

Chapter Rules Checklist

It is understood that all chapter practices are consistent with the *Constitution/International Standing Rules*, the state organization's designated parliamentary authority, and its bylaws. Chapter Rules should contain the elements listed below. You may need to add additional information to clarify the rules for your chapter.

Name (*Constitution*, Article I. B)

- Chapter name is assigned by the state organization.

Mission and Purposes (*Constitution*, Article II)

- Chapter mission and purposes include promotion of the Society Mission and Purposes.

Membership (*Constitution*, Article III; *International Standing Rules* 3.0)

- Membership is classified as active, reserve, and honorary; procedure for electing members is stated.
- Chapter has authority to act in matters of membership; records are kept by the chapter.

Finances (*Constitution*, Article IV; *International Standing Rules* 4.3 and 4.4)

- Chapter dues and method of determining the dues are listed.
- Members may vote to assess themselves.
- Financial controls include a budget, a financial review, and the president's approval of expenses.
- Special funds and/or awards may be created by the executive board and approved by the membership.

Organization (*Constitution*, Article V; *International Standing Rules* 5.12)

- Chapters may participate in a coordinating council; the president and a chapter member serve on such a council if it exists.
- Chapter president is a representative on the state organization executive board.

Officers and Related Personnel (*Constitution*, VI; *International Standing Rules* 6.0)

- Elected chapter officers include a president, a vice-president, and a secretary. A treasurer is selected by the executive board. Chapters may have an elected second vice-president and corresponding secretary.
- Elections are held in even-numbered years; the procedures for elections are delineated.
- The two-year term of office "or until a successor is named" is delineated for each office, except that of treasurer.
- Although not an officer, a parliamentarian is appointed.
- The duties of officers at the chapter level are specified.

Executive Board (*Constitution*, Article VII)

- Members include the elected officers, the immediate past president, and such other members as designated.
- The parliamentarian serves without vote. If the treasurer is paid for her services, she serves without vote.
- The executive board meets at least twice each year, but may meet more often.
- A quorum is the majority of the voting members.

Committees (*Constitution*, Article VIII)

- A committee structure or an alternate structure for doing *the work* of specified international committees is indicated.
- A method of appointing/electing special committees is identified; a nominations committee may be elected or appointed; committees are appointed by the president unless exceptions are listed.
- The chapter president serves as member ex officio on all committees except Nominations.
- Provisions are made for accomplishing tasks requiring immediate attention; specify procedures.

Meetings (*Constitution*, Article IX; *International Standing Rules* 9.0)

- At least four business meetings are held each year; other meetings/excursions may be scheduled.
- A quorum for regular meetings is designated. (Must be a number)

Communications and Publications (*Constitution*, Article XII; *International Standing Rules* 12.0)

- President approves publications; the name and number of issues are specified.
- Chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

Parliamentary Authority (*Constitution*, Article XV)

- A statement is included that indicates the parliamentary authority designated for the governance of the chapter in instances in which the authority is not inconsistent with the *Constitution* or adopted Society rules.

Amendments (*Constitution*, Article XVI)

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

Dissolution (*Constitution*, Article XIX)

- Obtaining the state organization's approval prior to taking any action is noted.
- Procedure for the transfer of members follows international transfer procedures.
- Funds remaining in chapter accounts are to be sent to the state organization treasurer; the chapter charter, paraphernalia and records are delivered to the state organization.

Date (s) of last amendment(s) _____ Date(s) of last revision _____