

## Appendix F- Chapter Policies and Procedures Recommendation Form

### PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES

<b>Reference Number:</b>	<b>1</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES &amp; RESPONSIBILITIES</b>
--------------------------	----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
6	II	3	A.f.iii	COMMITTEES

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
NEW	iv. Other fundraising activities as approve by the chapter	iv. Other fundraising activities as approve by the chapter

**RATIONALE:**  
 As new opportunities are presented, the chapter needs to have discretion to raise funds as needed for programming. These activities may or may not become signature programs.

**Any additional Note or Explanation:**

## Appendix F- Chapter Policies and Procedures Recommendation Form

### PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES

<b>Reference Number:</b>	<b>2</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE II: CHAPTER STRUCTURE, GOVERNING BODIES &amp; RESPONSIBILITIES</b>
--------------------------	----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
7	II	B	4.c.	Special
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>4. The Special Committees of the chapter are: <i>[Provide a listing of all committees utilized by the chapter. Committees that are required are in black ink]</i></p> <ul style="list-style-type: none"> <li>a. Elections</li> <li>b. Minerva Circle</li> <li>c. Founders Day</li> <li>d. May Week</li> </ul>			<p>4. The Special Committees of the chapter are: <i>[Provide a listing of all committees utilized by the chapter. Committees that are required are in black ink]</i></p> <ul style="list-style-type: none"> <li>i. Elections</li> <li>ii. Minerva Circle</li> <li><del>iii. Founders Day</del></li> <li>iv. May Week</li> </ul>	<p>5. The Special Committees of the chapter are: <i>[Provide a listing of all committees utilized by the chapter. Committees that are required are in black ink]</i></p> <ul style="list-style-type: none"> <li>i. Elections</li> <li>ii. Minerva Circle</li> <li>iii. May Week</li> </ul>

**RATIONALE:**

Based on feedback from Scholarships and Standards, unless we are hosting Founders Day for the region or activities for the cluster, there is no need to include this as a special committee since chapters acknowledge Founders Day between January-March.

**Any additional Note or Explanation:**

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>3</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS</b>
--------------------------	----------	-----------------------------	---

<b>CURRENT PAGE</b>	<b>ARTICLE</b>	<b>SECTION</b>	<b>NUMBER</b>	
<b>9</b>	<b>III</b>	<b>C</b>	<b>10</b>	<b>SECOND VICE PRESIDENT</b>

<b>CURRENT WORDING</b>	<b>PROPOSED AMENDMENT</b>	<b>IF ADOPTED, WILL READ</b>
10. Serves as the Fundraising Committee Chair.	<del>10. Serves as the Fundraising Committee Chair.</del>	

**RATIONALE:**  
 The submitter noted that all the current fundraising duties and activities are currently executed by the First Vice President.

**Any additional Note or Explanation:**  
 It is not noted in Delta’s governing documents where the fundraising committee chair is assigned to a particular office or position. It is simply stated that chapters must have this committee. This is the first year the Roxboro Alumnae Chapter has had a First and Second Vice President. When these positions were considered previously, the workload for the First VP was considered and if a natural progression to presidency occurred, this would enable potential leaders to gain valuable experience in fiscal management. See reference 4 for more information.

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>4</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS</b>
--------------------------	----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
9	III	1	D.11	Recording Secretary
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
New			11. Serves as a member of the Heritage and Archives Committee.	11. Serves as a member of the Heritage and Archives Committee.

**RATIONALE:**  
 It is the responsibility of the Recording Secretary to maintain and secure accurate minutes and committee reports. As custodian of all chapter records, this duty of the Recording Secretary organically lends itself to the preservation of the chapter's historical information.

**Any additional Note or Explanation:**

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>5</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE III: ELECTED OFFICERS and OTHER LEADERSHIP POSITIONS</b>
--------------------------	----------	-----------------------------	---

<b>CURRENT PAGE</b>	<b>ARTICLE</b>	<b>SECTION</b>	<b>NUMBER</b>	
<b>11</b>	<b>III</b>	<b>H</b>	<b>6</b>	<b>ASSISTANT FINANCIAL SECRETARY</b>

<b>CURRENT WORDING</b>		<b>PROPOSED AMENDMENT</b>	<b>IF ADOPTED, WILL READ</b>
NEW		6. Serves as the chair of the fundraising committee.	6. Serves as the chair of the fundraising committee.

**RATIONALE:**  
 Based on reference 3 and if approved, a fundraising committee chair would need to be appointed. The committee recommends using one of the bonded officers since fundraising is a fiscal matter. The duties of the Assistant Financial Secretary are light due to the size of the chapter and only needed in the absence of the Financial Secretary. Thus, the committee recommends that if the chapter approves the removal of this responsibility from the Second Vice President, then the Assistant Financial Secretary shall serve as the chair of the fundraising committee.

**Any additional Note or Explanation:**

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>6</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION</b>
--------------------------	----------	-----------------------------	--

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
17	IV	1	D.13	Budget and Finance
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
Refer to chart in P&P			Updated once new template is released.	

**RATIONALE:**  
 This will be a mandatory update and will be addressed once the new template is released. Estimated time of release-May or June 2025.

**Any additional Note or Explanation:**  
 Voting on changes to this amendment may require a call meeting if the template is not provided before the May chapter meeting and before the P&P committee can convene. Currently not in governing documents.

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>7</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION</b>
--------------------------	----------	-----------------------------	--

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
18	IV	1	G.9	Fundraising

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
9. Thirty-five (35%) of all fundraising proceeds shall be used for administrative costs.	<p><del>Thirty five (35%) of all fundraising proceeds shall be used for administrative costs.</del></p> <p><b>New</b></p> <p>9. Fifteen percent (15%) of all fundraising proceeds shall be reserved for start-up costs for the same event for subsequent years.</p> <p>10. Twenty percent (20%) of all fundraising proceeds shall be used for administrative costs.</p>	<p>9. Fifteen percent (15%) of all fundraising proceeds shall be reserved for start-up costs for the same event for subsequent years.</p> <p>10. Twenty percent (20%) of all fundraising proceeds shall be used for administrative costs.</p>

**RATIONALE:**  
 This will provide clarity about portions of proceeds that assist the chapter with administrative needs while reserving funds necessary to host future events.

**Any additional Note or Explanation:**  
 The chapter is now encountering obstacles that did not exist before, like deposits with venues that we have had a long-standing relationship due to a change in management. Thus, the chapter must be prepared for any other unexpected costs associated with venues and hosting events.

## Appendix F- Chapter Policies and Procedures Recommendation Form

### PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES

<b>Reference Number:</b>	<b>8</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION</b>
--------------------------	----------	-----------------------------	--

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
21	IV	1	J.ix	Membership Services
CURRENT WORDING			PROPOSED AMENDMENT	IF ADOPTED, WILL READ
ix. The designated amount for the death of an immediate family member of a financial soror is \$50.00; if the deceased is shared by multiple members, a floral arrangement will be sent to the family, not to exceed \$70.00.			ix. The designated amount for the death of an immediate family member of a financial soror is \$50.00; if the deceased is shared by multiple members, a floral arrangement will be sent to the family, not to exceed <del>\$70.00</del> \$85.00.	ix. The designated amount for the death of an immediate family member of a financial soror is \$50.00; if the deceased is shared by multiple members, a floral arrangement will be sent to the family, not to exceed \$85.00.
<b>RATIONALE:</b> It was mentioned in a chapter meeting that the increase in costs, exceeded the amount stated in the P&P. The increase in cost is to keep current with inflation.				
<b>Any additional Note or Explanation:</b> This was mentioned in a chapter meeting. The committee never received the proposed amendment from the Membership Services chair. Also, the chapter sponsors a monthly fundraiser (50/50 raffle) to offset and costs due to inflation.				

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>9</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE IV: COMMITTEE DUTIES, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION</b>
--------------------------	----------	-----------------------------	--

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
25	IV	2	C	<b>Founders Day Committee</b>

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p><b>C. Founders Day Committee</b></p> <ol style="list-style-type: none"> <li>Plan and coordinate the program to honor the Founders of the Sorority between the months of January and March of each year.</li> <li>Celebrations and other related activities (eg. Responsible for coordinating The Rededication Ceremony) will be in keeping with the occasion.</li> </ol>	<p><del><b>C. Founders Day Committee</b></del></p> <ol style="list-style-type: none"> <li><del>Plan and coordinate the program to honor the Founders of the Sorority between the months of January and March of each year.</del></li> <li><del>Celebrations and other related activities (eg. Responsible for coordinating The Rededication Ceremony) will be in keeping with the occasion.</del></li> </ol>	

**RATIONALE:**  
 This is recommended language from the national committee. If reference 2 is considered, the language will be stricken from P&P and the remaining items in this section will be renumbered.

**Any additional Note or Explanation:**  
 This is one of the few items that need a definitive answer from the national committee regarding chapter discretion since regional events are planned.

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>10</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE VI: QUORUM</b>
--------------------------	-----------	-----------------------------	---------------------------

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
27	VI	4	A	Committee Meeting

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
A. A quorum consists of (30%) of committee members. Percentage must be greater than or equal to 25%.	A. A quorum consists of <del>(30%)</del> (25%) of committee members. Percentage must be greater than or equal to 25%.	A. A quorum consists of (25%) of committee members. Percentage must be greater than or equal to 25%.

**RATIONALE:**  
To correct typo from previous edition and to align with Rules of Order.

**Any additional Note or Explanation:**

## Appendix F- Chapter Policies and Procedures Recommendation Form

### PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES

<b>Reference Number:</b>	<b>11</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES</b>	
<b>CURRENT PAGE</b>	<b>ARTICLE</b>	<b>SECTION</b>	<b>NUMBER</b>	
28	VIII	2	A.1	Local Dues
<b>CURRENT WORDING</b>			<b>PROPOSED AMENDMENT</b>	<b>IF ADOPTED, WILL READ</b>
1. Local chapter dues will be \$125.00 per sorority year (January 1 <sup>st</sup> to December 31 <sup>st</sup> )			1. Local chapter dues will be <del>\$125.00</del> \$150.00 per sorority year (January 1 <sup>st</sup> to December 31 <sup>st</sup> )	1. Local chapter dues will be \$150.00 per sorority year (January 1 <sup>st</sup> to December 31 <sup>st</sup> )
<b>RATIONALE:</b> The chapter has not increased dues in over 10 years. Dues support chapter functioning, and current fees have not kept up with the rising cost of inflation.				
<b>Any additional Note or Explanation:</b>				

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>12</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES</b>
--------------------------	-----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
29-30	VIII	6A	6.a.	<b>Travel Policy for National Convention and Regional Conference Delegates</b>

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<p>a. If the budget allows, the chapter may consider per diem (not to exceed the amount of \$42 per day).</p> <p>b. The chapter will provide per diem each day for Voting and Alternate Delegates who attend virtual conferences and conventions lasting more than 8 hours.</p>	<p>a. <del>If the budget allows, the chapter may consider per diem (not to exceed the amount of \$42 per day).</del></p> <p>b. a. The chapter will provide a \$42 per diem each day for Voting and Alternate Delegates who attend virtual conferences and conventions lasting more than 8 hours.</p>	<p>a. The chapter will provide a \$42 per diem each day for Voting and Alternate Delegates who attend virtual conferences and conventions lasting more than 8 hours.</p>

**RATIONALE:**  
 The chapter currently budgets for expenses to reimburse delegates for conventions and conferences. Including the language for per diem in addition to specifics implies that chapter representatives are also being “paid” to represent the chapter.

**Any additional Note or Explanation:**  
 If approved, renumbering is required. Current b will become a.

## Appendix F- Chapter Policies and Procedures Recommendation Form

### PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES

<b>Reference Number:</b>	<b>13</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES</b>
--------------------------	-----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
30-31	VIII	6A	6.a.	Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
a. <i>If the budget allows, the chapter may consider per diem (not to exceed the amount of \$42 per day).</i>	a. <del><i>If the budget allows, the chapter may consider per diem (not to exceed the amount of \$42 per day).</i></del> N/A	a. N/A

**RATIONALE:**

The chapter currently budgets for expenses to reimburse delegates for state meetings. Including the language for per diem in addition to specifics implies that chapter representatives are also being “paid” to represent the chapter.

**Any additional Note or Explanation:**

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>14</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES</b>
--------------------------	-----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
30	VIII	6B	2.a	<b>Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives</b>

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
2. Lodging a. Single Occupancy i. N/A	2. Lodging a. Single Occupancy i. N/A Should an event arise during a State or Leadership Meeting where either the delegate or alternate has to leave unexpectedly or is unable to attend due to a medical emergency, death, or other reasonable emergency and a replacement is unable to be assigned, the chapter shall pay 100% of lodging for the remaining chapter representative.	2. Lodging a. Single Occupancy i. Should an event arise during a State or Leadership Meeting where either the delegate or alternate has to leave unexpectedly or is unable to attend due to a medical emergency, death, or other reasonable emergency and a replacement is unable to be assigned, the chapter shall pay 100% of lodging for the remaining chapter representative.

**RATIONALE:**  
 To be consistent with language throughout P&P for representation at mandatory conventions, conferences, and meetings.

**Any additional Note or Explanation:**

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>15</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES</b>
--------------------------	-----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
31	VIII	6B	a	<b>Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings Representatives</b>

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
a. If the budget allows, the chapter may consider per diem (not to exceed the amount of \$42 per day) for State Meetings and Leadership Meetings.	<del>a. If the budget allows, the chapter may consider per diem (not to exceed the amount of \$42 per day) for State Meetings and Leadership Meetings.</del> N/A	a. N/A

**RATIONALE:**  
 The chapter currently budgets for expenses to reimburse delegates for state meetings. Including the language for per diem in addition to specifics implies that chapter representatives are also being “paid” to represent the chapter

**Any additional Note or Explanation:**

**Appendix F- Chapter Policies and Procedures Recommendation Form**

**PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES**

<b>Reference Number:</b>	<b>16</b>	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE VIII: FISCAL POLICIES AND PROCEDURES</b>
--------------------------	-----------	-----------------------------	---

CURRENT PAGE	ARTICLE	SECTION	NUMBER	
33	VIII	11	D	Fundraising

CURRENT WORDING	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
<i>D. Thirty-five (35%) of all fundraising proceeds shall be used for administrative costs.</i>	<p><del>D. Thirty-five (35%) of all fundraising proceeds shall be used for administrative costs.</del></p> <p>New</p> <p>D. Fifteen percent (15%) of all fundraising proceeds shall be reserved for start-up costs for the same event for subsequent years.</p> <p>E. Twenty percent (20%) of all fundraising proceeds shall be used for administrative costs.</p>	<p>D. Fifteen percent (15%) of all fundraising proceeds shall be reserved for start-up costs for the same event for subsequent years.</p> <p>E. Twenty percent (20%) of all fundraising proceeds shall be used for administrative costs.</p>

**RATIONALE:**  
 If reference 6 is adopted, this will also need to be updated for consistency.

**Any additional Note or Explanation:**  
 Reference 6 and 15 will be voted on as a block.

## Appendix F- Chapter Policies and Procedures Recommendation Form

### PROPOSED AMENDMENTS TO THE (ROXBORO ALUMNAE CHAPTER) POLICIES & PROCEDURES

<b>Reference Number:</b>	17	<b>ARTICLE DESCRIPTION:</b>	<b>ARTICLE IX: NOMINATIONS, ELECTIONS AND VOTING PROCESSES</b>	
<b>CURRENT PAGE</b>	<b>ARTICLE</b>	<b>SECTION</b>	<b>NUMBER</b>	
34	IX	1	3.ii	
<b>CURRENT WORDING</b>		<b>PROPOSED AMENDMENT</b>		<b>IF ADOPTED, WILL READ</b>
<p>ii. <i>Candidates for President, First Vice President, and Second Vice President must have attended at least one of the last two (2) National Conventions or Regional Conferences, prior to her nomination.</i></p>		<p>ii. <i>Candidates for President, First Vice President, and Second Vice President must have attended at least one of the last two (2) National Conventions or Regional Conferences, prior to her nomination.</i></p> <p>a. <i>Candidates for President and First Vice President must have been a member of the chapter for the last four years.</i></p> <p>b. <i>Candidates for Second Vice President must have been a member of the chapter for the last two years.</i></p>		<p>ii. <i>Candidates for President, First Vice President, and Second Vice President must have attended at least one of the last two (2) National Conventions or Regional Conferences, prior to her nomination.</i></p> <p>b. <i>Candidates for President and First Vice President must have been a member of the chapter for the last four years.</i></p> <p>c. <i>Candidates for Second Vice President must have been a member of the chapter for the last two years.</i></p>
<p><b>RATIONALE:</b> Candidates should have had the opportunity to work within the chapter and for members to have had a chance to build rapport with anyone not familiar with existing dynamics.</p>				
<p><b>Any additional Note or Explanation:</b></p>				