

**POLICIES AND PROCEDURES OF THE IOTA CHI CHAPTER OF
DELTA SIGMA THETA SORORITY, INC. AT THE
UNIVERSITY OF SOUTH CAROLINA**

PREAMBLE

We, the duly constituted representatives of Iota Chi Chapter of Delta Sigma Theta Sorority, Incorporated, located at the University of South Carolina, Columbia, South Carolina, in order to form a closer union among college women for the fostering of high ideals in moral, social, and intellectual life, and the assisting of our members in every possible way, do hereby establish this Constitution for the government of the extra and intrafraternal relations of this Chapter.

ARTICLE I: NAME

The name of the organization shall be the Iota Chi Chapter of Delta Sigma Theta Sorority, Inc.

ARTICLE II: PURPOSE

The principal purposes and aims of this Sorority shall be to engage in cultural, educational, and public service activities. The organization seeks to provide a broad opportunity for public service; to offer a social and cultural program beneficial to the membership and the community as a whole; to establish, encourage, and maintain high achievement in education by granting scholarships and other assistance in accordance with the by-laws of our Grand Chapter; and to foster and enhance the sisterly spirit among women of our modern day society.

ARTICLE III: MEMBERSHIP

Section 1. Chapter Members

The chapter may invite women of good character to membership according to the Constitution and By-laws of the Grand Chapter, the guidelines of the Membership Intake Program established by the Grand Chapter, and the guidelines set forth by the University of South Carolina. *Membership in NSO shall be limited to persons officially connected with the University of South Carolina-Columbia as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership. Membership in NSO shall not be limited to persons based on their race, color, religion, sex, national origin, age, disability or veteran status. It is the policy of the University that an individual's sexual orientation be treated in the same manner. Active*

membership in NSO shall be conferred upon those members who, in addition to the above requirements have paid the semester dues in full within one month of the first day of class.

Section 2. Chapter Advisors

The chapter shall have an advisory team selected by chapter vote from among the alumnae members in the community. The team shall consist of a maximum of 7 members of the Sorority who have been trained to serve as a Chapter Advisor, attended at least one of the last two National Conventions or one of the last two Regional Conferences and has been approved by the Regional Director. *The Faculty/Staff Advisor must be selected from full-time faculty or administrative staff members at the University*

Section 3. Transfer Members

Sorors transferring to the Chapter shall be assessed full local dues for the Chapter year. Sorors transferring out of the Chapter should submit a written request for a refund of local dues. Refunds will be payable to the chapter in which the soror is transferring to and granted according to the following schedule:

- Prior to the beginning of the Fall Semester – full refund
- After the end of the Fall Semester– no refund

ARTICLE IV: ELECTED/APPOINTED OFFICERS AND REPRESENTATIVES

Section 1. Officers

The officers of this chapter shall be the following and such other officers as from time to time may be necessary:

A. Elected Chapter Officers

- President
- Vice-President
- Financial Secretary
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Sergeant-At-Arms

B. Appointed Chapter Officers

- Chaplain
- Custodian
- Historian
- Parliamentarian

Section 2. Chapter Representatives

The representatives of this chapter shall be the following and other such representatives may be necessary from time to time:

- Minerva Circle (when deemed necessary for Membership Intake)
- Nominating Committee
- Committee Chairpersons

Section 3. Eligibility

To be eligible for a Chapter office (elected or appointed), a soror must be a member at the time of nomination with a minimum 2.5 GPA, maintain a minimum 2.5 GPA while in office and maintain her member status while in office. *Any student seeking to hold or holding office must maintain the cumulative GPR requirement for graduation and remain in good standing in their respective college.*

Section 4. Duties and Responsibilities of Elected Officers

A. President

It shall be the duty of the president to provide leadership, administrative guidance and direction to the structure and programming of the chapter as outlined by the Grand Chapter. She must have attended at least one of the last two Regional Conferences or one of the last two National Conventions. In addition to the aforementioned duties, it is the responsibility of the President to:

1. Officially represent the Chapter.
2. Preside at Chapter meetings and Executive Board meetings using Robert's Rules of Order latest edition.
3. Lead ritualistic services.
4. Appoint appropriate officers, committees, and representatives.
5. Interpret all communications from Grand Chapter.
6. Serve as an ex-officio member of all committees except the Nominating Committee with whom she may meet at the committee's request.
7. Receive and keep the official file.
8. Sign all checks with the Treasurer.
9. Serve as a voting delegate to the Regional Conference and National Convention. In the event the President or Vice-President is unable to serve, the Chapter will elect a voting delegate.
10. Oversee all Chapter operations.
11. Acquire chapter meeting site with the assistance of the Executive Board.
12. Act as liaison between the Chapter, State, Regional and National levels.
13. Serve as a representative of Sorority Council. In the event the President or Vice-President is unable to serve, the President will appoint a representative.
14. Serve as a representative of the National Pan-Hellenic Council. In the event the President or the Vice-President is unable to serve, the President will appoint a representative.
15. Serve as a member of the Minerva Circle.

B. Vice President

It shall be the duty of the vice president to provide leadership, administrative guidance and direction to the structure and programming of the chapter as outlined by the Grand Chapter. She must have attended at least one of the last two Regional Conferences or one of the last two National Conventions. In addition to the aforementioned duties, it is the responsibility of the Vice President to:

1. Perform all the duties of the President at the request of, in the absence of, or upon the resignation or incapacitation of the President.
2. Assist the President in appointing program chairpersons.
3. Work with the President in suggesting appointments of special committee chairpersons as required.
4. Coordinate all membership activities as mandated by National Scholarship and Standards Committee.
5. Serve as a member of the Membership Committee.
6. Coordinate bonding and sisterhood activities to maintain the morale of the Chapter.
7. Coordinate other activities as deemed necessary by the President.
8. Serve as the alternate delegate to the Regional Conference and National Convention. In the event the Vice-President is unable to serve, the Chapter will elect an alternate delegate.

C. Financial Secretary

It shall be responsibility of the Financial Secretary to:

1. Receive and issue receipts for and keep records of all income and dues to the Chapter.
2. Maintain an accurate list of members and distribute, as updated, at regular Chapter meetings.
3. Reconcile monthly with the Treasurer the income and disbursements of the Chapter. Reconciliations should occur before Executive Board and before Chapter meetings.
4. Send notices in January to announce dues for the coming year. Notices will be sent to members of the Chapter.
5. Verify membership of sorors joining the chapter.
6. Preside over scheduled meetings in the absence of the President and Vice President.
7. Present monthly Financial Secretary's written report at Executive Board meetings before the written report is distributed at the regular Chapter meeting.
8. Serve as a member of the Minerva Circle
9. Serve as a member of the Membership Committee

D. Treasurer

It is the responsibility of the Treasurer to:

1. Follow the financial procedures provided by Grand Chapter.

2. Remit all funds due to National Headquarters within thirty (30) days of receipt.
3. Co-sign checks with the President and maintain a copy of all vouchers authorizing payments with the exception of those made payable to her.
4. Reconcile monthly with the Financial Secretary the income and disbursements of the Chapter. Reconciliations should occur before Executive Board meetings and before Chapter meetings.
5. Present monthly Treasurer's report at Executive Board meetings before the written report is distributed at regular Chapter meetings.
6. Chair the Budget and Finance Committee.
7. Notify individual and Financial Secretary of checks returned by the bank for insufficient funds, etc.
8. Ensure that the following bookkeeping policies are followed:
 - a. Checks should be voided if not cashed within 60 days of issuance.
 - b. Bank deposit slips should be dated concurrently with the date funds are received and posted in the cash receipt ledger.
 - c. Cash should be deposited in the bank no later than the next banking day.
 - d. Accurate adjustments for voided checks should be made to cash disbursements ledger and reflected accordingly in the monthly summary report.

E. Recording Secretary

It is the responsibility of the Recording Secretary to:

1. Take accurate minutes at all Chapter meetings.
2. Take accurate minutes at all Executive Board meetings.
3. Receive all written committee reports at the Executive Board meetings and bind them in a permanent book.
4. Keep attendance records at all Chapter meetings.
5. Bind all minutes in a permanent book.
6. Maintain a directory of members to include those who were once members of the Chapter.
7. Work closely with the Corresponding Secretary in issuing notices, letters, etc. so that information will be uniform and correct.
8. Serve as a member of the Membership Committee.

F. Corresponding Secretary

It is the responsibility of the Corresponding Secretary to:

1. Provide meeting notices and all other correspondence as directed by the President.
2. Assist the President with all correspondence of the Chapter as deemed necessary.
3. Maintain a file of all outgoing correspondence and provide the President with a duplicate copy.
4. Notify membership in writing, at least (10) days prior to the election of officers and voting on the acceptance of members into the Sorority.

5. Perform all duties of the office of Recording Secretary at the request of, in the absence of or upon the incapacitation of the Recording Secretary.

G. Sergeant-At-Arms

It is the responsibility of the Sergeant-At-Arms to:

1. Fulfill the role outlined in the Ritual and aid the Chapter President at all times in keeping order.
2. Guard against intrusion.
3. Verify membership of visiting sorors.
4. Serve as a member of the Policies and Procedures Committee to facilitate cohesiveness in the Chapter operations.

Section 5. Duties and Responsibilities of Appointed Officers

A. Chaplain

It is the responsibility of the Chaplain to

1. Fulfill the role outlined in the Ritual and set the spiritual tone of the meetings, serving in this capacity at other gatherings as requested.
2. Keep records of deceased members.

B. Custodian

It is the responsibility of the Custodian to:

1. Maintain a safe and central repository for the Chapter's properties and other effects, which the Chapter may obtain for the orderly and proper conduct of ceremonies and business.
2. Set up the head table in accordance with the Ritual.
3. Maintain adequate supplies for ceremonies and business meetings, replenishing supplies as needed.
4. Maintain a record of Chapter properties when distributed to officers and committee chairpersons.
5. Serve as a member of the Rituals and Ceremonies Committee.

C. Historian

It is the responsibility of the Historian to:

1. Record the Chapter's history and historical events.
2. Ensure that there is a photographic account of each Chapter activity.
3. Prepare the display for Chapter functions/activities.
4. Write for publication all noteworthy actions of the Chapter that are not secret.
5. Issue press statements upon authorization from the President.

D. Parliamentarian

It is the responsibility of the Parliamentarian to:

1. Advise the President on the Grand Chapter Constitution and By-Laws, the Chapter Policies, Standards and Procedures, and the orderly procedure of

business of the Chapter, in accordance with Robert's Rules of Order, Newly Revised.

2. Serve as Chairperson of Policies and Procedures Committee to facilitate cohesiveness in Chapter operations.

Section 6. Duties and Responsibilities of Committee Chairpersons

- A. All committee chairpersons shall submit budget request no later than the last day in January to the Budget and Finance Committee. Failure to submit a budget by the deadline will result in the Budget and Finance Committee setting the budget.
- B. All committees wanting to report at the subsequent Chapter meeting shall present written reports and make oral reports at Executive Board. A copy of the written report should be presented to the President and the Recording Secretary in good order. Committees not presenting such a written report at Executive Board meeting will not report at the subsequent Chapter meeting.
- C. Committee chairpersons shall make monthly written progress reports to the Executive Board and the Chapter until the final report of the committee's event if applicable.
- D. The chairperson of each committee shall keep records of all written reports, correspondence and activities in a permanent notebook, which will become the property of the Chapter at the end of each year.
- F. At the discretion of the President, Committee Chairpersons may be replaced for failure to carry out duties as outlined in the Chapter's Policies and Procedures.
- F. Chairpersons must attend chapter meetings and executive board meetings or send a designee.

ARTICLE V: COMMITTEES

Section 1. Executive Board

The Executive Board shall consist of all elected and appointed officers, and standing committee chairpersons. The President is the chairperson of the Executive Board and prepares the agenda. A chairperson may send a committee member on her behalf to vote and address committee concerns at Executive Board meetings. The committee member must make her function known to the Recording Secretary at the beginning of the meeting. Any member of the chapter may attend the executive board meetings. However, if she wishes to be placed on the agenda, she must notify the President 48 hours in advance of Executive Board meeting of her concern to be addressed at the Executive Board meeting. The Executive Board shall meet once a month preceding the Chapter meeting. There should be complete discussion of those matters that affect the Chapter and as many details as possible should be taken care of by the Executive Board rather than be referred to the Chapter as a whole. Further, it shall be the duty of the Executive Board to do the following:

- Serve as the legislative body of the Chapter between meetings
- Receive committee reports and agree upon recommendations to be presented to the Chapter

- Address sorors and their concerns

Section 2. Standing Committees

Standing committees usually have a continuing task in relation to the operation of the Chapter's programs. The President shall appointment all committee chairs prior to the first Executive Board meeting. The standing committees and their responsibilities shall be the following:

A. Budget and Finance

1. Develop and present a budget to the Chapter by the monthly meeting in February and the Chapter shall vote on the budget by the first monthly Chapter meeting in March.
2. Present a budget request to this committee no later than the last day in January.
3. Review and modify the budget at interim periods and make recommendations on financial policy to the Chapter.
4. Make a recommendation to the Executive Board regarding chapter dues at the November meeting.

B. Membership

1. The membership committee will plan and implement at least two activities or social events to promote sisterly cohesiveness and retention of all members.
2. It shall also plan and implement activities, social events, and mailings to reclaim non-members.
3. Further it shall be the duty of the membership committee to:
 - Maintain a directory of members to include those whom were once members of the Chapter.
 - Welcome new and visiting sorors and make follow-up contact to encourage interest in becoming members.
 - Acknowledge special occasions and illnesses in the month of the event with a card.
 - Acknowledge deaths of members or their immediate family with a card and a floral arrangement or a monetary donation not to exceed \$35.

C. Information and Communications

The Information and Communications Committee will develop and maintain the chapter website and chapter scrapbook and advise the executive board on matters pertaining to strengthening community and other public relations. It will also be the responsibility of the Information and Communications Committee to:

1. Notify chapter members of important or emergency events by phone or email when necessary at the direction of the President
2. Distribute news releases of the Chapter's activities to local news media and send pertinent chapter news to regional and national publications.
3. Publicize chapter activities that are open to the campus and/or public.

D. Social Action

1. The Social Action committee will support the resolutions (policies) adopted by the Grand Chapter and
2. It will implement programs to support issues identified by the National Social Action Committee.
3. The chair of the committee will attend Delta Days at the State Capital and the Nation's Capital

E. Ways and Means

The Ways and Means Committee will devise activities (ways) to generate funds (means) to achieve the goals and programs of the Chapter. This committee will be comprised of the chairpersons of all fundraising subcommittees. It will ensure that tentative plans and final activity reports are submitted to the Executive Board for Chapter approval and information.

F. Publicity

1. The Publicity Committee will notify chapter members of important or emergency events by phone or email when necessary at the direction of the President.
2. It will distribute news releases of the Chapter's activities to local news media and send pertinent chapter news to regional and national publications.
3. Publicize Chapter activities that are open to the campus and/or public.

Section 3. Ad-hoc Committees

An ad-hoc committee (one with a special purpose) is appointed for a definite program or assignment, usually within a time limit in which to complete the assignment. When the task is done, the committee's task is considered completed and the committee is dismissed. Chairpersons of ad-hoc committees are appointed by the President. The chairperson may meet with the Executive Board at the President's request.

A. Audit

The Audit Committee will nominate an independent auditor, audit the Chapter's financial records, and submit a written report of the findings to the Executive Board and the National Office, when applicable. It will review the internal accounting controls, the audit results, and financial statements.

B. Elections

The Elections Committee is responsible for organizing and executing the election of officers and all other elections. It will present and review election procedures at the February meeting of the election year. Nominees may not serve on the elections committee. Neither chapter funds nor chapter mailings shall be used for campaign purposes.

C. Founders Day

The Founders Day Committee is responsible for planning and preparing an acknowledgement/celebration of the founding of our Sorority. This committee will convene in September to plan and coordinate activities in recognition of the Chapter's founding and the Founders of the organization.

D. Minerva Circle

The Minerva Circle will carry out the activities of the Membership Intake Program as set forth by the Grand Chapter. The requirements of this committee are set forth in the administrative procedures for membership intake.

E. Nominating

The Nominating Committee will prepare and distribute, no later than the February meeting, candidate profile forms to members who wish to be considered for inclusion on the slate and set the deadline for return. It will receive, review and check eligibility of applicants' completed profile forms by the February meeting, including members nominated from the floor at the February meeting. The preliminary slate of nominees will be presented to the Chapter at the March meeting. This committee will convene by the elected chairperson in November of the election year and as deemed necessary.

G. Policies and Procedures

The Policies and Procedures Committee will receive and evaluate recommendation for changes in the Policies and Procedures for Chapter vote and submission to the Regional Member of Scholarship and Standards. It will make recommendations to the Executive Board for proposed changes to the Grand Chapters Constitution and Bylaws.

H. Rituals and Ceremonies

The Rituals and Ceremonies Committee will be responsible for overseeing the ritualistic ceremonies

I. Step Team

The Step Team Committee will plan and organize step shows. Follow the guidelines mandated by Grand Chapter as it pertains to Step Teams/Shows.

ARTICLE VI: MEETING AND CALENDAR

Section 1. Meetings

- A. There shall be eight (8) regular monthly meetings of the Chapter each year beginning in September and ending in April. The date of those meetings shall be the third Sunday of each month unless otherwise specified.
- B. The Executive Committee shall meet every second Sunday of

the month prior to the monthly Chapter meetings unless otherwise specified.

Section 2. Call Meetings

A meeting may be called by the President or by a petition of two-thirds (2/3) of the membership to discuss emergency matters of interest to the Chapter. The body shall be notified by telephone and/or e-mail.

Section 3. Quorum

- A. A quorum for the Executive Board shall be 51% of the Executive Board members.

- B. A quorum for the Chapter meetings shall be 51% of the Chapter members.

Section 4. Parliamentary Procedures

Robert's Rules of Order, Newly Revised shall govern Chapter meetings in all cases where applicable and not in conflict with the Grand Chapter Constitution and Bylaws and Policies and Procedures of this Chapter.

ARTICLE VII: FINANCIAL OBLIGATIONS

Section 1. Dues

The Executive Board will make a recommendation to the Chapter regarding the status of local dues for the ensuing year. The chapter will vote on the recommendation at the December chapter meeting.

Section 2. Deadlines

The due date for national and local dues is March 15th. After the March Chapter meeting only cash, cashiers check or money order will be accepted.

Section 3. Budgets

Budget requests shall be submitted no later than February 28th or 29th to the Budget and Finance Committee.

Section 4. National Convention and Regional Conference Delegates

During an election year, the incoming President and Vice President will serve as delegate and alternate delegate respectively for the convention/conference and other official functions. Chapter members elected to serve as the voting or alternate delegates must have registered and attended at least one of the last two regional conferences or one of the last two national conventions. The delegate and alternate are required to attend the meetings as outlined by the convention/conference calendar and submit a written report of those proceedings. Further, they shall submit all vouchers and expense receipts to establish records of convention/conference expenditures. The Chapter will be responsible for registration, hotel accommodations, per diem (per S.C. State government guidelines), and transportation expenses for the delegate and alternate. Hotel accommodations will be for one room.

- Must have been read and discussed at two (2) scheduled Chapter meetings
- Voting may occur immediately following the second reading and discussion
- Must have a two thirds (2/3) vote of the membership present and voting.

ARTICLE VIII: RATIFICATION

The undersigned student(s) of the University of South Carolina, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

President

Signed: Ashleigh Ealsrud Date: Feb 13, 2006

Vice President

Signed: Christopher Date: 2/15/06

Financial Secretary

Signed: Mary Jones Date: Feb 13, 2006

Treasurer

Signed: Hugh Ours Date: 2/16/06

Recording Secretary

Signed: Shakara Brown Date: 2/15/2006

Corresponding Secretary

Signed: Lindsay Jaffer Date: 2/13/06

Sergeant-At-Arms

Signed: [Signature] Date: 2/15/06

Tericka S. Sanders
Shunika E. Blackmore
Brandi Jackson
Andriela Yyles
Kuttany Rabb
Lluvia Furik
Tamara Stratford
Lakya Bean
Chenisa Laurence
India Wall
Stephanie Kelly
Lanetra A. Smalls
Yonpa Mitchell
Jerrisa R. Lewis
Heather Haynes
Ashley Daleman
Shannda W.
Jesse Jiles

Daneshia K. Koo
Erin Freeman
Chelsi Howard
Kenyetta Jeter
Charlani Jackson
Danae A. Jackson
Jadine S. Piper
Brooke Williams
Marnie E. ~~...~~
Melissa Watson
Brandi B. ~~...~~
Jerrisa K. ~~...~~
Jazzy Rose
Khira Hainse
Deirdre ~~...~~
Robin A. Byles
Shayla Hites
Candice C. Hargis

APPENDIX

GUIDELINES FOR CHAPTER ELECTIONS

1. Candidates for Chapter offices shall be presented as a slate at the February meeting by the Nominating Committee. Candidates may also be nominated from the floor at the March meeting.
2. Officers shall be elected by secret ballot at the March meeting by a simple majority vote of the members present.
3. Only members of Iota Chi are eligible to vote.
4. Members will receive ballots at the March meeting upon signing the official Chapter roster.
5. After voting, the ballot should be placed in the ballot box.
6. Voting will take place the first ½ hour of the Chapter meeting.
7. New officers shall be installed at the April meeting as the last item of business.
8. It is the responsibility of the outgoing administration to make all necessary reports for the current year to ensure the Chapter's compliance with corporate accountability and to transfer all Chapter properties at the time of installation.
9. Term of office for both elected and appointed officers is one year.
10. A member shall not serve more than two (2) consecutive terms in the same office. A member is eligible to hold an office previously held after an interval of one or more terms out of office.
11. When a vacancy occurs in the office of President, the Vice President shall assume those duties for the unexpired portion of the term.
12. When vacancies occur in other elected offices, the Nominating Committee will be activated.

GUIDELINES FOR RESIGNATIONS

1. The Executive Board shall acknowledge receipt of a letter of resignation from an officer or chairperson and take appropriate action to fill the vacancy within 30 days.

GUIDELINES FOR RECONSIDERATION

1. A Soror may reconsider her resignation by submitting a letter of reconsideration within 14 days of her letter of resignation. This letter should detail reasons for reconsidering.

GUIDELINES FOR DISBURSEMENT OF CHAPTER FUNDS

A. Vouchers

1. Vouchers should be completed by the committee chairperson, officer, or designee from whose budget funds will be disbursed.
2. The voucher must be approved by the appropriate committee chairperson.
3. The voucher is presented to the Treasurer who enters the budget balance and initials the voucher for approval.
4. The treasurer disburses the check and enters the check number.
5. The treasurer files the appropriate copies of the voucher.

B. Reimbursements

1. Receipts for reimbursements will be due within 30 days of the date of purchase. If at all possible, the exact dollar total should be known so that a check may be written to the business, organization, or individual that will receive the funds. If purchase is less than the check amount, the difference shall be submitted to the Financial Secretary.
2. Expenditures made without approval by the appropriate chairperson are made at the Soror's own risk. SORORS will not be reimbursed for expenses beyond the budgeted amount.
3. All financial disbursements shall only be made at regular chapter meetings and executive board meetings.