



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE REPORTER



Manual of Procedure | Reporter

Updated March 2026

The role of the Reporter is one of the eight required officer roles established in Article IV, Section D of the Constitution. They are the corresponding secretary of the chapter. In many respects, the Reporter has the greatest responsibility among the chapter officers from the viewpoint of the National Office. The Reporter is the major communications contact without whom it would be impossible for the Fraternity to function.

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.

Duties

Carry on the chapter's correspondence with the Grand Chapter:

Unless there are specific instructions from the Supreme Council or provisions in the Constitution and Bylaws to address certain correspondence to other officers of the chapter, the correspondence from the Grand Chapter is addressed to the Reporter. If it requires an answer, please be as prompt as possible in replying.

Report elections, initiations, deaths, votes to expel or suspend a member as a result of Chapter Conduct Committee proceedings, changes in status of members, election of officers, and matters of record as required by the Supreme Council.

They must submit the pledge report form to the National Office to report the invitation of the chapter's pledges to membership and submit a depledge form should any of those pledges not initiate. The reporter is responsible for submitting an updated officer list within 14 days of any changes to the officers of the chapter – whether by election or for any other reason. If a chapter conduct proceeding leads to an expulsion or suspension, the Reporter must provide that information to the Supreme Council. At the end of each year, the Reporter holds the primary responsibility for ensuring that the chapter completes its annual report and updates its member register.



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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 communication with the national office. The complete chapter file of past reports should be made available to the new Reporter.

Describing Your Role

Many people are not familiar with professional fraternities and may not properly understand the work you do as the Reporter. 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:

I serve as the elected Reporter for a professional fraternity chapter, acting as the primary liaison to the national office by managing official communications, submitting required reports, and maintaining accurate records of membership status, elections, and chapter governance.

One Paragraph Summary:

I serve as the elected Reporter and corresponding secretary for a professional fraternity chapter, acting as the primary liaison to the national organization while maintaining accurate and up-to-date records of membership, officers, elections, and chapter status. I manage all official correspondence and reporting requirements, ensure compliance with constitutional and policy expectations, and support orderly chapter governance by documenting changes, submitting required forms on time, and safeguarding the integrity of chapter records.