

**Fort Liberty Area Alumnae Chapter  
Delta Sigma Theta Sorority, Inc.**

**Guidelines for Seeking Office  
2025 Call for Nominations  
and  
Application for Seeking Office**

**January 15th, 2025**

**TO:** Chapter Members and Prospective Applicants for Elected Offices and Positions

**FROM:** Soror Monique R. King, Chair Nominating Committee

Sorors, Janie Mack James, Erica Marion, Elizabeth Oates, and Sherell Stuart

**DATE:** January 15th, 2025

**SUBJECT: Call for Nominations 2025-2027 Chapter Offices and Elected Positions**

Delta Sigma Theta has a reputation of selecting effective leaders who are committed to the goals and principles of the Sorority. Each of you, as a member of the Fort Liberty Area Alumnae Chapter, has the opportunity to participate in the nominating process by identifying and recommending qualified candidates for election.

One of the most important responsibilities of the members of the Fort Liberty Area Alumnae Chapter is to elect the Chapter Leadership for 2025-2027. The Nominating Committee is charged with the duty of receiving recommendations and credentials of sorors to serve as Chapter Officers. Accordingly, the Nominating Committee has a responsibility to select and recommend for consideration qualified candidates for office. We are pleased to issue this Call for Nominations for the Elected Offices and Positions for 2025-2027.

Included in this document is the Call for Nominations, Eligibility Requirements, Duties of Elected Offices and Positions, Nominating Procedures and Guidelines for the 2025 Election, Official Candidate Profile Form, and a Timeline of Scheduled Activities.

All interested chapter members are encouraged to consider seeking office, per the Eligibility Requirements included in the Constitution and Bylaws, Grand Chapter, 2023 Edition and the currently effective (January 2024) Policies and Procedures of the Fort Liberty Area Alumnae Chapter on file at the National Headquarters of Delta Sigma Theta Sorority, Incorporated. The Nominating Committee invites you to self-nominate or recommend qualified and capable candidates for the offices and positions listed below. Each office and position term are for two years.

**The Nominating Committee of the Fort Liberty Area Alumnae Chapter is accepting Candidate Profiles for the following elected offices and positions.**

- Chapter President
- First Vice President
- Second Vice President
- Recording Secretary
- Financial Secretary
- Treasurer
- Assistant Financial Secretary
- Assistant Treasurer
- Chair, Internal Audit
- Chair, and Members of the Nominating Committee

This action is being taken in order to present a slate of candidates. Applications (Profiles) should be completed in accordance with the Call for Nominations.

Please review the office for consideration, eligibility requirements, and responsibilities, as set forth in the Constitution and Bylaws, Grand Chapter, 2023 Edition.

Please direct questions regarding this communication to **Soror Monique R. King, Nominating Committee Chair, at (910) 217-1564 or [dst.flaac.nominating@gmail.com](mailto:dst.flaac.nominating@gmail.com).**

## **ELIGIBILITY REQUIREMENTS**

Eligibility requirements and responsibilities for offices and positions are set forth in the *Constitution and Bylaws*. Critical points relative to requirements and responsibilities of officers and positions in the Fort Liberty Area Alumnae Chapter are listed below.

**NOTE:** For the purpose of voting and seeking an office or a position, an eligible member is any member who pays dues to the Chapter and Grand Chapter for the year in which the election is held and must maintain financial status during her term.

## **ELECTED OFFICERS AND OTHER LEADERSHIP POSITIONS**

Elected officers of this Chapter shall be the President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, and Assistant Treasurer.

## **ELECTED POSITIONS**

Chair and Members (4) of the Nominating Committee, and Internal Auditor Chair. (**NOTE:** This document does not address the election of Members of the Minerva Circle (elected in the Fiscal year of Membership Intake). It is the duty and responsibility of the Chapter's elected officials to facilitate the conduct of all Chapter activities in accordance with Chapter Management Handbook and Grand Chapter guidelines.

## **APPOINTED POSITIONS**

The President has the authority to appoint members to certain positions with the approval of the Chapter. The appointed positions are Chaplain, Custodian of Properties, Parliamentarian, Risk Management Coordinator/Vice Chair, and Sergeant-At-Arms.

## **Duties and Responsibilities of Elected Officers and Positions**

### **A. PRESIDENT**

1. Provides leadership and gives administrative guidance and direction to the structure and programming of the chapter
2. Officially represents the chapter
3. Serves as chapter Voting Delegate for National Convention and Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after the National Convention or Regional Conference.
4. In the event the President is unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the Policies and Procedures.
5. Oversees Chapter Operations
6. Oversees and adheres to the responsibilities of the President in the current Fiscal Officers Manual
7. Leads ritualistic services and ceremonies

8. Appoints positions, committee chairs and members according to the “Filling Vacancies” section
9. Ensures corporate accountability reports are completed and submitted, and that chapter compliance is met by established deadlines
10. Reviews and approves all chapter communications, publications, etc.
11. Submits a copy of correspondence (National Headquarters, Regional, State, and Local) to appropriate committees
12. Serves as chair of Executive Committee (EC) and Executive Board (EB)
13. Signs all contracts for the chapter
14. Conducts a transition meeting involving incoming and outgoing elected officers, elected committee chairs and members
15. Ensures the chapter operates under an approved budget
16. Is one of three persons authorized to sign all Purchase Order’s (PO’s), reimbursement Vouchers and checks (except her own check)
17. Serves as member of the Budget and Finance Committee
18. Serves as ex officio member of chapter committees, except the Elections Committee (when she is a candidate), Nominating Committee and Internal Audit Committee.
19. Serves as a member of the Minerva Circle by virtue of position
20. Reviews the Internal Audit report prior to the Internal Audit Chair submitting in the Red Zone by the due dates.
21. Completes and signs and ensures that all Fiscal Officers have completed and signed the Acceptance of Fiduciary Responsibility Form and keeps them for as long as they are in that office, and she is President. Submits the forms to Grand Chapter via the Red Zone.
22. Votes only in matters of secret ballot and/or to break a tie vote
23. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual and as directed by Grand Chapter
24. Email Address: [dst.flaac.pres@gmail.com](mailto:dst.flaac.pres@gmail.com)

#### **B. FIRST VICE PRESIDENT**

1. Performs all duties of the office of President, with the exception of the fiscal and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the President
2. Serves as Alternate Delegate to National Convention and/or Regional Conference; reports Grand Chapter updates back to the body at the first business meeting after National Convention or Regional Conference in conjunction with the Chapter President
3. In the event the First Vice-President is unable to serve as delegate and/or alternate to National Convention or Regional Conference the chapter will follow the order of succession as outlined in the Policies and Procedures.
4. Serves as Chair of Program Planning and Development Committee
5. Assists the President in appointing program chairpersons
6. Serves as a member of Executive Committee and Executive Board
7. Serves as a member of the Budget and Finance Committee
8. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
9. Email address: [dst.flaac.vp@gmail.com](mailto:dst.flaac.vp@gmail.com)

#### **C. SECOND VICE PRESIDENT**

1. Performs specified duties, with the exception of the fiscal and Minerva Circle duties in absence of and at request of the President,
2. Serves as Alternate Delegate to National Convention and/or Regional Conference; if the First Vice President is unable to attend, and reports Grand Chapter updates back to the body at the first business meeting after National Convention or Regional Conference in conjunction with the Chapter President

3. Serves as chair Membership Services Committee
4. Assists the President in appointing appropriate committee chairpersons
5. Serves as a member of the Executive Committee and Executive Board
6. Coordinates other activities as deemed necessary by the President
7. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
8. Email Address: [dst.flaac.2vp@gmail.com](mailto:dst.flaac.2vp@gmail.com)

#### **D. RECORDING SECRETARY**

1. Records accurate minutes of all chapter business meetings, Executive Board, special and called meetings
2. Ensures minutes of previous Executive Board or Chapter meeting are presented to the President within two weeks following the meeting
3. Distributes copies of previous minutes to members at current Executive Board, Chapter Meeting or if applicable posted in the Members Only section of the chapter website
4. Responsible for accurate records of attendance at chapter and Executive Board meetings
5. Records all chapter votes
6. Obtains, maintains and secures all minutes and committee reports in a permanent media of record
7. Ensures chapter adheres to document retention policies
8. Serves as the custodian of all of the chapter's records
9. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
10. Read the minutes of the previous meeting, if requested.
11. Call the roll, when necessary, using the official alphabetical membership roster produced by the Financial Secretary.
12. Email: [dst.flaac.rsec@gmail.com](mailto:dst.flaac.rsec@gmail.com)

#### **E. CORRESPONDING SECRETARY**

1. Assists the President with the official correspondence of the Chapter
2. Reads correspondences to membership
3. Sends meeting notices to membership
4. Picks up the mail weekly from chapter's post office box and makes President aware of all incoming correspondence
5. Advises chapter President of all correspondence received before distributing to chapter officers and committee chairs
6. Distributes committee correspondence to appropriate Chair or designee
7. Provides a log of National, Regional, State and Local correspondence at Executive Board meetings and to members at business meetings
8. At the direction of the president, sends written notice at least ten (10) days prior to: the election of chapter officers; election of committee chairs and members; vote to proceed or not to proceed with membership intake; and voting on the acceptance of applicants into the sorority. Written notice may include email, USPS, or other appropriate forms of communication deemed acceptable by the Regional Director.
9. Responsible for obtaining, maintaining and securing all yearly correspondence in a permanent file/folder
10. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
11. Serve as a member of the Information and Technology Committee.
12. Email account: [dst.flaac.email@gmail.com](mailto:dst.flaac.email@gmail.com)

#### **F. FINANCIAL SECRETARY**

1. Adheres to responsibilities of the Financial Secretary role in the Fiscal Officers Manual

2. Receives, issues receipts for and keeps records of all income and related funds to the Chapter
3. Coordinates with the Treasurer to ensure that all receipts for funds collected are deposited within two (2) business days.
4. One of three persons authorized to sign bank checks. Position does not sign her own check.
5. Assists Treasurer in the preparation of Grand Chapter dues payments and annual financial report
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting. This report will reflect a summarization of all income received for the period excluding interest.
7. Notifies Corresponding Secretary and President to alert members via chapter correspondence regarding the amount and deadline of dues collection
8. Serves as member of Budget and Finance committee
9. Serves as a member of the Minerva Circle
10. Notifies the Chapter President regarding any lapse of eligibility of chapter officers, appointed/elected positions, committee chairs and committee members.
11. Transacts all business in Executive Board or, sorority meetings (including writing checks), or special business meetings at the request of the President
12. Prepares the roster of financial chapter members
13. Completes and signs the Acceptance of Fiduciary Responsibility Form
14. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
15. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter
16. Email: [dst.flaac.financialsec@gmail.com](mailto:dst.flaac.financialsec@gmail.com)

#### **G. TREASURER**

1. Adheres to responsibilities of the Treasurer in the Fiscal Officers Manual
2. Monitors expenditures of the Chapter budget
3. Is one of three persons authorized to sign all Purchase Order's (PO's), Reimbursement Vouchers and checks (except her own check)
4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses
5. Serves as keeper of chapter funds and accounts for all income and expenditures
6. Prepares a written and verbal report for presentation at each monthly Executive Board and Chapter meeting of the written bank reconciliation. This report will reflect an exact statement of income, disbursements and summary ledger on a monthly basis.
7. Balances monthly bank statements and merchant and/or electronic payment system accounts
8. Serves as Chair of the Budget and Finance Committee
9. Disburses and processes chapter expense vouchers for reimbursement
10. Works closely with Financial Secretary to ensure all financial records are accurate
11. Deposits all funds within two (2) business days of receipt by the Financial Secretary
12. Notifies individuals and Financial Secretary of checks returned by the bank for insufficient funds and the charge for each returned check
13. Ensures the bookkeeping policies are followed as outlined in the current Fiscal Officers Manual.
14. Transacts all financial business in Executive Board or sorority meetings (including writing checks), or special business meetings at the request of the President
15. Checks relevant budgets prior to issuing checks
16. Ensures voucher process is used for disbursement of funds
17. Retains copies of all expense receipts along with reimbursement vouchers submitted for payment
18. Responsible for turning books over to Internal Audit Committee two weeks after the fiscal year closes or at the request of Internal Audit Chair
19. Ensures all fiscal officers are bonded

20. Completes and signs the Acceptance of Fiduciary Responsibility Form
21. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter
22. Email: [dst.flaac.treasurer@gmail.com](mailto:dst.flaac.treasurer@gmail.com)

#### H. ASSISTANT TREASURER

1. Performs all duties of the office of Treasurer except for signing checks and depositing funds, at the request of, in the absence of, or upon the resignation or incapacitation of the Treasurer.
2. Serves as a member of the budget and finance committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter
5. Attends Finance Training Workshop.
6. Email: [dst.flaac.assttreasurer@gmail.com](mailto:dst.flaac.assttreasurer@gmail.com)

#### I. ASSISTANT FINANCIAL SECRETARY

1. Performs all duties of the office of Financial Secretary except for signing checks and Minerva Circle duties, at the request of, in the absence of, or upon the resignation or incapacitation of the Financial Secretary.
2. Serves as a member of the budget and finance committee.
3. Completes and signs Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Fiscal Officers Manual, Chapter Management Handbook and as directed by Grand Chapter
5. Email: [dst.flaac.asstfin@gmail.com](mailto:dst.flaac.asstfin@gmail.com)

### TERM OF OFFICE

The term of office for all elected and appointed officers, positions, and committee chairs is two (2) years. A member may serve no more than two consecutive terms in the same office or position, with the exception of the Internal Audit Chair and Nominating Chair and Committee who may only serve one term (See Article III, Section 4.A Limits of Office).

### FILLING OF VACANCIES

The Chapter President can only appoint Chapter members to elected offices or positions when (1) the office or position is vacant due to a member not being elected during the Chapter elections; or (2) as a result of an unexpected vacancy. In both scenarios, the office or position would be filled according to the Chapter's Policies and Procedures for filling vacancies. Only Chapter members who meet the eligibility requirements for elected offices or positions as described in the Chapter's Policies and Procedures can be appointed to fill the vacancies.

### ATTENDANCE OF ELECTED OFFICERS

An elected officer cannot miss more than 10% of the scheduled Regular and Executive Board Meetings for the Sorority Year in which she is elected without justification. In the event an elected officer misses more than 10% of the scheduled meetings for the Sorority Year, this matter will be brought immediately before the Executive Board for the purpose of evaluating the circumstances and consideration of removal from office.

### NOMINATIONS, ELECTIONS, AND VOTING

### **Eligibility Criteria for Holding Elected Chapter Officer and Elected Positions**

- A. Each Soror seeking an elected office or position in the Fort Liberty Area Alumnae Chapter shall meet the eligibility criteria as defined in the chapter Policies & Procedures.
- B. A candidate for chapter office or position shall be financial with the chapter and Grand Chapter for the fiscal year in which the election takes place.
- C. If elected, the officer, chair, or committee member shall maintain financial status during her term(s) of office as verified by the Financial Secretary as of June 30<sup>th</sup> of the current sorority year.
- D. Eligibility requirements must be listed here. To be eligible for any elected position, a member must be financial for the year in which the election is held and must maintain financial status during her term.
- E. Complete and turn in to the Nominating Committee Chair or designee a Candidate's Profile at the designated time established by the committee for all candidates.
- F. The Candidate Profile shall include:
  - a. Completed Application
  - b. Delta Resume
- G. Candidate Data Profile Forms may be obtained from the Nominating Committee, Members Only Section of Chapter Website or other platform as approved by the chapter.
- H. Members of the Nominating Committee who decide to run for an elected position must resign from the committee **before** the "Call for Nominations" is issued.
- I. If a member of the Nominating Committee desires to serve on the chapter's Minerva Circle as an officer or in an elected position, she must recuse prior to the Call for Nominations.
- J. **Members seeking election may not serve on the Elections Committee.**

### **Nominations of Chapter Officers and Elected Positions**

- A. **Timeline and Guidelines for Process.** The Nominating Committee shall conduct the nomination process, which includes issuing the Guidelines for Running for Office and Call for Nominations, receiving the Applicant's Profile, determining eligibility, preparing a proposed slate of officers, and receiving nominations from the floor.
  - 1. **February Chapter Meeting:** The Duties and Responsibilities for the Elected Offices and Positions will be presented and posted on the Chapter's official website for review by all. Nominating Committee announces the application available on the website for those sorors interested in running for an Elected Office or Position. Sorors wishing to become a candidate for an elected office must **electronically** submit an application to the Nominating Committee chair by 11:59pm (EST) on **March 1<sup>st</sup>, 2025**. ***Sorors who do not electronically submit an Applicants Profile will not be slated.*** Review Applications
  - 2. **March Chapter Meeting:** Nominating Committee Chair will present the slate of applications received/take nominations from the floor/close the slate and remind Nominees of the deadline to submit an application. **(24 hours after accepting the NOMINATION.)** All nominations received from the floor must be determined eligible prior to being slated. Nominations from the floor are only taken at this meeting and not on the day of elections. The Chapter President will appoint the Election Committee. Campaigning Begins
  - 3. **April Chapter Meeting:** Candidates Corner, election,
  - 4. **May Chapter Meeting:** Installation of Officers
- B. **Time/Method of Election. (REGULAR)** Elections by written secret ballot will be held every two (2) years at the April Chapter meeting. The President will give Chapter Members at least a ten (10)



day written notice prior to the election of officers. The written notification must be sent via email or USPS mail

### **Candidate Guidelines for Campaigning**

Note: If the chapter P&P does not specify campaign guidelines all campaign guidelines must receive the vote of the chapter prior to implementation for each election.

The Nominating Committee shall organize, oversee, implement, and monitor all campaign activities.

- A. Slated candidates may officially begin campaigning immediately after the chapter meeting in which the slate is announced/presented.
- B. Slated candidates must end all campaign activities **30 minutes** prior to the launch of the election ballot.
- C. Campaigning is restricted to within the sorority.
- D. If a candidate is recognized, all slated candidates **MUST** be recognized at chapter events, meetings, functions.
- E. Candidate forums are allowed and coordinated under the direction of the Nominating Committee.
- F. Candidates may host meet and greet or reception events, which are social occasions to welcome and interact with members.
- G. Campaign donations and expenditure shall not exceed a total of **\$500**.
- H. Candidates may accept contributions from Deltas and non-Deltas.
- I. Once a candidate has reached the donation limit, she must stop accepting monetary and in-kind donations.
- J. Candidates are encouraged to use the “bcc” (blind carbon copy) option when sending campaign communication. This allows each recipient to only see their email address.
- K. Chapter leadership contact email addresses on chapter, regional or national websites, that are available to the public, may be used by candidates for the purpose of sending campaign material.
- L. Candidates **may** use member directories of the chapter to campaign
- M. Email addresses must not be connected to the candidate’s business/work or official role in the Sorority.
- N. Candidates must adhere to and abide by the Delta Technology Guidelines. Any violation of the Delta Technology Guidelines will result in the candidate being disqualified. Refer to the complete guidelines on the Corporate website, which is available here: [Delta Technology Guidelines](#)
- O. Candidates are not required to seek permission for photographs used in their campaign, either in print or electronic form (e.g., email, video, website, etc.).
- P. Candidates, who use pictures of others, **MUST** include the following disclaimer on all campaign materials (websites, emails, videos, flyers, postcards, ads, etc.) whether or not the candidate has or has not received permission to use an individual’s photograph:  
**Disclaimer:** The use of a photograph on my campaign literature does not imply an endorsement. Images are intended only to demonstrate actual events that occurred and interactions between individuals photographed.
- Q. All campaign material (websites, email, campaign literature, videos, etc.) **MUST** contain a disclaimer:  
**Disclaimer example:** © 2021 Jane Violet Jones. Content should not be copied without permission or shared on social media.

### **Nominating Committee**

1. Term of Office. The chair and members of the Nominating Committee shall serve one **(1) term**.
2. Limits of Office. The chair and members of the Nominating Committee shall not be a candidate for any Chapter elective office while serving on the Nominating Committee. The chair and members of the Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position.

## **ELECTIONS**

### **A. Election day procedures and timeline**

1. Election of Officers and Elected Positions shall take place at the **April** Chapter Meeting.
2. Chapter voting shall begin at a designated time on the chapter meeting agenda.
3. The Chair and Members of the elections committee shall issue the ballot to those members eligible to vote.
4. Only one ballot shall be given to the eligible member during the time designated on the meeting agenda

### **B. Voting guidelines**

1. The chapter vote shall be by secret ballot, so each member will be instructed to go to a designated area to vote and return to their seats.
2. The Chair and committee shall distribute, collect, and tally ballots utilizing majority vote.
3. Majority Vote is more than half of the votes cast by members entitled to vote, excluding blanks, or abstentions. (**Example:  $19 \times \frac{1}{2} = 9 \frac{1}{2}$ . 10 votes needed for a majority**)

### **C. Re-balloting**

1. Occurs when a candidate does not receive a majority vote. If re-balloting is necessary, it shall take place immediately during the same chapter meeting in which the election has occurred. A quorum must be present in order to re-ballot.

## **GENERAL VOTING PROCEDURES (Chapter Elections)**

- A. Refer to the current version of the Chapter Management Handbook for additional voting guidelines.
- B. The election of officers and elected positions shall be by majority vote of the members present and voting during the **April** meeting
- C. Voting on all issues not requiring a secret ballot will be by the raising of the “vote card” or electronic voting devices. (Note: Chapter may only use electronic voting if the electronic voting procedures have been approved by the chapter and included in the chapter Policies and Procedures).

## **ELECTRONIC VOTING**

- A. If the chapter is using a voting machine or electronic device, the Election Committee should confirm the printing of the ballot, to make certain that the names and positions are spelled and placed correctly.
- B. If the chapter requires the use of a ballot machine or electronic voting during its election process, the process for use needs to be included in the Policies and Procedures.

## **ELECTION REPORTING**

- A. Votes will be tallied by the Elections Committee and results will be announced prior to the formal closing of the meeting in which elections take place.
- B. The Chair presents the elections report
- C. The Presiding Officer shall announce the results of the election and introduce the officers for the upcoming biennium.
- D. The Recording Secretary is given a copy for the minutes.
- E. Destruction of Ballots
  - a. After completion of an election or balloting on a motion, the elections committee places the ballots and tally sheets in the custody of the recording secretary, who keeps them under seal until the close of business of the next regularly scheduled chapter meeting.
  - b. Any challenges to the election results must be presented in writing to the chapter president, elections committee chair and regional director before the close of business at the next regularly scheduled chapter meeting.

If an election challenge is presented the ballots may not be destroyed until written permission is received by the Regional Director.

## **INSTALLATION OF OFFICERS**

- A. The ritualistic installation ceremony will be conducted during the final chapter meeting of the Sorority year.
- B. All outgoing officers, positions, and committee chairs will pass over the tools of their office to the incoming officer assuming those duties, with completion of transition of officers by July 1<sup>st</sup>.

## **TRANSITION OF OFFICERS (Procedures for Conduction the Transition Process)**

### **A. Timing**

1. The period between elections and assumption of duties for new officers shall be the start of the transition period.
2. The outgoing officer has sole responsibility of closing out all chapter requirements for compliance and submitting all paperwork to National Headquarters.
3. The incoming officer is a participant in all chapter related administrative activities.
4. Fiscal Officers transition will follow the Fiscal Officers Manual.

### **B. Coordination**

1. Transition of officers will follow procedures as outlined by the National Scholarship and Standards Committee in the Chapter Management Handbook.

## **2025 Nomination/Election Timeline**

### **Δ November 2024**

- a. Meet to establish rules and timelines
- b. Announce the availability of positions
- c. Present information on positions, with detailed roles & responsibilities, and application and scoring rubric to Executive Board
- d. Nominating Committee will be activated
- e. Nomination applications will be available on the secured website

### **Δ January 2025**

- Present same information to Chapter for vote; distribute Call for Nominations; and accept applications.
- Final call for applications.

### **Δ February 2025**

- Review applications; and seek applicants for unfilled positions

### **Δ March 2025**

- Present Slate to Executive Board for information only

- Time/Method of Election. Elections by written secret ballot will be held every two (2) years at the April Chapter meeting. **The President will give Chapter Members at least a ten (10) day written notice prior to the election of officers. The written notification must be sent via email or USPS mail.**
- The Election Committee is activated.
- Present Slate to Chapter, open floor for nominations.
- All nominations received from the floor must be determined eligible prior to being slated.  
Nominations
- from the floor are only taken at this meeting and not on the day of elections.
- Campaigning Begins

Δ **April 2025**

- Candidates Corner (**1 hour prior to the ritualistic start of Chapter meeting**)
- Elections

Δ **May 2025**

- Installation of Officers

*Applicant's Profile (Application for Seeking Office)*

NAME:  OFFICE OR POSITION:

CHAPTER, LOCATION, & YEAR OF INITIATION:

LIST CURRENT DELTA ACTIVITIES:

LOCAL CHAPTER EXPERIENCE: *(Please list each Chapter you have been affiliated with and how you were involved.)*

REGIONAL AND NATIONAL EXPERIENCE: *(Please list all current and past assignments and involvement at both levels)*

REGIONAL CONFERENCES, AND NATIONAL CONVENTIONS ATTENDED:

CURRENT COMMUNITY INVOLVEMENT AND ORGANIZATIONAL AFFILIATIONS

ORGANIZATION ( <i>no more than 4</i> )	POSITION AND/OR RESPONSIBILITY
Fayetteville-Cumberland County Martin Luther King, Jr, Foundation	Board Member responsible for the overseeing of the Spire Project for the reconstruction and additions to the MLK, Jr. Community Park. I plan, coordinate, implement and execute community involvement and service projects. I am also responsible for assisting with the execution of the MLK Community Parade, the Annual Martin Luther King, Jr. Scholarship Banquet, The Candle-light Vigil, and the Community Clothing and Food Drives.
Grays Creek Ruritan Club	We work to improve the communities in Hope Mills and Grays Creek by providing and supervising community recreational centers, sponsoring Little League and other athletic programs by building community parks and sports pitches. We also help the sick and needy and provide a wide range of other activities to help improve our community.
National Council of Negro Women (NCNW)	As a member of the National Council of Negro Women (NCNW), I am dedicated to the empowering and advocating for Black women, their families and our communities. I participate in community service projects, outreach initiatives and fundraising efforts. I stay informed on issues affecting Black women and share knowledges and resources.

**PAST COMMUNITY INVOLVEMENT AND ORGANIZATIONAL AFFILIATIONS**

ORGANIZATION ( <i>no more than 4</i> )	POSITION AND/OR RESPONSIBILITY
Queen Bathsheba Grand Chapter, Order of the Eastern Stars, Prince Hall Affiliation	Past Worthy Matron


STATE YOUR REASON(S) FOR SEEKING THIS SPECIFIC OFFICE. In a total word count not to exceed 250 words, cite experiences, either in Delta or in your professional career, that impact directly on the position you are seeking. Include your plan/vision for the Fort Liberty Area Alumnae Chapter in your response.

As a former military leader and a member of the current leadership of this illustrious chapter, I believe that my leadership skills have prepared me for this position. I have served in some capacity in leadership since my initiation in 2011. My dedication to this chapter and our sorority is unwavering. If elected, one of my visions is based on what I see as needs for more guidance for new members coming into our chapter and/or after their initiation. I would like to implement a true orientation and new chapter members program that fully equips them with the tools and knowledge on how to properly utilize these tools to be productive chapter members. I also would like to promote more sisterhood activities and collaborations with the other chapters within our cluster as well as other members within the Divine Nine organizations. I am a proponent and advocate of sisterhood and believe that we need to reimagine the manner in which we engage with each other. Community service projects will also be key initiatives and involvement during my tenure. I'm not here to recreate the wheel; however, I do believe that if we all work together to oil the squeaky wheel, then we will make our chapter, sorority, and community better for everyone and that's what great leaders do!

Have you ever been suspended and/or placed on probation?  NO  YES

If yes, please list violation date(s) of suspension or probation and fine levied.

Note: The APPLICANT PROFILE SHEET is considered incomplete if not signed

I have read, understand, and will abide by the guidelines for seeking office in Delta Sigma Theta Sorority, Inc. Fort Liberty Area Alumnae Chapter.

Signature of Applicant	Member Number	Date
<i>Melissa Diane Robinson-Ellis</i>	288805	9 March 2025

(Note: For electronic version of application, use a cursive font for your signature.)

Fort Liberty Area Alumnae Chapter  
 DELTA SIGMA THETA SORORITY, INC.  
 Nominating Committee

***Categories for Evaluation of Applicants***

Applicant's Name

Office or Position Sought

Leadership/Experience (Delta) Local Chapter involvement Regional involvement National involvement Leadership ability and skills Accomplishments and responsibilities Ongoing/consistent Follow through on responsibilities	
Leadership/Experience (Non-Delta) Regional Professional – related/unrelated to position Community – related/unrelated to position Leadership ability and skills	State
Position Specific Profile Completeness of answer; required skills for position	
Personal Statements Reasons for seeking office Understand the organization of Delta Sigma Theta Sorority, Inc. Awareness and consideration of current Delta issues	



Presentation of Materials  
Style

Content

Conference/Convention Attendance