

SAMPLE CHAPTER STANDING RULES (Source: 2004 Handbook, pp. 133-136)

- I. Chapter Name
The name of this chapter shall be _____ Chapter, _____ State Organization, The Delta Kappa Gamma Society International.
- II. Purposes
The purposes of _____ Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of _____ State Organization. In addition, the chapter will _____....
- III. Membership
Membership is in accordance with the Constitution, Article III, and the International Standing Rules, 3. The chapter has full authority for the administration of membership.
Recommendation for Membership (Form 11) shall be available at each regular chapter meeting.
Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the membership committee chairman by _____ (date).
The Membership Committee shall review Recommendations for Membership (Form 11) and prepare to present the candidates' names to the chapter membership.
Voting for prospective members will occur at the _____ meeting.
The general membership shall vote by _____ (method of voting). _____ will elect the candidate to membership.
Orientation of members-elect shall be held _____.
The orientation program shall be the responsibility of _____.
Members-elect will indicate in writing their acceptance to membership within _____ (time).
Initiation shall be held _____.
Honorary members shall have given or be giving distinguished service to education and/or women that is of significance to the chapter area.
The recording secretary shall record in the chapter or executive board meeting minutes the name of any member whose membership is terminated. The record shall include the reason and the date of termination.
Special recognition of a member's death shall be financed by the chapter assessment/dues.
The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.
Insert additional chapter Standing Rules if appropriate.
- IV. Finances
Financial matters are in accordance with the Constitution, International Standing Rules and _____ State Organization Bylaws.
The Finance Committee shall make recommendations for changes in dues no later than _____ (time-frame). All members shall be notified prior to the first meeting of the fiscal year.
Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.
Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer by _____ (no later than October 31) and forwarded to the state treasurer by _____ .

The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year. Include additional chapter Standing Rules if appropriate.

V. Organization

_____ Chapter shall govern the conduct of its business in a manner not in conflict with the Constitution, the International Standing Rules, the _____ State Organization Bylaws, the _____ State Organization Standing Rules and the _____ Chapter Standing Rules.

_____ Chapter retains membership in _____ Coordinating Council (if applicable).

VI. Officers and Related Personnel

_____ Chapter officers shall be a president, a vice president, a recording secretary, a corresponding secretary (all elected), and treasurer selected by the executive board. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the _____ meeting, with election taking place in _____ (or substitute the procedure the chapter uses for election).

The ballot shall include the slate of officers and nominees for the Nominations Committee (if the chapter has a Nominations Committee).

A treasurer shall be selected by the executive board at the _____ meeting of the biennium.

Officers shall perform duties as specified in the Constitution, VI, the _____ State Organization Bylaws, and as authorized in the _____ Chapter Standing Rules.

In addition: (Specify responsibilities assigned to each position.) Examples:

The president shall serve as delegate to the Coordinating Council.

The vice president shall serve as chairman of the Program Committee.

The recording secretary shall be a member of the Standing Rules Committee.

The corresponding secretary shall update and prepare the information for the chapter yearbooks and state organization directory.

The treasurer shall order the president's pin at the chapter's expense and make it available to the Nominations Chairman before installation of officers.

VII. Meetings

_____ Chapter shall meet at least _____ times per year during the months of _____.

A quorum shall consist of _____.

Include additional Standing Rules if appropriate.

VIII. Executive Board

The members of _____ Chapter Executive Board shall be the elected officers, the immediate past president, _____. (Others, such as committee chairmen, may serve ex officio a member of the executive board.) The treasurer is ex officio either "with vote" or "without vote" and the parliamentarian is ex officio a member, without vote.

The _____ Chapter Executive Board shall function according to the Constitution, VII.C.

IX. Committees

Standing committees shall be....

_____ Chapter has the following additional standing committees: (if appropriate)

Standing committees shall fulfill responsibilities as outlined in the Constitution.

In addition: (Make special assignments.) Examples:

The Professional Affairs Committee shall include a representative for legislation.

The Personal Growth and Services Committee shall include a representative for Women in the Arts.

The Educational Services Committee shall consist of representatives for Communications, World Fellowships, etc.

X. Activities

____ Chapter publishes (insert name of publication) ____ times per year.
____ special fund and/or ____ award has been created by the executive board and approved by the chapter membership. It is administered in the following manner....

XI. Dissolution

(Statements about dissolution of chapters from the state organization bylaws should be included verbatim.) Example:

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 the International Headquarters.

The ____ State Organization Executive Board shall decide whether the Greek name shall be reused or not.

XII. Parliamentary Authority

The following statement needs to be included verbatim in each chapter's Standing Rules for the parliamentary authority identified in the state organization bylaws:

____ (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.

XIII. Amendments

The executive board shall review the standing rules at least once during the biennium. Individual rules may be considered at any regular business meeting.