

DELTA CHI BRIEF

Sec-re-tary, n. an officer of an organization or society responsible for its records.

This definition may appear simple at first, but the office of “C” is not a simple responsibility. As the third-ranking chapter officer, the “C” is an essential component of the executive committee as well as a key chapter leader. As secretary, the “C” serves the chapter’s communication and record keeping needs. Neither of these jobs is easy, and neither should be taken lightly. It has been said, “Behind every good organization there is a great secretary.” In contrast, poorly managed organizations tend to lack proficient secretarial administration.

One of the keystones in Delta Chi’s chapter management philosophy is making sure that the chapter is finding and electing the right man for the job. This philosophy certainly applies to the office of “C”. Electing an individual who will have positive involvement in the office is important. The chapter must find a man who is willing to be the “C” and willing to learn the role of the position. It also helps if the “C” has some skills and talents suitable for the office. One should never be coerced, out of convenience or necessity, into any position for which he is not suited. Candidates for “C” should also have a clear understanding and reasonable expectations about the office. This understanding needs to be communicated to the “C” so that he knows in advance what is expected of him.

As with other offices, a retreat should prove to be instrumental in the officer training and transition program. Written notebooks clearly outlining the duties and history of the “C” office will help make the transition successful. Prior to the election, prospective “C” candidates should attend at least one executive committee meeting. They should also read the “C”’s responsibility checklist and meet with the current “C” to discuss responsibilities, problems, hints, etc. After a man is elected “C”, but before taking the Oath of Office, there are several things the officer training/transition program should include. The newly elected “C” should read: “C” Manual, Delta Chi Law, chapter by-laws, past semester Chapter Meeting Reports, “No One Ever Told Me...!” “You’ve Won the Election!” and the “C”’s reference sheet. The new “C” should review the officer notebook, as well as the chapter’s risk management policies and the FIPG guidelines, with the past “C”. With the assistance of the past “C”, all records should

be located so the new “C” can become familiar with the chapter’s filing system. Finally, he should check the supply of letterhead, envelopes, bid cards, etc.

In Delta Chi’s officer structure the “C” serves as the chapter’s internal secretary. His duties should concern communication within the chapter and between the chapter and the Headquarters. The duties of the “C” should not be confused with those of the “E”, who serves as the chapter’s external or corresponding secretary. The chapter “C” serves Delta Chi’s internal needs. These needs include record keeping and correspondence within the chapter, within the International Fraternity, and between the chapter and the Headquarters.

Keeping accurate records of the chapter’s business is one of the “C”’s jobs. Making certain that the chapter’s current business has been communicated to the membership is another. A healthy chapter is an informed chapter. The “C” must maintain and utilize the mechanisms of communication for the chapter. This responsibility starts with properly storing historical records and maintaining an organized filing system. Writing down the goals from the chapter retreat and recording the executive committee’s plan of action are also important steps in efficient chapter operations. Beyond these duties is the periodic recording of chapter business and the constant publication of membership information, such as phone numbers and addresses. In some cases, the mechanisms of communication are supplied by forms and standard procedures, but many times each unique situation will require its own special method to effect efficient communication.

This manual has been assembled to assist you in performing the duties and responsibilities of the “C”. It is mandatory that a constant channel of communication be maintained between a chapter and the Headquarters. The “C”’s first responsibility is to study this manual and be certain that he, the “BB”, fellow officers, and members understand what is expected of the office of the “C”. It is also the “C”’s responsibility to pass on to his successor this manual, all general letters, and the records of the office and instruct him on the “C”’s duties and responsibilities. If there are any questions pertaining to the responsibilities outlined in this manual, please contact the Headquarters for clarification.

"C" DEADLINES

"Procrastination is a close relative of incompetence and a handmaiden of inefficiency."

OCTOBER 15	Hold-over List, New Associate Member List, Fall Membership List
NOVEMBER 1	"BB" Election/Re-election
DECEMBER 1	ABT List and House Corporation List
FEBRUARY 15	Spring Membership List
APRIL 15	Graduate List, Associate Member Status Report, Summer Addresses for Officers & House Plans
MAY 1	Annual History

CONSTITUTIONAL PROVISIONS

1. All Chapter Meeting Reports (CMRs) are *required* to be submitted to the Headquarters within three (3) days of the meeting.
2. If a man disaffiliates/depledges *within two weeks after he has affiliated*, the chapter can receive credit for his associate member dues (note: Founding Fathers (first initiate class) of colonies are not charged associate member dues) **only** if reported to the Headquarters in the CMR immediately following said action.
3. Before a man can be initiated, the following must be received by the Headquarters and acknowledged by the Executive Director:
 - a. His associate member dues
 - b. His initiation dues
 - c. His Personnel Record form

This is designed to stop chapters from passing debt on to future brothers. There is a fine for each initiate if this policy is violated. The Executive Director will acknowledge the receipt of the initiation paperwork by a return letter authorizing the initiation. *Only after a man is fully enrolled will his shingle be ordered.* Initiation shingles are ordered from an external source. It usually takes eight weeks (depending on the time of year) from when they are ordered to when they arrive at the chapter. Shingles are addressed to the "D". If initiations occur late in the spring semester, shingles will be held for shipment in the early fall.

MARGE LEE OUTSTANDING "C" AWARD REQUIREMENTS

A nominee must have held office for at least one full semester (by the close of the current school year) and be in good standing with the chapter. His eligibility for the award at the chapter level must be approved at a chapter meeting, and *the results of this vote must be recorded in the minutes (CMR) submitted to the Headquarters Office.*

In addition to the chapter recommendation, the Headquarters staff will evaluate his performance. Forms for this award will be available with the online awards application.

The "C" cannot win if the award is not applied for and submitted.

SECTION I: DUTIES OF THE "C"

The "C" of the undergraduate chapter, in addition to the duties of his office set forth in Delta Chi Law and your chapter's by-laws, shall be responsible for the following:

CHAPTER-ORIENTED RESPONSIBILITIES

1. Read all materials pertaining to office (reference sheet, general letters, chapter "C" notebook, *Public Relations BRIEF*, etc.).
2. Order and hold letterhead, stationery, envelopes, thank you notes, etc. Always coordinate orders with the "D".
3. Keep current on all correspondence.
4. Unless a separate chairman is created, the "C" is in charge of communications among the members (phone list, newsletter, help "B" with calendar of events, etc.).
5. Regularly update and distribute membership list (send copies to the Headquarters and Greek Advisor).
6. Prepare typed agendas for chapter meetings. Agendas should be handed out to all members at the start of chapter meetings to facilitate business. A sample agenda is found in Section V of this **BRIEF**.
7. Give a copy of election results to the Greek Advisor, IFC, ABT and the Headquarters (in next CMR in item #8).
8. Post minutes from each meeting.
9. Unless a separate chairman (historian) is created, the "C" is in charge of constructing a scrapbook of the chapter's activities. Include photos, newspaper articles, ads, etc.
10. Keep and preserve all records, books, documents, and archives of the chapter.
11. Make certain that the chapter's by-laws or standing rules are updated as they are changed.

HEADQUARTERS-ORIENTED RESPONSIBILITIES

Note: The Headquarters provides a form for anything that is required of the "C".

1. Complete and submit CMR forms to the Headquarters within **three days** of every chapter meeting.
2. Have Personnel Record (PR) forms filled out and sent to Headquarters at least **two weeks** prior to initiation (must coordinate with "D" to accompany initiation dues).
3. Review and submit the computer-generated membership lists sent by the Headquarters by the **October 15** and **February 15** deadlines.
4. Complete and submit the holdover and new Associate Member list by **October 15**.
5. Complete and submit the ABT and House Corporation lists by **December 1**.
6. Report all disaffiliates to the Headquarters in the CMR following the disaffiliations. Credits for disaffiliates can only be made if the man disaffiliates within two weeks after he affiliates, and it is reported **immediately**.
7. Report graduates, status of associate members and summer addresses for officers by **April 15** of each year on the proper forms.
8. Prepare an annual history of the chapter, forwarding a copy, on the correct form, to the Headquarters by **May 1**.

SECTION II: FORMS USED BY THE “C”

CHAPTER MEETING REPORT (CMR) FORM

One of the duties of the “C”, as stated in Delta Chi Law, is to submit to the Headquarters within three (3) days after each meeting, a report of such meeting. The report should be a full and accurate account of the proceedings of the chapter since the last report. The “C” can submit the CMR online using the following instructions:

1. Type in the web address www.deltachi.org
2. Click on the ‘Chapter Management’ link on the left side of the page.
3. Go to ‘CLICK HERE TO ACCESS ONLINE FORMS.’
4. Select your chapter’s or colony’s name from the drop-down chapter/colony name list.
5. Enter the required username and password. This information can be obtained by contacting Delta Chi at 319-337-4811.
6. Go to ‘Submit Chapter Meeting Report.’

So, you’ve now made it to the CMR Page...

Note: Refer to a copy of the CMR while reading the following explanations of each item.

You **MUST** enter “No Report” in any section where it is applicable.

1. List of the names of men who have gone inactive (still enrolled in school - but not active) since the last meeting. **The date (1b) of inactive status must also be included.**
2. List of the names of the most recent associate members, since the last meeting. List the names in full (first name, middle initial, and last name - no nicknames or shortened forms of names).
3. List of the names of men who have refused an invitation to associate since the last meeting.
4. List of the names of the most recent men, since the last meeting, to disaffiliate/depledge. *This refers to associate members and does not refer to an inactive member.* If a person disaffiliates within two weeks after he has been reported as an associate member, the chapter can receive credit for his Associate Member Dues if his disaffiliation is reported in this space. If he is not reported as depledged within the allotted two weeks, your chapter is responsible for his Associate Member Dues whether or not his Associate Member Dues have been collected. *Give the reason for disaffiliation so there is a permanent record of it.*
5. List of all new initiates. The names (5a) will be checked with those previously reported for approval. Be certain to give their full names. **The date (5b) of initiation must also be included.** This information serves as a permanent cross-reference for your chapter record. Additionally, include a list of alumni who were initiated (5c). For example: fathers, businessmen, etc.
6. Information that will be valuable as a permanent record of the achievement of members. For example: outcomes of campus/IFC elections, awards received, etc.
7. As in #6 above, this information will become a permanent record. The most important items in these two categories should also be included in the material submitted for the *Quarterly* by the “E”. Examples to include are marriage, births, deaths, etc.
8. It is essential that the Headquarters keep track of those men holding office in the chapter. This will increase the efficiency of communications between the chapter and the Headquarters. **Include a phone number and email address.**
9. Provide information about any community service or philanthropy work completed by the chapter/colony and its members. Include man-hours and money raised in the appropriate boxes.
10. This section comprises the bulk of the report and should be carefully completed (*See Section V for a sample agenda*). If an agenda is developed before the meeting, it is suggested to use it as a template for this section. The minutes can be added to the agenda, and then inserted into this section of the CMR.

- a. **Officer Reports** – Each officer and chairman should make a weekly report to be recorded by the “C”. What may seem trivial could turn out to be important, so report everything. For example, when the “D” gives his financial report, give the highlights of the report, using specific figures and budget statements.
- b. **Committee Reports** – Record the highlights of these reports as well.
- c. **Old Business** – This section consists of business that was not completed at the previous meeting. It includes tabled motions and discussions that were not concluded. Action of some sort must be taken on these matters and reported, even if a given motion is tabled for a second or third time.
- d. **New Business** – This is the most important section of the report, if everything is accurately recorded. Remember the following points:
 - Record all motions accurately
 - Record the name (do not use initials) of the person who made the motion
 - Record the discussion on the motion briefly, listing the pros and cons
 - Record action taken on the motion
 - Record other discussions, such as problems the chapter is having and the methods of solution
 - Record the vote on all motions submitted to your chapter by the Headquarters
 - Record general announcements

When completed, enter your name in the box: “Finally, enter your Chapter “C”’s name.” To have a copy e-mailed to you, put your e-mail address in the box: “You must enter an e-mail address in order to receive a copy of the Chapter Meeting Report.” *It is suggested to have a copy e-mailed to you, so that it can be distributed to the chapter/colony members.* Enter your ABT President’s and/or “BB”’s e-mail address(es) in order for them to be able to receive a copy. Use the pull-down menu to enter your Region number.

Finally, submit the CMR!

When typing the minutes, keep a good dictionary handy for accuracy. Be clear in your explanations and descriptions, because the Headquarters will use this information to aid the chapter. As well, you may wish to refer to them someday for clarification. Remember that the minutes are the permanent record of all events that have transpired in the chapter. They serve as the primary means of communication between the chapter and the Headquarters as well as an important part of the chapter’s activities.

PERSONNEL RECORD (PR) FORMS

Personnel Record (PR) forms contain valuable information for both the chapter and the Headquarters. It is important that these are filled out accurately, completely and promptly. To save time and ensure accuracy, you may want the initiates to fill out their own forms under your supervision. The "C" should keep an adequate supply of PR form paper to ensure that there will be enough for the associates to complete in the likely event that some errors will be made. Use **WHITE 24-lb. legal size paper (8.5" x 14") for binding into books for permanent record**. All initiation classes submitted together on proper paper will be bound together! *Standard weight copy paper will NOT be accepted*. White 24-lb. legal size paper may be obtained at any local office supply store or may be ordered from Delta Chi by calling 319-337-4811 or by visiting www.deltachi.org. The following instructions will take you to the PR Form online:

1. Type in the web address www.deltachi.org/prform
2. Read the page and follow the instructions to get into the PR Form page

Before sending these forms to the Headquarters, be sure to check the spelling of the initiate's name on the first line and on the shingle data line at the bottom of the form. This will prevent errors on the permanent records and on the member's shingle.

Enter the initiation date if it has been established. If not, leave it blank, but remember to report it in the CMR immediately following the initiation.

Since the PR forms are collected and bound into books, it is important that a copy be submitted to the Headquarters and that a copy be retained by the chapter for its permanent records. *Make certain your printer is set on "Legal Size" paper before printing*. Have the member sign the bottom of the form and mail it to Headquarters.

PR forms must be received by Delta Chi Headquarters *two weeks prior* to initiation in order to receive permission from the Executive Director to initiate. **PR forms should be mailed at least three weeks prior to initiation to ensure that they arrive on time**. No individual may be initiated until the Headquarters has received the Associate Member Dues, Initiation Dues, and Personnel Record form, and the chapter has received written authorization (sent to the "A") from the Executive Director. Failure to obtain written authorization *prior* to initiation will result in a fine imposed against the chapter of \$25 per initiate. Additionally, members without submitted PR Forms, Associate Member Dues, and Initiation Dues, in accordance with Delta Chi Law, **CANNOT** be recognized as members of Delta Chi.

PR forms may be folded when mailing them to the Headquarters. If there are several forms, they should be folded in half and mailed in a 10¹/₂" x 7¹/₂" (or similar size) mailing envelope.

Please see the sample PR Form on the following page for an idea of how it should be filled out. Reminder - it must be filled out on 24 lb. legal size paper (8.5" x 14").

PERSONNEL RECORD
OF
THE DELTA CHI FRATERNITY

This form MUST BE TYPED, with the signature of the initiate on the last line, and an **ORIGINAL** (since they are bound into books) filed with the Headquarters TWO WEEKS PRIOR TO INITIATION, ALONG WITH ALL APPLICABLE DUES.) No initiation may be held until after all of this is accomplished and permission to initiate is granted by the Executive Director.

Full name of initiate (without initials) John Anthony Doe
Birthplace Town, State, Country Date of Birth January 3, 1984
Address where mail will ALWAYS reach you (not school address) 123 Elm Street,
Anytown, Anystate, 98765-4321

Names of three persons (other than your parents) with their addresses who probably will know ten years after your graduation where you can be located—

George Smith, 321 Oak Drive, Big City, PA 24680
Paul E. Johnson, 456 Ash Lane, Small Town, CA 13579
Mrs. Sally Williams, 789 Maple Court., Borough, FL 10203

Date of Initiation April 1, 2003 Social Security No. 123-45-6789
Chapter North/South Expected date of graduation May 2006

Full name of father (without initials) Bill Hampton Doe
Residence of father 123 Elm Street, Anytown, Anystate 98765-4321

Full name of mother (without initials) Mary Lynn Doe
Residence of mother (if different than father's) Same

Positions of trust and influence held, with dates Editor - High School Newspaper,
President of Student Council

Education (Give names of preparatory schools and colleges attended with dates and degrees)

Area High School (1999 - 2002)
North/South University (2002 - present)

Academic Course of Study Economics

Other Fraternal or Secret Orders None

Maiden name of wife if married _____

Relatives who are members of Delta Chi Steven Peter Doe (uncle)

Other important data and notations None

Membership Shingle Data John Anthony Doe

Please type name in the way in which you wish it to appear on your shingle

I know that The Delta Chi Fraternity prohibits hazing in any and all forms and, from my associate member education, I understand this prohibition and am aware of the activities that constitute hazing, such as those listed in the Cornerstone. I further understand that any participation in hazing is a violation of the Fraternity's Constitution and Bylaws (Delta Chi Law) and my oath of membership. I also understand that the occurrence of hazing at my chapter can subject it to disciplinary action and any participants to inactivation or expulsion. I understand my obligation is to report hazing **or any other violation of Delta Chi Law** to an authority of the Fraternity able and willing to remedy the violation and that the failure to make such a report is itself a violation of Delta Chi Law and unworthy conduct punishable by inactivation or expulsion from the Fraternity.

Signature of Initiate 

CHAPTER
SEAL
HERE

OTHER FORMS

Below are other forms that must be submitted to the Headquarters. For efficiency, *it is important to fill out these forms and submit them online by the deadline date. Many of these forms are used to establish membership size for dues and insurance billing purposes, so failure to complete these forms can result in higher bills.*

1. **Fall and Spring Chapter/Colony Membership Lists** - These lists (in the form of a computer-generated list) posted on the website are used for updating membership records at the beginning of each term. Follow the instructions on page one of the form. The fall list is due by **October 15** of each year; the spring list is due by **February 15** of each year.
2. **Hold Over/New Associate Member List** - The names of the hold-over associate members from last year, as well as new men pledged throughout the summer and early fall, are required on this list. Submit the names in alphabetical order, last name first, first name, middle initial. Do not use nicknames or shortened names (i.e., Ed for Edward). The Associate Member List is due by **October 15** of each year.
3. **Alumni Board of Trustees (ABT) List** - Delta Chi Law requires each chapter to submit a list of ABT members, and it is due by December 1.
4. **House Corporation List** - If there is no House Corporation, please indicate that on the form, as well as if the House Corporation and ABT share membership. This list is also due December 1.
5. **Summer Addresses of Officers and Summer House Information** - The information in this report will enable the Headquarters to carry on important correspondence throughout the summer months. The deadline for this form is **April 15**.
6. **Graduates List** - To maintain a continuous and accurate record of alumni and undergraduates, the "C" lists the names of those men, both active and inactive, graduating at the end of each school year. **April 15** is the deadline for this form.
7. **Associate Member Status List** - The Headquarters records the men your chapter has pledged, depledged, and initiated throughout the year by use of the CMR. As a crosscheck for accuracy, this is a computer-generated list on the website and contains the names of the associate members and their reported dates of affiliation that the Headquarters has on record. It is your responsibility to add any names omitted, and explain whether each person on the list is still an associate member, has depledged, or has been initiated. This information is due on or before **April 15** of each year.
8. **Annual History** - Delta Chi Law requires each chapter to submit a yearly history. This form may take some time to complete, because it requires specific facts and figures. From this form, a comprehensive, cumulative history may be compiled. It will indicate the progress of chapter programs and campus involvement. Complete this form in total, and submit it before the **May 1** deadline.

The Annual History is a good way for the chapter to compile, record, and store historical information as part of the chapter archives. The more time that is spent on this form, the better aware the chapter will be of its history over many years.

The Annual History is composed of several sections. It is a good idea to plan ahead, as the form is several pages and will take some time to complete. Information will need to be gathered, researched, and typed onto the form, which is divided into the following sections:

- | | |
|---------------------|--|
| <u>Section I.</u> | University – Provide college or university statistics and information. |
| <u>Section II.</u> | Membership – Provide membership statistics and information. |
| <u>Section III.</u> | Composition of Chapter – Indicate the number of brothers and associate members enrolled in certain majors or courses of study. |
| <u>Section IV.</u> | Scholarship – Provide scholarship statistics and information. |
| <u>Section V.</u> | List extracurricular activities of brothers and associate members. |

- Section VI. Awards - List any awards received by the chapter or individuals in the chapter.
- Section VII. Alumni Relations Program – Provide a brief description of the chapter’s program.
- Section VIII. Housing Information
- Section IX. “BB” Information
- Section X. Faculty Advisor Information
- Section XI. Present position of the chapter – Provide a brief description of the year’s accomplishments and an outlook for the future.

Many of these sections can be completed in conjunction with the Delta Chi Awards Program, which is also due on May 15.

SECTION III: INDEXING MOTIONS

Two important duties of the “C” are keeping chapter records and maintaining an updated set of chapter by-laws¹. To accomplish this, the “C” also needs to maintain a record of all motions brought before the membership of the chapter. Motions, which usually occur during a chapter meeting, are the basic instruments of conducting business and initiating changes within the chapter. It is important to record these motions and keep them for future reference. In order to start a file of motions, the “C” needs to standardize the motion process by creating a motion form (SEE THE SAMPLE MOTION FORM ON THE NEXT PAGE). Whenever a member(s) or a committee wants to make a motion, it should be made using a standardized form. This will ensure that all motions are accurately written, recorded, and filed. The motion form should include the name of the motion, the date, the submitter(s), the written body, and a place to indicate the action taken and another date.

In addition to the above advantages, the motion form system will facilitate chapter meeting agendas and the discussion process during a meeting. By making motion forms due several days before the chapter meeting, they can be reviewed by the executive committee and placed on the meeting agenda to simplify the scheduling procedure. During the meeting, discussions on the motion will be easier if there is a written document from which to work. Amendments and the proper wording of the motions will be less confusing if you are working from a written statement. The “C” should be responsible for properly writing amendments to motions on the floor. The “C” should also be responsible for the motion forms by creating them and making them available to the membership. After a motion is discussed, the “C” will properly index the motion. If a motion passes and effects a change in the chapter by-laws, the “C” will need to note this on the motion form and make the appropriate revisions to the by-laws.

If the chapter does not have an index system for all motions, one should be started. It is often necessary to refer to former motions and to determine if precedents have been set on certain subjects. If motions are indexed and kept in order, the searching process can be minimized. The process of indexing requires the use of a properly maintained filing system.

Indexing can be accomplished in several ways. Numbered index tabs on the pages of the CMR forms can be cross-referenced with a motion notebook or motion files. The index tabs should include the date of the meeting. All motions from that meeting are placed behind that date’s index tab. A separate motion book may be organized. It would include a list of motions, an index, a reference to the page of the CMRs, and the dates when motions were passed. Keeping a book or indexing pages of the CMRs will ease your job considerably and place a wealth of information at your fingertips.

During chapter meetings, the “C” can also be of great help to the “A” by listing all unfinished business from the previous meeting. All tabled motions should be noted and taken from the table at subsequent meetings. This information can also be brought before the executive committee until action is taken on the motion.

The “C” is responsible for clarification, re-reading, and writing amendments to any motions that are on the floor for discussion. He also assists the “A” during voting. For example, the “A” might state, “We are now ready to vote on the motion which reads...,” at which point the “C” restates the motion.

Indexing motions, keeping records of chapter business, and codifying motions (i.e. tabled, failed for lack of second, etc.) is an important function of the “C”. Organized files make this job simpler and increase meeting efficiency.

¹ It is important to distinguish between Delta Chi Law and a chapter’s by-laws/regulations. Delta Chi Law, as typically referenced, consists of the Constitution, By-Laws and Regulations but it extends further. Here is what the Constitution states in Article I of the Constitution: “4. DELTA CHI LAW: The Supreme Law of the Fraternity shall be the Constitution. The Fraternity shall enact By-Laws that are consistent with the provisions of this Constitution. The Fraternity may adopt other legislative enactments that are consistent with the provisions of this Constitution and the By-Laws. The governing agencies of the Fraternity, including the Executive Director, may promulgate Regulations implementing the Constitution, By-Laws, and Legislative Enactments. The Constitution, By-Laws, Regulations, and Legislative Enactments duly adopted by the Fraternity shall be collectively referred to as “Delta Chi Law.” ”

For further clarification, as the supreme legislative body when in session, the Convention has the authority to pass binding Resolutions. These are like Statutes. While not the equivalent of the Constitution or the Bill of Rights, they are still legally enforceable. The Board of Regents is the supreme legislative body of the Fraternity when the Convention is not in session so it, too, may pass motions with the enforceability of legislative enactments as well. The same goes for the Executive Committee and the Executive Director. Though the priority of such enactments is in that order and a lower authority may not contradict a higher authority’s ruling. Chapter by-laws/regulations are local rules and procedures that each chapter develops and maintains on its own. This section deals with motions that affect only chapter by-laws. Remember, all chapter by-laws must be legislated to be consistent with all aspects of Delta Chi Law.

SAMPLE MOTION FORM

**The Delta Chi Fraternity
North-South Chapter**

MOTION FORM

Written motions should be worded clearly and concisely. All motions are subject to the rules of parliamentary procedure.

SUBMITTED BY: _____ **DATE:** _____

SECONDED BY: _____

ACTION TAKEN: _____ **DATE:** _____

RESOLUTION **OR** **ADDITION** **OR** **AMENDMENT**

MOTION:

Note the difference between a resolution, an addition, and an amendment:

A **resolution** is a non-binding statement of position. For example: Be it hereby resolved that the North/South Chapter of The Delta Chi Fraternity supports that chapter meetings *should* last no more than one hour. In order to pass, it requires an affirmative vote of 50 percent, plus one, of the eligible voting members present.

An **addition** to the by-laws is a binding, written motion that becomes a part of the existing by-laws of the chapter. (For example: Be it hereby enacted by the North/South Chapter of The Delta Chi Fraternity that chapter meetings *shall* last no more than hour.) In order to pass, it requires an affirmative vote of 50 percent, plus one, of the eligible voting members present.

An **amendment** to the by-laws is a binding written motion that can either remove or adjust a particular and specific section of the current by-laws. (For example: Be it hereby amended by the North/South Chapter of The Delta Chi Fraternity that chapter meetings shall last no more than one hour. *Meetings may be extended in length in ten-minute intervals by a two-thirds affirmative vote of the voting members present.*) In order to pass, it requires an affirmative vote of 66 percent, plus one, of the eligible voting members present.

SECTION IV: FILING OF RECORDS

As the “C” of the chapter, it is your responsibility to maintain a complete and effective filing system. The most effective filing system is topical; it allows easy location of subject matter. Begin a file drawer with approximately 52 legal size folders. Each folder should be clearly labeled. The following list of subject areas will cover the majority of the chapter’s needs:

“A”

Awards (record of, types, and methods of selection)

Accounting

Alumni Association

Alumni Board of Trustees

Alumni Relations Committee

Associate Members

Associate Member Counselor

“B”

“BB”

“C”

Campus Events Committee

Chapter By-Laws

Chapter Meeting Reports

Convention, International

Delta Chi Law (Constitution, By-Laws, and Regulations)

“D”

“E”

“F”

Faculty Advisor

Favors/Social Catalogs

Finances, Budgets, Monthly Financial Statements

Fraternal Law

Fundraising Committee

Greek Advisor

Headquarters Correspondence (general letters to “A”, “C”, “D”, “E”, and general information)

Historian and Scrapbook

Homecoming

House Committee

House Mother

House Rules

House Corporation

InBRIEF

Insignia and Jewelry

Insurance, House

Insurance, Liability

Inter-Chapter Correspondence

Interfraternity Council (IFC)

Intramurals

Senator Henry M. “Scoop” Jackson Leadership College

Leadership Consultant Visitation Reports

Motions (passed and failed)

Newspaper Articles

Newsletters (other chapters/this chapter)

Parents’ Club

Parliamentarian

Personnel Record Forms

Publications Committee

Quarterly

Regent

Regional Leadership Conferences

Ritual Committee

Recruitment Committee

Scholarship Committee

Social Committee

Songs

Taxes

University Correspondence

SECTION V: SAMPLE CHAPTER MEETING AGENDA

North/South Chapter Meeting
October 13, 20__

Meeting called to order at 7:00 p.m.

Roll Call

Reading of the minutes of the last meeting

Officer Reports (*Provide a brief summary of each officer's report*)

"A" -

"B" -

"C" -

"D" -

"E" -

"F" -

Committee Reports (*Provide a brief summary of each chairman's report*)

Recruitment -

Scholarship -

Associate Member Counselor -

Social -

Intramurals -

House Manager -

Philanthropy -

Public Relations -

Etc.

Old Business

Record all uncompleted business here.

New Business

Record all motions that will be discussed as reported by the executive committee.

(See the *Chapter Management BRIEF*)

Announcements

Meeting adjourned at 8:00 p.m.

Sing first verse of "Bond Song"

The executive committee should discuss the agenda the day before at the executive committee meeting, and it should then be typed up by the "C" for distribution at the chapter meeting.

As suggested in the *Chapter Management BRIEF*, committee reports should be reviewed at the executive committee meeting so that if any important information is missing or outdated, it can be corrected prior to the chapter meeting. Likewise, members wishing to bring new business before the chapter should first present it to the executive committee for review.

A time limit of one hour should be implemented for all meetings, and only the items on the agenda should be discussed at the meeting. Extensions of five or ten minutes must be approved by a two-thirds vote of the chapter members, if stated in the chapter by-laws. This will make chapter meetings more organized and productive.

Another benefit of an agenda is that it can be used as a newsletter, since it includes a summary of all the reports and other information the members will need to know for the week. In order for it to be effective in this regard, the announcement section needs to be as detailed as possible. The agenda also provides the members with a record of the meeting, and can also be used for taking notes.