**Suggestions for Local Chapter Bylaws**

*(Refer also to bylaws and standing rules of state, provincial or district (s/p/d) chapter.)*

**ARTICLE I – MEETINGS**

*(See Constitution, Part III, Article III, Section 1.)*

Sec. 1 The number of chapter meetings shall be 12 each year.

The regular meetings of Chapter       shall be held on the       and        (day of the week) of the months of      ,      ,      ,      ; and on the        (day of the week) of the months of      ,      . There shall be no regular meetings during the months of      .

*(Or if vacation periods are stated in a separate section of Article 1:)*

The regular meetings of Chapter       shall be held on the       and        (day of the week) of the month, except during stated vacation periods.

*(If the chapter has voted to allow distribution of draft minutes:)*

After review by the president, the draft minutes of chapter meetings shall be distributed by the recording secretary by email or postal service to all chapter members prior to the next regular or special meeting.

**ARTICLE II – DUES**

Sec. 1 The annual dues shall be       dollars ($     ) payable in February and shall include International Chapter dues of thirty-six dollars ($36.00) which shall include six dollars ($6.00) for Cottey College, s/p/d chapter dues of       dollars ($     ) and local chapter dues of       dollars ($     ). Note: Dues payable to International Chapter by February 29, 2024, are thirty one dollars ($31.00).

*(If chapter belongs to reciprocity group having annual dues:)*

Sec. 2 The annual dues of the chapter to       Reciprocity Group shall be       dollars ($     ) yearly (or       dollars [$     ] per member per year).

**ARTICLE III – COMMITTEES**

Sec. 1 This chapter shall have the following standing committees, appointed by the president at a regular meeting no later than April.

(List standing committees.)

Sec. 2 The number of members, duties and chair of each committee shall be as assigned by the president of the chapter.

*(If desired, the number of members, duties and chair of each committee may be  
specified in these bylaws.)*

Sec. 3 The president shall appoint at a regular meeting in February *(or whenever appointment is desired)* an auditing committee of two members to audit the treasurer’s books after March 1. The committee shall make its report at the first regular meeting in March.

**ARTICLE IV – NOMINATION AND ELECTION**

*(If chapter does not use a nominating committee,*

*see Constitution, Part III, Article IV, omit the following article and renumber.)*

Sec. 1 Nomination of officers and delegate(s) and alternate(s) to convention of the s/p/d chapter shall be by nominating committee.

Sec. 2 A nominating committee of       members shall be appointed by the president at the       regular meeting in      . The member first named shall be chair. By or at the first regular meeting in March, this committee shall present a name for each office and for delegate(s) and alternate(s). The annual election meeting shall be determined by the chapter and specified in the yearbook.

**Note:** Chapters entitled to representation at the Convention of International Chapter shall nominate a delegate and alternate by or at the first regular meeting in March of odd-numbered years. The names of these nominees shall be presented to the convention of s/p/d chapter for election.

Sec. 3 After the committee has reported by or at the first regular meeting in March, opportunity shall be given for further nominations from the floor for each office, preceding the election to fill that office.

Sec. 4 Election shall be by counted ballot. If the committee has made but one nomination for an office and there are no further nominations from the floor for each office called in sequence, the ballot may be dispensed with and the ticket declared elected.

Sec. 5 Installation of officers shall be at the first regular meeting in March.

**ARTICLE V – AMENDMENTS**

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting and all absent members notified that a vote will be taken at the next regular meeting.

**STANDING RULES**

1. The regular meetings of Chapter       shall be held at  (time)   unless otherwise changed by the president and program chair. Such change(s) shall be scheduled in the chapter yearbook or every member shall be notified.

2. Annual dues shall be waived for any sister for whom finances are a hardship when her situation is brought to the attention of the chapter treasurer and president, either by the member or her representative. The member’s (state/provincial/district) chapter and International Chapter dues shall be paid from the chapter treasury.

3. Nonmembers of Chapter       shall be excused during any business items of membership selection.

The final standing rule shall be:

These standing rules may be amended by a two-thirds vote without previous notice or by a majority vote with notice. A standing rule shall be adopted or suspended by majority vote. A vote to suspend applies only to the meeting at which vote is taken.