OFFICERS From the *Go to Guide*

Officers and Related Personnel Duties [3, 5, 6, and 10, Pg. v]

**The chapter president**

The chapter president receives the *Guidelines for Chapter Presidents* from Society

Headquarters in even-numbered years. Her duties include, but are not limited to,

1. presiding at regular and called meetings;

2. serving as chair of the chapter executive board and as a member of the state

organization executive board;

3. appointing standing and special committees and a parliamentarian for her

biennium;

4. approving publications and expenditures;

5. filling, by appointment, vacancies in office;

6. representing the chapter at state organization executive board meetings,

workshops, regional meetings, and conventions;

7. submitting annual chapter president reports to the state organization;

8. supervising submission of biennial chapter reports;

9. representing the chapter on a coordinating council if there is one;

10. acting with advice and approval of the executive board, on matters that cannot

be deferred to the next chapter meeting;

11. executing all legal documents;

12. serving, ex officio, in the supervision of finances and budget development;

13. encouraging chapter activities that develop leadership potential of its members;

and

14. delegating tasks, as appropriate, to officers and members.

**The vice-president**

1. performs those duties assigned to her by the president and/or the executive

board and acts in place of the president when the need arises;

2. may serve on committees, either as a member or as a committee chair; and

3. becomes the president in the event of the death or resignation of the president

and serves until the next regular election of officers.

**The secretary**

1. maintains written records for chapter files;

2. records the minutes of each chapter and executive board meeting, including

any membership terminations with reasons for termination, and other official

actions taken;

3. makes available to members the minutes of the previous meeting;

4. files official minutes in a permanent chapter file after indicating the date that

minutes are approved with her signature/initials; and

5. handles correspondence of the organization as delegated by the president

unless the chapter has a corresponding secretary.

**The treasurer**

The treasurer receives the *Guidelines for Chapter Treasurers* from Society Headquarters

in even-numbered years. Her responsibilities include, but are not limited to,

1. receiving money and paying expenses approved by the chapter president;

2. keeping an account of income and expenditures, including bank statements;

3. presenting a financial report at each regular meeting;

4. filing each year, between July 1 and November 15, Form 990-N for the Internal

Revenue Service (U.S. chapters only). The confirmation of filing from the IRS

is sent to the state treasurer and a copy kept for the chapter records. Directions

for completing this filing may be found on the Society website under forms/

treasurer/IRS electronic filing;

5. completing Form 15 (available on the Society website) by July 15 of each year

and sending the completed form to the persons designated on the form;

6. collecting dues and fees of active and reserve members between July 1 and

October 31;

7. reporting on preprinted Form 18, provided by Society Headquarters, the

names of members who have paid dues and fees and sending the report to the

state organization treasurer by November 10;

8. collecting and immediately sending initiation fees with the initiation cards to

the state organization treasurer;

9. submitting chapter accounts for annual financial review;

10. serving on executive board as member ex officio, without vote, if paid for her

services; and

11. serving as a consultant in the process of budget development and supervision

of finances.

**The parliamentarian**

1. advises the officers and members in matters pertaining to interpretation of the

*Constitution* and *International Standing Rules,* state organization bylaws, chapter

rules, and parliamentary procedure;

2. gives advice or explanation only when requested to do so;

3. is not an officer, but is a non-voting member of the executive board; and

4. is not required to be a member of the Society.

**Records [3, 4, 5, 6, and 10, Pg. v]**

1. The date of the approval of minutes by the chapter and the signature of the

secretary verify the minutes as an official record of chapter business. Minutes are

never destroyed.

2. Financial reviews/audits are permanent records and are never destroyed.

3. Government record requirements, usually related to finances, must be maintained

for the period designated by the chapter’s country. For example, if a chapter

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exists in the United States, the confirmation of a chapter’s filing Form 990-N is a

permanent record.

4. Care should be taken when purging membership files to keep a record of members

dropped, including the reason and date of termination. Other records of historical

importance are the names of chapter charter members with biographical data; a

brief review of the chapter’s beginning; name of deceased members and dates of

death; and the official initiate register with dates of initiation.

5. Chapter rules should specify who is responsible for maintaining membership

records.

6. For long term storage, it is recommended that hard copies be kept in addition to electronic versions.