

# CHAPTER RULES CHECKLIST

Chapter (# ) \_\_\_\_\_

Date of Chapter Visit \_\_\_\_\_

Reviewed by \_\_\_\_\_, Ambassador

## Name

- Chapter
- State Organization
- Society

## Mission and Purposes

- Mission Referenced
- Purposes Referenced

## Membership

- Method of selecting members specified
- Invitations: how issued
- Orientation procedures
- Notification: member dropped for nonpayment of dues

## Finances

- Chapter dues
- Assessments
- Budget: how developed and adopted
- Payment of bills: authorization
- Reimbursement
  - Expenses of president
  - Expenses of other members
- Special funds and awards
- Financial review/Audit
  - Who does financial review/audit?
  - Procedure

## Organization

- Coordinating Council, if applicable

## Officers and Related Personnel

- Specific officers named
- Special duties assigned to position

## Executive Board

- Membership
- Voting members
- Meetings (*at least twice annually*)
- Quorum (*majority of the voting members of the board*)

## Committees and functions to be covered

(*committee names may vary by chapter*)

- Finance
- Membership
- Nominations
- Rules
- Music
- Educational Excellence

*This committee may absorb the work of:*

- Program     Personal Growth & Services
- Research     Professional Affairs
- Legislation
- Women in the Arts

- Communications and Marketing
- Literacy
- Scholarship
- International Projects
- Others: (List additional chapter committees not included in above listing.)

## Meetings

- Special activities: when they occur
  - New member selection
  - Induction
  - Election of officers
  - Installation of officers
- Quorum
  - Number (Minimum of four)

## Publications

- Newsletter
  - President approves publications
  - Number of issues
- Chapter Communications (email, phone tree, text, snail mail, etc.)
- Yearbook
- Website
- Other

## Parliamentary Authority

- Consistent with DKG *Constitution* and *Bylaws*

## Society Jewelry

- Procedure for return and resale (optional)

## Amendments

- Procedure
  - When amended
  - By what body
  - Proportion of vote needed
  - Procedure for notifying members

Record date of each:

- \_\_\_\_\_ Original adoption *or* Revision  
(entire original document replaced by this Revision...*see back for explanation*)
- \_\_\_\_\_ Last amended by chapter
- \_\_\_\_\_ Last reviewed by chapter

## Dissolution

- State organization approval
- Procedure for transfer of members
- Funds remaining in chapter are sent to state organization treasurer
- Chapter charter, paraphernalia and records to state organization

# CHAPTER RULES CHECKLIST

## CHAPTER RULES RESOURCES

1. International Documents: *Go-To Guide for Chapter Members: Handbook of the Delta Kappa Gamma Society International Constitution, International Standing Rules* (available under Governing Docs on the International Website dkg.org)
2. *Roberts Rules of Order Newly Revised*, current edition; Section “By-laws”
3. *ILSO Bylaws & Standing Rules* (see ILSO website under Committees/Rules)
4. Chapter Rules Checklist (see ILSO website under Committees/Rules)
5. Chapter Rules Model (see ILSO website under Committees/Rules)
6. ILSO Rules Chair and/or Parliamentarian

## PROCEDURAL HINTS

1. **Review:** At least once a biennium, the chapter should review its chapter rules to make sure the chapter rules reflect current chapter practices/procedures and that the chapter rules are consistent with state and international governing documents. Upon review, if changes are warranted, the chapter should amend the chapter rules so that they reflect current chapter practices/procedures and are consistent with the governing documents. If no changes are warranted, the chapter rules have been reviewed. Date of review reflects date chapter rules were reviewed by the chapter, not amendment date. The date of the most current chapter review should appear in the chapter rules.
2. **Amendment:** The exact procedure to be followed in amending rules should be specified in the chapter rules and should include when rules may be amended, by what body, proportion of vote needed, and procedure for notifying members. The amending rule must be followed exactly and may not be suspended. The date of the last amendment should appear in the chapter rules.

### Rules are amended in the following ways:

1. To insert or to add (a word, consecutive words, or paragraph)
  2. To strike out (a word, consecutive word, or paragraph)
  3. To strike out and insert (which applies to words) or to substitute (which is not applied to anything less than a complete paragraph of one or more sentences)
3. **Proviso:** An amendment to the rules goes into effect immediately when the vote is announced, unless provision has been made prior to its adoption for a different time of its effect.
  4. **Revision:** A Revision may be necessary if the amendments to chapter rules are so extensive that it is better to rewrite the entire chapter rules document and present it as a new document. Before a Revision can be undertaken, the membership must vote to allow a complete Revision. An ad hoc committee is then appointed by the president to undertake the Revision. When completed, the Revision is voted upon by the chapter. The date of the Revision replaces the original date of adoption and should appear in the chapter rules.

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Ambassador will distribute copies to: 1. Chapter President 2. State Rules Chair 3. President 4. Visitation Chair

General Comments