

Title:	Chapter Officer Duties	Number:	PO 08
Category:	Chapter Operations	Effective:	04/04/2020
Change Authority:	Executive Council	Last Modified:	04/04/2020

Purpose and Scope

This policy specifies the duties and responsibilities of Tau Beta Pi Association Inc., (the Association) chapter officers.

Background

This policy incorporates and expands on the provisions that were formerly documented in the Association Constitution and Bylaws and those applicable to the offices as prescribed by the parliamentary authority adopted by the Association¹.

Applies To

This policy applies to all collegiate chapters.

Officer Duties and Responsibilities

President

As the chapter's responsible agent and leader, the President shall see that the other chapter officers perform their duties in accordance with the Association Constitution and Bylaws and the chapter's bylaws.

Vice President

In the absence of the President, the Vice President shall fulfill the duties of the office of the President. The Vice President shall be responsible for the activities related to the initiation unless another officer is responsible for these duties as defined in the chapter's bylaws.

Recording Secretary

The Recording Secretary shall keep the chapter's roll and record books and the chapter's meeting minutes.

Corresponding Secretary

The Corresponding Secretary shall ensure all required reports are completed and submitted to Association Headquarters by the stated deadlines.

Treasurer

The Treasurer shall collect the new member initiation fees and remit the portion payable to the Association Headquarters within two weeks after each initiation.

The Treasurer shall maintain the chapter's financial records in a bookkeeping system recommended by the Executive Director except when the institution's rules require the chapter's financial records be maintained in a specified manner.

¹ Roberts Rules of Order Newly Revised

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Advisors

The primary duty of the chapter's Advisors is to provide for continuity of chapter operations.

They shall ensure that the chapter:

- Selects candidates who meet the eligibility requirements of the Association Constitution and Bylaws, the chapter's bylaws, and the institution's academic regulations;
- Balances its financial accounts and pays all bills by the end of the academic year;
- Effects an orderly officer transition following the election of officers.

Additional duties of each office may be defined by the chapter's bylaws, those assigned by the chapter membership or by the chapter's President, and those applicable to the office as prescribed by the parliamentary authority adopted by the Association.