Gamma State (Oklahoma) The Delta Kappa Gamma Society International

*For Chapters*

*Letter to Chapter Rules Chair, February 5, 2018*

When was the last time your chapter reviewed and updated its chapter rules?

Review your chapter rules each biennium, revise when necessary and submit one dated, revised copy to Gamma State Rules Chair.

The Chapter Rules Checklist and the Chapter Rules Model may assist you.

* Chapter Rules Checklist *in Word*

* Chapter Rules Model *in Word*

If chapter rules need amending or revising the Gamma State Rules Committee encourages you to start. Here are some procedural hints.

1. **Revision:** Sometimes the amendments are so extensive that it is better to rewrite the entire rules document and present it as a new document. Before a revision can be undertaken, the membership must vote to allow a complete revision.
2. **Amendment:** The exact procedure to be followed in amending rules should be specified in the rules themselves and should include how notice is to be given and the vote necessary to adopt. The amending rules must be followed exactly and may not be suspended.

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

**\_\_\_\_\_\_\_\_\_\_**1. Striking out a work or group of words.

**\_\_\_\_\_\_\_\_\_\_**2. Inserting a word or group of words.

**\_\_\_\_\_\_\_\_\_\_**3. Adding words at the beginning or at the end of a sentence.

**\_\_\_\_\_\_\_\_\_\_**4. Striking out and inserting a word or words.

1. **Proviso:** An amendment to the rules goes into effect immediately when the vote is announced, unless provision has been made to its adoption for a different time of the effect.

*For State*

When proposing an amendment to the *Gamma State Bylaws and Standing Rules*, use the Form for Submitting Amendments/Additions/Deletions to the *Bylaws and Standing Rules.*

* *Form for Submitting Amendments/Additions/Deletions to the Bylaws and Standing Rules*

When proposing any other motions, use the Form for Submitting a Motion

* *Form for Submitting a Motion*

Current documents

* Gamma State Bylaws (June 15, 2015)
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* Gamma State Standing Rules (June 15, 2015)

*For Chapter and State*

Use motion etiquette when making a motion

* Motion Etiquette