

**REVISED CHAPTER RULES TEMPLATE
2018**

**Chapters May Use the Template below to Write Their Chapter Rules or
Use the Template as a Guide to Write Their Chapter Rules**

CHAPTER RULES

ARTICLE I NAME

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

ARTICLE II MISSION AND PURPOSES

Section 1.

The purposes of the _____ shall be the seven purposes of the Delta Kappa Gamma Society International and those of the Colorado State Organization.

- 1.
- 2.
- 3.
4. (It is recommended listing each purpose or can just use the sentence above.)
- 5.
- 6.
- 7.

Section 2.

The mission statement of The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Section 3.

Vision Statement: Leading women educators impacting education worldwide.

Section 4.

_____ Chapter Mission and Purpose

- 1.
- 2.
- 3.

ARTICLE III MEMBERSHIP AND PROCEDURES

Membership is in accordance with the CONSTITUTION, ARTICLE III and the International Standing Rules, Section 3. _____ Chapter has full authority for the administration of membership.

1. Chapter membership is composed of active, reserve, collegiate, and honorary members.
2. (The chapter states the processes/procedures for gaining membership, invitations, initiations, reinstating and resigning.) Collegiate membership will be stated in ARTICLE III. Section B.
Refer to CONSTITUTION ARTICLE III Sections A. B. C. D. E. F.)

ARTICLE IV FINANCES

Financial matters are in accordance the International CONSTITUTION, International Standing Rules and the Colorado State Bylaws and Colorado State Standing Rules

Section A. Annual Dues

1. The _____ Chapter dues shall be an amount recommended by Chapter Finance Committee based on the current budget. The chapter annual dues shall be an amount determined by a two-thirds (2/3) vote of the members present at a scheduled chapter meeting.
2. Each member will pay annual dues to the Chapter Treasurer by June 30 of each year. A member who fails to complete payment of international dues shall be dropped as of October 1.
Proviso: This bylaw will take effect in 2019.

Section B. Financial Controls

1. The Finance Committee shall submit a Proposed Budget annually, first, to the Executive Board and then for adoption by a majority of the membership present at a regular scheduled meeting.
2. The Finance Committee shall budget adequate funds for chapter _____ expenses.

Section C. Budgeting for Meetings

1. (The chapter states who receives funds and for what purpose:
Example: Colorado State Executive Board, conferences/conventions.
- 2.
- 3.

Section D. Bonding of the Chapter Treasurer

1. The _____ Chapter Treasurer is bonded.
2. The bond is procured through the Colorado State Treasurer.

Section E. Review (If pay to have an audit, use the word Audit.)

(State who does the review or audit and when.)

Section F. Assessments for Special Projects

Assessments, in addition to dues, may be levied by a two-thirds vote of the membership in attendance at scheduled chapter meetings.

Section G. Grant-in-Aid or Chapter Scholarship

_____(to whom and when)

ARTICLE V ORGANIZATION

_____ Chapter shall govern the conduct of its business in a manner consistent with the International CONSTITUTION, International Standing Rules, Colorado State Bylaws ARTICLE V ORGANIZATION Section A. Chapter Level and the _____ Chapter Rules.

(If chapter participates in a coordinating council, the president, a chapter member serves on such council, if it exists.)

The chapter president is a representative on the Colorado State Executive Board.

ARTICLE VI OFFICERS AND APPOINTED PERSONNEL

_____ Chapter officers shall be _____,
_____, _____,
and a Treasurer appointed by the _____ Chapter Executive Board.

A. Elected Officers

1. President
2. First Vice-president
3. Second Vice- president (if applies)
4. Secretary

B. Appointed Personnel

1. Treasurer
2. Parliamentarian

C. Duties of the Officers—duties for officers and appointed personnel are specified in the CONSTITUTION ARTICLE VI Officers A

1. President
2. First Vice-president serves as Chairman/Team Leader of the Excellence in Education Committee/Team
(A Program Committee no longer exists.)
3. Second Vice-president shall serve _____

4. (Provide other duties respective to your chapter)

D. Nominating Procedures

1. The chapter president appoints a Nominating Committee/Team of two or three members. (Chapter may choose to elect a Nominating Committee Team)
2. The Nominating Committee/Team presents the slate of officers at regularly scheduled meeting in even-numbered years.

E. Election Procedure

1. Election shall be in _____ of even-numbered years.
2. If more than one candidate is nominated for an office, election shall be by written ballot.

- F. Installation of Officers shall be held in _____
of even-numbered years using the Delta Kappa Gamma Society
latest publication of the International Ceremonies booklet.
- G. Term of Office
 - 1. The term of office shall be for two years. (biennium)
 - 2. The term of office shall be from July 1 to June 30
- H. Vacancies
 - 1. Succession of elected officers is consistent with the CONSTITUTION.
 - 2. Otherwise, the chapter president appoints a replacement.

ARTICLE VII CHAPTER EXECUTIVE BOARD/Team

Members of the _____ Chapter Executive Board/Team shall consist of the elected officers. The Immediate Past President, Treasurer, and Parliamentarian are ex-officio members without vote. Team Leaders/Committee Chairmen may be added but are ex-officio, without vote. Chapter Executive Boards/Team shall function in accordance with the CONSTITUTION ARTICLE VII Section C. 1. 2.

ARTICLE VIII COMMITTEES/TEAMS

The Colorado State Committee/Team Structure is as follows, but chapters may have their own committee/team structure providing the areas of work are carried out and reported to the state and international organizations. The asterisks (*) are the areas of work in which chapters have a constitutional responsibility.

A. STANDING COMMITTEES/TEAMS STRUCTURE

- 1. **Society Business**
 - a. Communication and Publicity *
 - b. Chapter Rules
 - c. Finance *
 - d. Membership *
- 2. **Society Mission and Purposes**
 - a. Educational Excellence *
 - 1) Early and Career Education
 - 2) Educational Law and Policy
 - 3) Personal and Professional Pride
 - 4) Music, Arts and Humanities Education
 - 5) Community and World Connections
 - b. Scholarships and Awards (Not sure chapters need “Awards”)
 - c. World Fellowship *
(International has a World Fellowship Committee) 2018
- 3. Additional Committees/Teams

- B. Committees/teams are appointed by the chapter president with the chapter president ex-officio on all committees except for the Nomination Committee/Team.
- C. Duties of the committees/teams will be accordance with the CONSTITUTION, International Standing Rules, Colorado State Standing Rules, ARTICLE IX, Section 3. or list additional duties the chapter has assigned to each committee.

ARTICLE IX MEETINGS

A. Scheduled meetings

- 1. _____

(Note number of meetings, location, dates)

- 2. The Chapter Executive Board/Team meets _____
- 3. _____

(Note how meetings are publicized.)

- 4. _____

(Additional information needed by members)

B. Obligation of members

- 1. Hostesses

- 2. Programs/Projects

- 3. Attendance

Members are encouraged to attend all meetings and participate in Society/Chapter activities and business.

- 4. Quorum

A quorum consists _____ of the chapter members present at a regular scheduled meeting.

ARTICLE X AMENDMENTS

Provision for the amendments of Chapter Rules should be specific. Members will be notified one (1) month in advance in the _____ newsletter or on the chapter website of amendments to be presented at the next scheduled meeting. A two-thirds (2/3) vote of the chapter's members is required.

ARTICLE XI DISSOLUTION

In the event of the dissolution of _____ Chapter, the net assets of the chapter shall be distributed as follows:

1. Any remaining funds in the chapter account shall be sent to the Colorado State Treasurer and deposited in the Available Fund account.
2. Chapter paraphernalia, society publications, and chapter records shall be Retained in the state organization archives and made available for use.

When chapter is considering dissolution, refer to Colorado State Bylaws ARTICLE XII DISSOLUTION Section B. Colorado State Chapters. Each chapter shall add a dissolution procedure to its Chapter Rules.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Omega State chapters in all cases not provided for in the CONSTITUTION, the International Standing Rules, Colorado State Bylaws and Colorado State Colorado Standing Rules.

Revisions Adopted _____

Chapter President _____

Approved by the Colorado State Bylaws and Standing Rules Committee

(Name(s))

(Date)

