DKG Maryland State Organization

**Checklist for Chapter Standing Rules**

The Bylaws/Standing Rules Committee shall be responsible for reviewing chapter rules to ascertain that they are consistent with the *Constitution* and the state Bylaws/Standing Rules.

This Checklist for Chapter Standing Rules is a guide to assist chapters in updating their Chapter Standing Rules.

**\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*ByLaw*s*,* Article I. Section B*; International Standing Rules 1.2*

* The name of the chapter is stated, followed by the name of the state organization, The Delta Kappa Gamma Society International.

**\_\_\_\_\_\_\_ Mission and Purposes**

 *ByLaws,* Article II. Section B; *International Standing Rules 2.1*

* Chapter objectives include promoting the Society’s Purposes, Mission, and Vision.

**\_\_\_\_\_\_\_ Membership**

 *ByLaws,* Article III*; International Standing Rule 3*

* Chapter shall state, in accordance with the Bylaws and Standing Rules of DKG Maryland State, that the chapter has full power to act in matters of chapter membership.
* Chapter shall state the types of membership: active, reserve, collegiate, and honorary.
* Chapter shall state the process for identifying prospective members and inviting members to membership.
* Chapter shall specify the process for the orientation of members-elect and shall state who has the responsibility for the orientation program.
* Chapter shall state the processes for:
* Acceptance or rejection into membership
* Termination of honorary members
* Termination of Membership File
* Special recognition
* Disposition of President’s pins returned to the chapter
* Other matters related to administration of membership.

**\_\_\_\_\_\_\_ Finances**

*ByLaws,* Article IV. Section A*; International Standing Rules 4.11, 4.12*

* Chapter shall state that financial matters are in accordance with the *Constitution, International Standing Rules* and the DKG Maryland State.
* Chapter shall state the process for the:
* Management of chapter funds, including annual dues, fees for induction of new

 members, and fees for conferences/conventions

* Assessments
* Financial guidelines for any special funds, projects, and grants-in-aid.

**\_\_\_\_\_\_\_ Organization**

 *Bylaws,* Article V*; International Standing Rule* 5.2

* Chapter shall govern the conduct of its business in a manner consistent with the

*Constitution* and the Bylaws of DKG Maryland State Organization

* Chapter shall state the Chapter Standing Rules.

**\_\_\_\_\_\_\_ Officers and Related Personnel**

 *Bylaws,* Article VI*, International Standing Rule 6*

* Chapter shall state officers.Optional officers: second vice-president; corresponding secretary
* Chapter shall state:
* Procedure and time line for nominations and elections of officers
* Timeline for selecting the treasurer
* Duties of officers
* Person to purchase president’s pin.



\_\_\_\_\_\_\_\_ **Executive Board/Meetings**

 *Bylaws,* Article VII, Section A

* Chapter shall state regular chapter meetings and chapter executive boards shall function in accordance with the *Constitution*.
* Chapter shall state:
* The make-up of executive board and the process for election
* Additional duties of the executive board
* Any additional board and its function.

\_\_\_\_\_\_\_\_ *Bylaws*, Article VII Section C; *International Standing Rules 7.3*

* Chapter shall state:
* Choice of number and schedule of chapter meetings (4 required)
* Choice of quorum
* Meetings for special functions

**\_\_\_\_\_\_\_\_ Committees**

 *Bylaws,* Article VIII*; International Standing Rules 8*

* Chapter shall state:
* Choice of standing committees to accomplish the mandated area of work: Finance, Membership, Nominations, Educational Excellence, Communications, Scholarships, and World Fellowship
* Choice of additional standing committees
* Composition and specific duties of committees
* Special committee authorized by the chapter/chapter executive board.

**\_\_\_\_\_\_\_ Parliamentary Authority**

 *Bylaws,* Article IX

 Chapter shall state the following statement verbatim in the Standing Rules:

* *Roberts’s Rules of Order* Newly Revised (current edition) or another recognized manual for parliamentary procedure is designated for the governance of the chapters in all instances not provided for in the Society adopted rules, i.e., *Constitution*, *International Standing Rules*, and state organization bylaws/standing rules and chapter rules.

**\_\_\_\_\_\_\_ Amendments**

 *Bylaws,* Article X

* Chapter shall state:
* Procedure and time for amending chapter rules.

**\_\_\_\_\_\_\_ Dissolution**

*Bylaws,* Article XI

* The chapter rules governing dissolution of the chapter shall be consistent with the *Constitution* and *International Standing Rules* of Delta Kappa Gamma and the Bylaws and Standing Rules of DKG Maryland State.