EXAMPLE
FOR
CHAPTER POLICIES

All chapters should have their own set of Chapter Policies. The Chapter Policy form below can be adopted by any chapter substituting their own policies into any part of this form. Additional policies of your own can be added to those policies in the form and those not needed for your chapter can be deleted.

Included here is POLICIES DEFINED which, will help to clarify the use of policies.

POLICIES DEFINED
Policies, also known as standing rules, are rules that do not relate to parliamentary procedure as such and refers to details of administration, for example, to such matters as the hour for beginning meetings. Policies are adopted by a majority vote, amended by a majority vote with previous notice or two thirds vote, and suspended* by a majority vote. Policies do not require approval of the State Parliamentarian or the International Parliamentarian.


CHAPTER POLICIES

1. CHAPTER POLICIES
   1-A Every member shall have the most recent copy of the chapter By-laws and Policies.
   1-B Policies may be changed at any time according to above Policies Defined.
   1-C (suggestion: that all members will take an officer position for a term(2 years) in a rotating manner. There are 4 officers, Pres., 1st VP, Secretary, and Treasurer. That way you all share the load.)

2. CHAPTER MEETING
   _________(Chapter Name)_______Quester Chapter shall meet on the ___*___ (week of month)
   ___*___(day of week) at ______________(time of day).
   *Defined in Chapter Bylaws Article VIII, MEETINGS, and must match.

3. MEMBERS’ OBLIGATION AS HOSTESS/HOST
   3-A Each member shall hold a meeting in her/his home biennially, or make arrangements to hold the meeting in another facility or at a different site. Each member serves as Hostess/Host and Program Giver alternating annually. (or depending on number of members might be longer, put in what works for chapter. Can also do co-hostesses)
   3-B If the member cannot fulfill her/his duty, the member is responsible for finding another member to fill in for her/him, telling all members of this change well ahead of time. The member not holding the meeting will then be responsible to host the following year.
   3-C When serving as Hostess/Host in the home, the member will provide light refreshments.

4. MEMBERS’ OBLIGATION TO PROVIDE PROGRAMS
   4-A Each member will give a program biennially which is to be a studied or researched topic. Members serve as Hostess/Host and Program Giver alternating annually. (Now all comended study papers are on our website and can be downloaded for free)
   4-B Consider submitting program research to International as a study paper.
   4-C If the Program Giver cannot fulfill her/his duty, the member is responsible for finding another member to exchange dates with her/him or find someone else to provide a program.
5. REGRETS
RSVP regrets by notifying the chapter president and meeting hostess if you cannot attend a meeting, three days in advance, if possible.

6. GUESTS
ASK-- if you may bring a guest at least three days in advance, NOT the day of the meeting. PLEASE be considerate.

7. REFRESHMENTS
The Hostess/Host is to provide light refreshements when at home or the meeting is at a facility to which food may be brought. When meetings are at a restaurant, members are to be informed there will be No Host. (Chapter can set up a co-hostess to help with refreshments, then you could alternate the following year.)

8. NEW PROSPECTIVE MEMBERS
8-A Prospective Members must attend three consecutive meetings.
8-B The President will activate the calling tree to poll members for a two-thirds majority affirmative vote.
8-C The President will instruct the prospective member of the By-laws and Policies, asking for her/his decision to become a chapter member.

9. CHAPTER MEMBERSHIP
Refer to Article V, Membership, in chapter bylaws for a complete list of membership categories, including the definition of a Quester member in good standing.

9-A **Inactive Membership** – As defined in Chapter Bylaws, Article V, MEMBERSHIP, Section 4., B., An Inactive Member is a former active member who, with just cause, is unable to assume the responsibilities of active membership. The Inactive Member is a non-voting, non-office holding member who is required to pay International dues. The Inactive Member must pay chapter dues if required by chapter bylaws. Inactive Membership is conferred only upon a two-thirds affirmative vote of the full active membership of the chapter.

According to Chapter Bylaws, inactive members shall/shall not pay chapter dues.

9-B **Associate Members** - As defined in Chapter Bylaws, Article V, MEMBERSHIP, Section 4., C., An Associate Member is a non-voting, non-office holding member in a chapter who must be an active member in good standing in another chapter. An active member can be an associate member in only one chapter. In accordance with chapter policies, as associate member may be required to pay chapter dues, but does not pay International dues in the chapter in which she/he is an associate member.

Specify if Associate members are welcome; how many total at one time, in addition to regular active members; and if chapter dues shall/shall not be required.

10. DUES
Annual Chapter Dues of $____________ shall be paid in conjunction with International dues to the chapter treasurer.

Example Chapter Policy Revised 2/2017
Add at the bottom of the Chapter Policies: Date Written or Revised.
Written____/____/___ Revised____/____/___