



**CONSTITUTION AND BYLAWS  
2010 EDITION**

**DELTA SIGMA THETA SORORITY, INC.**

**GRAND CHAPTER**

**CONSTITUTION AND BYLAWS**

**2010 EDITION**

Published by and for Delta Sigma Theta Sorority, Inc., Grand Chapter, as authorized and adopted by the 50th National Convention.

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**DELTA SIGMA THETA SORORITY, INC.  
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WASHINGTON, D.C. 20009**

# CONSTITUTION

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# BYLAWS

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CONSTITUTION  
OF  
DELTA SIGMA THETA SORORITY, INC.

**PREAMBLE**

We, the duly constituted Grand Chapter of the Delta Sigma Theta Sorority, Inc., in order to form a closer union among college women for the fostering of high ideals in moral, social, and intellectual life, and the assisting of our members in every possible way, do hereby establish this Constitution for the government of the extra and intrafraternal relations of this Sorority. Chapters now existent, and chapters organized hereafter, shall be bound by the government established in this Constitution and its Bylaws. This is the official operating document of the Sorority, as voted upon by the Grand Chapter. Therefore, any other document that conflicts with this document is null and void.

**ARTICLE I-NAME**

The name of this organization shall be the Grand Chapter of the Delta Sigma Theta Sorority, Inc., commonly known as Delta Sigma Theta Sorority, Inc. and hereinafter referred to as “the Sorority”.

**ARTICLE II-OBJECT**

The principal purposes and aims of this Sorority shall be to engage in cultural, educational, and service activities; to establish, maintain, and encourage high cultural, intellectual and moral standards; and to govern, supervise, and regulate the several chapters of the Sorority established under the authority and sanction of this organization.

## **ARTICLE III-MEMBERSHIP**

### Section 1. INDIVIDUAL MEMBERS

- A. The Grand Chapter shall consist of all sorors duly initiated by any chapter who are financial, both with the Grand Chapter and a chapter, or are members-at-large, and those exempted from payment as stated in the Bylaws.
- B. Membership in the Sorority shall not be denied or abridged to any woman because of her race, color, creed, religion, age, national origin or by reason of physical disability.
- C. The categories of membership shall include collegiate, alumnae, and honorary.
- D. Any soror may elect to become a member-at-large.

### Section 2. CHAPTERS

There shall be collegiate and alumnae chapters.

### Section 3. REGIONS

There shall be geographic sub-divisions known as Regions. Each chapter shall be assigned to a Region based on its geographic location.

**ARTICLE IV - OFFICERS,  
NATIONAL EXECUTIVE BOARD,  
NATIONAL COMMITTEES AND  
NATIONAL COMMISSIONS**

Section 1. OFFICERS

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

Elected National Officers

National President

National First Vice President

National Second Vice President (who shall be a collegiate at the junior or senior level)

National Secretary

National Treasurer

Elected Regional Officers

Regional Directors

Regional Representatives

Appointed National Officers (For Convention Only)

National Chaplain

National Parliamentarian

National Sergeant-at-Arms

Section 2. NATIONAL EXECUTIVE BOARD

The members of the National Executive Board shall be the following:

Elected Officers under ARTICLE IV - Section 1

National Elected Chairs

National Appointed Chairs  
Immediate Past National President

### Section 3. NATIONAL COMMITTEES AND NATIONAL COMMISSIONS

National Committees and National Commissions shall be elected or appointed as provided in the Bylaws.

## **ARTICLE V - DUES, FEES, AND FINANCE**

The Grand Chapter shall be financed by the dues and fees from its membership and other appropriate contributions.

## **ARTICLE VI - MEETINGS**

### Section 1. NATIONAL CONVENTIONS

The Grand Chapter shall assemble in National Convention at regular intervals.

### Section 2. REGIONAL CONFERENCES

Regional Conferences shall be held in alternate years of National Conventions.

### Section 3. CHAPTER MEETINGS

Each chapter shall meet at regular intervals as determined by its Rules of Order.

## **ARTICLE VII - INCORPORATION**

### Section 1.

In order that it may avail itself of, and have the advantages emanating from corporate existence, the Sorority shall exist as an incorporated body under the laws of the Congress and under subchapter 3 of the Code of Laws for the District of Columbia, said corporation having the power to carry on its business and activities within the District of Columbia, throughout the United States and its territories, and elsewhere.

### Section 2.

For corporate purposes, the control and management of this corporation shall be vested in the National President, National First Vice President, National Second Vice President, National Secretary and National Treasurer. The National President shall be chief executive officer of this corporation.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

All matters not covered by the *Constitution and Bylaws* and other basic documentation of the Sorority shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*.

## **ARTICLE IX - LIABILITY**

The National Officers and the National Executive Board of the Grand Chapter of the Sorority expressly disclaim responsibility for the actions of chapters or individual members who are in violation of either the letter or the spirit of this Constitution and Bylaws.

## **ARTICLE X - AMENDMENTS**

This Constitution may be amended by a two-thirds vote of the voting delegates assembled in the National Convention.

Notice of proposed amendments shall be submitted to chapters by March 31 before the convening of the National Convention.

THE BYLAWS  
OF  
DELTA SIGMA THETA SORORITY, INC.

**ARTICLE I – DEFINITIONS**

The following terms are defined in this article:

- A. A **soror** is a woman who has been duly initiated into the Sorority.
- B. A **member** is any soror who pays dues to a chapter and to Grand Chapter, or who pays a member-at-large fee, or those exempt from payment of Grand Chapter dues and fees as stated in Article X - DUES AND FEES, Section 15. EXEMPTION FROM PAYMENT OF GRAND CHAPTER DUES AND FEES.
- C. **Membership Categories**
1. An **alumnae member** is a soror who is not matriculated at a college or university in a program leading to an initial baccalaureate degree, unless that member is returning to an educational institution to complete requirements for an initial baccalaureate degree. At such time, she shall elect to either continue membership in an alumnae chapter or become active with the college or university chapter.
  2. A **collegiate member** is a soror who is matriculated at a college or university pursuing work leading to an initial baccalaureate degree.
  3. An **alumnae member-at-large** is a soror who elects to affiliate only with Grand Chapter.
  4. A **collegiate member-at-large** is a soror who may affiliate with Grand Chapter, only if she matriculates at an institution where the chapter is suspended, but she is not; or, if she transfers to an institution where there is no chapter and she maintains the cumulative grade point average of 2.50 on a 4.0 scale or 1.50 on a 3.0 scale.
  5. A **honorary member** is a soror initiated in recognition of her achieved distinction in a given field.

#### D. **Life Memberships**

1. A **Life Member** is a soror who has paid in full a Life Membership fee prior to 1963.
2. A **Golden Life Member** is a soror who has paid in full one of two specified Golden Life Membership fees.
3. A **Diamond Life Member** is a soror who has paid in full the specified Diamond Life Membership fee.

E. Each **chapter** shall consist of sorors who are financial with the Grand Chapter and the chapter.

#### F. **Delegates**

1. **Voting Delegate** - the member who has been designated by her chapter to represent it at a National Convention or Regional Conference.
2. **Alternate Delegate** - the member who has been designated by her chapter to take the seat of the voting delegate and act in her absence.
3. **Nonvoting Delegate** - any other member who registers for and attends a National Convention or Regional Conference who is neither a voting nor an alternate delegate.

G. A **quorum** is the minimum number of members who must be present for the transaction of business.

H. A **majority vote** is more than half of the votes cast by members legally entitled to vote, excluding blanks, illegal votes or abstentions. (Example:  $19 \times \frac{1}{2} = 9 \frac{1}{2}$ . 10 votes needed for majority.)

I. A **legacy** is a daughter, sister, mother or granddaughter of a soror, who must be initiated into the sorority provided she meets all requirements for membership (as outlined in Article II - Membership, Section 1, Requirements for Collegiate Membership Intake or Section 2. Requirements for Alumnae Membership Intake).

## ARTICLE II - MEMBERSHIP

### Section 1. REQUIREMENTS FOR COLLEGIATE MEMBERSHIP INTAKE

- A. Any woman of good character is eligible for collegiate membership in the Sorority provided that she:
1. is matriculated at a college or university, approved by the Scholarship and Standards Committee, in day, evening or extension classes as a student pursuing work leading to an initial baccalaureate degree or its equivalent;
  2. has completed at least 24 semester hours or 36 quarter hours at a college or university approved by the Scholarship and Standards Committee of the Sorority;
  3. has submitted a completed Application for Membership Packet to the chapter which includes an official transcript mailed directly to the chapter from the appropriate college or university, and the transcript must show that the person has attained a minimum cumulative grade point average of 2.75 on a 4.0 scale or 1.75 on a 3.0 scale;
  4. has been approved for membership by majority vote of the members of the chapter through which she is to be initiated. The chapter vote is final. Absent a violation of the Membership Intake Program of the Sorority, a chapter vote must be upheld;
  5. has been approved for membership by the Director of the Region of which the initiating chapter is a part;
  6. is not a member of, nor has been expelled from, any society holding membership in the National Pan-Hellenic Council, Inc. or the Panhellenic Conference, Inc.;
  7. meets all financial requirements of the Grand Chapter and the initiating chapter; and

8. meets all requirements for membership as outlined in the Membership Intake Program of the Sorority and procedure manuals approved by the Executive Board.
- B. Any woman who has received or completed requirements for a baccalaureate degree or its equivalent is ineligible for membership in a collegiate chapter, even if she remains at that institution to pursue another baccalaureate degree.

## Section 2. REQUIREMENTS FOR ALUMNAE MEMBERSHIP INTAKE

Any woman of good character is eligible for alumnae membership in the Sorority provided that she:

1. has rendered public service in the community;
2. resides in the chapter service area as identified by the chapter charter or source documentation provided from National Headquarters or Regional Director;
3. holds a baccalaureate or higher degree from an accredited college, university or professional school;
4. has submitted a completed Application for Membership Packet to the chapter which includes an official transcript mailed directly to the chapter from the appropriate college or university, and the transcript must show that she has attained a minimum cumulative grade point average of 2.75 on a 4.0 scale or 1.75 on a 3.0 scale except in those instances that:
  - a) it has been 10 years or more since she has received her baccalaureate degree; or
  - b) she has received a Master's degree or above; or
  - c) she has received a post graduate degree or a professional designation equivalent (International Chapters only).
5. is not a member of, nor has been expelled from, any society holding membership in the National Pan-Hellenic Council, Inc. or the Panhellenic Conference, Inc.;

6. has been approved for membership by majority vote of the members of the chapter through which she is to be initiated. The chapter vote is final. Absent a violation of the Membership Intake Program of the Sorority, a chapter vote must be upheld;
7. has been approved for membership by the Director of the Region of which the initiating chapter is a part;
8. meets all financial requirements of the Grand Chapter and the initiating chapter; and
9. meets all the requirements as outlined in the Membership Intake Program of the Sorority and in the procedure manuals approved by the Executive Board.

### Section 3. REQUIREMENTS FOR HONORARY MEMBERSHIP

- A. Any woman of good character who has singularly achieved recognized national or international distinction in an area consistent with the Sorority's Five-Point Program Thrust, Social Action Commission or the Arts and Letters Commission may be invited to Honorary Membership into the Sorority provided that she is:
  1. recommended by a chapter(s) or individual member(s) to the Scholarship and Standards Committee;
  2. recommended by the Scholarship and Standards Committee, in consultation with an ad hoc panel of past National Presidents appointed by the National President, to the National Executive Board; and
  3. approved by a majority vote of the National Executive Board.
- B. A Honorary Member shall have all privileges of membership except those of voting and holding elective office.

#### Section 4. CHAPTER RESPONSIBILITY FOR MEMBERSHIP INTAKE

- A. All chapters shall adhere to the Membership Intake Program of the Sorority.
- B. All requests for Membership Intake must be submitted to the Regional Director for processing between September 1 and March 1 of each fiscal year. All related activities must be completed by April 30.
- C. Procedures and activities of the Pyramid Circle shall be only as authorized by the Scholarship and Standards Committee.
- D. Women voted into collegiate membership must be initiated into the Sorority in accordance with the Membership Intake Program of the Sorority, except in those instances where college or university rules and regulations require otherwise, provided that they have maintained the academic requirements as stated in ARTICLE II - MEMBERSHIP, Section 1. REQUIREMENTS FOR COLLEGIATE MEMBERSHIP INTAKE, with no further vote required.
- E. Women voted into alumnae membership must be initiated into the Sorority in accordance with the Membership Intake Program of the Sorority.
- F. Individuals may be denied admittance to membership in the Sorority upon written approval of the Regional Director for reasons outlined in the Membership Intake Program of the Sorority.

#### Section 5. REQUIREMENTS FOR MEMBERSHIP IN CHAPTERS

- A. Collegiate Chapters
  - 1. Any soror who is matriculated at a college or university

pursuing an initial baccalaureate degree shall be admitted to membership in the chapter that serves that campus provided that she:

- a) satisfies all financial requirements of Grand Chapter;
  - b) pays dues to that collegiate chapter;
  - c) carries a minimum load equivalent to what is required of a half-time student; and
  - d) maintains a minimum cumulative grade point average of 2.50 on a 4.0 scale or 1.50 on a 3.0 scale.
2. Any member returning to a college or university to complete requirements for her initial baccalaureate degree may elect to continue membership in an alumnae chapter or become active with the chapter that serves that institution.

#### B. Alumnae Chapters

1. Any soror not matriculated at a college or university is eligible to become a member of an alumnae chapter provided that she:
  - a) satisfies all financial requirements of Grand Chapter; and
  - b) pays dues to that chapter.
2. Any alumnae soror may select the chapter of her membership in those communities in which there are two or more alumnae chapters.
3. Receipt of a baccalaureate degree or its equivalent is not required of a soror for alumnae chapter membership.

#### C. Transferring membership from one chapter to another is complete upon:

1. verification of membership in the Sorority;
2. payment of the new chapter's dues; and
3. payment of Grand Chapter dues, or verification of payment through previous chapter.

- D. A soror shall not hold membership in more than one chapter at a time.

### **ARTICLE III - CHAPTERS**

#### **Section 1. ESTABLISHMENT AND MAINTENANCE**

- A. A chapter of the Sorority shall be established upon the recommendation of the Director of the Region with the approval of the National President and Chair of the Scholarship and Standards Committee.
  
- B. Collegiate Chapters

A collegiate chapter may be established as a campus-based chapter, a city-wide chapter or a core chapter and shall be composed of collegiate members as defined in ARTICLE II - MEMBERSHIP, Section 5. REQUIREMENTS FOR MEMBERSHIP IN CHAPTERS . Once established, a collegiate chapter with fewer than seven members, must request and receive special dispensation to function in any given sorority year. The Regional Director shall inform the Scholarship and Standards Committee.

1. A campus-based chapter may be established at an accredited four-year college or university approved by the Scholarship and Standards Committee. Said chapter shall consist of a minimum of seven women meeting the requirements of collegiate membership as set forth in ARTICLE II - MEMBERSHIP, Section 5. REQUIREMENTS FOR MEMBERSHIP IN CHAPTERS.
  
2. A city-wide collegiate chapter may be established in a given location. Said chapter shall consist of a minimum of seven women who are matriculated at accredited four- year colleges and universities approved by the Scholarship and Standards

Committee. The members shall meet the requirements of collegiate membership as set forth in ARTICLE II - MEMBERSHIP, Section 5. REQUIREMENTS FOR MEMBERSHIP IN CHAPTERS.

3. A core chapter may be established as a campus-based chapter that initiates its members from students at nearby accredited four-year colleges and universities approved by the Scholarship and Standards Committee. The college or university officials of all participating institutions must consent and provide letters of agreement to the Sorority. Said chapter shall consist of a minimum of seven women meeting the requirements of collegiate membership as set forth in ARTICLE II - MEMBERSHIP, Section 5. REQUIREMENTS FOR MEMBERSHIP IN CHAPTERS.

#### C. Collegiate Chapter Advisors

1. Each Collegiate chapter shall have one or more chapter advisors. Any chapter that does not have a certified advisor shall be made inactive by the Regional Director until a primary advisor is selected and approved by the Regional Director.
2. The advisor(s) shall be selected by a committee of the campus-based chapter, the city-wide chapter or the core chapter and recommended to the chapter for a vote. The committee shall include the president, the vice president and one to three chapter members.
  - a) The advisor shall:
    - (1) be an alumnae member who resides in the community, and is a member of the alumnae chapter in that community; or
    - (2) be a member-at-large; or
    - (3) have participated in an alumnae chapter during the last two years; and

- (4) have attended one of the last two National Conventions or Regional Conferences; and
  - (5) have attended an advisor's workshop within the last two years; and
  - (6) be knowledgeable about policies, procedures and programs of the Sorority.
- b) Where the collegiate chapter does not have an alumnae chapter within 40 miles of the city or county line of the collegiate chapter, they shall consult the Regional Director to assist in the selection and approval of the closest qualified member(s) to serve as chapter advisor(s).
  - c) Where the college or university requires a faculty or staff advisor for the chapter, said advisor shall be determined by the regulations of that institution, and where possible, efforts shall be made to secure a faculty or staff advisor who shall be an alumnae member of the Sorority. Advisors shall also be appointed as provided in this section, unless such selection is contrary to rules of the institution.
  - d) All special considerations in selecting the advisor(s) shall be approved by the Regional Director, who informs the Scholarship and Standards Committee.
  - e) The advisor shall:
    - (1) guide the campus-based, the city-wide or the core chapter in developing and implementing an effective program in keeping with the standards of the Sorority;
    - (2) act as a liaison between the campus-based, the city-wide or the core chapter and the alumnae chapter(s); and
    - (3) report to the Regional Director on the activities of the campus-based, the city-wide or the core chapter(s); and

- f) Failure of the advisor(s) to adhere to duties as defined in these Bylaws, ARTICLE III - CHAPTERS, Section 1. ESTABLISHMENT AND MAINTENANCE, the *Handbook for Chapter Advisors* and any specific directives given by the appropriate officers shall result in the removal of the advisor(s) from chapter responsibility.

#### D. Alumnae Chapters

- 1. Initial chapter in a geographic area:
  - a) shall be composed of a minimum of 12 alumnae members;
  - b) each soror shall be a member of the Grand Chapter at the time of application;
  - c) each member shall reside in the area where the chapter is to be seated; and
  - d) the applicants must submit evidence that:
    - (1) the proposed chapter is capable of meeting continuing requirements of Grand Chapter;
    - (2) the community can support a chapter; and
    - (3) the proposed chapter is capable of meeting community needs.
- 2. Once established, a chapter with fewer than 12 members must request and receive special dispensation to function in any given sorority year. The Regional Director shall inform the Scholarship and Standards Committee.
- 3. Additional chapters in the same geographic area.
  - a) Any chapter established within 40 miles of the city or county line (herein referred to as the same geographic area) of an existing alumnae chapter is considered an additional chapter.

- b) The application for chartering must consist of 24 members. Each additional chapter established in the city or locale shall be comprised of 12 additional members beyond the number required for the last chapter established - the third chapter (24 + 12 = 36 members); the fourth chapter (36 + 12 = 48 members).
  - c) All members submitting an application for the additional chapter must live in the area where the chapter is designated to serve.
    - (1) The jurisdiction of the additional chapter shall be the area assessed.
    - (2) Any new member initiated must reside in the area being served.
  - d) The group of members submitting an application for an additional alumnae chapter must submit evidence that:
    - (1) the community can support an additional chapter;
    - (2) the proposed chapter shall be capable of meeting continuing requirements of Grand Chapter; and
    - (3) the assessment of community needs clearly defines the social, educational and economic issues of the area.
  - e) A notice of filing of the application for an additional chapter shall be submitted to the existing chapter(s) in the area following the submission of the application to National Headquarters.
  - f) Each soror shall be a member of the Grand Chapter at the time the application is made.
  - g) A coordinating council, to include the presidents of the various chapters, must be established in cities where there are more chapters of the Sorority to ensure coordination of programming, scheduling of events, eliminating duplication of functions and establishing boundaries within which each chapter is to operate.
4. Upon approval of the Regional Director, the Scholarship and Standards Committee Chair and the National President, the

National Secretary shall issue a charter for the new chapter, which shall be established by the Regional Director.

5. All Applications for Chapter Establishment must be submitted for processing between September 1 and March 1 of each year, and all related activities must be completed by April 30.

## Section 2. NOMENCLATURE

- A. Collegiate chapters shall be designated by the letters of the Greek alphabet, beginning with Alpha and rotating in regular order to Omega. After the alphabet is exhausted, the letter “Alpha” is assigned as a constant component for the names of the chapters in these groups, placed first. When the alphabet is next exhausted, it will begin with “Beta” as the first constant component, and so on. The given name (the second component of the chapter name) shall rotate successively through the Greek alphabet in like manner. For example, Alpha Alpha, Alpha Beta, Alpha Gamma, etc. When the double alphabet is exhausted, chapter names will be assigned using three Greek letters. For example, Alpha Alpha Alpha, Alpha Alpha Beta, etc. A chapter shall not be assigned the name of any existing member group of the National Pan-Hellenic Council, Inc. nor the Panhellenic Conference, Inc.
- B. The initial alumnae chapter in a geographic area shall be identified by the name of the city and state in which it is located. Each additional alumnae chapter in the same geographic area shall submit a name along with the application, which meets the following criteria:
  1. incorporates official name of municipality or locale where the chapter is to be seated or chartered; for example, Detroit Motor City Alumnae, Boston Harbor City Alumnae; and
  2. this name shall be submitted to the Regional Director, the Chair of the Scholarship and Standards Committee, and the National President.

- C. The final determination of the name of an alumnae chapter in an area shall be made jointly by the officers approving the chapter charter.

### Section 3. CHAPTER RULES OF ORDER AND POLICIES AND PROCEDURES

All chapters shall be governed by Grand Chapter *Constitution and Bylaws* and shall promulgate Rules of Order and Policies and Procedures to be submitted to the Scholarship and Standards Committee for review and compliance, and thereafter when amended by two-thirds vote of the chapter members present and voting.

### Section 4. CHAPTER RESPONSIBILITY

- A. Each chapter shall:

1. remit dues to National Headquarters as provided in ARTICLE X - DUES AND FEES for all members of the chapter;
2. keep a record of all income and disbursements in a form prescribed by the Grand Chapter or according to generally accepted accounting principles;
3. file all records and reports as required by the Grand Chapter;
4. be represented at each National Convention;
5. be represented at every Regional Conference of its region;
6. give evidence of a local program consistent with the national program of the Sorority;
7. meet the corporate requirements of Grand Chapter by submitting annually the required fees, reports and forms listed on the Corporate Accountability Form;
8. be required to carry general liability insurance in an amount no less than \$25,000;
9. be covered by general bonding insurance which shall be provided through Grand Chapter; and
10. be required to pay corporate fees as set out in ARTICLE X - DUES AND FEES, Section 5. CORPORATE FEES.

- B. In the event that the Grand Chapter is caused to incur legal expenses, including but not limited to, attorneys' fees, settlement amounts, judgment awards, interest and costs, as the result of claims or lawsuits arising out of the contracts, acts or conduct of a particular chapter, its officers or members, the chapter from which such claim or lawsuit arose shall be liable to reimburse the Grand Chapter for all such expenses upon terms satisfactory to the National Executive Board. Failure of a chapter to make such reimbursement shall result in the imposition of such disciplinary action against the chapter, as the National Executive Board deems appropriate.
- C. Any chapter failing to remit the required fees, reports and forms shall be declared inactive immediately, and shall not proceed with the chapter program nor Membership Intake until all corporate requirements are met and the Regional Director declares that the chapter is in compliance.
- D. Active status for failure to remit fees shall be resumed only upon payment of said fees to National Headquarters.

## **ARTICLE IV - REGIONS**

### **Section 1. OFFICERS**

The officers of the region shall be:

Regional Director

Regional Representative

### **Section 2. MEMBERS**

Chapters in the region as designated by the Grand Chapter shall be the members of the region.

### **Section 3. BUSINESS**

The business of the Regional Conference shall consist of:

1. such matters as are referred to the Conference by the National Convention;
2. such matters as are referred to the Conference by the National Executive Board;
3. recommendations to the National Executive Board for Grand Chapter program;
4. interpretation of the Grand Chapter policy and program in chapters of the Sorority;
5. internal development workshops and training leading to more effective participation of members in the chapters of the Sorority; and
6. election of Regional Directors, Regional Representatives, and such other officers as may be authorized by these Bylaws.

## ARTICLE V - DUTIES OF NATIONAL AND REGIONAL OFFICERS

### Section 1. NATIONAL PRESIDENT

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

1. serve as Chair of the National Executive Board;
2. serve as Chair of the National Convention Committee;
3. preside over the National Convention;
4. enforce the *Constitution and Bylaws*;
5. appoint National Committees, National Commissions, and National Convention Officers;
6. recommend to the National Executive Board the removal of any elected or appointed national or regional officer who fails to perform the duties of her office;
7. perform such ceremonies of the Grand Chapter as may be necessary and appropriate;
8. strengthen public relations and maintain cooperative relations with other organizations;
9. serve as a member of the Scholarship and Standards Committee, and as ex officio member of all other national committees and commissions except the National Nominating Committee, with whom she may meet at its request;
10. work with the Executive Director to ensure that the established policies of the Grand Chapter and the National Executive Board are executed;
11. stimulate growth and development of the organization;
12. exercise all powers and duties generally pertaining to the office of National President;
13. work with the Regional Directors in coordinating their efforts and maintaining unity in the Sorority's objectives and program;

14. serve as an ex officio member of the board of directors of any related organization of the Sorority; and
15. be responsible for a corporate report to the National Convention which would include program status, financial status and program projection.

## Section 2. NATIONAL FIRST VICE PRESIDENT

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

1. serve as Chair of the Scholarship and Standards Committee;
2. perform all the duties of the office of the National President in the absence, incapacitation, or at the request of the National President;
3. assist with development and implementation of reclamation; and
4. conduct training sessions for Regional Directors and Regional Representatives.

## Section 3. NATIONAL SECOND VICE PRESIDENT

It shall be the duty of the National Second Vice President to:

1. work with officers and chapters in stimulating and strengthening collegiate participation in the life of the Sorority;
2. serve as liaison between collegiate and alumnae chapters to strengthen relationships and understanding;
3. serve as a member of the Scholarship and Standards Committee; and
4. perform all the duties of the office of the National President in the absence, or at the request, of the National President.

## Section 4. NATIONAL SECRETARY

It shall be the duty of the National Secretary to:

1. record the minutes of the National Executive Committee meetings;
2. review the minutes of the National Executive Board meetings;
3. review the records of the sessions of the National Convention, for accuracy;
4. seat voting delegates at the National Convention;
5. receive and act on chapter requests to be absent from the National Convention and Regional Conferences;
6. notify the National President, the Regional Directors and the Scholarship and Standards Committee of the unexcused absences of chapters from two consecutive National Conventions and Regional Conferences;
7. issue charters to new chapters;
8. finalize a report of the actions taken by the Grand Chapter in National Convention and disseminate to all chapters within 45 days after the close of the National Convention; and
9. finalize a report of the proceedings of the National Convention and disseminate to all chapters within 90 days after the close of the National Convention.

## Section 5. NATIONAL TREASURER

It shall be the duty of the National Treasurer to:

1. serve as the chief fiscal officer;
2. serve as a voting member of the Finance Committee which reviews and recommends financial policy;
3. receive and review the monthly financial records and reconciliation reports of Grand Chapter monies;
4. present a quarterly financial report to the National Executive Board and the chapters;

5. present a semi-annual financial report of all Grand Chapter monies to the National Executive Board and advise the Board of the financial status of the Sorority;
6. ensure that the internal controls are adhered to and the financial policies are implemented;
7. present annually an audited financial report to the Grand Chapter;
8. advise and counsel the National Executive Board;
9. stimulate economic growth and financial stability of the Grand Chapter and chapters;
10. compile and disseminate all fiscal information to chapters to include such information as bonding, insurance and investment; and
11. collect fines levied on chapters and individuals as a result of disciplinary measures.

## Section 6. OTHER NATIONAL OFFICERS

Such other national officers as may be authorized by the Grand Chapter *Constitution and Bylaws* shall exercise such duties as customarily pertain to such offices unless otherwise specified.

## Section 7. REGIONAL DIRECTORS

Regional Directors must attend annual training sessions to become knowledgeable on policies, procedures, and programs of the Sorority.

It shall be the duty of the Regional Director to:

1. enforce the *Constitution and Bylaws* of the Grand Chapter in the region of which she is director;
2. stimulate growth and development in the region, encourage the chapters in the achievement of national program goals, and carry on regional correspondence and communications with chapters in the region through letters, newsletters or other appropriate means;
3. assist and advise the chapters in the region;
4. approve, assist, monitor or remove chapter advisor(s) as warranted and prescribed in ARTICLE III - CHAPTERS, Section 1. ESTABLISHMENT AND MAINTENANCE, C. Collegiate Chapter Advisors;
5. investigate applications for the establishment of new chapters and such pre-initiation of collegiate groups as may be necessary prior to the establishment of chapters, make recommendations regarding the same to the Scholarship and Standards Committee, and perform the ceremonies attendant to the establishment of new chapters;
6. review all required documentation, investigate any alleged violations, and approve the chapter's compliance with the Membership Intake Program of the Sorority;
7. report to the National Executive Board and the Regional Conference, in conjunction with the Regional Representative, on the activities of the office;
8. serve as presiding officer at meetings of the Regional Conference;
9. appoint a Regional Secretary, Regional Journalist, and Regional Program Coordinator. In addition, the Regional Director, in consultation with the Regional Representative, shall appoint State Coordinator(s) for each state, including the District of Columbia and International areas in the region within 60 days following her election, to serve for the biennium;

10. appoint a Sergeant(s)-at-Arms, Parliamentarian(s), Chaplain(s), Timekeeper(s), committees, and others in accordance with the Regional Conference Planning Guide, to serve at the time of the Regional Conference;
11. secure a record of the proceedings of the Regional Conference and publish the proceedings 90 days after the close of the Regional Conference; and
12. submit reports to the Scholarship and Standards Committee as requested.

## Section 8. REGIONAL REPRESENTATIVES

It shall be the duty of the Regional Representative to:

1. assist the Regional Director with duties as assigned;
2. appoint a State Facilitator(s), in consultation with the Regional Director, for each state, including the District of Columbia and international areas, in each region within 60 days following her election to serve for the biennium;
3. participate in the decision making on all disciplinary actions;
4. stimulate growth and development in the region, encourage the chapters in the achievement of national program goals, and carry on regional correspondence and communications with chapters in the region through letters, newsletters or other appropriate means;
5. assist and confer with the National Second Vice President in strengthening the life of the Sorority;
6. submit reports to the Scholarship and Standards Committee as requested; and
7. serve as the Regional Social Action Co-Coordinator.

## **ARTICLE VI - NATIONAL EXECUTIVE BOARD**

### **Section 1. MEMBERS**

The National Executive Board shall consist of the elected National Officers of the Grand Chapter, the elected Regional Officers, Chairs of Standing Committees and Commissions, the Immediate Past National President and any other chair of a national committee or commission as approved by the voting delegates seated in National Convention.

### **Section 2. MEETINGS**

The National Executive Board shall meet semi-annually and at the call of the National President.

### **Section 3. DUTIES**

It shall be the duty of the National Executive Board to:

1. act on the mandates of the Grand Chapter presented at the National Convention;
2. act for the Grand Chapter in the interim between National Conventions;
3. develop, implement and report to Grand Chapter a five- year, long range plan and recommend the priorities for the Sorority's biennium;
4. establish personnel policies for National Headquarters staff upon recommendation of the Personnel Committee;
5. appoint the Executive Director and approve employment of other staff as may be required;
6. approve the time and place of National Conventions and Regional Conferences;
7. hear and act on appeals from chapters and individual members;

8. prepare an annual evaluation of the Executive Director; and
9. elect two of its members, one of whom must be a collegiate, at a meeting prior to the National Convention to serve on the Nominating Committee.

#### Section 4. VOTING

- A. Each National Officer, Regional Officer, the Immediate Past President shall be allotted one vote;
- B. Each National Standing Committee and Commission approved by the Voting Delegates seated in National Convention, shall be allotted one vote per committee and commission.

#### Section 5. NATIONAL EXECUTIVE COMMITTEE

- A. The National Executive Committee of the National Executive Board shall consist of the:

National President  
National First Vice President  
National Second Vice President  
National Secretary  
National Treasurer

- B. The National Executive Committee shall:
  1. meet quarterly and at the call of the National President; and
  2. facilitate action on the Grand Chapter's policies and administrative matters in the interim of the National Executive Board meetings.
- C. The Committee does not supersede the National Executive Board and its decisions shall be subject to ratification by the National Executive Board.

## **ARTICLE VII - NATIONAL STANDING COMMITTEES, COMMISSIONS AND REGIONAL COMMITTEES**

### **Section 1. NATIONAL STANDING COMMITTEES**

The Finance, Scholarship and Standards, Nominating, Membership Services, Constitution and Bylaws, Personnel, Program Planning and Development, Information and Communications, Heritage and Archives, Housing and Properties, Leadership Academy and Internal Audit Committees, and any other such committees approved by the voting delegates at the National Convention, shall be the standing committees of the Grand Chapter.

#### **A. Finance Committee**

1. The Finance Committee shall consist of six members: the National Treasurer; a Chair; three alumnae members; and one collegiate member.
2. It shall be the duty of the Finance Committee to:
  - a) consider the financial needs of the Sorority and recommend dues and fees to the National Executive Board;
  - b) plan, evaluate and recommend the annual operating budget to the National Executive Board;
  - c) recommend the general financial policies of Grand Chapter to the National Executive Board;
  - d) study and develop financial plans to strengthen the financial base of the Sorority with input from the National Executive Board, national committees, national commissions and chapters;
  - e) oversee and monitor fiscal control of the approved budgets of the Sorority; and
  - f) conduct training sessions for chapter fiscal officers.

## B. Scholarship and Standards Committee

1. The Scholarship and Standards Committee shall consist of eleven members: the National First Vice President, who shall serve as the Chair; the National President; the National Second Vice President; and eight other members in accordance with ARTICLE IX - ELECTIONS AND VOTING, Section 1. NATIONAL CONVENTIONS and Section 2. REGIONAL CONFERENCES. One member shall be elected in each of the seven regions to serve for four years, and one collegiate member shall be elected by the National Convention to serve for two years.
2. It shall be the duty of the Scholarship and Standards Committee to:
  - a) interpret and enforce the *Constitution and Bylaws* and the established policies and procedures among all members and chapters of Grand Chapter;
  - b) function as a judiciary board and serve as an arbitrator when disputes arise between officers, chapters and individual members;
  - c) develop and administer the scholarship program of the Sorority and make recommendations concerning the same to the National Executive Board;
  - d) conduct training sessions for regional officers, chapter advisors and Membership Intake trainers;
  - e) in consultation with an ad hoc panel of Past National Presidents appointed by the National President, recommend to the National Executive Board candidates for Honorary Membership at National Conventions;
  - f) advise the National First Vice President on reclamation programs;
  - g) approve or recommend action on membership matters not otherwise provided for;

- h) discipline chapters or individuals, upon request of the National President or Regional Director, as prescribed in ARTICLE XII - DISCIPLINE;
- i) evaluate annually the corporate accountability of each chapter;
- j) monitor and investigate, upon request of the National President or Regional Director, all allegations and improprieties related to Membership Intake;
- k) receive and evaluate recommended changes and update the *Chapter Management Handbook*;
- l) hear and act on appeals from sorors, chapters; and
- m) conduct the leadership transition meetings on both the Grand Chapter and Regional levels.

### C. Nominating Committee

1. The Nominating Committee shall consist of eleven members: one elected member from each region; one elected collegiate member; two members from the National Executive Board; and an elected Chair. All members shall be elected in accordance with -ARTICLE VI - NATIONAL EXECUTIVE BOARD, Section 3. DUTIES and ARTICLE IX – ELECTIONS AND VOTING of these Bylaws.
2. It shall be the duty of the Nominating Committee to:
  - a) receive recommendations from chapters and members of persons to serve in Grand Chapter offices;
  - b) select, for the consideration of the National Convention, candidates for Grand Chapter offices;
  - c) provide to chapters timely notice of vacancies, requirements, and timeliness;
  - d) distribute to the chapters by April 1st prior to the National Convention the names of candidates to be presented to the National Convention;
  - e) report their nominations to the National Convention at a session prior to the final session; and

- f) consult with and advise the Regional Nominating Committee Chairs.

#### D. Membership Services Committee

1. The Membership Services Committee shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Membership Services Committee to:
  - a) develop and provide membership programs and services as directed by the Grand Chapter, the National Executive Board and the National President; and
  - b) develop and promote continuous programs for retention and reclamation of the membership.

#### E. Constitution and Bylaws Committee

1. The Constitution and Bylaws Committee shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Constitution and Bylaws Committee to:
  - a) meet at the call of the National President;
  - b) receive and evaluate recommendations for changes in the *Constitution and Bylaws*;
  - c) present to Grand Chapter revisions and amendments to the *Constitution and Bylaws*; and
  - d) stimulate interest and educate members in using and understanding the *Constitution and Bylaws*.

#### F. Personnel Committee

1. The Personnel Committee shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Personnel Committee to:
  - a) recommend policies governing all personnel matters related to the operation of the National Headquarters

- Staff, set standards of employment, tenure and qualifications of employed staff and other personnel matters as necessary;
- b) develop the *Personnel Manual* which incorporates all the personnel policies and practices of the Sorority governing the operation of the National Headquarters; such practices should include:
    - (1) qualifications
    - (2) employment practices
    - (3) salary and fringe benefits
    - (4) work schedules
    - (5) evaluation, tenure and termination
    - (6) grievance procedures
    - (7) other personnel matters as necessary; and
  - c) monitor the annual performance appraisal of the National Headquarters staff.

#### G. Program Planning and Development Committee

- 1. The Program Planning and Development Committee shall consist of members and a Chair appointed by the National President.
- 2. It shall be the duty of the Program Planning and Development Committee to:
  - a) survey needs, evaluate findings and make recommendations to the Grand Chapter of projects to be undertaken commensurate with aims, purposes and resources of the Sorority; and
  - b) develop and coordinate projects that are consistent with the long range plan and the priorities as approved by the Grand Chapter.

## H. Information and Communications Committee

1. The Information and Communications Committee shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Information and Communications Committee to:
  - a) serve as an editorial board for the DELTA publications;
  - b) advise the National Executive Board, National President and Executive Director on matters pertaining to public relations, information and communications technology applications and systems, and other related concerns.

## I. Heritage and Archives Committee

1. The Heritage and Archives Committee shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Heritage and Archives Committee to provide an organized method of research, analyzation and categorization of the historical data of the Sorority.

## J. Housing and Properties Committee

1. The Housing and Properties Committee shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Housing and Properties Committee to:
  - a) serve as the official body that recommends policy concerning housing and properties of Grand Chapter; and
  - b) serve as the information and referral source for chapters interested in developing, acquiring and owning real property.

## K. Leadership Academy

1. The Leadership Academy shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Leadership Academy to:
  - a) develop and enhance the leadership capacity of sorors at the local, regional and national levels and outside of the Sorority;
  - b) ensure consistency of approach and quality of training and development activities; and
  - c) serve as resource consultants on learning and development.

## L. Internal Audit Committee

1. The Internal Audit Committee shall consist of five members: three alumnae members (including the Chair) and two collegiate members. They shall possess one or more of the following credentials:

Alumnae Members: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Financial Planner (CFP), Doctor of Philosophy (PhD), Masters of Business Administration (MBA), Bachelor of Arts (BA), Bachelor of Science (BS) or five years current experience in auditing, internal controls, finance and investment banking.

Collegiate Members: Majoring in accounting, finance, business administration, or any other related subject areas in the list of majors.

2. It shall be the duty of the Internal Audit Committee to:
  - a) perform an annual review of selected internal control processes which impact the Sorority's funds;

- b) advise the National President and Executive Board on audit related matters and to advise the Regional Directors and Chapter Presidents on audit related matters upon request;
- c) review audit reports and other financial reports from chapters;
- d) monitor and investigate, upon request from the National President, National Executive Board, and National Treasurer, all allegations and improprieties relating to fraud, embezzlement and misappropriation of funds;
- e) develop an internal audit manual in accordance with statements on auditing standards and procedures for nonprofit organizations, and keep up to date with current significant accounting policies and the effect of alternative accounting treatments;
- f) conduct training sessions for Internal Audit Committee members of chapters; and
- g) make recommendations to the Finance Committee in regards to internal controls.

## Section 2. NATIONAL COMMISSIONS

### A. Social Action Commission

1. The Social Action Commission shall consist of members and Co-Chairs appointed by the National President.
2. It shall be the duty of the Social Action Commission to:
  - a) develop and coordinate social action programs and projects approved by the National Executive Board; and
  - b) stimulate interest in social action and educate chapters on current issues.

## B. Arts and Letters Commission

1. The Arts and Letters Commission shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Arts and Letters Commission to:
  - a) stimulate interest and educate chapters in the areas of arts and letters; and
  - b) develop and coordinate programs and projects approved by the National Executive Board.

## C. Ritual and Ceremonies Commission

1. The Ritual and Ceremonies Commission shall consist of Past National President(s), alumnae and collegiate members, and a Chair appointed by the National President.
2. It shall be the duty of the Ritual and Ceremonies Commission to:
  - a) review the Sorority's ceremonies and ritual activities;
  - b) stimulate interest and educate local chapter members regarding Ritual and Ceremonies procedures; and
  - c) present any recommended changes to the Grand Chapter seated in National Convention.

## Section 3. NATIONAL CONVENTION COMMITTEES

### A. National Convention Planning Committee

1. The National Convention Planning Committee shall consist of members and a Coordinator appointed by the National President.
2. It shall be the duty of the National Convention Planning Committee to recommend to the National Executive Board the broad outlines and objectives, and general program considerations for the National Convention. The coordination of the National Convention plans is then left to the National President, the National Executive Board, the Finance Committee and the National Headquarters staff.

## B. Credentials Committee

1. The Credentials Committee shall consist of members and a Chair appointed by the National President.
2. It shall be the duty of the Credentials Committee to:
  - a) report to the Grand Chapter during the National Convention the number of voting, alternate and nonvoting delegates and other categories of persons attending the National Convention; and
  - b) adjudicate, with the National President and the National Secretary, any discrepancies concerning the credentials of delegates.

## Section 4. REGIONAL NOMINATING COMMITTEE

- A. The Regional Nominating Committee shall consist of four members and a Chair elected in each region.
- B. It shall be the duty of the Regional Nominating Committee to:
  1. receive recommendations from chapters and members of persons to serve in elected regional offices and on committees;
  2. select, for consideration of the Regional Conference, candidates for election to regional elected offices and committees;
  3. distribute to the chapters, at least 30 days prior to the Regional Conference, the names of candidates to be presented to the Regional Conference;
  4. report their nominations to the Regional Conference at a session prior to the final session; and
  5. consult with the National Nominating Committee Chair.

## Section 5. APPOINTMENT OF NATIONAL COMMITTEES AND NATIONAL COMMISSIONS

- A. The National President shall appoint all national committees and national commissions not otherwise provided by the *Constitution and Bylaws*, and such other national committees and national commissions as may be deemed necessary, from members who are financial with a chapter and the Grand Chapter or financial only with the Grand Chapter through the member-at-large status.
- B. The continuity of each appointed national committee and national commission shall be provided by retention of at least one-fourth of the membership biennially.
- C. The appointed national Chair must have attended at least two of the last three National Conventions and two of the last three Regional Conferences, except where the appointed Chair is a collegiate member.

## **ARTICLE VIII - NATIONAL HEADQUARTERS AND NATIONAL HEADQUARTERS STAFF**

### **Section 1. NATIONAL HEADQUARTERS**

The Sorority shall operate a National Headquarters for the purpose of facilitating its day-to-day business activities.

### **Section 2. NATIONAL HEADQUARTERS STAFF**

The day-to-day operations of the National Headquarters shall be under the direction of a National Headquarters Staff headed by an Executive Director who is appointed by the National Executive Board.

## **ARTICLE IX - ELECTIONS AND VOTING**

### **Section 1. NATIONAL CONVENTIONS**

The following shall be elected by a majority of the voting delegates seated and voting in National Convention.

#### **A. National Officers**

National President  
National First Vice President  
National Second Vice President  
National Secretary  
National Treasurer

#### **B. National Committee Chairs**

- 1. Nominating Committee**
- 2. Finance Committee**
- 3. Internal Audit Committee**

### C. Finance Committee

1. During alternate National Conventions, two members of the Finance Committee shall be elected and shall serve for four years.
2. During the National Convention, alternating with the convention referenced in C.1 above, a Chair and one member of the Finance Committee shall be elected and shall serve for four years. The Chair and members shall not be eligible for re-election to the same position on the Committee.
3. One collegiate member shall be elected at each National Convention and shall serve for two years.

### D. Scholarship and Standards Committee

One collegiate member shall be elected at each National Convention and shall serve for two years.

### E. Nominating Committee

1. The Chair shall be elected by a majority vote at the National Convention preceding the National Convention at which she will serve.
2. One collegiate member shall be elected at each National Convention and shall serve for two years.

### F. Internal Audit Committee

1. During alternate National Conventions, the chair of the Internal Audit Committee shall be elected and shall serve for four years.
2. During the National Convention, alternating with the convention referenced in C. 1 above, two alumnae members of the Internal Audit Committee shall be elected and serve for four years. The Chair and members shall not be eligible for re-election to the same position on the Committee.

3. Two collegiate members shall be elected at each National Convention and shall serve for two years.

\*Beginning with the 2013 National Convention, the Chair and members of the Internal Audit Committee shall be elected.

The terms of the 2010 appointed Chair and two collegiate members shall expire at the National Convention in 2013. At which time, these positions shall be elected with the term of the Chair expiring in four years and the terms of the two collegiate members expiring in two years. Thereafter, the Chair shall be elected every four years and collegiate members every two years.

The terms of the remaining two 2010 appointed alumnae members shall expire in 2015, at which time the two alumnae members shall be elected thereafter every four years.

## Section 2. REGIONAL CONFERENCES

The following shall be elected by a majority of the voting delegates seated and voting in Regional Conference.

### A. Regional Officers

1. A Regional Director and a Regional Representative shall be elected in each region.
2. The Regional Officers shall assume duties immediately following their installation.
3. Notice of the election results shall be given to the National Secretary.

### B. National Committee Members

1. One member of the National Nominating Committee shall be elected in each region.
  2. One member of the Scholarship and Standards Committee shall be elected in each region to serve a term of four years and shall not be eligible for re-election to the same position on the Committee.
- C. Regional Nominating Committee
1. A Chair of the Regional Nominating Committee shall be elected in each region.
  2. Four members of the Regional Nominating Committee shall be elected in each region. One of the Committee members shall be a collegiate.
- D. Residency Requirement

All members elected by regional ballot shall reside in the region by which they were elected during the tenure of their position. Cessation of such residence shall automatically create a vacancy in the position, except when the elected member is a collegiate who fulfilled requirements upon election.

### Section 3. CHAPTER ELECTIONS

A. Chapter Officers

Each chapter shall elect a president, vice president, secretary, treasurer and such other officers deemed necessary by the chapter.

- B. A candidate for chapter office shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer shall maintain financial status during her term(s) of office.

### C. Time of Elections

1. Each chapter shall hold election of officers in April or May annually or biennially; said officers assume office immediately upon installation. The chapter's Policies and Procedures may provide for a period between election and actual assumption of office by the newly elected officers; except that, in case of dispute, the newly elected officers shall be deemed by the Grand Chapter to be the duly elected officers of the chapter.
  2. The Regional Director may, upon request and where circumstances warrant, authorize the holding of an election at another time.
- D. Each chapter shall submit to National Headquarters the names, offices held and addresses of the officers elected by June 30 on an annual basis.

## Section 4. METHOD OF VOTING

- A. Voting for officers, committee Chairs and committee members at National Conventions and Regional Conferences shall be by ballot.

### B. Voting Delegates

Voting at National Conventions and Regional Conferences shall be on the basis of one vote for each chapter seated.

### C. Chapter Voting

1. Each chapter shall give prior written notice of at least ten days for the election of officers; voting whether to proceed or not to proceed with the membership intake process; and voting on the acceptance of candidates for membership into the Sorority.
2. Only members of the chapter shall vote or hold office.

3. The acceptance to membership and the election of chapter officers shall be by a majority vote of the chapter members present and voting. Voting shall be by ballot.
4. Write-in candidates are prohibited and provisions for write-in candidates shall not be included on the ballot.

## Section 5. INSTALLATIONS

### A. National Convention

National officers, committee Chairs and committee members shall be installed by the designee of the incoming National President or the National Parliamentarian at the last session of the National Convention.

### B. Regional Conferences

The Regional Directors, Regional Representatives, members of the National Nominating Committee, members of the Scholarship and Standards Committee and the Chairs and members of the Regional Nominating Committees shall be installed by the National President or her designee at the last session of the Regional Conference.

## Section 6. TERM OF OFFICE

- A. Officers elected at a National Convention shall serve until the next National Convention, unless the term of office is otherwise specified.
- B. Regional Directors, Regional Representatives, National Nominating Committee Members and the Chairs and members of the Regional Nominating Committees elected at Regional Conferences shall serve until the next Regional Conferences.
- C. Members of the Scholarship and Standards Committee elected at Regional Conferences shall serve a term of four years.
- D. The Chair and members of the Finance Committee elected at a National Convention shall serve a term of four years.

- E. The collegiate members of the Scholarship and Standards and the Finance Committees elected at a National Convention shall serve a term of two years.

## Section 7. LIMITATION OF OFFICE

A member shall hold only one position, either elected or appointed on the same level -- Regional or National -- at the same time, except in cases where one's position has additional duties or in extenuating circumstances. For example, on the National level, the National First Vice President also serves as the chair of the Scholarship and Standards Committee. Where feasible, chapters may follow the same procedure.

## Section 8. LIMITATION OF TENURE

- A. Elected national, regional and chapter officers shall not serve more than two consecutive terms in the same office.
- B. The Chairs and members of the National, Regional and Chapter Nominating Committees shall serve only one term and shall not be a candidate for any elective office on the respective level while serving on either of the nominating committees.
- C. The Chair and members of the Finance Committee shall be ineligible for re-election to the same position on the Committee.
- D. Members of the Scholarship and Standards Committee shall be ineligible for re-election to the same position on the Committee.

## Section 9. ELIGIBILITY REQUIREMENTS

- A. To be eligible for National or Regional Office, elected National or Regional Committee Chairs or Members, a member must:

1. be financial with a chapter and the Grand Chapter for the period beginning with the first day of the National Convention preceding the one at which the election will occur and continuing through her term of office;
  2. be present at the National Convention or Regional Conference by which she is to be elected;
  3. have attended at least two of the last three National Conventions and two of the last three Regional Conferences held previous to her nomination, except that this provision does not apply to candidates for the positions reserved for collegiate members by these Bylaws; and
  4. be available to travel to regional and national meetings and perform duties of the office.
- B. National Second Vice President, Regional Representatives, and Other Collegiate Positions on all levels.
1. Only collegiate members are eligible for the office of National Second Vice President and other positions so reserved by these Bylaws.
  2. A candidate for any of these positions shall:
    - a) have been continuously financial from the date of her initiation; and
    - b) have at least one full academic year left in school at the time of election.

## Section 10. SUCCESSION

When a vacancy occurs in the office of National President, the National First Vice President shall become National President to complete the unexpired term.

## Section 11. VACANCIES

- A. When vacancies occur in other national or regional offices, they shall be filled by the National President within 30 days with the

approval of the National Executive Board.

- B. When vacancies occur at the regional level, the Regional Director shall fill the vacancy within 30 days with the approval of the National President.

## Section 12. IMPEACHMENT

- A. An Officer may be impeached by the National President upon approval of the Executive Board.
- B. Any officer who has been impeached shall be ineligible for election to any national, regional or chapter office.
- C. The impeachment process shall be carried out in accordance with the Impeachment Procedures as outlined in the *Chapter Management Handbook*.

## **ARTICLE X - DUES AND FEES**

### Section 1. ANNUAL DUES AND FEES

- A. For the fiscal year beginning July 1, the annual chapter and Grand Chapter dues and fees for all members shall be due March 31 and payable January 1 - March 31 of each year.
  - 1. All collegiate and alumnae members shall pay chapter and national dues annually.
  - 2. All categories of life paid-in-full members shall pay chapter dues annually.
- B. A member who fails to pay Grand Chapter and chapter dues for the ensuing fiscal year by March 31 shall pay a late fee. The late fee shall be payable from April 1 to June 30.

- C. A soror who is not financial for the current year shall pay a reinstatement fee to National Headquarters.
- D. Chapters shall not require sorors to pay a chapter reinstatement fee nor a chapter late fee.
- E. All dues and fees shall be paid through the chapter except member-at-large dues, which shall be paid directly to National Headquarters.
- F. Chapters shall not assess members any fees or fines other than chapter dues.

## Section 2. MEMBER-AT-LARGE DUES AND FEES

- A. A member-at-large shall remit at-large dues directly to National Headquarters.
- B. A member-at-large shall have all privileges of Grand Chapter membership except those of voting and holding elective office.

## Section 3. GRAND CHAPTER AND CHAPTER INITIATION FEES

Each candidate for membership in the Sorority shall pay Grand Chapter and chapter initiation fees.

## Section 4. CORPORATE FEES

- A. Grand Chapter Corporate Fees

Each chapter shall remit a Grand Chapter corporate fee to National Headquarters for the support of national services to chapters.

B. Regional Corporate Fees

Each chapter shall remit a regional corporate fee to National Headquarters for the support of regional operations.

Section 5. ANNUAL FINANCIAL REPORT AND FEDERAL INCOME TAX GROUP RETURN AUTHORIZATION

A. Each chapter shall submit an Annual Financial Report and Federal Income Tax Group Return Authorization form.

B. Dates Due:

1. Alumnae chapters - August 31 of each year
2. Collegiate chapters - April 30 of each year

Section 6. LIABILITY INSURANCE

A. Each chapter shall be covered by general liability insurance, which may be provided by Grand Chapter. If so provided, chapters availing themselves shall remit the assessed premium.

B. Any chapter providing its own insurance shall submit proof of said insurance to National Headquarters by July 1.

Section 7. BONDING

Each chapter in the Sorority shall be covered by general bonding insurance, which shall be provided by Grand Chapter.

Section 8. REMITTANCES TO NATIONAL HEADQUARTERS

Remittances to National Headquarters shall be in accordance with Grand Chapter fiscal policy and procedures.

- A. Form - All funds remitted to National Headquarters shall be by money order or certified check.
- B. Time - All funds shall be remitted to National Headquarters within 30 days of receipt.

## Section 9. DUES AND FEES SCHEDULE

Any recommended increase in dues and fees shall be submitted for approval by the voting delegates seated in National Convention.

Members of the Sorority shall remit dues and fees according to the established schedule.

- A. Annual Grand Chapter Dues and Fees
  - 1. Chapter Members
    - a) Collegiate or Alumnae Member Dues - \$100.00
    - b) Paid-in-Full Life Members shall not pay annual Grand Chapter dues.
  - 2. Member-at-Large
    - a) Alumnae Member-at-Large Dues - \$300.00  
(\$100.00 national dues; \$200.00 member-at-large fee)
    - b) Collegiate Member-at-Large Dues - \$150.00  
(\$100.00 national dues; \$50.00 member-at-large fee)
    - c) Paid-in-Full Life Members-at-Large Fee - \$200.00
    - d) If a member changes status from regular member to member-at-large, there will be a \$25.00 processing fee.
    - e) If a member changes status from member-at-large to regular member, there will be a \$25.00 processing fee.
- B. Annual Chapter Dues
  - 1. Each chapter shall determine its dues.

2. Chapter dues are due and payable at the same time as Grand Chapter dues.

C. Grand Chapter Dues Late Fee

A \$5.00 Grand Chapter dues late fee shall be assessed to any member paying dues from April 1 to June 30.

D. Grand Chapter Reinstatement Fee

1. Grand Chapter Reinstatement Fee - \$15.00
2. If a soror has not paid all dues and fees for two or more years, she shall pay a reinstatement fee of \$25.00.
3. Chapters shall not impose a reinstatement fee.

E. Initiation Fees

1. Grand Chapter Initiation Fees
  - a) Collegiate Member - \$475.00
  - b) Alumnae Member - \$525.00

The fees listed above include National dues for the current and next fiscal year, the Capital Fund, DREF Support Fund and the National Initiation fee.

2. Chapter Initiation Fee
  - a) Chapter initiation fee not to exceed \$250.00
  - b) Initiation fee does not include chapter dues.

F. Corporate Fees

1. National Corporate Fee
  - a) Collegiate Chapter - \$25.00
  - b) Alumnae Chapter - \$50.00

2. Regional Corporate Fee
  - a) Collegiate Chapter - \$25.00
  - b) Alumnae Chapter - \$50.00

G. Insurance

1. Annual Chapter Liability Insurance - \$55.00  
(Each chapter shall pay the Chapter Liability Insurance at the current market rate, which is subject to change.)
2. Annual Chapter Bonding Insurance - \$20.00  
(Minimum \$5,000.00 coverage at \$20.00 per position and \$4.00 for each additional \$1,000.00 coverage per position)

H. Per Capita Fee

Each member shall pay an annual per capita fee of \$10.00 payable when dues are paid.

Section 10. FISCAL YEAR

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

Section 11. ACCOUNTING FOR FUNDS

A. Accounting for Grand Chapter Funds

Persons authorized to expend the funds of the Grand Chapter shall account for such upon request and at the end of each fiscal year according to procedures established by the Grand Chapter.

B. Accounting for Chapter Funds

Persons authorized to expend the funds of a chapter shall account for such upon request and at the end of the fiscal year according to

procedures established by the chapter and the Grand Chapter.

## Section 12. AUDIT OF ACCOUNTS

### A. Audit of Grand Chapter Accounts

The books of the Grand Chapter shall be audited by a certified public accountant within 120 days of the close of each fiscal year.

### B. Audit of Chapter Accounts

The books of a chapter shall be audited by a certified public accountant or an audit committee within 30 days of the close of the fiscal year. A copy shall be submitted to National Headquarters by August 31.

## Section 13. BONDING OF OFFICERS

### A. Bonding of National Officers

The National President, the National Treasurer and any officers who have fiduciary responsibilities for Grand Chapter funds shall be covered by general bonding insurance.

### B. Bonding of Chapter Officers

The chapter president, the chapter treasurer, the chapter financial secretary and any officers who have fiduciary responsibilities for chapter funds shall be covered by general bonding insurance.

## Section 14. EXPENSES PAID

### A. Expenses Paid by Grand Chapter

Approved transportation and expenses of a national or regional officer shall be paid by the Grand Chapter according to procedures

established by the National Executive Board.

B. Expenses Paid by Chapter

When a national or regional officer is invited to visit a chapter, the chapter is responsible for transportation, housing and related costs and courtesies.

Section 15. EXEMPTION FROM PAYMENT OF GRAND CHAPTER  
DUES AND FEES

The Past National Presidents, Grand National Officers Emeritae and Honorary Members shall be exempt from the payment of Grand Chapter dues and fees and enjoy the privileges of life membership.

## **ARTICLE XI - FINANCIAL AID**

### **Section 1. SCHOLARSHIPS, GRANTS AND AWARDS**

The Grand Chapter shall grant financial aid each year to individuals pursuing higher education as follows:

1. awards for members pursuing baccalaureate degrees or advanced degrees; and
2. special grants and awards as recommended by the Scholarship and Standards Committee.

### **Section 2. SPECIAL SCHOLARSHIPS**

The Sorority has established the following special scholarships, which are awarded only to members of the organization on the basis of meritorious achievement:

Communications - Julia Bumry Jones Scholarship in Memory of Soror Jones;

Social Group Work - Juliette Derricotte Scholarship in Memory of Soror Derricotte;

Law - Sadie T. M. Alexander Scholarship in Memory of Soror Alexander;

Arts - Performing or Creative - Myra Davis Hemmings Scholarship in Memory of Founder Hemmings;

Education - Bertha Pitts Campbell Scholarship in Memory of Founder Campbell; and

Ministry/Religion - Vashti Turley Murphy Scholarship in Memory of Founder Murphy.

## ARTICLE XII - DISCIPLINE

### Section 1. CODE OF CONDUCT

The Sorority, a national, cultural, educational and service organization, requires that its members exemplify the highest qualities of finer womanhood and that their actions reflect the ideals and principles of the Sorority. The types of conduct on the part of the sorors, applicants, candidates, pyramids, and chapters which the Sorority considers unacceptable and the related disciplinary action(s) are set forth in the Code of Conduct, established by Scholarship and Standards Committee and approved by the Executive Board.

### Section 2. INDIVIDUAL CODE OF CONDUCT

- A. A soror may be placed on probation, suspended or expelled from the Sorority, fined or required to repay expenses incurred for:
  - 1. violation of the *Constitution and Bylaws*; or
  - 2. violation of the Sorority's rules or regulations; or
  - 3. repeated infractions of the rules and regulations of the college or university housing the chapter.
- B. Any soror who visits collegiate or alumnae chapters and participates in underground or illegal Membership Intake shall be subject to sanctions as stated in the Code of Conduct.
- C. The Regional Director, with the approval of the National President, may discipline an individual as stated in the Code of Conduct.
- D. The National President or the Scholarship and Standards Committee may discipline an individual as stated in the Code of Conduct.
- E. The National President has the authority to suspend an individual upon the recommendation of the Regional Director or Scholarship and Standards Committee.

- F. Membership in the Sorority may be suspended by the National Executive Board for an extended period when the circumstances warrant such actions.
- G. The National President has the authority to expel an individual upon the recommendation of the Regional Director or Scholarship and Standards Committee.
- H. Upon suspension, a soror shall be subject to sanctions as stated in the Code of Conduct.
- I. A soror on probation or under suspension shall not participate in any activity of the Sorority, unless otherwise prescribed by the Regional Director, Scholarship and Standards Committee or the National President.
- J. A soror against whom a fine or financial obligation has been imposed may not participate in any activity of the Sorority until said obligation has been fully satisfied.

### Section 3. CHAPTER CODE OF CONDUCT

- A. A chapter may be placed on probation by the Regional Director, the Scholarship and Standards Committee or the National President as stated in the Code of Conduct. Probation may be for one or more of the following reasons:
  - 1. failure to submit a copy of the chapter Rules of Order and Policies and Procedures to the Scholarship and Standards Committee for approval;
  - 2. failure to submit the proper forms and/or reports to National Headquarters;
  - 3. beginning the Membership Intake Program without authorization from National Headquarters;

4. failure to observe the rules and regulations of the Grand Chapter;
  5. failure to give the Regional Director evidence of a chapter program consistent with the national program of the Sorority;
  6. failure to pay dues and fees as required by the Grand Chapter; and
  7. failure to adhere to the approved national Membership Intake Program.
- B. A chapter, which is on probation shall not participate in any activity of the Sorority, except those specified, monitored activities as approved by the Regional Director.
- C. The National President has the authority to suspend a chapter upon the recommendation of the Regional Director or Scholarship and Standards Committee, as stated in the Code of Conduct for:
1. unexcused absence from two consecutive National Conventions;
  2. unexcused absence from two consecutive Regional Conferences;
  3. failure to comply with the rulings of the Regional Director, the Scholarship and Standards Committee, the National President or the Grand Chapter;
  4. holding a Membership Intake not in conformity with the rules and regulations of the Grand Chapter; or
  5. holding any activity during Membership Intake which involves hazing.
- D. A chapter that fails to remedy the condition leading to suspension may be required to appear before the National Executive Board for a hearing, at the expense of the suspended chapter.
- E. As a condition of reinstatement, a suspended chapter shall be subject to sanctions as detailed in the Code of Conduct, and must

undergo a program of rehabilitation over a period of time as prescribed by the Scholarship and Standards Committee.

During the period of suspension, neither the chapter nor any of its members shall participate in any activity of the Sorority, except those rehabilitative activities outlined by the Scholarship and Standards Committee.

- F. The National Executive Board may recommend to the National Convention the recall of the charter of a chapter for:
  - 1. proceeding contrary to the Constitution or Bylaws;
  - 2. persistent negligence in payment of dues;
  - 3. failure to meet program goals; or
  - 4. any other reason which makes such a recommendation necessary.
  
- G. Charters of chapters inactive for five or more years, and which do not show an indication of revival within a reasonable period, shall be recalled by the National Executive Board, upon the recommendation of the Scholarship and Standards Committee. Names of such chapters shall be retired.
  
- H. A chapter may be disciplined and fined by the Scholarship and Standards Committee or the National President for failure to submit the Annual Financial Report and Federal Income Tax Group Return Authorization form.

#### Section 4. HAZING

- A. All acts of hazing or harassment, both physical and mental, shall be expressly prohibited.
  
- B. No woman will be subjected to any act of hazing or harassment in connection with or during her initiation into membership in the Sorority.

- C. The Sorority does not consent to, condone, acquiesce in or tolerate any act of hazing, harassment or humiliation in the Membership Intake Program; nor will the Sorority be responsible or liable for any damages, claims or actions based upon the conduct of any individuals, groups or associations purporting to perform any acts in the name of the Sorority or purported to be in any way connected with initiation into membership in the Sorority.
- D. No woman, otherwise qualified for membership, will be denied membership into the Sorority solely by reason of being related to a member of the Sorority.
- E. Penalties
  - 1. Any chapter violating any of the above-delineated paragraphs will be penalized by:
    - a) denial of Membership Intake by the Regional Director with approval of the National President and the National Executive Board, or by the National President with approval of the National Executive Board; or
    - b) suspension by the Regional Director with approval of the National President and the National Executive Board, or by the National President with approval of the National Executive Board.
  - 2. Any individual violating any of the above-delineated paragraphs will be penalized by suspension by the Regional Director with approval of the National President; or by the National President with the approval of the Executive Board.
  - 3. Suspensions and/or denials of Membership Intake will be reported to the National Executive Board and the Grand Chapter.
  - 4. Each violation is subject to fines, per individual, as detailed in the Code of Conduct, in addition to personal suspension with concurrence of the National President and the Regional Director.

## Section 5. APPEALS

- A. Upon suspension, probation, imposition of fine or any other sanction, individuals or chapters shall be given written notice of charges, the Sorority's action and the reason therefore. Within 30 days of receipt of the notice, the individual or chapter may appeal at her or its own expense to the following, in accordance with the appeals procedures:
1. the Scholarship and Standards Committee;
  2. the National Executive Board; or
  3. the Executive Session of the National Convention.
- B. The appeals procedure is set forth in the *Chapter Management Handbook* (as approved by the Grand Chapter or the Executive Board).

## ARTICLE XIII - PUBLICATIONS

The Grand Chapter is authorized to publish the following:

The *DELTA* - Official publication of the Sorority. The Journal edition will contain articles of literary merit and illustrations, and the Newsletter edition will contain articles of current interest primarily for the membership.

The Handbooks - Compilations of the rules and procedures flowing from the regulations of Grand Chapter.

The *Ritual* - The official ceremonies and observances of the Sorority.

Other Publications - Such other publications as may from time to time be necessary on the history and regulations of the Sorority.

## **ARTICLE XIV - REGALIA**

The insignia and regalia of the Sorority shall consist of:

- Sorority Pin
- Pyramid Pin
- Recognition Pin
- Crest
- Flower
- Colors
- Jewels
- Light Symbol
- National President's Pin
- Life Membership Pin Guard
- Golden Life Membership Guard
- Grand Seal
- Official Robes
- Emblem

## **ARTICLE XV - QUORUM**

A majority shall constitute a quorum for the National Executive Committee.

A majority shall constitute a quorum for the National Executive Board.

Sixty percent (60%) of the voting delegates present at National Conventions or Regional Conferences shall constitute a quorum.

## **ARTICLE XVI – AUTHORIZATION**

### **Section 1. GRAND CHAPTER**

The National President is authorized to speak on behalf of the Grand Chapter of the Sorority. Others speaking on behalf of the Grand Chapter of the Sorority shall do so only with the authorization of the National President.

### **Section 2. REGIONS**

The Regional Director is authorized to speak on behalf of the Region. Others speaking on behalf of the region shall do so only with the authorization of the Regional Director.

### **Section 3. CHAPTERS**

The chapter president is authorized to speak on behalf of the chapter. Others speaking on behalf of the chapter shall do so only with the authorization of the chapter president.

## **ARTICLE XVII - PARLIAMENTARY AUTHORITY**

All matters not covered by the *Constitution and Bylaws* shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*.

## **ARTICLE XVIII - AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the voting delegates at National Convention.

Proposed amendments shall be published to chapters by March 31 before the convening of the Grand Chapter.

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