**Chapter (#** **)**   **Date of Chapter Visit**

# Reviewed by

**Name**

 Chapter

 State Organization

 Society

**Mission and Purposes**

 Mission Referenced

 Purposes Referenced

**Membership**

 Method of electing 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

**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**

 Finance

 Membership

 Nominations

 Rules

 Music

 Educational Excellence

 *This committee absorbs the work of:*

 Program Personal Growth & Services

 Research Professional Affairs

 Legislation

 Women in the Arts

 Communications and Publicity

 Literacy

 Scholarship

 International Projects

 Others: (List additional chapter committees not included

 in above listing.)

**Meetings**

 Special activities: when they occur

 Balloting on prospective members

 Initiation

 Election of officers

 Installation of officers

 Quorum

 Number (Minimum of four)

**Communications and Publicity**

 Newsletter

 President approves publications

 Number of issues

 Telephone Tree/Email Tree

 Yearbook

 Website

 Other

**Parliamentary Authority**

 Consistent with DKG *Constitution* and *Bylaws*

**Society Jewelry**

 Procedure for return and resale

**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

**III. CHAPTER RULES RESOURCES**

1. International Documents: *Go-To Guide for Chapter Members: Handbook of the Delta Kappa Gamma Society International 2016, Page 29, Constitution, International Standing Rules* (available under Resources on the International Website dkg.org)
2. *Roberts Rules of Order Newly Revised Eleventh Edition* (2011), Section “By-laws”
3. Lambda State *Bylaws & Standing Rules* (see Lambda State website under Resources)
4. Chapter Rules Checklist (see Lambda State website under Forms and Resources)
5. Chapter Rules Model (see Lambda State website under Forms and Resources)
6. Lambda State Rules Chair and/or Parliamentarian - Emails are listed on the Lambda State website

**IV. 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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 **Distribution of Copies: 1. Chapter President 2. State Visitation Chair 3. State President 4. State Rules Chair 5. State Visitor’s File**

 **General Comments**