I. Duties of Officers and Related Personnel

President

The chapter President shall check the file received from her predecessor for needed reports, forms, and supplies.

She shall attend meetings and workshops of the state organization and whenever possible, the regional conference and the international convention. She shall name an official representative for meetings she is unable to attend.

She shall work with the committee chairs and chapter members to plan the activities for the year.

She shall appoint chapter committee chairmen and committee members. She shall send the committee chairmen's names and their contact information to district directors and state committee chairmen (listed in the Psi State Leadership Team Notebook).

She shall appoint special committees as needed.

She shall notify the state organization of changes of officers during the biennium.

She shall distribute biennial report forms and assure that they are returned on time to the persons designated to receive them.

She shall complete the Chapter President's Annual Report form and mail the report to the person designated on the form.

First Vice-President

The First Vice-President shall act in place of the President when the need arises.

She shall serve as historian and prepare the chapter history for Psi State.

She shall update and prepare the chapter yearbook.

Second Vice-President

The Second Vice-President shall act in place of the First Vice-President when the need arises.

She shall serve as Educational Excellence Committee (EEC) Chairman.

Secretary

The Secretary shall compile minutes of each business meeting, noting each official action taken and attach a copy of the treasurer's report to the minutes.

She shall take the roll of chapter members present.
BETA EPSILON CHAPTER STANDING RULES

She shall handle all chapter correspondence, including notification to deceased member’s family of $25 memorial donation to Chapter Scholarship fund.

She shall be responsible for recording any changes to the chapter standing rules.

Treasurer

The Treasurer shall have at the beginning of each fiscal year the supplies needed for chapter treasurer work.

She shall report on Form 18 the payment of each member’s dues and fees and send the report and dues to the state treasurer.

She shall make sure that the name of every member of the chapter is listed on the preprinted Form 18 received from International Headquarters.

She shall collect the proper payment for initiates and report these payments promptly.

She shall list names of members who are dropped on Form 18-A and send immediately to Psi State treasurer.

She shall ensure that the Initiate Cards are on hand for each initiation.

She shall deposit all chapter money in an insured account.

She shall pay by check the bills approved by the chapter president as authorized in the budget or through chapter actions.

She shall order the new president’s pin at the chapter’s expense and make it available to the Chair of the Nominating Committee before the installation of officers.

She shall prepare financial records for financial review/audit at the close of each fiscal year.

She shall prepare and file the IRS E-Postcard by November 15 each year.

She shall meet deadlines as listed below.
  - Collect chapter dues and scholarship fee between July 1 and October 31.
  - Drop members who have not paid their dues/fees by October 31 from membership on November 1.
  - Submit dues, fees and reports to state treasurer by November 10 each year.
  - Complete and submit the Annual Report of Chapter Treasurer (Form 15) to the persons listed on the form by July 15 each year.

Webmaster

The Webmaster shall maintain and update the Beta Epsilon website and secure the website permission seal from International when it comes due.
II. Finances.

Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year. The current dues are $80 per year.

Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer prior to October 31 and forwarded to the Psi State Organization treasurer by November 10. Chapter dues may be paid in installments as directed by the treasurer.

III. Responsibilities of Standing Committees

**Chapter Program Committee**
The Chapter program Committee and the Executive Board shall be charged with planning the programs and projects for each chapter meeting.

The committee will make the contacts and provide necessary arrangements for overnight lodging when appropriate.

A committee member shall introduce the program.

**Educational Excellence Committee (EEC)**
The Educational Excellence Committee, chaired by the Second Vice-President, shall follow the guidelines as outlined by the International Education Excellence Committee.

These guidelines are available on the www.dkg.org website.

The Scholarship Committee (which falls under the jurisdiction of the EEC) shall inform the membership on international, state and local scholarship opportunities and determine the local Grant-in-Aid recipient.

**Finance Committee**
The Finance Committee shall plan a budget for the biennium for approval by the membership no later than the first business meeting of the fiscal year.

They shall make recommendations for changes in dues no later than April.

All members shall be notified prior to the first meeting of the fiscal year.

The Finance Committee shall also arrange for an annual audit of the treasurer’s books by an auditor outside the chapter.

**Membership Committee**
The chapter has full authority for the administration of membership.

Recommendation for Membership (Form 11) shall be available at each regular chapter meeting and is to be completed by the sponsor and returned to the membership chairman.
The Membership Committee shall then review Recommendations for Membership (Form 11) and prepare to present the candidates’ names to the chapter membership for a vote. The general membership shall vote by secret ballot.

Invitations to membership shall be delivered in writing within thirty days following election to membership.

Members-elect will indicate in writing their acceptance to membership within thirty days.

The Membership Committee shall order and/or provide initiation materials.

The orientation program and initiation shall be the responsibility of the Membership Committee. This includes setting the initiation table and arranging for securing and storing the ceremony items.

The Membership Committee shall update the Membership Profiles each biennium.

The Secretary shall secure from the Treasurer the name(s) of any member(s) whose membership is terminated, and shall record the name(s) in the chapter or executive board meeting minutes along with the reason for and date of termination.

World Fellowships Committee
The World Fellowships Committee shall keep members informed on activities involving World Fellowship recipients.

Chapter donations to World Fellowships shall be sent to the Psi State Treasurer.

Scrapbook Committee
The Scrapbook Committee shall keep records of chapter activities through electronic and paper scrapbooks and send the digital scrapbook pages to the Psi State Scrapbook chair.

Communications Committee
The Communications Committee shall keep the membership informed of all functions, projects and activities of the international, state and chapter organizations, using technology as an optimum communication tool.

This includes preparing chapter newsletters and publishing articles in appropriate publications promoting chapter programs and projects.

IV. Duties of Executive Board

The Executive Board will assist the Chapter Program Committee in program and project planning.

The Executive Board is responsible for setting place, date, time and host for each meeting.

The Executive Board shall decide on the disposition of society jewelry that has been returned to them.

Adopted December 2014