

Sigma Gamma Tau
University of Florida
Chapter Officers' Instructions

August 31, 2020

Revised October 1988 (original version: 1 Sept., 1973)

President's Instructions, Vice President's Instructions, Secretary's Instructions, Treasurer's Instructions,

CHAPTER PRESIDENT'S INSTRUCTIONS

The President is to conduct and oversee the general operation of the entire Chapter, following the Constitution and all its provisions. Another duty is to be thoroughly familiar with the duties of the other officers and the means for carrying these out, as well as the duties of appointed committees and individuals.

The President must see to it that all the requirements and suggestions of the convention are carried out or discussed and that the chapter in all ways complies with the standard methods set up to conduct business. In addition, the President must see that necessary proposals, petitions, etc., be submitted to the National Secretary-Treasurer in ample time.

Further, it is suggested that the President consider and present to the Chapter, projects which may be carried out by the Chapter, as well as to initiate inter-chapter cooperation in the matter of suggestions that may prove helpful, programs for special events sponsored by the Chapters or by the local A.I.A.A. chapter, etc. Further, an attempt should be made to cooperate with A.I.A.A. in any way possible since, in all probability, the members of the Sigma Gamma Tau Chapter will be the nucleus for the A.I.A.A. chapter.

The First National Convention decided that a permanent portfolio, folder, or notebook be set up for each officer. These are to contain the instruction sheets, papers and records required to carry out work at meetings, etc. These should not, however, become a permanent file for correspondence, minutes, bills, receipts, etc. File folders should be set up for minutes, correspondence, treasurer's paraphernalia, etc., and the papers should be turned over to the secretary to be transferred to these as soon as they are no longer immediately needed to conduct the business. This method insures the Chapter against a loss of a great deal of material, which is always a great possibility when it is kept by the individual officers in loose notebooks, etc. If possible, the Faculty Advisor should be the custodian of these file folders and all permanent records of your Chapter. It should be a relatively simple matter for him to allocate a filing drawer for this purpose.

Address and Return Addresses

Use only permanent mailing addresses as agreed upon by convention for addresses and return addresses. Preferably, use your faculty advisor's name (or a departmental Secretary who will be responsible for getting the material to you) as a return for official correspondence. Indicate to all persons with whom you correspond that the permanent address is to be used.

CHAPTER VICE PRESIDENT'S INSTRUCTIONS

Chapter History

The Vice President will write, and keep up to date, the history of the Chapter including all important happenings. This should be made out in duplicate, a copy going to the National Secretary-Treasurer.

Mailing Addresses and Return Addresses

Use only permanent mailing addresses as agreed upon by convention for addresses and return addresses. Preferably, use your faculty advisor's name (or a departmental Secretary who will be responsible for getting the material to you) as a return for official correspondence. Indicate to all persons with whom you correspond that the permanent address is to be used.

Chapter Publicity

The Vice President shall actively direct all Chapter publicity either by writing all news stories, notices, or supervising and checking the work done by a member of the chapter appointed by the President to do this.

News Letter

The Vice President shall write an annual newsletter as suggested by the convention. This letter is to contain items of interest to past members to keep them up to date on the affairs of their chapters and to help keep their interest in Sigma Gamma Tau. A copy of the letter should be sent to all chapters, as well as to the National Headquarters. Through this letter it will be easier to keep the permanent Chapter membership cards up to date. (See Secretary's instructions).

National Aims

The Vice President shall act as director of the activities of the Chapter as regards national aims (see minutes of the first convention). The Chapter should make every effort to work out ways and means by which these are put into effect at the earliest possible moment. Only through the establishment of these aims on a national scale can Sigma Gamma Tau hope to achieve wide recognition and to be considered as a "doer of deeds" and not merely an organization for

passively honoring excellent students. It is the responsibility of each member, as an outstanding person in his group, to help foster and nurture these aims.

In Absentia

The Vice President will take over the duties of the President in the event of the President's absence. Further, the Vice President will be thoroughly familiar with the duties of the Secretary and Treasurer and with the means for carrying out these duties.

Criticism and Suggestions

Turn over to the Secretary whatever criticisms of the methods of operation, etc., or whatever difficulties are observed in conducting business, and whatever methods may be devised or suggested to overcome these difficulties. (See Secretary's Instructions). Sigma Gamma Tau National Office

CHAPTER SECRETARY'S INSTRUCTIONS

Correspondence

The secretary will initiate or answer all general correspondence for the chapter. All correspondence will be made out in duplicate, the copy kept for the chapter files.

Mailing Addresses and Return Addresses

Use only permanent mailing addresses as agreed upon by convention for addresses and return addresses. Preferably, use your faculty advisor's name (or a departmental Secretary who will be responsible for getting the material to you) as a return for official correspondence. Indicate to all persons with whom you correspond that the permanent address is to be used.

Filing

The secretary will be responsible for all of the permanent papers and records of the chapter. After each meeting he will collect from the various officers and committees whatever material is no longer immediately needed to conduct business and all duplicate copies of special correspondence written by these officers or committees and place them in the permanent file (see President's instructions regarding permanent file).

Roll Call

The Secretary will keep the active chapter roll up to date and keep this together with the attendance record in a notebook.

Permanent Record Cards

The National Headquarters will supply each chapter with permanent record cards. These cards are to be filled out in duplicate by each new initiate at the time of initiation. One copy is retained for permanent chapter files, the other is to be forwarded to the National Headquarters. When the supply of cards runs low, write to the National Secretary-Treasurer for additional cards. Do not lose or waste these cards, they are relatively expensive.

The National Secretary-Treasurer should be informed whenever changes to these cards occur, i.e., change of address, etc.

Committees

The Secretary will keep a separate record of all committees appointed and their members.

Criticism and Suggestions

The Secretary will keep a separate sheet in the notebook upon which to record whatever difficulties are encountered in operating the chapter and whatever methods may be devised or suggested to overcome these difficulties (note especially trouble selecting initiates and voting on them for membership).

A copy of this should be sent to the National Secretary-Treasurer each semester so that the information may be passed on to the other chapters and/or be taken up at the next convention.
Sigma Gamma Tau National Office

CHAPTER TREASURER'S INSTRUCTIONS

Records

Keep records of all monies received, deposits made, bills paid, etc., and have books balanced so that a report can be given at each chapter meeting. Statements as to the condition of the Chapter's account should be obtained at least every 60 days. All statements, canceled checks, bills, etc., should be in order before turning books over for inspection by school authorities and/or faculty advisor. This inspection should take place before each newly elected Treasurer takes office. Books should be signed by auditor verifying accuracy before each new Treasurer takes office.

Mailing Addresses and Return Addresses

Use only permanent mailing addresses as agreed upon by convention for address and return addresses. Preferably, use your faculty advisor's name (or a departmental Secretary who will be responsible for getting the material to you) as a return for official correspondence. Indicate to all

persons with whom you correspond that the permanent address is to be used.

Collection of Money

Fees from new initiates should be collected upon or immediately after initiation. Receipts should be issued and a record kept of all money collected.

Ordering Material

For new initiates, order number of keys and certificates desired from National Headquarters. Include an accurate list of names for printing certificates and also the date of initiation. Make out an order in duplicate and keep a copy for Chapter file. Enclose with order, a check for the amount (as prescribed by the annual convention) due for each initiate.

For other materials, i.e., replacement keys and certificates, stationery, etc., order number or quantity of material desired from National Headquarters. Include any necessary instructions. Material will be shipped from National Headquarters and will be billed to you at cost.

Check Writing

Checks should be made out carefully following the prescribed form and having proper signatures.

It is very important to avoid any "insufficient funds" checks.

Petty Cash

It is suggested that a sum be set aside from the main account to take care of incidentals such as mailing costs, etc. This sum is indicated as an expenditure in the main ledger. A small notebook should be kept with the petty cash to record the deposits and itemized use of this money. In this way it is simple to keep an accurate account of all money. To present a report it is merely necessary to give data from master ledger plus date on expenditure and sum on hand in petty cash ledger.