**Appendix B. 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.

**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 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 the president’s approval of expenses, a budget, and a financial review.

 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.

**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 it 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 committees except Nominations.

 Provisions are made for accomplishing tasks requiring immediate attention.

**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.

**Communications/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 other 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 of last amendment \_\_\_\_\_\_\_\_\_\_ date of last revision