Reference Number:	3A.9	ARTICLE DESCRIPTION:	NOMINATIONS, ELECTIONS AND VOTING PROCESSES
F. The Candidate Profile shall include: a. Completed Application b. Delta Resume		established by the committee for all candidates. F. The Candidate Profile shall include: a. Completed Application b. Delta Resume	
RATIONALE: For C, use same language as Grand Chapter and sorority year dates could change. For D, to align with the Constitution & ByLaws and qualifications to serve on the Minerva Circle. For F, the chapter does not require a resume to be submitted, only an application.			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Kim Crawford	Email:	Phone:	
Executive Board Review:	Date Reviewed:	# of Votes/Pass or Fail:	
Chapter Review:	Date Provided:	Date Reviewed:	# of Votes/Pass or Fail:

ARTICLE XII: MEMBERSHIP INTAKE

Section 2: Minerva Circle

Reference Number:	3A.10	ARTICLE DESCRIPTION:			MEMBERSHIP INTAKE
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
43	XII	2	C	Membership Intake in an Election Year	
CURRENT WORDING			PROPOSED AMENDMENT		IF ADOPTED, WILL READ
<p>C. Frequency</p> <ol style="list-style-type: none"> The chapter shall vote every odd calendar year to proceed or not proceed with membership Intake. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake 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. 			<p>C. Frequency</p> <ol style="list-style-type: none"> The chapter shall vote every odd calendar year to proceed or not proceed with membership Intake. The chapter shall not conduct membership intake in an election year unless required by the Regional Director. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake 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. 		<p>C. Frequency</p> <ol style="list-style-type: none"> The chapter shall vote every odd calendar year to proceed or not proceed with membership Intake. The chapter shall not conduct membership intake in an election year unless required by the Regional Director. A ten (10) day notification is sent to the members notifying them of another vote to proceed or not to proceed with Membership Intake If a chapter decides at a later point and time to rescind its vote to conduct membership intake, the motion to

Reference Number:	3A.10	ARTICLE DESCRIPTION:	MEMBERSHIP INTAKE
			rescind must pass by a two-thirds (2/3) vote of those members present and voting on the motion.
Rationale: To ensure continuity for new members to acclimate into the chapter before the leadership changes.			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Nikeya R. Anderson	Email: Nikeya.r.anderson@gmail.com		Phone: 972-467-1726
Executive Board Review:	Date Reviewed:		# of Votes/Pass or Fail:
Chapter Review:	Date Provided:	Date Reviewed:	# of Votes/Pass or Fail:

ARTICLE XIII: CHAPTER REPRESENTATION

Section 1: National Convention and Regional Conference Delegates

Reference Number:	3A.11	ARTICLE DESCRIPTION:			CHAPTER REPRESENTATION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
43	XIII	1	F and G	Clarification to ensure proper reimbursement	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
<p>F. Incoming chapter officers shall be financial with the Chapter and Grand Chapter for the fiscal year in which the convention/conference takes place, in order to attend a National Convention or Regional.</p> <p>G. Reimbursement</p> <p>1. The chapter will finance the following expenditures of its delegate and alternate: Actual –</p> <p>a) Registration</p> <p>b) Subscription events</p> <p>c) Transportation – round trip coach airfare</p> <p>d) Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room</p> <p>e) Baggage Fees (2 checked bags)</p> <p>f) Transfer fees from airport to hotel and vice versa</p> <p>g) Rental Car - when the airport is greater than 50 miles from designated host site Per Diem</p>			<p>F. Incoming chapter officers shall be financial with the Chapter and Grand Chapter for the fiscal year in which the convention/conference takes place, in order to attend that a National Convention or Regional.</p> <p>G. Reimbursement</p> <p>1. The chapter will finance the following expenditures of its delegate and alternate: Actual –</p> <p>a) Registration</p> <p>b) Subscription events</p> <p>c) Transportation – round trip coach airfare</p> <p>d) Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room</p> <p>e) Baggage Fees (2 checked bags)</p> <p>f) Roundtrip tTransfer fees from airport to hotel and vice versa</p> <p>g) Rental Car - when the airport is greater than 50 miles from designated host site Per Diem</p>	<p>F. Incoming chapter officers shall be financial with the Chapter and Grand Chapter for the fiscal year in which the convention/conference takes place, in order to attend that National Convention or Regional.</p> <p>G. Reimbursement</p> <p>1. The chapter will finance the following expenditures of its delegate and alternate: Actual –</p> <p>a) Registration</p> <p>b) Subscription events</p> <p>c) Transportation – round trip coach airfare</p> <p>d) Hotel lodging – one room for both delegates or the equivalent price of shared double occupancy room</p> <p>e) Baggage Fees (2 checked bags)</p> <p>f) Roundtrip transfer fees from airport to hotel and vice versa</p> <p>g) Rental Car - when the airport is greater than 50 miles from designated host site Per Diem–</p>	

Reference Number:	3A.11	ARTICLE DESCRIPTION:	CHAPTER REPRESENTATION
<p>a) Meals at \$45/day. Per Diem does not require a receipt.</p> <p>b) Transportation – roundtrip ground transportation mileage as per current IRS rate</p> <p>2. Unallowable Reimbursements – The chapter does not reimburse for telephone calls incurred in the hotel room, room service meals (exceeding the meal per diem), movies, laundry service, etc.</p> <p>3. It shall be the responsibility of the delegate and alternate to maintain receipts of expenditures, submitting with a completed voucher to the Treasurer within 30 days following the event. Any expenditure not accounted for by receipt, will be the responsibility of the delegate and alternate.</p> <p>4. The chapter will cover the regional conference registration cost of the Treasurer and Financial Secretary to ensure attendance of Fiscal Officers Training</p>	<p>a) Meals at \$45/day. Per Diem does not require a receipt. Meals per diem is based on General Services Administration's travel per diem rates by city.</p> <p>b) Transportation – roundtrip ground transportation mileage as per current IRS rate</p> <p>2. Unallowable Reimbursements – The chapter does not reimburse for telephone calls incurred in the hotel room, room service meals (exceeding the meal per diem), movies, laundry service, etc.</p> <p>3. It shall be the responsibility of the delegate and alternate to maintain receipts of expenditures, submitting with a completed voucher to the Treasurer within 30 days following the event. Any expenditure not accounted for by receipt (i.e., per diem above), will be the responsibility of the delegate and alternate.</p> <p>4. The chapter will cover the Regional Conference registration cost of the Treasurer and Financial Secretary to ensure attendance of Fiscal Officers Training</p>	<p>a) Meals per diem is based on General Services Administration's travel per diem rates by city.</p> <p>b) Transportation – roundtrip ground transportation mileage as per current IRS rate</p> <p>2. Unallowable Reimbursements – The chapter does not reimburse for telephone calls incurred in the hotel room, room service meals (exceeding the meal per diem), movies, laundry service, etc.</p> <p>3. It shall be the responsibility of the delegate and alternate to maintain receipts of expenditures, submitting with a completed voucher to the Treasurer within 30 days following the event. Any expenditure not accounted for by receipt (i.e., per diem above), will be the responsibility of the delegate and alternate.</p> <p>4. The chapter will cover the Regional Conference registration cost of the Treasurer and Financial Secretary to ensure attendance of Fiscal Officers Training</p>	
<p>Rationale: Instead of setting a flat per diem rate, we should take inflation and specific city into consideration when determining per diem. With that said I propose we use the General Services Administration's current year per diem rates minus the incidental expenses. https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&city=&fiscal_year=2024&state=TX&zip=</p>			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Sponsoring Member: Layla Edwards and Vivian Thomas	Email:		Phone:
Executive Board Review:	Date Reviewed:		# of Votes/Pass or Fail:
Chapter Review:	Date Provided:	Date Reviewed:	# of Votes/Pass or Fail:

BLOCK 3B: NEW POLICY TO REVISE OPERATIONAL PROCEDURE

ARTICLE III: ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS

Section 1: Duties and Responsibilities of Elected Officers

Reference Number:	3B.1	ARTICLE DESCRIPTION:			ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
9	III	C	6	Role Clarification	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
<p>A. SECOND VICE PRESIDENT</p> <ol style="list-style-type: none"> 1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties in absence of and at request of the President 2. Serves as Alternate Delegate to National Convention and reports Grand Chapter updates back to the body at the first business meeting after National Convention in conjunction with the Chapter President 3. Serves as chair of Program Planning and Development Committee 4. Assists the President in appointing appropriate committee chairpersons 5. Serves as a member of the Executive Committee and Executive Board 6. Coordinates other activities as deemed necessary by the President 			<p>A. SECOND VICE PRESIDENT</p> <ol style="list-style-type: none"> 1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties in absence of and at request of the President 2. Serves as Alternate Delegate to National Convention and reports Grand Chapter updates back to the body at the first business meeting after National Convention in conjunction with the Chapter President 3. Serves as chair of Program Planning and Development Committee 4. Assists the President in appointing appropriate committee chairpersons 5. Serves as a member of the Executive Committee and Executive Board 6. Coordinates other activities as deemed necessary by the President 	<p>A. SECOND VICE PRESIDENT</p> <ol style="list-style-type: none"> 1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties in absence of and at request of the President 2. Serves as Alternate Delegate to National Convention and reports Grand Chapter updates back to the body at the first business meeting after National Convention in conjunction with the Chapter President 3. Serves as chair of Program Planning and Development Committee 4. Assists the President in appointing appropriate committee chairpersons 5. Serves as a member of the Executive Committee and Executive Board 	

Reference Number:	3B.1	ARTICLE DESCRIPTION:	ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS
Rationale: This line item should be removed because it is not included in any other officer's description. This line item is also vague and could possibly consist of the 2nd Vice President performing duties outside her office's scope.			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION

Section 1: Standing Committees

Reference Number:	3B.2	ARTICLE DESCRIPTION:		COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
17-18	IV	1	D	Add First Vice President to the B&F Committee
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
D. Budget and Finance 1. The Chair of the Committee may be the Treasurer and it is composed of the President, Financial Secretary, Assistant Financial Secretary, Program Planning and Development Chair, Fundraising Chair	D. Budget and Finance 1. The Chair of the Committee may be the Treasurer and it is composed of the President, First Vice President, Second Vice President , Financial Secretary, and Program Planning and Development Chair , Fundraising Chair		D. Budget and Finance 1. The Chair of the Committee may be the Treasurer and it is composed of the President, First Vice President, Second Vice President, Financial Secretary, Assistant Financial Secretary, and Fundraising Chair	
Rationale: Serving as a member of the Budget and Finance Team is stated as a responsibility in the 1st Vice President's description but is not included in the current Budget and Finance Team listing or in the description of the Membership Services Chair.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

Reference Number:	3B.3	ARTICLE DESCRIPTION:		COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
18-19	IV	1	F.3	Revised Content/Operational Change
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>F. Fundraising</p> <ol style="list-style-type: none"> 1. The Fundraising Committee shall plan, organize, and coordinate appropriate events to raise funds for chapter programs and projects. 2. The Chair of Fundraising is 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. Chapter may not use funds raised from the public to give scholarships to the child of a soror in the chapter. 			<p>F. Fundraising</p> <ol style="list-style-type: none"> 1. The Fundraising Committee shall plan, organize, and coordinate appropriate events to raise funds for chapter programs and projects. 2. The Chair of Fundraising is 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 a potential profit/loss statement, and the total projection for the fiscal year in the recommendation of activities. Funds generated by fundraising activities are placed under the fundraising unallocated line item for Budget and Finance to make a distribution recommendation for approval by the chapter. 4. Jointly implement all fundraising activities involving other committees. Any committee which plans an event intended to be a fundraiser must 	<p>F. Fundraising</p> <ol style="list-style-type: none"> 1. The Fundraising Committee shall plan, organize, and coordinate appropriate events to raise funds for chapter programs and projects. 2. The Chair of Fundraising is 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 a potential profit/loss statement, and the total projection for the fiscal year. Funds generated by fundraising activities are placed under the fundraising unallocated line item for Budget and Finance to make a distribution recommendation for approval by the chapter. 4. Jointly implement all fundraising activities involving other committees. Any committee which plans an event intended to be a fundraiser must submit

Reference Number:	3B.3	ARTICLE DESCRIPTION:	COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
<p>6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.</p> <p>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 shall be presented to the chapter.</p> <p>8. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.</p>	<p>submit budget projections specific to that event, which must be approved by the chapter.</p> <p>5. Chapter may not use funds raised from the public to give scholarships to the child of a soror in the chapter.</p> <p>6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.</p> <p>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 shall be presented to the chapter.</p> <p>8. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.</p>	<p>budget projections specific to that event, which must be approved by the chapter.</p> <p>5. Chapter may not use funds raised from the public to give scholarships to the child of a soror in the chapter.</p> <p>6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.</p> <p>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 shall be presented to the chapter.</p> <p>8. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.</p>	
<p>RATIONALE: Provide more strategic guidance for the upcoming sorority year via positioning the fundraising committee to strategically plan their activities (i.e., pre-determine fundraising goals).</p>			

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

Reference Number:	3B.4	ARTICLE DESCRIPTION:		COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
22	IV	1	4 (NEW)	Procedural Description for Transparency
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>I. International Awareness and Involvement</p> <ol style="list-style-type: none"> 1. 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 background and cultures 2. The chapter shall support the continuation and expansion of the international awareness and involvement agenda 3. It shall be the duty of the committee to recommend the chapter’s fiscal support for the IAI Sustainability Plan 			<p>I. International Awareness and Involvement</p> <ol style="list-style-type: none"> 1. 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 background and cultures 2. The chapter shall support the continuation and expansion of the international awareness and involvement agenda 3. It shall be the duty of the committee to recommend the chapter’s fiscal support for the IAI Sustainability Plan 4. The International Awareness and Involvement Chair will update the Treasurer and the chapter monthly on KIVA disbursements and the balance. 	<p>I. International Awareness and Involvement</p> <ol style="list-style-type: none"> 1. 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 background and cultures 2. The chapter shall support the continuation and expansion of the international awareness and involvement agenda 3. It shall be the duty of the committee to recommend the chapter’s fiscal support for the IAI Sustainability Plan 4. The International Awareness and Involvement Chair will update the Treasurer and the chapter monthly on KIVA disbursements and the balance.
<p>Rationale: Since a balance is involved, the chapter should be updated monthly instead of annually or after a KIVA fundraiser.</p>				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

Reference Number:	3B.5	ARTICLE DESCRIPTION:			COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
22	IV	1	7 & 7a	Clarification	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
<p>7. Achieving 25, 50, and 75 plus years in Delta – the NCTA chapter will reimburse Sorors for the DFW Founders Day Celebration upon verification of participation.</p> <p>b. If a Soror fails to attend the Founders Day Celebration after the Chapter has paid for lunch, the Soror will reimburse the cost to the Chapter within thirty (30) days of the event.</p>			<p>7. Achieving 25, 50, and 75 plus years in Delta during the current sorority year – the NCTA chapter will reimburse chapter members for the DFW a single Founders Day celebration within the DFW area upon verification of participation as an honoree.</p> <p>a. To be eligible for the chapter to reimburse their Founders' Day ticket, Sorors celebrating 25, 50, or 75 years must be financial for three (3) consecutive years before the year of their 25th, 50th, or 75th anniversaries.</p> <p>b. If a Soror fails to attend the Founders Day Celebration after the Chapter has paid for the event lunch, the Soror will reimburse the cost to the Chapter within thirty (30) days of the event.</p>	<p>7. Achieving 25, 50, and 75 plus years in Delta during the current sorority year – the NCTA chapter will reimburse chapter members for a single Founders Day celebration within the DFW area upon verification of participation as an honoree.</p> <p>a. To be eligible for the chapter to reimburse their Founders' Day ticket, Sorors celebrating 25, 50, or 75 years must be financial for three (3) consecutive years before the year of their 25th, 50th, or 75th anniversaries.</p> <p>b. If a Soror fails to attend the Founders Day Celebration after the Chapter has paid the event, the Soror will reimburse the cost to the Chapter within thirty (30) days of the event.</p>	
<p>Rationale: Ensure that sorors that receive the designation are honored accordingly regardless of the chapter's participation in the DFW Founders Day Celebration or a chapter-sponsored Founders Day celebration. For 7a, to ensure chapter members celebrating 25 & 50 years in delta who have activity contributed to the functioning of the Chapter are honored during Founders Day without the final burden of purchasing a ticket.</p>					

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

ARTICLE V: MEETINGS

Section 8: Electronic Meetings and Communications

Reference Number:	3B.6	ARTICLE DESCRIPTION:		CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
28	V	8	C AND D (NEW)	Administrative Communication
CURRENT WORDING		PROPOSED AMENDMENT		IF ADOPTED, WILL READ
<p>A. The Executive Board, Executive Committee, and chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting</p> <p>B. All communication may be sent electronically in accordance with the Delta Technology Guidelines</p>		<p>A. The Executive Board, Executive Committee, and chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting</p> <p>B. All communication may be sent electronically in accordance with the Delta Technology Guidelines</p> <p>C. North Central Texas Alumnae’s name, initials and/or logo including letterhead can only be used for official chapter business with the President’s approval.</p> <p>D. North Central Texas Alumnae’s name, initials and/or logo cannot be mass-produced, sold, or donated without chapter approval.</p>		<p>A. The Executive Board, Executive Committee, and chapter committees shall be authorized to meet by telephone conference or through other electronic communication media so long as all members can simultaneously hear others and participate during the meeting</p> <p>B. All communication may be sent electronically in accordance with the Delta Technology Guidelines</p> <p>C. North Central Texas Alumnae’s name, initials and/or logo including letterhead can only be used for official chapter business with the President’s approval.</p> <p>D. North Central Texas Alumnae’s name, initials and/or logo cannot be mass-produced, sold, or donated without chapter approval.</p>
RATIONALE: North Central Texas Alumnae name, initials and/or logo are to be used only for official sanctioned purposes.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

ARTICLE VIII: FISCAL POLICIES AND PROCEDURES

Section 7: Purchase Order/Reimbursement Expense Voucher

Reference Number:	3B.7	ARTICLE DESCRIPTION:		FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE
33	VIII	7	g	Financial Procedural Change
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
g. All checks must be cashed within 90 days of disbursements. If not, a stop payment will be issued.			g. All checks written to chapter members must be cashed within 45 90 days of disbursements. If not cashied within 60 days of disbursement or by the close of the sorority year, a notification will be sent to the payee that a stop payment will be issued. Funds issued during the last fiscal month of the sorority year should be remitted via cashier check.	g. All checks written to chapter members must be cashed within 45 days of disbursements. If not cashed within 60 days of disbursement or by the close of the sorority year, a notification will be sent to the payee that a stop payment will be issued. Funds issued during the last fiscal month of the sorority year should be remitted via cashier check.
RATIONALE: Several checks from the 2021-22 year were outstanding/cashed during a new operational year. The goal is to eliminate outstanding checks from month-to-month.				

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

Section 12: Fundraising

Reference Number:	3B.8	ARTICLE DESCRIPTION:			FISCAL POLICIES AND PROCEDURES
P&P 2022-2023 EDITION PAGE	ARTICLE	SECTION	NUMBER	TYPE OF CHANGE	
35-36	VIII	12	D	Allocation of Fundraising Dollars	
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ	
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.		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.	Financial Secretary or Assistant Financial Secretary must collect money on behalf of fundraising committee.		B.	Financial Secretary or Assistant Financial Secretary must collect money on behalf of 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 shall be presented to the chapter		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 shall be presented to the chapter	
			D.	The Budget and Finance Committee will review the allocation of funds prior to fundraisers. The breakdown percentage will be communicated with the chapter and the chapter will discuss and vote on the fundraising committee's recommendation.	
Rationale: To ensure committee awareness of the allocation of funds.					

List other policies affected by the proposed amendment.

Page	Article	Section	Number/Letter

PROPOSED AMENDMENT SPONSOR & REVIEW CONFIRMATION:			
Executive Board Review:	Date Reviewed:		# of Votes/Pass or Fail:
Chapter Review:	Date Provided:	Date Reviewed:	# of Votes/Pass or Fail: