

## Chapter Rules Checklist For Committee Members

It is understood that all chapter practices are consistent with the *Constitution, International Standing Rules, Texas State Bylaws and State Rules*. [Statement is optional in chapter rules] means the item is stated in the state *Bylaws* and does not have to be repeated in chapter rules.

To be aligned with international and state governing documents, chapter's rules should contain these items. They may organize their rules differently than this, but the information should be there somewhere. Additional items that the chapter uses to function can be added under special chapter policies.

### **Name** (*Constitution, Article I.B*)

\_\_\_ Chapter name is assigned by the state organization. [Statement is optional in chapter rules.]

### **Object/Purpose** (*Constitution, Article II*)

\_\_\_ Chapter object/ purpose includes promotion of the Society **mission, vision and seven purposes**.

\_\_\_ **Membership** (*Constitution, Article III; International Standing Rules 3.0; Bylaws, Article III, State Rules 3.*) (Note: There is nothing in these documents which says membership in a chapter is limited to those who have a certain number of years of experience, reside in a certain location, or teach in a certain school district.)

\_\_\_ Membership is classified as active, reserve, **collegiate** and honorary.

\_\_\_ **Individuals become members upon payment of dues.**

\_\_\_ Procedure for **selecting (not voting)** members and granting reserve status is stated. New members are **inducted** into membership.

\_\_\_ Chapter has authority to act in matters of membership. [Statement is optional in chapter rules.]

\_\_\_ **Termination of Membership: The chapter shall record in the minutes the names of members terminated, including the reason and date of termination.**

\_\_\_ Membership records are kept by the **treasurer** of the chapter.

\_\_\_ **Transfers are now done by notifying the chapter treasurer (not Society Headquarters)**

### **Finances** (*Constitution, Article IV; International Standing Rules 4.3 and 4.4*)

\_\_\_ Chapter dues and method of determining the dues are listed. **New language to reflect change in fiscal year this was suggested by TSO office**

\_\_\_ Members may vote to assess themselves.

\_\_\_ Financial controls include the president's approval of expenses.

\_\_\_ Financial controls include a budget

\_\_\_ Financial controls include a financial review.

\_\_\_ Special funds and/or awards may be created and approved by the membership.

### **Organization** (*Constitution, Article V; International Standing Rules 5.12; State Bylaws, Article V*)

\_\_\_ Chapters may participate in a coordinating council. [Only needed if one exists in your area.]

\_\_\_ The president and a chapter member are representatives to the coordinating council if it exists.

\_\_\_ Responsibility for submitting chapter rules to the state bylaws and rules committee is delineated.

### **Officers and Related Personnel** (*Constitution, Article VI; International Standing Rules 6.03*)

\_\_\_ Elected chapter officers include a president, a vice president, and a secretary. There may also be an elected second vice president and corresponding secretary.

\_\_\_ A treasurer is selected by the executive board.

\_\_\_ Although not an officer, a parliamentarian is appointed by the president.

\_\_\_ Chapter president is a representative on the state executive board.

\_\_\_ Elections are held in even-numbered years.

\_\_\_ All officers should be selected by March 1 in even-numbered years. **This would help chapter meet the March 15 deadline to submit officer names to TSO.**

\_\_\_ Procedures for elections are delineated.

\_\_\_ The two-year term of office "or until a successor is named" is delineated for each office, except that of treasurer.

**Executive Board** (*Constitution*, Article VII)

- \_\_\_\_\_ Members include elected officers, immediate past president, and such other members as designated.
- \_\_\_\_\_ The parliamentarian serves without vote.
- \_\_\_\_\_ The treasurer serves with vote, unless she is paid for her services.
- \_\_\_\_\_ The executive board meets at least twice each year, but it may meet more often.
- \_\_\_\_\_ A quorum is a majority of the voting members of the board.

**Committees** (*Constitution*, Article VIII, *State Bylaws*, Article IX; *State Rules*, Section 9.0)

- \_\_\_\_\_ A committee structure or an alternate structure for doing the work of specified international committees is indicated. **Biennial reports not required – Form 2 Necrology not required**
- \_\_\_\_\_ A method of appointing/electing special committees is identified.
- \_\_\_\_\_ A nominations committee may be elected or appointed.
- \_\_\_\_\_ Committees are appointed by the president unless exceptions are listed.
- \_\_\_\_\_ The president serves as member ex officio on all committees except nominations.
- \_\_\_\_\_ Provisions are made for accomplishing tasks requiring immediate attention.

**Meetings** (*Constitution*, Article IX; *International Standing Rules*, Section 9.0)

- \_\_\_\_\_ At least four business meetings are held each year.
- \_\_\_\_\_ Other meetings/excursions may be scheduled.
- \_\_\_\_\_ A quorum for regular meetings is designated.

**Communications / Publications** (*Constitution*, Article XII; *International Standing Rules* 12.52)

- \_\_\_\_\_ President approves publications.
- \_\_\_\_\_ The name of the publication and number of issues are specified. (if your chapter has a publication)
- \_\_\_\_\_ Chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

**Parliamentary Authority** (*Constitution*, Article XV) [*This section is optional in chapter rules*]

- \_\_\_\_\_ A statement is included that indicates the parliamentary authority designated for the governance of the chapter in instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

**Amendments** (*Constitution*, Article XVI)

- \_\_\_\_\_ A procedure for amending chapter rules includes when they may be amended.
- \_\_\_\_\_ A procedure for amending chapter rules includes by what body.
- \_\_\_\_\_ A procedure for amending/revising chapter rules includes the proportion of vote necessary to amend.
- \_\_\_\_\_ A procedure for amending/revising chapter rules includes the procedure for notifying the membership.

**Dissolution** (*Constitution*, Article XIX, *State Rules*, Section 16.2)

- \_\_\_\_\_ Reference to the procedures for dissolving, transfer of members and disposition of chapter funds and paraphernalia is noted or a statement is made that the provisions in *Constitution* Article XIX and *State Rules* Section 16.2 must be followed.

**Dates**

- \_\_\_\_\_ The date that the chapter rules were last amended and/or the date they were last revised, or both, is stated at the end of the document.

**State Parliamentarian said chapters need to put Revised and Approved: date OR Amended and Approved: date If they are submitted for the first time Drafted and Approved:Date**