**CHAPTER RULES CHECKLIST**

III. **CHAPTER RULES RESOURCES**

1. International Documents: *Go to Guide for Chapter Members*: *Handbook of the* *Delta Kappa Gamma Society* *International 2016*, Page 29, *Constitution,* *International Standing Rules* (available under Resources on the International Website dkg.org)
2. *Robert’s Rules of Order Newly Revised* 11th Edition (2011), Section “By-laws”
3. Gamma State *Bylaws and Standing Rules* (see Gamma State website under Resources)
4. Chapter Rules Checklist (see Gamma State website under Resources)
5. Chapter Rules Model (see Gamma State website under Resources)
6. Gamma State Rules Chair and /or Parliamentarian – emails and addresses are listed on website

 IV. **PROCEDURAL HINTS**

1. **Review.** At least once a biennium, the chapter should review its chapter rules to make sure the chapter rules reflect current practices/procedures and that the chapter rules are consistent with state and international governing documents. Upon review, if changes are warranted, the chapter should amend the chapter rules so that they reflect current chapter practices/procedures and are consistent with the governing documents. If no changes are warranted the chapter rules have been reviewed. Date of review reflects date chapter rules were reviewed by the chapter, not amendment date. The date of the most current chapter review should appear in the chapter rules.
2. **Amendment:** The exact procedure to be followed in amending rules should be specified in the chapter rules and should include when rules may be amended, by what body, proportion of vote needed, and procedure for notifying members. The amending rule must be followed exactly and may not be suspended. The date of the last amendment should appear in the chapter rules.

**Rules are amended in the following ways:**

1. To insert or to add (a word, consecutive word, or paragraph)
2. To strike out (a word, consecutive word, or paragraph)
3. To strike out and insert (which applies to words) or to substitute (which is not applied to anything less than a complete paragraph of one or more sentences)

 3. **Proviso**: An amendment to the rule goes into effect immediately when the

 vote is announced, unless provision has been made prior to its adoption for a

 different time of its effect.

 4.  **Revision:** A Revision may be necessary if the amendments to chapter rules are

 so extensive that it is better to rewrite the entire chapter rules document and

 present it as a new document. Before a Revision can be undertaken, the

 membership must vote to allow a complete Revision. An ad hoc committee is

 then appointed by the president to undertake the Revision. When completed, the

 Revision is voted upon by the chapter. The date of the Revision replaces the

 original date of adoption and should appear in the chapter rules.

**Distribution of Copies**: **1. Chapter President. 2. State Rules Chair** **3. Chapter File**