

CHAPTER OFFICERS

Officer Elections



Who are Chapter Officers?

Chapter Officers are elected members. Chapters must have at least three elected officers representing the functions of President, Vice President, Secretary, and Treasurer. The Advisor may adapt other officer positions to the chapter's needs. For example, duties may be combined for some positions or chapters may elect additional officers to perform duties. The advisor shall be informed of activities planned by the officers and approve said activities.

- These officers are elected annually at a time deemed appropriate by the Chapter. They serve the chapter for one year from his/her swearing-in, or until his/her successor is appointed or elected.*
- The elected officers shall be the members of the Chapter Executive Committee.*

Role of the Chapter Officers

President

- Shall be the chief executive officer of the organization and shall preside over meetings and submit the names of all the officers of Alpha Phi Sigma HQ and to the University/College Student Activity Office.

Vice President

- Shall assume the duties of the President during his/her absence and shall succeed to the position if the position becomes vacant, until a special election can be held. As the VP, you are responsible for writing or amending the Bylaws of Alpha Phi Sigma and submitting them for approval to the total voting membership.

Secretary

- Shall record and read the minutes at meetings. When the secretary reads the minutes at the meeting, members will vote approval as they stand or will make motions to amend them first. Amendments should be recorded by the secretary.

Treasurer

- Shall report on accounting of revenues and expenses upon request at any organizational meeting. At the end of the school year the treasurer shall prepare all financial records for audit and assist the Advisor and the President in preparation of the requests for funding from the University/College. The treasurer shall also sign these requests, receive and dispense all monies as approved.

Responsibilities of the Chapter Officers

President

- Plans agendas for meetings.
- Conducts meetings, using parliamentary procedure.
- Email activities and photographs to Headquarters for publication in The Docket.
- Communicates clearly with and assists Alpha Phi Sigma faculty advisor regularly.
- Appoints committees, assigns tasks, and follows up.
- Votes in a tie and encourages members to update their email addresses in order to receive communications from the chapter.

Sample Alpha Phi Sigma Chapter Meeting Agenda

Date, time and location of meeting

- I. Call to order (beginning time)
- II. Roll call or sign in sheet for all members present.
- III. Reading and approval of the minutes of last meeting.
- IV. Officers' reports (Treasurer, Vice-President, etc.).
- V. Committee reports (List committee and chairperson).
- VI. Old business or unfinished business (Itemized).
- VII. New Business (Itemized).
- VIII. Announcements
- IX. Adjournment (expected time to end)

Responsibilities of the Chapter Officers cont.

Vice President

- Conducts meetings in president's absence.
- Plans agendas for business meetings with President.
- Keeps membership information up to date.
- Serves as Program Chair—Chairs one Program Committee or oversees committees appointed for each type of program or event.
- Works with committee members to obtain speakers and meeting facilities
- Introduces speakers.
- Registers all events on college calendar and notifies Publicity Chair (if relevant) of all relevant information in ample time for publicity.

Sample Alpha Phi Sigma Program

(Date registered on college activities calendar)

- ✓ Program Title
- ✓ Committee, committee chair, and sponsor in charge of event
- ✓ Date of event
- ✓ Time of Event
- ✓ Location of event
- ✓ Anticipated Attendance
- ✓ Speakers needed
- ✓ Refreshments needed
- ✓ Equipment needed
- ✓ Materials needed
- ✓ Transportation needed
- ✓ Total cost and how funded
- ✓ Paperwork to be filed with administration
- ✓ Members to set up
- ✓ Members to clean up
- ✓ Invitations to be sent
- ✓ Date publicity to begin
- ✓ Thank you notes to be sent

Sample Alpha Phi Sigma Activity Organizer

Task	Person in Charge	Deadline Date	Completed Date
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Post student evaluation by officers and sponsors—signed and dated

- Basis used (attendance, revenue, feedback, etc.)
- Recommend repeat program next year
- Recommend not repeat program and why
- Modifications recommended if repeated

Responsibilities of the Chapter Officers cont.

Secretary

- Records and reads the minutes at each meeting.
- Handles correspondence for chapter, including thank you notes to speakers.
- Takes attendance at meetings.
- Keeps roster of email addresses of all members.
- Emails announcements to members on a regular basis.
- Keeps copy of membership registration forms in notebook (or on computer spreadsheet).
- Keeps list of all committees and reports in notebook (or on computer spreadsheet).
- Keeps agendas, minutes, roll of members in notebook for next secretary.

Sample Worksheet for Alpha Phi Sigma Meeting Minutes

- ✓ Type of meeting
- ✓ Date, Time started, Location
- ✓ Presiding Officer
- ✓ Persons present and absent (can attach list)
- ✓ Approval of previous minutes and any amendments
- ✓ Important facts from officers' reports
- ✓ Committee reports (can attach)
- ✓ Motions and the results
- ✓ Summary of any other actions
 - I. (Or can list agenda items and actions.)
 - II.
 - III.
 - IV.
- ✓ Time meeting adjourned
- ✓ Date, Time, and Location of next meeting
- ✓ Signed by the Secretary

Responsibilities of the Chapter Officers cont.

Treasurer

- Keeps financial records of expenditures and receipts.
- Collects and records registration fees and chapter dues.
- Makes deposits in a chapter or college account according to college policy.
- Requests funds or writes checks for expenditures with chapter advisor's approval
- Balances chapter checkbook regularly, including reconciling with the bank statement or regularly verifies Alpha Phi Sigma's funds in the school account.
- Reports financial status (income, expenses, balance) at business meetings.
- Keeps a notebook or on computer spreadsheet of records to hand to next treasurer.
- If the chapter has a bank account, takes incoming treasurer to bank to sign a signature card.
- Notifies members when the chapter needs additional funds for events
- Completes on time any forms required by college for honor societies with funds.
- Verifies registration of members by keeping a copy of the applications sent to Headquarters and maintains a record of all chapter fees collected for each member. Maintains a record of dates when each member is "initiated."

Sample Alpha Phi Sigma Financial report

Date

- Balance in account on date of last report
- Income since last report
 - Application fees for Headquarters
 - Annual chapter dues
 - Merchandise orders
 - Fundraisers
 - Student Activities Fund
 - Contributions
- Expenses since last report
 - Application fees for HQ
 - Merchandise orders
 - Refreshments
 - Scholarships
 - Contributions to community
 - Field trip, program, project, conference

How are Chapter Officers Elected



Chapter officers are elected by chapter members by majority vote and in accordance with the chapter bylaws. Chapters must articulate an election process for officers during regular cycles. There should also be an articulated special election process in the event an office is vacated prior to term expiration.

Sample of How Chapters may Articulate:



Types of Elections



Nomination of Candidates



Time of Elections



Form of Vote

Sample of How Chapters May Articulate cont.:

- Types of Elections

1. **General Elections:** General elections will be held to replace officers whose terms are due to expire.
2. **Special Elections:** Special elections shall be held when an office is vacated before a term has expired.

- Nominations of Candidates

- A candidate for office must be nominated by a voting member during the first meeting in March in the case of general elections or during the meeting immediately prior to special elections.



Sample of How Chapters May Articulate cont.:

- *Time of Elections*

- General elections shall be held during the first meeting in April and special elections shall be held, as necessary.

- *Form of votes*

- All elections shall be by secret ballot.



Removal of Chapter Officers



Why Officers are Removed

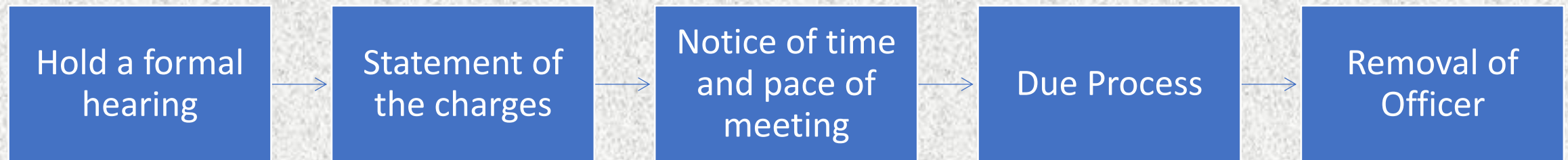
Any elected officer of the chapter may be removed for cause. Sufficient cause of removal includes but is not limited to:

- Violation of the Chapter bylaws or the Alpha Phi Sigma bylaws;
- Violation of a rule, practice, or procedure adopted by the Chapter;
- Any conduct deemed prejudicial to the best interests of the chapter.

If a chapter has a process for the removal of chapter officers, it should emphasize fairness and due process.

How are Officers Removed

In the absence of college/university formal policy for the removal of elected chapter offices, for just cause, shall follow the following procedures:



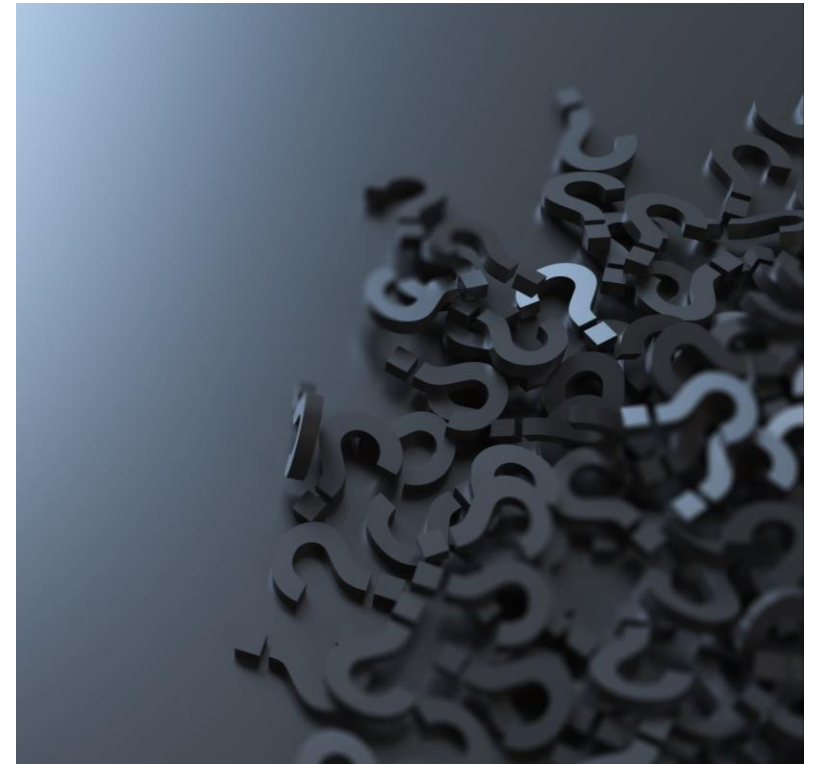
Hold a Formal Hearing

Four, or more chapter members/officers, must bring a petition to the attention of the chapter advisor. The officer in question will participate in a meeting with the chapter advisor(s) and no less than three other Chapter Executive committee members to discuss the problem and possible solutions at a preliminary meeting.



Statement of the Charges

If it is determined that the petition does not contain sufficient cause for removal, the charges are dropped. If it is determined that the officer in question has resolved the discussed problem at the preliminary meeting, the officer may voluntarily resign from office, in writing. If this is determined to be an unfeasible option, the Chapter Executive committee may recommend removal upon a two-thirds affirmative vote and set a formal hearing date.



Notice of Time and Place of Meeting

At least thirty (30) days in advance of the formal hearing date, the officer in question must be sent an official letter, approved, and signed by the chapter advisor(s), by registered mail to the last recorded address of the officer, informing his/her of the charges and notice of the time and place of the formal hearing at which the charges will be considered.



Due Process

The officer in question shall have the opportunity to personally appear at the formal hearing and/or to be represented by counsel. The Chapter Executive Committee shall adopt rules to ensure due process to the officer. A designated chapter officer from the Chapter Executive Committee, with the approval of the advisor(s), shall preside over the formal hearing and must state the reasons for the recommended removal to the chapter membership. If two-thirds majority vote is reached by the chapter membership, the officer is removed from office.



Removal of Officer

Immediately following the removal/resignation, a new officer shall be elected to the office from the current chapter membership. The chapter officer of highest ranking, with the approval of the advisor(s), shall remove the ex-officer's name from the Chapter Executive Committee, enter the name of the new officer, and notify the Alpha Phi Sigma Headquarters of the situation and changes made. This letter also must include the member's name that will fill the vacant position.

The impeached officer will remain a member of the Chapter and Alpha Phi Sigma.



Alpha Phi Sigma

Criminal Justice Honor Society

Academic Excellence

Leadership

Service

Unity

Academic Excellence

Leadership

Service

Unity