

MANUAL FOR CHAPTER OPERATIONS

MANUAL OF CHAPTER OPERATIONS REFERENCE TABLE FOR CHAPTER COMMITTEE CHAIRS

* 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	SA	CTT	MP	REF	RP	HIST	CRC ACT	NEWS/PUB	H&A NOM	ATT/RECE/AUD
1	Chapter Officers										
2	Chapter Committees	Art VII 8.1 8.3.1.3	Art VII 8.1 8.3.1.6	Art VII 8.1 8.3.1.4	Art VII 8.1 8.3.2.2	Art VII 8.1 8.3.1.5	Art VII 8.1 8.3.1.7	Art VII 8.1 8.3.1.2	Art VII 8.1 8.3.2.7 8.3.2.4	Art VII 8.1 8.3.2.5	Art VII 8.1 8.3.2.6 8.3.2.3 8.3.2.1 8.3.2.8
3	Membership			Sec 3							
4	Finances					4.7					
5	Meetings		Sec 5								5.11
6	Publications								Sec 6		
7	Publicity								Sec 7		
8	Records/Reports			8.2 8.3 8.4 8.5 8.6			8.2	8.6	8.2 8.7		8.2 8.4
9	MBOs	*	*	*	*	*	*				
10	Officer Visits										
11	Student Branches	Sec 11	11.2								
12	New Chapter			*							
13	Regional	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5			
14	Sections	14.9	14.9	* 14.9	14.9	14.9			14.9		
15	Mentoring	*	*	*	*	*	*	*	*	*	*
APPENDICES											
A	Calendar Events	*	*	*	*	*	*	*	*	*	*
B	Membership			*							
C	Org Chart	*	*	*	*	*	*	*	*	*	*
D	ROB's	*	*	*	*	*	*				
E	Society Bylaws			Art IV							
F	Member Application			*							
G	Student Member Application	*		*							
H	Chapter History						*				
I	Minutes	*		*		*					

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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	MBO's	*	*	*	*	*	*				
Z	BIO's										
AA	Liability Ins										
BB	Expositions		*								
CC	Newsletters								*	*	
DD1 DD2 DD3	Chapter Bylaws	8.3.1.3	8.3.1.6 Art VI	8.3.1.4	8.3.2.2	8.3.1.5	8.3.1.7	8.3.1.2	8.3.2.7 8.3.2.4	8.3.2.5	8.3.2.6 8.3.2.3 8.3.2.1 8.3.2.8
EE	Acronyms	*	*	*	*	*	*	*	*	*	*
FF	Commercialism Renting/Selling Lists		*								
GG	Chapter Dissolution										
HH	Reimbursement			*		*					
II	Chapter Program Evaluation		*								
JJ	Establish New Region			*							
KK	Est Chp Section			*							

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SECTION	HEADING	SA	CTT	MP	REF	RP	HIST	CRC ACT	NEWS/ PUB	H&A NOM	ATT/REC SE/AUD
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			*							