

The Delta Kappa Gamma Society International

Alpha Nu State Organization

Chapter Standing Rules Checklist

Chapter Name _____

Date Submitted _____

Reviewed by _____

Date Reviewed _____

| Article | Description | References | Review Comments |
|--------------------------------|---|-----------------------------------|-----------------|
| Name | <ul style="list-style-type: none"> Chapter name (Greek letters) assigned by Alpha Nu State | State Bylaws Article I | |
| Object | <ul style="list-style-type: none"> Chapter objectives include promotion of Society Purposes. Additional chapter objectives must be consistent with <i>Constitution</i>. | Alpha Nu State Bylaws Article II | |
| Membership | <ul style="list-style-type: none"> Membership is composed of active, reserve, and honorary members. Chapter has authority to act in matters of membership. Practices are consistent with <i>Constitution</i>, Article III. Membership records are kept at the chapter level. Perspective members live and/or work in the chapter's assigned territory. Procedure for electing chapter honorary members is stated. | Alpha Nu State Bylaws Article III | |
| Finances | <ul style="list-style-type: none"> Chapter dues and method for determining the dues is stated. Financial controls include: <ol style="list-style-type: none"> (1) requirement of a budget, (2) chapter president's approval of expenses prior to payment, and (3) requirement of a financial review. | Alpha Nu State Bylaws Article IV | |
| Organization | <ul style="list-style-type: none"> Written chapter rules are consistent with the Constitution and Alpha Nu State Bylaws. Chapter may participate in a Coordinating Council. Chapter is represented on Alpha Nu State Executive Board. Business of the chapter is conducted in a manner consistent with the Constitution and the Bylaws of Alpha Nu State. | Alpha Nu State Bylaws Article V | |
| Officers and Related Personnel | <ul style="list-style-type: none"> Includes mandated officers: A president, a vice president, a secretary (all elected). A treasurer selected by the executive board. May also include optional officers: A second vice president, a corresponding secretary (elected) Others: Parliamentarian (appointed) Duties of officers must be consistent with those listed in the <i>Constitution</i>. Nominations and Election: Includes make-up and duties of the nominations committee and procedure for election. Elections are held in even numbered years. Procedures are consistent with the <i>Constitution</i>. President's pin presented by chapter at installation. Term of Office: Two year terms for all officers, except for treasurer. Vacancies: Secession of elected officers consistent with Constitution Otherwise, the chapter president appoints a replacement. | Alpha Nu State Bylaws Article VI | |

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| Meetings | <ul style="list-style-type: none"> • A minimum of four regular meetings per year are required. • Other meetings/excursions may be scheduled to carry out the program of the chapter. | Alpha Nu State Bylaws Article VII | |
| Executive Board | <ul style="list-style-type: none"> • Members are the elected officers, the immediate past president, and such other members as may be designated by the chapter. • The Parliamentarian is without vote. • The treasurer is designated “with” or “without” vote. • Duties are consistent with the <i>Constitution</i>. • Meetings: meets at least twice annually; may meet more often. • A quorum is a majority of the voting members. | Alpha Nu State Bylaws, Article VIII, Section B | |
| Standing Committees | <p>Committees include at least those for which chapters have constitutional responsibility.</p> <ul style="list-style-type: none"> • Society Business: finance, membership, nominations • Society Mission and Purposes: educational excellence • Other selected or special committees may be established. <p>General Procedure includes the following:</p> <ul style="list-style-type: none"> • Committees are appointed by the president; exceptions are listed in the chapter’s standing rules. • If this statement appears in the chapter’s standing rules, “President is ex officio on all committees except nominations,” nominations committee may be elected. • Provisions are made for accomplishing tasks requiring immediate action. • Duties: Detailed duties of each committee are specified in the chapter’s Standing Rules or in a supportive document. | Alpha Nu State Bylaws Article IX | |
| Activities | <ul style="list-style-type: none"> • Publications: Includes name of publication, number of issues per year. The president approves all publications. • Special funds and/or awards may be created by the executive board and approved by the chapter membership. • Scholarship information. | Alpha Nu State Bylaws Article X | |
| Amendments | <p>Procedures for amending standing rules include:</p> <ul style="list-style-type: none"> • when they may be amended, • by what body, • the proportion of vote necessary to amend, and • the procedure for notifying the membership. | Alpha Nu State Bylaws Article XI | |
| Dissolution | <ul style="list-style-type: none"> • Rules governing dissolution of chapters must be consistent with State Bylaws. | State Bylaws Article XII | |
| Parliamentary Authority | <ul style="list-style-type: none"> • <i>Roberts Rules of Order Newly Revised</i> (current edition) or another recognized manual of parliamentary procedures is designated for the governance of the state and its chapters in all instances in which the authority is not inconsistent with the <i>Constitution</i> or other adopted Society rules. | Alpha Nu State Bylaws Article XIII | |