

**Chapter Standing Rules Checklist (The Delta Kappa Gamma Society International \_\_\_\_\_ State Org.)**

Source: 2004 Handbook, pp. 131-133.

Name (*Constitution*, I.B)

Chapter name (Greek letters) assigned by \_\_\_\_ State Organization.

Object/Purpose (*Constitution*, II)

Chapter objectives include promotion of Society Purposes.

Additional chapter objectives must not be in conflict with the *Constitution*.

Membership (*Constitution*, III. B.1,2,3; C.1,2)

Membership is composed of active, reserve and honorary members.

Chapter has authority to act in matters of membership. Practices must not be in conflict with the *Constitution*.

Membership records are kept at the chapter level.

Procedure for electing chapter members is stated.

Finances (*Constitution*, IV.B.3;X.1; VI.C.1a (5), d(1), 9 (6))

Chapter dues and method for determining the dues are listed.

Financial controls include 1) requirement of a budget, 2) chapter president's approval of expenses prior to payment, 3) requirement of a financial review.

Organization (*Constitution*, B.B.3; VI.C.1.e); *International Standing Rules*, 5.21)

Written chapter rules are consistent with the *Constitution* and \_\_\_\_ State Organization bylaws.

Chapter may participate in a Coordinating Council.

Chapter is represented on the \_\_\_\_ State Organization Executive Board.

Business of the chapter is conducted in a manner consistent with the *Constitution* and the Bylaws of \_\_\_\_ State Organization.

Officers and Related Personnel (*Constitution*, VI.A.3, C.1.a (3), C, D.3.b, E.2: VIII.B.8; *International Standing Rules*, 12)

Includes mandated officers: a president, a vice president, a secretary (all elected), a treasurer selected by the executive board.

May also include optional officers: second vice president, corresponding secretary (all elected).

Others: parliamentarian (appointed).

Duties of officers must not be in conflict with those listed in the *Constitution*.

Nominations and elections: includes make-up and duties of those responsible for nominations and procedures for elections. Elections are held in even-numbered years. Procedures must not be in conflict with the *Constitution*. President's pin is presented by chapter at installation.

Term of office: two-year terms or until a successor is named for all officers except treasurer.

Vacancies: secession of elected officers is the *Constitution*. Otherwise, the chapter president appoints a replacement.

Meetings (*Constitution*, IX.A.3)

A minimum of four regular meetings per year is required.

Other meetings/excursions may be scheduled to carry out the program of the chapter.

Executive Board (*Constitution*, VII, C.1,2,3)

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 as "with" or "without" vote.

Duties are consistent with the *Constitution*.

Meetings: meets at least twice annually, but may meet more often.

A quorum is a majority of the voting members.

## Chapter SR Checklist (The Delta Kappa Gamma Society International \_\_\_\_\_State Org.) cont'd

Standing Committees (*Constitution*, VI.C.1.a (4); VIII.A.2)

Committees include at least those for which chapter has constitutional responsibility or includes an alternate structure for accomplishing the work assigned to

Society Business: finance, leadership development, membership, nominations.

Program of Work: program, personal growth and services, professional affairs, research.

Educational Services: communications, scholarships, world fellowships.

Other elected or special committees may be established.

General procedure includes the following:

Committees are appointed by the president; exceptions are listed in the chapter's Standing Rules.

Nominations committee may be elected.

"The president shall be ex officio a member of all committees except nominations," if that statement appears in the chapter's Standing Rules.

Provisions are given 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.

Activities (*Constitution*, VI.X.1. (6); ix.b.2)

Publications: includes name of publication, number of issues per year.

President approves all publications.

Special funds and /or awards may be created by the executive board and approved by the chapter membership.

Dissolution (*International Standing Rules*, 5.12)

Include the statements listed in the state organization bylaws. Possible statements are

Before a chapter is dissolved, the approval of the \_\_\_\_\_State Organization must be obtained.

Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.

Any remaining funds in the chapter account shall be sent to the \_\_\_\_\_State Organization treasurer for state or international projects.

The chapter's paraphernalia, the Society publications and the chapter records shall be retained in the \_\_\_\_\_State Organization archives and made available for use.

The charter must be returned to the \_\_\_\_\_ State Organization to be forwarded to International Headquarters.

The \_\_\_\_\_State Organization Executive Board shall decide whether the Greek name shall be reused or not.

Parliamentary Authority (*Constitution*, XIII.2)

Include the statement listed in the state organization bylaws. Possible statement is "*Robert's Rules of Order Newly Revised* (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules. "

Amendments

Procedure for amending standing rules includes the following: when they may be amended, by what body, the proportion of vote necessary to amend, and the procedure for notifying the membership.