**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.

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| --- | --- | --- | --- |
| **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  |   |   |   |