

** This model is designed as a guide for chapters. Appropriate wording should reflect the practices of your individual chapter. The stating of a specific month, amount, etc. curtails a chapter's activities.*

Chapter Rules The Delta Kappa Gamma Society International

_____ Chapter, # _____

Article Name

The name of this chapter shall be _____ Chapter (# _____), Lambda State Organization, The Delta Kappa Gamma Society International.

Article II Mission and Purposes

The Mission and Purposes of _____ Chapter shall be the Society Mission and Purposes of The Delta Kappa Gamma Society International and those of the Lambda State Organization.

Article III Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. The _____ sends invitations to prospective members. The _____ Committee evaluates recommendations of persons proposed for active or honorary membership, and submits the names of qualified candidates for vote in _____ (month) *.

The method of voting is _____ (to be determined by the chapter) _____. The _____ Committee conducts the orientation for prospective members _____ (weeks) * prior to initiation.

The _____ Committee shall notify members regarding payment of dues and termination of membership.

Article IV Finances

Chapter dues (and assessments, if any) shall be proposed by the Finance Committee and approved by the chapter at the _____ (month) * meeting.

All dues (and assessments, if any) shall be paid to the chapter treasurer by October 31.

The Finance Committee shall develop and approve a budget. The budget shall be presented for chapter approval at the _____ (month) * meeting.

The treasurer shall pay bills for all budgeted items. For items not budgeted, approval is necessary by the (chapter membership or executive board). Checks shall be signed by the (treasurer and/or the president).

The president's or official designee's expenses (cost of transportation, one half the cost of a double room, official meal function, and registration fees) to the state Executive Board Meeting and State and International Conventions are paid by the chapter and require board approval.

Vouchers showing the expenses with receipts of other chapter members are approved by the (president) and paid by the treasurer.

Add any special funds and awards.)

The annual financial review/audit shall be conducted at the end of the fiscal year by the Finance Committee.

Article V Officers and Related Personnel

A. The officers of _____ Chapter shall be a president, a vice-president, a secretary (all elected), and a treasurer (appointed by the executive board). Chapters may choose to have a second

vice-president and a corresponding secretary. Chapter officers should be designated in written chapter rules.

B. The parliamentarian shall be appointed by the president.

C. Duties

1. These officers shall perform the duties as prescribed in the *Constitution*, Article VI and as authorized by Lambda State *Bylaws* and Lambda State *Standing Rules*.
2. Additional duties (of individual officers)

D. Election Procedure

1. The Nominations Committee shall present the recommended slate of officers and conduct an election of officers at a chapter meeting at least one month prior to the Lambda State Convention in the second year of the chapter biennium.
2. Additional nominations (i.e. members of the nominating committee may either be elected or selected)
3. Election of the _____ (number) _____ members of the Nominations Committee shall take place at the _____ (month) _____ meeting by _____ (number or percent) _____ vote of the chapter members.

E. Installation

1. The installation ceremony shall take place at a meeting following the election.
2. The ceremony shall be conducted by _____ (committee) _____.

Article VI Executive Board

- A. The members of the Executive Board shall be the elected officers, the treasurer, and the committee chairs. The parliamentarian shall be an ex-officio member without vote.
- B. The duties and the activities of the executive board shall be governed by the *Constitution*, Article VII, Section C.
- C. Executive board meetings shall be held _____ (minimum of two annually) _____. Time and place to be set by the president.
- D. The quorum for the Executive Board shall be a majority of the voting members of the board.

Article VII Committees

Construct this section to reflect current chapter structure, including duties of committees. This format follows the International Organization Plan.

A. Standing Committees shall be:

1. Society Business

The chapter must have a person(s) designated to carry out the responsibilities of the following:

- a. Communications and Publicity
- b. Finance
- c. Membership
- d. Nominations
- e. Rules

2. Society Mission and Purposes

The chapter must have a person(s) designated to carry out the responsibilities of the following:

- a. Educational Excellence
(This committee absorbs the work of Program, Personal Growth & Services, Professional Affairs, and Research. As an alternative, the chapter may choose to keep these committees.)
- b. Legislation
- c. International Projects
- d. Scholarship

3. Special Committees of Chapter (i.e. Literacy, Women in the Arts, Music, etc.)

B. General Procedures

1. All committees except the Nominations Committee are appointed by the president.
2. The president shall be an ex-officio member of all committees, except the Nominations Committee.

C. Duties of the Committees

Refer to the latest edition of the *Go-To Guide for Chapter Members Handbook of the Delta Kappa Gamma Society International 2016* for suggested duties of each committee.

Article VIII Meetings

- A. Regular meetings of the chapter shall be held (minimum of four) per year.
- B. Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, current edition.
- C. A quorum for chapter meetings shall be (specified number or percent).
- D. Special events at scheduled meetings within the biennium may include (indicate month for each event):
 - _____ presentation of and voting on the budget
 - _____ memorial service conducted by Necrology Committee or chapter designee
 - _____ voting for Nominations Committee
 - _____ presentation of slate of officers
 - _____ voting on prospective members at least once a year
 - _____ voting on officers
 - _____ initiation
 - _____ installation of officers
 - _____ (presentation of chapter grant, awards, etc.)
 - _____ special events (might include Founders Day, Chapter Birthday, etc.)

Article IX Communications/Publications

- A. (name of chapter newsletter) is published (number) times a year by (committee).
- B. The chapter yearbook is prepared by (committee) and distributed (when).
- C. The chapter telephone tree, email, website and/or social media are used to notify members of _____.

Article X Other Procedures and Policies

Article XI 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 other adopted Society rules.

Article XII Society Jewelry

- A. All members are encouraged to purchase (it is not a constitutional mandate to do so) and wear their keypin.
- B. A member who severs her connection with the Society may return her official Society jewelry to the chapter. A member is encouraged to provide instructions for the disposition of official Society jewelry upon her death.
- C. At the discretion of the chapter executive board, returned keypins may be given or sold to initiates or to members who have lost their keypins. Presidents' pins may be given or sold to presidents in office or to past presidents.

Article XIII Amendment

- A. Chapter rules may be amended or rescinded:
 - 1. at a chapter meeting by a (i.e. majority) vote provided previous notice has been given, or by a (i.e. two-thirds) vote without previous notice, a quorum being present. Members will be notified of proposed amendments (how). The adopted amendments will take effect immediately upon adoption unless a proviso states otherwise.
 - 2. as a result of changes made in the International *Constitution/Standing Rules* or Lambda State *Bylaws/Standing Rules*.
- B. Members shall be notified of changes (how).

Article XIV Dissolution

A. When the chapter is considering dissolution:

1. The chapter president shall immediately notify the state president.
2. The state president or assigned designee shall meet with the chapter members to hear chapter concerns, explore options to resolve problems, develop strategies for resolution, and assist in implementing strategies.
3. No official vote on dissolution shall be taken prior to this meeting.
4. During this consultation period, the state president follows the *Constitution*.
5. When resolution cannot be achieved, the state president shall authorize the chapter dissolution vote by written ballot.
6. All chapter members shall be notified, by mail, thirty (30) days prior to the meeting at which the dissolution vote will be taken.
7. Following a majority vote of the chapter membership, the dissolution motion will be presented to the State Executive Board for action.

B. When the chapter dissolution is approved by the State Executive Board:

1. The charter must be returned to the state organization to be forwarded to Society Headquarters.
2. Remaining chapter funds are to be sent to the state treasurer and deposited in the Available Fund
3. Chapter paraphernalia, chapter records, and Society publications shall be sent to the state organization archives and made available for use.
4. Those members desiring to maintain membership shall transfer to other chapters upon application to International Headquarters.

Include this historical data:

_____ Date of Original adoption **or** Date of Revision (if Original document was replaced by this
Revision)
_____ Last amended by chapter
_____ Last reviewed by chapter

References:

- Chapter Rules Checklist (found on www.deltakappagamma.org/IL under Forms and Resources)
- Rules Page (found on www.deltakappagamma.org/IL)
- International Documents: *Go-To Guide for Chapter Members: Handbook of the Delta Kappa Gamma Society International 2016*, Page 29, *Constitution, International Standing Rules*
- Roberts Rules of Order Newly Revised 11th Edition (2011)*
- Lambda State Bylaws & Standing Rules*