



Alpha Chi Sigma Fraternity  
Professional in the Chemical Sciences

# MANUAL OF PROCEDURE REPORTER



# Manual of Procedure | Reporter

## Description

The Reporter is 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.

## Duties

**Carry on Correspondence** – 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 Election of Members** – The Reporter must submit the pledge report form with the National Office. A copy should be kept for the chapter records.

**Report Initiation of Members** – If any pledges do not initiate, a depledge form must be filed immediately with the National Office to update the list of pledges/new initiates.

**Report Election of Officers** – The Reporter should submit a new officer list immediately following any election of chapter officers.

**Report Collegiate Member Register** – Each April, the Reporter will receive an electronic record of members. Please report any corrections to the National Office.

**Submit Annual Report of Collegiate Activities** – The Star Chapter Annual Report is a source of information for the chapter's successes and problems. The Reporter must submit this report to the National Office by June 15 each year.

**Report Matters of Record** – The Reporter is responsible for meeting the Supreme Council's request for any other information about the chapter and its members.

**Report Expulsions** – When a chapter conducts expulsion proceedings against a member and the action is affirmative, it is the responsibility of the Reporter to report on the proceedings. Copies of the charges, the minutes of the trial, the result, supporting letters and other documents should be submitted to the Grand Collegiate Alchemist and the District Counselor.

**Report Deaths** – The Reporter should notify the National Office immediately in the event of the death of any member of its chapter.



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## **Meet with Your Successor**

The Reporter must meet with his or her successor to discuss the duties and responsibilities of the office. The complete chapter file of past reports should be made available to the new Reporter.