

**DRAFT** “Checklist Chapter Rules”; may be modified further before *DKG 2012 Handbook* is published.

It is understood that all chapter practices are consistent with the *Constitution/International Standing Rules*, the state organization’s designated parliamentary authority, and its bylaws.

**Name** (*Constitution*, Article I. B)

- Chapter name is assigned by the state organization.

**Mission and Purposes** (*Constitution*, Article II)

- Chapter objectives include promotion of the Society Purposes.

**Membership** (*Constitution*, Article III; *International Standing Rules* 3.0)

- Membership is classified as active, reserve, and honorary; procedure for electing members is stated.
- Chapter has authority to act in matters of membership; records are kept at the chapter level.

**Finances** (*Constitution*, Article IV; *International Standing Rules* 4.3 and 4.4)

- Chapter dues and method of determining the dues are provided; members may vote to assess themselves.
- Financial controls include the president’s approval of expenses, a budget, and a financial review.
- Special funds and/or awards may be created by the executive board and approved by the membership.

**Organization** (*Constitution*, Article V; *International Standing Rules* 5.12)

- Chapters may participate in a coordinating council; the president and a chapter member serve on such a council.
- Chapter president is a representative on the state organization executive board.

**Officers and Related Personnel** (*Constitution*, VI; *International Standing Rules* 6.03)

- Elected chapter officers include a president, a vice-president, and a secretary. A treasurer is selected by the executive board. Chapters may have an elected second vice-president and corresponding secretary.
- Elections are held in even-numbered years; the procedures for elections are delineated.
- The two-year term of office “or until a successor is named” is delineated for each office, except that of treasurer.
- Although not an officer, a parliamentarian is appointed.

**Executive Board** (*Constitution*, Article VII)

- Members include the elected officers, the immediate past president, and such other members as designated.
- The parliamentarian serves without vote. If the treasurer is paid for her services, she serves without vote.
- The executive board meets at least twice each year, but may meet more often.
- A quorum is the majority of the voting members.

**Committees** (*Constitution*, Article VIII)

- Committee or an alternate structure for doing *the work* of specified international committees is indicated.
- A method of appointing/electing special committees is identified; a nominations committee may be elected or appointed; committees are appointed by the president unless exceptions are listed.
- The chapter president serves as member ex officio on all committees except Nominations.
- Provisions are made for accomplishing tasks requiring immediate attention.

**Meetings** (*Constitution*, Article IX; *International Standing Rules* 9.0)

- At least four business meetings are held each year; other meetings/excursions may be scheduled.
- A quorum for regular meetings is designated.

**Communications and Publications** (*Constitution*, Article XII; *International Standing Rules* 12.52)

- President approves publications; the name/number of issues of publication(s) are identified.
- Chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

**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 adopted Society rules.

**Amendments** (*Constitution*, Article XVI)

- A procedure for amending chapter rules includes when they may be amended, by what body, the proportion of vote necessary to amend, and the procedure for notifying the membership.

**Dissolution** (*Constitution*, Article XIX)

- Obtaining the state organization’s approval prior to taking any action is noted.
- Procedure for the transfer of members follows international transfer procedures.
- Funds remaining in chapter accounts are to be sent to the state organization treasurer; the chapter charter, paraphernalia and records are delivered to the state organization.

Date (s) of last amendment(s)

Date(s) of last revision