

DELTA SIGMA THETA SORORITY, INC.
THETA THETA CHAPTER
Policies & Procedures

Introduction

The Constitution and By Laws of the Grand Chapter of Delta Sigma Theta Sorority, Incorporated, as revised at the Constitutional Convention, July 2010, is the ruling document of this Theta Theta Chapter of Delta Sigma Theta Sorority, Inc. The Theta Theta's Policies and Procedures further expounds on the Grand Chapter's Constitution and By Laws, but may not conflict with the expressed or implied intent or spirit of the document.

Section I: Chapter Information

a. Name

The name of this chapter shall be the Theta Theta Chapter of Delta Sigma Theta Sorority, Incorporated located in the state of Michigan, in the Midwest Region. The chapter number is 390.

b. Chapter Address

The official address of this chapter is:

Delta Sigma Theta Sorority, Inc.
Theta Theta Chapter
P.O. Box 1322
Mt. Pleasant, MI 48804

c. Chapter Service Area(s)

The service area of this chapter shall cover Mt.Pleasant and surrounding cities.

Section II: Chapter Structure

a. Chapter Officers

Chapter Officers of this organization shall be the following:

Elected Officers

- *President*
- *Vice President*
- *Recording Secretary*
- *Financial Secretary*
- *Treasurer*

Section II: Chapter Structure, cont.

b. *Executive Committee*

- *President*
- *Vice President*
- *Recording Secretary*
- *Treasurer*

c. *Executive Board*

- *Executive Committee*
- *Chairpersons of Standing Committees*
- *Chairpersons of Special Committees (at the request of the President)*

d. *Elected Committees and Positions*

- *Nominating Committee*
 - *Chair*
 - *Members (2)*
- *Minerva Circle (only during Membership Intake)*
- *Internal Audit Chair*

e. *Appointed Positions*

- *Chaplain*
- *Parliamentarian*
- *Sergeant-at-Arms*
- *Historian*
- *Journalist*

f. *Standing Committees*

- *Scholarship*
- *Arts & Letters*
- *Program Planning & Development*
- *Social Action*
- *Finance*
- *Audit*

g. *Special Committees*

- *Daphne May-Gibson Scholarship*

- *Sisterhood*
- *Founders Day*

Section III: Governing Bodies and Responsibilities

a. Executive Committee

- *Meets at the call of the President*
- *Facilitates matters in the interim of the Executive Board as necessary*
- *Committee does not supersede the Board and its decisions shall be subject to ratification by the Executive Board*

b. Executive Board

- *Act for the Chapter in the interim between Chapter meetings.*
- *Approve President's recommendation of time and place of Chapter meetings.*
- *Prepare the agenda for the Chapter meetings.*
- *Make recommendations for membership approval.*

c. Committees

Standing Committees

Appointed

1. PROGRAM PLANNING

The Program Planning Committee shall:

- *Survey Chapter needs, provide written evaluation of Chapter activities and how those activities comply with National goals and objectives, provide recommendations for improvement and annually present the report at the May or June monthly meetings.*
- *Develop and coordinate projects that are consistent with the long range plan and the priorities as approved by the Chapter.*
- *Coordinate projects approved by the Chapter-compile Chapter calendar of events that includes holidays and significant community, state and national events.*

2. SCHOLARSHIP COMMITTEE

The Scholarship Committee shall consist of: Chapter President, Chapter First Vice President and 3 members appointed by the president. If a chapter member has an immediate family member competing for a Chapter Scholarship while she is serving on the Scholarship Committee, the soror must abstain from active participation in the selection process. The president will appoint a new committee member for that process.

- *Develop and administer the scholarship program of the Chapter and make recommendations to the membership.*
- *Recognize Sorors who have made outstanding contributions or have achieved distinction during each fiscal year.*
- *Develop reclamation activities to enhance and increase the Chapter membership.*

3. ARTS AND LETTERS

The Arts and Letters Committee shall stimulate interest in and educate the Chapter and/or community in the areas of Arts and Letters.

4. SOCIAL ACTION

The Social Action Committee shall stimulate social action and education of the Chapter and/or community on current issues. The committee shall also take its direction from the National Social Action Commission Committee.

5. AUDIT COMMITTEE

The duties and responsibilities of the Audit Committee are to:

- *Nominate an independent auditor and/or audit the Chapter's financial records and submit a written report of findings quarterly.*
- *Review the internal accounting controls.*
- *Review audit results and financial statements within 30 days of the end of the fiscal year.*
- *Fulfill all duties of the position as outlined by the Fiscal and Audit Policies of the sorority.*

Elected Committees

1. NOMINATING COMMITTEE

- a. *The nominating committee shall be elected annually at the regular time of the election of officers. When the*

chapter has ten (10) or more members a minimum of three (3) members shall be elected.

b. The Chair of the Nominating shall be elected annually at the regular time of the election of officers.

2. MINERVA CIRCLE

The Minerva Circle is charged with the responsibility for the planning and implementation of all phases of the Membership Intake Process.

The following positions are elected:

- *Leader of the Minerva Circle***
- *Nine (9) Jewels*
- *Keeper of the Muses and Graces*
- *Convener of the Odyssey Experience*
- *Chapter President ***
- *Chapter Financial Secretary***

*** by virtue of the position*

This committee is only elected when the chapter votes to proceed with Membership Intake. If a Minerva Circle member has a relative who is an applicant, she will not score the application package, but will be allowed to sit in the interview and vote.

a. The Minerva Circle shall consist of fifteen (15) total members including the Chapter President, Financial Secretary, and Chapter Advisor.

b. All members shall be elected by majority vote except the Chapter President, Financial Secretary, and Chapter Advisor.

The Nine Jewels of the Minerva Circle shall be elected as a group. The Leader of the Minerva Circle, Convener of the Odyssey Experience, and the Keeper of the Muses and Graces are the only positions elected by position in accordance with the Chapter's Policies and Procedures and/or the Administrative Procedures for Membership Intake. Chapters shall elect the nine jewels as a group and eliminate voting by position. Family members cannot be removed or excluded from the Minerva circle -- but that they must recuse themselves from the screening process of the said applicant(s).

Special Committees

1. FOUNDERS DAY

The Committee is responsible for coordinating Founders Day activities with Midland Alumnae, Saginaw Alumnae, and Rho Mu. This committee is generally active in the years when there is not a Statewide Founders Day. Its purpose is to provide a forum for us to pay tribute to our Founders.

2. SISTERHOOD

This committee will be responsible for specific membership service activities, including but not limited to: ensuring members are aware of any deaths or illnesses, sponsoring activities that will increase sisterhood amongst the members, acknowledging member accomplishments or other special accomplishments.

The committee will also have a calling committee.

- *Every member of this committee is on the calling committee*
- *The calling committee will be used to contact sorors regarding deaths, serious illnesses and other important information the president wants disseminated.*

3. DAPHNE MAY-GIBSON SCHOLARSHIP AWARD

This committee will be responsible for selecting appropriate candidates to that uphold the criteria for the scholarship.

Section IV: Elected Officers and Other Leadership Positions

a. Elected Officers

1. PRESIDENT

It shall be the duty of the President to:

- *Preside over Chapter meetings*
- *Serve as Chairperson of the Executive Committee*
- *Enforce the Constitution and By Laws*
- *Appoint Standing Committee Chairs*
- *Perform such ceremonies of the Chapter as may be necessary and appropriate.*
- *Strengthen public relations and maintain cooperative relations with other organizations.*
- *She shall serve as a member of the Minerva Circle*
- *Serve as a member of the Scholarship Committee and as an ex-officio member of all the other committees, except the nominating committee, with whom she may meet at their request.*
- *Exercise all powers and duties generally pertaining to the office of President.*

- *Work with the Regional Director and Michigan State Coordinator in coordinating their efforts and maintaining unity in the sorority's objectives and programs.*
- *Serve as the Chapter voting delegate at the National Convention, Regional Conference and State Council Meetings. The President shall be the Chapter's representative at all forums, cluster meetings, etc. If at any time the President is unable to represent the Chapter, the First Vice President shall assume the responsibility. Representation by a member other than the President or First Vice President shall be approved by the membership.*
- *Receives all chapter mail and opens it. It is distributed by her to the appropriate committee(s)*
- *Have fiduciary responsibilities for finances within the chapter. Will work with the Treasurer to ensure the books are accurate and up-to-date and that all bank accounts are in proper order.*
- *Sign the President's Acceptance of Fiduciary Responsibility Form*
- *Fulfill all fiscal responsibilities in accordance with the National Fiscal Policies.*

2. FIRST VICE PRESIDENT

It shall be the duty of the First Vice President to:

- *Perform all the duties of the office of President in the absence of or at the request of the President.*
- *Serve as chairperson of the Reclamation Committee.*
- *Serve as chairperson of the Scholarship Committee.*
- *Serve as the Chapter alternate delegate at the National Convention, Regional Conference and State Council Meetings.*

3. RECORDING SECRETARY

It shall be the duty of the Recording Secretary to:

- *Be the recording officer of the Chapter.*
- *Review the minutes of the Chapter meetings.*
- *Keep a record of the Executive Board meetings.*
- *Keep an attendance record at Chapter meetings.*
- *Carry on correspondence of the Chapter and all other necessary correspondences as authorized.*
 - *Meeting notices and/or newsletter*
 - *Business requests and replies*
- *Inform members of correspondence received at Chapter meetings.*

- *In the event the chapter falls below a membership of 5, the Recording Secretary will fulfill the duties of the Financial Secretary.*

4. TREASURER

It shall be the duty of the Treasurer to:

- *Receive (from the Financial Secretary) and chapter deposit all funds within 2 business days*
- *Account for disbursements and keep written accounts of all transactions as provided in the financial policies and procedures established by the Executive Committee.*
- *Submit a report of funds received and disbursed to the Chapter and Grand Chapter.*
- *Serve as chair of the Finance Committee.*
- *Submit a written monthly report of the Chapter's financial status.*
- *Sign the Treasurer's Acceptance of Fiduciary Responsibility Form*
- *Fulfill all fiscal responsibilities in accordance with the National Fiscal Policies.*
- *Treasure reports must be sent with meeting minutes*

5. FINANCIAL SECRETARY

It shall be the duty of the Financial Secretary to:

- *Keep a record of all monies received and issue receipt. Collect and receipt all monies.*
- *Keep a written account of all transcripts as provided in the financial policies and procedures as established.*
- *Submit all vouchers to Treasurer.*
- *Notify each member of her financial status at least thirty (30) day prior to effective date of delinquency.*
- *Prepare and keep updated the roster of all members.*
- *Submit all monies to the Treasurer to ensure a 2-business day deposit business days.*
- *Serve as member of the Finance Committee.*
- *Serve as a member of the Minerva Circle*
- *Sign the Financial Secretary acceptance of Fiduciary Responsibility Form.*
- *Fulfill all fiscal responsibilities in accordance with the National Fiscal Policies.*

6. AUDIT CHAIR

It shall be the duty of the Audit Chair to:

- Review and recommend an independent auditor when necessary
- Review and propose internal controls
- Review the chapter records and indicate any material weaknesses and recommend improvements
- Perform timely chapter quarterly and annual audits and submit to National
- Sign the chair of internal audit acceptance of responsibly form
- Shall not hold a current fiscal officer role (i.e. President, Treasurer, Financial Secretary)
- Fulfill all fiscal responsibilities in accordance with the National Audit Policies.
- In the event that chapter membership falls below 3 members the role of audit chair can be temporarily appointed to an alumnae chapter fiscal officer with the approval of the Regional Director

b. *Appointed Officers*

1. PARLIAMENTARIAN

The parliamentarian advises upon request, the chapter president, other officers, committees and members on matters of parliamentary procedures according to Grand Chapter Constitution and By-Laws, Chapter Rules of Order and Robert's Rules of Order, newly revised.

2. CHAPLAIN

The chaplain fulfills the role outlined in the Ritual and sets the spiritual tone for meetings when so requested.

3. SERGEANT-AT-ARMS

The Sergeant-at-Arms fulfills the role outlined in the Ritual and assists the chapter president in keeping order at all times. She supervises the admittance of all persons to chapter meeting.

Section V: Meetings

Chapter Meetings

Chapter meetings will be held on the second Sunday of each month from August-May and at the call of the President. Chapter meetings must be face-to face.

Committee Meetings

Committees should hold regular meetings, time and place at the discretion of the committee chair. Committee meetings can be face-to-face or via conference call.

Section VI: Quorum

Fifty percent (50%) of the membership shall constitute a quorum for the Executive Board and Chapter Meetings. A quorum is required to conduct official chapter business. A formal opening, receiving and filing of reports and communications can be conducted without a quorum.

Section VII: Fiscal Policies & Procedures

1. Voting/Alternate Delegates

The voting delegate shall be the president. During an election year, the incoming Chapter President shall assume this role.

The alternate delegate shall be one of the chapter's, Vice President. Fiscal officers (Treasurer or Financial Secretary)

During an election year, the incoming Vice President (Treasurer or Financial Secretary) shall assume this role.

If the chapter president and/or Vice President fiscal officer (Treasurer or Financial Secretary) is unable to represent the chapter in these roles, the Executive Board shall recommend an appropriate substitution.

The Voting and Alternate Delegate shall each provide the chapter membership with a written report highlighting pertinent information and updates from National, Regional, and/or other conferences. This report shall be distributed and/or reported at the First meeting following their return from said conference. This report should not exceed more than one page.

2. Convention /Conference/Council Meetings / Workshops

When financially possible the chapter will make every attempt to pay for the most reasonable and economic means of lodging and transportation. Should the chapter experience a financial hardship then the soror is responsible for cost associated with meeting attendance.

▪ National Convention

- a. *The Chapter shall pay the full registration fee for the Voting Delegate and Alternate Delegate.*
- b. *The Chapter shall pay the cost of transportation for the Voting Delegate and Alternate Delegate when chapter funds allow,*

- c. *Travel by air or rail shall be based upon coach rates;*
- d. *The Chapter shall pay the total expenses for the delegate and the alternate the cost of one room. If the delegate and Alternate Delegate choose to stay in separate rooms, the chapter will reimburse the two for half the price of their rooms.*
- e. *The Chapter shall pay the cost \$30 per day maximum, for meals including tax and tips. (receipts not required).*
- f. *Any chapter members and/or members of the Advisory Team that reside in the hotel room are responsible for any cost associated with their stay.*

- ***Regional Conference***

- g. *The Chapter shall pay the registration fee for the Voting Delegate and Alternate Delegate.*
- h. *The Chapter shall pay the cost of transportation for the Voting Delegate and Alternate Delegate.*
- i. *The Chapter shall pay the total expenses for the delegate and the alternate the cost of one room. If the delegate and Alternate Delegate choose to stay in separate rooms, the chapter will reimburse the two for half the price of their rooms*
- j. *The Chapter shall pay the cost \$30 per day maximum, for meals including tax and tips. (receipts not required).*

Section VIII: Dues & Finance

1. General Operating Procedures

- a. *All monies shall be presented to the Financial Secretary of the Chapter at business meetings;*
- b. *Monies shall not be collected during the Ritualistic Opening and Closing ;*
- c. *A system shall be developed to be used to pay all bills incurred by committees and officers;*
- d. *Chapter checks are void after 60 days;*
- e. ****Only the Chapter President along with a member of the Advisory Team shall be empowered to sign legally binding contracts on behalf of the Chapter. The authority shall be delegated to the Vice-President in the absence of the President.*

- f. *The fiscal year of the Chapter shall follow that of the Sorority. Chapter books shall close on May 1st to allow for the annual audit and report preparation;*
- g. *The Financial Secretary, Treasurer, and President shall be bonded; and ,*
- h. *The President and Treasurer are the only authorized co-signers of Chapter checks.*
- i. *In the event a check needs to be written to either the President or Vice-President, the Financial Secretary can serve as a co-signer.*

2. Fundraising

When the Chapter solicits funds for a specified purpose, donations shall not be used for operations of the fund raising event.

3. Sisterhood

The committee's financial responsibility lies within Sorors and family members as follows:

Sorors

- a. *weddings, college graduation, first departure from chapter, first baby born while member in chapter, dynamic accomplishments - \$25.00 gift*
- b. *Hospitalization (3 or more days) – floral arrangement up to \$50 limit. A plant will be sent once a year for hospitalization. If hospitalized again, a card will be sent*
- c. *Death of Chapter Soror – the sorority will serve the family according to their wishes, provide an Omega Omega service, and send an Omega Omega floral arrangement. This floral arrangement should NOT be live and should not exceed \$75. This is a property retained by the chapter.*
- d. *Officer installation – flowers - \$20.00 limit*

4. Scholarship Program

a. SCHOLARSHIP AWARDS - STATEMENT OF POLICY

The Scholarship Committee shall determine the best allocation method based on the applications received. Scholarships shall be awarded based on the applications and evaluation along with budgeted funds. The

objective of the scholarships shall be to significantly assist students with Education majors/minors at the college/university finances.

5. Internal Auditing

This committee is responsible for reviewing the Chapter's financial records quarterly. This committee should consist of an elected chair and two appointed members. Chapter advisor may assist with audits. The chapter's current fiscal officers cannot serve on this committee.

This committee is responsible for:

- a. Reviewing and proposing internal controls*
- b. Performing the chapter's quarterly internal audits*
- c. Reporting audit findings and recommendations to the chapter*
- d. Completing the IAR-1 Form for each quarter and the full year; and submitting it yearly to National Headquarters by August 31st*

6. Step Show Policy

- a. Represent the chapter at campus step shows as well as other step performances as approved by the chapter.*
- b. Ensure that national step show guidelines are enforced.*
- c. If money is won in a step show done as a chapter the money should be put in the chapter account. If the money is received in conjunction with another chapter then the money should be divided according to written and agreed on before the show and 100% should be deposited in the chapter account.*
- d. Ensure that advisor is present, and notified about practice times and performances*

7. NSF Check Policy

The following steps will be taken when a check is returned:

- The Treasurer will notify the Financial Secretary of checks returned for non-sufficient funds and the amount will be deducted from the income line item affected.*
- It will be the responsibility of the Financial Secretary and Treasurer to collect money within thirty (30) days, in the form of cash, money order, or cashier's check, in addition to any bank charges assessed.*

- *The Treasurer shall immediately deposit the money and notify the Financial Secretary for the posting of income to the appropriate line item.*
- *Any Chapter member who has two (2) NSF checks in one sorority year will not be permitted to write a personal check for the remainder of that year. A letter of notification will be sent from the Financial Secretary to the Soror.*

8. *Voucher/Expense Reimbursement Policy*

Policy Statement: The Treasurer will receive all chapter funds. A detailed account of funds received should be recorded to ensure that the two business day deposit rule is met.

Procedures:

1. *Monies received by the Treasurer from individual members or other sources shall be recorded in detail. Receipts will be issued to members for monies received.*
2. *Returned Check Policy: For all returned checks, the returned check fee charged by the chapter's bank will be passed through to the check originator. After receiving 2 returned checks from a Soror, the chapter will only accept payment in the form of cash or money order.*
3. *The Treasurer will prepare a monthly report to be presented at Chapter meetings showing the financial standing of chapter members.*
4. *The Treasurer is responsible for depositing all monies.*
5. *The Treasurer verifies amount, records total, issues receipt of all monies received from Financial Secretary and prepares monies for deposit within two business days.*
6. *The Treasurer prepares monthly reports of disbursements and bank transactions to be presented at Chapter meeting.*
7. *All receipts of money should occur at meetings as scheduled by the chapter*
8. *Debit or credit cards will not be received for payments*

9. *Dues/Fees Collection Policy*

1. Local Dues

Local dues are established upon recommendation of the Executive Board and the Budget & Finance Committee and approved by the Chapter with a two-thirds vote.

Local dues (\$100.00) are payable in accordance with the Constitution and By Laws. Local dues for the ensuing year shall be paid to the Financial Secretary before National dues are remitted for that same year to continue your status as a member.

- a. *Cash, money order, check, cashier check shall be received by the Financial Secretary on or before the 3rd Sunday of March.*
- b. *Local dues cannot be paid by credit card*
- c. *Local dues are not tax-deductible.*

2. National Dues

a. *National dues (currently \$135.00) are payable from January 1st through the March 31*

b. *Cash, money order, cashier check, payment shall be received by the Financial Secretary prior to the deadline date of the third Saturday in March*

c. *Grand Chapter imposes a Per Captia Fee (currently \$10.00) per Soror each year whenever dues are paid. Each member shall pay her own Per Captia Fee. This fee is to be used for capital renovations only. Grand Chapter imposes a late fee (currently \$5.00) for all dues received after March 31st,*

d. *National dues are not tax-deductible*

e. *Collegiate Member-At-Large Dues- \$185.00 (\$135 national dues; \$50 member-at-large fee)*

3. Grand Chapter Reinstatement Fee

a. *If a soror has not paid all dues and fees for two or more years, she shall pay a reinstatement fee of \$25.*

10. Unconsumed Dues

- a. *A member's unconsumed dues will be transferred to her new chapter upon written request within the first nine months of the sorority year.*
- b. *For graduating members, unconsumed dues will be transferred upon written request within the first six months of graduation. After six months, the dues will be transferred to the chapters operating account.*

11. Other National, Regional, and State Cluster Meetings

- a. *All members appointed by the President to represent the Chapter on the National, Regional, or state level, will be reimbursed for reasonable expenses incurred on a case by case basis based on the budget.*

12. Bonding

Bonding Insurance is to be provided for the fiscal officers of the chapter, it includes the following:

1. *President*
2. *Treasurer*
3. *Financial Secretary*

13. Fundraising

- a. *Coordinate all fundraising activities for the chapter*

14. Budget and Finance

- a. *The Treasurer and Financial Secretary serve as Chair & Co-chair*
- b. *Responsible for the budget and finance objectives, general financial operating procedures, and management of Chapter receipts and disbursements.*
- c. *Prepare the annual budget of the Chapter's operations and service programs*
- d. *Achieve full financial accountability with Grand Chapter*

Section IX: Nominating, Elections, & Vacancies

1. Term of Office

Officers and Committees elected by the chapter shall serve for one year or until the next election, unless the term of office is otherwise specified. Positions shall be assumed in May. Transition of officers should occur prior to the installation of officers. Officers may serve 2 consecutive terms in office.

2. Election of Offices

- a. Election of officers shall be held in April annually.*
- b. A candidate for office shall be a member with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer shall maintain membership status during her term of office.*
- c. Those seeking the office of President must have attended a National Convention or a Regional Conference in the last three years.*
- d. Results of the election are revealed to the chapter immediately following the tallying of votes by the Chair of the Elections Committee.*

3. Advisors

- a. The Theta Theta chapter will select and vote on qualified advisors according to the Grand Chapter Constitution and Bylaws*
- b. Advisors are required to attend all chapter functions*
- c. The chapter shall maintain a faculty/staff advisor as required by the university for all registered student organizations*

4. Chapter Voting

- a. Chapter shall give prior written notice of at least ten days for the election of officers voting whether to proceed or not to proceed with the membership intake process; and voting on the acceptance of candidates for membership into the sorority.*
- b. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot.*
- c. A soror may not vote or hold office in the chapter if she is not a member of the chapter*
- d. Only members of the chapter shall vote*
- e. The acceptance of members shall be by a majority vote of the members present and voting. Voting shall be by ballot.*
- f. The Chairs and members of the Chapter Nominating Committees shall serve only one term and shall not be a candidate for any elective office while serving on either of the nominating committees.*

4. Vacancies

- a. *When a vacancy occurs in the office of President, the First Vice President shall complete the unexpired term.*
- b. *When vacancies occur in other offices, they shall be temporarily filled by the President*

NOTE – The president does not need approval of the executive Board or ratification of the membership to fill vacancies.

5. Nominating Chair/ Committee

- a. *The nominating committee shall be elected annually at the regular time of elections. When the chapter has ten (10) or more member minimum of the three (3) members shall be elected.*
- b. *The chair of the Nominating shall be elected annually at the regular time of the election of officers*

Section X: Membership Intake Policies

The Financial Secretary shall receive all monies during Membership Intake. The chapter president will receive it in her absence.

Section XI: Amendments for Rules of Order and Policies and Procedures

The chapter shall review after every National Convention changes required of these two documents.

The Policies and Procedures chair shall present to the chapter recommended changes for a vote. Recommended changes require a 2/3 vote of those present and voting. Upon the chapter vote, both documents are submitted to the Regional Member of the National Scholarship & Standards Committee for approval.

Section XII: Parliamentary Authority

Governing documents for this chapter shall be the latest version of the Grand Chapter's Constitution and Bylaws, Chapter Rules of Order, Chapter Policies and Procedures.

Robert Rules of Order (latest edition) is the resource for matters not covered in the above governing documents.

Section XIII: Academics

- a. *Monthly Academic Reports due every 3rd friday of each month during the academic year*
- b. *Each academic report must have professor's signature*
- c. *Mandatory study tables are held each week of the academic year*
- d. *All Sorors are to uphold a 2.75 minimum grade point average*

Section VIII: Policies and Procedures

- a. *Receives and compiles recommendations for changes to the chapter Policies and Procedures and the Constitution and Bylaws.*
- b. *Update the chapter policies and procedures and rules of order form*

Submitted By: Amyre Richardson
Chapter President's Name

Amyre Richardson
Signature

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