**Appendix 2D: Tracking Chapter Officers and Property**

**HISTORY OF CHAPTER OFFICERS**

**CHAPTER**

|  |  |  |  |  |
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| **Officers:** | **YEAR ( )** | **YEAR ( )** | **YEAR ( )** | **YEAR ( )** |
|  | | | | |
| **President** |  |  |  |  |
| **President-Elect** |  |  |  |  |
| **Vice President 1** |  |  |  |  |
| **Vice President 2** |  |  |  |  |
| **Secretary** |  |  |  |  |
| **Treasurer** |  |  |  |  |
| **BOG 1** |  |  |  |  |
| **BOG 2** |  |  |  |  |
| **BOG 3** |  |  |  |  |
| **BOG 4** |  |  |  |  |
| **BOG 5** |  |  |  |  |
| **BOG 6** |  |  |  |  |
| **CRC Delegate** |  |  |  |  |
| **CRC Alternate** |  |  |  |  |
|  | | | | |
| **Committee Chairs:** |  | | | |
|  | | | | |
| **Student Activities** |  |  |  |  |
| **Membership Promotion** |  |  |  |  |
| **Research Promotion** |  |  |  |  |
| **Chapter Technology Transfer** |  |  |  |  |
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| **Standing General Committees:** |  | | | |
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| **Society Service:** |  | | | |
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**HISTORY OF CHAPTER PROPERTY**

**CHAPTER**

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| --- | --- | --- | --- | --- |
| **Property:** | **YEAR ( )** | **YEAR ( )** | **YEAR ( )** | **YEAR ( )** |
|  | | | | |
| **Charter (a)** |  |  |  |  |
| **(b)** |  |  |  |  |
| **Bylaws (a)** |  |  |  |  |
| **(b)** |  |  |  |  |
| **Minutes Book (a)** |  |  |  |  |
| **(b)** |  |  |  |  |
| **Banner (a)** |  |  |  |  |
| **(b)** |  |  |  |  |
| **Gavel (a)** |  |  |  |  |
| **(b)** |  |  |  |  |
| **Podium (a)** |  |  |  |  |
| **(b)** |  |  |  |  |
| **Project Equipment (a)** |  |  |  |  |
| **(b)** |  |  |  |  |
|  | | | | |
| **Manual for Chapter Operations:** |  |  |  |  |
|  | | | | |
| **#1 (a)** |  |  |  |  |
| **#2 (a)** |  |  |  |  |
| **#3 (a)** |  |  |  |  |
| **#4 (a)** |  |  |  |  |
| **#5 (a)** |  |  |  |  |
| **#6 (a)** |  |  |  |  |
| **#7 (a)** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **(a Name of individual responsible for custody of the item:** | | | | |
|  | | | | |
|  | | | | |
| **(b) Location, if formally kept at a fixed place.** | | | | |
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