

DUTIES AND POWERS OF CHAPTER OFFICERS

The President, Vice President, Secretary, Treasurer and Board of Governors (except the Chairman thereof) are all elected officers of your Chapter. ***PLEASE REFER TO ARTICLE XXII SECTION 2 for requirements regarding eligibility.** The Marshal, Priestess, Warden, Sentinel and Parliamentarian are appointed offices; and shall be appointed by the President

The Daughters of Penelope Constitution and Bylaws define and explain the responsibilities of all the elected officers. As an elected chapter officer, it is necessary that this section be read, understood and followed. All of the specific duties and powers can be found in ARTICLE XXIII. ARTICLES XXI, XXII, contain vital information chapter officers should know. The remaining ARTICLES XXIV through XXIX has information pertaining to the running of chapters and should be thoroughly understood

ALL CHAPTER PRESIDENTS SHOULD HAVE AN UP TO DATE *CONSTITUTION/BYLAWS, RITUAL, AND MANUAL OF INSTRUCTION*. The other chapter officers should be encouraged to own copies as well. When questions arise, these are the manuals where the official answers can be found. A chapter president should also contact her District Governor and/or her Grand Liaison Officer for further assistance and explanation.

PRESIDENT: She is the head and presiding officer of the Chapter. All chapter business, events, activities, growth and general well being of the chapter are her priority and responsibility. The chapter president must be knowledgeable of all correct protocol and procedures for the efficient functioning of the chapter. The specific duties and powers are defined in ARTICLE XXIII Sections 1 and 2. The Manual of Instruction describes in detail helpful hints, suggestions, and rules a chapter president should follow.

- Presides at all meetings.
- Appoints all committees.
- Preserves order.
- Makes parliamentary decisions and rulings. Follow Robert's Rules of Order.
- Votes to break a tie in a voice or roll call vote.
- Leaves the Chair to debate.
- Is neutral in the Chair on controversial matters and must allow full discussion in all debatable motions.
- Must be firm, tactful and just.
- Must have a basic knowledge of parliamentary procedures using Robert's Rules of Order.
- Should arrive at the place of the meeting ahead of time to be sure that the "stage is set" and everything is in readiness for the opening of the meeting.

HAVE AN AGENDA AND FOLLOW IT

A complete and detailed meeting agenda is a must. It is a list of things to be done and matters to be taken up at a meeting. Follow the Ritual for exact procedure.

VICE PRESIDENT: She is to assist the President in conducting the business of the Chapter and to perform such duties as may be assigned to her by the President or by the Chapter. The specific duties and powers are defined in ARTICLE XXIII, Section 3. Other duties are outlined in the Manual of Instruction.

- Confer with the President as to duties;
- Prepare to preside in the absence, disqualification or disability of the President.
(Should be versed in all the qualifications of the President, for in absence of the President, the Vice President assumes office.)
- Instruct newly initiated members as to the constitution and ritual of the organization

RECORDING SECRETARY: She keeps, and reads all minutes as well as records and papers of the chapter. The specific duties and powers are defined in ARTICLE XIII, Section 4. Other duties are outlined in the Manual of Instruction.

- Minutes should be written into and read from the permanent copy in a permanently bound book.
- Minutes should be transcribed from the notes taken at the meeting in a timely manner. Notes can grow “cold” and undecipherable if left for too long.

Minutes should contain the following information

- Name, time, place, kind of meeting.
- Name of presiding officer.
- Approval or correction of previous minutes.
- Balance on hand from treasurer’s report as of date of reading.
- List of committees reporting.
- Action taken under unfinished or new business.
- The statement of all motions and the action taken. If a vote was taken, the results are recorded
- There being no further business, the meeting adjourned (time if desired). Signature of Secretary

CORRESPONDING SECRETARY: She handles correspondence, sends all written notices, etc., at the President’s direction. The specific duties and powers are defined in ARTICLE XIII, Section 5. If the chapter has no Corresponding Secretary, due to size, the Recording Secretary shall perform the duties. Other duties are outlined in the Manual of Instruction.

- Sends written meeting notices to members, including date, time, place and purpose of meetings.
- Handles correspondence in a timely manner.
- Takes roll call of officers and attendance record of members.
- Correspondence should be prepared in the following manner: Original for mailing and copies to the following: President, Chapter file, District Governor and Grand Liaison. It is policy to place the name of the District Governor and Grand Liaison on the regular mailing list.
- Correspondence received by the chapter officers should be read and acted upon at the first meeting following receipt and then placed in the chapter file. IT IS NOT PERSONAL PROPERTY.

TREASURER: She is custodian of all funds of the chapter. The specific duties and powers are defined in ARTICLE XIII, Section 6. Other duties are outlined in the Manual of Instruction.

- Receives and disburses funds.
- Accepts money from Secretary together with copy of receipt.

- Counts money and totals receipts to ascertain if they agree.
- Gives receipt for total dues to Secretary.
- Gives receipt for other monies to pertinent member.
- Deposits money in bank account in name of Chapter, keeping duplicate deposit slip.
- Bills presented to the Treasurer should be approved by the membership for payment.
- Gives itemized report of receipts and disbursements at business meeting.
- Makes necessary contact and signs necessary papers at the bank of deposit.
- Has up-to-date membership list (names, addresses, and dues standing).
- Insists that a good system for written authorization for the payment of bills is instituted.
- Presents semi-annual report in June and December - audited by the Board of Governors.

Specific duties of the following officers are defined in ARTICLE XIII, Sections 7-12. Other duties are outlined in the Manual of Instruction.

BOARD OF GOVERNORS

- The Board of Governors is responsible for examination of the books and records.
- Books should be audited before being released to the newly installed Treasurer.
- There is a form for the Board of Governors to follow in making their "End of the Year" report.
- It is good policy that a majority of the Board examines the books.
- They must verify per capita tax was sent to Headquarters.

WARDEN: Prepares the meeting room (opening and closing and putting paraphernalia away).

- Has custody of all property of the Chapter (paraphernalia and regalia).
- Sets up paraphernalia/regalia in its proper place.
- Is responsible for safekeeping of Chapter property.

MARSHAL: The Baton is the symbol of the office of Marshal.

- Her duty is to execute all orders given by the President.
- Is official hostess at all initiations.
- Assists the President in conduct of meetings and initiation ceremonies.
- Introduces all visiting officers and members who come to the chapter.

IT IS IMPORTANT THAT THE MARSHAL KNOW HER RITUAL WORK.

PRIESTESS: It is the duty of the Priestess to open and close the meeting of the Chapter with prayer.

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SENTINEL: The Sentinel guards the entrance door to the Chapter Room and shall exclude any who has no right to enter while the Chapter is in session.

PARLIAMENTARIAN

- Gives advice and renders opinions, but the President makes the rulings.
- Assists the President in conducting a well organized meeting and should be well acquainted with Roberts Rules of Order of Parliamentary Procedure, our Constitution and Ritual.