

Chi Alpha Epsilon National Honor Society

Founded at West Chester University of Pennsylvania in 1990



Chapter Officer Handbook

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ADVISORS' RESPONSIBILITIES

- Identify and certify qualifications of student candidates for membership.
- Induct new members annually. Register the new members online with the national office and keep a file of all registered members.
- Provide leadership training for officers. Guide the chapter officers in planning and implementing goals and projects/activities.
- Follow the school calendar to determine how the chapter can participate in scheduled activities.
- Motivate officers to plan educational programs.
- Schedule regular meetings.
- Schedule induction ceremony.
- Encourage community service.
- Attend chapter meetings and activities.
- Encourage attendance at meetings.
- Stimulate participation in projects.
- Assist in developing group cohesiveness.
- Motivate students to excel academically.
- Abide by the national Chi Alpha Epsilon bylaws and policies.

GOALS FOR OFFICERS

Effective leadership is vital to each Chi Alpha Epsilon Chapter. Officers learn many skills necessary to conduct business, communicate effectively, and solve problems through the leadership capacity. Leadership skills prove to be helpful both in Chi Alpha Epsilon as well as in college and community life. As leaders, the officers interact with and influence the group and the direction of the organization. An officer should develop his own style for working with others—and should involve all Chi Alpha Epsilon members! In order to be effective, officers need to set goals.

Set Goals. Goals provide direction and help to plan and organize for the semester/quarter, year (short term) or several years (long term). Goals should be established by the officers with input from the active members at the beginning of the year and should be:

Achievable
Realistic
Specific
Measurable
Desirable
Limited in completion time

Evaluate. After accomplishing a goal, the result should be evaluated by the officers, committee assigned to the task, or Chi Alpha Epsilon members during a regular meeting.

- Study the Chi Alpha Epsilon bylaws, policies, handbooks, and past chapter minutes.
- Meet with your advisor regularly and receive approval for all plans and actions.
- Set goals for chapter with the input of active members.
- Assist the president in planning agendas for business meetings.
- Plan activities for year and involve members to make arrangements.
- Attend all Chi Alpha Epsilon functions.
- Evaluate success of projects, after completed.
- Promote interest in academic excellence and Chi Alpha Epsilon.
- Encourage participation in community service.
- Induct Chi Alpha Epsilon members annually and register them at the National Office.
- Preserve membership records.
- Involve all members in committee work.
- Ensure that chapter participates in national elections and surveys.
- File Activities Report with the Chi Alpha Epsilon national office annually.
- Consider nominating chapter and faculty advisor for national awards.

PARLIAMENTARY PROCEDURE

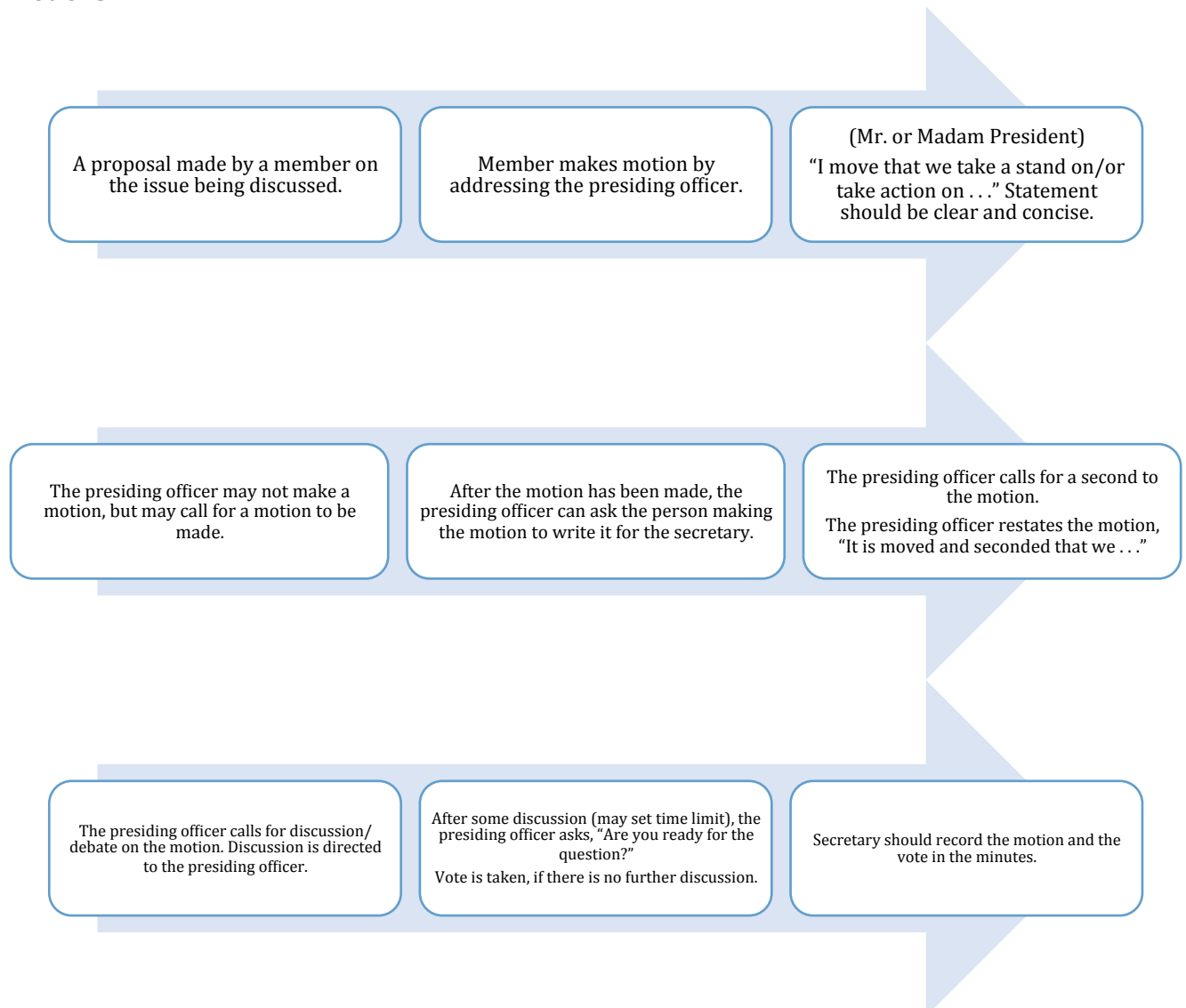
President

Presides at the business meetings
Follows the agenda
Calls for motions and “recognizes” who may speak
Votes in a tie

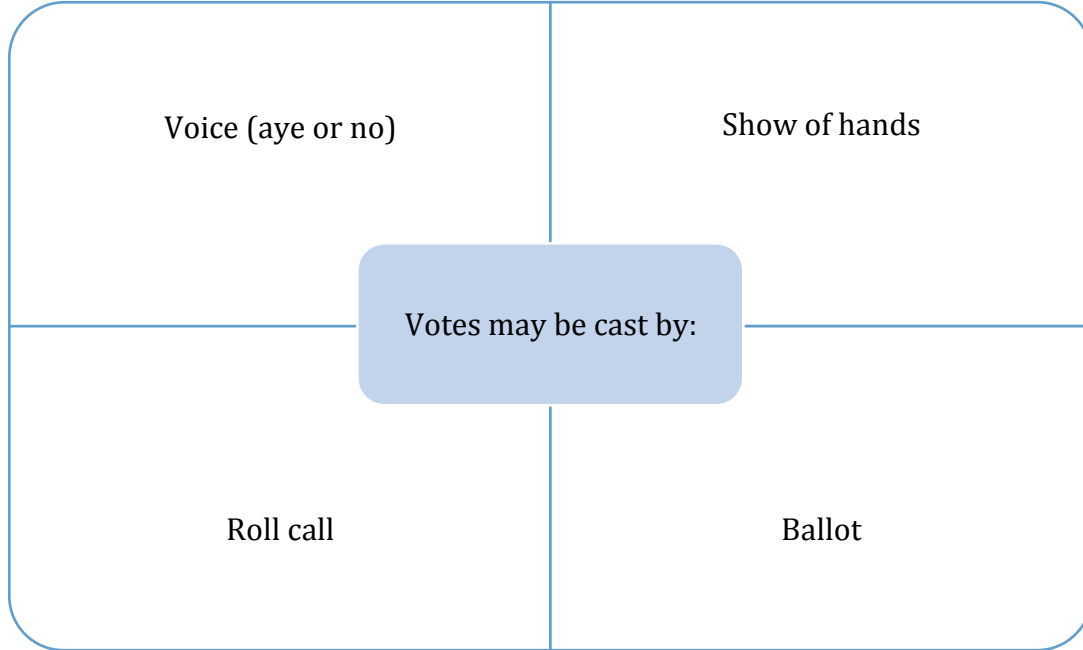
Quorum

Determined by the bylaws. Number or percent of active Chi Alpha Epsilon members who must be present to conduct business legally. The chapter bylaws should specify the largest number that can regularly attend a meeting. Otherwise, a majority of the entire chapter membership is required to be present. Once the quorum is present, the meeting is called to order and business may be conducted (votes may be counted), even if someone leaves during the meeting. No action may be taken if a quorum is not present.

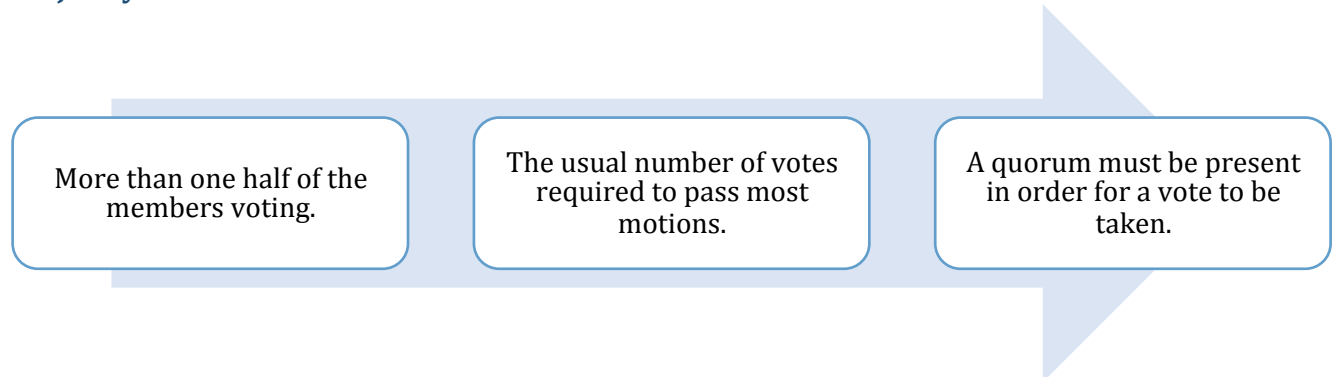
Motions



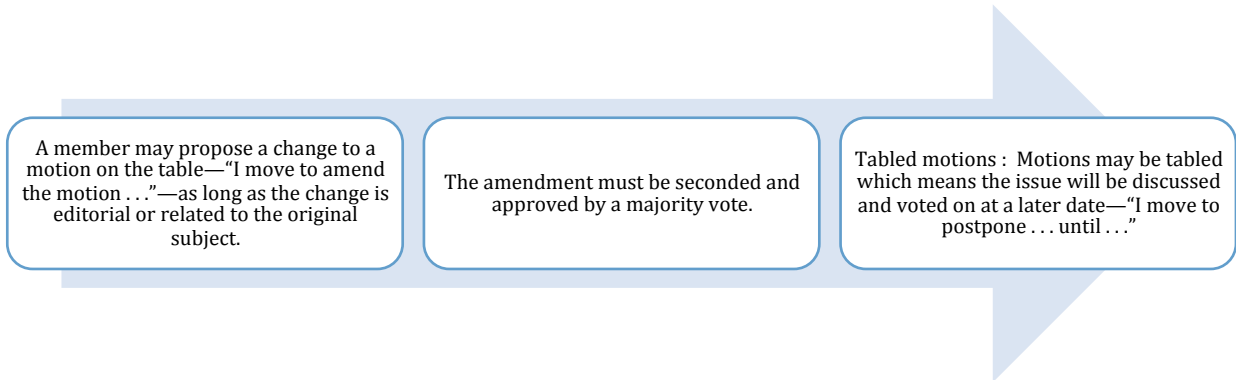
Votes



Majority



Amended Motions



RESPONSIBILITIES OF EACH OFFICER

PRESIDENT

- Plans agendas for business meetings
- Conducts meetings, using parliamentary procedure
- Submits annual Activities Report, approved by advisor, online to the Chi Alpha Epsilon National Office
- Communicates with and assists Chi Alpha Epsilon advisor regularly
- Appoints committees, assigns tasks, and follows up
- Votes in a tie
- Keeps notebook of agendas, copies of activities report filed with national office, calendar of activities and deadlines

Prepare Agenda in advance and have copies available to all members. Use the agenda, the fixed order of business, as a structure for setting the atmosphere for business. Begin on time and follow the agenda. Enforce the rules of parliamentary procedure consistently and firmly. Be fair and courteous to all. Make decisions without delay, whenever possible.

- Do only one thing at a time.
- Finish each action before introducing something new.
- Be organized, presenting all information in a logical order.

SAMPLE CHI ALPHA EPSILON 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)

VICE-PRESIDENT

- Conducts meetings in president’s absence
- Keeps files of membership cards updated
- 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
- Notifies Publicity Chair of all relevant information in ample time for publicity

SAMPLE PROGRAM/ACTIVITY ORGANIZER

(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 TASK CHART

Task	Person in Charge	Deadline	Date Completed

- 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

SECRETARY

- Records and reads minutes at meetings
- Handles correspondence for chapter, including thank you notes to speakers
- Takes roll 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
- Keeps list of all committees and reports in notebook
- Keeps agendas, minutes, roll of members in notebook for next secretary

Minutes are the official record of all business transacted at a business meeting. They should follow the order of the agenda and include all motions seconded, whether adopted or rejected. When the secretary reads the minutes at the following meeting, the members will vote approval as they stand or will make motions to amend them first. Amendments should be recorded. It is helpful for the secretary to keep the minutes in a loose-leaf notebook (in order) with committee lists, committee reports, attendance records, and the agendas for each meeting.

SAMPLE WORKSHEET FOR CHI ALPHA EPSILON 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 (Or can list agenda items and actions.):

I.

II.

III.

IV.

V.

VI.

VII.

VIII.

Time meeting adjourned

Date, Time, and Location of next meeting

Signed by the Secretary

TREASURER

- Keeps financial records of expenditures and receipts
- Collects and records registration fees, chapter dues
- Makes deposits in a chapter or college account according to college policy
- Requests funds or writes checks for expenditures with sponsor's approval
- Balances chapter checkbook regularly, including reconciling with the bank statement or regularly verifies Chi Alpha Epsilon's funds in the school account
- Reports financial status (income, expenses, balance) at business meetings
- Keeps a notebook of records to hand to next treasurer (includes financial transactions, income and expenditures reports, receipts, copies of order forms and registration forms sent to the national office, budgets of past and present years)
- If chapter has bank account, takes incoming treasurer to bank to sign card
- Notifies members when chapter needs additional funds for events
- Completes on time any forms required by college for clubs with funds
- Verifies registration of members by checking that membership fees collected and sent to the national office are the same and equal to the number of names on the registration form and by checking the names printed in the Chi Alpha Epsilon newsletters against the names on the registration form. The faculty advisor and national office should be contacted at once if there is a discrepancy.

SAMPLE FINANCIAL REPORT

Date

Balance in account on date of last report

Income since last report

Registration fees for the National Office

Chapter dues

Supply orders for National Office

Fundraisers

Student Activities Fund

Contributions

Expenses since last report

Contributions to community

Trips, program, project, conference

HISTORIAN

Takes pictures at Chi Alpha Epsilon events
 Keeps scrapbook of pictures, news media articles, printed programs, chapter newsletter, posters, etc.
 Displays scrapbook at regular meetings, club fairs

PUBLICITY CHAIR

Publicizes Chi Alpha Epsilon meetings, events, announcements, award deadlines
 Places announcements on Chi Alpha Epsilon bulletin board
 Sends announcements to college newspaper and campus public relations department
 Sends news releases for community newspapers to college public relations
 Arranges with college for news media coverage of special programs/events
 Keeps Dean of Student Activities informed about Chi Alpha Epsilon activities
 Keeps notebook of all announcements and news releases in chronological order

COMMITTEES

One or more persons (preferably three members total) appointed by the president, if stated in the bylaws, or as prescribed by the active members through a motion.

TYPES OF COMMITTEES

Executive —Officers	Standing —For a certain period of time, or permanent. Members change as the membership changes (i.e., Nominating, Program, Fundraising, Membership, Community Service)	Special —Given special charge and ceases to exist when task is completed (i.e., Revising Bylaws, Establishing Criteria for Chapter Scholarship)
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COMMITTEE MEETINGS

- Quorum = majority (over 50% present)
- Resolutions/proposals, based on majority approval, to be presented to members at regular business meetings
- The chair or a secretary keeps a brief memorandum in the nature of minutes for the use of the committee
- Chair may make and debate motions

TYPES OF COMMITTEE REPORTS:

<p>Informative (Report is read to membership at a regular meeting.)</p>	<p>Proposal or informative with resolution/proposal (Requires motion by person presenting the report, usually the committee chair, to adopt/accept/agree to the report/resolution/proposal. All three terms indicate adopting the whole report including the proposals.</p>	<p>The motion must be considered, or postponed, and can be amended by the membership before the vote takes place. Example: "The Finance Committee recommends that each Chi Alpha Epsilon member be required to pay \$10 annual dues to the chapter by October 1."</p>
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FORM OF COMMITTEE REPORTS

Written, in third person

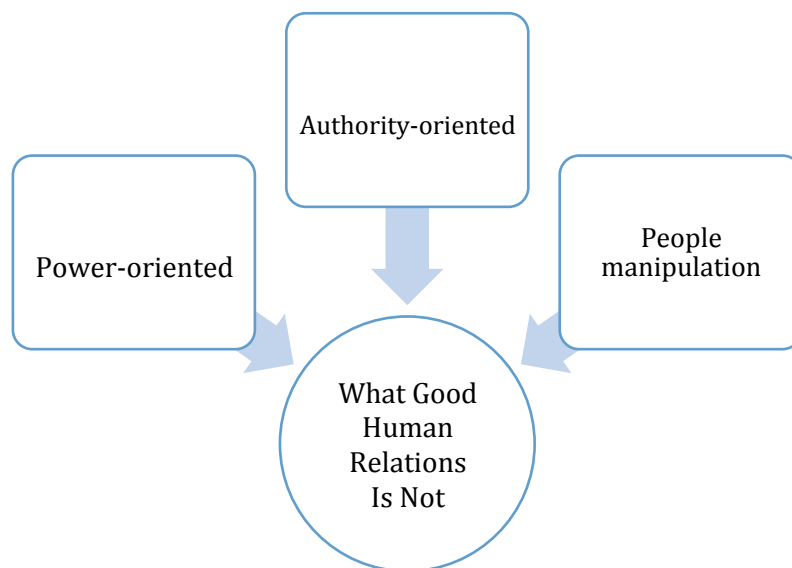
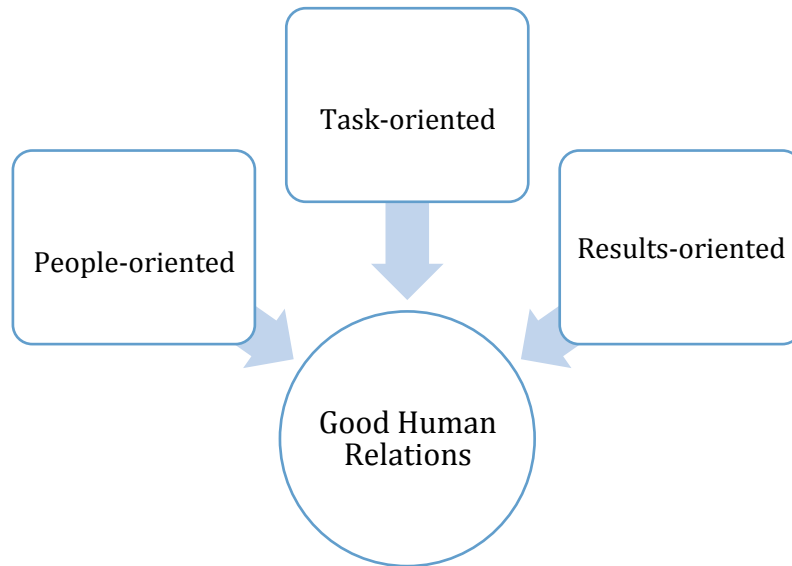
States name of committee

"... Committee submits the following report..." (informational) or "recommends" (proposal)

GETTING ALONG WITH OTHERS

Human relationships are the foundation of Chi Alpha Epsilon. Human relations is defined as the ability to work with and through people effectively.

To promote good human relations, you should be:



TEN PRINCIPLES OF HUMAN RELATIONS

Greet people—speak to everyone you encounter.	Be genuinely interested in people.
Smile at people.	Be generous with praise.
Call people by name.	Be considerate of others' feelings.
Be friendly and helpful.	Be thoughtful of the opinion of others.
Be cordial—show genuine pleasure.	Be of service to others.

ENVIRONMENT

The environment is very important when setting up effective leadership and good human relations. The morale of Chi Alpha Epsilon members rests on the shoulders of the leaders. The environment should include a sense of trust between members and leaders. Be sensitive to all members. Without trust there is little risk-taking and sharing—no sense of unity, team, or of belonging. Ethics are also important; confidentiality of members' lives should never be talked about to others. A healthy and productive environment also includes showing respect for all members; every member is important and has the potential of making contributions to the organization. In addition, a good leader stresses the importance of all jobs, tasks, and input from members. Recognition, honors, and awards given for positive efforts by group members contributes to the productivity of the organization. To help build morale, provide interesting work and show your full appreciation for members' work and input. Involve as many people as possible and as often as possible. Be willing to help others with problems encountered. Be loyal to your members.

COMMUNICATION BARRIERS

Making judgments	Imposing on others
Generalizations	Blaming
Unclear or nonspecific language	Criticizing
Apologizing	Defensiveness
Fathering/mothering	Not listening
Patronizing/being condescending	Interrupting
Belittling	Stereotyping

EFFECTIVE COMMUNICATION

Organize your thoughts and ideas	Keep messages clear and specific
Be brief	Least important word to use is "I"
Be positive	Most important word to use is "WE"
Focus on tasks/behaviors—not emotions	Two most important words to use—"THANK YOU"

EFFECTIVE LISTENING

- Give eye contact—look at the speaker
- Give total attention (don't shuffle papers, write notes, etc)
- Try to see other person's point of view
- Do not interrupt the speaker
- Restate to the speaker in your words what you have understood
- Ask questions to clarify points
- Be aware of your feelings/emotions
- Resist distractions
- Listen to more than the spoken word—non-verbal behavior is important, too

LEADERSHIP SKILLS

A leader is not effective without the support of followers. The leader establishes the direction for setting goals for the organization and possesses skills to help the members solve problems that arise. As a leader, you set the standards for behavior, dress, and the environment for Psi Beta.

CHARACTERISTICS OF A SUCCESSFUL LEADER

- ✓ Stability—put in a positive mood.
- ✓ Self-confidence—know what you are capable of and delegate to the expertise of others when necessary.
- ✓ Concern for others—be considerate of all people.
- ✓ Integrity—be honest to others.
- ✓ Courageous—be willing to take chances and lead.
- ✓ Trusting—trust others in order to be trusted.
- ✓ Respectful—treat others as you would like to be treated.
- ✓ Enthusiastic—show excitement and have fun. Positive attitude towards success.
- ✓ Problem solving ability—make decisions and look for solutions.
- ✓ Goal setting ability—be clear in what you want.
- ✓ Ethical—build an atmosphere of trust and concern.
- ✓ Motivator—excite and inspire members to be involved.
- ✓ Flexibility—to sustain disappointments and surprises.
- ✓ Discipline—refrain from procrastination and get the job done.
- ✓ Vision—see what lies ahead and guide the future direction of the chapter.
- ✓ Commitment—follow through.

LEADERSHIP EFFECTIVENESS SKILLS

- ✓ Learn from the past (both successes and failures)
- ✓ Accept Responsibility and Be a Doer
- ✓ Believe in the success of Psi Beta goals.
- ✓ Know your limitations and build on your strengths.
- ✓ Persuade people through confidence, trust, and support. A positive environment is necessary. When you believe in others, they begin to believe in themselves. Show understanding, consideration, and sensitivity.
- ✓ Communicate—listen, and speak clearly, specifically, and logically.
- ✓ Be action-oriented—take calculated risks. (For example: If you want to try a new fund-raising activity and do not know if it will work; find out about what is involved, make your decision, and go for change.)
- ✓ Delegate—you cannot do it all. Involve others. Always follow up on assigned tasks that are delegated to others.
- ✓ Learn to accept criticism.

REFERENCES

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