

## MANUAL FOR CHAPTER OPERATIONS

### MANUAL OF CHAPTER OPERATIONS REFERENCE TABLE FOR CHAPTER OFFICERS

\* indicates sections that the chapter officers and committee chairs shall read and be familiar with but **Shaded** numbers indicate the portions of the section that **must** be known and understood.

SECTION	HEADING	PRESIDENT	PRES-ELECT	VICE-PRES	SECRETARY	TREASURER	BOG	NOM	SPEC EVENTS	AUDIT
1	Chapter Officers	* 1.2 1.8	* 1.3	* 1.3	* 1.4 1.8	* 1.5	* 1.6			
2	Chapter Committees	* 2.1 2.5	* 2.1 2.5	* 2.1	* 2.1	* 2.1 2.8 2.18	* 2.1	* 2.1 2.12	2.1 2.18	2.1 2.3
3	Membership	* 3.11 3.15	*	*	* 3.10 3.12	* 3.11 3.14				
4	Finances	*	*	*	*	Sec 4				*
5	Meetings	* 5.6 5.10 5.12	*	*	5.5 5.12	5.12				
6	Publications	*	*	*	6.2 6.5					
7	Publicity	*	*	*					*	
8	Records/Reports	* 8.1 8.2 8.6 8.7	* 8.1 8.6	*	Sec 8	8.2 8.4 8.6 8.7				
9	MBO's	* 9.1 3.4	*	*	9.4		9.2		*	
10	Officer Visits	*	*	*	*		*			
11	Student Branches	*	*	*						
12	New Chapter	*								
13	Regional	* 13.4 13.5	* 13.4 13.5	*	13.4					
14	Sections	*	*	*	14.9	14.9				
15	Mentoring	*	*	*	*	*	*	*	*	*

**MANUAL FOR CHAPTER OPERATIONS**

APPENDICES		PRESIDENT	PRES-ELECT	VICE-PRES	SECRETARY	TREASURER	BOG	NOM	SPEC EVENTS	AUDIT
A	Calendar Events	*	*	*	*	*	*	*	*	*
B	Membership	*	*	*	*	*	*			
C	Organizational Chart	*	*	*	*	*	*	*	*	*
D	ROB's	*	*	*	*	*	*	*	*	*
E	Society Bylaws	*	*	*	*	*	*			
F	Member Application	*	*	*	*	*	*			
G	Student Member Application	*	*	*	*	*	*			
H	Chapter History	*			*		*			
I	Minutes	*			*					
J	Chapter Information Questionnaire (CIQ)	*	*		*					
K	Seminars	*	*							
L	Conference	*	*			*	*			
M	Logos	*	*		*				*	
N N1 N2 N3 N4	Honors & Awards	*	*	*			*			
O	<i>Insights</i>	*	*	*	*		*			
P	Regional Map	*	*	*	*		*			
Q	Member Processing	*	*	*	*	*	*			
R	Pub Relations	*	*	*						
S	Roberts Rules	*	*	*	*	*	*	*		
T	Officer Install	*	*	*				*		
U	CRC Motions	*	*	*			*			
V	Del/Alt Instruct	*	*							
W	CRC Sum Report	*	*		*	*	*			
X	CRC Worksheet	*	*		*		*	*		
Y	MBOs	*	*				*	*	*	*
Z	BIOs				*					

**MANUAL FOR CHAPTER OPERATIONS**

APPENDICES		PRESIDENT	PRES-ELECT	VICE-PRES	SECRETARY	TREASURER	BOG	NOM	SPEC EVENTS	AUDIT
AA	Liability Ins	*			*	*				
BB	Expositions	*			*		*			
CC	Newsletters	*			*					
DD1 DD2 DD3	Chapter Constitution & Bylaws	* 5.3 Art V	* 5.4 Art V	* 5.5	* 5.6 5.11 5.17	5.7 V	Art VII	8.3.1.1	8.3.2.8	8.3.2.1
EE	Acronyms	*	*	*	*	*	*			
FF	Commercialism Renting/Selling Lists	*	*	*			*			
GG	Chapter Dissolution	*	*		*	*	*			
HH	Reimbursement	*	*							
II	Chapter Program Evaluation	*	*	*						
JJ	Establish New Region	*	*				*			
KK	Establish Chapter Section	*	*	*	*	*	*			
LL	Filing Tax Returns	*	*			*				
MM	TC/TG/TRG	*	*							
NN	Employers Recognition	*	*							
OO	Home Page / WWW	*	*		*					
PP	Business Cards	*	*	*	*	*	*	*	*	*
QQ	Certificate of Attendance	*	*		*					
RR1 RR2	Reference Table	*	*	*	*	*	*	*	*	*
SS	Accountant's Report	*	*	*	*	*				
TT1 TT2	RP Donor Summary Form	*	*	*	*	*	*		*	*
UU	Petition to Reassign Existing Chapters	*	*	*			*			