

CHAPTER RULES CHECKLIST

It is understood that all chapter practices are consistent with the current *Constitution/ International Standing Rules*, Ohio State Organization's designated parliamentary authority and its *Bylaws*.

Chapter Rules are needed from your chapter in order for Ohio State Organization's Bylaws / Standing Rules Committee to meet the International directive. The streamlined checklist listed below serves as an excellent guide.

These items should be noted in your chapter rules.

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

_____chapter name as assigned by OSO

Mission and Purposes: (*Constitution, Article II*)

_____chapter mission and purpose include promotion of the Society Mission and Purposes

Membership: (*Constitution, Article III; International Standing Rules 3.0*)

_____classifications as active, reserve, collegiate and honorary

_____procedure for electing members

_____chapter has the authority to act in matters of membership

_____accurate and current roster is kept by the treasurer

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

_____chapter dues and methods of determining dues

_____members vote to assess themselves

_____financial controls include the president's approval of expense, a budget, and financial review

_____special funds and/or awards may be created by the executive board and approved by the membership

Organization: (*Constitution, Article V; International Standing Rules 5.12*)

- _____ chapters may participate in a coordinating council, list the name
- _____ the president and a chapter member may serve on a council if it exists.
- _____ chapter president is a voting member on the OSO Executive Board

Officers/Related Personnel: (*Constitution, VI; International Standing Rules 6.0*)

- _____ officers are active members
- _____ elected chapter officers include a president, a vice president and a secretary
- _____ a treasurer is selected by the executive board
- _____ chapters may have an elected second vice president and corresponding secretary
- _____ elections are held in even-numbered years
- _____ procedures for election are delineated for each office except treasurer
- _____ two-year term of office “or until a successor is named” is delineated for each officer except treasurer
- _____ although not an officer, a parliamentarian is appointed, may be a collegiate or honorary member

Executive Board: (*Constitution, Article VII*)

- _____ members include the elected officers, immediate past president, and such other members as designated
- _____ parliamentarian serves without vote
- _____ if treasurer is paid for her services, she serves without vote
- _____ executive board meets twice a year, but may meet more often
- _____ the quorum is the majority of the voting members

Committees: (*Constitution, Article VIII*)

- _____ a committee structure or an alternate structure for doing the work of specified international committees is indicated
- _____ committees are appointed by the president unless exceptions are listed
- _____ method of appointing or electing special committees
- _____ nominating committee may be elected or appointed

_____chapter president serves as ex officio on committees except Nominating

_____provisions are made for accomplishing tasks requiring immediate attention

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

_____at least four business meetings are held each year

_____other meetings/excursions may be scheduled

_____meetings may be through electronic communications as long as all the members may simultaneously hear one another and participate during the meeting

_____designated quorum determined by the chapter

_____a plan for matters requiring immediate chapter action, such as an executive committee

Communications / Publications: (*Constitution, Article XII; International Standing Rules 12.0*)

_____president approves the publication

_____names and number of issues of the publication

Parliamentary Authority: (*Constitution, Article XV*)

_____a statement that the parliamentary authority designed for the governance of the chapter in instances which the authority is not inconsistent with the *Constitution* or other adopted Society rules (you may state you use the most current edition of *Robert's Rules of Order*)

Amendments: (*Constitution, Article XVI*)

_____procedure for amending chapter rules that includes when they may be amended, by what body, the proportion of vote necessary to amend and the procedure for notifying the membership

_____procedure to update chapter rules to align to changes made to the *International Constitution and Standing Rules* that effect the chapter level

Dissolution: (*Constitution, Article XIX*)

_____obtaining the state organization's approval prior to taking any action

_____members have the option of transferring to another chapter

_____funds remaining in chapter accounts are to be sent to the state organization treasurer

_____chapter charter, paraphernalia and records are delivered to the state organization