



# Maine State Organization

## 2019 Checklist for Chapter Rules

Chapters are expected to have the following checklist items in their rules.

- All references to Alpha Psi State Maine in Chapter Rules need to be changed to Maine State Organization. No votes are needed to make this change.
- Add *collegiate membership* and procedures for electing members are stated.
- Additional rules may be included in the chapter rules if they are not in conflict with the Constitution and International Standing Rules and Maine State Organization Bylaws and Standing Rules.
- Chapters should review their rules at least **once a biennium** and compare with Maine State Organization Bylaws and Standing Rules and update the Chapter Rules as needed. These changes are mandatory and need not be voted upon. *Be sure to notify the membership of these changes.*
- All other Chapter Rules changes need to be voted upon as Chapter Rules designate with notification to members.

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### ARTICLE I NAME

*Constitution Article IB; International Rules 1 ;Maine State Organization Bylaws Article IB*

- The Chapter organization name is stated.

Note: Maine State Organization determines the name of each chapter.

- The state organization is stated along with Delta Kappa Gamma Society International.

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### ARTICLE II MISSION AND PURPOSES

*Constitution Article II*

- State and Chapter organization objectives include promoting the Society's vision, mission and seven purposes.

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### ARTICLE III MEMBERSHIP

*Constitution Article IIIA-F; International Standing Rules 3; Maine State Organization Article III*

- Election of members is in compliance with the Society (Constitution Article III.C.1)-member selection method determined by chapter rules.
- Remove the word “initiation” of members and replace with “induction”
- The types of membership, active, reserve, and honorary are stated. Add collegiate and membership begins when dues are paid. (Constitution Article III.A.1.& 2)

- It is stated that the chapter acts in matters of membership and membership records are kept at the chapter level. Note: **Treasurer** is the person keeping the accurate and updated roster-add to her duties.

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## **ARTICLE IV FINANCES**

*Constitution Article IV; International Standing Rules 4.1,4.2, 4.3, 4.4; Maine State Organization Article IV*

- Chapters need to state that active and reserve members will pay dues.
- The procedure for determining dues needs to be clearly stated including deadlines. (These have changed...check the Bylaws for specifics)(Constitution Article IV.C)
- Financial Controls need to be stated and procedures for an annual budgets and annual review are mandatory and need to be stated. Chapter President approval for expenses prior to payment needs to be stated.
- Funds such as scholarships, special projects etc. can be stated with procedures.

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## **ARTICLE V ORGANIZATION**

*Constitution Article V; International Standing Rules 5.1, 5.2; Maine State Organization Article V*

- A provision is stated for checking Chapter Rules as to ascertain that they are consistent with state and international bylaws.
- Responsibility for submitting chapter rules to the State Bylaws and Rules Committee is stated.
- Leadership representation on the state organization executive board is stated and participation in state leadership workshops needs to be designated.

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## **ARTICLE VI OFFICERS AND RELATED PERSONNEL**

*Constitution Article VI, International Standing Rule 6; Maine State Organization Article VI*

- Mandated offices are president, vice-president, secretary (all elected), and treasurer (selected by the executive board).
- Other elected officers may be: second vice president, corresponding secretary. Parliamentarian may be appointed and serves ex-officio on the executive committee. Who appoints the parliamentarian needs to be stated.
- Chapter officers are elected in even numbered years and terms are two years or until a successor is named.
- Provision for filling vacancies is stated.
- Duties of officers are consistent with those in the Constitution and Maine State Organization.
- Secretary duties-add the chapter shall record in the chapter minutes the names of members terminated including the reasons and date of termination. (ISR 3.4)
- Treasurer duties-add- must maintain accurate and current membership roster.(Constitution Article VI Section C.9.a)

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## **ARTICLE VII EXECUTIVE BOARD AND EXECUTIVE COMMITTEE**

*Constitution Article VII, Section B; International Standing Rules 7.22; Maine State Organization Article VII*

- Members of the executive board are the elected officers, treasurer (may serve with or without vote), and immediate past president. Parliamentarian serves in ex-officio and is without vote.
- Duties of the board need to be consistent with the Constitution and Maine State Organization Bylaws.
- Frequency of meetings, how the meeting are conducted including electronically and determination of quorum can be stated. Check protocol for electronic meetings.

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## **ARTICLE VIII COMMITTEES**

*Constitution Article VIII; International Standing Rules 8.022; Maine State Organization Article VIII*

- Chapters may establish committees to fulfill their constitutional responsibilities.
- Chapter president is ex-officio on all committees except nominations. The Chapter President does not serve on the Nominations Committee
- A procedure is stated for accomplishing tasks immediately need to be stated and may include mailings, email, electronic voting, phone calls and personal contact votes. Check for the protocol for doing this.
- Duties of each committee are specified.

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## **ARTICLE IX MEETINGS (OR AREAS OF ACTIVITY)**

*Constitution Article IX Section A 1; International Standing Rules 9.2; Maine State organization Article IX*

- Chapters are required to be held at least four (4) times a year.
- A quorum is the majority of members and is determine by the chapter. A quorum may be the number of members in attendance or number of members in the chapter. No proxy voting is allowed.
- Electronic meetings may be held as long as all the members may simultaneously hear one another and can participate during the meeting. *Check Constitution Article IX Section A 1 for amendments for these types of communications.*

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## **ARTICLE X FUNDS**

*Maine State Organization Article X*

- Chapter rules and procedures for governing special funds such as scholarships and Grant-in-aids funds are stated

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## **ARTICLE XI AMENDMENTS**

*Maine State Organization Article XI*

- Any member can submit and amendment. Chapter needs to state the procedure for the amendment changes.
- Who will review the changes and when members are notified prior to a vote need to be stated.
- Specifics on a quorum are stated such as 2/3 votes of members present at the time will constitute a quorum.

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## **ARTICLE XII DISSOLUTION**

*Maine State Organization Article XII Section B*

- Dissolution of a chapter needs state approval and International procedures need to be followed.
- Chapter executive board shall determine specifics of liquidation
- All liabilities and obligations need to be completed prior to liquidation of chapter assets and paraphernalia.

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## **ARTICLE XIII PARLIMENTARY AUTHORITY**

*Constitution Article XV; Maine State Organization Article XIII*

- Robert's Rules of Order Newly Revised (current edition) is the recognized manual for parliamentary procedure is designated governance for the state organization and its chapters in all instances not provided for in the Society rules, state bylaws and rules and chapter rules.