

* *Appropriate wording should reflect the practices of your individual chapter. The stating of a specific month, amount, etc. details a chapter's activities. This model can be a guide for new chapters or be helpful when doing a total revision of chapter rules.*

Chapter Rules Model
The Delta Kappa Gamma Society International

_____ Chapter, # ____

Article I Name

The name of this chapter shall be _____ Chapter (#____), Illinois State Organization, The Delta Kappa Gamma Society International.

Article II Mission and Purposes

The Mission and Purposes of _____ Chapter shall be the Society Mission and Purposes of The Delta Kappa Gamma Society International and those of the Illinois State Organization.

Article III Membership

- A. Membership in The Delta Kappa Gamma Society International shall be by invitation. The _____ sends invitations to prospective members.
- B. The _____ Committee evaluates recommendations of persons proposed for collegiate, active or honorary membership, and submits the names of qualified candidates for selection in _____ (month)*.
- C. The method of selecting is _____ (to be determined by the chapter) _____.
- D. The _____ Committee conducts the orientation for prospective members at least two weeks prior to induction.
- E. The Chapter Treasurer shall ensure notification of members regarding payment of dues and termination of membership. The Chapter Treasurer will maintain an accurate and current membership roster.

Article IV Finances

- A. Chapter dues (and assessments, if any) shall be proposed by the Finance Committee and approved by the chapter prior to development of the chapter budget.
- B. All dues for the following fiscal year, July 1-June 30 (and assessments, if any) shall be paid to the chapter treasurer by June 30. Members are dropped October 1 if dues are not paid.
- C. The Finance Committee shall develop and approve a budget. The budget must be approved by the chapter before it is submitted to the state finance chair by the August 1 deadline.
- D. The treasurer shall pay bills for all budgeted items. For items not budgeted, approval is necessary by the _____ (chapter membership or executive board). Checks shall be signed by the _____ (treasurer and/or the president).
- E. The president's or official designee's expenses (cost of transportation, one half the cost of a double room, official meal function, and registration fees) to the state Executive Board Meeting and State Conventions are paid by the chapter and require board approval. If deemed necessary and financial support is available, the chapter may choose to supplement the expenses of the incoming chapter president to International Convention with Executive Board approval.
- F. Vouchers showing the expenses with receipts of other chapter members are approved by the president and paid by the treasurer.

- G. The annual financial review/audit shall be conducted at the end of the fiscal year by the Finance Committee
- H. List any special funds and awards created by the Chapter.

Article V Officers and Related Personnel

- A. The officers of _____ Chapter shall be a president, a vice-president, a secretary (all elected), and a treasurer (appointed by the executive board). Chapters may choose to have a second vice-president and a corresponding secretary. Chapter officers should be designated in written chapter rules. Officers are elected to a two-year term or until a successor is named. Officers are limited to two two-year terms in succession. The Treasurer may serve for more than two terms.
Chapter Officer responsibilities are listed in the *International Constitution* and the *Go-To Guide*.
- B. The parliamentarian shall be appointed by the president.
- C. Duties
 - 1. These officers shall perform the duties as prescribed in the *Constitution*, Article VI and as authorized by Illinois State Organization *Bylaws* and Illinois State Organization *Standing Rules*.
 - 2. Additional duties of chapter officers are listed in chapter's rules
- D. Election Procedure
 - 1. The Nominations Committee shall present the recommended slate of officers and conduct an election of officers at a chapter meeting in even numbered years.
 - 2. Additional nominations (i.e., members of the nominating committee may either be elected or selected)
 - 3. Nominations Committee will be formed (by vote or appointment) by the beginning of each biennium.
- E. Installation of officers
 - 1. The installation ceremony shall take place at a meeting following the election.
 - 2. The ceremony shall be conducted by _____ (committee).

Article VI Executive Board

- A. The members of the Executive Board shall be the elected officers, the treasurer, and the committee chairs. The parliamentarian shall be an ex-officio member without vote.
- B. The duties and the activities of the executive board shall be governed by the *Constitution*, Article VII, Section C.
- C. Executive board meetings shall be held (minimum of two annually). Time and place to be set by the president.
- D. The quorum for the Executive Board shall be a majority of the voting members of the board.
- E. The Executive Board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.
- F. Matters requiring immediate action may be voted upon by postal mail or electronic transmission. Ratification of all voting by mail (postal or electronic) must be made at the next meeting of the Executive Board.

Article VII Committees

Construct this section to reflect current chapter structure, including duties of committees. This format follows the International Organization Plan.

- A. Standing Committees shall be:
 - 1. Society Business

The chapter must have a person(s) designated to carry out the responsibilities of the following:

- a. Communications and Marketing
- b. Finance
- c. Membership
- d. Nominations
- e. Rules

2. Society Mission and Purposes

The chapter must have a person(s) designated to carry out the responsibilities of the following:

- a. Educational Excellence

(This committee may absorb the work of Program, Personal Growth & Services, Professional Affairs, and Research. As an alternative, the chapter may choose to keep these committees.)

- b. Legislation
- c. International Projects
- d. Scholarship

3. Special Committees of Chapter (i.e., Literacy, Women in the Arts, Music, etc.)

B. General Procedures

1. All committees except the Nominations Committee are appointed by the president.
2. The president shall be an ex-officio member of all committees, except the Nominations Committee.

C. Duties of the Committees

Refer to the current edition of the *Go-To Guide for Chapter Members Handbook of the Delta Kappa Gamma Society International* for suggested duties of each committee.

Article VIII Meetings

- A. A minimum of four regular meetings of the chapter shall be held each year.
- B. Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, current edition.
- C. A quorum for chapter meetings shall be (percent of active membership suggested). Active, reserve and collegiate members have voting privileges.
- D. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
- E. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action. Ratification of all voting by mail (postal or electronic) must be made at the next meeting of the chapter.
- F. Special events at scheduled meetings within the biennium may be included. For example:
 - _____ presentation of and voting on the budget
 - _____ memorial service conducted by Necrology Committee or chapter designee
 - _____ voting for Nominations Committee
 - _____ presentation of slate of officers
 - _____ selection of prospective members at least once a year
 - _____ voting on officers
 - _____ induction ceremony

- _____ installation of officers
- _____ presentation of chapter grant, awards, etc.
- _____ special events (might include Founders Day, Chapter Birthday, etc.)

Article IX Communications/Publications

- A. All publications are approved by the president before publication and distribution.
- B. _____ (name of chapter newsletter) is published (number) _____ times a year by (committee).
- C. The chapter yearbook is prepared by (committee), and distributed (when).
- D. The chapter telephone tree, email, website and/or social media are used to notify members of chapter events.

Article X Other Procedures and Policies

(Note: Chapters may list in this section additional procedures and policies of the chapter. If the chapter belongs to a Coordinating Council, chapter rules may address the Coordinating Council in this article or in a new article entitled Coordinating Council or Organization. If an area/city or several chapters decide to have a coordinating council and a chapter desire to participate, the president and one other member serve on the council.)

Article XI Parliamentary Authority (Constitution, Article XV)

A statement is included that indicates the parliamentary authority designated for the governance of the chapter in instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules. *Example: ROBERT’S RULES OF ORDER NEWLY REVISED, current edition, shall govern the proceedings of the chapter in all cases not provided for in the Constitution, Illinois State Organization Bylaws and Standing Rules.*

Article XII Society Jewelry

(Note: If the chapter has policies or procedures regarding purchase, return, or sale of Society Jewelry, the chapter policies/procedures may be listed here. Otherwise, Article for Society Jewelry is optional.)

- A. All members are encouraged to purchase and wear their keypin. (It is not a constitutional mandate to do so)
- B. A member who severs her connection with the Society may return her official Society jewelry to the chapter. A member is encouraged to provide instructions for the disposition of official Society jewelry upon her death.
- C. At the discretion of the chapter executive board, returned keypins may be given or sold to initiates or to members who have lost their keypins. Presidents’ pins may be given or sold to presidents in office or to past presidents.

Article XIII Amendment

- A. Chapter rules may be amended or rescinded:
 - 1. at a chapter meeting by a _____ (i.e., majority) vote provided previous notice has been given, or by a (i.e., two-thirds) vote without previous notice, a quorum being present.
The adopted amendments will take effect immediately upon adoption unless a proviso states otherwise.
 - 2. as a result of changes made in the International *Constitution/Standing Rules* or Illinois State *Organization Bylaws/Standing Rules*.
- B. Members shall be notified of changes _____ (how) _____.

Article XIV Dissolution

A. When the chapter is considering dissolution:

1. The chapter president shall immediately notify the state president.
2. The state president or assigned designee shall meet with the chapter members to hear chapter concerns, explore options to resolve problems, develop strategies for resolution, and assist in implementing strategies.
3. No official vote on dissolution shall be taken prior to this meeting.
4. During this consultation period, the state president follows the *Constitution*.
5. When resolution cannot be achieved, the state president shall authorize the chapter dissolution vote by written ballot.
6. All chapter members shall be notified, by mail, thirty (30) days prior to the meeting at which the dissolution vote will be taken.
7. Following a majority vote of the chapter membership, the dissolution motion will be presented to the State Executive Board for action.

B. When the chapter dissolution is approved by the State Executive Board:

1. The charter must be returned to the state organization to be forwarded to Society Headquarters.
2. Remaining chapter funds are to be sent to the state treasurer and deposited in the Available Fund
3. Chapter paraphernalia, chapter records, and Society publications shall be sent to the state organization archives and made available for use.
4. Those members desiring to maintain membership shall transfer to other chapters upon application to International Headquarters.

Include this historical data:

_____ Date of Original adoption **or** Date of Revision (if original document was replaced
 by this _____ Revision)
 _____ Last amended by chapter
 _____ Last reviewed by chapter

References:

- Chapter Rules Checklist (found on www.deltakappagamma.org/IL under Committees/Rules)
- International Documents (found on www.dkg.org under Governing Documents):
Go-To Guide: Handbook of the Delta Kappa Gamma Society International, Appendix B Constitution
International Standing Rules
- Roberts Rules of Order, Newly Revised*
- Illinois State Organization *Bylaws & Standing Rules* (found on www.deltakappagamma.org/IL under Committees/Rules)

Need Assistance?

For questions about or assistance with Chapter Rules, contact ILSO Rules Chair.