

BY-LAWS  
MU OMICRON CHAPTER  
NORTH CAROLINA STATE UNIVERSITY  
DELTA SIGMA THETA SORORITY, INC.  
1980-1981

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ARTICLE I

Section 1. NAME

The name of this chapter shall be Mu Omicron Chapter of Delta Sigma Theta Sorority, Incorporated, Raleigh, North Carolina.

Section 2. COLORS

The sorority colors shall be Crimson and Cream.

Section 3. EMBLEM

The official sorority emblem is the Goddess Minerva (Pallas Athena), Goddess of Wisdom.

Section 4. MOTTO

The public motto is Intelligence is the torch of wisdom.

ARTICLE II

Section 1. QUALIFICATIONS

Any woman of good character is eligible for undergraduate membership in Delta Sigma Theta provided that:

- (1) She is matriculated at a college or university approved by the Scholarship and Standards Committee of the Sorority in day, evening or extension classes as a student pursuing work leading to a Bachelor's degree or its equivalent;
- (2) She has completed at least 24 semester hours at a college or university approved by the Scholarship and Standards Committee of the Sorority;

Section 1. QUALIFICATIONS (con.)

- (3) She has been approved for membership by majority vote of the financial members of the chapter present and voting through which she is to be initiated;
- (4) She has submitted a profile and an official transcript of good academic standing from the appropriate university or college official;
- (5) She has been approved for membership by the Director of the Region of which the initiating chapter is a part;
- (6) She is not a member of any society holding membership in the National Pan-Hellenic Council, Inc. or the Pan-Hellenic Council, Inc.

Section 2. TRANSFERS

Transfer from one chapter to another is automatic upon payment of the Grand Chapter fee through the new chapter along with the submission of a Verification of Membership form.

Section 3. MEMBERSHIP ELIGIBILITY

A. Any member of Delta Sigma Theta who is matriculated at a college or university and is pursuing work leading to the Bachelor's degree or its equivalent shall be admitted to membership in the chapter on that campus or to membership in a city-wide chapter if she pays Grand Chapter and local fees through that Chapter.

B. An individual not matriculated in a college or university pursuing work leading to a Bachelor's degree or its equivalent may not hold membership in an undergraduate chapter.

Section 4. SUSPENSION OF MEMBERS

A. Chapters may, upon written approval of the Regional Director, make a financial member inactive for:

- (1) Violation of the rules and regulations of the Sorority;
- (2) Repeated infractions of the rules and regulations of the college housing the chapter;
- (3) Violation of the rules and regulations of the Chapter.

B. The Regional Director may suspend an individual member for a period not to exceed six months with the approval of National President.

C. The Scholarship and Standards Committee may suspend an individual for a period not to exceed one year or the next meeting of the Executive Board.

Section 4. SUSPENSION OF MEMBERS (con.)

D. Membership in Delta Sigma Theta may be suspended by the Executive Board for a period not to exceed ten years when the circumstances warrant, provided that members are given notice of charges and may appear at their own expense in the following consecutive manner:

- (1) to the Scholarship and Standards Committee
- (2) to the Executive Board
- (3) to the Executive Session of the National Convention.

ARTICLE III

Section 1. NAME - OFFICERS

The elected officers of the Mu Omicron Chapter shall be the president, vice-president, secretary, treasurer, chaplin, sergeant-at-arms, historian, and parliamentarian. The vice-president may also serve as Dean of pledges. Each officer shall serve for a period of one academic year unless re-elected to office.

Section 2. DUTIES

A. It shall be the duties of the President to:

- (1) Preside at all meetings of the Mu Omicron Chapter;
- (2) Serve as chairman of the Executive Board;
- (3) Enforce the constitution and By-Laws;
- (4) Appoint committees;
- (5) Perform such ceremonies of the Grand Chapter as may be necessary and appropriate;
- (6) Strengthen public relations and maintain cooperative relations with other organizations;
- (7) Call special meetings when necessary;
- (8) Represent the local chapter when necessary
- (9) Exercise all powers and duties generally pertaining to the office of President.

B. It shall be the duty of the Vice-President to:

Perform all the duties of the office of President in the absence of or at the request of the President.

C. It shall be the duties of the Secretary to:

- (1) Be the recording officer of the chapter and keep the minutes of all chapter meetings;
- (2) Maintain an attendance record of members for each meeting;
- (3) Notify the members of the place and time and date of meetings;
- (4) Receive proposed amendments, additions and recommendations to the Chapter By-Laws and notify the members in writing about the same;

Section 2. DUTIES (con.)

- (5) Receive and notify members in writing when there shall be voting on prospective members for the Chapter;
- (6) Carry on any other correspondence of the chapter as authorized;
- (7) Keep a file of all official chapter correspondence;
- (8) File all correspondence with the chapter president at the end of the year.

D. It shall be the duties of the Treasurer to:

- (1) Receive and deposit all funds of the chapter in the name of Mu Omicron Chapter of Delta Sigma Theta Sorority, Inc.;
- (2) Make disbursements and keep written accounts of all transactions;
- (3) Make a monthly report on the Chapter's financial conditions;
- (4) Serve as a member of the Finance committee;
- (5) Submit the financial records to the Finance Committee for auditing at the end of each year;
- (6) Submit to Grand Chapter a report of all money of the Mu Omicron Chapter at the end of each year;
- (7) Carry on any other financial business of the Chapter as authorized.

E. It shall be the duty of the Chaplin to:

Open each meeting with prayer or some appropriate meditation and to be prepared for the same whenever called upon.

F. It shall be the duties of the Sergeant-at-arms to:

- (1) Assist the President in maintaining order at meetings;
- (2) Attend the doors during meetings and sessions;
- (3) Perform such other duties as may be assigned.

G. It shall be the duty of the Historian to keep all the materials of the sorority (i.e., pillows, signs, scrapbook, etc.).

Section 3. COMMITTEES

The committees of the Mu Omicron Chapter shall be By-Laws; Membership; Nominating; Social Action; Finance; Founder's Day; May Week; Amonities and Executive.

The President shall appoint or has the authority to appoint committees not otherwise provided by the By-Laws as she deems necessary.

Section 4. ADVISORS

Each undergraduate chapter shall have one or more chapter advisors selected by the college or university chapter or the city-wide chapter from among the financial alumnae members in the community provided that:

Section 4. ADVISORS (con.)

- (1) The advisor shall be chosen by a committee of the college or university chapter or the city-wide chapter; said committee shall include the President, Vice-president, and one to three members depending upon the size of the chapter;
- (2) The advisor(s) shall be financial alumnae member(s) who reside(s) in the community and must have attended one of the last two National Conventions or Regional Conferences; if the selected advisor is a member-at-large, she must have participated in a chapter during the last two-year period and shall be knowledgeable on policies, procedures and programs of Delta Sigma Theta;
- (3) Where the college or university requires a faculty or staff advisor for the chapter, said advisor is to be determined by the regulations of that institution; and where possible, efforts be made to secure faculty or staff advisor who is a financial member of Delta Sigma Theta.
  - (a) Where possible, efforts be made to secure one advisor who is a member of Delta Sigma Theta;
  - (b) Advisors shall also be appointed as provided in this section, unless such selection is contrary to rules of the institution;
- (4) All special considerations in selecting the advisor(s) shall be approved by the Scholarship and Standards Committee;
- (5) The advisor shall:
  - (a) Guide the college or city-wide chapter in developing and implementing an effective program in keeping with the standards of the sorority;
  - (b) Act as a liason between the college chapter or the city-wide chapter and the alumnae chapter;
  - (c) Report to the Regional Director on the activities of the college chapter or city-wide chapter.

ARTICLE IV - ELECTIONS

Section 1. VOTING

Voting shall be done by the majority requirement of members present or quorum of at least four. Only financial standing members are eligible to vote.

Section 2. TYPE OF VOTE

For regular meetings the vote shall be by voice. For the election of officers, the vote shall be by secret ballot.

Section 3. TENURE OF OFFICE

The term of office shall be one year.

Section 4. TIME OF ELECTION

Elections shall be held in April or May annually or biennially.

Section 5. INSTALLATION OF OFFICERS

Elected officers are to be installed and assume office immediately upon election.

Section 6. REPORT OF OFFICERS

A report shall be sent to National Headquarters with the names, offices held, and addresses of the officers elected by June 15th on the year of elections or on an annual basis.

ARTICLE V - MEETINGS

Section 1. DATE AND TIME

The Mu Omicron Chapter shall hold one regular meeting each month except during the months of June, July, and August. The chapter shall hold its meeting the third Sunday in each month at a time set by the members.

Call meetings may be held when deemed necessary by the President or the Executive Committee.

Section 2. QUORUM

The quorum shall not be fewer than 1/2 of the number needed for chapter establishment.

Section 3. ATTENDANCE

All members of the Mu Omicron Chapter are required to attend all Regular, Call, and Executive Board (where applicable) Meetings. Penalties for meetings shall be as follows:

- (1) One dollar for being tardy (all meetings).
- (2) Two dollars for each Executive Board meeting missed.
- (3) Five dollars for each Regular meeting missed.
- (4) Two dollars for each planned activity missed. Exception being to be excused for work, illness, emergency, or notification during the planning stage.

Section 4. EXECUTIVE COMMITTEE

The Executive Committee shall meet each month on the Thursday prior to the Regular Sorority meeting at a time and place designated. The committee shall also meet upon the request of the President.

ARTICLE VI - CHAPTER DISCIPLINE

Section A.

A chapter may be placed on probation by the Regional Director, or by the Scholarship and Standards Committee, or by the National President for a period not to exceed three months for one or more of the following reasons:

Section A. (con.)

- (1) Failure to submit to the Scholarship and Standards Committee, for approval, a copy of the local chapter By-Laws;
- (2) Failure to submit the proper forms and/or reports to Headquarters;
- (3) Beginning initiation without approval from National Headquarters;
- (4) Holding any activity during initiation or pledge period which includes assault, intimidation or verbal abuse;
- (5) Failure to observe the rules and regulations of the Grand Chapter;
- (6) Failure to give evidence of a local program consistent with the National program of Delta Sigma Theta;
- (7) Failure to comply with the ruling of the National President or the Regional Director;
- (8) Failure to pay dues as required by the Grand Chapter.

Section B.

A chapter may be suspended by the National President, the Scholarship and Standards Committee, or the Regional Director, with the approval of the President, for a period not to exceed beyond the next Executive Board meeting for:

- (1) Failure to pay dues as required by the Grand Chapter;
- (2) Unexcused absence from two consecutive National Conventions;
- (3) Unexcused absence from two consecutive Regional Conferences;
- (4) Holding an initiation not in conformity with the rules and regulations of the Grand Chapter;
- (5) Failure to observe the rules and regulations of the Grand Chapter;
- (6) Failure to comply with a ruling of the President or Regional Director.

Section C.

A chapter which fails to remedy the condition leading to suspension may be required to appear, at the expense of the suspended chapter, before the Executive Board for a hearing.

Section D.

As a condition of reinstatement, a suspended chapter must undergo a program of rehabilitation over a period of time as prescribed by the Scholarship and Standards Committee.

Section E.

The Executive Board may recommend to the National Convention the recall of the Charter of the chapter for:

- (1) Proceeding contrary to the Constitution;
- (2) Persistent negligence in payment of dues;
- (3) Deterioration of chapter seat as it affects minimum program requirement;
- (4) Any other reason which makes such a recommendation seem necessary.

Section F.

Charters of chapters inactive for two or more years and which do not show an indication of revival within a reasonable period, shall be recalled by the Executive Board, subject to confirmation by the National Convention. Names of such chapters shall be assigned to new chapters.

ARTICLE VII - CHAPTER RESPONSIBILITY

SAME AS ABOVE ARTICLE

ARTICLE VIII - DUES

Section 1. LOCAL

Each member of the Mu Omicron Chapter shall pay Twelve Dollars and fifty cents (\$12.50) a semester for local chapter dues.

Section 2. NATIONAL

National dues are Thirty Dollars (\$30) per year and are due in October.

ARTICLE IX - PROBATION

See Article VI

ARTICLE X - AMENDMENTS

These By-Laws may be amended by a two-thirds vote of membership of the Mu Omicron Chapter.

Notice of the proposed amendments shall be published to the members prior to meeting at which they are to be voted on.



EY-LANS  
MU OMIKRON CHAPTER  
NORTH CAROLINA STATE UNIVERSITY  
DELTA SIGMA THETA SORORITY, INC.  
JANUARY, 1976

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ARTICLE I

Section 1. NAME

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Section 2. COLORS

The sorority colors shall be Crimson and Cream.

Section 3. EMBLEM

The official sorority emblem is the Goddess Minerva (Pallas Athena), Goddess of Wisdom.

Section 4. MOTTO

The public motto is Intelligence is the torch of wisdom.

ARTICLE II

Section 1. QUALIFICATIONS

Any woman of good character is eligible for undergraduate membership in Delta Sigma Theta provided that:

- (1) She is matriculated at a college or university approved by the Scholarship and Standards Committee of the Sorority in day, evening or extension classes as a student pursuing work leading to a Bachelor's degree or its equivalent;
- (2) She has completed at least 24 semester hours at a college or university approved by the Scholarship and Standards Committee of the Sorority and has an overall g.p.a. of 2.5 on a 4.0 or its equivalent on another scale.
- (3) She has been approved for membership by majority vote of the financial members of the chapter present and voting through which she is to be initiated;

Section 1. QUALIFICATIONS (con.)

- (4) She has submitted a profile and an official transcript of good academic standing from the appropriate university or college official;
- (5) She has been approved for membership by the Director of the Region of which the initiating chapter is a part;
- (6) She is not a member of any society holding membership in the National Pan-Hellenic Council, Inc. or the Pan-Hellenic Council, Inc.

Section 2. TRANSFERS

Transfer from one chapter to another is automatic upon payment of the Grand Chapter fee through the new chapter along with the submission of a Verification of Membership form.

Section 3. MEMBERSHIP ELIGIBILITY

A. Any member of Delta Sigma Theta who is matriculated at a college or university and is pursuing work leading to the Bachelor's degree or its equivalent shall be admitted to membership in the chapter on that campus or to membership in a city-wide chapter if she pays Grand Chapter and local fees through that Chapter.

B. An individual not matriculated in a college or university pursuing work leading to a Bachelor's degree or its equivalent may not hold membership in an undergraduate chapter.

Section 4. SUSPENSION OF MEMBERS

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- (1) Violation of the rules and regulations of the Sorority;
- (2) Repeated infractions of the rules and regulations of the college housing the chapter.

B. The Regional Director may suspend an individual member for a period not to exceed six months with the approval of National President.

C. The Scholarship and Standards Committee may suspend an individual for a period not to exceed one year or the next meeting of the Executive Board.

D. Membership in Delta Sigma Theta may be suspended by the Executive Board for a period not to exceed ten years when the circumstances warrant, provided that members are given notice of charges and may appear at their own expense in the following consecutive manner:

- (1) to the Scholarship and Standards Committee
- (2) to the Executive Board
- (3) to the Executive Session of the National Convention.

ARTICLE III

Section 1. NAME - OFFICERS

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Section 2. DUTIES

A. It shall be the duties of the President to:

- (1) Preside at all meetings of the Mu Omicron Chapter;
- (2) Serve as chairman of the Executive Board;
- (3) Enforce the constitution and By-Laws;
- (4) Appoint committees;
- (5) Perform such ceremonies of the Grand Chapter as may be necessary and appropriate;
- (6) Strengthen public relations and maintain cooperative relations with other organizations;
- (7) Call special meetings when necessary;
- (8) Represent the local chapter when necessary;
- (9) Exercise all powers and duties generally pertaining to the office of President.

B. It shall be the duty of the Vice-President to:

Perform all the duties of the office of President in the absence of or at the request of the President.

C. It shall be the duties of the Secretary to:

- (1) Be the recording officer of the chapter and keep the minutes of all chapter meetings;
- (2) Maintain an attendance record of members for each meeting;
- (3) Notify the members of the place and time and date of meetings;
- (4) Receive proposed amendments, additions and recommendations to the Chapter By-Laws and notify the members in writing about the same;
- (5) Receive and notify members in writing when there shall be voting on prospective members for the Chapter;
- (6) Carry on any other correspondence of the chapter as authorized;
- (7) Keep a file of all official chapter correspondence;
- (8) File all correspondence with the chapter president at the end of the year.

D. It shall be the duties of the Treasurer to:

- (1) Receive and deposit all funds of the chapter in the name of Mu Omicron Chapter of Delta Sigma Theta Sorority, Inc.;
- (2) Make disbursements and keep written accounts of all transactions;
- (3) Make a monthly report on the Chapter's financial conditions;

Section 2. DUTIES (con)

- (4) Serve as a member of the Finance committee;
  - (5) Submit the financial records to the Finance Committee for auditing at the end of each year;
  - (6) Submit to Grand Chapter a report of all money of the Mu Omicron Chapter at the end of each year;
  - (7) Carry on any other financial business of the Chapter as authorized.
- E. It shall be the duty of the Chaplin to:
- Open each meeting with prayer or some appropriate meditation and to be prepared for the same whenever called upon.
- F. It shall be the duties of the Sergeant-at-arms to:
- (1) Assist the President in maintaining order at meetings;
  - (2) Attend the doors during meetings and sessions;
  - (3) Perform such other duties as may be assigned.
- G. It shall be the duty of the Historian to keep all the materials of the sorority (i.e., pillows, signs, scrapbook, etc.).

Section 3. COMMITTEES

The committees of the Mu Omicron Chapter shall be By-Laws; Membership; Nominating; Social Action; Finance; Founders Day; May Week; Amonities and Executive.

The President shall appoint or has the authority to appoint committees not otherwise provided by the the By-Laws as she deems necessary.

Section 4. ADVISORS

Each undergraduate chapter shall have one or more chapter advisors selected by the college or university chapter or the city-wide chapter from among the financial alumnae members in the community provided that:

- (1) The advisor shall be chosen by a committee of the college or university chapter or the city-wide chapter; said committee shall include the President, Vice-president, and one to three members depending upon the size of the chapter;
- (2) The advisor(s) shall be financial alumnae member(s) who reside(s) in the community and must have attended one of the last two National Conventions or Regional Conferences; if the selected advisor is a member-at-large, she must have participated in a chapter during the last two-year period and shall be knowledgeable on policies, procedures and programs of Delta Sigma Theta;
- (3) Where the college or university requires a faculty or staff advisor for the chapter, said advisor is to be determined by the regulations of that institution; and where possible, efforts be made to secure faculty or staff advisor who is a financial member of Delta Sigma Theta.

Section 4. ADVISORS (con).

- (a) Where possible, efforts be made to secure one advisor who is a member of Delta Sigma Theta;
  - (b) Advisers shall also be appointed as provided in this section, unless such selection is contrary to rules of the institution;
- (4) All special considerations in selecting the adviser(s) shall be approved by the Scholarship and Standards Committee;
- (5) The adviser shall:
- (a) Guide the college or city-wide chapter in developing and implementing an effective program in keeping with the standards of the sorority;
  - (b) Act as a liason between the college chapter or the city-wide chapter and the alumnae chapter,
  - (c) Report to the Regional Director on the activities of the college chapter or city-wide chapter.

ARTICLE IV - ELECTIONS

Section 1. VOTING

Voting shall be done by the majority requirement of members present or quorum of at least four. Only financial standing members are eligible to vote.

Section 2. TYPE OF VOTE

For regular meetings the vote shall be by voice. For the election of officers, the vote shall be by secret ballot.

Section 3. TENURE OF OFFICE

The term of office shall be one year

Section 4. TIME OF ELECTION

Elections shall be held annually in April.

Section 5. INSTALLATION OF OFFICERS

Elected officers are to be installed and assume office immediately upon election.

Section 6. REPORT OF OFFICERS

A report shall be sent to National Headquarters with the names, offices held, and addresses of the officers elected.

ARTICLE V - MEETINGS

Section 1. DATE AND TIME

The Mu Omicron Chapter shall hold one regular meeting each month except during the months of June, July, and August. The chapter shall hold its meeting the third Sunday in each month at a time set by the members.

Call meetings may be held when deemed necessary by the President or the Executive Committee.

Section 2. QUORUM

The quorum shall not be fewer than 1/2 of the number needed for chapter establishment.

Section 3. ATTENDANCE

All members of the Mu Omicron Chapter are required to attend all Regular, Call, and Executive Board (where applicable) Meetings. Penalties for meetings shall be as follows:

- (1) Twenty-five cents for being tardy ( all meetings).
- (2) Seventy-five cents for each Executive Board meeting missed.
- (3) One dollar for each Regular meeting missed.

Section 4. EXECUTIVE COMMITTEE

The Executive Committee shall meet each month on the Thursday prior to the regular Sorority meeting at a time and place designated. The committee shall also meet upon the request of the President.

ARTICLE VI - CHAPTER DISCIPLINE

Section A.

A chapter may be placed on probation by the Regional Director, or by the Scholarship and Standards Committee, or by the National President for a period not to exceed three months for one or more of the following reasons:

- (1) Failure to submit to the Scholarship and Standards Committee, for approval, a copy of the local chapter By-Laws;
- (2) Failure to submit the proper forms and/or reports to Headquarters;
- (3) Beginning initiation without approval from National Headquarters;
- (4) Holding any activity during initiation or pledge period which includes assault, intimidation or verbal abuse;
- (5) Failure to observe the rules and regulations of the Grand Chapter;
- (6) Failure to give evidence of a local program consistent with the National program of Delta Sigma Theta;
- (7) Failure to comply with the ruling of the National President or the Regional Director;
- (8) Failure to pay dues as required by the Grand Chapter.

Section B.

A chapter may be suspended by the National President, the Scholarship and Standards Committee, or the Regional Director, with the approval of the President, for a period not to exceed beyond the next Executive Board meeting for:

- (1) Failure to pay dues as required by the Grand Chapter;
- (2) Unexcused absence from two consecutive National Conventions;
- (3) Unexcused absence from two consecutive Regional Conferences;
- (4) Holding an initiation not in conformity with the rules and regulations of the Grand Chapter;
- (5) Failure to observe the rules and regulations of the Grand Chapter;
- (6) Failure to comply with a ruling of the President or Regional Director.

Section C.

A chapter which fails to remedy the condition leading to suspension may be required to appear, at the expense of the suspended chapter, before the Executive Board for a hearing.

Section D.

As a condition of reinstatement, a suspended chapter must undergo a program of rehabilitation over a period of time as prescribed by the Scholarship and Standards Committee.

Section E.

The Executive Board may recommend to the National Convention the recall of the Charter of a chapter for:

- (1) Proceeding contrary to the Constitution;
- (2) Persistent negligence in payment of dues;
- (3) Deterioration of chapter seat as it affects minimum program requirement;
- (4) Any other reason which makes such a recommendation seem necessary.

Section F.

Charters of chapters inactive for two or more years and which do not show an indication of revival within a reasonable period, shall be recalled by the Executive Board, subject to confirmation by the National Convention. Names of such chapters shall be assigned to new chapters.

ARTICLE VII - CHAPTER RESPONSIBILITY

SAME AS ABOVE ARTICLE

ARTICLE VIII - DUES

Section 1. LOCAL

Each member of the Mu Omicron Chapter shall pay Ten Dollars(\$10) a semester for local chapter dues.

Section 2. NATIONAL

National dues are Twenty-five Dollars(\$25) per year and are due in October.

ARTICLE IX - PROBATION

See Article VI

ARTICLE X - AMENDMENTS

These By-Laws may be amended by a two-thirds vote of membership of the Mu Omicron Chapter.

Notice of the proposed amendments shall be published to the members prior to meeting at which they are to be voted on.



NORTH CAROLINA STATE UNIVERSITY | AT RALEIGH

DIVISION OF STUDENT AFFAIRS

DEPARTMENT OF STUDENT DEVELOPMENT  
Box 5505  
RALEIGH, N. C. 27607

October 14, 1975

MEMORANDUM

TO: Mr. John A. Poole, Dean of Student Development  
Dr. G. G. Hawkins, Associate Dean of Student Affairs

FROM: Mr. Jeff Mann *jm*

RE: Delta Sigma Theta, Incorporated

On Saturday, October 25, 1975, Delta Sigma Theta, Incorporated, a predominantly black sorority, will be established officially on campus. I have met with both the alumni advisers and the actual student membership. Their constitution does not in any way conflict with the Student Body Constitution, and I have a membership list on file.

Shirley Lee is the president of this organization, and Aldra Greene is the vice-president. Ms. Patricia Harris and Mrs. Elaine Perry are acting as alumni advisers. There are a total of ten undergraduate women who are members of this new group.

Please see me if you have any questions regarding our first nationally affiliated, predominantly black sorority.

JM:pg

**POLICIES AND PROCEDURES OF THE MU OMICRON CHAPTER OF  
DELTA SIGMA THETA SORORITY, INC.**

**ARTICLE I**

The name of this organization shall be the Mu Omicron Chapter of Delta Sigma Theta Sorority, Incorporated.

**ARTICLE II**

This chapter is a member of the South-Atlantic Region, located on the campus of North Carolina State University, Raleigh, North Carolina. The address of this chapter is Post Office Box 50186, Raleigh, NC 27650.

**ARTICLE III – MEETINGS**

**Section I. Chapter Meetings**

Chapter meetings shall be the third Sunday of each month beginning at 2:30pm during the University's regular academic year, except in the month of December, in which there will be no chapter meeting. If the third Sunday of the month falls under a University scheduled holiday or vacation, the chapter meeting shall be held on the second Sunday of the month.

**Section II. Executive Board Meetings**

- A. Executive Board meetings will be held within a week prior to the chapter meetings as set by the semester-governing executive board members.
- B. The Executive Board shall consist of elected officers, appointed chairpersons and delegates.

**Section III. Called Meetings**

- A. The Chapter President and/or the Primary Advisor can call called meetings.
- B. The Executive Board can call mandatory called meetings, when deemed necessary.

**Section IV. Committee Meetings**

Committee meetings shall be convened at the discretion of the committee chairperson, within the interval between executive board meetings.

**ARTICLE IV – QUORUM**

One-third of the financial membership shall constitute a quorum for a chapter meeting.

## **ARTICLE V – DUES**

National and local dues must be paid to the Chapter Treasurer by the third Friday in March. Dues must be made payable to: Mu Omicron Chapter of Delta Sigma Theta. Dues shall be paid in the form of a cashier's check, personal check, or money order. The Financial Secretary and Treasurer shall annually review the amount designated for local chapter dues in January. This amount will be adjusted for the year following the forthcoming academic year.

## **ARTICLE VI – FISCAL POLICY**

Persons requiring reimbursements must provide a voucher and a receipt of purchase to the Chapter Treasurer prior to receiving a reimbursements. With sums of money over \$100, the chapter must write a check to that particular place of business.

## **ARTICLE VII – COMMITTEES**

### **Section I. All Committees**

- A. The committees of this chapter shall be:
  - 1. Economic Development Thrust Committee
  - 2. Educational Development Thrust Committee
  - 3. International Awareness and Involvement Thrust Committee
  - 4. Physical and Mental Health Thrust Committee
  - 5. Political Awareness and Involvement Thrust Committee
  - 6. Fundraising Committee
- B. The President shall appoint committee chairpersons and members.

### **Section II. Thrust Committees**

- A. Thrust committees shall be responsible for project, service and program planning for each respective thrust.
- B. Thrust committees shall meet at least once per month during the academic year.

### **Section III. Fundraising Committee**

- A. The fundraising committee shall meet at the discretion of the committee chairperson.
- B. The fundraising committee shall be responsible for the development and implementation of fundraisers for the chapter.

## ARTICLE VIII – ELECTIONS

### Section I. Chapter

- A. The chapter shall elect officers annually.
- B. The officers of this chapter shall consist of:
  1. President – enrolled as an undergraduate for entire academic year
  2. Vice-President – enrolled as an undergraduate for entire academic year
  3. Treasurer – enrolled as an undergraduate for entire academic year
  4. Recording Secretary
  5. Corresponding Secretary
  6. Financial Secretary
  7. Journalist
  8. Historian
  9. Parliamentarian
  10. Sergeant-at-Arms
  11. Chaplain
  12. Custodian of Properties
  13. Advisors (ex-officio)
- C. The officers of this chapter shall be elected annually in the month of April by secret ballot.
- D. In the event that a soror is unable to fulfill her term, the vacancy shall be filled by the appointment of the President.
- E. In the event that the chapter does not have sufficient membership to fill all offices, those positions will remain vacant until membership increases. If membership increases during the academic or sorority year, the President shall appoint officers to vacant positions at a mandatory called meeting.
- F. See Chapter Management Handbook for roles and responsibilities of chapter officers.
- G. See Robert's Rules of Order, Newly Revised edition for parliamentary procedures concerning elections.

### Section II. Advisors

- A. The chapter shall elect advisors annually in the month of April.
- B. An advisor's team shall advise the chapter. The advisor's team must include a Primary Advisor and a Faculty/Campus Advisor.
- C. An ad-hoc committee shall be responsible for the selection of advisor candidates.
- D. See Chapter Management Handbook and the Advisor's Handbook for roles and responsibilities or chapter advisors.

## ARTICLE IX – STEPPING

In order for a soror to participate on the step team representing this chapter, she must be a financial member of Delta Sigma Theta Sorority, Inc. and has received written permission from the executive board of the Mu Omicron chapter.

## **ARTICLE X – POLICIES AND PROCEDURES**

The Policies and Procedures of the Mu Omicron chapter of Delta Sigma Theta Sorority, Inc. shall be reviewed and amended annually in the month of March by the Executive Board. The revised policies and procedures should be presented to the general body for approval by vote in April.

**POLICIES AND PROCEDURES OF THE MU OMICRON CHAPTER OF  
DELTA SIGMA THETA SORORITY, INC.**

**ARTICLE I**

The name of this organization shall be the Mu Omicron Chapter of Delta Sigma Theta Sorority, Incorporated.

**ARTICLE II**

The Mu Omicron Chapter is a member of the South-Atlantic Region, located on the campus of North Carolina State University, Raleigh, North Carolina. The address of the chapter is Post Office Box 50186, Raleigh, NC 27650.

**ARTICLE III**

The primary service area of the chapter shall be the campus of NCSU, but may extend to other areas as designated by majority vote of the chapter.

**ARTICLE IV**

One-third of the financial membership shall constitute a quorum for this chapter.

**ARTICLE V**

Section I. Chapter Meetings

1. Chapter meetings shall be held the third Sunday of each month at a time set by the Executive Board during the University's regular academic year.
2. If the third Sunday of the month falls under a University scheduled holiday or vacation, the chapter meeting shall be rescheduled to a time deemed necessary by the Executive Board.

Section II. Executive Board Meetings

1. Executive Board meetings will be held at a time set by the semester-governing executive board members.
2. At minimum, there will be an executive board meeting held between intervals of each chapter meeting.

Section III. Called Meetings

The Chapter President and/or the Primary Advisor can initiate a called meeting.

**ARTICLE VI**

Section I. Elected Officers

1. If the chapter is operating under special dispensation, the officers of the chapter shall be President and Treasurer.

2. If chapter membership is fifteen or less, the officers of the chapter shall be President, Vice-President, Secretary, Treasurer and Chaplain.
3. If chapter membership is greater than fifteen, the officers of the chapter shall be: President, Vice-President, Secretary, Treasurer, Chaplain, and Sergeant-at-Arms.
4. In the sustained absence of any elected officer, a special election shall be held to fill the vacant position at the next chapter meeting or a called meeting.

#### Section II. Appointed Officers

If deemed necessary by the chapter with the exception of the position of President, the chapter President shall appoint the following officers: Custodian, Historian, Parliamentarian, and Journalist.

#### Section III. Officer Duties

1. The President shall represent the chapter at all mandatory meetings; alternative delegates will be voted on by chapter members.
2. The Vice-President will serve as the Public Service Coordinator for the as well as perform other duties as outlined in the Chapter Management Handbook.
3. Refer to the Chapter Management Handbook for Officer Responsibilities.

### ARTICLE VII

#### Section I. Impeachment Policy for Removal of Appointed Officers

With the approval of the Executive Board, the President may re-appoint that position if deemed necessary.

#### Section II. Impeachment Criterion for Officers

1. If an officer has two unexcused absences from any scheduled event on the approved chapter calendar, then the Executive Board must review that officer. This shall serve as grounds for impeachment.
2. If an officer is negligent in duties of her office, the Executive Board must review that officer. This shall serve as grounds for impeachment.

#### Section III. Impeachment Procedure

1. The subject of impeachment shall provide a written document of the unexcused absences to the President for initial review.
2. If the President deems it necessary, the subject will be brought before the Executive Board to explain her unexcused absences within 48 hours of initial review.
3. The Executive Board will review all information presented and decide by majority vote if the officer should be taken to the financial membership for vote on impeachment within 72 hours of receipt of Presidential review.
4. To impeach an officer, two-third vote of the financial membership present and voting is necessary at the following chapter meeting or following called meeting.

5. A letter shall be written to the subject regarding the decision.
6. Excused absences include death, sickness, or class.

## ARTICLE VIII

### Section I. Chapter Elections

1. The officers of this chapter shall be elected annually in the month of April by secret ballot.
2. The President of the chapter must be enrolled as an undergraduate student for the entire academic year (i.e. Must not be graduating in December of the fiscal year.)
3. Nominations
  - a. Sorors must be present at the chapter meeting to be eligible for nomination.
  - b. Sorors may nominate herself or be nominated by someone else.
  - c. Nominations will be taken in the following order: President, Vice-President, etc.
4. Election of officers is by majority vote (50%+1).
5. See Robert's Rules of Order, Newly Revised edition for parliamentary procedures concerning elections.

### Section II. Executive Board

The Executive Board shall consist of elected officers, appointed chairpersons, and delegates of the chapter.

### Section III. Committees

1. The committees of this chapter shall consist of:
  - a. Economic Development Thrust Committee
  - b. Educational Development Thrust Committee
  - c. International Awareness and Involvement Thrust Committee
  - d. Physical and Mental Health Thrust Committee
  - e. Political Awareness and Involvement Thrust Committee
  - f. Fundraising Committee
  - g. Scholarship Committee
  - h. Advisor's Selection Committee
2. Special committees may be formed as deemed necessary under the discretion of the Executive Board.
3. The President shall appoint committee chairpersons.

### Section IV. Thrust Committees

1. Thrust committees shall be responsible for project, service and program planning for each respective thrust.
2. Thrust committees shall meet as necessary during the academic year.

### Section V. Fundraising Committees

1. The fundraising committee shall meet at the discretion of the committee chairperson.



2. The fundraising committee shall be responsible for the development and implementation of fundraisers for the chapter.

## ARTICLE IX

### Section I. Dues

1. National and local dues should be paid to the Chapter Treasurer by the February Chapter Meeting.
2. Dues must be made payable to: Mu Omicron
3. Dues must be made in the form of a cashier's check or money order.
4. The secretary and treasurer shall annually review the amount designated for local chapter dues in January and submit a recommendation to the chapter at the January chapter meeting.

### Section II. Fiscal Policy and Procedure

1. Persons requiring reimbursements must provide a voucher and a receipt to the Treasurer prior to receiving the reimbursement.
2. With sums of money over \$100, the chapter must write a chapter check to that particular place of business.
3. Checks must be signed by two of the following persons: Treasurer, Primary Advisor, Financial Advisor, or Campus Advisor.
4. The secretary shall assist the treasurer in receiving all incoming monies.
5. The treasurer shall be responsible for disbursements.

## ARTICLE X

### Section I. Stepping

1. Only current active and financial members will be allowed to step.
2. If a person has missed more than three scheduled activities at the time of initial practice, that person will not be allowed to step.
3. For the 25th Mu Omicron chapter anniversary, an invitation may be extended to Mu Omicron alumni who are financial and active in an alumnae chapter.
4. Step team members are allowed two cumulative absences prior to the show during the first four weeks of practice. If those absences fall at any point after the first four weeks, that person will be up for review by the step team members.

## ARTICLE XI

### Section I. Election of Advisors

1. The chapter shall elect advisors annually in the month of March.
2. An advisor's team shall advise the chapter.

### Section II. Procedure for Electing Advisors

1. The chapter shall provide a letter to the President and Chair of the Advisor's Council of the Raleigh Alumnae Chapter in January requesting a list of eligible persons interested in serving as advisors.

2. The Advisor's Selection Committee will conduct interviews by the first week of March.
3. Potential advisors shall attend the March chapter meeting and will be voted into position at the end of that chapter meeting.
4. Notification will be administered immediately after vote at the March chapter meeting.

Section III. Removal of Advisors

Negligent behavior as deemed by the chapter and in accordance with the Chapter Management Handbook shall serve as grounds for removal from position.

## **ARTICLE XII**

Section I. Minerva Circle

1. The Leader of the Minerva Circle should be elected during the semester prior to the projected membership intake.
2. Minerva Circle members must have attended a minimum of two Delta Internal Development sessions before participating in any phase of Membership Intake.
3. The Primary Advisor shall be responsible for membership intake procedures.

Section II. Candidate Selection

1. Minerva Circle members will be responsible for evaluation of packets and administering interviews as set in the Administrative Procedures for Membership Intake manual.
2. Those persons receiving an accumulation of 75 points or greater shall be presented to the chapter for vote.

## **ARTICLE XIII**

Section I. Policies and Procedures

1. The Executive Board shall review the policies and procedures of the Mu Omicron chapter annually in the month of October.
2. If anyone wants to submit a change to the policies and procedures, she must submit those changes in written form to the Executive Board before the first chapter meeting in February.
3. The revised policies and procedures shall be presented to the general body for approval by vote in March.

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#### Section II. Appointed Officers

1. If deemed necessary by the chapter with the exception of the position of President, the chapter President shall appoint the following officers: Custodian, Historian, Parliamentarian, and Journalist.
2. In the sustained absence of any appointed officer, the President retains the right to re-appoint new officers.

#### Section III. Officer Duties

1. The Vice-President will serve as the Public Service Coordinator for the chapter as well as perform other duties as outlined in the Chapter Management Handbook.
2. Refer to the Chapter Management Handbook for Officer Responsibilities.
3. The President shall serve as the voting delegate for the chapter.
4. A lottery shall determine which Soror shall serve as the alternate delegate.

### ARTICLE VII

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1. If an officer has two unexcused absences from any scheduled event on the approved chapter calendar, then the Executive Board must review that officer. This shall serve as grounds for impeachment.
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  - a. Sorors must be present at the chapter meeting to be eligible for nomination.
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3. The revised policies and procedures shall be presented to the general body for approval by vote in March.

**MU OMICRON CHAPTER  
DELTA SIGMA THETA SORORITY, INC.**  
NORTH CAROLINA STATE UNIVERSITY  
HORNE ST. STATION  
PO BOX 50186  
RALEIGH, NC 27650

**CHAPTER POLICIES AND PROCEDURES**

This document has been adopted for the use of the Mu Omicron Chapter of Delta Sigma Theta Sorority, Inc. to assist in the effective conduct of the chapter. It is to be used in conjunction with the Grand Chapter Constitution and Bylaws and the Chapter Management Handbook.

**ARTICLE I - NAME**

The name of this chapter shall be the Mu Omicron Chapter of Delta Sigma Theta Sorority, Inc.

**ARTICLE II - PURPOSE**

The purpose and aim of Mu Omicron Chapter shall be to maintain and encourage high cultural, intellectual and moral standards among its members, to establish a closer union among the members and through service promote Delta's ideals on campus and in the community. The primary service area shall be the campus of NCSU but may extend other areas as designated by the majority vote of the chapter.

**ARTICLE III - MEMBERSHIP**

Section 1. DEFINITION

The membership shall consist of duly initiated collegiate members matriculating at North Carolina State University earning an initial degree.

Section 2. ELIGIBILITY

Any woman of good character is eligible for membership in to the Mu Omicron Chapter of Delta Sigma Theta Sorority, Inc. provided:

1. She is matriculating at North Carolina State University as a student pursuant an initial degree and has been enrolled at the university for at least one semester.
2. She has accumulated at least twenty-four (24) semester hours.
3. Her cumulative grade point average of the year preceding initiation is at 2.50 or above.
4. She must be in good financial, academic and social standing with the college.
5. She does not hold membership in or has not at any time pledged any other organization of the National Pan-Hellenic Council, Inc. or Pan-Hellenic Conference, Inc.
6. She has been approved for membership by a simple majority vote of the financial members of the chapter, present and voting, through which she is to be initiated.
7. She is approved by the Regional Director.
8. She meets all other standards set forth by the Constitution and Bylaws of Delta Sigma Theta Sorority, Inc.

Section 3. ACTIVE MEMBERS

A member is considered active if she has paid both local and national dues and has a grade point average of 2.50 or better.



## **ARTICLE IV - OFFICERS**

### **Section 1. ELECTED OFFICERS**

The elected officers of Mu Omicron Chapter shall be the president, vice president, recording secretary, treasurer, financial secretary, chaplain, and sergeant-at-arms.

### **Section 2. APPOINTED OFFICERS**

The appointed officers of the Mu Omicron chapter shall be the parliamentarian, custodian, journalist, historian, school's Pan Hellenic Council representative, committee chairs and a liaison to the graduate chapter will be appointed by the president.

### **Section 3. ELIGIBILITY FOR OFFICE**

To be eligible to hold office in the Mu Omicron Chapter, a member must be:

- active in the Mu Omicron Chapter
- have a grade point average of at least 2.50 or better

### **Section 4. TERM OF OFFICE**

The term of each office shall be for one year. Officers may succeed themselves for one additional term of office.

### **Section 5. ELECTION OF ADVISORS**

At least four advisors, certified and active in an area alumnae chapter, shall be elected at the end of each sorority year for the following year. One advisor each will serve in the capacity of primary advisor, membership/programs advisor, financial advisor, and campus advisor.

### **Section 6. FILLING VACANIES**

Upon notice of a vacancy in an office, the executive committee shall meet and identify members available to fill the position. The executive committee will make a recommendation to the chapter of the member they feel is most capable of filling the position. This recommendation will become effective upon approval of the Chapter.

## **ARTICLE V - CHAPTER ELECTIONS**

The Mu Omicron chapter shall hold election of officers in April. A slate of candidates shall be presented and approved at the March meeting. Elections will be conducted by secret ballot of active members of the Mu Omicron Chapter. Installation of officers will be conducted at the April meeting. A majority of all votes shall constitute the election of officers.

### **Section 1. Criteria for Officers**

- candidates for the office of president must be enrolled as a collegiate member for the entire academic year of the term of president.
- all other candidates may be graduating at some point during the term and will be replaced in accordance with chapter bylaws.

## Section 2. Nominations

- a member must be present at the chapter meeting to be eligible for nomination for an office of election or express her interest in writing.
- Nominations will be taken in the following order: president, vice-president, secretary, financial secretary, treasurer, chaplain, sergeant-at-arms
- Candidates will serve if they receive the majority vote (50%+1)

## **ARTICLE VI - DUTIES OF OFFICERS**

### Section 1. DUTIES OF PRESIDENT

It shall be the duty of the President to:

- represent the chapter on all occasions unless a special representative has been designated
- preside at all meetings of the chapter
- serve as chair of the executive committee
- enforce due observance of the Constitution, Bylaws and Ritual
- have the power to appoint the committees not specified as standing committees
- call special meetings as necessary
- strengthen public relations and present to the chapter suggestions for Delta leadership on campus in the community
- recommend to the executive committee the removal of any officer or committee member who fails to perform the duties of her office.
- have general supervision of the Chapter and perform all other duties as are generally associated with this office.
- Attend or appoint a representative to attend AASAC and Resident ? meetings

### Section 2. VICE PRESIDENT

It shall be the duty of the Vice President to:

- serve as chair of membership committee
- perform all the duties of the president in the absence of the president or if the executive committee finds the president unable to serve.
- function in the capacity of the president elect
- work with the historian to record chapter activities and history

### Section 3. CORRESPONDING/RECORDING SECRETARY

It shall be the duties of the Corresponding/Recording Secretary to:

- notify members of the place, date and time of meetings
- distribute and maintain an accurate directory of all chapter members and advisors
- send and receive all correspondence in a timely manner
- keep file of all correspondence received by the chapter
- receive the slate of officers to be elected from the nominating committee, post nominations and advise members of election time and place
- record all minutes accurately of all chapter, executive and call meetings and present at each meeting
- verify quorum at each meeting
- maintain an attendance record of members at each meeting
- method of presentation of minutes will be voted on at the beginning of each sorority year.

## Section 5. TREASURER

It shall be the duties of the Treasurer to:

- deposit all funds in the name of Mu Omicron Chapter
- reconcile bank statements each month
- make all deposits of money and keep accurate account of all credits and debits
- make a monthly report of the chapter's financial condition verbally and in writing to the members
- keep an accurate record of all dues paid by Chapter members
- serve as chair of the finance committee
- make sure all disbursements are for chapter business only and that checks are countersigned by an advisor

## Section 6. FINANCIAL SECRETARY

It shall be the duty of the Financial Secretary to:

- receive all monies
- assist the treasurer with the annual financial reports
- receive all vouchers for checks
- keep a record of income and disbursements
- issue receipts for all monies received
- keep written records of funded activities of each committee

## Section 7. JOURNALIST

It shall be the duty of the Journalist to:

- write for publication all noteworthy activities of the chapter (that are not secret) to strengthen public relations
- assume the responsibility of historian in her absence

## Section 8. HISTORIAN

It shall be the duty of the historian to:

- work with the vice president to the record chapter activities and history.
- keep a chapter scrapbook of activities of the year including documents, souvenirs and clippings of interest pertaining to the local chapter and Grand Chapter

## Section 9. SERGEANT-AT-ARMS

It shall be the duty of the Sergeant-At-Arms to:

- aid the president in keeping order at all meetings
- aid the recording secretary in accounting for a quorum
- control movement of the members during all meetings
- assist the recording secretary in documenting the results of an oral election

#### Section 10. PARLIAMENTARIAN

It shall be the duty of the parliamentarian to:

- judge all parliamentary questions and settle them according to the Constitution and Bylaws, Robert's Rules of Order and Chapter policies and procedures
- administer the oath of office to all duly elected officers
- advise, upon request, the chapter president, other officers, committees and members on matters of parliamentary procedures

#### Section 11. CHAPLAIN

It shall be the duty of the chaplain to:

- supervise all the religious activities of the chapter

#### Section 12. LOCAL PAN-HELLENIC COUNCIL REPRESENTATIVES

It shall be the duty of the Pan-Hellenic Council Representatives to:

- represent the chapter in the Pan-Hellenic Council
- report to the chapter the actions taken
- attend all other Greek-Life functions

#### Section 13. ADVISORS

It shall be the duty of the Advisors to:

- advise the chapter in all matters of importance that call for mature judgment and assistance
- be present at all chapter meeting and campus functions when necessary

#### Advisor Selection

- in the event that the chapter needs to elect new advisors, the chapter president will provide a letter to the president of the Raleigh Alumnae Chapter requesting a list of eligible members interested in serving as an advisor
- an advisor's selection committee will conduct interview by the first week in March
- potential advisors shall attend the March chapter meeting and will be voted upon at that time
- notification will be given immediately after the vote

### **ARTICLE VII - STANDING COMMITTEES**

The standing committees of Mu Omicron Chapter shall be:

Executive Board  
Finance  
Nomination  
Five Point Thrust Committees  
Scholarship  
Fundraising

The number of members on the committee shall consist of as many persons as necessary to carry on the activities of the committee unless otherwise defined in the Constitution and Bylaws.

## Section 1. EXECUTIVE BOARD

The Executive Committee shall be composed of the officers of the chapter, chair of all standing committees and, if possible, the immediate past president. It shall be the duty of the Executive Board to:

- act for the chapter in times when the chapter is not available to act on its own
- prepare an agenda for each chapter meeting of the chapter
- write recommendations to the body
- have charge of the use of all funds of the sorority, including power to effect purchases, sales or exchanges of investment assets of the sorority. The Finance committee will advise and make recommendation to the Executive Board on fiscal matters

The Executive Board shall meet at a designated time prior to the regular meeting. It will also meet upon the call of the President.

## Section 2. FINANCE COMMITTEE

The Finance Committee shall consist of nine members: president, treasurer (serves as chair), recording secretary, financial secretary and chairs of each thrust committee. It shall be the duty of the Finance Committee to:

- advise the executive board of fiscal matters
- determine the financial policies of the chapter
- consider the financial needs of the chapter and committee budgets and present recommendations to the chapter for the fiscal year

## Section 5. NOMINATING COMMITTEE

The nominating committee shall consist of five members: the president, appointed chair and four other members as voted on by the chapter. It shall be the duty of the Nominating Committee to:

- receive recommendations, from financial members, of members who wish to serve in an office
- prepare and distribute ballots for voting, tabulate and present results to the chapter

## Section 8. OTHER COMMITTEES

It shall be the duties of all other appointed committees to carry out successful programs under the directives of the president and vice-president of the Chapter. They will plan and recommend chapter activities for their respective committees and, upon approval of the chapter, be responsible for following through with the same.

# **ARTICLE IX - DUES AND FINANCE**

## Section 1. CHAPTER DUES

Chapter dues shall be determined by the Chapter's acceptance of the recommendations of the finance committee's annual report. Chapter dues are due and payable on or before 15 March of each year.

## Section 2. NATIONAL DUES

Each member of Delta Sigma Theta Sorority, Inc. shall pay to Grand Chapter a fee which is determined by Grand Chapter on an annual basis plus any other fees assessed by the National Body

## Section 3. DISBURSEMENTS

The disbursement of monies shall be handled in the following manner:

- request of monies must be submitted by the chair of the committee requesting the funds
- requests must be made at least one week in advance of an executive or chapter meeting by submitting a voucher to the financial secretary
- the financial secretary must receive a voucher prior to a check being written
- checks will be written only twice a month, at the executive and chapter meetings

## **ARTICLE X - MEETINGS AND ATTENDANCE**

### Section 1. MEETINGS

The chapter shall hold one chapter meeting per month on a day set by the chapter with a time limit of two (2) hour. The chapter shall hold one executive meeting per month with a time limit of one hour and thirty minutes. The chapter shall hold committees as needed.

### Section 2. ROLL CALL

The roll of the chapter shall be taken at all meetings.

### Section 3. QUORUM

Thirty-three percent (33%) of the members of the Mu Omicron Chapter executive board shall constitute a quorum at executive board meetings. Thirty-three percent (33%) of the members of the Mu Omicron Chapter shall constitute a quorum at a chapter meeting.

## **ARTICLE XI - CONVENTION AND CONFERENCE REGULATIONS**

The Mu Omicron Chapter shall elect and finance at least one delegate to attend either the National Convention or Regional Conference. Based on the financial report by the finance committee, the chapter can elect to and finance an alternate delegate.

The chapter will pay the registration fee for each delegate and the cost of housing for each delegate (1/4 of the total cost of a 4-person room). Any other member staying in the housing provided by the chapter will pay the chapter the cost of their housing. A member must provide for her own transportation and food.

## **ARTICLE XII - MEMBERSHIP INTAKE**

Candidates will be recommended for chapter vote based on requirements as outlined in the Constitution and Bylaws and Membership Intake Handbook.

## **ARTICLE XIII - AMENDMENTS**

These bylaws may be amended by a 2/3 vote of the active membership of the chapter. Anyone wishing to initiate a change must submit the change, in writing, to the executive board before the February chapter meeting. The recommendation will be presented to the body for ratification at the March chapter meeting.

### **ARTICLE XIII - IMPEACHMENT OF OFFICERS**

With the approval of the Executive Board, the president may recommend the removal of any officer not performing her duties.

#### Section 1. Impeachment Criteria for Officers

- any officer having two unexcused absences from any scheduled event on the approved chapter calendar will be reviewed by the executive board
- any officer that is negligent in the duties of her office will be reviewed by the executive board

#### Section 2. Impeachment Procedure

- the member considered for impeachment shall provide written documentation regarding her absences to the president for her initial review
- if the president deems it necessary, the subject will be brought before the executive board to explain her unexcused absences within 48 hours of initial review
- the executive board will review all information presented and decide, by majority vote, if the matter will be presented to the body for their vote on impeachment
- a two-thirds vote of the members of the chapter present and voting is required to impeach an officer
- excused absences include emergency or death in the immediate family, member sickness or a scheduled class

### **ARTICLE IV - MINERVA CIRCLE**

#### Section 1. Minerva Circle Membership

- the Leader of the Minerva Circle should be elected during the semester prior to the projected semester for membership intake
- Minerva Circle members must attend a minimum of two Delta Internal Development sessions and one membership intake workshop before participating in any phase of the membership intake process
- The primary advisor shall be responsible for membership intake procedures

#### Section 2. Candidate Selection

- Minerva Circle members will be responsible for evaluation of packets and for administering interviews as set in the Administrative Procedures for Membership Intake manual
- Those persons receiving an accumulation of 75 points or greater shall be presented to the chapter for a vote.