**Florida State Organization Checklist for Chapter Rules Review 2019-2021**

**Chapter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chapter President (2018-2020) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2020-2022)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_** **Name of Person Completing this Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Check the **YES** column if item is found in the Chapter Rules.

Check the **NO** column if item is not found in the Chapter Rules.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **YES** | **NO** | **Comments.......................................** |
| Name of Chapter |  |  |  |
| Mission and Purposes |  |  |  |
| Membership Procedures |  |  |  |
| Finances |  |  |  |
| Budget & Chapter Assessment |  |  |  |
| Check Signature(s) Required |  |  |  |
| Annual Review Procedure |  |  |  |
| Monetary Awards Given by Chapter (Recruitment |  |  |  |
| Grant for Nonmembers or Scholarship for Members) |  |  |  |
| Officers |  |  |  |
| Elections and Terms of Office |  |  |  |
| Duties of Officers |  |  |  |
| President |  |  |  |
| Vice President |  |  |  |
| Secretary |  |  |  |
| Treasurer (selected by Executive Board) |  |  |  |
| Additional Officers |  |  |  |
| Meetings |  |  |  |
| Chapter Meetings (4 per year minimum) |  |  |  |
| Executive Board Meetings (2 per year, minimum) |  |  |  |
| Establishment and Definition of a Quorum |  |  |  |
| Coordinating Council, if Applicable |  |  |  |
| Special Occasions Observed |  |  |  |
| Orientation/Initiation |  |  |  |
| Chapter Birthday(date established) |  |  |  |
| Founders’ Day (May 15) |  |  |  |
| Communications/Publications |  |  |  |
| Newsletter |  |  |  |
| Website, if applicable |  |  |  |
| Yearbook |  |  |  |
| Committees of the Chapter - Duties of Each |  |  |  |
| OR Alternate Structure Showing How Work is Done |  |  |  |
| Nominations Committee (May be elected or appointed) |  |  |  |
| Parliamentary Authority |  |  |  |
| Amendments to Chapter Rules |  |  |  |
| Dissolution of chapter |  |  |  |
| Most Recent Date Chapter Rules Amendment |  |  |  |