

CHAPTER RULES - CHECKLIST

Chapter (#) _____

Date of Chapter Visit _____

Reviewed by _____

Name

- Chapter
 State Organization
 Society

- Literacy
 Scholarship
 International Projects
 Others: (List additional chapter committees not included in above listing)

Mission and Purposes

- Referenced

Membership

- Method of electing members specified
 Invitations: how issued
 Orientation procedures
 Notification: member dropped for nonpayment of dues

Meetings

- Special activities: when they occur
 Balloting on prospective members
 Initiation
 Election of officers
 Installation of officers
 Quorum
 Number (Minimum of four)

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

Communications/Publications

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

Organization

- Coordinating Council

Parliamentary Authority

- Consistent with DKG Constitution and rules

Society Jewelry

- Procedure for return and resale
 Any fines levied

Officers and Related Personnel

- Specific officers named
 Special duties assigned to position

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

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

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

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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 Parliamentarian
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: