

The Delta Kappa Gamma Society International
Alpha Iota State Organization
Chapter Standing Rules Checklist

Name (*Constitution*, I.B)

- Chapter Name (Greek Letters) assigned by Alpha Iota State Organization.

Object/Purpose (*Constitution*, II)

- Chapter objectives include promotion of Society Purposes.
 Additional chapter objectives must be consistent with the *Constitution*.

Membership (*Constitution*, III. B.1, 2, 3; C. 1, 2)

- Membership is composed of active, reserve and honorary members.
 Chapter has authority to act in matters of membership. Practices are consistent of the *Constitution*, III.
 Membership records are kept at the chapter level.
 Procedure for electing chapter members is states.

Finances (*Constitution*, IV. B 3; X. 1; VI. C. 1.a (5), d (1), 9 (6))

- Chapter dues and method for determining the dues are listed.
 Financial controls include 1) requirement of budget, 2) chapter president's approval of expenses prior to payment, 3) requirement of an audit.

Organization (*Constitution*, V.B. 3; VI. C. 1. e); *International Standing Rules*, 5.21)

- Written chapter rules are consistent with the *Constitution* and Alpha Iota State Organization by-laws.
 Chapter may participate in a Coordinating Council.
 Chapter is represented on Alpha Iota State Organization Executive Board.
 Business of the chapter is conducted in a manner consistent with the *Constitution* and the Bylaws of Alpha Iota State Organization.

Officers and Related Personnel (*Constitution*, VI. A. 3, C. 1. a (3), C, D. 3. b, E. 2; VIII. B. 8; *International Standing Rules*, 12)

- Includes mandated officers: a president, a vice president, a secretary (all elected), a treasurer (selected by the executive board).
 May also include optional officers: second vice president, corresponding secretary (all elected).
 Others: parliamentarian (appointed).
 Duties of officers must be consistent with those listed in the *Constitution*.
 Nominations and elections: includes make – up and duties of those responsible for nominations and procedures for elections. Elections are held in even-numbered years. Procedures are consistent with the *Constitution*. President's pin is presented by chapter at installation.
 Term of office: two-year terms for all officers except treasurer.
 Vacancies: secession of elected officers is consistent with the *Constitution*. Otherwise, the chapter president appoints replacement.

Meetings (*Constitution*, IX. A. 3)

- A minimum of four regular meetings per year is required.(7 is recommended)
- Other meetings/excursions may be scheduled to carry out the program of the chapter.

Executive Board (*Constitution*, VII.C. 1, 2, 3)

- Members are elected officers, the immediate past president, and such other members as may be designated by the chapter.
- The parliamentarian is “without vote.” The treasurer is designated as “with” or “without” vote.
- Duties are consistent with the *Constitution*.
- Meetings: meets at least twice annually, but may meet more often.
- A quorum is a majority of the voting members.

Standing Committees (*Constitution*, VI. C. 1. a (4); VIII. A 2)

Committees include at least those for which chapter has constitutional responsibility or includes an alternate structure for accomplishing the work assigned to

- Society Business: finance, leadership development, membership, nominations.
- Program of Work: program, personal growth and services, professional affairs, research.
- Educational Services: communications, scholarships, world fellowships.

General Procedure includes the following:

- Committees are appointed by the president; exceptions are listed in the chapter’s standing rules
- Nominations committee may be elected
- “President is ex – officio on all committees except Nominations,” if the accomplishing tasks requiring immediate action.
- Duties: detailed duties of each committee is specified in the chapter’s Standing Rules or in a supportive document.

Activities (*Constitution*, VI. C. 1. a (6); IX. B. 2)

- Publications: includes name of publication, number of issues per year.
- President approves all publications.
- Special funds and/or awards may be created by the executive board and approved by the chapter membership.

Dissolution (*International Standing Rules*, 5.12)

Include the statements listed in the state organization bylaws. Possible statements are:

- Before a chapter is dissolved, the approval of the Alpha Iota State Organization must be obtained.
- Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- Any remaining funds in the chapter account shall be sent to the Alpha Iota State Organization treasurer for state or international projects.

- The chapter's paraphernalia, the Society publications and the chapter records shall be retained in the Alpha Iota State Organization archives and made available for use.
- The charter must be returned to the Alpha Iota State Organization to be forwarded to the International Headquarters.
- The Alpha Iota State Organization Executive Board shall decide whether the Greek name shall be reused or not.

Preliminary Authority (*Constitution*, XII. 2)

- Include the statement listed in the state organization bylaws. Possible statement is "Robert's Rules of Order Newly Revised (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules."

Amendments

- Procedure for amending standing rules includes the following: when they may be amended, by what body, the proportion of vote necessary to amend, and the procedure for notifying the membership.

Sample Chapter Standing Rules

I. Chapter Name

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

II. Purposes

- The purposes of _____ Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of Alpha Iota State Organization. In addition, the chapter will _____.

III. Membership

- Membership is in accordance with the *Constitution*, Article III, and the *International Standing Rules*, 3. The chapter has full authority for the administration of membership.
- Recommendation for Membership (Form 11) shall be available at each regular chapter meeting.
- Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the membership chairman by _____.
- The Membership Committee shall review Recommendations for Membership (Form 11) and prepare to present the candidates' names to the chapter membership.
- Voting for prospective members will occur at the _____ meeting.
- The general membership shall vote by _____. _____ will elect the candidate to membership.
- Invitations to membership shall be in writing and delivered in person, if possible within _____ days following election to membership.

- Orientation of members-elect shall be held _____.
- The orientation program shall be the responsibility of _____.
- Members-elect will indicate in writing their acceptance to membership within _____.
- Initiation shall be held _____.
- Honorary members shall have given or be giving distinguished service to education and/or women that is of local significance to the chapter area.
- The recording secretary shall record in the chapter or executive board meeting minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.
- Special recognition of a member's death shall be financed by the chapter assessment/dues.
- The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.
- Insert additional chapter Standing Rules is appropriate.

IV. Finances

- Financial matters are in accordance with the *Constitution, International Standing Rules* and Alpha Iota State Organization Bylaws.
- The Finance Committee shall make recommendations for changes in dues no later than _____. All members shall be notified prior to the first meeting of the fiscal year.
- Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.
- Annual chapter, state organizational and international dues and fees shall be collected by the chapter treasurer prior to October 31 and forwarded to the Alpha Iota State Organization treasurer by November 10.
- The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
- Include additional chapter Standing Rules if appropriate.

V. Organization

- _____ Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, the International Standing Rules, the Alpha Iota State Organization Bylaws, the Alpha Iota State Organization Standing Rules* and the _____ Chapter Standing Rules.
- _____ Chapter retains membership in the _____ Coordinating Council (if applicable).

VI. Officers and Related Personnel

- _____ Chapter officers shall be a president, a vice president, a recording secretary, a corresponding secretary (all elected), and a treasurer selected by the executive board.
- A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the _____ meeting, with election taking place in _____ (Or substitute procedure chapter uses for election.)

- The ballot shall include the slate of officers and nominees for the Nominations Committee (if the chapter has a Nominations Committee).
- A treasurer shall be selected by the executive board at the _____ meeting for the biennium.
- Officers shall perform duties as specified in the *Constitution*, VI, the _____ State Organization Bylaws, and as authorized in the _____ Chapter Standing Rules.
- In addition: (Specify responsibilities assigned to each position.)

Examples:

- ✓ The president shall serve as delegate to the Coordinating Council.
- ✓ The vice president shall serve as chairman of the Program Committee.
- ✓ The recording secretary shall be a member of the Standing Rules Committee. The recording secretary shall be responsible for updating chapter standing rules as policies are changed during business meetings.
- ✓ The corresponding secretary shall update and prepare the information for the chapter yearbooks and state organization directory.
- ✓ The treasurer shall order the president's pin at the chapter's expense and make it available to the Nominations Chairman before installation of officers.

VII. Meetings

- _____ Chapter shall meet at least _____ times per year during the months of _____.
- A quorum shall consist of _____.
- Include additional Standing Rules if appropriate.

VIII. Executive Board

- The members of _____ Chapter Executive Board shall be the elected officers, the immediate past president, _____. (Others, such as committee chairmen, may be appointed as ex-officio members "with vote.") The treasurer is ex-officio "with vote" (or "without vote"), and the parliamentarian is ex-officio "without vote."
- The _____ Chapter Executive Board shall function according to the *Constitution*, VII. C.

IX. Committees

- Standing committees shall be _____
- _____ Chapter has the following additional standing committees: (Insert if appropriate)
- Standing committees shall fulfill responsibilities as outlined in the *Constitution* and as detailed in this *Handbook*.
- In addition: (Make special assignments.)

Examples:

- ✓ The Professional Affairs Committee shall include a representative for Legislation.
- ✓ The personal Growth and Services Committee shall include a representative for the Women in the Arts.

- ✓ The Educational Services Committee shall consist of representatives for Communications, Special Projects and World Fellowships.

X. Activities

- _____ Chapter publishes (insert name of publication) _____ times per year.
- _____ special fund and/or _____ award has been created by the executive board and approved by the chapter membership. It is administered in the following manner...

XI. Dissolution

(Statements about dissolution of chapters from the state organization bylaws should be included verbatim.)

Example:

- ✓ Before a chapter is dissolved, the approval of the Alpha Iota State Organization must be obtained.
- ✓ Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- ✓ Any remaining funds in the chapter account shall be sent to the Alpha Iota State Organization treasurer for state or international projects.
- ✓ The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the Alpha Iota State Organization archives and made available for use.
- ✓ The charter must be returned to the Alpha Iota State Organization to be forwarded to the International Headquarters.
- ✓ The Alpha Iota State Organization Executive Board shall decide whether the Greek name shall be reused or not.

XII. Parliamentary Authority

- The following statement need to be included verbatim in each chapter's Standing Rules for the parliamentary authority identified in the state organization bylaws:
- ✓ _____ (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

XIII. Amendments

- The executive board shall review the standing rules at least once during the biennium.
- Individual rules may be considered at any regular business meeting.