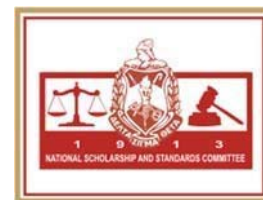


**DELTA SIGMA THETA SORORITY, INC.**  
 A Service Organization Since 1913  
 1707 New Hampshire Avenue, N.W.  
 Washington, DC 20009



**CHAPTER RULES OF ORDER FORM - 2025 - 2026**

*Instructions: Chapters MUST submit this form each fiscal year by June 30<sup>th</sup> to the Regional Member of the Scholarship & Standards Committee. 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 If YES, please submit revised Policies & Procedures.

<b>Chapter Name</b>		Greater Cleveland Alumnae Chapter			<b>Chapter #</b>	115	
<b>Chapter President</b>		Teresita Jones-Thomas			<b>Charter Date</b>	12/27/1924	
<b>Chapter Email</b>		President@dstcleveland.org					
<b>President's Email</b>		President@dstcleveland.org			<b>Phone #</b>	216-337-6445	
<b>P&amp;P Chair</b>		Latosha Tate					
<b>P&amp;P Chair's Email</b>		Parliamentarian@dstcleveland.org			<b>Phone #</b>	440-391-9226	
<b># of Financial Members</b>		608			<b>Region</b>	Midwest	
<b>Chapter Service Area(s)</b>		Greater Cleveland Community					
<b>Mailing Address</b>		PO Box 221368					
<b>City</b>		Beachwood		<b>State</b>	OH	<b>Zip Code</b>	44122
<b>Chapter Meeting</b>		<b>Day</b>	2nd Saturday	<b>Time</b>	10:00 AM	<b>Frequency</b>	Monthly
<b>Executive Board Meeting</b>		<b>Day</b>	1st Monday	<b>Time</b>	06:30 PM	<b>Frequency</b>	Monthly <input type="checkbox"/>
<b>Percentage of the financial membership that constitutes a quorum (Minimum of</b>			25%		<b>Amount of Local Chapter Dues for Sorority Year</b>		\$ 200.00
<b>Month of Chapter Elections</b>		April			<b>Month of Installation Ceremony</b>		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, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Assistant Financial Secretary

**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 (if applicable), Parliamentarian, Risk Management Coordinator (if applicable), Sergeant-at-Arms**

Parliamentarian, Chaplain, Emergency Response Coordinator, Sergeant-At Arms, Historian, Journalist, Custodian of Properties, Internal Audit Committee Members, Risk Management Coordinator, Contract Coordinator(s), Committee Chairs

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

**Must be consistent with Policies & Procedures: Chair, Nominating Committee Chair, Nominating Committee Members, Minerva Circle, Internal Audit Committee Members (if applicable), Finance Committee Members (if applicable)**

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

**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, Emergency Response, Communications and Public Relations, Fundraising, Heritage and Archives, Hospitality and Courtesies, Internal Audit, Membership Services, Nominating, Policies and Procedures, Program Planning and Development, Economic Development, Educational Development, International Awareness and Involvement, Physical and Mental Health, Risk Management, Protocol and Traditions, Ritual and Ceremonies, Scholarship, Social Action, Technology, Chaplain Council, Delta D.E.A.P.S., Facility Services, LEAD, Strategic Planning and Evaluation

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

**Every chapter MUST have an Elections Committee.**

Elections, Minerva Circle, Founders Day, National Pan-Hellenic, Past Presidents Council, Step Team, Convention and Conferences, Investment, Contract Coordinators

**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.*

<b>Voting Delegate</b>	President
<b>Alternate Delegate</b>	First Vice President
<b>Delta Days in the Nation's Capital Representative</b>	President and Social Action Chair
<b>State Delta Days Representative</b>	President and Social Action Chair
<b>Cluster Meeting Representative</b>	President or designee
<b>State Meeting Representative</b>	President or designee

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

<b>Primary Advisor</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Secondary Advisor</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	
<b>Advisory Council Member</b>			
<b>Email Address</b>			
<b>Day Phone #</b>		<b>Evening Phone #</b>	

**Chapter Confirmation**

**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.

<b>President's Signature</b>		<b>Date</b>	12/2/25
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Signer ID: FZODGJPH12...