**Guidelines for Chapter Rules**

(Follow as closely as applicable for your chapter)

Name of Chapter

Purposes of the Delta Kappa Gamma Society International

Membership Procedures

Finance

 Budget and chapter assessments

 Number of check signature(s) required

 Annual review procedure

Officers’ Duties

 President

 Vice-President

 Second Vice-President (if chapter has one)

 Recording Secretary

 Corresponding (if chapter has one)

 Treasurer (selected by the executive board, not elected position)

Executive Board (two meetings per year mandated by the *Constitution*)

Chapter Meetings

 Four meetings per year (Mandated by the *Constitution*)

 Establishment and definition of quorums

 Special Occasions

 Orientation/Induction

 Birthday Celebration (Date chapter established)

 Founders’ Day (May 15 – Date Society established)

Yearbook (how, when published, contents)

Newsletter (how, when published, contents)

Recruitments Grants/Grants-in-Aid ( to non-members)

Scholarships (to members)

Amendments to Chapter Rules

**Ruling Documents of the Society**

***Constitution***

 The Constitution may be amended at the International Convention.

***International Standing Rules***

 International Standing Rules may be amended at any International Convention.

***State Organization Bylaws and Standing Rules***

The State Organization Bylaws and Standing Rules may be amended at any Florida State Organization convention provided proper notice has been give all members.

***Chapter Rules***

Generally may be amended at any chapter meeting at which a quorum is present.

 (This should be written into the Chapter Rules.)

NOTE: The ***Go-To Guide*** is the official Handbook for the DKG Society International. It is an interpretation of the *Constitution* and expands and clarifies it. It is used for guidance and can be found on the DKG International website under the Publications heading.