

## REVISION COMMITTEES

1986 Xi Chapter Rules Committee

Chairman: Angelene Amato

Kathryne A. Williams, Gerlanda Amato,  
Faye Cooper, Ruth Jernigan, Martha Rector,  
Mary Thomas, ex-officio.

Alpha Phi State By Laws Committee

Chairman: Dr. Roselyn L. Freedman, Beta

1988 Revision

Xi Chapter Rules Committee

Chairman: Kathryne Williams

Margaret Thomson, Martha Rector, Gladys Gwynn  
Virginia Davis, Nancy Gentry, Nancy Hughes,  
Susan Vidovich, Angelene Amato, ex-officio

Alpha Phi State By Laws Committee

Chairman: Gladys Gwynn, Xi

1991 Revision

Xi Chapter Rules Committee

Co-Chairmen: Kathryne Williams, Gladys Gwynn

Gerlanda Amato, Joyce Mills, ex-officio

Alpha Phi State By Laws Committee

Chairman: Margaret Grizzell, Beta

1993 Revision

Xi Chapter Rules Committee

Chairman: Kathryne Williams

Gladys Gwynn, Dorothy Amick, Betty Hartsog,  
Mary Kerbawy, Martha Rector

Alpha Phi State By Laws Committee

Chairman: Billie Jean Hutsenpillar, Iota

1995 Revision

Xi Chapter Rules Committee

Chairman: Kathryne Williams

Gladys Gwynn, Gerlanda Amato, Mary Thomas

Alpha Phi State By Laws Committee

Chairman: Phyllis Osenton, Theta

2008 Revision

Xi Chapter Rules Committee

Chairman: Kathryne Williams

Patricia Farley, Martha Rector

Elizabeth Vance, Karen Lane

2012 Revision

Xi Chapter Rules Committee

Chairman: Elizabeth Vance

Mary Thomas, Peggy White,

Kathryne Williams

# Xi Chapter Rules

## ARTICLE I **NAME**

The name of this chapter shall be Xi chapter of West Virginia Alpha Phi State of the Delta Kappa Gamma Society International.

## ARTICLE II **PURPOSES**

- A. To promote the seven purposes of the Delta Kappa Gamma Society International as set forth in the *Constitution* Article II (2010).
- B. Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.
- C. To carry out those Alpha Phi State activities as directed.
- D. To encourage maximum participation by members in all activities of the chapter.

## ARTICLE III **MEMBERSHIP**

- A. Membership in Xi Chapter shall be by invitation and in compliance with International Rules as stated in the *Delta Kappa Gamma Constitution* Article III. (2010) and *Alpha Phi State Bylaws*. Article III.
- B. Classification as contained in Article III, Section B, of the *ΔΚΓ Constitution*, 2010.
  - 1. Active members shall be women who are employed in educational work at the time of their election and have had three or more years of experience as professional educators or have been retired from an educational position no more than two years. They shall participate in the activities of the Society.
  - 2. Reserve membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter.
  - 3. Honorary members shall be women not eligible for active memberships who have rendered notable service to education or to women and are elected to

honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office.

### C. NEW MEMBERS

1. Names submitted for membership shall be from Raleigh County and shall be received prior to March 1.
2. Recommendations for perspective members can only be submitted by an active member who has attended at least four chapter meetings prior to the last membership vote.
3. Voting shall be by regular printed ballot with four-fifths (4/5) required for election, except when the number to be voted on would cause the membership to exceed one hundred (100) active members. In such a case, preferential voting will be held.
4. Voting shall take place at the March meeting.
5. Invitations shall be mailed within three days following the election of new members.
6. Orientation for all those responding favorably shall take place following the March meeting and prior to the initiation.
7. The date of the orientation must be announced to the chapter so that any or all members of Xi may attend.
8. Initiation shall be the responsibility of the Membership Committee, the Programs for Educational Excellence Committee and/or other designees.
9. Initiation shall be held at either the April or May meeting of the chapter. All new members are encouraged to be initiated at the regularly scheduled initiation.
10. The Executive Board shall determine the time date, and place of an initiation for any new members who find it impossible to participate in the scheduled initiation.
11. The membership shall be notified of the special initiation in time to arrange to attend.

#### D. TRANSFER

A member in good standing may be transferred from one unit to another upon application to the International Headquarters.

#### E. ATTENDANCE

1. Attendance records shall be kept by the membership chairman.
2. Attendance shall be ascertained by members signing in at the meeting. Those present shall wear a name tag during the meeting and shall return it to the membership chairman at the close of each meeting.

#### F. REINSTATEMENT OF MEMBERSHIP

A former member shall be reinstated to membership the chapter receiving the request.

#### G. TERMINATION OF MEMBERSHIP

1. Membership in the Society is terminated for non-payment of dues, resignation, or death.
2. A complete record of all terminations of membership shall be kept by the membership chairman and shall include dates of termination, deaths, and letters of resignation.
3. The Xi chapter treasurer shall notify the Alpha Phi State treasurer of terminations.
4. A report of members terminated shall be a part of Xi Chapter's Executive Board and/or Xi Chapter meeting.

### ARTICLE IV

### **FINANCES**

#### A. ANNUAL DUES

1. Xi Chapter annual dues and assessments shall be computed by the Finance Committee based on international,

state, and chapter dues in accordance with Article IV, of the *ΔΚΓ Constitution, 2010, the International Standing Rules, the Alpha Phi State Bylaws, 2011*, and the Xi chapter Rules, 2012.

- a. International active dues shall be \$40.00 and reserve dues shall be \$20.00." (\$8.00 of the annual dues allocated to International are for subscription to *ΔΚΓ News* and The Delta Kappa Gamma Bulletin.
  - b. State annual dues shall be ten dollars (\$12.00) for active members and five dollars (\$6.00) for reserve.
2. Xi chapter dues must include those items listed in the budget.

## B. BUDGET

1. The budget(s) shall be submitted to the membership for approval at the September workshop meeting.
2. If an increase is planned, the Finance Committee may prepare two proposed budgets.
3. Funds for the following items shall be included in the budget:
  - a. Hostess expenses for each meeting including building and janitorial fees
  - b. Founder's Day, Initiation, and Chapter Birthday celebrations
  - c. *Xi Reflector*, yearbook, scrapbook and history
  - d. Grant-in-Aid
  - e. Allocation for each program committee
  - f. Officers, related personnel, committee chairmen, and program participants attending state workshops, conventions, and regional meetings, unless funds are provided by Alpha Phi State or International. The Executive Board shall determine how this money shall be distributed.
  - g. We Care/Disaster Fund
  - h. Community Services

4. Guest speaker's gift shall come from the allocation of the Programs for Educational Excellence.

### C. FEES

1. Each initiate, except honorary, shall pay an initiation fee as stated in the *Constitution*, Article IV, Section B. (2010)
  - a. An active member shall pay an initiation fee at the time of initiation.
  - b. Each active and reserve member shall pay a scholarship fee annually.
  - c. The initiating unit of the Society shall pay a lifetime fee for each honorary member at the time of initiation.
2. All dues, fees, and assessments shall be collected by the Xi Chapter treasurer at the September workshop meeting.
  - a. A member shall pay annual dues and fees no later than October 31 of each year. On November 1, a member shall be dropped for non-payment of dues and fees.
  - b. Members initiated between April 1 and July 1, shall pay only initiation fee. Thereafter, the state and international portions of the fees shall be sent to the Alpha Phi State treasurer.

### D. ASSESSMENTS

1. Assessments shall be voted on each year when the budget is presented.
2. Members shall be assessed for not wearing the Delta Kappa Gamma key pin to meetings. The money to go to World Fellowships.
3. New members shall be assessed for key pins and the yearbook covers.

### E. FISCAL YEAR

The fiscal year of the Society shall be July 1—June 30 inclusive.

## F. AUDITING

The Chapter treasurer's financial records shall be audited at the end of the biennium.

## G. MISCELLANEOUS

1. Only items pertaining to the Society shall be sold or purchased at the chapter meetings.
2. A member shall be held responsible for any reservations made and not canceled prior to the deadline, if the chapter is held responsible.

## ARTICLE V **ORGANIZATION**

A. Xi Chapter membership shall not exceed one hundred (100) active members. Honorary, reserve, and former members eligible to be reinstated shall not be included in this number.

B. In accordance with the *Constitution* Article V, Section B (2010):

1. Chapters shall be organized in accordance with state organization bylaws. Each chapter so organized shall have no fewer than twelve members. The Society shall grant the charter.
2. Charter members shall be those who become members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter.
3. Each chapter shall have chapter rules which are consistent with the *Constitution* and its state organization bylaws.

## ARTICLE VI **OFFICERS AND PERSONNEL**

### A. XI CHAPTER OFFICERS

1. Elected Xi officers shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary.
2. The treasurer is selected by the executive board each biennium and the parliamentarian is appointed.

## B. DUTIES OF OFFICERS

1. All officers shall perform the duties as designated in the *Constitution, Article VI Section C. (2010)*, and the *Alpha Phi State Bylaws and Standing Rules*.
2. The President shall:
  - a. prepare a Xi Chapter History at the end of her biennium, using the designated state form.
3. The first vice-president shall:
  - a. serve as chairman of the Programs for Educational Excellence.
  - b. present a gift from the chapter to the retiring president at the end of her term
  - c. present the president's pin at the time of her installation.
4. The second vice-president shall serve as the membership chairman and be the custodian of the initiation paraphernalia.
5. The recording secretary shall prepare the minutes to be included in the *Xi Reflector*.
6. The corresponding secretary shall notify members by e-mail of each meeting two weeks prior to a scheduled meeting.
7. The treasurer shall prepare the monthly treasurer's report to publish in the *Xi Reflector*.

## C. DUTIES OF RELATED PERSONNEL

1. In addition to duties listed in the *Constitution, The Go-To Guide*, and the *Alpha Phi State bylaws and Standing Rules*, the Xi Chapter parliamentarian shall be familiar with the chapter rules.
2. The parliamentarian shall have a copy of the following documents at each meeting.
  - a. Xi Chapter Rules
  - b. *International Go-To Guide*



- c. *International Constitution* (2010)
- d. *The International Standing Rules*
- e. *Alpha Phi State By-Laws* (WV) 2011
- f. Xi Chapter Yearbook
- g. *Alpha Phi State Protocol Guide*
- h. *Robert's Rules of Order Newly Revised*

#### D. NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

1. Nominations, elections, and terms of office shall be as mandated in the *Constitution*, Article VI, Section D3. (2010)
2. These must also be in compliance with the *Alpha Phi State Bylaws* Article VI Sections D and E.

#### E. VACANCIES

1. All vacancies shall be filled in accordance with the *Constitution* (2010) Article VI, Section E2 and Article VI Section F of the *Alpha Phi State Bylaws*:
  - a. In the event that a member holding an elective or appointed position at the chapter level is unable to perform her duties, the position shall be declared vacant by the respective officers, and a successor named by the chapter president.

### ARTICLE VII **EXECUTIVE BOARD**

A. Xi Chapter Executive Board shall function in accordance with the *Constitution* (2010) Article VII, Section C:

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The treasurer and parliamentarian shall be ex-officio members, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services.
2. The Xi Chapter treasurer receives no remuneration for her services, therefore she has a vote on the executive board.

B. The Duties of the Xi Chapter Executive Board shall be those contained in the *Constitution* (2010) Article VII, Section C:

1. select the treasurer for the biennium
2. act in matters requiring immediate action and decision
3. recommend policies and procedures for consideration by members; and
4. establish rules for budget development and approval and for the supervision of chapter finances.
5. be responsible for the control and management of the affairs, interests, and property of Xi Chapter
6. see that all records are properly maintained, properly assembled and turned over to the incoming administration
7. shall make decisions by telephone or correspondence when immediate action is needed and on matters that come up that are not covered in any documents governing the chapter
8. call special meetings of the chapter.
9. Revise the Strategic Action Plan for Xi Chapter. Plan is due November 1 of each new biennium to the designated state personnel.

#### C. XI EXECUTIVE BOARD MEETINGS

1. shall be called by the president
2. shall be held at least twice annually
3. shall have a quorum of a majority of the voting members of the board.

### ARTICLE VIII

### **COMMITTEES**

#### A. XI STANDING COMMITTEES

1. Shall be those designated for chapters in the *Constitution*, Article VIII, (2010) Section B and Section C.
2. Shall be responsible to International for the work of these committees:
  - a. Communications and Publicity
  - b. Finance
  - c. Membership
  - d. Programs for Educational Excellence

- e. Scholarship/Recruitment Grant in Aide
- f. World Fellowship/International Projects

3. In addition, Xi Chapter shall have the following standing committees as listed in the *Alpha Phi State Bylaws and Standing Rules*, Article VIII, Section A.

- a. Chapter Rules
- b. Nominations
- c. Music
- d. Chapter Research and History Committee

4. Additional Standing Committees of Xi Chapter shall be:

- a. Auditing Committee
- b. Birthday Committee
- c. Founders' Day Committee

#### B. Other COMMITTEES

1. Other committees of Xi shall be:

- a. We Care/Disaster Fund Committee
- b. Hostess Committee
- c. Community Services Committee

2. Other committees may be formed to meet chapter needs.

#### C. GENERAL PROCEDURE

1. All committees shall meet each year before the chapter workshop meeting in September to make any necessary revisions of duties and activities of the committee to be approved by the membership at the September Workshop meeting and printed in the yearbook.

2. A committee shall meet as often as the chairman deems necessary to transact the business of that committee.

#### D. DUTIES OF COMMITTEES

1. The duties and activities of each Xi Chapter committee shall be those approved by the chapter and printed in the Xi Chapter yearbook.

2. Additional duties may be voted on, adopted and included in the minutes after the yearbook has been printed.

## SOCIETY BUSINESS

1. Xi Chapter Rules Committee shall:

- a. keep record of rule changes voted by chapter to include in next update
- b. make periodical revisions of Xi Chapter rules to comply with international and state revisions.

2. Xi Communications/Publicity

- a. shall provide the linkage of member to member, chapter to state organization and chapter to international.
- b. The communications chairman shall be responsible for sending chapter news to the *Alpha Phi State Newsette* according to the state editor's request. The chapter president may appoint a chapter member to assume this responsibility.
- c. This committee is responsible for the chapter publication, *The Xi Reflector*, which is to be distributed to each member at regular meetings to keep them informed of chapter news and activities.
- d. The editor-publisher of the *Xi Reflector* shall be appointed by the president and shall be responsible for its publication and distribution.
- e. The *Xi Reflector* shall be sent to the Alpha Phi State Special Publications Committee to be entered into competition at the state convention.
- f. The *Xi Reflector* shall be taken to members not present.
- g. The *Xi Reflector* shall contain:
  - (1) The agenda for each meeting
  - (2) The minutes of the previous meeting

- (3) The treasurer's report
  - (4) Committee reports
  - (5) Other announcements and item of importance to the members and the chapter.
- h. The Xi Chapter Yearbook
- (1) The yearbook cover shall be a loose-leaf binder purchased by each member after initiation, and used each year.
  - (2) Inserts for the yearbook shall be prepared each year and shall be distributed to members at the November meeting.
  - (3) The yearbook shall include:
    - (a) International Founders and officers
    - (b) Alpha Phi State Founders and officers
  - (c) Xi Charter members, past presidents and officers
    - (d) Names of Xi members, addresses, telephone numbers, birthdates, teaching positions, membership status (Active, Reserve, Honorary)
    - (e) Meeting dates, places and times
    - (f) State committee chairmen
    - (g) Xi committee chairmen, duties, activities and members of the committee
    - (h) Collect,  $\Delta\text{K}\Gamma$  Song and Pledge
    - (i) Seven purposes, Vision and Mission Statement
    - (j) Dates of Conventions, and Workshops, both International and State.
- i. Scrapbook
- (1) The scrapbook is presented to the president at the end of each year of her biennium
  - (2) The president chooses the scrapbook cover
  - (3) The president shall appoint a scrapbook chairman and a photographer to assist with the scrapbook.

(4) The scrapbook chairman shall:

- (a) collect newspaper clippings, pictures, and other material pertaining to the Chapter, the members and to the Society
- (b) instruct the photographer to take pictures at the regular meetings and special occasions and assemble all materials in the scrapbook
- (c) be responsible for submitting the scrapbook to the Alpha Phi State Special Publication Committee to be entered into competition at the State Convention.

j. Web Master shall:

- (1) Maintain the chapter web page and promote the use of technology.

k. Xi Telephone Committee shall:

- (1) notify members when necessary concerning situations that occur between meetings
- (2) notify members of call meetings
- (3) poll members when necessary
- (4) contact each active member not attending three (3) consecutive chapter meetings without notification.

3. Xi Chapter Finance Committee shall:

- a. recommend the amount of Xi Chapter dues in accordance with Xi Chapter Rules, Article 4, Finance, Section A
- b. present the budget(s) to the Executive Board for approval, who in turn, shall present the budget(s) to the membership for approval.

4. Xi Chapter Membership Committee shall:

- a. relate membership concerns to the chapter
- b. provide new member applications
- c. provide printed ballot for voting

- d. issue invitations to prospective members
- e. conduct initiation and orientation.
- f. prepare necrology reports and memorials
- g. keep Alpha Phi State informed.

5. Xi Chapter Nominations Committee shall:

- a. select qualified candidates for office and secure their consent to run
- b. present slate for voting
- c. report results to proper authority
- d. submit names for state officers and state committee chairmen
- e. nominate chapter member for the Alpha Phi State Achievement Award.

## SOCIETY MISSION AND PURPOSES AND OTHER XI COMMITTEES

### 1. Programs for Educational Excellence

- a. The first vice-president is chairman.
- b. Shall promote programs and projects for excellence in education.
- c. Shall participate in programs that promote professional growth or women educators.
- d. shall encourage member participation
- e. shall see that a program is prepared for each chapter meeting which encourages a team approach to program planning.
- f. shall designate a member to lead the flag salute, the invocation, and the collect at each meeting.
- g. shall make arrangements for the meeting place, date, and time of each meeting, being sure an American Flag and piano are available, if at all possible.

h. shall be responsible for presenting an overview of the Programs for Educational Excellence to initiates at their orientation.

i. shall submit information of the next meeting to the editor of the *Xi Reflector*.

j. shall designate a person to introduce any guest speaker and the purchase and presentation of the speaker's gift.

## 2. Xi Chapter Research and History Committee

a. shall contribute to each program presented during the year through the team approach.

b. shall keep files of members current.

c. shall organize chapter archives.

d. shall keep the chapter history updated.

## 3. Xi Chapter Music Committee

a. shall provide music as an integral part of the program for each meeting and for special occasions.

b. shall cooperate with the state music chairman by encouraging members to participate in the music activities at state and international conventions.

c. shall create a chapter music ensemble to perform periodically at the chapter meetings.

d. shall sponsor and publicize concerts and performances in the community.

## 4. World Fellowships and International Projects

a. The Xi Chapter World Fellowship Chairman shall collect a donation from members not wearing the key pin to meetings and send it to International as a donation for World Fellowships.

b. Additional individual contributions will be made from time to time as the chairman plans.



- c. Members shall be encouraged to read International publications concerning World Fellowship recipients.
  - d. Recipients will be invited to Xi meetings when in the vicinity near the chapter meeting place.
5. Xi Chapter Scholarships Committee
- a. Criteria for awarding Xi Chapter scholarships shall be:
    - (1) Applicants shall be members in good standing.
    - (2) Applicants shall have been members of Xi for two or more years.
  - b. Deadlines for scholarship applications shall be December 1 for the winter term and April 1 for the summer and fall terms.
  - c. The amount of the stipend shall not exceed \$400.00 a calendar year.

#### ADDITIONAL STANDING COMMITTEES

1. Xi Auditing Committee shall:
  - a. examine the records of the accounts submitted by the treasurer for accuracy
  - b. audit the account books
  - c. report findings in writing to the chapter president and executive committee for adoption. (See Article VIII, Section A. Society Business, Finance, Xi Chapter Rules).
2. Xi Birthday Committee shall:
  - a. plan the birthday celebration of the chapter within the budget.
  - b. present the birthday program at the regular December meeting
  - c. honor past chapter presidents at the birthday celebration and have them serve the birthday cake to the members.
3. Xi Founder's Day Committee shall:
  - a. plan the Founders' Day Program within the budget and present it at the regular meeting in May

- b. present the Founder's Day Program at another time if a May meeting is not scheduled.

#### OTHER XI COMMITTEES

1. We Care and Disaster Fund Committee shall:
  - a. be responsible for sending cards and notes in the name of the chapter to ill members and shall notify the membership so that others might send cards
  - b. notify the president of any illnesses and deaths
  - c. allow \$25.00 to be the maximum amount spent upon the death of a member or an immediate family member (husband, child, mother, father, sister, or brother)
  - d. order flowers from the local florists; in lieu of flowers, other memorial donations shall be given as requested by family of deceased
  - e. obtain invoices when the chapter is charged for flowers and all invoices shall be given to the chairman who shall keep an account of expenses
  - f. present gifts for happy occasions, such as births and marriages. Gifts shall not exceed the amount of \$25.00
  - g. send Christmas cards to members unable to attend meetings.
2. Xi Community Services Committee shall:
  - a. be responsible for recognizing community/educational projects worthy of chapter support
  - b. consider support of each project as it is presented to the chapter.
3. Xi Meeting Hostess Committee shall:
  - a. stay within the budget allocation and not assess members serving on the hostess lists for additional money.

- b. obtain a decision in advance of making expenditure when special additional expenses are necessary; decisions may be made by the Executive Board and/or the president
- c. submit an itemized statement of expenses to the treasurer. Expenses shall not exceed the amount allocated in the budget.
- d. give a door prize, if donated, but it shall not be bought out of the allocation
- e. see that all members be eligible to receive a door prize if a drawing is held
- f. keep a guest book to be retained by the hostess chairman. The guest book shall be made available at meetings and special functions and be placed at the registration desk.

## ARTICLE IX                      **AREAS OF ACTIVITY**

### A. We Care and Disaster Fund shall:

1. in addition to budgeted funds, receive its funds from the contributions of members to thank a friend for a good deed, to commemorate a friend's birthday, to recognize a special friendship, honor a person for some special reason or assist a member in the event of a disaster.
2. use funds in assisting members who are incapacitated, severely ill, or in need of financial assistance in the payment of dues in order to retain membership and for other purposes as determined by the Executive Board.
3. The Chairman of the fund shall:
  - a. collect and submit the donations to the treasurer
  - b. keep a permanent record of the contributions and persons honored
  - c. notify the chapter through The Xi Reflector of such contributions as they are made

d. make an annual summary report to the chapter.

**B. State Convention Fund**

1. Money shall be budgeted each year and placed in this fund in order to have it when Xi chapter is responsible to host the Alpha Phi State Convention.
2. The fund shall be placed on interest in a separate account.

**ARTICLE XI**

**AMENDMENTS**

A. Proposals for amendment to or revision of the Xi Chapter Rules shall be considered following the revisions of the *International Constitution* and/or the *Alpha Phi State Bylaws*.

B. All proposed amendments shall be submitted in writing to the Xi Chapter Rules Committee in the fall following the International Constitutional Revision.

C. The Xi Chapter Rules Committee shall prepare the amendments to be considered and present them to the chapter for review one month prior to voting.

D. Amendments shall be made to the Xi Chapter Rules by a majority vote of the members present at the regular chapter meeting in which they are up for passage.

**ARTICLE XII**

**DISSOLUTION**

A. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.

B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.

- C. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund or as directed by the vote of the state Executive Board.
- D. Chapter paraphernalia, Society publications, and chapter records shall be retained by the state executive secretary/ and made available for use.
- E. The charter must be returned to the state organization to be forwarded to the Society Headquarters.
- F. See details for Dissolution in *Constitution* (2010) Article XIX-3 and Alpha Phi State Bylaws Article XIV Section B.

## ARTICLE XIII

### **AUTHORITY**

- A. Xi chapter recognizes the Alpha Phi State manual of parliamentary procedures for the governance of the chapter in all instances in which the authority is not inconsistent with the *Constitution*, 2010 or other Society Rules.
- B. *Robert's Rules of Order* (latest revision) shall govern all regular meetings and proceedings in all cases not provided for in the *Constitution*, (2010) *Alpha Phi State By-Laws*, and Xi Chapter Rules.

## ARTICLE XIV

### **XI CHAPTER RULES**

- A. The Xi Chapter Rules shall comply with the *International Constitution*, (2010), *International Handbook* (Latest revision), *Alpha Phi State By-Laws and Standing Rules*.
- B. Copies of the adopted Xi Chapter Rules shall be on the chapter web site under the Documents tab and on file with the chapter president, recording secretary, parliamentarian, Alpha Phi State president, Alpha Phi State Bylaws and Standing Rules Committee chairman, and Delta Kappa Gamma International Headquarters.