Delta Sigma Theta Sorority, Incorporated
Valley Forge Alumnae Chapter

RULES OF ORDER

POLICIES & PROCEDURES

APPROVED:      JAN., 1991
REVISED:       MAY, 1997
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DELTA SIGMA THETA SORORITY, INC.  
A Service Sorority  
Grand Chapter  
1707 New Hampshire Avenue, N.W.  
Washington, DC  20009

RULES OF ORDER FORM FOR CHAPTERS

(EXISTING CHAPTERS MUST SUBMIT WHEN AMENDED BY TWO-THIRDS VOTE OF THE CHAPTER MEMBERSHIP. NEWLY ESTABLISHED OR REACTIVATED CHAPTERS ARE TO SUBMIT WITHIN 30 DAYS OF ESTABLISHMENT OR REACTIVATION)

TO: Scholarship and Standards Committee  
FROM: Valley Forge Alumnae ______________________ ___________ # 826  
Chapter  
Theljewa Garrett ______________________  
Chapter President  
DATE May 25, 2007 ______________  
REGION Eastern ______________________

Chapter Service Area(s) Chester and Montgomery County ______________________

Mailing Address P. O. Box 80091  
City Valley Forge _______ State PA _______ Zip Code 19484 ______________________

Day of Week and Time of Meeting First Saturday of each month September – June, 12:00 Noon ______________________

Percentage of the financial membership that constitutes a quorum 30% ______________________

Amount of Chapter Dues for Sorority Year $100.00 ______________________

Basic elected chapter officers: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary

Other Elected Officers (titles only):  
Second Vice President ______________________

Appointed Officers (titles only):  
Chaplain, Custodian, Historian, Journalist, Parliamentarian and Sergeant-at-Arms ______________________

Elected Positions (i.e. Nominating Comm.):  
Chair, Nominating Committee, Member (4), Nominating ______________________

Minerva Circle ______________________

Committees:


Special (i.e.) Elections, Founders Day, May Week

Month of Chapter Elections: May
Month of Installation Ceremony: June

Process for Selection of Voting/Alternate Delegates: (It is highly recommended that the chapter vote on the members who will be the voting delegate and alternate delegate for the Regional Conference and National Convention unless the chapter has already voted that a particular officer serves as the voting delegate or the alternate delegate.)

The Chapter President serves as the Voting Delegate. Prior to the registration deadline, the chapter elects the Alternate Delegate for Regional Conference and National Convention.

There are NO restrictions on new initiates, such as requiring them to be members for a certain period of time before they can vote. Once initiated, a member has full rights and privileges of the chapter and cannot be denied the right to vote.

(Advisors Section - For Collegiate Chapters Only)

Primary Advisor
Telephone (Day) ___________________________;   (Eve.) _____________________________
Email Address ____________________________________________________________

Secondary Advisor ________________________________________________________
Telephone (Day) ___________________________;   (Eve.) _____________________________
Email Address ____________________________________________________________

Advisory Council Member ____________________________________________________
Telephone (Day) ___________________________;   (Eve.) _____________________________
Email Address ____________________________________________________________

Advisory Council Member ____________________________________________________
Telephone (Day) ___________________________;   (Eve.) _____________________________
Email Address ____________________________________________________________

Advisory Council Member ____________________________________________________
Telephone (Day) ___________________________;   (Eve.) _____________________________
Email Address ____________________________________________________________

This is to certify that the chapter has approved this information.

Theljewa Garrett                        May 25, 2007
Chapter President (Type or Print Legibly)                  Date

Signature

(Notes: Each chapter member should receive a copy of this completed form. This form
and the Policies and Procedures should always appear together.)
DELTA SIGMA THETA SORORITY, INCORPORATED
VALLEY FORGE ALUMNAE CHAPTER

POLICIES AND PROCEDURES

Valley Forge Alumnae Chapter serves Chester and Montgomery Counties and shall be governed by the Constitution & Bylaws of Grand Chapter, the Chapter’s Rules of Order and Policies and Procedures, the Chapter Management Handbook and Robert’s Rules of Order, Newly Revised.

SECTION I. CHAPTER OFFICERS

1. Elected Officers
   The President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer shall be the elected officers.

2. Appointed Officers
   The Chaplain, Custodian, Historian, Journalist, Parliamentarian, and Sergeant-at-Arms shall be the appointed officers.

3. DUTIES AND RESPONSIBILITIES of ELECTED AND APPOINTED OFFICERS

   A. PRESIDENT

   It shall be the duty of the President to:
   1. preside at meetings and lead all ritualistic services;
   2. appoint all committee chairpersons (except Nominating);
   3. enforce observance of Grand Chapter Constitution & Bylaws and Chapter Rules of Order and Policies and Procedures;
   4. call special meetings;
   5. communicate with Grand Chapter and National Headquarters;
   6. distribute and interpret materials from Grand Chapter and National Headquarters;
   7. serve as chair of the executive board;
   8. serve as an ex officio member of all committees (except Nominating);
   9. sign all binding documents and/or contracts;
   10. recommend to the Executive Board the removal of any elected or appointed officer who fails to perform the duties of her office;
   11. authorize by her signature, all orders and proceedings of the chapter;
   12. file all reports and take all action required by Grand Chapter;
   13. hold keys to the Chapter Post Office Box and storage facility;
   14. review and approve all chapter and committee communications and commitments prior to publication or announcement;
   15. serve as Voting Delegate to the National Convention and Regional Conferences; and
   16. perform all duties as provided by the current edition of Robert’s Rules of Order, Newly Revised.
   17. Shall serve as one of five representatives to the National Pan-Hellenic Council of Philadelphia.
B. FIRST VICE PRESIDENT

It shall be the duty of the First Vice President to:
   1. serve as chairperson of the Membership Committee;
   2. perform all duties of the office of Chapter President in the absence, incapacitation, or at the request of the Chapter President; and
   3. develop and implement the chapter’s reclamation activities.

C. SECOND VICE PRESIDENT

It shall be the duty of the Second Vice President to:
   1. serve as chairperson of Program Planning and Development;
   2. preside at meetings in the absence of the President and First Vice President;
   3. provide a monthly calendar of programs and activities for distribution to members; and
   4. coordinate, develop and implement chapter programs.

D. RECORDING SECRETARY

It shall be the duty of the Recording Secretary to:
   1. keep an accurate record of each meeting (Executive Board, Chapter and Call) and record all votes
   2. provide written copies of the minutes of each meeting
   3. keep on file all committee reports;
   4. keep the official membership roll; and
   5. act in the absence of the Custodian.

E. CORRESPONDING SECRETARY

It shall be the duty of the Corresponding Secretary to:
   1. inform and make available all correspondence to members of the Executive Board at each Executive Board meeting and to the members of the Chapter at each Chapter meeting;
   2. send all Chapter correspondence;
   3. notify members of all meetings;
   4. hold keys to the Chapter Post Office Box and storage facility;
   5. prepare, update and distribute the Chapter’s membership directory; and
   6. maintain files of correspondence.

F. FINANCIAL SECRETARY

It shall be the duty of the Financial Secretary to:
   1. collect all financial transactions and keep an updated and accurate record of them;
   2. turn all money collected over to the Treasurer promptly;
   3. record all income received;
   4. issue official receipt for income;
   5. submit a list monthly, of all members to the President;
   6. assist the Treasurer with the preparation of financial reports;
   7. monitor expenditures of the chapter budget; and
8. attend all Chapter functions involving the collection of money; collect money (or make provisions to have it collected) and turn the money collected over to the Treasurer promptly (within 48 hours).

G. TREASURER

It shall be the duty of the Treasurer to:
1. receive and deposit all money of the Chapter by the next day of business in accordance with Grand Chapter’s insurance requirements;
2. make disbursements upon authorization of the President and keep a written account of all disbursements;
3. give a written monthly itemized report of all money received and disbursed;
4. prepare financial reports required by the Chapter and Grand Chapter with the assistance of the Budget & Finance Committee;
5. mails Grand Chapter funds within 30 days of receipt;
6. have books audited by external auditor if receipts are over $50,000;
7. work closely with the Financial Secretary to insure that all financial records are accurate;
8. provide a monthly status report to Committee Chairs; and
9. serve as Chairperson of the Budget & Finance Committee.

H. CHAPLAIN

It shall be the duty of the Chaplain to:
1. fulfill the role as outlined in the Official Ritual of Grand Chapter;
2. set the spiritual tone of the meetings;
3. keep a record of deceased members; this record is submitted to the President and to National Headquarters prior to National Convention and Regional Conference by the designated date; and
4. serve as Chairperson of the Chaplain’s Council.

I. CUSTODIAN

It shall be the duty of the Custodian to:
1. maintain all chapter properties in a safe location;
2. keep a written inventory of all chapter properties (an inventory is performed upon appointment and at the end of each sorority year; and a written copy is given to the President and the Recording Secretary);
3. set up and retrieve properties at all Chapter meetings and ceremonies; and
4. maintain and archive all materials which become permanent records of the Chapter; which shall include but not limited to correspondence, newsletters, rosters, financial records, and Chapter awards and recognitions.

J. HISTORIAN

It shall be the duty of the Historian to
1. maintain and present annually a written and pictorial record of the Chapter’s activities and events. (Prior to publication, this account must be submitted to the President and the membership for approval.) This account becomes a permanent part of the Chapter’s history; and
2. serve as Chairperson of the Heritage and Archives Committee.
K. JOURNALIST

It shall be the duty of the Journalist to:
1. notify the media of all noteworthy activities of the Chapter;
2. report on projects and accomplishments of the Chapter and individual sorors that are of national and regional interest for inclusion in official Delta publications;
3. publish the Chapter newsletter; and
4. serve as Chairperson of the Publicity Committee.

L. PARLIAMENTARIAN

It shall be the duty of the Parliamentarian to:
1. address all parliamentary questions arising during a meeting in accordance with the current edition of Robert’s Rules of Order, Newly Revised;
2. advise the President on Grand Chapter Constitution & Bylaws;
3. advise the President on Chapter Rules of Order and Policies and Procedures; and
4. serve as Chairperson of the Policies and Procedures Committee.

M. SERGEANT-AT-ARMS

It shall be the duty of the Sergeant-at-Arms to:
1. aid the President in keeping order;
2. supervise the admittance of persons to meetings; which shall include verifying membership and informing the President of members inappropriately attired; and
3. fulfill the role outlined in the Official Ritual; and
4. keep a record of all members and sorors present at meetings. This record shall be submitted to the Recording Secretary.
SECTION II. COMMITTEES

A. EXECUTIVE COMMITTEE

1. The Executive Committee of the Executive Board shall consist of the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer.

2. It shall be the duty of the Executive Committee to:
   a. meet quarterly at the call of the President;
   b. act on behalf of the Chapter in the interim of the Executive Board meeting or Chapter meeting.

3. The Executive Committee does not supersede the Executive Board and its decisions shall be subject to approval by the Executive Board.

B. EXECUTIVE BOARD

1. The Executive Board shall consist of the elected and appointed Chapter Officers, the Chairpersons of Standing Committees and the Immediate Past President.

2. The Executive Board shall meet monthly and at the call of the Chapter President.

3. It shall be the duty of the Executive Board to:
   a. act on behalf of the Chapter in the interim of Chapter meetings;
   b. develop, implement and report to the Chapter a three year long-range plan and recommend the Chapter’s priorities for the biennium; and
   c. hear and act on appeals from the Chapter and individual members.

C. STANDING COMMITTEES

The Arts and Letters, Audit, Budget and Finance, Chaplain’s Council, Dr. Betty Shabazz Delta Academy (Delta Academy), Delta GEMS, Economic Development, Fundraising, Gotwals, Heritage and Archives, Hospitality/Good Will, International Awareness and Involvement, Membership, Patriots, Physical and Mental Health, Policies and Procedures, Program Planning and Development, Publicity, Ritual and Ceremonies, Scholarship, Social Action, Technology, and any other committee approved by the Chapter, shall be the standing committees of the Chapter.

1. ARTS AND LETTERS

It shall be the duty of the Arts and Letters Committee to develop and implement programs that increase cultural awareness in the chapter and community by sponsoring and supporting programs highlighting the arts.

2. AUDIT

The Audit Committee shall consist of a chairperson and three members appointed by the President. The Chapter’s current fiscal officers may not serve on this committee.

It shall be the duty of the Audit Committee to:
   a. review the financial records of the Chapter quarterly;
   b. review records and propose internal controls;
   c. review records and indicate any weaknesses;
d. nominate an independent auditor for annual review; and
e. give a written quarterly report of its findings to the chapter.

3. BUDGET AND FINANCE

The Budget and Finance Committee shall consist of the President, Treasurer, Financial Secretary, Chairperson of Program Planning and Development, Immediate Past President and one member appointed by the President. The Chairperson of the Budget and Finance Committee is the Treasurer.

It shall be the duty of the Budget Finance Committee to:
   a. consider the financial needs of the chapter and develop a budget based thereon;
   b. review and recommend budget modifications;
   c. review and recommend financial policies;
   d. ensure the Chapter is within the 35% limit of non-member gross receipts; and
   e. present a budget for the ensuing fiscal year at the May meeting. The Chapter will approve the budget at the June meeting.

4. CHAPLAIN’S COUNCIL

It shall be the duty of the Chaplain’s Council to:
   a. perform the duties of the Chaplain in her absence;
   b. receive prayer requests; and
   c. submit a monthly article to the Journalist for inclusion in the Delta Link.

5. DR. BETTY SHABAZZ DELTA ACADEMY (DELTA ACADEMY)

It shall be the duty of Delta Academy to involve itself in the lives of low-income girls 9-14 years old who demonstrate a potential to succeed, but lack the necessary support system. These young women will be involved in structured activities designed to expand their thinking about possible careers and educational goals that include math, science and technology. They will also learn about sisterhood as it relates to their relationships with peers and members of the Sorority and public service in the form of leadership and community service activities.

6. DELTA GEMS

It shall be the duty of the DELTA GEMS to instill in young women (grades 9-12) the importance of academic excellence, provide tools that will enable young women to sharpen and enhance their skills to achieve high levels of academic success, assist young women in goal setting and planning for their future, and create compassionate, caring and community-minded young women.

7. ECONOMIC DEVELOPMENT

It shall be the duty of the Economic Development Committee to develop and implement programs and activities that educate the Chapter and the community on the economic power of the African-American community, the United States economic system and financial planning and responsibility.
8. FUNDRAISING

It shall be the duty of the Fundraising Committee to:
   a. work in conjunction with standing committees; especially Budget and Finance, Program Planning and Development and Scholarship; and
   b. raise funds to support the community service and scholarship programs of the Chapter.

9. GOTWALS

It shall be the duty of the Gotwals Reading Program to foster a love for reading among 1st and 2nd grade students at Gotwals Elementary School. Bimonthly, members will read to the students. The books read each month will be donated to the class and the school library.

10. HERITAGE AND ARCHIVES

It shall be the duty of the Heritage and Archives Committee to preserve the history of the chapter through the archival of chapter artifacts and the documentation of the chapter’s history. The Historian serves as the Chairperson.

11. HOSPITALITY/GOODWILL

It shall be the duty of the Hospitality/Good Will Committee to:
   a. provide courtesies to visiting National and Regional Officers;
   b. provide courtesies to members at the time of an illness, birth or adoption, hospitalization or death; including the death of a family member; and
   c. recognize special achievements of members.

PROCEDURE:

A. Childbirth
   All children born to or adopted by a member will receive a $50.00 savings bond within the first year of birth or adoption.

B. Illness
   A member admitted to a hospital for more than one day, or who receives prescribed home care, will receive a flower/plant or fruit basket. The cost of the flowers/plant or fruit basket shall not exceed $55.00.

C. Death
   1. At the death of a soror, a floral arrangement or memorial donation shall be presented and other services will be provided as requested by the family.
   2. Should a member have a death in her immediate family (spouse, child, parent), a floral arrangement shall be purchased and other services will be provided as requested by the family.
   3. Cards will be sent for all other family members.

D. Marriage
   A wedding gift will be given to a member who marries. The gift shall not exceed $50.00.

E. Special Achievement/Recognition
   Members will receive a card recognizing their accomplishment(s).

F. Outgoing President
   The outgoing President will be presented a gift at the June meeting. The gift shall cost at least $100.00 and not exceed $200.00.
12. INTERNATIONAL AWARENESS AND INVOLVEMENT

It shall be the duty of the International Awareness and Involvement Committee to develop and implement activities that increase the knowledge of and provide direct involvement with the international community.

13. MEMBERSHIP

The Chairperson of the Membership Committee is the First Vice President.

It shall be the duty of the Membership Committee to:
   a. implement activities that promote sisterhood;
   b. develop programs promoting retention, reclamation and recognition;
   c. plan and coordinate at least two Delta Internal Development (DID) workshops per fiscal year.

14. PATRIOTS

It shall be the duty of the Patriots Committee to:
   a. educate future generations regarding historic facts and places which “tell the African American story”;
   b. celebrate and make visible the patriots of African descent who served during the encampment of 1777 and 1778;
   c. work with Valley Forge National Historical Park staff, community organizations and vested individuals to improve the quality of programming at the park;
   d. participate in chapter activities that educate the community regarding Black Patriots; and
   e. research possible donors and write grants to supply schools with research materials (e.g., a Patriot print and books) for essay writing.

PROCEDURE (Essay Contest):

   Theme: THE CONTRIBUTIONS OF PATRIOTS OF AFRICAN DESCENT DURING THE AMERICAN REVOLUTIONARY WAR PERIOD
   Purpose: The writing contest provides an opportunity for students to heighten their awareness of the many contributions made by African Americans to the building of our nation. The writing should reflect the student’s ability to research the theme and to preserve through writing the history of the heroes and heroines of the American Revolutionary War Period.
   Participants: All students in grades six through twelve attending a public or private school in Chester or Montgomery County.
Awards:
1. One student in grades 6 – 8 and one student in grades 9 – 12 will be selected as the first place winners of the contest.
2. One student in grades 6 – 8 and one student in grades 9 – 12 will be selected as the second place winners of the contest.
3. Winners will receive a monetary gift.

15. PHYSICAL AND MENTAL HEALTH

It shall be the duty of the Physical and Mental Health Committee to develop and implement programs that educate members and the community on health issues.

16. POLICIES AND PROCEDURES

The Chairperson of the Policies and Procedures Committee is the Parliamentarian.

It shall be the duty of the Policies and Procedures Committee to:
   a. review and recommend amendments as requested by the Chapter or in accordance with Grand Chapter Constitution and Bylaws;
   b. monitor Chapter adherence to Grand Chapter’s Constitution and Bylaws and the Chapter’s Rules of Order and Policies and Procedures; and
   c. maintain a permanent record of the Rules of Order and Policies and Procedures.

17. PROGRAM PLANNING AND DEVELOPMENT

The Chairperson of the Program Planning and Development Committee is the Second Vice President. Chairpersons of DELTA GEMS, Delta Academy, Economic Development, International Awareness and Involvement, Patriots, Physical & Mental Health, Social Action, and Gotwals Reading shall serve on this committee.

It shall be the duty of the Program Planning and Development Committee to:
   a. survey the needs, evaluate the findings and make recommendations to the Chapter of projects to be undertaken commensurate with the objectives of Grand Chapter;
   b. coordinate the projects approved by the Chapter;
   c. develop a yearly calendar of activities and programs; and
   d. perform a program analysis for each area of the Five Point Program Thrust.

The calendar of activities and programs for the ensuing fiscal year shall be presented to the Chapter at the May meeting. The Chapter will approve the calendar at the June meeting. The approved calendar shall be distributed to the Chapter in September.

18. PUBLICITY

The Chairperson of the Publicity Committee is the Journalist.

It shall be the duty of the Publicity Committee to:
   a. notify the media of all noteworthy activities of the Chapter;
   b. report on projects and accomplishments of the Chapter and individual sorors that are of national and regional interest for inclusion in official Delta publications; and
   c. assist the Journalist with the publication of the Chapter newsletter.
19. RITUAL AND CEREMONIES

It shall be the duty of the Ritual and Ceremonies Committee to:
   a. increase members knowledge and appreciation of the fundamental principles of the Sorority’s basic belief system (The Nine Jewels and the Oath) as demonstrated in the Delta Sigma Theta Ritual, ceremonies, rites, traditions and protocol; and
   b. enhance and preserve the basic tenets of the Ritual and Ceremonies by teaching about the meanings inherent in the Ritual, ceremonies and traditions of the sorority; modeling excellence in Ritual and Ceremonies activities; and evaluating the impact of the Nine Jewels and The Oath in the lives of Sorors.

20. SCHOLARSHIP

It shall be the duty of the Scholarship Committee to:
   a. develop and administer the scholarship program of the Chapter; and
   b. establish guidelines, review applications and select the Chapter’s scholarship recipients.

REQUIREMENTS:

All Valley Forge Alumnae Scholarship Applicants must:
   a. be minority student (male or female) and a resident of Chester or Montgomery County;
   b. be a student graduating from high school prior to September of the year following the award, who will matriculate to a college, university or pursue a non-traditional degree granting program;
   c. have at least a 2.5 GPA on a 4.0 scale;
   d. exemplify good citizenship and demonstrate community service;
   e. submit official transcript (if applicant is currently a senior in high school, the transcript must include grades 9-11 and the first quarter or semester of grade 12); PACKETS THAT DO NOT INCLUDE THE APPLICANTS FIRST QUARTER OR SEMESTER GRADES WILL BE DEEMED INCOMPLETE AND WILL NOT BE CONSIDERED; and
   f. submit two letters of recommendation (one letter from a High School Administrator or Teacher and one letter verifying public service.

PROCEDURE:

Letter Recommendation from High School Administrator or Teacher

The written summary should include the following:
   a. name and position of person providing the recommendation
   b. length of time and in what capacity the person has known the applicant
   c. state any public service or extra curricular activities the applicant is/has been involved, of which you are aware
Letter Verifying Public Service should include:
   a. name of organization
   b. name and position of person providing information
   c. length of time the applicant has been involved with the organization
   d. explanation of the applicant’s involvement/responsibilities in the organization

At least one scholarship will be awarded to a student attending a Historically Black College or University.

Those applicants who meet the minimum requirements and have submitted all requested documentation will be granted an interview. The applicant will be scored on Scholastic Achievement - 30%, Community Service/Extra-Curricular Activities – 25%, Letters of Recommendation – 20% and Interview – 25%. Applicants receiving the highest scores will be recommended to the Chapter as recipients of the VFAC Scholarships.

**MINIMUM AWARD PER RECIPIENT WILL BE $1,000.00**

Sufficient proof of matriculation will be in the form of an official schedule from the Registrar or a billing statement from the institution of higher learning.

**CHILDREN OF VALLEY FORGE ALUMNAE CHAPTER MEMBERS ARE NOT ELIGIBLE.**

21. SOCIAL ACTION

It shall be the duty of the Social Action Committee to:
   a. implement programs approved by Grand Chapter; and
   b. educate the Chapter and the community on current issues.

22. TECHNOLOGY

It shall be the duty of the Technology Committee to manage and maintain the Chapter’s web site.

D. ELECTED COMMITTEES

1. NOMINATING COMMITTEE

The Nominating Committee shall consist of four members and an elected chair. If you are serving on the Nominating Committee and choose to run for an elected office, you must remove yourself from the Nominating Committee.

It shall be the duty of the Nominating Committee to:
   a. receive recommendations from members of persons to serve in Chapter offices;
   b. receive recommendations from members of persons to serve as Nominating Committee Chair and Members;
c. receive recommendations from members of persons to serve on the Minerva Circle;
d. implement and oversee the Nomination Process; and
e. distribute to members the Slate of Candidates for Minerva Circle following the
chapter’s vote to proceed with the Membership Intake Process and preceding the
chapter’s approved attendance at the Membership Intake Training Workshop.

ELIGIBILITY REQUIREMENTS:

To be eligible for Chapter Office or Nominating Committee Chair or member, a member must:

a. be financial with Valley Forge Alumnae Chapter and Grand Chapter for the fiscal
   year in which the election takes place. The elected officer shall maintain
   financial status during her term(s) of office; and
b. have attended as a registered delegate (voting, alternate or nonvoting),
   one out of the last three National Conventions and/or Regional Conferences

PROCEDURES:

1. The call for Nominations will be announced at the February meeting.
2. The Nominating Committee will review and verify all completed applications and
determine the slate of candidates to be presented at the April meeting.
3. Nominations from the floor may be made at the April chapter meeting;
4. The Nominating Committee will verify eligibility of all candidates nominated from
   the floor.
5. Once the final Slate of Candidates has been adopted by the chapter, the duties and
   responsibilities of the Nominating Committee have been fulfilled and the Slate of
   Candidates shall be given to the Elections Committee.

2. MINERVA CIRCLE

The Minerva Circle is elected by the chapter and is given the responsibility for the planning and
implementation of all phases of the Membership Intake Process. The coordinator of the
Membership Intake activities is the Leader of the Minerva Circle. The Minerva Circle shall be
elected by position. The Minerva Circle consists of the following elected positions: The Leader
of the Minerva Circle, Keeper of the Muses and Graces, Convener of the Odyssey Experience and
Nine Jewels. The Chapter President and the Financial Secretary by virtue of their elected
positions are automatic members of the Minerva Circle. The Minerva Circle is a Special
Committee for the purpose of implementing the Membership Intake Process. At the conclusion
of the Intake Process the committee is dissolved.

Eligibility Requirements:

1. Must have been a member of the chapter for the past two years at the time of election and
   maintains her membership status during the entire membership intake process.
2. Should be knowledgeable of current Sorority polices and procedures.
3. Must have been a member of a committee of the chapter for the past two years.

The Minerva Circle is elected by position at a meeting of the chapter, following the chapter’s
vote to proceed with the Membership Intake Process.

Members of the Minerva Circle must complete two DID workshops prior to attending the
Membership Intake Workshop.
Members of the Minerva Circle must complete the chapter’s Membership Intake Workshop within the sorority year of the chapter’s scheduled Membership Intake activities. Members of the Minerva Circle, who have not completed the membership Intake Training by the date of the Rush, must resign their position from the Minerva Circle.

**All vacancies on the Minerva Circle shall be filled by Presidential Appointment.**

**Minerva Circle members may not screen applications of their relatives.**

E. SPECIAL COMMITTEES

1. ELECTIONS

The Elections Committee shall consist of six members. The Elections Committee shall be appointed by the Chapter President and presented to the Executive Board by the March meeting.

It shall be the duty of the Elections Committee to:

a. implement and oversee the election process for regular and special elections; this includes verifying members to participate in the election and submitting recommendations on the time and place of the election; and

b. submit the election report to the Recording Secretary for the Chapter’s official record.

**ELECTION AND VOTING PROCESS:**

a. Election of officers shall be held biennially for Chapter Officers and Nominating Committee.

b. Elections for the Minerva Circle shall occur after the chapter has received approval to proceed with Membership Intake.

c. Elections for Chapter Officers and Nominating Committee shall occur at the May chapter meeting.

d. The Chapter shall give members prior written notice of at least 10 days for the election of officers, election of Minerva Circle Members, and voting on the acceptance of members into the Sorority.

e. Only members of the chapter shall vote.

f. Election of officers, election of Minerva Circle Members, and the acceptance of members into the Sorority, shall be by a majority vote of the members present and voting.

e. Voting shall be by ballot.

2. FOUNDERS DAY

It shall be the duty of the Founders Day Committee to develop and implement a program whose primary purpose is to honor the Founding members and also focuses on the Sorority’s heritage.
3. MAY WEEK

It shall be the duty of the May Week Committee to plan activities during the month of May that emphasize scholastic achievement, educational opportunities, encouragement of higher scholarship while promoting good public relations for the Chapter.

SECTION III. DUTIES OF COMMITTEE CHAIRPERSONS

It shall be the duty of Committee Chairpersons to:
1. attend (or her designee) all Executive Board and Chapter meetings;
2. present all written reports to the Executive Board; all reports must be presented to the Executive Board (or receive approval from the President) before presentation to the Chapter;
3. coordinate dates of activities and events with the Program Planning and Development Chairperson;
4. submit budgets and programs for the ensuing fiscal year to the Budget and Finance Committee;
5. notify the President and Second Vice President of meeting dates, time and place;
6. present all contracts to the President; all contractual agreements must be signed by the President; and
7. submit all financial reports to the Treasurer and Financial Secretary for review; the Treasurer, Financial Secretary and Committee Chairperson must be in agreement before the report is presented to the Chapter.

SECTION IV. STEP TEAM

The Valley Forge Alumnae Chapter Step Team represents the Chapter in competitive and non-competitive step shows including but not limited to those sponsored by Delta Sigma Theta Sorority, Incorporated. All funds raised will benefit chapter programs. The administrative cost allowance shall be fifteen percent (15%) of gross receipts.

All members of the Step Team shall be financial members of Valley Forge Alumnae Chapter and adhere to the following guidelines:

1. Members wishing to join the Step Team will be granted a try-out. Try-outs will be held in October.
2. The members of the original step-team (established in 2002) are guaranteed a spot on all subsequent step-teams provided they adhere to all guidelines, rules and regulations.
3. All practices are mandatory. Any member who has excessive absences from practice will be suspended from that performance.
4. The step master will present all competition and non-competition performances she receives to the step team. Upon decision by the team, the step master will present the chosen competitions to the Executive Board for final approval.
5. Step Team members are expected to appear in all scheduled performances. Any member who misses two performances without an excused absence from the step master will be suspended from the step team for the remainder of the fiscal year.
SECTION V. PANHELLENIC REPRESENTATIVES

Valley Forge Alumnae Chapter shall be a member organization of the local Pan-Hellenic Council. The President shall appoint the four required Chapter representatives.

It shall be the duty of the Chapter representatives to

a. attend Pan-Hellenic Council meetings and report necessary information to the Chapter; and.
   b. keep the National Pan-Hellenic Council of Philadelphia (NPHC) informed of upcoming chapter events and represent the chapter at each NPHC function.

SECTION VI. MEETINGS

1. EXECUTIVE BOARD

a. The Executive Board shall convene before the regular monthly meeting to prepare the agenda and receive reports from committee chairpersons.
   b. A Call meeting is a special session of the Executive Board convened to consider one or more specific items of business.
   c. Only the President can call a special session of the Executive Board. Members must be notified of the time, place and purpose of the meeting at least 72 hours in advance.

2. CHAPTER

a. The Chapter shall meet on the first Saturday of each month (excluding July and August) during the fiscal year.
   b. A Call meeting is special meeting of the Chapter convened to consider one or more specific items of business.
   c. Only the President can call a special meeting of the Chapter. Members must be notified of the time, place and purpose of the meeting at least 72 hours in advance.

3. COMMITTEE

Committees shall meet monthly at a time and location determined by the Chairperson.

4. QUORUM

Thirty percent (30%) of the chapter’s members constitute a quorum at Chapter meeting. A majority of the currently filled positions of the Executive Board constitutes a quorum at Executive Board meeting.
5. DEBATE

a. Members may speak twice on the same question but cannot speak a second time on the same question as long as any member who has not spoken desires the floor.
b. Speeches are limited to one minute.
c. Debate on a question is limited to ten minutes.

SECTION VII. INSTALLATION AND TRANSITION OF OFFICERS

The installation of officers shall occur at the June Chapter meeting. Newly elected Officers shall be installed by the designee of the incoming President.

The Transition of Officers meeting shall occur within 30 days following the Installation of Chapter Officers Ceremony. All outgoing and incoming Officers and Chairpersons are required to attend. All records must be turned over to incoming Officers and Chairpersons by July 1.

SECTION VIII. TERM OF OFFICE

The term of office shall be two years.

SECTION IX. LIMITATION OF TENURE

Elected officers shall not serve more than two consecutive terms in the same office.

SECTION X. VACANCIES

When a vacancy occurs, the President shall fill the vacancy within 30 days with the approval of the Executive Board.

SECTION XI. IMPEACHMENT, REMOVAL AND APPEAL

A. Any officer who has been impeached shall be ineligible for election to any Chapter office.
B. The Chapter will follow the impeachment, removal and appeals process outlined in the Chapter Management Handbook.

SECTION XII. NATIONAL, REGIONAL AND LOCAL (STATE REPRESENTATION)

A. The Chapter President shall serve as the Voting Delegate.
B. The Alternate delegate to National Convention and Regional Conference shall be elected prior to the registration deadline, as determined by National Headquarters. Members will nominate candidates from the floor. The candidate receiving the majority of votes cast shall serve as the Alternate delegate.
C. The Voting and Alternate delegate must submit a joint written report to the Chapter by the October meeting following the National Convention or Regional Conference.
D. Members or officers attending workshops or meetings at the National, Regional or State level and financed by the Chapter (other than National Convention or Regional Conference), must submit a written report within 30 days of the date of the meeting.

E. Registration, transportation, lodging and a daily meal allowance will be paid by the Chapter to the Voting and Alternate delegate. The Chapter will pay the cost of a standard double room to be shared by the Voting and Alternate delegate. In the event, the Voting and Alternate delegate do not share a room, the Chapter will pay one-half the cost of a standard double room to each delegate.

F. Receipts must be attached to a voucher itemizing all expenses except the per diem.

SECTION XIII. CONTRIBUTIONS (JOURNAL ADS)

Valley Forge Alumnae Chapter will support the following organizations:

1. those organizations that have previously supported our efforts
2. chapters in southeast Pennsylvania
3. chapters in PA, NJ, DE and NY

The afore-mentioned chapters or organizations will receive a maximum contribution of $50.00 except those chapters or organizations that have previously supported VFAC with their contributions of a full-page ad.

SECTION XIV. ANNUAL DUES AND FEES

1. FISCAL YEAR
The fiscal year of the Sorority shall begin July 1 and end June 30.

2. DUES AND FEES

   d. The annual Grand Chapter and Chapter dues and fees for all members are Due March 31, and are payable January 1 through March 31 of each year.
   e. The deadline for the receipt of both Grand Chapter and Chapter dues shall be two weeks prior to March 31.
   f. The Chapter shall determine its dues.
   g. The Chapter shall not assess members any fines or fees other than chapter dues.
   h. A collegiate who becomes a member of Valley Forge Alumnae Chapter within one year immediately following graduation, shall not pay the amount of chapter dues for the first year of membership in the Chapter.

SECTION XV. FINANCIAL POLICIES AND PROCEDURES

1. All services or items provided to the Chapter should be billed directly to Delta Sigma Theta Sorority, Incorporated rather than to individual members.
2. Whenever possible services should be billed directly rather than reimbursing individual members.
3. All bills should be submitted to the Treasurer within one week of receipt.
4. The Treasurer should pay all bills within two weeks of receipt.
5. A voucher with an attached receipt must accompany each check request.
6. The transacting of all financial business (including collecting funds and writing checks) should be conducted in Chapter or Executive Board meeting.
7. The President, Treasurer and Committee Chair are the required signatures on disbursement vouchers. The Financial Secretary signs any disbursement voucher submitted by the Treasurer or President, or in the event of their absence.

8. Two signatures are required on all checks. The authorized signatures are the President, Financial Secretary and Treasurer. No member may sign a check made payable to that member.

9. Two signatures are required in all cash transactions (i.e. cashier’s checks, withdrawals) over $5,000.00.

10. The name of a member should be on all checks submitted to the Financial Secretary.

11. Only cash, certified checks or money orders will be accepted within five days of an event.

12. The President must sign all contractual agreements obligating Chapter funds and/or services.

13. Unauthorized purchases or financial commitments will not be honored.

14. The appropriate member will be charged for expenses incurred by the Chapter for checks being returned for non-payment. Any member who has a check returned for insufficient funds must remit all subsequent funds to the Chapter via cash, cashier’s check, or money order for a period of not less than 12 months.

15. When a committee chairperson or an officer’s budget is exhausted, no additional funds will be issued without a recommendation from the Budget and Finance Committee and approval from the Chapter.

16. All receipts for reimbursement must be submitted with proper paperwork within 14 days of the expenditure. Receipts not submitted within that time will not be honored.

17. There should be one cash receipt form for EVERY deposit made and the form should directly correspond to the deposit ticket.

18. Multiple vouchers using one receipt should include copies of the receipt for each voucher.

SECTION XVI. AMENDMENTS

A. These Rules of Order and Policies and Procedures may be amended by a two-thirds vote of the members present and voting.

B. Any amendment change must be presented to members at least 30 days before the meeting in which there is to be a vote.

SECTION XVII. PARLIAMENTARY AUTHORITY

All matters not covered by these Policies and Procedures or Grand Chapter Constitution and Bylaws shall be governed by the current edition of Robert’s Rules of Order, Newly Revised.