



# 2024 Proposed Amendments

---

Presentation for  
Greater Cleveland Alumnae Chapter  
Delta Sigma Theta Sorority, Inc.  
April 13, 2024



# Policies and Procedures

## Committee Members

---

Macadda Peoples, Chair

Melonie Frazier, Chapter President,  
ex officio member

Marsha Brooks

Rana Brown

Darlene Smith Jones

Teresita Jones-Thomas

Khaliah Fisher-Grace

Alison Floyd

Alison Graves-Calhoun

Valerie Houser

Elaine Patrick

Fontella Smith

Pamela Smith

Ruth Price Rollins

Maia Ward

Judith Young

# Proposed Amendment 1: Social Sub-Committee Responsibilities

---

**Policies and Procedures Section:** Article IV Section 1. K. 10. E., page 29

**Current Language**

**E. Social:** Coordinates the chapter's social activities.

**Proposed Language**

**E. Social:** Provides meals and refreshments for chapter events, when requested.

**Rationale:** Aligns language to the current responsibilities of the sub-committee.

# Proposed Amendment 2: Event and Vendor Contract Review Procedures

**Policies and Procedures Section:** Article III Section 2. J. 23, page 18-19

## Current Language

### 23. Event and Vendor Contract Review Procedures

a. All contracts, including vendor contracts, must be reviewed, and approved by the contract coordinator, chapter president, and committee chair, prior to the signing of the contract by the President.

d. The committee chair must allow at least two weeks for review, approval, and signatures to be obtained to complete the review and signatures for the contract approval process.

e. The committee chair will complete and submit the Contract Review Form with a copy of the agreement attached, and/or Vendor Engagement Form (one for each vendor) to the Contract Coordinator(s) as provided in the form.

## Proposed Language

### 23. Event and Vendor Contract Review Procedures

a. All contracts, including vendor contracts, must be reviewed and approved by the Contract Coordinator, Chapter President, and Committee Chair, prior to the signing of the contract by the President. **Vendor contracts only need Contract Coordinator review if the vendor seeks to make changes to the Chapter Template, which is not preferred or recommended.**

d. The Committee Chair must allow at least two weeks for review, **insurance application where applicable,** approval and signatures to be obtained to complete the review and signatures for the contract approval process.

e. The Committee Chair will complete and submit the Contract Review Form with a copy of the agreement attached, and/or Vendor Engagement Form (one for each vendor **if changes to template are requested only**) to the Contract Coordinator(s) as provided in the form.

# Proposed Amendment 2 (continued): Event and Vendor Contract Review Procedures

## Current Language

h. The Contract Coordinator(s) is responsible for obtaining insurance riders when needed.

j. Youth groups get a blanket rider at no cost for events held at the Delta Center. If bus trips or other field trips are planned, the Chair will notify the Contract Coordinator(s) to get an additional rider, typically at no cost, for but not limited to, youth participation in Labor Day Parade, Scholarship Dance and Day Party events, formal dance, bus trips to Regional Conference, chapter planned event e.g. Cavaliers' game, Broadway styled play, etc.

## Proposed Language

h. The **Treasurer** is responsible for obtaining insurance riders when needed. **The Committee Chair must indicate on the Contract Review Form if an insurance rider is needed. If so, the Contract Coordinator will notify the Treasurer to complete and submit the insurance application to the insurer.**

j. Youth groups get a blanket rider at no cost for events held at the Delta Center. If bus trips or other field trips are planned, the Chair shall notify the **Treasurer** to get an additional rider, typically at no cost, for but not limited to, youth participation in Labor Day Parade, Scholarship Dance and Day Party events, formal dance, bus trips to Regional Conference, chapter planned event e.g. Cavaliers' game, Broadway styled play, etc.

**Rationale:** Clarify that vendor contracts do not need to be reviewed by the Contract Coordinators if the vendor only fills in the blanks on the Chapter Vendor Template (already approved by Contract Coordinators). Vendor Contracts will need to be reviewed by the Contract Coordinators if the Template is changed in any way other than the information requested on the form. The remainder of the changes reflect the insurance company's requirement that the Treasurer submit rider application so that they can be accompanied by payment.

# Proposed Amendment 3: Duties of the Parliamentarian

**Policies and Procedures Section:** Article III Section 2. A. 4., page 15

## **Current Language**

A. Parliamentarian \*\*

1. Advises, upon request of the Chapter President, other officers, committees and member on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Policies and Procedures and current edition Robert's Rules of Order Newly Revised.
2. Serves as the Chair of the Policies and Procedures Committee.
3. Is knowledgeable of the local Chapter's Rules of Order and other Grand Chapter administrative resources related to her appointed position.
4. Rules on parliamentary questions that arise during a meeting and decides according to Robert's Rules of Order Newly Revised, at the request of the presiding officer.

## **Proposed Language**

A. Parliamentarian \*\*

1. Advises, upon request of the Chapter President, other officers, committees and member on matters of parliamentary procedures according to Grand Chapter's Constitution and Bylaws, the chapter's Policies and Procedures and current edition Robert's Rules of Order Newly Revised.
2. Serves as the Chair of the Policies and Procedures Committee.
3. Is knowledgeable of the local Chapter's Rules of Order and other Grand Chapter administrative resources related to her appointed position.

**Rationale:** Strike number 4. The chapter president rules on parliamentary questions. The Parliamentarian only advises, upon request.

# Proposed Amendment 4: Duties of the Second Vice President

<b>Policies and Procedures Section:</b> Article III Section 1. C. 3., page 11	
<b>Current Language</b>  3. Serves as chair of a standing committee (e.g. Membership Services Committee, Leader of Minerva Circle).	<b>Proposed Language</b>  3. Serves as chair of a standing committee (e.g. Membership Services Committee)
<b>Rationale:</b> Strikes Leader of Minerva Circle from the Second Vice President’s responsibilities. The chapter would follow the requirements in the Administrative Procedures for Membership Intake (APMI) to elect the Leader of the Minerva Circle and the Leader of the Minerva Circle would be required to meet all standards set forth in the APMI. We do not require the same standards to be Second Vice President. The current Policies and Procedures are not currently in conflict with the APMI. Page 17 of the APMI indicates that the Leader of the Minerva Circle “May be designated by virtue of an elected or appointed position as provided for in the chapter’s Policies and Procedures” This amendment would take out the designation option and make Leader of the Minerva Circle an elected position. Provided she meets requirements set forth in the APMI, the Second Vice President would qualify to be nominated and elected to Leader of the Minerva Circle or other positions on the Minerva Circle.	

# Proposed Amendment 5: Opening Meeting

**Policies and Procedures Section:** Article IV Section 2. G. 2., page 38

## **Current Language**

2. Opening Meeting plans, recommends, and coordinates the first meeting of the Sorority year in September. For alternating years, the committee will plan and coordinate an overnight retreat for the first meeting of the Sorority year.

## **Proposed Language**

### **Retention and Reclamation:**

Plans, recommends, and coordinates the first retention and reclamation event of the Sorority year. For alternating years, the committee will plan and coordinate an overnight retreat for the first retention and reclamation event of the Sorority year. Collegiate transition would be acknowledged at this event.

*Round up would become a subcommittee of Membership Services. Opening Meeting was a special committee. This would create Article IV Section 1. K. 10. Special Committee **Projects** would move to Article IV Section 2. G. 2.*

**Rationale:** The proposal is that the Opening Meeting committee name is changed to Retention and Reclamation and becomes a subcommittee of Membership Services to promote retention and reclamation to begin the Sorority year. In addition to supporting the Membership Service mandates by Grand chapter, this adjustment will also align with the National Strategic Plan (Goal 3, Objective 4). This change will separate the chapter meeting from the event allowing for first meeting quorum for Delta business to take place at the beginning of the Sorority year. It will also allow sorors to participate in activities without the worry of business attire and separate the meeting from the activity.



# Proposed Amendment 6: Self-Sustaining Committees

**Policies and Procedures Section:** Article VII Section B. 24, page 44

**Current Language**

Language defining fiscal policies for self-sustaining committees does not exist.

**Proposed Language**

**24. Self-Sustaining Committees**

- a. Plan and execute events that do not have a line item in the chapter budget.
- b. Budget events primarily based on projected ticket sales. In addition to ticket sales, funding sources may include ads, in-kind donations, sponsorships, and/or funding from outside organizations that meet Sorority guidelines and are approved by the Chapter President.
- c. Must submit a budget to the finance committee for approval prior to beginning any ticket sales or soliciting any other funding.
- d. Must adhere to contract review procedures set forth in the Chapter's Policies and Procedures
- e. May request an advance of seed money from the chapter. Disbursement of seed money is allowable upon an affirmative vote during a chapter meeting. Reimbursement of any seed money is transferred back to the general operating fund after financial close of the event.
- f. The Chapter serves as the fiscal agent on behalf of self-sustaining committees.

# Proposed Amendment 6 (continued): Self-Sustaining Committees

**Policies and Procedures Section:** Article VII Section B. 24, page 44

**Rationale:** The fiscal procedures for self-sustaining committees are not outlined in our Policies and Procedures. The words “self-sustaining” occur in the document 4 times: once referencing the Treasurer’s reconciliation of financial reports and three times referencing the Teen Lift Committee. The purpose of this proposed amendment is to clarify the types of committees that are self-sustaining based on fiscal procedures.

# Mandatory Change

## Financial Secretary I and Financial Secretary II

**Policies and Procedures Section:** All references in the Policies and Procedures Document

**Current Language**

Financial Secretary I  
Financial Secretary II

**Proposed Language**

Financial Secretary  
Assistant Financial Secretary

**Rationale:** All references to Financial Secretary I will be replaced with Financial Secretary and all references to Financial Secretary II should be replaced with Assistant Financial Secretary. Changing the titles in the Policies and procedures will align with the Fiscal Officers Manual, Chapter Management Handbook and the Red Zone. This does not have an impact on the responsibilities of the role. This is just a title change.