INTRODUCTION

An excellent team of officers is important to the efficient management of any organization. The success of chapter meetings depends largely on how well officers understand their roles and carry out their duties and responsibilities. This workshop focuses on the roles and responsibilities required to build and maintain strong Delta chapters and to equip sorors in leadership roles with the tools they need to be successful leaders. Leadership in Delta means providing purpose, direction, and motivation while operating to accomplish the mission of the Sorority. The workshop will provide brief descriptions of the role each officer should assume.
AGENDA

- Introductions
- Meditation
- Review of Workshop Learning Objectives
- Chapter Role Definitions (Team Exercise)
- Chapter Structure
- Officers’ Roles and Responsibilities
  - President
  - Vice President
  - Secretary
    - Recording Secretary
    - Corresponding Secretary
  - Parliamentarian
  - Committees
- Summary/Review
- Closing and Workshop Evaluation
OBJECTIVES

The purpose of the Officers’ Roles and Responsibilities workshop is to provide an overview of the responsibilities of the major chapter officers.

Objectives:

- To provide awareness and understanding of chapter leadership roles and responsibilities
- To enhance chapter management and effectiveness
- To explore the interrelationships of these roles
CHAPTER STRUCTURE

Chapters put into operation the programs, policies and procedures of the Sorority. The chapter’s policies, plans and structure establish the roles and responsibilities of the chapter members. To give effective leadership, chapter officers should know and understand the programs, policies, procedures and organizational relationships of the Sorority. Each chapter officer has a responsibility to herself, other chapter officers, chapter members and Grand Chapter for coordinating, directing and controlling the chapter’s program.

Coordinating is relating and integrating the work of the various committees of the chapter.

Directing is seeing that the work is carried out.

Controlling is seeing that it is carried out according to the established policies and procedures of the chapter.

Chapter officers are charged with the task of achieving desired goals, through the cooperative efforts of other sorors. Officers are effective that possess leadership ability – the ability to inspire people to work together in the achievement of a common objective on behalf of the Sorority.
DELTA’S GOVERNING DOCUMENTS/ADMINISTRATIVE RESOURCES

Governing Documents
♦ State Laws
♦ Corporate Charter
♦ Constitution and Bylaws
♦ Rules of Order
   • Chapter Rules of Order
♦ Chapter Policies and Procedures

Administrative Resources and Tools
♦ Doctrine:
   • Ritual
   • Administrative Procedures for Membership Intake
   • Pyramid Study Guide
   • Membership Intake Program
♦ Chapter Management Handbook
♦ Code of Conduct
♦ Protocol and Traditions Manual
♦ Fiscal Officers Manual
♦ Chapter Compliance Checklist
♦ Chapter Mailings/Updates
ROLE DEFINITIONS

SMALL GROUP ACTIVITY

What do you think are the duties of your office?

Name the office you currently hold or aspire to hold in the chapter. What are the duties of that office? List them.
THE ROLE OF THE CHAPTER PRESIDENT

It shall be the duty of the President to provide leadership and administrative guidance to the structure and programming of the Sorority. She shall:

- preside at all meetings;
- lead all ritualistic services;
- communicate with Grand Chapter and National Headquarters;
- distribute and interpret written and electronic materials from Grand Chapter (including website) and National Headquarters;
- coordinate activities of the chapter;
- appoint all standing and special committee chairpersons (except Nominating and Membership);
- enforce observance of Grand Chapter Constitution and Bylaws and Chapter Rules of Order and Policies and Procedures;
- serve as chair of the executive board and prepare the executive board agenda;
- serve as an ex officio member of all committees excluding the Nominating Committee;
- sign all binding documents and/or contracts;
- serve as “exchequer of finances”;
- recommend to the executive board the removal of any elected or appointed officer who fails to perform duties of her office;
- be the spokesperson for the chapter;
- serve as an ex-officio member of the board of directors of any related organization of the chapter;
- authorize by her signature, when necessary, all orders and proceedings of the chapter;
- be responsible for taking all action required by Grand Chapter and filing all reports required by Grand Chapter;
- perform all other duties as provided by the current edition of Robert’s Rules of Order, Newly Revised.

Note: The Chapter President does not appoint the Leader of the Minerva Circle. She is elected by the chapter or designated by the Chapter’s Policies and Procedures (e.g., Chapter 1st, 2nd, or 3rd Vice President.)
THE CHAPTER PRESIDENT’S RELATIONSHIP TO OTHER CHAPTER OFFICER

Working With Chapter Officers and Committees:
The President works most closely with her Executive Board. The Executive Board comprises all elected and appointed officers and the chairpersons of standing committees. The Executive Board is the President’s cabinet. These are the officers who are responsible for the business of the chapter. The President is chair of the Executive Board and it is she who prepares the agenda. It is here that Committee Chairs should make progress reports and indicate when they are ready to make their reports to the chapter. The Executive Board assists in the preparation of the agenda for the chapter meeting and agrees on the recommendations for programs to be submitted to the chapter. The President needs the same kind of insight in presiding over the Executive Board meetings that is necessary for a chapter meeting. However, in the committee meetings, there should be a free and complete discussion of those matters which affect the chapter, and as many details as possible should be taken care of by the Executive Board rather than being referred to the chapter as a whole. The President must help the Executive Board to see the need for making definite and complete presentations to the chapter so that the chapter is in a position to make an intelligent decision about what is to be done. Every chapter has the right to expect its Executive Board to take the initiative in looking for, and presenting to the chapter, ideas for program development. The President, as the chair of this group, must provide the kind of atmosphere in which these program ideas can grow.

Working with Other Officers to Help Them Do Their Jobs:
She works with the Vice President on membership. She works with the secretary to make certain that the minutes and correspondence are a reflection of the activity of the chapter. She works with the treasurer to see that the books are accurate and up-to-date, and that all bank accounts are in proper order. She reviews and approves, in advance of publication, all chapter and committee communications and commitments. She authorizes by her signature, when necessary, all orders and proceedings of the chapter. As the chief officer, it is her goal to achieve efficient functioning of all parts of the chapter.

Appointing All Committee Chairs And Committee Members, Unless Otherwise Provided For In The Chapter Rules Of Order:
Through this appointive power, the President has a great deal to do with the ability of committees to achieve the solution of the problem(s) assigned to it. The President should know the potentialities and interests of each member. In making committee appointments, the President should take into consideration the job to be done, the resources available, and the interests of the members of the chapter. In selecting a Committee Chair, she should also be concerned with the ability of the person to help others do the job. A good committee is a blend of experience and new ideas. It is the President’s job to help Committee Chairs and the members to understand what is expected of them. The President, as an ex-officio member of all committees (except the nominating committee), helps the Committee Chair and the members to see how they relate to the other parts of the chapter’s activities. She does not dominate the committee meetings, nor does she say to them, "This is your responsibility; do it without me." She helps the committee to find its focus within the framework of the chapter’s total activity.

THE DUTIES OF THE PRESIDING OFFICER
The Presiding Officer at the local level is the Chapter President (or the Vice President in her absence). A President’s most important duty is revealed by her title: to preside over meetings.

The following are the duties generally understood to be Presidential, whether or not enumerated in the chapter’s policies and procedures:

- To open the meetings at the time they are supposed to open by taking the chair and calling the members to order;
- To ascertain then and throughout the meeting, though she need not announce, that a quorum is present;
- To announce the business before the chapter in the correct order;
- To state and put to vote all motions in order, unless, in her opinion, the wording is not clear enough to permit a statement of the motion;
- To initiate general consent when appropriate;
- To assign the floor to members by announcing their names (that is, "recognizing" them);
- To enforce all rules, including rules of debate;
- To maintain order and decorum;
- To respond to parliamentary inquiries, points of order, and any other motions that require action by the chair;
- To maintain her impartiality;
- To try to alternate between pro and con when conducting debate on a motion;
- To declare the chapter meeting recessed or adjourned;
- To have at hand the Delta Sigma Theta Constitution and Bylaws, the chapter’s rules of order and chapter’s policies and procedures;
- To authenticate by her signature, when necessary, any documents relevant to the chapter; and
- In general to represent the chapter, declaring its will and obeying its command in all matters and regards.

In the course of presiding, the chair should normally be seated unless such a position would obstruct her view of the members. She should, however, stand when calling a meeting to order, when putting a motion to vote, when explaining her reasons for a ruling, or when declaring a meeting recessed or adjourned. The Presiding Officer should refer to herself as “the chair,” instead of using terms such as "I" or "me".

Rules regarding the chair’s participation in debate and voting often require some detail. The chair cannot take part in debate or interrupt members who are not violating a rule. Therefore, the Presiding Officer must not comment on motions during the course of debate unless she first vacates the chair, although she may respond to factual questions without vacating the chair.

If she vacates the chair, she should not return to it until the assembly has disposed of the main motion. A Presiding Officer should rarely, if ever, vacate the chair to take part in debate, and nothing can justify it in a case where much feeling is shown and there is a possibility that there will be difficulty in preserving order. The unfortunate habit many Presiding Officers have of constantly speaking on questions before the assembly— even interrupting the member who has the floor, without vacating the chair—is unjustified and cannot be condemned strongly enough. Likewise, the Presiding Officer should vacate the chair if a motion refers to her alone or expresses an opinion regarding her and others. (This rule does not prevent her presiding over an election in which she is a candidate.)

The Presiding Officer does not vote unless her vote, cast as she intends to cast it, would change the outcome. If the vote is by ballot, she may vote only when the others vote. Thus, if a vote is not by ballot
and the original vote is twenty-five in favor and twenty-four against, the motion appears adopted, but the Presiding Officer may vote in the negative, thus causing a tie, which rejects a motion. As another example, the vote might be twenty-five in favor and the same number against; in such a case, the Presiding Officer may vote in the affirmative but not in the negative (the motion appears rejected by a tie, but she can change the outcome by an affirmative vote). In the case of a two-thirds vote, she might also be able to vote: for instance, if there are twenty in favor and ten opposed, the motion appears adopted, but she may vote in the negative and thus cause the motion to be rejected. The Presiding Officer can never vote twice, once by ballot and once to change the outcome. The chairman should announce the preliminary outcome of the vote, announce her vote, and then announce the final outcome. The chair’s right to vote is an option: she is not under obligation to exercise it in any case, unless the chapter’s policies and procedures so require.

The Presiding Officer should not only be familiar with parliamentary rules but also set an example of conformity to such rules. A chairman requires exceptional ability, and most of that ability must be in the nature of controlling, but to control others the chairman must show she can control herself. But even observance of the rules cannot suffice: the Presiding Officer should exhibit tact and common sense. For instance, whenever a prohibited motion is made, she should, instead of simply ruling it not in order, explain why it is not in order and suggest how the desired objective, if known, might be accomplished then or later. Thus, if a member moves to postpone the motion without specifying a time, the chair should explain the difference between the motion to lay on the table and the motion to postpone indefinitely. Even so, the chair does not have an obligation to coach the members at great length or advise them of strategic options.
THE ROLE OF THE CHAPTER VICE PRESIDENT

The chapter Vice President plays a critical role in the success of a chapter. The Vice President should have the same leadership skills as the president. In addition to her responsibility for serving in the place of the President in her absence or at her request, the Vice President of chapters of Delta Sigma Theta Sorority, Inc is usually given the responsibility for membership. She may play an integral role in program planning. (See Program Planning on pages 13-15 and Duties of the Presiding Officer on pages 9-19).

Membership Services

Membership services include activities for the reclamation and retention of members. The Vice President must recognize the importance of the application and preparation phases preceding membership in the Sorority, and see that they are representative of our emphasis on sisterhood, scholarship and service. She must be fully knowledgeable of the membership intake process and willing to accept the responsibility it brings. Supporting, educating and developing the chapter membership and reaching out to inactive sorors are also critical roles for the Vice President. This may solely be her responsibility or she may have a membership committee.

As new members join your chapter, as Delta’s policies and procedures change, as a way to encourage more interaction and bonding amongst your chapter members or simply to show your appreciation for the members of the chapter, membership services programs can be rewarding and beneficial to all chapter members.

Each year the National Membership Services committee will provide information on sisterhood activities, recognitions and programs. Outlined below are a few “best practices” from previous National Membership Services Committees.

- Waive local dues for new collegiate graduates for the first or even second sorority year after they have joined an alumnae chapter.
- Host an annual retreat and/or biannual orientation session. Orientations are great for reclaimed sisters who need to catch up on Delta quickly.
- Host monthly DID (Delta Internal Development) Workshops to review protocol, Delta’s structure, parliamentary procedures or health and financial issues.
- Recognize a soror at each chapter meeting or in your chapter newsletter for her contributions to the sorority.
- Recognize birthdays at each chapter meeting
- Spotlight a soror in your newsletter -- tell about her hobbies, family, job, etc.
- During announcements at chapter meeting, have a “Good News” time for sorors to share.

Reclamation and Retention

Inducting new members into the sorority is a rewarding process. Continuing to grow our membership will ensure that the work of Delta gets done. However, reclaiming sorors who have strayed from Delta, either financially or participatory, is equally important. Reclaiming members can be the work of the Membership Services Committee or the specific role of the Vice President. The goal is to bring into the organized life of the sorority those women in the community who have been initiated into the sisterhood. Each year there are national and regional awards for chapters that have reclaimed the most
members. However the greatest joy in reclamation is knowing that we have reached out to our sisters and re-committed them to our sisterhood.

Outlined below are a few “best practices” for reclamation activities or programs:

- Encourage each soror to bring an inactive member to each sorority meeting.
- Assign a “buddy” within the chapter to help new members transition or to make them feel welcome and introduce them to the other members of the chapter.
- Host an annual activity that focuses on reclamation.
- Assign a committee to call chapter members who have missed several meetings.
- Send “no reason” greeting cards to sorors to let them know that you are thinking of them.

What Does Your Chapter Do For Its Members? List activities.

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CHAPTER PROGRAMMING

The chapter president is ultimately accountable for the chapter’s annual program; however, she may choose to assign that responsibility to the chapter vice president or a separate committee based on the size and structure of the chapter. This section provides a framework for building a strong chapter program.

Principles of Planning

Plans should be based on facts concerning past and present national and community conditions and the predictions of the future. Facts lend stability to plans. Plans should be based on clearly defined objectives and goals. These plans help a chapter focus on the most important needs. Plans should be developed with the help of those concerned. People are more willing to accept and execute plans which they have helped develop. Plans should be ambitious, yet realistic. They should strive for continuous progress and should challenge sorors to put forth their best efforts. They must, however, be within the realm of possibility from the standpoint of available time, money, members and facilities. Plans should be flexible. They must permit adjustments to meet any unpredictable changes in conditions or needs. Plans should be clearly and simply stated, so that everyone involved in carrying them out knows what is to be done, when it is to be done, and by whom it will be done.

Program Planning

Delta Sigma Theta performs public service through the Five-Point Programmatic Thrust. Programs may also be in support of the biennial theme adopted by the Grand Chapter. The collegiate advisor or alumnae Chapter President must assist the chapter in planning a program of activities in pursuit of long range and short range goals. The chapter must have viable goals above and beyond membership intake. If there is a need for special help in programming, contact the Regional Director and/or Regional Representative, National Chair of Program the Planning and Development Committee or Director of Program Planning and Development at National Headquarters. Involvement in program planning provides an opportunity for members to grow and develop as individuals. Chapters may wish to work in collaboration with other groups (e.g., Red Cross, fraternities and other sororities, other independent groups) in carrying out programs to address community needs.

The collegiate advisor should assist the collegiate chapter in planning its annual program of activities. She should give guidance on how to evaluate past activities and how to apply that information to planning a program of future activities. The chapter may elect to have an annual planning session at the conclusion of a fiscal year from which they should develop activities for the coming fiscal year.

Steps in the Program Planning Process

Below are the steps to build an effective chapter program:

1. Make an assessment of the community
   - Vital statistics (i.e., population, number of persons by race, special industries)
   - Politics of the community
   - Number and kinds of black businesses
   - Other organizations or prospective networks serving the area
   - Community leaders
2. Assess community needs
   • Areas of community needs
   • Community needs serviced by other groups
   • Needs which the chapter cannot address

3. Assess community resources
   • Available space (free or at minimal cost)
   • National organizations with local offices
   • Libraries
   • Government agencies
   • Media sources
   • Social service agencies

4. Assess the chapter
   • Goals and objectives of the chapter for the year
   • Size
   • Number of active, working members
   • Capabilities of chapter members
   • Occupations and interests of chapter members
   • Programs in which the members are interested
   • Chapter’s preferred method of fund raising (internal, external or combination)

5. Assess feasibility of planning joint programs with others (Working with other Delta chapters or other organizations)
   • Sharing resources
   • Sharing woman power
   • Ability to reach wider audience
   • Strengthening Delta sisterhood

6. Develop a framework for planning activities
   • Decide for each proposed activity/event:
     - Why are we doing this?
     - What value does this have to the chapter or community?
     - What skills, ideas and techniques are needed to make the program effective?
     - Do programs and its implementation reflect basic ideals of the Sorority?
     - What resources are available for implementation?
     - Should this be a long-range or short-range program?
   • Select activities/events that cover a broad range of interests and have a good likelihood of success. Don’t be afraid to try something new and different.
   • Create a chapter calendar that lists all chapter activities each month. Look for dates/events that overlap and months with too little or too much activity.

7. Create evaluation mechanisms
   • Develop performance measures for evaluation:
     - Did the activity actually provide a service to the community as planned by the committee?
     - What benefit/impact did the activity have on the community?
     - Did the community need the provided service?
     - How many persons attended the activity?
     - Was the activity held at a convenient time and place for the community?
Were success measures met? (i.e., money raised, service provided, level of community service,
• Survey program/event participants
• Survey chapter on how well programs/activities were carried out

8. Develop a set of recommendations based on evaluations
   • Should the activity be continued/repeated?
     If yes, why? If no, why not?
   • If yes, what facets of the project should be improved, deleted, added, changed?

The activities proposed by the committee following the program planning session should be reviewed to determine if they are consistent with the chapter’s mission, goals and program theme, and Delta’s programmatic thrusts. The Chapter Demographics Reporting Form provides a comprehensive means for evaluating programs. The Chapter Demographics Reporting Form should be completed at the conclusion of each activity.
RUNNING AND EFFECTIVE MEETING

**Be on time and start on time:** The presiding officer should arrive early to check the readiness of the meeting room and should begin the meeting promptly at the scheduled hour, if a quorum is present.

**Make every meeting matter:** Decide if a meeting is necessary and invite only the necessary members.

**Define goals and distribute agenda:** Create a structure for your meeting. Make sure everyone understands the objectives by distributing an agenda.

**Be organized/prepared:** The presiding officer should have a detailed, well-prepared agenda and stick to it. She should be familiar with the procedural rules of the bylaws, the standing rules, and customs of the chapter as well as the parliamentary authority.

**Allow members the opportunity to participate and to give input.** The presiding officer should make sure everyone who wants to speak is heard. Get honest input.

**Own your meeting, take charge:** The presiding officer should "assign" the floor by recognizing those members who wish to speak by calling them by name if possible. Take charge and make it clear that you intend to keep the meeting timely, useful and relevant.

**Be Impartial:** The presiding officer should impartially call on members wishing to speak. She should give members on both sides of an issue an opportunity to speak, calling the opposing sides of the motion alternately if possible.

**Be Composed:** The presiding officer should remain calm and objective, keeping the meeting moving. A sense of humor and a smile can often save the day.

**Be Precise:** The presiding officer should always restate the motion before taking a vote. After taking the vote, she announces the result of the vote by interpreting the action taken.

**Be Focused:** The presiding officer should not allow irrelevant discussion. Restate the question and, if necessary, directly request the member to "Confine her remarks to the pending question."

**Be Temperate:** The presiding officer should use the gavel sparingly, tapping it once to open and close the meeting. Always remember that informality should not equate with chaos.

**Close with an action plan.** Make sure everyone leaves knowing the next steps. Create action actions for the agenda.
SAMPLE AGENDA

GARDEN CITY ALUMNAE CHAPTER
AGENDA

Call to Order
Opening ceremony
Adoption of agenda
Reading and approval of the minutes
Introduction of National Officers or representatives
Communications
  ▪ National Officers
  ▪ Regional Officers
  ▪ Chairs of National Committees/Commissions
  ▪ National Headquarters
  ▪ Other
Committee Reports
  ▪ President
  ▪ Officers
  ▪ Executive Board
  ▪ Standing Committees
  ▪ Special Committees
  ▪ Individual Assignments
Unfinished Business
  • Major Program Emphasis
    ○ Speaker(s)
    ○ Special presentations
New Business
Announcements
Adjournment
Ritualistic Closing

THE ROLE OF THE CHAPTER SECRETARY
The Recording Secretary

The secretary is the recording officer of the chapter and the custodian of its records, except those specifically assigned to others, such as the treasurer’s books. NOTE: When there is a corresponding secretary, the unqualified word secretary used alone refers to the recording officer.

The Secretary is responsible for:
- Keeping an accurate record of all proceedings of the chapter – usually called the minutes;
- Keeping on file all committee reports;
- Recording all votes;
- Providing written copies of the minutes at subsequent meetings;
- Making the minutes and records available to members upon request;
- Notifying officers, committee members, and delegates of their election or appointment;
- Furnishing committees with whatever documents are required for the performance of their duties, and having on hand at each meeting a list of all existing committees and their members;
- Signing all certified copies of acts of the chapter, unless otherwise specified in the chapter Policies and Procedures;
- Maintaining record book(s) in which the chapter Rules of Order and Policies and Procedures and minutes are entered, with any amendments to these documents properly recorded, and having the current record book(s) on hand at every meeting; and,
- In the absence of the president and vice-president, calling the meeting to order and presiding until the immediate election of a chairman pro tem.

Modern Methods Pertaining to Minutes
(Adapted from the work of Robert W. English, Certified Professional Parliamentarian American Institute of Parliamentarians)

Meaning and Purpose of Minutes

The minutes are the official record of the proceedings and business transacted during a particular meeting. A set of minutes is the report of the Recording Secretary stating the business transacted at the specified meeting. In Delta, the soror who takes the minutes is typically the Recording Secretary, an elected officer. The Recording Secretary records minutes for all Executive Board, Chapter, and called meetings. Committee Chairs or committee members record minutes of committee meetings. Minutes of the meetings serve the following purposes:
- For members who were present at the meeting, the minutes provide a review of the actions taken.
- For members who were absent from the meeting, the minutes provide a convenient method for being brought up to date.

It is best if the minutes are distributed in advance of the meeting--and all financial members have a right to receive them. When minutes are distributed in advance of the meeting, they should not be read orally during the meeting. Minutes should provide an intelligible, reliable record of the official acts of the chapter, so that at any time the legal status of various items can ascertained.

Preparation of Minutes

Original Minutes: The first step in the preparation of a set of minutes is to take really good notes during the meeting. When taking notes, record the recommendations, decisions made, and actions taken, rather than recording verbatim what was said. A copy of all correspondence, reports, and handouts
presented should be immediately provided to the Recording Secretary for inclusion in the official
minutes. The Recording Secretary also keeps track of and includes for the record all motions (that are
properly seconded,) the maker of the motion (but not the soror who seconds it,) any amendments, and
the result of the vote. The Recording Secretary writes the motion as stated by the Presiding Officer
when she "puts" the question to the chapter. She records this information consistent with standard
parliamentary procedure guidelines. The Recording Secretary should be prepared for the Chapter
President to call upon her to read the motion and/or the order of the amendments, particularly for
lengthy or complicated discussions. The Chapter President may ask, for example, "Will the Recording
Secretary read the motion?" or "Has Soror A spoken twice on the pending motion?" or "What happened
to the amendment made before the motion to postpone was made?" The Recording Secretary's notes
should make it easy for her to answer such questions.

Transcribed Minutes. The second main step in the preparation of a set of minutes is the transcription of
the original minutes taken during the meeting, which should be done as soon after the meeting as
possible. The soror who actually took the minutes during the meeting (usually the Recording Secretary)
should transcribe them and present them to the Presiding Officer (usually the Chapter President) for
approval. She then presents the approved minutes at the Executive Board or Chapter meeting. An
official copy of the transcribed, approved minutes from all Executive Board, Chapter, and called
meetings during the sorority year should be kept in a file easily accessible by the Recording Secretary.
This can be either a paper or electronic file. For paper copies, use 8 1/2 x 11 paper with at least a one-
inch left margin to leave room for binding. In the header put the page number and date of the meeting.
At the end of the sorority year, take a hard copy of all of the minutes (including attachments, reports,
handouts, etc.) from all of the meetings to a copy/print shop (such as Kinko’s) and have them bound into
a book in chronological order. The front cover page of this bound book should be properly labeled. For
example:

XYZ CHAPTER
DELTA SIGMA THETA SORORITY, INC.
SECRETARY'S RECORD BOOK
2004-2005

This bound Secretary's Record Book belongs to the chapter and becomes part of the chapter's archives
and should be stored accordingly.

Format and Content of Transcribed Minutes. Each set of minutes should have four distinct parts:

- a suitable HEADING,
- the MAIN BODY citing actions taken,
- reports, handouts, other written materials distributed during the meeting, and one or more
  signatures.

The HEADING should include the name of the chapter and a suitable TITLE, for example

XYZ CHAPTER
DELTA SIGMA THETA SORORITY, INC.
MINUTES OF THE NOVEMBER CHAPTER MEETING
NOVEMBER 8, 2003

Divide the MAIN BODY of the minutes into sections that correspond to the items on the meeting
agenda. Minutes should show objectively what was done by the body in the same order as the agenda or
as transacted during the meeting. The Recording Secretary should avoid entering into the minutes her
own personal criticisms or other subjective opinions. Grammatical errors should usually be corrected by
the Recording Secretary. UNDERLINING or CAPITALIZING key words may be helpful when scanning
minutes to find the record for some particular item. Care should be taken to enter in the minutes all
important rulings made by the President or by the chapter. Except for motions withdrawn and motions
ruled out of order, minutes should usually include:
- all main motions,
- important points of order and appeals, and
- most other motions that are “put” to a vote.

Record the name of the soror who makes the motion. The name of the soror who seconds the motion is
not needed. Sometimes the wording of a motion varies as it is made (presented,) as stated (as repeated
by the Chapter President to indicate that the motion is in order,) and as put (as stated just before the
vote.) A motion should always be RECORDED AS PUT--that is, as stated just before the vote. If the
Recording Secretary is in doubt, she should, if necessary, interrupt and insist on a definite ruling. All
COUNTED VOTES should be recorded in the minutes showing the exact number of votes on each side. In
some cases it may be advisable to record the number present and not voting, e.g., to indicate the
presence of a quorum. In case of a roll call vote, the minutes should show how each member voted. The
number of abstentions is neither asked for during the voting process nor recorded in the minutes. Each
written item (reports, handouts, etc.) presented at the meeting should be made a legal part of the
minutes. All written material included in the minutes should be labeled as an Exhibit with a number and
the date of the meeting (e.g., Exhibit 1, November 8, 2003 Chapter Meeting.) In the minutes make
reference to and summarize the handouts or written materials included as exhibits. Only the official
copy of the minutes in the Secretary's Record Book includes all the exhibits. The copy of the minutes
distributed to sorors usually does not include the Exhibits. Therefore, the minutes should summarize
those reports and handouts. The official copy of the minutes with all exhibits should be signed by the
Recording Secretary and then forwarded to the Chapter President for review, approval, and signature.

Presentation and Action on Minutes

In Delta, the minutes are presented for approval after the Call to Order, Ritualistic Opening, and
Adoption of the Agenda. If two or more sets of minutes are to be presented, they should be presented
and acted on in chronological order. If members have been supplied with copies of the minutes in
advance of the meeting, it is usually a waste of time to read them orally during the meeting. The
President could well announce; “The minutes of our last meeting are in your hands. Are there any
corrections? The minutes are approved as distributed.” It may be advisable to adopt a rule prohibiting
the oral reading of minutes which have been distributed in advance.

Minutes drafted ahead of time aren’t the official minutes until the members approve them. Because
changes may be made in the minutes before they’re approved, it’s good practice for the secretary to
note somewhere on the distribution copy that it’s a “draft for approval.” When minutes are approved,
the secretary annotates the original file copy with any corrections in the margin or retypes the minutes
to include the corrections. The secretary then writes “Approved” on the minutes and adds both his
initials and the date to the record.

The minutes of an Executive Board meeting are presented at the next Executive Board meeting. The
minutes from the Chapter Meeting are presented at the next Chapter Meeting. It is often advisable to
have minutes of the Chapter Meeting reviewed by the Executive Board before the chapter meeting.
Such action can be used to save time during the chapter meeting by reducing the number of corrections
needed.
Use of Minutes

The chapter’s minutes should be widely distributed and available for review by any financial member of the chapter. The minutes of committees should also be available to the general membership. Grand Chapter and Regional Directors distribute minutes of National Conventions and Regional Conferences to the entire membership of the organization. Detailed minutes should be open to the officers (including the Parliamentarian and the legal staff) where such consultation is needed in the performance of official duties. How minutes will be distributed should be included in the chapter’s Rules of Order and Policies and Procedures. For many chapters, it is very helpful to enclose the minutes of the previous meeting with the notice of the next meeting. Minutes should be consulted much more often than is common practice to insure that rules and policies are being properly implemented and are being kept up to date.

Here are a few tips on what should be included in each meeting’s minutes:

- The type of meeting: Executive Board, General Chapter meeting or Special Chapter meeting.
- The name of the chapter.
- The date, time and place of the meeting.
- The names of the presiding officer and the secretary, or the names of any substitutes.
- The presence or absence of a quorum.
- Whether the minutes of the previous meeting were approved as read, or approved with corrections.
- The reports that were presented (including the name of the committee member presenting the report), any action taken on that report and a reference to a file where the report may be located.
- The name of the maker of each main motion, and the exact language of each main motion. The name of the Soror who seconds the motion is not included in the minutes.
- The disposition of each main motion, including any amendments, and whether the motion was adopted, failed, postponed, referred to a committee or disposed of in some other manner.
- Any notices of motions to be introduced at future meetings.
- Points of order, and any rulings that set precedents for future meetings.
- The time of adjournment.

NOTE: keep this handy during every meeting. Also, be sure to provide a copy to the soror taking minutes in your absence.

The following are pointers for making the task of taking minutes easier:

- Prepare an outline based on the agenda ahead of time, and leave plenty of white space for notes. By having the topics already written down, you can follow the meeting without pause.
- Don’t make the mistake of recording every single comment, but concentrate on getting the gist of the discussion and taking enough notes to summarize. Remember that minutes are the official record of what was discussed and decided—not what was said during the meeting.
- Use whatever device is comfortable for you, a notepad, a laptop computer, a tape recorder, a steno pad, and/or shorthand. Many sorors routinely record important meetings as a backup to their notes.
- Be prepared! If you have to fumble while you are making your notes, they won’t make any sense to you later.
- Don’t wait too long to type up the minutes and have them approved by the President or Presiding Officer. Transcribe them, get them approved and distribute them to chapter members as quickly as possible.

The Recording Secretary needs to possess exceptional listening skills. Below are some key pointers to keep in mind:
- Ask yourself, “What am I hearing and how can I summarize it?”
- Make effective use of silence to make more complete notes
- Record the proceedings without judgment or bias – record the action even if you don’t like it or disagree with it
- Listen for central themes to better summarize
- Focus on key ideas to help you keep track of the discussion
- Listen to understand—problem solving comes later
- Take fewer but more effective notes
- Exhibit active listening body language
- Anticipate and mentally summarize

**Sample Minutes**

**XYZ Chapter**  
*Delta Sigma Theta Sorority, Inc.*  
**Minutes of the January Chapter Meeting**  
**Held January, 17, 2004**

Chapter President Josephina Adams called the XYZ Chapter meeting to order at 10:35 a.m. on Saturday, January 17, 2004. A quorum was present for the transaction of business. Soror Anderson moved to adopt the agenda with a modification to include a welcome to sorors visiting from New Legal County Alumnae Chapter and to allow our State Coordinator, Soror Visita Armstrong, to bring greetings (See Exhibit 1.) The motion was adopted with no opposition.

**Minutes**
The minutes of the December 20, 2003 meeting were approved as distributed.

**Introductions – Soror Visita Armstrong, State Coordinator**
Soror Armstrong read an inspirational poem and congratulated the chapter on its “extensive and effective” voter registration drive and preparations for the Membership Intake process. She reminded us of the upcoming Regional Leadership Team meeting on February 21st and advised us that all sorors are invited. She indicated that our Regional Director is planning a mock convention during the meeting to help us all prepare for the Las Vegas National Convention and urged us all to attend. The cost is $40 per person, which includes lunch and all materials.

**Communications**
The chapter received correspondence from: National Headquarters (January Chapter mailing), our Regional Director (Regional Newsletter), The Links and Omega Psi Phi requesting ads for their souvenir journals, and a thank you note from Soror Emily Powell for the flowers she received.

**Chapter Reports**

*Chapter President – Soror Josephine Adams*
Soror Adams discussed the upcoming Founder’s Day hosted by Atherton Alumnae Chapter and our sponsorship of 6 collegiate sorors to attend the function with us. Soror Bolden moved that the chapter also offer the collegiate sorors transportation because of the distance involved. Vote: 46 for; 2 opposed. The motion was adopted. Soror Adams also reviewed the convention registration process as well as the process for submission of dues and urged as many sorors as possible to plan to attend the convention in Las Vegas. She indicated we would elect the Voting and Alternate delegates during the February chapter meeting in accordance with the Chapter Rules of Order.
Treasurer – Soror Melinda Jones
Soror Frostbite presented a written report (see Exhibit 2.) She stated that the balance in the checking account as of December 31, 2003 was $10,801.92. The balance in the savings account as of December 31, 2003 was $4,917.54. Soror Frostbite reminded sorors that chapter and National dues must be submitted by the March chapter meeting so they can be sent to National Headquarters on time. Her preference is to receive the dues in the form of checks or money orders, but cash will be accepted and there are also forms for credit card payments. Soror Frostbite also indicated that only financial members are eligible to attend the National Convention.

Membership Services Committee – Soror Alfreda Robinson
Soror Robinson presented a written report (see Exhibit 3). Soror Robinson presented a recommended timeline and schedule for the Membership Intake process which included the immediate election of the Minerva Circle. Soror Elissa Maxim moved the adoption of all recommendations related to the timeline and schedule for the Membership Intake process. Vote: 46 for; 3 opposed. The motion was adopted.

President Adams presided over the election of the Minerva Circle. The following sorors were elected to the Minerva Circle:
- Leader of the Minerva Circle
- Nine Jewels
- Keeper of the Muses and Graces
- Convener of the Odyssey Experience

President Adams reminded the chapter that the Minerva Circle is a special committee elected for the purpose of implementing the Membership Intake process and that at the conclusion of the intake process, the committee will be dissolved. Soror Robinson also reminded the chapter of the need to continue to focus on reclamation and retention of sorors even as the chapter engages in Membership Intake and suggested that every soror invite at least one inactive soror to the chapter retreat planned for next month.

Arts and Letters Committee – Sorors Connie Jones/Althea Gittron
Sorors Jones and Gittron presented a written report (see Exhibit 4.) The following action was taken on the recommendations: Soror Connie Jones moved the adoption of the recommendation to once again support the Hal Jackson Talented Teens contest for our state. The motion was adopted with no opposition. Soror Debra Mallory moved the adoption of the recommendation to hold a concert featuring the gifted high school violinist, Shameka Pollard. Vote: 32 for; 11 opposed. The motion was adopted after discussion. Sorors Jones and Gittron reminded sorors that the Talented Teens contest and the concert will require the cooperation and support of every member of the chapter as they are both labor intensive.

Rules Committee – Soror Alberta Baker
Soror Baker presented a written report (see Exhibit 5.) Soror Rose D’Or moved the adoption of recommendation #1 which raised the annual dues from $75 to $100 effective September 2004. Vote: 42 for; 6 opposed. The motion was adopted. Soror Valerie St. John moved the adoption of recommendation #2 which requires providing prior notice of proposed amendments. Soror Shorty Hills moved an amendment to insert “at least eight days prior to the final vote.” The motion to require previous notice of proposed amendments at least eight days prior to the final vote was adopted with no opposition.
New Business

Soror Regina Oppenheimer moved to purchase a $100 ad in both the Links and Omega Psi Phi souvenir journals. Vote: 44 for; 5 opposed. The motion was adopted. Soror McClelland will design the ads and submit them to the Executive Board for approval. They are both due by March 1st.

Announcements
Soror Carla Thompson had a baby girl.
Soror Audrey Simmons was recently promoted to School Superintendent.
Soror Elsie Falcon is celebrating 50 years as a Delta.

The January chapter meeting adjourned at 12:30 p.m. followed by the Ritualistic Closing.

Diane A. Harris
Recording Secretary

Josephina Adams
President
The Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

- Notify members of the date, time, and location of all meetings
- Set up and regularly check the chapter’s post office box
- Collect and make available all incoming correspondence to the Executive Board (at the Executive Board meeting) and the Chapter (at the Chapter meeting)
- Collect bank statements and forward UNOPENED to the Chapter President for review
- Upon approval of the Chapter President, write and send all Chapter correspondence
- Maintain files of all incoming and outgoing correspondence
- Set up and maintain the chapter’s voice mail message system
- Prepare and distribute the Chapter newsletter and other mailings
- Manage the chapter’s website and e-mail list in accordance with Delta’s Internet Guidelines
- Insure that the chapter directory is held strictly confidential and not used by external persons or by chapter sorors for “junk mail” solicitations

The Corresponding Secretary is responsible for all of the chapter’s incoming and outgoing correspondence. The Corresponding Secretary receives mail and sends out mail on behalf of the chapter. The mail the Corresponding Secretary receives does not belong to her—she receives it on behalf of the chapter. The Corresponding Secretary receives and distributes bank statements to the Chapter President for her review and signature. The Corresponding Secretary DOES NOT OPEN THE BANK STATEMENT. This is the Chapter President’s responsibility. The Chapter President opens, reviews, and signs the bank statement before distributing it to the Chapter Treasurer.

The Corresponding Secretary never sends out mail unless the Chapter President has authorized it. All chapter correspondence is generally sent out over the signature of the Chapter President. Correspondence may also be sent out over the Corresponding Secretary’s signature after the Chapter President has authorized, reviewed, and approved it. The Corresponding Secretary receives the correspondence of the chapter. It is highly recommended that each chapter rent a local post office box in which to receive mail. The Corresponding Secretary should pick up the mail from the post office box, however, under certain circumstances; a designated chapter member may check the post office box and then give the mail to her. It is the Corresponding Secretary’s responsibility to read all incoming correspondence at the Executive Board and Chapter Meetings. She files official correspondence in a permanent place (e.g., file storage box or cabinet in a room in a storage facility) and, when a question is raised, she is in a position to find the item under discussion and present it to the chapter/committee/individual(s) raising the question. If correspondence received from National Headquarters or the Regional Director is not read during the chapter meeting, then a summary statement must be prepared that

1) acknowledges receipt of the correspondence,
2) provides a brief summary of the content, and
3) clarifies the disposition of each piece of correspondence.

This will help to insure that chapter members are kept fully apprised of Grand Chapter directives and activities. This summary statement becomes a part of the Corresponding Secretary’s report and should be provided in written form to the chapter and the Recording Secretary for inclusion in the official minutes. The Corresponding Secretary should keep a copy of all outgoing correspondence and make certain that copies of all official correspondence sent by the chapter to the Regional Director or National President are also sent to the Executive Director at Headquarters. It is preferable that all official correspondence be typed. Remember, correspondence is frequently the first impression your chapter makes on others—be sure that you make the best possible impression.
Use of the Internet for Sending and Receiving Correspondence

The digital age is upon us. Many sorors make extensive use of e-mail as a method of communicating with others. Many chapters have begun using e-mail as a way of sending correspondence to chapter members because it provides a timely, efficient way of sending information to a large number of people. However, there are several key issues to keep in mind when using e-mail to send information to sorors:

- While you and all of your friends may make extensive use of e-mail, there are still a number of sorors who do not. Therefore, you will need to take a poll to determine what percentage of your chapter, and which sorors, are e-mail users and those who are not. If the majority of your chapter tends not to use e-mail, or have it but check it irregularly, you may have to send out both paper and electronic correspondence. While the sorority wants to bring all of our sorors into the digital age, it is not fair to punish those sorors who are not yet comfortable with electronic communication. While they are learning, you must make accommodations for them. Please do not assume that only older sorors are resistant to e-mail. Sorors of all ages are learning to become more comfortable with e-mail.

- You may want to set up a distribution list of all sorors in the chapter. However, that e-mail list should be considered confidential and—just like the chapter roster—is strictly for the use of chapter members only. That list should not be sold, loaned or made available to anyone else.

- It is preferable that the chapter’s distribution list use personal versus business email addresses. E-mail is not confidential at your office. Every business has someone who monitors all incoming and outgoing e-mails. The same is true for major servers (e.g., AOL, Hotmail, MSN). Therefore, confidential Delta business may be seen by non-Deltas if you use e-mail to send it. Under no circumstances should business e-mail addresses be used to send sensitive Delta material such as the Sorority Crest, secrets, passwords, signs, grips, ceremonies, oaths, the Delta Motto, the Delta Mitzpah, official songs or music, or copyrighted Delta material. Please refer to the Delta Protocol and Traditions Manual, “Decorum When Using Electronic Mail,” for additional information regarding Delta’s policy on the use of e-mail.

- Just as with paper correspondence, the chapter President must authorize all official chapter correspondence sent via e-mail.

Creation of Chapter Ads

A variety of community organizations and other Delta chapters will often solicit ads for fund-raising events. The Corresponding Secretary should take responsibility for creating and gaining approval for a standard ¼ page, ½ page, and full-page ad. These standard ads should then be used whenever the chapter votes to take out an ad.
DELTA WEBSITE GUIDELINES

The World Wide Web provides an excellent opportunity to inform other Sorors and the public of Delta activities throughout the world. The National Information and Communications Committee and the National Headquarters staff have coordinated the development and maintenance of the official home page of the Sorority. Sorors are encouraged to use the technology of the Internet to create individual and chapter home pages which complement the National Page and showcase local Delta activities.

Guidelines for Internet Home Pages of Delta Sigma Theta chapters and Sorors have been prepared in the interest of protecting Delta Sigma Theta Sorority, Inc. and minimizing potential legal liability. Delta has intellectual property interests in its symbols, ceremonies and other interests which need protection from legal risks.

Accurate, complete and current information is critical to legal protection. National Headquarters will be the sole source of the following topics as they appear on any home page. Chapter and Sorors with home pages are permitted to share this information via links to the National home page.

- Mission of the Sorority
- History of the Sorority
- Membership Demographics
- How to Become a Member
- The Sale of Delta Sigma Theta Sorority, Inc. Publications/Artifacts

Website pages may include:
- Current Chapter Officers
- Photographs of Chapter Activities and Public Service Events
- Chapter Histories, Past National, Regional, and Chapter Officers affiliated with the chapter
- Links to the National and Regional website
- Contact information for chapter functions and fundraisers
- Chapter Charter Members and Founders, including pictures
- Public Oath
- Calendar of Events
- Links to National Page and other Delta Sigma Theta Sorority, Inc. Pages

Web site home pages may not include:
- The Sorority Crest
- Official Torch of Wisdom
- Secrets, Passwords, Signs and Grips
- Ceremonies, Formal Openings, Membership Intake Activities (Narratives or Photography)
- Oath, Mottoes or Mizpah
- Official Delta Sigma Theta Sorority, Inc. Songs
- Past Chapter lines

Remember that the Internet is publicly accessible worldwide and the security of Delta properties is our responsibility. When the names of Sorors appear on home pages, use caution in providing identifying information such as telephone numbers, addresses, and/or places of employment. Protect the privacy of Sorors at all times against any potentially fraudulent or criminal activities including unauthorized credit card and ATM usage or theft.
Violations of Internet Guidelines
Sanction/Fine 1st Violation Probation for 6 months and $200 fine
Sanction/Fine 2nd Violation Probation for 1 year and $350 fine
Sanction/Fine 3rd Violation Probation for 2 years and $500 fine

Releasing Confidential Information or the Grand Chapter Roster
Sanction/Fine 1st Violation Probation for 6 months and $200 fine
Sanction/Fine 2nd Violation Probation for 1 year and $350 fine
Sanction/Fine 3rd Violation Probation for 2 years and $500 fine

Unauthorized Release of Chapter Membership Roster or Other Proprietary Chapter Information
Sanction/Fine 1st Violation Probation for 6 months and $200 fine
Sanction/Fine 2nd Violation Probation for 1 year and $350 fine
Sanction/Fine 3rd Violation Probation for 2 years and $500 fine

Exposure of Delta Secrets
Expulsion

MANAGEMENT OF DELTA RECORDS, ARCHIVES, PROPERTIES, AND PARAPHERNALIA

Most chapters will have both paper and electronic materials to store. A centralized, permanent location should be established for chapter files, archival materials, and properties (e.g., a room in a storage facility.) The Corresponding and Recording Secretaries must determine the best method for storage so that there is easy, ready access to correspondence and record books. These correspondence files and record books become, in effect, the “intellectual property” of the chapter. Ready access to this information will prevent future chapter officers from having to “reinvent the wheel” or making costly mistakes. Chapter files should be retained for a minimum of five years. (From the Heritage and Archives Manual) To preserve the Sorority’s history, it is important to create and maintain the best possible environment for archival records. This can be achieved by monitoring the area in which records are stored and through sound handling and filing practices. Doing so will enable the Sorority to preserve its unique and rich past.

A. The objectives of the Sorority Records Disposition Program are to:
   1. Provide for the permanent retention of records documenting the Sorority’s history.
   2. Maintain proper control of records at the Headquarters, Chapter and Regional levels
   3. Provide a systematic method of identifying and managing Sorority records from creation to final disposition, disposal or transfer to the Sorority Archives.

B. Records Disposal Schedules—Records disposal schedules are mandatory instructions for disposition of Sorority records. These administrative documents provide specific guidance on how records are to be managed whether located at the National Headquarters, Chapter or Regional level. Each level of the organization is covered by a separate schedule (See Appendix B in the Heritage and Archives Manual). Any records not covered in the records schedule should be brought to the attention of the Sorority Archivist.

1. Record Materials
   Examples of records considered for transfer to the Archives are listed in Part Two of the Heritage and Archives Manual.
2. Non-Record Materials
Non-record materials are records no longer required to conduct Sorority business because they are used infrequently or not at all. Examples include: stocks of publications, library materials, drafts, personal papers, and reference materials.

C. Transfer of Records to the Sorority Archives—Records eligible for transfer to the Sorority Archives are identified as permanent in records disposition schedules. For procedures for sending records to the Archives

D. Sorority Records and Personal Papers
Records made or received in the transaction of Sorority business belong to the Sorority and not individuals. These documents MUST remain with the Sorority at the completion of an individual’s tenure. Personal papers kept in the offices of Sorority employees or officers are private property ONLY if they relate solely to an individual’s personal affairs and DO NOT affect the execution of Sorority business. Examples include: diaries, journals or other personal notes not prepared for or received in transacting Sorority business; papers accumulated by an individual before working for the Sorority. These documents may be kept by the individual at the completion of that individual’s tenure.

- Shred documents
- Clean up after programs. Do not leave handouts on the tables.
- Destroy unwanted T-shirts and other articles of clothing, or pass them on to another soror.
- Make provisions in your will to give Delta documents and paraphernalia to the chapter or another soror.
- Report unauthorized paraphernalia on the internet to National Headquarters
- Support only licensed vendors. Do not purchase Delta materials or paraphernalia from street vendors.
THE CHAPTER PARLIAMENTARIAN AND PARLIAMENTARY PROCEDURE


- It is also the duty of the parliamentarian to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member.
- She may express an opinion on a point, but the chair has the final ruling and the right to follow the advice of the parliamentarian or to disregard it.
- May serve as the chairperson of the Chapter Rules of Order and Policies and Procedures Committee.
- She has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions or participate in debate. (In Delta Sigma Theta, the parliamentarian has the right to vote.)
- She should sit near the chair.

Relationship to President
- President should appoint the Parliamentarian;
- President should confer with the Parliamentarian before the meeting opens in order to anticipate any problems;
- After the Parliamentarian has expressed an opinion on a point, the President has the duty to make the final ruling and has the right to follow or disregard the Parliamentarian’s advice.

WHAT IS PARLIAMENTARY PROCEDURE?

A set of rules for maintaining order in an organization that:
- Provides an approved and uniform method of conducting meetings in a fair, orderly and expeditious manner.
- Allows everyone to be heard and to make decisions without confusion.

WHAT ARE ROBERT’S RULES OF ORDER?

- The foremost authority on parliamentary procedures
- Used to ensure that meetings are fair and efficient
- Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language.
THE ROLE OF THE CHAPTER COMMITTEES

In Delta, committees work on behalf of the chapter to think through how best to implement and execute the chapter’s annual program. It is very time consuming and inefficient to try to plan and make decisions with a large number of sorors—each with different ideas, approaches, and levels of expertise—on every issue that comes to the floor. Instead, the chapter delegates to a committee the responsibility for getting the chapter organized to implement an idea, project, or program.

Committees enable chapters to accomplish more business with fewer resources, to have shorter chapter meetings, and to divide the work among all of the chapter’s sorors. Committees also eliminate duplication of effort and help to develop leaders as they provide a “proving ground” where the chapter officers and Nominating Committee can discover members who have leadership abilities and potential to become future sorority leaders at the local, state, regional and national levels.

Committees have three primary functions:
Advisory: To study a problem, report facts and figures, and make recommendations
Coordination: To gain support and resources, plan and direct the activities for a specific project or program
Implementation: To do specific tasks which require skill, judgment, time and effort to make the project happen

TYPES OF COMMITTEES

Executive Board - The sorority coordinates the work of all officers and committees through the Executive Board. The Executive Board is composed of all elected and appointed officers and committee chairpersons—as designated by the Chapter Rules of Order and Policies and Procedures. The chapter President is the chair of the Executive Board and she prepares the agenda for and presides over the Executive Board meetings. It is during the Executive Board meeting that committee chairs make progress reports and indicate when they are ready to report to the chapter. No committee report should be presented to the chapter until it has first been presented to the Executive Board. There should be complete discussion of all matters that affect the chapter, and as many details as possible should be worked through by the Executive Board rather than being addressed by the chapter as a body. The Executive Board thus expedites business by making suggestions and recommendations on which the chapter votes. The Chapter President helps the Executive Board members prepare to present their reports clearly and concisely in order to make it easier for chapter members to understand the Executive Board’s recommendations and vote to take action. A chapter has the right to expect its Executive Board to take the initiative in looking for and presenting to the chapter ideas for program development.

Executive Committee - This committee is composed of the primary elected officers: president, vice president, secretary, treasurer, financial secretary.

Standing Committees - Most chapters will have a number of standing committees, as designated in the Chapter Rules of Order. Standing committees usually have a continuing task in relation to the operation of the sorority program. Examples of standing committees in Delta chapters include:
- Budget and Finance
- Scholarship
- Nominating
- Membership Services
- Program Planning and Development
Heritage and Archives

The chairpersons of these committees may be elected or appointed (except Nominating), as designated by the Chapter Rules of Order and Policies and Procedures.

Special Committees – This committee is one with a specific purpose that is appointed for a definite program or assignment, usually with a time limit in which to complete the assignment. When the task is done, the committee’s business is considered complete and the committee is dismissed. Examples of special committees in Delta chapters include:
  - Founder’s Day
  - Elections
  - May Week
  - Minerva Circle

With the exception of the Minerva Circle, the chairpersons of these committees are appointed by the Chapter President. They may meet with the Executive Board at her request, unless the Chapter Rules of Order specify otherwise. The Minerva Circle is elected at a meeting of the chapter following the vote to proceed with Membership Intake activities and is a special committee for the purpose of implementing the Membership Intake process. At the conclusion of the intake process, the Minerva Circle committee is dissolved.

Ad Hoc Committees - This is a one-time only committee, appointed for special one-time only assignments. An example of a special committee is one that is created to celebrate the Chapter’s anniversary.

Sub-Committees - Sub-committees are organized to carry out a task assigned to a standing or special committee, and are responsible to the parent committee. They may be either standing or temporary sub-committees.

Duties of Committees

All committees must keep the Executive Board and the chapter informed of their progress. As many details as possible should be worked out by the committee. All members of the committee should be given assignments so that all are responsible for carrying out the program.

In doing its work the committee will:
- Clarify the chapter’s goals and objectives for the project or program
- Develop a project plan or plan of action to accomplish those goals and objectives
- Implement that plan of action, and 4) evaluate the effectiveness of the program, project, activity or event

The committee does not act independently of the chapter but is in fact governed by the chapter and must make regular reports of its activities for chapter approval. Nor does the committee make decisions for the chapter, but rather does the planning and organizing and makes recommendations first to the Executive Board and then to the chapter. The chapter votes on the recommendations in the report before the committee takes action.
**Principal Duties of Members of Committees**

The principal duties of members of committees are to:

- Attend scheduled meetings and such special meetings as may be called by the Committee Chair.
- Prepare for meetings by studying agenda and related materials and become as well informed as possible on all agenda items.
- Participate actively in committee deliberations; act on proposed policies, standards and plans in the committee’s area of work.
- Formulate and act on committee proposals for consideration by the chapter president and Executive Board on overall direction and/or change of direction in the area of the committee’s work.
- Represent the committee in meetings of the chapter’s Executive Board or other groups, as requested by the committee chair.
- Work with groups or subcommittees on specific areas of the committee’s responsibility, as requested by the committee chair.
- Keep informed of the overall work of the organization.
- Relate the trends and developments in the area of her specialized knowledge to the committee’s work.
- Give advice and guidance on work as requested; report to the committee chair on such consultations; suggest new areas for study, as appropriate.
- Promote and interpret the purpose and program of Delta Sigma Theta Sorority, Inc., and work to increase the understanding of the Sorority, within and outside of the organization.

**Committee Chairperson**

(The Chapter President appoints all Committee Chairs, with the exception of the Nominating Committee and the Leader of the Minerva Circle, both of whom are elected.)

A committee chair, in consultation with the Chapter President and the Chapter Executive Board, shall develop a plan of work to advance a program area in accordance with Grand Chapter directives and interests, Regional directives, interests and thrusts, and local chapter interests and agenda. Committee chairs are elected or appointed by the Chapter President according to the Chapter Rules of Order. Committee chairs and members are expected to attend all meetings if possible. If committee members cannot attend, they should inform the committee chairperson well in advance. This alerts her to the need to possibly reschedule the meeting to a more convenient time if enough committee members cannot attend. It also saves her from delay in calling the meeting to order because she is expecting sorors who are not able to attend.

**Duties of the Committee Chair**

- Keep abreast of all developments in your program area, and be responsible for interpreting the work of your committee when so requested.
- Recruit chapter members to work on the committee, in accordance with the chapter’s policies and procedures.
- Communicate with members of your committee and coordinate their activities in the best interest of the program.
- Submit a written annual program plan to the chapter president, chapter Executive Board, and chapter general membership for approval at the beginning of the chapter calendar year.
- Submit a written demographic and evaluation report to the chapter president, chapter Executive Board, and chapter general membership at the conclusion of each committee program.
Submit to the chapter president, chapter Executive Board, and chapter general membership a written detailed summary demographic report at the end of each chapter year. This report should be included in the chapter’s demographic report to Grand Chapter.

Committee Reports

Committee reports are generally presented orally to the Executive Board and the chapter with a written copy provided to the Executive Board, chapter members, and the Recording Secretary for inclusion in the minutes. If possible, copies of the committee report should be distributed in advance to chapter members thereby making it unnecessary to read the entire report aloud verbatim. The presenter should summarize the key findings and discuss the recommendations in detail. The heading of the written committee report generally includes the name of the committee and chapter, and the date of the report.

The committee’s report should include formal recommendations so the adoption of a motion will carry out the recommendations. The report usually concludes with the name of the committee chairperson and the date of the report. The report is usually signed only by the chairperson, however, if the matter is of critical importance or controversial, it is better that the report be signed by every member of the committee who concurs.

When making the committee report, the presenter (usually the committee chairperson) provides the facts, findings, conclusions, project plan, and enough details about any recommendations and amendments so that sorors feel prepared to take action and vote. The committee chairperson (or the presenter) may move adoption of any recommendations, and in that case, a second is not required.

It is not necessary to move the report be “received” now or at any other time, and is in fact a very common error. The fact that the report has been presented, means that it has been received by the chapter. Another mistake, less commonly made, is to vote that the report be “accepted.” Instead, there should be a vote to “adopt” any report with recommendations after it has been presented. A committee report that is strictly informational—with no recommendations or motions—does not require a vote because there is nothing to adopt.

After the committee report is presented, the committee chairperson, or the presenter in her absence, delivers an official copy of the report with any attachments to the Recording Secretary for inclusion in the minutes. If any member or members of the committee wish to submit a minority report, it is customary to receive it immediately after receiving the report of the committee. A minority report may end with motions just as committee reports often do.
Adoption of Committee Reports

After the chapter has heard the report, if the report contains merely a statement of opinion or facts, but no recommendations, there is no need for a vote and the Presiding Officer can thank the presenter and move on to the next item of business. If the committee’s report concludes with recommendations, a motion would be in order “to adopt the recommendations” or “to adopt the report and the recommendations.” Both of these motions are main motions. If the motion is adopted it means the chapter accepts the recommendations of the committee and will take action on them. It should be noted that, since these are both main motions, they are open to subsidiary motions in which case the matter stands before the chapter exactly as if there had been no committee and the subject had been introduced from the floor.
The Leadership Academy
2013-2015

Elsie Cooke-Holmes, Co-Chair
Ann Davis Jones, Ph.D., Co-Chair
Rhonda L. Arrington
Kelley Bolden Bailey, Ph.D.
Jeri R. Durham
Khristie Danette Dyson
Charlotte M. Freeman, Ph.D.
Renee Laverne Harper
Cheryl V. Hudson
Jerinda Lewis McDowell
Vonetta C. Mickens
Mabel Lake Murray, Ed.D.
Norman H. Sermon-Boyd, Ed.D.
Camille Smith
Roselle L. Wilson, Ph.D.
Katherine Brown, Staff Liaison
Tammy Valentine, Staff Liaison