

DELTA SIGMA THETA SORORITY, INC Tampa Alumnae Chapter
2020 Policies and Procedures Proposed Change Submissions

#	Reference	Page	Proposed Change(s) to Policies and Procedures	Rationale
1	<p>Article II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES</p> <p>Section 1: EXECUTIVE COMMITTEE</p> <ol style="list-style-type: none"> 1. The Executive Committee consists of the President, all Vice Presidents, Treasurer, and Financial Secretary. <p>Article IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION</p> <p>Section 1: STANDING COMMITTEES</p> <ol style="list-style-type: none"> 2. Executive Committee: The Executive Committee consists of the President, all Vice Presidents, Treasurer, and Financial Secretary. 	<p>7</p> <p>17</p>	<p>AMEND: The Executive Committee consists of the President, all Vice Presidents, Recording Secretary, Treasurer, and Financial Secretary</p>	<p>Better alignment with the Grand Chapter Structure</p> <p style="text-align: center;">APPROVED</p>
2	<p>Article II: CHAPTER STRUCTURE, GOVERNING BODIES & RESPONSIBILITIES</p> <p>Section 2: EXECUTIVE Board</p> <ol style="list-style-type: none"> A. The Tampa Alumnae Chapter's Executive Board shall consist of all elected officers/positions, appointed positions, standing committee chairsorors, special committee chairsorors, program management committee chairsorors, and the Immediate Past President. 	<p>7</p>	<p>AMEND: The Tampa Alumnae Chapter's Executive Board shall consist of all elected officers/positions, appointed positions, standing committee chairsorors and sub-committee co-chairsorors, special committee chairsorors, program management sub-committee co-chairsorors, and the Immediate Past President.</p>	<p>To align our policies with current practice. For example, sub-committee co-chairs under Membership Services as well as Program Planning and Development attend and vote at E-Board meetings.</p> <p style="text-align: center;">APPROVED</p>

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3	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 1: Duties and Responsibilities of Elected Officers B. First Vice President: 2. Coordinates the Five Point Programs, Social Action, May Week, Scholarship and Arts and Letters Committees</p>	10	<p>AMEND: Provides oversight to the Risk Management, Five Point Programs, Social Action, May Week, Scholarship, and Arts and Letters Committees</p>	<p>To align our policies with current practice.</p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>
4	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 1: Duties and Responsibilities of Elected Officers C. Second Vice President: 1. Provides oversight of all Standing Committees in the chapter, except Program Planning and Development, Social Action, May Week, Scholarship, Arts and Letters and Fundraising committees.</p>	10	<p>AMEND: Provides oversight of all Standing Committees in the chapter, except Program Planning and Development, Risk Management, Social Action, May Week, Scholarship, Arts and Letters and Fundraising committees.</p>	<p>To align our policies with current practice.</p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>
5	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 1: Duties and Responsibilities of Elected Officers G. Corresponding Secretary: 4. Assists President with the preparation and distribution of monthly newsletter.</p>	11	<p>DELETE and AMEND: Assists President with the preparation and distribution of monthly chapter newsletter.</p>	<p>To allow flexibility in distribution of chapter newsletter based on changing needs of chapter.</p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>

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6	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 1: Duties and Responsibilities of Elected Officers G. Corresponding Secretary: 4.a Personal announcements for the chapter's newsletter must be submitted by the appropriate deadline to the Chapter President in writing and signed by the announcing member of the Tampa Alumnae Chapter.</p> <p>4.b Personal announcements include, but are not limited to, the following: engagement announcements, wedding announcements, birth announcements, housewarmings, birthday parties, and baby dedications. When applicable, all announcements must be accompanied by an invitation to the chapter.</p>	11	<p>DELETE ENTIRE SECTIONS 4.A. & 4.B AMEND: Articles for newsletter must be submitted by deadline and be approved by President for inclusion in the newsletter prior to distribution.</p> <p>ADD: 5. Reads "For the Good of the Order" announcements must be submitted on appropriate form in writing prior to by the end of the chapter meeting.</p> <p><i>Proposed change #6 Tabled until the next meeting.</i></p> <p>Addendum Q – For the Good of the Order Form</p>	<p>To align with current practice</p> <p>To align with current practice; provides consistency and limits number of people making announcements at the end of meetings</p>
7	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 1: Duties and Responsibilities of Elected Officers H. Assistant Corresponding Secretary: 2. Assists with the monthly newsletter.</p>	11	<p>DELETE and AMEND: Assists with the monthly chapter newsletter.</p>	<p>To allow flexibility in distribution of chapter newsletter based on changing needs of chapter.</p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>

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8	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 1: Duties and Responsibilities of Elected Officers J. Assistant Treasurer: 2. Completes and signs Serve as co-chairsoror of the Budget and Finance Committee.</p>	12	<p>DELETE: Completes and signs Serve as co-chairsoror of the Budget and Finance Committee.</p>	<p>Removing clerical error made in transcription into new P&P template</p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>
9	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 2: Duties and Responsibilities of Appointed Positions F. Risk Management Coordinator</p>	14	<p>ADD (under #9): The chapter will reimburse sorors, parents, and community volunteers the base fee of the background check once they have volunteered a minimum of 4 sessions. The request for reimbursement must be submitted to the chapter by the soror, parent, or community volunteer. All requests for reimbursement must be submitted by March 1st in the sororal year that the background check was completed.</p> <p>RE-NUMBER SECTION UPON ADDITION</p>	<p>Historically, the chapter would cover the full cost of background checks for sorors, parents, and community volunteers. The current vendor used by Grand Chapter requires each individual to go online and submit their payment for both portions of the background check (Criminal and Motor Vehicle). Fees vary with each state. Criminal Background: \$25.00 Motor Vehicle: \$10.02 This change in policy is requesting the chapter to cover the Criminal Background check after the volunteer has participated in at least 4 sessions.</p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>

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10	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 2: Duties and Responsibilities of Appointed Positions G. Keeper of the Muses and Graces (chapter)</p>	14	<p>DELETE: ENTIRE SECTION</p>	<p>Better alignment with current practices of Grand Chapter. This position only exists on the Minerva Circle during Membership Intake. <i>**This is a recommendation coming from the Southern Region Member of Scholarship and Standards Committee**</i></p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>
11	<p>Article III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS Section 3: Duties and Responsibilities of Elected Positions A. Historian</p>	15	<p>REMOVE AND PLACE UNDER SECTION 2: APPOINTED POSITIONS</p> <p>RE-LETTER SECTION UPON REMOVAL</p>	<p>Better alignment with current practices of Grand Chapter <i>**This is a recommendation coming from the Southern Region Member of Scholarship and Standards Committee**</i></p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>
12	<p>Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION Section 1: Standing Committees K. Membership Services 5. Courtesy b) Death iv. In the case of a soror's death, flowers will be sent according to the Protocol and Traditions Manual. In addition, the Courtesy Committee will send the family a resolution. Individual expressions of</p>	20	<p>AMEND:</p> <p>In the case of a soror's death, flowers will be sent according to the Protocol and Traditions Manual. In addition, the Courtesy Committee will send the family a resolution, using the sample resolution template (see Addendum P). Individual expressions of courtesy by sorors are encouraged.</p>	<p>Providing a template assists the Courtesy Committee in the creation and submission of a resolution to family of deceased soror.</p> <p style="text-align: center; font-size: 2em; color: red;">APPROVED</p>

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		courtesy by sorors are encouraged.			
13	Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION Section 1: Standing Committees K. Membership Services 5. Courtesy (f). Observance of Anniversaries, Retirements, Etc.: <ul style="list-style-type: none"> i. Each year, sorors who have been in the Tampa Alumnae Chapter for 25 years (Silver Anniversary) or 50 years (Golden Anniversary) shall receive a special recognition memoir such as a plaque, not to exceed \$25.00. 	21	AMEND: Sorors who have been a member of Delta Sigma Theta Sorority, Inc. for 25 or 50 years and are a financial members shall receive a special recognition memoir from National Headquarters. (i.e. plaque, pin, etc.)	Change needed to sync with current Grand Chapter practice.	APPROVED
14	Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION Section 1: Standing Committees K. Membership Services	21	ADD (THEN RENUMBER SECTION): K.8. Emerging Leaders Committee <ol style="list-style-type: none"> 1. The purpose of this committee is to continuously develop members for greater leadership in Delta at the local, regional and national levels. 2. Committee will consist of a co-chair and members appointed by the President who have previous Delta leadership experience at least at the chapter level through elected offices or positions. 3. Committee will plan and implement leadership development activities for selected participants. 	To continuously develop members of the Tampa Alumnae chapter for greater leadership in Delta at the local, regional and national levels.	
15	Article IV: COMMITTEE DUTIES, RESPONSIBILITIES, AND MEMBERSHIP COMPOSITION	24	AMEND ENTIRE SECTION TO READ: Assist in setting and maintaining the strategic direction of the Tampa Alumnae Chapter.	The recommended amended purpose of Strategic planning committee aligns with the National Strategic Planning committee.	

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	<p>Section 1: Standing Committees U. Strategic Planning The Strategic Planning Committee will collaborate with community partners to identify strategic priorities that will be aligned with the organizational vision, goals, measurable objectives, and proposed activities of the Tampa Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated. Specific duties include:</p> <ol style="list-style-type: none"> 1. Create a 3-5-year strategic plan that outlines service goals of the Tampa Alumnae Chapter that meets the needs of the Hillsborough community. 2. Identify funding resources needed to respond to community demands. 3. Assist in identifying or develop branding collateral and other basic marketing tools. 4. Identify and maintain a database of community partners 		<ol style="list-style-type: none"> 1. Make recommendations to Executive Board and Chapter as it relates to the organization's vision, strategic initiatives, major programs and services. 2. Ensure the chapter has established an effective strategic planning process, including development of a three to five year strategic plan with measurable goals and time targets. 3. Assist in development of a strategic dashboard of key indicators. 4. Monitor the chapter's performance against measurable targets. 5. Annually review the strategic plan and recommend updates as needed based on changes in community needs, and other factors. 6. Develop criteria for chapter to use in the evaluation of prospective strategic initiatives. <p>U. #2 Move to H.- Grants committee.</p> <p>U. #3 Move to P. Public Relations</p> <p>U. # 4 Move to N. Program Planning and Development</p>	<p>The recommended amended duties align with the responsibilities that govern a Strategic Planning Committee.</p> <p>Better aligns with duties of Grants Committee.</p> <p>Better aligns with duties of Public Relations Committee</p> <p>Better aligns with committees that fall under Program Planning and Development, as the majority of the community partners support these initiatives.</p>
16	<p>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES Section 2: National and Local Dues Tampa Alumnae Chapter shall be financed by the dues from its</p>	30	<p>AMEND: Local dues are currently \$200. In order to be financial, a soror must pay both local and national dues.</p>	<p>To avoid the fiscal predicament experienced by Grand Chapter due to Life Memberships. Chapter Dues should incrementally increase to reflect changes in the cost of doing business (i.e. inflation).</p>

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	<p>membership and other appropriate contributions. Local and national dues are payable by sorority meeting in March of each year. Local dues are \$200. In order to be financial, a soror must pay both local and national dues.</p> <p>A. <u>Local Chapter Dues</u> – Members will be responsible for local dues according to the established fee voted upon by the chapter members 1. Local dues shall be increased by \$10.00 every election year and shall not exceed \$200.00 per year.</p>	31	<p>DELETE: Local dues shall be increased by \$10.00 every election year. and shall not exceed \$200.00 per year</p>	
17	<p>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES Section 2: National and Local Dues</p>	31	<p>ADD: (C) Exemption from Payment of Local Dues and Fees: 1. The Past National President shall be exempt from the payment of local dues and fees.</p>	Aligns with Grand Chapter Bylaws Exemptions listed in Article X: Section 14, Page 64.
18	<p>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES Section 5: Transfer of Dues</p> <p>A. Any member who transfers to another chapter and requests a refund of local dues paid for the upcoming sororal year must adhere to the following: 3) Request for a prorated refund may be submitted up to the third month (November) into the sororal year. The prorated amount shall be decreased by 1/3 for each month up to the third month (e.g. September (request prior to 1st meeting) – refund = \$120; October =\$80; and November =\$40). Request made</p>	31	<p>DELETE: Example in parenthesis and last sentence.</p> <p>Request for a prorated refund may be submitted up to the third month (November) into the sororal year. The prorated amount shall be decreased by 1/3 for each month up to the third month (e.g. September (request prior to 1st meeting) – refund = \$120; October =\$80; and November =\$40). Request made after the first meeting of the first month will be credited for the second month and the soror will receive a prorated refund.</p>	

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		after the first meeting of the first month will be credited for the second month and the soror will receive a prorated refund.			
19	ARTICLE VIII: FISCAL POLICIES AND PROCEDURES Section 5: Transfer of Dues B. Any soror currently confirmed financial with Grand Chapter and with her previous local chapter, shall not be re-assessed dues to Tampa Alumnae Chapter (TAC) for the remainder of that fiscal year.	31	DELETE and AMEND: Any soror currently confirmed financial with Grand Chapter and with her previous local chapter, shall not be re-assessed shall not be required to pay dues to Tampa Alumnae Chapter (TAC) for the remainder of that fiscal year.	Delta Sigma Theta Sorority, Inc. does not "assess" members.	
20	ARTICLE VIII: FISCAL POLICIES AND PROCEDURES Section 5: Method of Payment C. PayPal can be used as an alternate payment method for committee activity but not for chapter dues payment. The fees to use PayPal can be passed on to individuals who use PayPal or any merchant account, with the exception for the payment of dues. The Chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related PayPal business accounts	32	DELETE and AMEND: PayPal can be used as an alternate payment method for committee activity but not for including chapter dues payment. The fees to use PayPal can be passed on to individuals who use PayPal or any merchant account, with the exception for the payment of dues. The Chapter will ensure adherence to the newly revised Fiscal Officer's Manual for related PayPal business accounts	Change to include paying of dues using PayPal.	
21	ARTICLE VIII: FISCAL POLICIES AND PROCEDURES Section 13: Additional Fiscal Policies and Procedures B. Scholarship Policies, Requirements and Selection Procedures: 1. High School Scholarship a. Guidelines and Selection Process:	34	AMEND: Must have a 3.0 grade point average or better.	This change will expand access to a greater population of students.	

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		iii. Must have a 3.5 grade point average or better.			
22	ARTICLE VIII: FISCAL POLICIES AND PROCEDURES Section 13: Additional Fiscal Policies and Procedures J. PayPal Account-The PayPal account is to be used to accept donations and advertisements.	38	AMEND: The PayPal account is to be used to accept chapter dues , donations, and advertisements.	Change to include paying of dues using PayPal.	
23	ARTICLE XIII: MEMBERSHIP INTAKE Section 2: Minerva Circle A. Handling Minerva Circle Members with Relatives as Applicant: 1. Sorors who are family members of applicants for membership are eligible to serve on the Minerva Circle; however, they must recuse themselves from scoring the packet and participating in the interview process of their relative (to include mother, daughter, sister, granddaughter, or niece of soror).	42	DELETE and ADD: Sorors who are family members of applicants for membership are eligible to serve on the Minerva Circle; however, they must recuse themselves from scoring the packet and participating in the interview process of their relative (to include mother, daughter, sister, granddaughter, or niece of soror). The chapter will follow the processes outlined in The Administrative Procedures for Membership Intake (APMI).	Policies related to Membership Intake process are constantly changing. This change in our policy allows the chapter to remain compliant with the current policies approved by the National Scholarship and Standards committee as listed in the APMI.	
24	ARTICLE XIV: CHAPTER REPRESENTATION Section 1: Voting and Alternate Delegate A. Regional Conference and National Convention 2. The 1st Vice president shall be the alternate delegate to the National Convention/Regional Conference.	42	AMEND: The 1 ST Vice President, who will assume office immediately preceding the National Convention and Regional Conference , shall be the alternate delegate to the National Convention/Regional Conference.	To provide clarity and consistent language as stated in A.1. APPROVED	
25	ADDENDUM P		ADD: Sample Resolution Template	See proposed change # 12. APPROVED	

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26	<p>ARTICLE XIV: CHAPTER REPRESENTATION</p> <p>Section 1: Voting and Alternate Delegate</p> <p>B. State and Local Chapter Representation:</p> <p>1. The president shall serve as the delegate for Delta Days at the State Capital, Delta Days at the Nation’s Capital, and Delta Days at the UN. The chair, co-chair or committee designee of the Social Action Committee shall attend as the co-delegate if the co-delegate expenses have been allocated in the Social Action budget.</p>	42	<p>AMEND:</p> <p>1.The president shall serve as the delegate for Delta Days at the State Capital, Delta Days at the Nation’s Capital, and Delta Days at the UN. The chair, co-chair or committee designee of the Social Action Committee shall attend as the co-delegate if the co-delegate expenses have been allocated in the Social Action budget. The chair, co-chair or committee designee of the Political Awareness and Involvement Committee shall attend as the co-delegate if the co-delegate expenses have been allocated in the Political Awareness and Involvement budget.</p>	<p>Delta Days impact the Political Awareness and Involvement committee. This committee needs to stay current on any political issues that are discussed during Delta Days.</p>
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