

ARTICLE III.

Government of Chapters

Sec. 1. The officers of each chapter shall be: (1) President, (2) Vice President-Historian, (3) Treasurer, (4) Secretary and such other officers as may be necessary.

Sec. 2. The duties of the President shall be: To preside at all meetings of the chapter, to report to the National Secretary-Treasurer the conditions of the chapter within thirty days after assuming office, to perform the usual duties of the executive office, and such other duties as the chapter may require.

Sec. 2a. To transmit within one month prior to the biennial convention, to the convention delegate and to the National Secretary-Treasurer, a complete report covering the chapter activities since the last convention.

Sec. 3. The duties of the Vice President-Historian shall be: To preside in the absence of the President, to drill the members in the articles of the Constitution and Bylaws and Ritual, and to act as chair of the membership committee. Duties as Historian shall be:

3a. To keep a correct record of all members of the chapter, which list shall be provided by the chapter's Treasurer as part of their duties (See Art. III, Sec. 4b.), and to carry on all correspondence with the National Secretary-Treasurer relating to membership records.

3b. To provide the National Secretary-Treasurer with information relative to Active, Alumni, Associate, or Honorary members and archival materials relative to chapter history.

Sec. 4. The duties of the Treasurer shall be:

4a. To collect promptly all dues and assessments levied by the chapter or other proper authority, and to keep accurate account thereof.

4b. To prepare within fifteen (15) days after initiation, the New Initiate List. This list along with the Returning Member List shall be transmitted to the National Secretary-Treasurer as electronic files and also sent as printed copies along with appropriate dues and fees. Copies of these lists shall be retained by the local chapter.

4c. To render an itemized statement of the chapter's money at any time the chapter may require, but in all cases such a report shall be filed in the chapter records upon expiration of the term of office.

Sec. 5. The duties of the Secretary shall be:

5a. To keep a correct and faithful record of the meetings of the chapter, and to file reports of chapter officers.

5b. To transmit to the National Secretary-Treasurer within ten (10) days after the election, a list of names and addresses of the chapter officers. The Secretary will also notify the National Secretary-Treasurer as to any changes in the officer list during the academic year.

5c. To have charge of all chapter publications.

5d. To act as assistant to the National Editor and to transmit to the Editor annually a Chapter letter for publication in THE COMPASS.

Sec. 6. Chapter Officers shall be elected at least once during each calendar year at such times as the chapter may deem necessary. Vacancies shall be filled by special elections.

Sec. 7. Each chapter shall elect a Faculty Advisor, who is a Sigma Gamma Epsilon member, for a term of two (2) years. The name and mailing address shall be sent immediately after election to the National Secretary-Treasurer.

Sec. 8. Chapter Officers will be held responsible for the initiation of new members within their chapter. No activities causing physical or mental hazards shall be performed on a candidate for membership during the initiation ritual. This policy shall be enforced by disciplinary actions to be determined by the National Council.