



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE RECORDER



Manual of Procedure | Recorder

Updated March 2026

The role of the Recorder is one of the eight required officer roles established in Article IV, Section D of the Constitution. They serve as the recording secretary and document keeper of the chapter. At this point in time, most of the chapter's current and recent records will be digital. These procedures are designed with the assumption that is the case. The Recorder is responsible for maintaining access to historical records that are in physical form, but they are the primary person responsible for keeping the digital records of the chapter in an organized and accessible manner. The Recorder is the archivist but not necessarily the historian.

Eligibility and Election

Bylaw VI states that the person elected to this role must be a matriculated student at the institution with which the chapter is affiliated. In addition, it provides that if the Reporter leaves office during their term, the Recorder will succeed the Reporter and then an election will be held to replace the Recorder.

Some institutions have additional requirements that apply to all officers in recognized student organizations. If institutional policy conflicts with fraternity policy, accommodations can be made to ensure that the chapter's needs are met and that the chapter remains compliant with local rules.



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Duties

Keep Minutes:

This is a very important responsibility. The degree of accuracy and completeness with which the Recorder keeps the account of chapter meetings will determine the ease with which the succeeding business of the chapter can be conducted. If kept on paper, the minutes should be kept in a bound book so that pages cannot be lost or removed without leaving evidence of their removal. If kept digitally, the minutes should be sent to all members via email and you should save each week as a separate document. These documents should be kept together and organized in a single place that the brothers can access to review. This will likely be needed not only at the end of each year, but this provides an important historical record of the chapter.

When keeping minutes, the Recorder should:

- Date the minutes.
- Note the time at which the meeting was called to order.
- Name the presider, particularly if it is someone other than the Master Alchemist.
- Identify makers and seconders of motions, those who make reports and those who introduce items of business other than motions.
- Record motions exactly as stated.
- Do not record reports if written copies are already available. If reports are presented orally with no written copy available, only the highlights should be recorded.

To facilitate your coverage of the meeting, the Master Alchemist should prepare and follow a written agenda. It is even more helpful if you have a template for the minutes that allows you to easily import that agenda. All reports from committees should be prepared and submitted in advance, with the files being attached to the minutes or available in a shared folder. These reports should be included in full in the minutes.



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Maintain Chapter Records

Physical documents and materials should be kept in a secure place where access is limited to members and ideally in a location that can be locked. Digital materials should be kept in a cloud location that can be maintained from year to year and allows for sharing with members. Some universities provide such space, but many chapters use services like Google Drive or Dropbox and few - if any - need to pay for an enhanced version of those services. Often, there will be an account that the Recorder uses to communicate with the chapter and then passes down to their successor.

There are three categories of files that will need to be shared. The first category includes current documents like governing documents (like bylaws and policies), minutes, and committee reports. It is important that these records be kept in a read-only state so that they can be accessible to members, but there is no risk of intentional or inadvertent changes. The second category contains working documents people will need to be able to edit as part of doing their job. These may be forms, templates, Ideally, the officers will have edit access only to the files they need and the members will be able to see but not edit the documents. The last category is archival material - copies of minutes, reports, and paperwork submitted to the National Office from previous years, prior versions of governing documents, and photos of past events. There will be few people who need to access these documents and even fewer who will need to have edit access to them.

Assist the Reporter

The Recorder should be familiar with the responsibilities of the Reporter and should be aware of which business with the National Office and others has or has not been conducted. The Recorder should know which reports are required, how to prepare them and when they are due. All forms can be found on the national website and both your District Counselor and the National Office staff are happy to assist chapters in understanding how to complete them correctly.

Maintain Member Records

The most important member records to keep are contact information. The chapter should maintain current contact information for all of its active members. In addition, the Recorder should work with the Alumni Secretary to help them maintain an up-to-date file of alumni contact information. The Professional Branch Induction form that is filled out annually is a good way to get the information needed to move your active members into your alumni files. The National Office staff are always happy to receive updated contact information for members and they may be able to help you find alumni of your chapter or professional members in the area.



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Meet Your Successor

At the end of your term of office, transfer to your successor the access necessary to maintain the chapter's files and records. Help them to understand how minutes are kept and how files are organized and maintained.

Describing Your Role

Many people are not familiar with professional fraternities and may not properly understand the work you do as the Recorder. I've included two short sample descriptions of the role to help you communicate the skills learned in this position and the contributions you've made to your university community.

Resume/CV summary:

As the Recorder, I maintain accurate and timely meeting minutes, organize chapter records, and manage digital and archival files to support transparent and efficient chapter operations. I coordinate information flow among officers and committees while ensuring secure access, proper documentation, and continuity of institutional knowledge.

One Paragraph Summary:

In my role as Recorder, I maintain accurate and organized records that support the chapter's day-to-day operations and long-term continuity. I document each meeting through clear, complete minutes; manage digital and physical files to ensure secure yet accessible storage; and coordinate with officers, committees, and members to keep information flowing smoothly. I oversee the organization of governing documents, reports, and archives while maintaining up-to-date member contact information and assisting the Reporter with required submissions. Throughout the year, I work to preserve institutional knowledge and provide the structure needed for future officers to succeed.

After finishing the rest, use AI prompt: "Give me a one page summary and a set of talking points to explain the job to someone who is considering serving in it. Put each in a separate word document."