

# GREATER CLEVELAND ALUMNAE CHAPTER

## 2026 PROPOSED AMENDMENTS TO POLICY AND PROCEDURE REVIEW

For Greater Cleveland Alumnae Chapter Members Only



*Anchored in Service*



	<b>Title/Description</b>	<b>Section/Article</b>	<b>Modification</b>	<b>Rationale</b>
1	Electing the Leader of Minerva Circle	Article III, Section 1(C)(4), p. 9	<b>Current:</b> "Serves as Leader of Minerva Circle"  <b>Proposed:</b> Remove from 2nd Vice President's duties and responsibilities	The 2nd Vice President, like all members of the Minerva Circle, may be nominated or self-nominate. Opening the position ensures equal access for all qualified members, with candidates vetted by the Nominations Committee in accordance with APMI.
2	Annual Vote on Membership Intake	Article XII, Section 2(C)(1), p. 47	<b>Current:</b> The chapter votes at the October meeting in the second year of each administrative term to proceed or not proceed with membership Intake.  <b>Proposed:</b> The chapter votes at the October meeting each year to proceed or not proceed with membership intake.	This amendment does not require annual intake!  Ensures the chapter has the option to consider membership intake each year, providing flexibility to move forward when ready, avoid long gaps between opportunities and support sustainable growth.
3	Electing Assistant Officers *Assistant Recording Secretary *Assistant Corresponding Secretary *Assistant Treasurer	Article III, Section 1 (p. 9-11)	<b>Current:</b> N/A  <b>Proposed:</b> <b>(E) ASSISTANT RECORDING SECRETARY</b> 1. Fulfill all duties in support of the recording secretary. 2. Serves as a member of the Executive Board.  <b>(G) ASSISTANT CORRESPONDING SECRETARY</b> 1. Fulfill all duties in support of the corresponding secretary. 2. Serves as a member of the Executive Board.  <b>(I) ASSISTANT TREASURER</b> 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. Serves as a member of the Executive Board.	Adding Assistant positions for the Treasurer, Corresponding Secretary and Recording Secretary provides three leadership development opportunities for our chapter of over 600 members. These positions also ensure continuity, support succession planning, distribute administrative workload and enhance the overall effectiveness of chapter operations.  All three assistants are permitted for large chapters under the Chapter Management Handbook (p. 88)
4	Waiver of Local Dues for Recent Grads	Article VIII, Section 5(C), p. 33	<b>Current:</b> In the event a collegiate member who graduated in December immediately joins Greater Cleveland Alumnae, her dues are waived for the remainder of the business year.  <b>Proposed:</b> In the event a collegiate member who <b>recently</b> graduated and immediately joins Greater Cleveland Alumnae will have the option to have her local dues waived for the <b>remainder or new fiscal</b> year.	This amendment allows recent graduates to join the Alumnae chapter while gradually transitioning to a higher dues amount. Most will join in the fall and apply dues to the new fiscal year; however, an option could be provided to allow them to apply the waiver to either the current or the new fiscal year.

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5	Electing the Leader of Minerva Circle	Article III, Section 1(C)(4) p. 9	<b>Current:</b> "Serves as Leader of Minerva Circle"  <b>Proposed:</b> The Leader of the Minerva Circle will be elected by the financial members of Greater Cleveland Alumnae Chapter.	The 2nd Vice President can still be considered as a candidate for the Leader of the Minerva Circle, however the financial members will be provided options of who they can vote for to hold this position.	<u>Duplicate</u> Intent to elect the LMC is captured in Proposal 1.
6	Electing the Leader of Minerva Circle	Article III, Section 1(C)(4) p. 9	<b>Current:</b> "Serves as Leader of Minerva Circle"  <b>Proposed:</b> Remove from 2nd Vice President's duties and responsibilities	Striking out a specific position (2nd VP) as the Leader of the Minerva Circle will <b>allow the chapter to follow the current national procedures</b> on the membership intake process.	<u>Duplicate</u> Intent to elect the LMC is captured in Proposal 1.
7	Adoption of Current Logo as Chapter Logo	N/A	<b>Current:</b> N/A  <b>Proposed:</b> Current logo that is currently being used will be used on all Greater Cleveland Alumnae Chapter marketing materials. The current logo should not be altered but there should be room for the president to add her theme.	It beautifully shows the Greater Cleveland skyline. It clearly identifies our city. It is timeless. It was designed under the administration of Soror Nicole Y. Culliver, the adhoc committee, executive committee, executive board and chapter had input on this logo.	<u>Premature; Not applicable to Policies and Procedures</u>  Logos are addressed exclusively in the Style Guide, not in Policies and Procedures. The Chapter has not voted on this logo and Chapter logos are at the Chapter President's discretion.
8	Edit Teen Lift Program Description	Article IV, Section 1(P)(2)(d) p. 25	<b>Current:</b> ...based on the Sorority's Five-Point Program.  <b>Proposed:</b> ...based on the Sorority's Five-Point Programmatic Thrust.	Correct the name.	<u>No vote required</u>  Editorial change with no impact on chapter policies or procedures. The committee will make the revision.
9	Edit the Teen and Young Mothers Program Description	Article IV, Section 1(P)(2)(e)(1) p. 25	<b>Current:</b> The program implements a program designed to give support and assistance to teen and young mothers with families who have infants and toddlers.  <b>Proposed:</b> The program provides support and assistance to teen and young mothers with infants and toddlers.	The sentence reads awkwardly because 'program' is used twice.	<u>No vote required</u>  Editorial change with no impact on chapter policies or procedures. The committee will make the revision.

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10	Establishes Procedures for Committee Chairs Engaging Fiscal Agents in Fundraising Activities	Article III, Section 2(K), p. 15	<p><b>Current:</b> N/A</p> <p><b>Proposed:</b> 21. Follows procedures to request to engage fiscal agency or agent for Fundraising Activity as follows:</p> <p>a. Review current list of fiscal agencies compiled by the chapter</p> <p>b. Completes all forms required by the Fiscal Agency including Letter of Intent, Application and Budget to be reviewed and approved by the President prior to submission to the intended agency.</p> <p>c. Allow at least two weeks for review for submission approval and signatures to be obtained to complete the request to engage fiscal agency</p> <p>d. Upon proof of acceptance by the Fiscal Agent and/or agreement, the Chair reviews the document to ensure the name of the fundraiser, date of event, Chapter/Chapter Committee name, contact person are included as well as a description of how funds will be received, accepted, deposited and disbursed on behalf of the Chapter; anticipated duration of fund activity; estimated percentage and/or fees for any and all expenses relating to management of grant funds or other monies solicited or received as a result of the fundraising activity.</p> <p>e. The Contract Coordinator reviews and approves the agency agreement and returns it to the Chair to obtain the signature of the President to the agreement, contract or acceptance of the funding to be managed by the fiscal agent of behalf of the Chapter. ONLY THE CHAPTER PRESIDENT CAN SIGN THE APPLICATION AND ACCEPTANCE ON BEHALF OF THE GREATER CLEVEALND ALUMNAE CHAPTER.</p> <p>f. Upon receipt of a NOTIFICATION OF TERMINATION OF FUNDING ACTIVITY by the Fiscal Agent or Grant Coordinator, the Chair will obtain a full accounting of funds received, accepted, deposited and disbursed from the Fiscal Agent including deductions/retention of applicable management fees and expenses to be incorporated in the Committee's final report to the chapter.</p>	PROCEDURES FOR ENGAGING FISCAL AGENT for fundraising, subject to change upon execution of an agreement.	<p><u>Conflicts with Governing Document</u></p> <p>Per the Fiscal Officer Manual (p. 12), the President manages revenue and is accountable for expenditures, even when a fiscal agent is engaged.</p> <p>Since engagement varies by event and president, procedures for Committee Chairs, as proposed, are not required.</p>

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11	Committee Chair Process Change:  Chair Notifies Treasurer of Insurance Rider Need Instead of Contract Coordinator	Article III, Section 2(K)(20)(b)(i) p. 15	<b>Current:</b> 20(b)(i) Indicates on the Contract Review Form if an insurance rider is needed so the Contract Coordinator can notify the Treasurer to complete and submit the insurance application to the insurer.  <b>Proposed:</b> 20(b)(i) Indicates on the Contract Review Form so the Contract Coordinator can verify if an insurance rider is needed. Upon approval of the contract as signed by the President, the Chair will notify the Treasurer to complete and submit the insurance application.	Grand Chapter requires the Chapter's Treasurer to submit the application for an insurance rider through the Red Zone.	<u>Rationale-Not dictated by Grand Chapter (Personal Preference)</u>  The Fiscal Officer Manual requires the Treasurer to obtain the rider; it does not specify who must notify the Treasurer.  Each Contract Coordinator have modified the Contract Review Form, as needed.
12	Contract Coordinator Process Change:  Contract Coordinator Notifies Chair, Then Chair Notifies Treasurer of Insurance Rider Need	Article III, Section 2(J)(5), p. 14	<b>Current:</b> Notifies the Treasurer to complete and submit the insurance application when the committee chair indicates the need for an insurance rider on the Contract Review Form.  <b>Proposed:</b> Notifies the Committee Chair request the Treasurer to submit the insurance application for an insurance rider as described in the Contract Review Form upon approval of the contract sent to the President for signing.	Grand Chapter requires the Chapter's Treasurer to submit the application for an insurance rider through the Red Zone.	<u>Rationale-Not dictated by Grand Chapter (Personal Preference)</u>  The Fiscal Officer Manual requires the Treasurer to obtain the rider; it does not specify who must notify the Treasurer.  Contract Coordinator have modified the Contract Review Form, as needed.
13	Adds Language to Contract Coordinator Duties for Review Before President's Signature	Article III Section 2(J)(1) p. 15	<b>Current:</b> Serves as the point of contact for all contract negotiations.  <b>Proposed:</b> Serves as the point of contact for all contract negotiations, and reviews all contracts prior to the President signing of the contract.	The duties and responsibilities of the contract coordinator(s) have a specific purpose which requires regularly attendance at Executive board meetings.	<u>Redundant</u>  3. States "Reviews all Contracts..., prior to the President signing of the contract."

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14	Make Delta D.E.A.R.S. a Subcommittee under Membership Services	Article II, Section 3 (2)(Z) p. 8	<p><b>Current:</b> (Z) Delta D.E.A.R.S.</p> <p><b>Proposed:</b> (K)(vii) Delta D.E.A.R.S.</p>	The definition for a Standing Committee states it performs a continuing task related to chapter operations. Based on this definition, this committee should not be recognized as Standing. By definition, this committee develops innovative and sustainable activities to help reclaim, retain, and sustain sisters aged 62 and up in our sisterhood. This falls under Membership Services and should be a subcommittee.	<p><u>Rationale</u></p> <p>As described in Article IV, Section 1(z)(1), the Delta D.E.A.R.S. Committee, like all other committees, encourages sisterhood among its members. Additionally, it creates welcoming events and promotes social justice in the community.</p> <p>The Scholarship and Standards Committee has already approved the Delta D.E.A.R.S. Committee as a Standing Committee.</p>
15	Vote on Membership Intake in September (instead of October) of the second year of each administrative term	Article XII, Section 2(C)(1) p. 47	<p><b>Current:</b> The chapter votes at the October meeting in the second year of each administrative term to proceed or not proceed with membership Intake.</p> <p><b>Proposed:</b> The chapter votes at the September meeting in the second year of each administrative term to proceed or not proceed with membership Intake.</p>	<p>Voting at the September Chapter Meeting rather than October, directly impacts membership intake planning and preparation.</p> <p>In previous years, voting in October caused the chapter to miss the first available opportunity for chapter training and delayed the approval needed for leadership to plan and organize the intake process. This timing has often resulted in rushed planning, limited preparation and reduced effectiveness in executing the intake process.</p>	<p><u>Conflicting Proposal</u></p> <p>Conflicts with Proposal 2, which the Policies and Procedures Committee had already approved for presentation. Submitted by the same writer.</p>

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16	Adds Language Explicitly Prohibiting Cash Disbursements	Article III, Section 1(H)(4) pg. 11	<p><b>Current:</b> 4. Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses.</p> <p><b>Proposed:</b> Disburses all outgoing funds, such as purchase orders, chapter member reimbursements and committee expenses. Cash disbursement is strictly prohibited.</p>	This language needs to be added to avoid confusion and reduce the likelihood of misappropriation of funds with the difficulty of maintaining required documentation.	<p><u>Not Permitted; Black Text</u></p> <p>Black text in the Chapter Policies and Procedures template cannot be modified.</p>
17	Adds Language to Clarify Chapter How Chapter Service Area Affects Participation and Eligibility	Article 1, Section 2(A)(1)	<p><b>Current:</b> N/A</p> <p><b>Proposed:</b> 1. The Chapter service area establishes the residency boundaries that determine who is eligible to participate in specified chapter events, programs, and committee activities where it is noted or required.</p>	Current language of the section needs support for where and when 'service area' is to be applied. Chapter policies and procedures include areas not covered by the Constitution and bylaws and other governing documents of the sorority, therefore the addition of number 1 under letter A serves to define circumstances that currently may cause confusion when referring to other documents and allow for documented delineation as to when 'service area' should be applied.	<p><u>Not Permitted; Black Text</u></p> <p>Black text in the Chapter Policies and Procedures template cannot be modified.</p> <p>The chapter cannot further define "Service Area." We do not verify residency at many of our public facing events (e.g., Expungement Fair).</p>