

DELTA SIGMA THETA SORORITY, INC.
 A Service Organization Since 1913
 1707 New Hampshire Avenue, N.W.
 Washington, DC 20009



CHAPTER RULES OF ORDER FORM - 2022 - 2023

Instructions: Chapters MUST upload this form into the Red Zone each fiscal year by June 30th. Once approved by the Regional Member of Scholarship & Standards Committee, each chapter member MUST receive a copy of this completed form. Newly established or reactivated chapters MUST submit within 30 days of establishment or reactivation.

Policies & Procedures Confirmation

Please confirm if there have been changes to Chapter Policies & Procedures since the last approval date.

YES- X

NO __

Chapter Name	Greater Cleveland Alumnae Chapter			Chapter #	115	
Chapter President	Ruth Price Rollins			Charter Date	Omega (1924) GCAC 1/31/1976	
Chapter Email	www.dstcleveland.org					
President's Email	president@dstcleveland.org			Phone #	216-346-2778	
P&P Chair	Alison L. Floyd					
P&P Chair's Email	parliamentarian@dstcleveland.org			Phone #	216-276-2081	
# of Financial Members	500			Region	Midwest	
Chapter Service Area(s)	Greater Cleveland Community, Cuyahoga County, Ohio					
Mailing Address	Post Office Boz 221368					
City	Beachwood			State	Ohio	Zip Code 44122
Chapter Meeting	Day	Second Saturday	Time	10 a.m.	Frequency	Monthly
Executive Board Meeting	Day	First Monday	Time	6:30 p.m.	Frequency	Monthly
Percentage of the financial membership that constitutes a quorum (Min 25%)			25%	Amount of Local Chapter Dues for Sorority Year		\$200.00
Month of Chapter Elections	April			Month of Installation Ceremony		June

Elected Officers (Select all that apply):

Every chapter MUST have the following Elected Officers (depending on chapter size): President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary, Assistant Treasurer, Assistant Recording Secretary, Assistant Corresponding Secretary

President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary I, Financial Secretary II, Treasurer

Appointed positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms

Chaplain, Custodian of Properties, Emergency Response Coordinator, Historian, Journalist, Internal Audit Committee Members, Parliamentarian, Risk Management Coordinator, Sergeant-At-Arms, Contract Coordinators, National Pan Hellenic Representative(s); Standing Committee Chairs: Arts and Letters, Delta DEARS, Economic Development, Educational Development, Facility Services, Fundraising, Hospitality and Courtesies, International Awareness and Involvement, Investment, LEAD, Protocol and Traditions, Ritual and Ceremonies, Physical and Mental Health, Scholarship, Social Action, Technology; Subcommittee Chairs: Collegiate Connection, Financial Fortitude, Music, Roster, Social, Delta Academy, Delta GEMS, EMBODI, Teen Lift, Teen and Young Mothers Support, Domestic Violence Awareness; Special Committee: Elections Committee Members, Convention and Conferences Chair(s), Founders Day Chair(s), Opening Meeting Chair(s), Past Presidents Council Chair, Projects Chair(s)

Elected positions (Must be consistent with Policies & Procedures):

Must be consistent with Policies & Procedures: Chair, Nominating Committee, Nominating Committee Members, Minerva Circle, Internal Audit Committee Chair, Finance Committee Chair (if not Treasurer)

Budget and Finance Committee Chair, Internal Audit Committee Chair, Minerva Circle, Nominating Committee Chair, Nominating Committee Members

-At

Rev. 11/2021

Standing Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have the following Standing Committees (depending on chapter size): Emergency Response, Internal Audit, Nominating, Policies & Procedures, Finance and Program, Planning & Development (PP&D), Social Action.

Executive Committee, Executive Board, Arts and Letters, Budget and Finance, Chaplain Council, Delta DEARS, Economic Development, Educational Development, Emergency Response, Communications and Public Relations, Facility Services, Fundraising, Heritage and Archives, Hospitality and Courtesies, Internal Audit, Investment, LEAD, Membership Services, Nominating, Policies and Procedures, Program Planning and Development, International Awareness and Involvement, Physical and Mental Health, Risk Management, Protocol and Traditions, Ritual and Ceremonies, Scholarship, Social Action, Technology

Special Committees (Must be consistent with Policies & Procedures):

Every chapter MUST have an Elections Committee and Minerva Circle

Elections, Minerva Circle, Founders Day, National Pan-Hellenic, Past Presidents Council, Step Team, Conferences and Convention, Opening Meeting, Projects

Process for selection of voting/alternate delegates and other chapter representatives:

The chapter Policies and Procedures MUST designate the selection process of the Regional Conference and National Convention voting and alternate delegates and the chapter representative at State and/or Cluster Meetings, Delta Days in the Nation's Capital, and State Delta Days.

Voting Delegate	Chapter President
Alternate Delegate	First Vice President
Delta Days in the Nation's Capital Representative	President, Social Action Chair
State Delta Days Representative	President, Social Action Chair
Cluster Meeting Representative	Chapter President or her designee
State Meeting Representative	Chapter President or her designee

Advisors Section: For Collegiate Chapters Only. Advisors must be selected & voted upon, by position, by the chapter

Primary Advisor		
Email Address		
Day Phone #		Evening Phone #
Secondary Advisor		
Email Address		
Day Phone #		Evening Phone #
Advisory Council Member		
Email Address		
Day Phone #		Evening Phone #
Advisory Council Member		
Email Address		
Day Phone #		Evening Phone #
Advisory Council Member		
Email Address		
Day Phone #		Evening Phone #
Advisory Council Member		
Email Address		
Day Phone #		Evening Phone #

Chapter Confirmation

<i>DO NOT provide Signature and Date when submitting to Scholarship & Standards Committee. Please provide Signature and Date only AFTER the document has been approved by S&S and BEFORE chapter distribution.</i>	
President's Signature	<i>Ruth Price Rollins</i>
Date	6/16/23