

Guidelines for Chapter Standing Rules

*Based on **The International Constitution and Standing Rules**, **The Alpha Iota State Bylaws and Standing Rules**, **the Handbook**, and recommendations of the International Constitution Committee, below are suggestions for Standing Rules in Michigan Chapters. There are blanks to fill, and items in italics are for chapter deliberation.*

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Alpha Iota State Parliamentarian
Revised June, 2006*

(Name of Chapter) Standing Rules

I. Name

The name of this chapter shall be _____ Chapter, Alpha Iota State – Michigan, The Delta Kappa Gamma Society International.

II. Purposes

The purposes of _____ chapter shall be the seven Purposes of the Delta Kappa Society International and those of Alpha Iota State – Michigan.
(In addition, the chapter shall. . . add desired optional local purposes)

III. Membership

A. **Composition:** Membership is in accordance with the ***Constitution***, Article III, and the ***International Standing Rules***, Section 3. The chapter has full authority for the administration of membership.

B. **New Members:** _____ *(A committee or committees, an officer and her committee, etc.)* shall receive and evaluate membership recommendations, conduct at a meeting the election of proposed new members by *(any method the chapter chooses --such as voice vote or secret ballot, majority or two-thirds or four-fifths of the votes cast)*, and provide for orientation and initiation.
(See Const. III and V-B)

C. **Membership Files:** The *(Recording)* Secretary shall record the names of all members whose membership has been terminated, and the reason for the termination.
(See Int. Standing Rule 3.5)

IV. Finances

A. **Management** of financial matters shall be in accordance with the ***Constitution/International Standing Rules*** and ***Alpha Iota State Bylaws/Standing Rules***.

B. **Chapter dues and assessments** shall be determined by chapter vote.

C. **Annual dues** shall be paid by October 31 of each year.

(See Const. IV, Int. Standing Rule 4, State Bylaw IV, and State Standing Rule IV)

V. Organization

_____ Chapter shall govern the conduct of its business in a manner consistent with the *Constitution/International Standing Rules, Alpha Iota State Bylaws/Standing Rules*, and these rules.

(Optional: You may add, "The chapter maintains membership in _____ Coordinating Council" and/or, "The chapter's geographic territory shall include _____. In either or both cases, the issues in this article would then be lettered A, B, and possibly C.)

(See Const. V-A & B, Int. Standing Rule 5.1, and State Bylaw V.)

VI. Officers and Related Personnel

A. **Officers:** The chapter officers shall be a (*at a minimum*) President, Vice-President, Secretary, Treasurer, and Parliamentarian. *(May also include a second Vice-President, and a Corresponding Secretary in addition to the Recording Secretary.)* Except for the Treasurer and Parliamentarian, who are appointed, they shall be elected in even-numbered years, and shall take office July 1 following their election. The term of office shall be two years or until a successor is named.

B. Duties:

1. President shall:

- a. Act as presiding officer at regular and special meetings and direct the activities of the chapter.
- b. Act as chairman of the Chapter Executive Board.
- c. Appoint standing and special committees, except for the Nominations and Finance Committees, which are elected.
- d. Approve for payment all expense items.
- e. Approve publications.
- f. Fill by appointment all vacancies in office except the presidency.
- g. Serve as a member of the Alpha Iota State Executive Board *(Optional: or appoint a designee in her absence)*.
- h. Represent the chapter at other meetings and events.
- i. Take action, with the advice and approval of the Executive Board, on all matters which cannot be deferred until the next meeting.
- j. Assure that all reports and other obligations to International Headquarters and Alpha Iota State are submitted properly and on time.
- k. *Any other duties the chapter assigns.*

(See Const. VI-C-, Const. VIII-B-8, and State Bylaw VIII-1)

2. Vice-President(-s) shall:

- a. *(The First Vice-President shall)* Act in the place of the President when the need arises and perform other duties assigned to her by the President or the Executive Board.
- b. *(The First Vice-President shall)* Assume the office of President in the event of the death or resignation of the President, and shall serve until the next regular election.
- c. *(The Second Vice-President shall act in the place of the President in the absence of both President and First-Vice President and shall assume the office of First Vice-President should that position become vacant, and shall serve until the next regular election.)*
- d. *(The Vice-President(-s) may be assigned certain responsibilities. For example: program planning, yearbook production, newsletter, membership.)*

(See Const. VI-C-2)

3. Secretary(-ies) shall:

- a. *(The Recording Secretary shall)* Complete and file the Minutes of each meeting, signed by the President and the Secretary; keep records of membership by classification and terminations of membership by death, resignation, or non-payment of dues; and file a summary of the Treasurer's report.
- b. *(The Recording Secretary shall)* Keep the membership rolls.
- c. *(The Recording Secretary shall)* Maintain the Minutes as permanent records, never to be discarded or destroyed.
- d. *(The Corresponding Secretary shall)* Handle the correspondence as delegated by the president.

(There are many other duties which may be assigned to a Secretary, but which might also be assigned to others.)

(See Const. VI-C-7 and Handbook)

4. Treasurer shall:

- a. Receive and pay out all moneys belonging to the chapter.
- b. Keep an accurate account of receipts and expenditures.
- c. Keep a file of receipts, bills, cancelled checks, and bank statements.
- e. Present a report at each chapter meeting.
- f. Submit for annual audit the accounts.
- g. Serve, ex officio, in the process of budget development and supervision of finances.
- h. Notify the state treasurer when a former member has been reinstated.
- i. Study and follow the instructions contained in the ***Guidelines for State and Chapter Treasurers*** and other material sent to each treasurer from International Headquarters.

(There are many specific duties from International Headquarters for Treasurers which could be included in the Chapter Rules.)

(See Const. VI-C-9 and Handbook)

5. **Parliamentarian shall:**

- a. Advise the officers and members in matters pertaining to interpretation of the ***Constitution, Bylaws, Standing Rules, Chapter Rules,*** and parliamentary procedure.
- b. Serve as an ex-officio member, without vote, on the Executive Board.
(See Const. VI-C-10)

VII. Executive Board

- A. **Voting members** shall be the elected officers and the Immediate Past – President (*and any others the chapter specifies*). The Parliamentarian (*and any officer who is under remunerative contract*) may not vote.
- B. **Meetings:**
 1. The Executive Board shall meet at least twice annually, and more often at the call of the President.
 2. Quorum shall be a majority of the voting members of the Board.
- C. **Duties:**
 1. Select the Treasurer for the biennium.
 2. Act in matters requiring immediate action and decision.
 3. Recommend policies and procedures for consideration by the members.
 4. Establish rules for budget development and approval and for the supervision of chapter finances.
 5. (*The chapter may assign other duties. See Const. VII-C*)

VIII. Standing Committees (*See Const. VIII and State Bylaw IX.*)

(The number, composition, and duties of the committees will vary according to the size and needs of the chapter. If the chapter is large enough, committees could be organized by Society Business, Program of Work, and Educational Services. Some suggestions to correlate with Society policy:)

A. **Society Business:**

1. **Finance Committee**, which shall include the President and Treasurer as ex-officio members and two members elected each biennium for four-year terms, shall develop the budget and supervise finances.
(See Const. VIII-B-4)
2. **Membership Committee** shall maintain membership records in conjunction with the secretary, recommend and carry out the election of prospective new members, and provide for their orientation and initiation.
(See Const. VIII-B-7, State Bylaw IX-3-B.1, and State Standing Rule IX.)
3. **Nominations Committee shall:**
 - a. Be elected by the membership.
 - b. Solicit recommendations for officers from the membership; present to the chapter membership, in even-numbered years, nominations for elective offices; conduct the secret-ballot election; and inform the state president and the international coordinator of the names and addresses of the newly elected officers.
(See Const. VIII-B-8)

4. **Standing Rules Committee shall:**

- a. Include the Parliamentarian as an ex officio member.
- b. Develop and recommend revisions to the Chapter Rules as needed.
- c. Submit Chapter Rules to the State Bylaws/Standing Rules committee at least once every five years.

5. **Leadership Development Committee** shall plan and develop programs to identify and train future leaders.

(See Const. VIII-B-6, State Bylaw IX-3-B-2, and State Standing Rule IX)

B. Program of Work:

1. **Program Committee shall:**

- a. Develop a program of work which focuses upon the Purposes and the Mission Statement of the Society.
- b. Include a chairman and the chairmen of Personal Growth and Services, Professional Affairs, Research, Music.*(and Legislation)*
- c. Plan programs using the adopted international theme found in the program manual, adjusted to local needs.
- d. Prepare and distribute to members a chapter yearbook.

2. **Personal Growth and Services Committee** shall develop and implement a program designed to enrich the personal lives of members.

3. **Professional Affairs Committee** shall develop a program to encourage mutual respect and cooperation within the profession and to promote women in education. *(See International Standing Rule 8.2)*

4. **Research Committee** shall investigate and distribute pertinent information in the area of the program theme and of current educational trends and issues.

5. **Music Committee** shall provide for the use of music as an integral part of the program.

6. *(Legislation Committee shall study and recommend action on professional affairs and the status of women educators. (See Int. Standing Rule 8.2))*

(See Const. VIII-C, State Bylaw IX-C and State Standing Rule IX-3-B)

C. Educational Services:

1. **Communications Committee** shall support the efforts of members to communicate with each other and to publicize the Society's aims, purposes, activities, and accomplishments.

(Very specific duties could be assigned to this Committee.)

2. **Scholarship Committee** shall keep members aware of available International and Alpha Iota State scholarships and grants. *(and shall maintain and operate the chapter scholarships and grant-in-aid programs, ... if the chapter has them.)*

3. **World Fellowships Committee** shall support and promote the work of the International World Fellowships Committee and assume chapter duties of a similar nature.

(See Const. VIII-D and State Bylaw IX-3-D)

IX. Areas of Activity

A. Meetings:

1. At least _____ (*four is the International minimum, but Michigan recommends at least seven*) meetings shall be held annually.
2. A quorum shall be _____. (*This will vary depending on geography, demographics, and other factors but must be determined.*)
3. Chapter meetings shall follow a standard form.
4. There shall be no proxy voting.
(*See Const. IX-A-3 & 4*)

B. Program Support: The budget shall provide for reimbursement for the following:

1. The president's expenses for attendance at Alpha Iota State Executive Board meetings and workshops (*and possibly for the Northeast Regional Conference and the International Convention*).
2. Printing and mailing expenses.
3. *Special projects.*
4. *Gifts (for whom?? bereavement, birth, honors, marriage, retirement, etc.)...(at what cost?)*
5. *Other*

C. Scholarships and/or Grants: (*Chapter policies and procedures might be summarized here, if the chapter has either or both.*)

D. Other

(*See Const. X-9-d and State Standing Rule IV-2-D-2*)

X. Amendments to these rules may be made by a _____ (*specify the percentage*) vote of _____ (*those voting **or** the total membership*) during _____ (*specify **any** chapter meeting **or** a particular month's meeting **or** even a particular month in a particular year*) provided that _____ amount of notice was given to the membership. The chapter shall review these rules at least once each biennium.

XI. Dissolution of the chapter shall follow the procedures as stated in International Standing Rule 5-12. (*Inclusion of this article is optional...be optimistic and omit it.*)

XII. Parliamentary Authority: The Delta Kappa Gamma Society International **Constitution** and **Standing Rules**, the Alpha Iota State **Bylaws** and **Standing Rules**, and **Robert's Rules of Order Newly Revised** shall govern proceedings not covered in these rules.

(*This suggested Standing Rules prototype follows the sequence in the International Constitution and Standing Rules. It differs slightly from the sequence in the Michigan governance documents. Using this suggested sequence should facilitate cross-referencing with the major governance documents of both state and international....K.M.*)