

# CHAPTER RULES - CHECKLIST

Chapter (# ) \_\_\_\_\_

Date of Chapter Visit \_\_\_\_\_

Reviewed by \_\_\_\_\_

## Name

- \_\_\_ Chapter
- \_\_\_ State Organization
- \_\_\_ Society

## Mission and 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
- \_\_\_ Audit
  - \_\_\_ Who audits chapter books
  - \_\_\_ 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
  - \_\_\_ Program
  - \_\_\_ Personal Growth and Services
  - \_\_\_ Professional Affairs
  - \_\_\_ Research
- \_\_\_ 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/Publications

- \_\_\_ Newsletter
  - \_\_\_ President approves publications
  - \_\_\_ Number of issues
- \_\_\_ Telephone Tree
- \_\_\_ Yearbook
- \_\_\_ Website
- \_\_\_ Other

## Parliamentary Authority

- \_\_\_ Consistent with DKG Constitution and rules

## Society Jewelry

- \_\_\_ Procedure for return and resale
- \_\_\_ Any fines levied

## Amendments

- \_\_\_ Procedure
  - \_\_\_ When amended
  - \_\_\_ By what body
  - \_\_\_ Proportion of vote needed
  - \_\_\_ Procedure for notifying members
- \_\_\_ Date of original approval
- \_\_\_ Date last amended
- \_\_\_ Date of last revision

## 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

# CHAPTER RULES - CHECKLIST

## III. CHAPTER RULES RESOURCES

1. Handbook: *Go-To Guide for Chapter Members: Handbook of the Delta Kappa Gamma Society International 2012, Page 29*
2. *Roberts Rules of Order Newly Revised Eleventh Edition* (2011), Section “By-laws”.
3. Chapter Rules Checklist (see opposite side)
4. Chapter Rules Model
5. Lambda State Rules Chair and/or Parliamentary  
Addresses, phone number(s) and e-mail are listed in chapter yearbooks.

## IV. PROCEDURAL HINTS

1. **Revision:** Sometimes the amendments are so extensive that it is better to rewrite the entire rules document and present it as a new document. Before a revision can be undertaken, the membership must vote to allow a complete revision.
2. **Amendment:** The exact procedure to be followed in amending rules should be specified in the rules themselves and should include how notice is to be given and the vote necessary to adopt. The amending rule must be followed exactly and may not be suspended.

### **Rules are amended in the following ways:**

1. Striking out a word or group of words.
  2. Inserting a word or group of words.
  3. Adding words at the beginning or at the end of a sentence.
  4. Striking out and inserting a word or words.
  5. Substitution – used when an entire section, whole rule,  
or a complete revision is proposed.
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.

### **Distribution of Copies:**

- |                      |                      |
|----------------------|----------------------|
| 1. Chapter President | 4. Rules Chair       |
| 2. Visitation Chair  | 5. Ambassador's File |
| 3. State President   |                      |

### **GENERAL COMMENTS:**