

The Delta Kappa Gamma Society International or DKG NYSO DKG

Chapter Standing Rules Checklist

***Required**

____ Name and format

- *Chapter name
- *State Name (NYSO DKG)
- *Correct Society Name: The Delta Kappa Gamma Society International or DKG
- *Date on which Chapter Standing Rules were adopted and/or revised
- *Page Numbers

____ Objectives of the Society (Add to the previous list of Objectives of the Society)

- To endow awards to aid pursuing personal and professional growth and to provide grants to non-member educators.
- To stimulate the personal and professional development of members and to encourage their participation in relevant programs of action; and
- To inform the members of the current economic, social, political, and educational issues that they may participate effectively to support a sustainable world society.

____ Officers and Related Personnel (Constitution Article VI) (Officers must be members of the Society)

- Mandated Officers: President or Co-President, Vice President, Secretary (All elected by Chapter Members:
 - Treasurer (appointed by Executive Board)
- Optional Officers: Second Vice President, Corresponding Secretary (All elected by Chapter Members)
- Other: Parliamentarian (Appointed by President)

____ Duties of Officers (Consistent with those listed in Constitution Article VI)

- Nominations and Elections: Include makeup and duties of the Nominating Committee and procedures for conducting the election.
- Term of Office: Elected Officers serve two-year terms and no more than two consecutive terms in the same office. The Treasurer whose term may be longer can serve more than two terms.
- Vacancies: Succession for elected Officers (See Constitution Article VI E 2): Otherwise, the President appoints a replacement

____ Meetings (See Constitution Article IX A)

- Minimum meetings a year (four, 4)
- *Quorum: Give percentage of members required for a meeting to be a legally-constituted business meeting
- All meetings of every level of DKG may be held in person, or through electronic communication, or both ways, as long as all members may simultaneously engage in the meeting or business as determined by their situational needs

- The Society at all levels may establish and maintain various types of electronic communications to facilitate meetings and to communicate with members
- Chapters are encouraged to adhere to the *International Policy for Use of Electronic Communications*
- Induction procedures
- Installation policies: President's pin to be presented at the Installation

____ **Executive Board (See Constitution Article VII C)**

- *Quorum: Minimum number of Board members required for a legally-constituted business meeting

____ **Standing Committees (See Constitution Article VIII)**

____ **Membership**

- Include three classes of membership with the dues that will be paid when your Chapter determines the Chapter final dues amount (Active, Reserved, Collegiate, (Honorary))
- A woman's years of membership as a collegiate member will be counted toward the membership requirements for any state organization or international scholarship

____ **Finances (Include provisions for annual audit and annual budget)**

- Chapter scholarship fees, if any, will be paid as determined in accordance with the rules set by the Chapter (There is no longer a scholarship fee at the International or NYSO DKG level) (If the Chapter has a scholarship fee state it and the rules for it)

____ **Activities**

- Projects: Procedures for selecting a project, commitment of members, monetary commitments, volunteers, etc.
- Grant(s)-in-Aid: Procedure for naming non-member recipient(s) and amount of money granted: include any responsibilities of recipient(s) to the Chapter e.g. report, attendance at a Chapter meeting, etc.
- Scholarships: Procedures for selecting member recipient(s), determining monetary amount and number of scholarships to be given, and any other responsibilities of the recipient(s) to the Chapter
- Publications: Include name of publication and number of issues each year: President approves all publications

____ **Dissolution (Constitution Article XIX)**

- *Chapter; Include provisions for satisfying obligations and for distributing remaining assets back to NYSO DKG
- *Rules governing dissolution of Chapter must be consistent with the current edition of NYSO DKG BYLAWS and Standing Rules (Article XIII A2 and B)

Parliamentary Authority

*Roberts Rules of Order, Newly Revised (Current Edition) or another recognized manual of parliamentary procedures is designated for governing the Chapter in all instances in which the authority is not consistent with the Constitution or other adopted Society rules

Amendments

*Procedure for amending Chapter rules, including when they may be amended, proportion of vote needed to amend, and procedures for notifying membership of proposed and adopted amendments

Code of Ethics

* Code of Ethics

The actions of DKG members/leaders convey the honor of a leadership position. Following the DKG Code of Ethics will sustain our reputation as leading women educators impacting education worldwide.

1. Impartiality: Members will avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgement.
2. Honesty: Members will create and maintain a foundation of trust, and integrity in all deliberations.
3. Confidentiality: Members will honor confidentiality and will protect all information obtained during the course of service to the Society.
4. Respect: Members will respect individuals and their ideas through equitableness and impartiality without favoritism or discrimination.
5. All DKG leaders will know the Code of Conduct at the beginning of their service.
6. This code will be recognized at all levels of NYSO DKG.

Checklist review by _____ Date _____

NYSO DKG BYLAWS and Rules Committee

STK 3-27-25