

BYLAWS AND STANDING RULES CHECKLIST

This checklist is to be used in conjunction with the Model Bylaws and Standing Rules downloaded from the Delta Gamma website (www.deltagamma.org). It is a tool for the Chapter Management Team and Advisory Team Chairman to use when reviewing and updating the chapter's Bylaws and Standing Rules. This tool helps assure that all sections requiring input by the chapter will be complete and that the chapter's current needs and areas of challenges are carefully examined. Questions regarding any element of this Checklist should be directed to the Regional Collegiate Specialist/Council Appointed Coordinator.

Note that only those areas requiring input by the chapter appear below. All other areas must be written verbatim and cannot be modified.

ARTICLE I – NAME: Insert Greek name of chapter
ARTICLE III – MEMBERSHIP:
Section 1: Insert % to pledge
Section 2: Insert university/college name and scholastic initiation requirement
Section 3: Insert name of university/college
ARTICLE IV – DUES AND FEES
Section 1: Insert initiation fees (<i>Note: the current initiation fee that must be paid to Executive Offices is \$10, so the first field may not be less than \$100. Any amount collected in excess of \$100 must appear in the second box.</i>)
Section 2: Insert new member fees (<i>Note: the current new member fee that must be paid to Executive Offices is \$30, so the first field may not be less than \$30. Any amount collected in excess of \$30 must appear in the second box.</i>)
Section 4: Insert House Corporation Fee with dates and payment schedules (<i>Note: this requires review of the chapter's Annual Agreement with House Corporation. This document will set forth the amount of the fee and the deadline(s) by which each portion is due.</i>)
ARTICLE V – MEETINGS
Section 1: Insert meeting day and time
Section 2: Insert chapter meeting during which elections take place (<i>Note: should be formatted as the xth ___ day during October/November/December; must be before December 15</i>)
Section 3: Insert percentage number of members to be notified for special meetings
Section 4: Insert percentage number of members required for quorum

ARTICLE VII – ELECTION, TERM and VACANCIES

Section 3: Insert scholastic average for officer good standing (*Note: must be both cumulative and prior term*)

ARTICLE IX – DIRECTORS/CREWS

Section 1: Insert number or range for chapter size

Section 2: Insert additional directors and crews. (*Note: Careful consideration should be given to your chapter's size and areas of need. Use the in the CCOM, 2/07 ed., to assist you in determining order of priority in comparison to your chapter's needs. If your chapter is challenged in a particular area, you may wish to consider adding a director/crew to specifically address that need.*)

ARTICLE XIII – REVIEW: Insert month of annual review

ATTENDANCE AND PARTICIPATION STANDING RULES:

Section 1 – Participation: Insert name of university/college

Section 2 – Required Attendance: Insert all anchored events that are not already listed (*Note: examples might be Anchor Games® or other Foundation events, chapter retreats, speakers or workshops required by the university or campus Panhellenic, etc.*)

Section 9 – Fines: Insert the number of hours required to work off each increment of fines; insert the appropriate fines for the events listed.

Section 10 – Activity Involvement: Insert number (*Note: should be at least one (1).*)

Section 11 – Participation/Volunteer Work: Insert number of hours of volunteer work directly related to sight conservation and/or aid to the blind (*Note: minimum is five (5) hours per semester; volunteer work that is not sight-related does not satisfy this requirement*)

Section 13 – Participation/Point System: Insert point system, % point and title of responsible officer (*Note: the percentage required to attend a formal or date party should be a minimum of one-half of all available points*)

ELECTION PROCEDURES:

Section 8 – Procedures for Nominating From the Floor:

Insert time period (*Note: should be less than 7 days to allow adequate time for ATC approval and the preparation of the written ballots.*)

Section 14 – Insert other chapter specific standing rule(s) pertaining to elections (*Note: consider allowing candidates to address the chapter at the election meeting by specifying this here – you*

must specify the number of minutes candidates are permitted to speak)

FINANCIAL STANDING RULES:

Section 4 – Dues for Member Temporarily Off Campus:

Must insert some minimum amount (*Note: Each chapter must have some minimum payment of chapter dues for members temporarily off campus, plus all fees paid by the chapter on behalf of the member to cover the cost of non-discretionary fees such as per capita dues, Panhellenic dues, web fee, etc. as designated by the fixed expense sheet as well as fees required by the Annual Agreement with House Corporation.*)

Section 5 – Early Payment of Dues: Insert either a \$ amount or % amount

Section 10 – Checks/Money Orders: Insert chapter name

Section 16 – Delinquency Member: insert \$ amount of late fee, if applicable

Section 26 – Insert any other chapter-specific Financial Standing Rules (*Note: eg, if your chapter wishes to set forth rules relative to individual fundraising requirements for Anchor Games®, you would add that here.*)

HOUSE STANDING RULES:

Section 1 – Housing Policies: Insert all policies relative to the chapter facility and/or meeting location. (*Note: please use this section to first describe in detail the chapter facility and/or meeting location, noting ownership of such as well.*)

Section 5 – Fire Drills: Insert dates

Section 6 – Male Visitation: Insert terms (*Note: you must use the exact language from the Male Visitation Waiver granted in May/June.*)

Section 7 – Live-In Requirement: Insert #

Section 8 – Officer Live-In Requirement: Insert officer titles for additional officers required to live-in (*Note: for example, in order to promote CMT unity, you may wish to consider requiring all CMT officers to live-in. Or, if the chapter is faced with a specific challenge, you may wish to require another relevant officer to live-in.*)

Section 9 – Live-In/Live-Out Point System: Insert point system

Section 10 – Room Contracts: Insert date

Section 11 – Roommate Choice: Insert deadlines

Section 12 – Room Assignments: Insert point procedure

Section 14 – Temporary Interruption of Housing Contract: Insert some minimum amount (*Note: The amount due should cover the cost of rent and payroll due to the House Corporation for the semester/term the member is off campus as it relates to her signed housing contract with the chapter. The only exception to this rule would be if the Annual Agreement with House Corporation, with mutual consent, is amended for members off campus for the aforementioned reasons.*)

Section 17 – Noise: Insert hours

Section 20 – Eating Areas: Insert areas

Section 21 – Combination/Key Access: Insert \$
Section 24 – Meals: Insert procedures
Section 25 – Insert the chapter’s approval procedure for a member to host an overnight guest <i>(Note: at a minimum the member must seek permission of her roommate(s). It is strongly recommended that notice of the overnight guest be given to director of house management and/or House Director so that frequency/multiple use is noted.)</i>
Section 27 – Insert chapter specific Housing Standing Rules
RECRUITMENT STANDING RULES:
Section 3 – Fines: Insert fines
Section 10 – Voting Procedure Prior to Preference: Insert %
Section 11 – Grades: Insert GPA requirements <i>(Note: these must match the requirements set forth in the Bylaws, Article III – Membership, Section 2 and in the Scholarship Standing Rules, Section 9.)</i>
Section 15 – Insert other chapter specific Recruitment Standing Rules
SCHOLARSHIP STANDING RULES: <i>Note: Review/evaluate your chapter’s GPA, particularly in comparison to all available campus averages (eg, All-Student, All-Greek, All-Women). Review your GPA requirements for pledging in comparison to other NPC groups to determine if your good standing requirements attract high scholastic achievers or only those ineligible for membership in those other groups. Consider raising your good standing requirement.</i>
Section 3 – Good Standing for Members: Insert GPA
Section 6 – Members in Poor Standing: Insert GPA
Section 7 – Scholarship Requirement to Hold Office: Insert GPA
Section 8 – Big Sister Requirement: Insert GPA
Section 9 – New Member Scholarship Requirements <i>(Note: these must match the requirements set forth in the Bylaws, Article III – Membership, Section 2.)</i>
Section 10 – Member/New Member Study Program: Insert the requirements of your program <i>Note: The chapter should delineate the study hours that are required of members/new members here and should set forth how/where those hours are logged in. The director of scholarship or another officer should be designated to monitor those hours. It is suggested that study hour requirements be established based on GPA’s. The Scholarship Program (which is a separate program and is approved by the RCPS) should set forth the corrective measures for those members who do not achieve the minimum GPA for good standing; those corrective measures need not be set forth here. Remember that study hours cannot be assigned to new members only, as study hours are part of an overall scholarship program applied to the entire chapter.</i>
Section 11 – Study Sessions and Quiet Hours: Insert times