



## Heading the Right Direction with Your Chapter Rules

Each biennium chapters are required to submit a copy of their chapter rules to the TSO Bylaws and Rules Committee. Chapter rules are what governs how each chapter conducts its business and should reflect the actual practices of the chapter. However, these rules cannot be in conflict with state and international governing documents. Therefore, when changes are made at the international and state levels, each chapter's rules must be in compliance with those changes.

Governing documents of the various levels of The Delta Kappa Gamma Society International are:

- International: Constitution (2018) (Updated in March 2020)  
International Standing Rules (ISR)
- State: Texas State Bylaws (2019)  
Texas State Rules (2022)
- Chapter: Chapter Rules (submitted to TSO each biennium)

At the 2018 International Convention in Austin, several changes were made to the Constitution and International Standing Rules. As a result, TSO adopted those changes into the Texas State Bylaws and Texas State Rules in 2019 to keep our documents in compliance with those changes to the international documents. Individual local chapters must be sure that their Chapter Rules are also in compliance with the international and state documents as well. Several amendments which will affect chapter rules were passed at the International Convention in New Orleans July 12-16, 2022. The TSO Bylaws and Rules Committee members will inform the new chapter presidents of these changes as soon as International sends updates.

If your chapter has not submitted its rules after the changes from the 2018 International Convention, your chapter needs to make those changes now. The easiest way to update your rules is to use the 2020 Model Chapter Rules template and fill in your chapter's information. You will need to include any specific rules that your chapter has that might not be included in the model. The 2020 Model Chapter Rules and this handout may be found on the [dkgtxas.org](http://dkgtxas.org) website under the Bylaws and Rules Committee.

As you review your chapter rules, please keep the following changes (made at the 2018 convention) in mind.

--Members are now inducted, not initiated.

- Individuals become members when they pay their dues.
- New classification of membership was added—collegiate member.
- Membership year is **July 1-June 30**, so dues must be paid before **June 30**.
- Official membership records are kept by the chapter treasurer.
- International reports are no longer required.
- Chapter vote is NOT taken for resignations, transfers, or changing from reserve to active status. However, chapter vote IS taken to approve changing from active to reserve status.
- Transfers are handled by the receiving chapter treasurers, not by International.
- Chapter officers should be elected in even-numbered years by **March 1** to meet the **March 15** date for submitting officer names to TSO.
- When writing your Area's number, use the numerical number, not a Roman number. Area 3 rather than Area III.

Other things to consider:

- Include information that will reflect your chapter's practices, such as:
  - a. Grant-in-aid or scholarship given
  - b. Chapter achievement award guidelines
  - c. Committees that work for your chapter Write a sentence or two to describe each committee. Your committees do not have to be exactly like the state or international committees.
  - d. Nominations committee may be elected or appointed.
  - e. Include any special responsibilities that chapter officers may have.

Process for Certifying Chapter Rules:

1. Review your chapter rules and make needed changes to be sure they are compliant with state and international governing documents. The 2020 Model Chapter Rules, located on the TSO Bylaws and Rules committee page, will be helpful with this process. **Changes which are made to align your chapter rules with the state and international documents do NOT have to be voted on by your chapter members.** Be sure wording and titles are consistent throughout the document such as choosing chairperson, chairman, or chair is your choice, but use it consistently. Be sure you include the latest revision date at the end of your rules. Proofread, proofread, proofread before submitting.
2. Submit your chapter rules to your area representative on the Bylaws and Rules Committee. If your area does not have a representative listed, send your rules to Chairman Judy Evans. After your rules are reviewed, you will receive any needed

changes or suggestions. When all changes have been made, send a final copy to your area representative.

Once the rules are approved, your chapter will receive a certificate stating that they are in alignment for this biennium.

Having your updated chapter rules is very important to your chapter. They assure that everyone knows the guidelines that direct how your decisions are made, and they are helpful as new officers and committee members take on their responsibilities. It keeps everyone in the chapter “on the same page”.

Judy Evans

Bylaws and Rules Chair 2021-2023

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