

## **DUTIES OF CHAPTER PRESIDENT**

As President of your Chapter, you have been elected to the highest office in the Chapter. With this honor, goes the responsibility of the office as well as the responsibility of making certain that all other officers and committees fulfill their duties efficiently and promptly. The maintaining of goodwill among members and keeping dissension down, should it arise, is in no way a small duty of the President. This requires graciousness and diplomacy, yet firmness.

Conduct the regular business meetings according to parliamentary procedure efficiently, with the least amount of discussion possible to satisfactorily bring to conclusion any motion or discussion which comes before the meeting. The Opening and Closing ceremony and the Order of Business is found in the Ritual.

The Monthly Bulletin is to be included in your agenda and read in its entirety at every business meeting. (No Monthly Bulletin in July.)

Appoint members to act in the absence of any officers other than the President. The Vice President assumes the office in the absence of the President.

Appoint committees and in doing so, endeavor to distribute work evenly and when possible, try to encourage a member who seems lax to become interested through work on a committee.

Be sure your Chapter by-laws are kept up-to-date. Request your Chapter Secretary to send three (3) copies of any adopted revisions to the National Vice President for the approval of the National Judicial Committee.

If you are a new Chapter, by-laws are to be compiled within six (6) months. The prescribed form will be furnished you by the National Vice President.

Instruct the Grievance Committee to investigate neglect of duty of any officer or complaint against a member, and follow carefully the procedure set forth in the Constitution.

As President, you are an ex-officio member of all committees. It is your duty to keep informed of the workings of all committees. When possible, you should personally sit in on the committee meetings, particularly when an item of vital interest is to be discussed.

Send floral arrangement including a yellow rose or a memorial contribution bearing a card from National Council of Kappa Delta Phi to a deceased member of your chapter and forward bill to the National President for approval of payment. Cost not to exceed \$25.00.

As President, you, or an elected alternate, will be your Chapter delegate to the National Council Meeting. It is your responsibility and duty to attend all sessions, keep notes on the meetings and report all items of vital importance to your Chapter.

Your Chapter will look to the President for advice and guidance. In conducting the business of the Chapter, remember you are the presiding officer and that your primary duty is to see that all situations are handled efficiently and fairly and brought to conclusion in the will of the majority. Be very careful not to inject your personal viewpoint on any issue. When a particular issue has been decided, do all in your power to bring it to a successful completion. Be fair in your judgment at all times and graciously accept criticism.

Other duties as prescribed in the Chapter by-laws.

#### DEADLINES FOR CHAPTER OFFICERS

- Immediately after chapter officer elections, Secretary will send form supplied in Bulletin to National President, Historian, Corresponding Secretary and Regional Director.
- Immediately after business meeting Secretary will send minutes to National President and Regional Director.
- Immediately, as membership changes Treasurer will send in PCT form.
- MAY 15: Civic Chairman send Award of Merit form to National Corresponding Secretary.
- MAY 15: Treasurer send Chapter Financial Report to Regional Director.
- JULY 1: Treasurer send PCT form and assessment to National Treasurer; copy of PCT form to National Historian, National Recording Secretary and respective Regional Director.
- OCTOBER 1: Historian send Kadelphian article to Regional Director.
- JANUARY 1: Treasurer send PCT form and assessment to National Treasurer; copy of PCT form to National Historian, National Recording Secretary, and respective Regional Director.
- FEBRUARY 20: Historian send Kadelphian article to Regional Director.
- MARCH: Immediately after notification in March Bulletin Treasurer send Convention assessment and Delegate's Registration to National Treasurer.
- APRIL 1: Historian send Kadelphian article to Regional Director.

## **DUTIES OF CHAPTER VICE PRESIDENT**

As Vice President of your Chapter, you have been elected to an office of great importance. Your President will look to you for advice and suggestions. By rendering her assistance at all times, you will be relieving her of some of her great responsibility.

In the absence of the President, you will preside at the meetings. In case of her death or resignation, you will assume the office of President.

It is your duty to work with all pledges, instructing them in all phases of Kappa Delta Phi.

The following form is available for your use (or your Membership Committee) from the National Mistress of Ceremonies. They will be sent upon request from your Chapter Treasurer:

KDP TRIFOLD BROCHURES – These are used to interest prospective members and to inform groups interested in becoming Chapters. Please use them with care and when additional ones are needed, contact the National Mistress of Ceremonies.

Meet personally with your pledges to assist them in all phases of Kappa Delta Phi. \* Remember that it is your duty to see that all new members are guided properly during their period of orientation.

Review the National Constitution and By-laws and Chapter By-laws with new members.

Within 60 days after initiation, review Oath and Opening and Closing Prayers with new members.

Other duties as prescribed in the National Constitution and By-laws and in the Chapter By-laws.

\* The KDP website has a downloadable “Welcome to Kappa Delta Phi” guide for pledges and initiates. Utilize both at the appropriate time in the process of adding new sisters to your chapter.

## DUTIES OF CHAPTER SECRETARY

As Secretary, you have been elected to an office upon which largely depends the progress of your Chapter.

You will keep accurate records of all business meetings (regular and special) and immediately following same, send a copy to the National President, National Vice President and the Regional Director. You will keep one copy for your file and it is suggested that a copy be given to the Chapter President to aid her in preparing for the next business meeting. Use the following outline in writing your minutes:

Chapter Name  
City and State

\_\_\_\_\_ (Region) \_\_\_\_\_ (Month)  
Opening – The regular business meeting of \_\_\_\_\_ Chapter, Kappa Delta  
Phi Sorority of \_\_\_\_\_ (City) \_\_\_\_\_ (State) was held \_\_\_\_\_  
\_\_\_\_\_ date, time, place) \_\_\_\_\_ with \_\_\_\_\_ (officer) \_\_\_\_\_ presiding. The meeting was  
opened \_\_\_\_\_ state if opened according to ritual or not \_\_\_\_\_.

1. Roll Call – State number in attendance, excused or unexcused.
2. Minutes – The minutes of the \_\_\_\_\_ (state, month, day, and year) \_\_\_\_\_ meeting were read and \_\_\_\_\_ (approved as read or as corrected) \_\_\_\_\_. If minutes are not read, so state and give reason.
3. Treasurer’s Report – State balance of the previous month, monies received, disbursements, balance on hand and amount of outstanding dues.
4. Communications – (list) – Monthly Bulletin, any other correspondence, etc.
5. Report of Committees: (If a committee does not report, no need to mention the fact).
6. Unfinished Business: All matters which have been carried forward from previous meetings. Record all motions, including the name of the member who introduced the motion, and state manner in which they are disposed of (carried, lost, etc.).
7. New Business: Same manner as Unfinished Business.
8. Balloting on new members (if any).
9. Good of Sorority.
10. Closing (Manner – state if by ritualistic form or informal. Time of adjournment.

You will notify the National President, National Vice President, and Regional Director if the Chapter does not have a meeting during any month of the year.

As Secretary, you will conduct all Chapter correspondence being prompt in all respects.

After election of Chapter Officers in April, fill out the form attached to the March Bulletin with names, addresses, zip codes including additional four digits, phone numbers and email addresses, and send to the National Historian. Should you have a change in any office during the year, send such change immediately to the National President, National Historian, National Corresponding Secretary and Regional Director.

Send copies of amendments and revisions of Chapter By-laws to the National Vice President for approval by the National Judicial Committee. Send 3 copies if by mail, or send electronically.

When a member of your Chapter moves to another city, write the Chapter Secretary in that locality of her presence there, in order that she may be contacted for a visit and effect a transfer of membership. Also, when a member is transferring into your Chapter, request a paid-up dues and transfer card from transferee's former Chapter.

Be custodian of records and documents other than those related to financial matters.

Issue membership cards.

Other duties as prescribed in the Chapter By-laws.

## DEADLINES

Immediately after the regular or special business meeting, send the minutes to the National President, National Vice President, and the Regional Director.

Immediately after chapter officer elections, send form supplied in Bulletin to National President, Historian, Corresponding Secretary and Regional Director.

## DUTIES OF CHAPTER TREASURER

The office of Treasurer, to which you have been elected, is one of trust. You will collect all monies and account for same.

You will make a monthly financial report to your Chapter.

Forward Financial Statement to your Regional Director by May 15<sup>th</sup>, upon request of the Chairman of the National Board of Directors.

Keep an account for each member; notify her when her dues and assessments are payable; notify her in writing when her account is 90 days in arrears. Delinquent Dues forms can be obtained from the National Mistress of Ceremonies.

Order jewelry from our official jeweler, Herff Jones.

IMPORTANT – You will file Per Capita Tax Reports as follows:

When to file: Period from January 1 through June 30 – remitting semi-annual assessment in advance on both active and associate members. This report is to be mailed prior to January 1 with complete membership list to National Treasurer, National Recording Secretary, National Historian and respective Regional Director. Period from July 1 through December 31 – remitting semi-annual assessment report is to be mailed prior to July 1 with complete membership list. Report any change in your Chapter membership such as initiates, reinstatements, active to associate, associate to active, transfer, voluntary or involuntary termination, deceased, name or address. These reports are to be mailed immediately upon knowledge of change. One copy is to be retained in your file.

The officers that the PCT Statement is sent to have to do a monthly report based on the information that is furnished to them. They keep a monthly tally of active, associate, honorary, new members and drops. When a member needs to inquire about their years as a member, these records are available. Your chapter assessment is based on the figures on this report. The mailing list for the monthly bulletin and Kadelphian are kept current using this report. It is important that you send a complete list of your membership on January 1 and July 1. In reporting change of address and name, be sure to give the OLD name and address and NEW name and address. Completely fill in ALL five copies of every PCT report and it should be signed by the Chapter President and Treasurer. Make sure each copy is clearly legible.

ADDING to your membership during the month: List the full names (giving full name), addresses and date, and designate whether initiated, reinstated, transferred, etc. If a TRANSFER, also give the name of her former Chapter. If INITIATED, enclose \$2.00 per member initiation fee to National Treasurer.

TERMINATED members: Dropped from Active – List the names and date being sure to designate whether she is going associate, voluntary termination, transfer or deceased. If a TRANSFER, also state Chapter to which she is transferring. Dropped from associate = be sure to list the names and

dates, stating whether reinstating to active, voluntary termination, involuntary termination or deceased.

**RECAPITULATION:** Always fill in the Recapitulation portion, being sure to fill in BOTH the active and associate portions, bring forward the totals from your previous FILE copy. Then, add in the proper spaces all additions and deduct all members terminated, thus arriving at your present total active and total associate membership, including National Honorary, if any.

The National assessment is paid twice a year on January 1 and July 1 and pays Per Capita Tax, Welfare and Magazine fees. These individual amounts are determined each year at the National Council Meeting. The National Honorary members do not have to pay these fees and are deducted from the total members of your Chapter.

**NEW CHAPTER:** No payment of Per Capita Tax, Welfare and Magazine until the FOURTH month after the month of installation. You will remit \$2.00 initiation fee per member on each INITIATE when reported.

**TRANSPORTATION ASSESSMENT:** Each Chapter is assessed for the National Convention in equal amounts. This amount plus delegate's registration fee shall be due April 1 and payable to the National Treasurer upon notification by the National President in the March Bulletin. After your assessment is paid, you will receive a transportation refund check based on mileage from your location to Convention site. If your Chapter does not send a delegate to the National Convention, you are required to return the amount of this transportation refund check immediately to the National Treasurer. This amount returned is retained in the National Transportation Equalization Fund for use the following year. (New Chapter is exempt during their first year unless they advise the Chairman, National Board of Directors by February 1 of their desire to participate.)

**AN EXPLANATION OF HOW THE ASSESSMENT IS FIGURED.** The mileage from Chapter location to Convention site is determined. These figures are all added together and multiplied by 25 cents a mile. If there is a balance in the Transportation Equalization Fund from the previous year, then this balance is deducted from the total cost of getting each Chapter to the Convention site (Hostess Chapter exempt). The figure we now have is then divided by the number of Chapters participating. This is the amount each Chapter is assessed for the transportation cost. Then the refund for each Chapter is figured separately by multiplying the mileage for each Chapter to the Convention site by 25 cents a mile. As you can see, the entire fund is then depleted by the refunds made to the Chapters.

**LIABILITY INSURANCE:** Assessment paid on an annual basis and to be paid to the National Treasurer with the July 1 PCT for all Chapter Active and Associate members, including National Honorary (PNP's).

**EMERGENCY CONTINGENCY FUND:** You will be assessed for this fund by the National Treasurer when the balance in the fund has been reduced to \$600.00. This assessment is \$\_\_\_\_\_ per active member, including National Honorary (PNP's), as per your membership for the month ending when assessment is made.

**ORDERING SUPPLIES FROM THE NATIONAL MISTRESS OF CEREMONIES:** Supplies are ordered by the Treasurer from the National Mistress of Ceremonies on the prescribed order blank. Please type or print your order so that it will be legible. You send THREE copies to the National Mistress of Ceremonies, and you retain a copy for your files. She will fill your order and return a copy to you with the cost of the supplies. After you have received your order and checked it, send your remittance and the copy of your order that was enclosed with the order to the National Treasurer. A supply list will be submitted in the October Monthly Bulletin. Please keep this copy in your files for use when ordering supplies. Prices are subject to change when the National Mistress of Ceremonies has to order new supplies. Keep your supply list up to date when these changes are announced. Your National Mistress of Ceremonies will fill your order as soon as possible, but don't wait until the last minute to send in your order. If she is out of a particular item you have ordered due to a delay in getting new stock printed, she will so advise. If you do not receive your order within a reasonable length of time, be sure to contact her.

The National Mistress of Ceremonies has information regarding ROBES for ritualistic services. You may obtain this upon request.

**SUPPLIES FOR NEW MEMBERS:** Order such supplies well enough in advance to assure delivery by the time needed. Needed supplies for new members:

1. Certificate of Initiation
2. National Constitution and By-laws and Ritual (Blue Book)
3. Membership card

Order from National Mistress of Ceremonies. A new member should receive a copy of your Chapter and Regional By-laws.

DO NOT order more Certificates of Initiation than needed as these are signed by the current National President and a supply kept on hand would become obsolete.

You order the "Welcome to KDP" and KDP Trifold Brochure from the National Mistress of Ceremonies.

Other duties as prescribed in Chapter By-laws.

#### DEADLINES

JULY 1            Send PCT Statement and assessment to National Treasurer; copies of PCT to National Historian, National Recording Secretary and Regional Director.

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JANUARY 1        Send PCT Statement and assessment to National Treasurer; copies of PCT to National Recording Secretary, National Treasurer, and Regional Director.

MARCH            Immediately following notification in the March Bulletin, send Convention Assessment and Delegate's Registration fee to National Treasurer.

MAY 15            Send Chapter Financial Report to Regional Director.



Attachments:

1. PCT Statement
2. Supply Order Form

## **DUTIES OF CHAPTER HISTORIAN**

Historians work with their respective Regional Director.

Chapter article deadlines are the 1st of October, January and April, to the Regional Director. The Directors have a deadline to the National Historian who must have material by the 10<sup>th</sup> of the month (preceding the month the magazine is published). It is important that you comply with these dates so that the Regional Director can meet her deadline to the National Historian.

By preparing your articles in advance, they can be composed with more thought, thereby giving other Chapters a better conception of the work you are doing toward charity projects, money-raising projects, etc. You are responsible to your Chapter for reporting your activities, both social and charitable. Remember, when writing, that these articles will not be published for at least four (4) weeks after they are sent to your Editor. Therefore, you should be careful that the news isn't too old. If possible, include seasonal holiday news.

Another duty you have is maintenance of the History Book for your Chapter. Some Chapters have a copy of each magazine in their scrapbook or History Book to show to their new members and to reminisce over at the Founders' Day dinners and other socials.

Other duties as prescribed in Chapter By-laws.

SEND COPY OF KADELPHIAN ARTICLE TO REGIONAL DIRECTOR.

### DEADLINES

October 1<sup>st</sup>  
January 1<sup>st</sup>  
April 1<sup>st</sup>

## **DUTIES OF CHAPTER MISTRESS OF CEREMONIES**

As Mistress of Ceremonies of the Chapter, you are directly responsible for the care of all Chapter paraphernalia, symbols, candles, Bible, etc.

When balloting on new members is on the agenda, the Mistress of Ceremonies shall prepare the ballot box, supervise the balloting, and then submit the ballot box to the Chapter President who reports the results to the Chapter.

Chapter meeting room is set up by the Mistress of Ceremonies. Tables are covered. The three lighted candles and the open Bible are placed on the President's table; one candle, not lit, is placed on the Secretary's table to the left of the President; one candle, not lighted, is placed on the Treasurer's table to the right of the President; one candle, not lighted, is placed on the Monitor's table opposite that of the President.

You will conduct candidates through the ritual of Pledge and Initiation Services. It is highly advisable to familiarize oneself with the ritualistic procedure of both the Pledge and Initiate services.

Other duties as prescribed in the Chapter By-laws.

## **DUTIES OF CHAPTER MONITOR**

The Monitor of the Chapter secures the handclasp and password from all members before the meeting starts.

Order is maintained throughout the Chapter meeting by the Monitor. When necessary, rap for order.

Other duties as prescribed in the Chapter By-laws.

## **DUTIES OF CHAPTER GUARD**

The Chapter Guard is placed at the entrance to the meeting room. She admits and receives the handclasp and password from members arriving late.

Other duties as prescribed in the Chapter By-laws.