

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
NY State**

Chapter Standing Rules Checklist
*Required

___ **Name and format**

- *Chapter Name
- *State Name (New York State)
- *Correct Society Name: The Delta Kappa Gamma Society International
- * Date on which Chapter Standing Rules were adopted and/or last revised
- * Page Numbers

___ **Officers and Related Personnel** (*Constitution Article VI*)

Mandated Officers: President, Vice President, Secretary (All elected by Chapter members; Treasurer (Appointed by Executive Board)

Optional Officers: Second Vice President, Corresponding Secretary (All elected by Chapter members)

Other: Parliamentarian (appointed by President)

___ **Duties of Officers** (consistent with those listed in *Constitution Article VI*)

Nominations and Elections: include make-up and duties of the Nominations Committee and procedures for conducting election

Term of office: two-year terms and no more than two consecutive terms in same office for all Officers except Treasurer whose term may be longer

Vacancies: succession for elected Officers (*See Constitution Article VI E 2*); otherwise Chapter President appoints a replacement

___ **Meetings** (*See Constitution Article IX A*)

Minimum meetings per year

*Quorum: give percentage of members required for a meeting to be legally-constituted business meeting

Induction procedures

Installation policies; President's pin to be presented at the Installation

___ **Executive Board** (*See Constitution VII C*)

* Quorum: minimum number of Board members required for a legally-constituted business meeting

___ **Standing Committees** (*See Constitution Article VIII*)

___ **Finances** (include provisions for annual audit and annual budget)

Include 3 classes of membership with the dues that will be paid when your Chapter determines the Chapter final dues amount

Active

Reserved

Collegial

___ **Activities**

Projects: procedures for selecting project, commitment of members, monetary commitments, volunteers, etc.

Grant(s)-in-Aid: procedure for naming non-members recipient(s) and amount of money granted; include any responsibilities of recipient(s) to the Chapter e.g. report, attendance at a Chapter meeting, etc.

Scholarships: procedures for selecting member recipient(s), determining monetary amount and number of scholarships to be given, and any other responsibilities of recipient(s) to the Chapter

Publications: include name of publication and number of issues each year; President approves all publications

___ **Dissolution** (*Constitution* Article XIX)

*Chapter: include provisions for satisfying obligations and for distributing remaining assets back to NY State

*Rules governing dissolution of Chapter must be consistent with current edition Of NY State BYLAWS (Article XIII A2 and B)

___ **Parliamentary Authority**

**Roberts Rules of Order*, Newly Revised (current edition) or another recognized manual of parliamentary procedures is designated for governing the Chapter in all instances in which the authority is not consistent with the *Constitution* or other adopted Society rules

___ **Amendments**

*Procedure for amending Chapter rules, including when they may be amended, proportion of vote needed to amend, and procedures for notifying membership of proposed and adopted amendments

Checklist review by _____ Date _____
NY State BYLAWS & Rules Committee