

Sample Chapter Standing Rules

I. Chapter Name

The name of this chapter shall be _____ Chapter, DKG Maryland State Organization, The Delta Kappa Gamma Society International.

II. Purposes

- The purposes of _____ Chapter shall be to promote the seven Purposes, Mission, and Vision of The Delta Kappa Gamma Society International as stated in the *Constitution*.

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 forms shall be available at each regular chapter meeting.
- Recommendation for Membership forms shall be completed by the sponsor and returned to the membership chairman by _____.
- The Membership Committee shall review Recommendation 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 _____.
- The induction ceremony shall be held _____.
- Honorary members shall have given or be giving distinguished service to education and/or women which is of local significance to the chapter area.
- The recording secretary shall record in the 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 if appropriate.

IV. Finances

- Financial matters are in accordance with the *Constitution, International Standing Rules* and DKG Maryland 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 organization, and international dues and fees shall be collected by the chapter treasurer by _____ and forwarded to the Maryland State Organization treasurer by _____.
- 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, International Standing Rules*, the DKG Maryland State Organization Bylaws and 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 DKG Maryland 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* Article VII. C.
- 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 the *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 Women in the Arts.
 - ✓ The Educational Services Committee shall consist of representatives for Communications, Special Projects, and World Fellowships.

IX. 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...

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

XI. Parliamentary Authority

- The following statement needs to be included verbatim in each chapter's Standing Rules for the parliamentary authority identified in the state organization bylaws:
- ✓ Robert Rules (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.

XII. 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.