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**ACJA / LAE**

# **Chapter Guide**

# ACJA/LAE Chapter Guide

## TABLE OF CONTENTS

	<b>PAGE</b>
Introduction	1
To Obtain a Charter or Reactivate an Inactive Chapter	1
Membership Drives	2
Procedure For Sending Applications and Initiation Fees to the National Office	5
Installation of Members	5
Membership Entitlements	6
Chapter Meetings	7
Chapter Activities	8
Fund Raising	9
Professional Memberships and Chapters	10
Required by the ACJA-LAE National Bylaws	11
Required by the Internal Revenue Service (IRS)	12
ACJA/LAE Forms	12
In Closing	13
Glossary	14
 <b>Appendix A--Parliamentary Procedure</b>	
What a Member Should Know About the Association	15
What is Parliamentary Procedure	16
How Members Participate in Meetings	16
A Member's Role in the Order of Business	17
A Member's Role in the Processing of a Motion	18
A Member's Role in Nominations and Elections	20
Officers – President	21
Officers – Vice President	21
Officers – Secretary	22
Officers – Treasurer	25
Officers – Sergeant-at-Arms	27
Committees	27
Committee Reports	30
An Overview of What Is to Be Placed Into the Minutes	32

## Introduction

This **Chapter Guide Booklet** is intended to help new and existing chapters become stronger and more involved through membership drives, meetings, activities, and fund raising events. In the following pages, you will read about three different approaches to membership drives, how to conduct and participate in a meeting, various activities your chapter may wish to consider, and ideas for fund raisers to support other chapter activities. These guidelines may enable your chapter to become more involved with the Association as a whole, as well as to build a stronger chapter.

***College/university chapters must comply with the student organization's bylaws of the institution prior to development of a chapter. The footnote notations are explained in the Glossary of the Booklet.***

**NOTE: This Booklet contains suggestions that may be used in part or in combination with all recognized Association or chapter guidelines.**

## To Obtain a Charter or Reactivate an Inactive Chapter

1. Hold a preliminary organizational meeting with members of your group to determine if there is sufficient interest to start a local chapter of the American Criminal Justice Association--Lambda Alpha Epsilon. Grand Chapter (National) requires applications from at least five (5) prospective members prior to issuing a Charter. **Applicants must be at least 18 years old to join.** (See National Bylaws Article III., A., 1.)
2. Determine whether the objectives of your group coincide with the objectives of the Association as outlined in the National Bylaws. (See National Bylaws Article II: Objectives)
3. If there is sufficient interest and objectives coincide, take the following steps to form a new local chapter or reactivate an inactive chapter:
  - a) Elect a slate of officers to carry out the work of the group. Officers should be a President, Vice-President, Secretary-Treasurer or a Secretary and a Treasurer, and Sergeant-At-Arms.
  - b) Select a Membership Committee to review the qualifications of potential members and to insure statements on the applications are true.
  - c) **New Chapters:** Complete the Application for a Charter in duplicate. Professional Chapters should disregard school location on the Application for a Charter.

**Chapters Reactivating:** You may keep your old Charter with the same Greek name and Charter members if it is still available or apply for a new Charter.

4. **New Chapters:** Requests for specific combinations of Greek letters, not to exceed four, should be made at the time the Application for a Charter is submitted to National. When no specific request is received, one will be assigned to your chapter.
5. Submit the applications to National along with **\$36.00 initiation fee** for each prospective member. Fees **MUST** be accompanied by Controller Sheets in duplicate. One copy of the Controller Sheet will be returned to the subordinate chapter for their records. Fees should be submitted by a money order,

cashier's check, chapter check, or personal check. A \$20 fee will be charged for all returned checks. Applications **MUST** be signed by the Chapter President and Secretary of the subordinate chapter.

6. The initiation fee will entitle each new member to a membership certificate, card, pin, ACJA/LAE decal sticker, and subscription to the ACJA/LAE National Journal and Newsletter.
7. Local chapters should obtain sufficient moneys in addition to the National fee to carry out local chapter functions for the coming year. For example, if the total initiation fee to National is \$36.00 per member, prospective members could pay the local Treasurer \$46.00, leaving the local chapter \$10.00 for operating expenses. **The entries on the Controller Sheet should show only those moneys sent to National.**
8. Be sure that each applicant for membership meets the minimum standards for membership in the Association as set forth in the National Bylaws. (Article III., 1-3) Standards set forth in the Association's Bylaws are to be considered minimum, and a subordinate chapter may require higher standards than set forth in the Bylaws. **All applicants must be at least 18 years of age to join.**
9. As soon as possible, draw up Bylaws for governing the local chapter that is in conformity with the National Bylaws. Sample chapter Bylaws are available from the National Office. When completed, please send a copy to National for inclusion in your chapter file.
10. After word has been received from National that the Charter has been issued, your Regional President should be notified and a tentative date set for your installation ceremonies. This is usually done in a banquet setting with the Regional President attending, if possible. **NOTE: THE REGIONAL PRESIDENT IS NOT ALWAYS AVAILABLE FOR INSTALLATION CEREMONIES BUT HE/SHE SHOULD BE MADE AWARE OF THE CHAPTER FUNCTION.**
11. Review all material **BEFORE** it is sent to National. Material should include:
  - Completed and signed applications, **(one copy per member)**
  - Controller Sheets recapping applications and money sent to National, **(in duplicate)**
  - \$36.00 for each prospective new member
  - Completed Application for Charter, **(in duplicate)\***
  - Completed Officer's Roster, **(in duplicate)**
  - Organization Exempt From Income Tax Authorization Form, **(one signed copy)**
12. It generally takes at least two weeks to process a Charter.

**\*NOTE: All elected officers of the chapter MUST join the chapter at the time the Application for a Charter is sent in. Failure to do so will delay the chartering of the chapter.**

## Membership Drives

### MEMBERSHIP DRIVE #1 -- Sign-Ups

This type of membership drive is suggested for new chapters that need to build up membership before attempting more selective drives. There are **six** basic steps:

- **Advertise the Association and Your Chapter** -- Through posters, flyers, school newspapers, school classes and word of mouth, let it be known that your chapter is holding a membership drive.
- **Pick a Time For Membership Application** -- Your membership drive can last a week, month, semester, or all year through, but make sure that prospective members know when they may sign up.

- **Designate a Place For Picking Up Membership Applications** -- There must be a place or places to which prospective members can go for an application and other information needed to become a member. Placement of a phone number or time period on the posters or flyers is a good suggestion. Make sure someone is there with applications and to answer any questions.
- **Make Sure Application is Filled Out Properly** -- It is imperative that the prospective member fill out the application with the correct information. Correct chapter name, region, and addresses are a must in order to insure proper processing of the application. **Please be sure the applicant has printed his / her name “legibly” on the application so their name on their membership certificate and card will be spelled correctly.**
- **Verification of Membership Qualifications** -- After the applicant has filled out and turned in his/her application, you should verify that the applicant qualifies to be a member of the Association. **The “Qualifications for Membership” are stated in the Association’s Bylaws Article III., A. The Bylaws are available on our website at [www.acjalae.org](http://www.acjalae.org). Applicants must be at least 18 years old to join.**
- **Collect Money** – The initiation fee (\$36) per member must be mailed to the National Office along with the completed application(s) for membership. Make sure that the chapter sends the correct amount with the application(s). If chapter dues are required, you may also wish to collect them at this time. **In other words, if the National Initiation Fee is \$36, prospective members could pay the chapter \$46, leaving the local chapter \$10 for operating expenses.**

**An applicant becomes a member of the Association and your chapter when the application and initiation fee are mailed and approved by Grand Chapter.**

<b>NOTE: The above six steps should be used with every type of membership drive.</b>
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**MEMBERSHIP DRIVE #2 -- Selective Interview And Questionnaire**

This type of membership drive is suggested for professional chapters or for chapters at colleges or universities that do not allow pledging for membership.

In addition to the six basic steps outlined in Membership Drive #1, there are three other steps to be taken:

1. **Questionnaire** -- Current chapter members design a questionnaire for prospective members. The questionnaire may include inquiries about current school or employment status, why they wish to become a member, what they can do for the chapter, what the chapter can do for them, and how they heard about the Association.
2. **Interview** -- After completion of the questionnaire, current members may wish to interview the prospective member to get a better idea of how active or dedicated the applicant would be. This could be done in the style of an oral review board or job interview.
3. **Voting** -- The questionnaire and interview would be the basis on which current members would vote to either accept or reject the prospective member. This is a selective process used to identify sincere and qualified applicants.

### **MEMBERSHIP DRIVE #3 -- Pledging/Rushing / Cadeting**

This type of membership drive is more involved and time consuming and is usually conducted by a collegiate chapter at a college or university having a specific time set aside for just this sort of activity. The initial sign-up of prospective members takes place during this time period. After the initial sign-up of prospective members, you may then follow the steps outlined below for a pledging or rushing period. These activities can develop teamwork and togetherness. The six basic steps outlined in Membership Drive #1 are used but are used in a different way throughout this membership drive. Please note that these are general ideas. Your own ideas should be utilized to allow for your chapter's needs and follow your school's rules as they related to student organizations.

**Thorough knowledge of school rules pertaining to membership drives or pledging is a must. Any drive must be structured with the approval of the Chapter Advisor and/or Dean of Students. It is the policy of the American Criminal Justice Association--Lambda Alpha Epsilon that no "hazing" of prospective or current members will be tolerated. Hazing is defined as: "to subject (freshman, newcomers, etc.) to abusive or humiliating tricks and/or ridicule."**

1. **Orientation** -- At the initial sign-up, prospective members should be informed of the time and place of orientation. At the orientation session, a detailed explanation should be given of the Association, your chapter, and more importantly, of pledging. Prospective members should be given some idea of what to expect and what is expected from them as pledges. This is important because it will eliminate those who are not serious about joining your chapter. At the end of the session, those who are still interested should be given a Pledge Book (See Glossary) and told when pledging will start.
2. **Pledging** -- Actual pledging should have a definite time limit. Current members and pledges should be made aware of the length of the pledging period and when it will end.
3. The activities phase of pledging can be the most time consuming for the current members as well as the pledges. It is time consuming for current members to attend all the activities with the pledges. It should be during this phase that dedication to the Association can be detected.
4. **Written Test** -- At the end of the pledging period, a written exam may be given to see how much the pledge has learned. This test should include material contained in the Pledge Book. It is suggested that a certain percentage of correct answers be required for membership consideration.
5. **Oral Review Board or Interview** -- At the end of the probationary period, you may wish to have an oral interview with each pledge. It could be conducted by the entire membership or membership committee that would report back to the membership. You could ask the pledge questions on material from the Pledge Book, as well as questions about what he or she can offer the chapter and vice-versa. The interviewers should remember to ask questions that are relevant to the Association in a polite and courteous manner.
6. **Voting** -- After all stages of pledging are completed, the current members should vote on each prospective member. It is suggested that the voting take place as soon as possible after the oral interview, ideally, the same day. There should be some previously determined standard of acceptance.

7. **Notification of Membership Selection** -- After the voting is completed, the pledges who were not selected should be notified immediately. They could be advised to pledge again at the next membership drive. The members who were voted into the chapter should be informed immediately, ideally, the same day.

## Procedure For Sending Applications and Initiation Fees to the National Office

Once the membership drive is completed for a given period (or any time the chapter wishes to send applications), the completed applications and initiation fees need to send to the National Office for processing. Please recheck the applications to be sure they are complete and signed by the chapter president and secretary on the reverse side of the application. **Also, please double check that the applicant's name is "legible" so their membership certificate and card will have the correct spelling.** Submit the completed applications along with **\$36.00 Initiation Fee** for each prospective member. **The applications and fees MUST be accompanied by a Controller Sheet.** A copy of the Controller Sheet signed off by the Executive Secretary will be returned to the chapter for your records. Fees should be submitted by a check, money order, chapter check, or personal check. If sending in applications with the applicant's personal check, please attach the check to the proper application. The officer or advisor submitting the applications should also sign the Controller Sheet in the designated area and note the chapter name at the top of the Controller Sheet and the address you wish the membership material sent to.

## Installation of New Members

Whichever of the three membership drives that you use, there should be some kind of installation process. This process can be as simple or elegant as desired. It can be done at a chapter meeting or a formal setting such as a banquet dinner. It is suggested that the occasion be a bit more formal, with a banquet dinner, a program, and solemn rites along with a swearing-in ceremony. It is at this time you would present them with their certificate of membership and their membership pin. Whichever you choose as a mode for installation, remember the purpose of installation is to swear in the new members as members of the Association. Another reason to have an installation is to showcase the Association; to introduce the Association to parents, school administration, and possibly some professional criminal justice personnel of your community. In this type of atmosphere, it could become the chapter's big event of the year or semester.

The oath of membership used by the Association is as follows:

**I, (state your name), humbly recognizing the responsibilities entrusted to me, do vow that I shall always consider the high calling of Criminal Justice to be an honorable profession, the duties of which are recognized by me to be an art and a science.**

**In my daily life, I shall strive to be both a student and a teacher in the art and science of Criminal Justice. I shall acquire due knowledge of the ethics of the profession of the Criminal Justice System in my domain and shall constantly seek to contribute to it to the best of my ability.**

**I will support and uphold the Bylaws of the American Criminal Justice Association-Lambda Alpha Epsilon, and do my best to carry out the aims and purposes of the Association.**

## Membership Entitlements

As a member of the American Criminal Justice Association—Lambda Alpha Epsilon, you are entitled to several benefits. The Entitlements the Association offers are granted to each individual member or earned through competitive activities. These entitlements include:

### GENERAL MEMBERSHIP

Upon acceptance into ACJA/LAE, each member receives:

**Membership Certificate** – that is frameable and printed on parchment paper. It contains the member's name; the Association's logo and seal; the date of acceptance; and the approval of acceptance by the signatures of the National President and the Executive Secretary.

**Membership Card** – that identifies them as a member of ACJA/LAE. After initial acceptance, the card is issued annually upon renewal of Association membership.

**Membership Pin** – a gold-plate organizational identification pin that is a facsimile of the ACJA/LAE logo. To be worn with pride.

**ACJA/LAE Logo Decal** – to be placed on books, cars, etc.

**Membership Oath and Symbolism Booklet** – includes the membership Oath and explains the each part of the Association's emblem.

**National Journals and Newsletters** – distributed to each active member. The publications contain information about: recent developments and synopses of released publications in the criminal justice field; Association activities including the announcement of upcoming Conferences (National and Regional) along with the winners of each of the competitions at National Conferences, articles and manuscripts related to all areas of the criminal justice system, individual chapter activities, and members who have received awards.

**Job Information** – The Association has found the best source of job information to be on the Internet. Please check our website under "Links to Other Sites." The page lists criminal justice education and job opportunities. A Job Fair is also held at each National Conference for those members looking for employment.

### SCHOLASTIC HONOR AWARDS

In recognition of outstanding scholastic attainment in the field of the administration of criminal justice, Keys (a distinctive charm/pin with the ACJA/LAE logo) and a Certificate are awarded to members who exemplify themselves academically. To obtain the Keys, candidates must submit a cover letter stating the Key Award they are applying for, a certified copy of the GPA transcript with the degree awarded to the Executive Secretary of Grand Chapter. Candidates also must be members of the Association when they apply for Key Awards. Upon verification that the candidate meets the requirements for the Award, the Certificate and Key Emblem will be mailed to the recipient.

- **Graduate Keys** – are awarded to those members who meet the requirements with a Graduate/Masters Degree. In order to qualify for a Graduate Key, a member's grade point average must be at least 3.5 on a scale of 4.0.
- **Gold Keys** – are awarded to those members who meet the requirements with a Bachelors Degree. In order to qualify for a Gold Key, a member's grade point average must be at least 3.5 on a scale of 4.0.

- **Silver Keys** – are awarded to those members who meet the requirements with an associate Degree. In order to qualify for a Silver Key, a member’s grade point average must be at least 3.5 on a scale of 4.0.

## COMPETITIVE AWARDS

Members may compete nationally for monetary awards including:

- **Scholarship** – A program which makes annual monetary scholarship awards to undergraduate or graduate students enrolled in a course of study in the criminal justice field. Three categories of awards have been established to include a Graduate Division, an Upper Division, and a Lower Division. The winners of the Scholarship competition are selected by the Scholarship Committee. Annual awards are announced at the National Conference of the Association held each year. The deadline for Scholarship applications is December 31<sup>st</sup> of each year. Interested members may contact the Executive Secretary to obtain applications and information.
- **Student Paper Competition** – Any student member is eligible to compete who is enrolled in an academic program. Three categories of awards have been established to include a Graduate Division, an Upper Division, and a Lower Division. All entries must be original papers dealing with issues and problems in the areas of criminology, law enforcement, juvenile justice, courts, corrections, prevention, planning and evaluation, and career development and education in the field of criminal justice. The deadline for Student Paper Competition applications and papers is January 31<sup>st</sup> of each year. Awards are announced at the National Conference held each year. Interested members may contact the Executive Secretary for an application and information.
- **Richard McGrath Memorial Fund Award** - The Richard McGrath Memorial Fund may be given to one deserving student from each region each year. The purpose of the Award is to pay the Conference Registration Fee for the upcoming National Conference. The minimum criteria for all recipients of this Award shall include: (1) be an ACJA/LAE member in good standing; (2) be currently enrolled in a degree-seeking program consistent with the criminal justice field; (3) have been active in chapter and regional activities; (4) have attended at least one regional meeting; and (5) sign and submit a completed Richard McGrath Memorial Fund Nomination Form. Completed forms shall be submitted to each Regional President by December 1st of each year. The Regional Presidents shall select and submit the recipient and one alternate. The Regional Presidents are responsible for submitting their award winners to the Executive Secretary by December 31st of each year. Interested members may contact the Executive Secretary for an application and information.

## Chapter Meetings

It is important to hold regular meetings, as communication will strengthen your chapter. These meetings can be formal or informal depending on the needs of your chapter. In larger chapters, it is suggested that the meetings be held in accordance with Robert's Rules of Order. Smaller chapters may use Robert's Rules, but in a less formal manner. A general meeting agenda is outlined on the following page.

It is important that your chapter have a set of bylaws by which to govern meetings and activities. **(Sample Chapter Bylaws are available from the National Office.)** The Association's Bylaws can be used as a guide to writing chapter bylaws. Some of the items to be included in bylaws are:

- \* Chapter Name
- \* Goals and Objectives of Chapter
- \* Officers and Duties
- \* Election of Officers
- \* Pledging Rules
- \* Meeting Criteria

- \* Special Awards (if any)
- \* Chapter Dues (amount and due date)
- \* Fines, Charges, and Penalties

Chapter Meeting Agenda	
1. Call to Order	7. Old Business
2. Pledge of Allegiance	8. New Business
3. Roll Call	9. Secretary's Report
4. Registration of Proxies	10. Communications
5. Officer Reports:	11. Treasurer's Report
President	12. Good of the Chapter / Association
Vice-President	13. Next Meeting
6. Committee Reports:	14. Adjournment
Bylaws	
Audit	
Membership	
Fundraising	
Chapter Activities	
Others as needed	

It is suggested that all chapter business be taken care of at these meetings. Minutes of the meeting should be taken and sent to all members so that all are aware of chapter concerns. Communication is the key to a strong chapter.

## Chapter Activities

Your chapter may wish to participate in activities, if for no other reason than to get together as a group. Activities are a good way to build your chapter by encouraging prospective members to join and by encouraging continued member involvement. Listed below are three samples of activities in which your chapter may wish to participate:

### 1. Academic or Criminal Justice Related:

- Community Service
- Tours (jails, courts, police departments, youth authorities, etc.)
- Participation in all school activities
- School Government
- Seminars (either given or attended by chapter)
- Speeches (either given or attended by chapter)
- Films
- Shooting (practice sessions, safety instructions, etc.)
- National and Regional Conferences

### 2. Social:

- Parties
- Motorcycle trips
- Backpacking
- Dances
- Bar-b-ques
- Horseback riding
- Miniature golf
- Bowling

- Skating
  - Camping
  - Softball (you can challenge another club or ACJA-LAE chapter)
3. **Fund Raising:** Fundraising is important in that it will give chapter members funds to attend National and Regional Conferences and to help raise money for other chapter activities. The following was submitted by Dr. Laura Bedard, the Past-Advisor to Lambda Chapter in Tallahassee, Florida, to help in your fundraising endeavors:

### **Fund Raising: The Key to Success**

One of the things I have been most proud of my chapter for is their ability to raise large sums of money in a pinch. Our chapter raised almost \$12,000 to attend a National Conference in California. Previously, we had raised as much as \$18,000. This success is due to many things. As Lambda Chapter's Advisor, I never let them get away with saying they can't. I know they can succeed and I have high expectations that they will. They always do.

Students have excellent ideas for raising money. I think it is important to "spread the wealth" so to speak and share our secrets of effective fund raising. First, organization is the key. If there is only one person in charge of each fund raising event, then it is easy to figure out who to speak to when something goes wrong. The person in charge has the job of making sure everyone else does what they are supposed to do. Making sure people follow through on their assigned responsibilities is key to any organization's success.

Advertise what is happening to keep members motivated. At chapter meetings, let members know how much has been raised and how much needs to be raised. Publicly congratulate people who have worked hard so they feel appreciated.

Try different fund raising approaches each semester. The people who support your efforts do not want the same old thing each semester. Be creative. Here are some of the ideas we have had success with in the past aside from the traditional car washes and bake sales which bring in about \$50.00 per event:

1. We took \$250.00 of our chapter funds and purchased a color television set. Each member was responsible for selling ten raffle tickets at \$2.00 each. We advertised and sold tickets both on and off campus. We made \$650.00 profit in a few short weeks. We published the winner's name and made a production about presenting the TV. – good public relations goes a long way.
2. We worked along with our local police department and identified neighborhoods which needed better house identification numbers. Then we borrowed from city maintenance reflector paint and stencils. We painted house numbers in the curb and then went back and asked for donations. People gave us an average of \$10 per house for about 5 minutes of work! We raised \$1,000 over two weekends. The group enjoyed doing it and it was service to the public – again getting ACJA/LAE's name out and about.
3. We also drafted a sponsorship letter asking for tax deductible donations to sponsor a student for a criminal justice competition. We solicited not only members' parents, but local businesses which work in the criminal justice system (pawn shops, lawyers, police supply companies, shooting ranges). We mailed the letter first and then students went out, in person, to follow up a week later. Each student was responsible for visiting one or two agencies. Most folks donated \$100. Be sure to write a thank you note so you can ask again in the future.

4. In conjunction with our University Homecoming, the chapter set up a silent auction with items donated from local businesses. We had tables with the item displayed and minimum bids of each item. There was no overhead, just leg work on the part of our members getting donations. We raised \$300 for a couple of hours work.

In addition, we have offered our services for yard work, spring cleaning and moving. The money is out there. The key is to be creative and organized. If you have any questions or other good fund raising ideas, you can reach me through my e-mail address at lbedard@mailier.fsu.edu. Fund raising is an essential part of your chapter's success!

Additional fundraising ideas the chapter might consider include:

- Car wash
- Raffle
- Bake sale
- Garage sale or swap meet
- Mini-conference
- Fireworks stands (check with state laws)
- Candy sales
- Selling mugs, patches, t-shirts, etc. (to other members at conferences, check with Conference Director first)
- 10K run
- Skate-a-thon, Dance-a-thon, any-a-thon
- Car rally
- Curb painting
- Services for school or community
- Collect newspapers or aluminum cans

## Professional Membership and Chapters

It is the purpose of this section to stress the importance of retaining members after they have graduated from a college or university. It seems that collegiate chapters always have a large and strong membership, and this is due to the constant prospective members that go through a college or university system, semester after semester. If, at the end of a member's stay at an institution, they graduate and leave, the collegiate chapter does not suffer too much because there is a new batch of students to pledge and take their place. However, with the losing of these members, the overall membership of the Association is hurt due to the loss of potential professional members. Professional chapters are few and far between, and the retaining of these members is essential to the growth and success of the Association.

It would be very easy to start a professional chapter in the area of your college or university. When you have five or more members graduate at the same time, or with some graduates and professionals from a nearby law enforcement agency, encourage them to start a professional chapter. In this way, when your chapter members graduate from your school, there is the possibility of continued participation in the Association. Also, with a professional chapter in the same area but with the activities designed to keep an older, professional member still active in the Association could be the stepping stone needed to retain these valuable members.

Some of the steps you need to take are outlined below:

1. Gather five persons who are interested in starting a professional chapter. These persons can be members graduating from your school and/or chapter, or five professional law enforcement personnel from the local police department or sheriff's

department, or a combination of both. You need at least five people to charter a chapter but can have as many more as you want.

2. Select a spokesperson for your new group. This person should contact the National Office in Sacramento to get the "starter packet" and information needed to charter your new professional chapter.
3. Upon receiving the packet from the National Office, your group should follow the instructions given in the packet. Select your chapter officers, a chapter name using Greek letters, and obtain applications (where needed) and initiation dues from the new members of this chapter. When all the information is completed, send the packet back to the National Office. Upon approval, the Grand Chapter will send you your new Charter.
4. After you have been established as a professional chapter of the Association, you may select one of the membership drives listed in this booklet to increase your membership. Keep in mind that your chapter could act as a stepping stone for the collegiate chapter in your area to retain those members who have graduated from the college or university.

Depending on the amount of time your particular chapter has, some of the activities you may wish to have could include the following:

1. Helping the local collegiate chapter(s) with their membership drives.
2. Assisting them with speakers, special films, personnel on career or recruitment days, or helping them arrange tours and special activities.
3. As a professional chapter, you may want more mature activities, other than school events. Some of these may include dinners, concerts, professional seminars, activity in the local law enforcement volunteer programs in your area, or any number of things you could not do in a collegiate chapter.
4. Do not overlook the possibility of study sessions for members preparing for promotional exams and Regional and National ACJA/LAE competitions. Also, there is the charitable contributions and volunteer activities with local youth groups and similar organizations which can help to establish the desired image of law enforcement in your community.

## Required by the ACJA-LAE National Bylaws

The following is required of all ACJA/LAE subordinate chapters:

1. A copy of the minutes of Chapter meetings to be sent to the National Executive Secretary.
2. Changes of addresses are to be sent to the National Executive Secretary. A copy of the Chapter Bylaws and all corrections/amendments are to be sent to the National Executive Secretary.
3. Applications for new members are to be sent with the initiation fee to the National Executive Secretary. Be sure application forms are readable and complete with the necessary signatures and new members are listed on the Controller Sheets. **(Applications and Controller Sheets can be downloaded from our website) Be sure each member is at least 18 years of age.**

4. Send the names and address of newly elected officer to the National Executive Secretary. Submit the changes on the Officer's Roster Form provided by the National Office. The Form can be sent regular mail or faxed. New Officers can also be submitted via email. **The Officer's Roster Form can be downloaded from our website.**
5. It is suggested that news of the Chapter (in article form) be submitted to the Journal Editor for possible inclusion in the ACJA/LAE Newsletter. Pictures are also accepted and encouraged.

## Required by the Internal Revenue Service (IRS)

### Employer Identification Number (EIN)

The Internal Revenue Service requires that all of the ACJA/LAE chapters file for an Employment Identification Number (EIN). Chapters will need this number if they intend to open a checking account, have fundraisers, etc. All chapters need an EIN number even if they are not going to open a bank account, etc. All ACJA/LAE chapters are included under the National's Group Exemption Number, however, all chapters have to obtain their own EIN number.

**Chapters should file for their EIN number just as soon as they receive their Charter.** The National Office cannot file for the EIN number because it has to be obtained by a chapter officer or advisor. **A completed SS-4 Form and instructions on how to obtain the chapter's EIN number are included with the Chartering materials. Once the EIN number is received, chapters are required to email the number to the National Office. Within ten (10) days, the chapter will receive a copy of their EIN number from the IRS by mail. Chapters are required to mail or fax a copy of notice to the National Office for the chapter files.**

### e-Postcard

Beginning in 2008, small tax-exempt organizations (**including all ACJA-LAE chapters**) that previously were not required to file returns **will be required** to submit an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard)* for Tax-Exempt Organization NOT Required to File Form 990 or 990-EZ. Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, were not required to file Form 990, *Return of Organization Exempt from Income Tax*, or Form 990-EZ, *Short Form Return of Organization Exempt from Income Tax*. With the enactment of the Pension Protection Act (PPA) of 2006, these small tax-exempt organizations, including ACJA-LAE chapters, will now be required to **electronically submit Form 990-N, also known as the e-Postcard, with the IRS annually. There will be no paper form. Chapters will need their EIN number to file the e-Postcard.**

### Consequences of NOT Filing the e-Postcard

The PPA requires the IRS to "revoke" the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. Therefore, any organization that does not file the e-Postcard will have their tax-exempt status revoked as of the filing due date of the third year.

## ACJA/LAE Forms

The following is a list of the necessary forms and information material that is available from the National Office to help your chapter and the National Office function efficiently and effectively:

1. **Application Forms** (for all new members): Please be sure the name is “legible” before sending applications to National for processing to help avoid misspelled names. ***(also available on our website)***
2. **Controller Sheets**: MUST accompany new applications (or renewals) listing names(s), fee submitted, and Chapter Officer / Advisor submitting the applications). Also, please indicate the address you wish the membership material sent to by return mail. ***(also available on our website)***
3. **Supply Order Form**: Lists items for sale such as stationary, decals, certificates of appreciation, binders, mouse pads, etc. You can also order all ACJA/LAE Forms on this Order Form free of charge. ***(also available on our website)***
4. **Chapter Officers’ Roster**: Should be filled out whenever there is a change in chapter officers and / or advisors. Chapters can also email information to the National Office at acjalae@aol.com. ***(also available on our website)***
5. **National Bylaws and Standing Rules**: Are updated every year and sent out the chapters in an October mailing. ***(also available on our website)***
6. **Chapter Guide**: Helpful in the activation / reactivation of a subordinate chapter, the day-to-day duties of chapter officers, fundraisers, etc.
7. **Membership Oath and Symbolism Booklets**: Includes the membership oath and explains the symbols of our logo.
8. **ACJA/LAE Benefits Sheet**: Lists all benefits of being an ACJA/LAE members; useful when recruiting new members.
9. **ACJA/LAE Tri-fold Brochure**: An Invitation to Commitment, useful when recruiting new members.
10. **ACJA/LAE History Sheet**: Details the history of ACJA/LAE and how it began in 1937. ***(also available on our website)***
11. **National and Regional Standard Competition Information for Conferences**: Information on rules and competition standards for Written Exams, Crime Scene Investigation, Firearms, and Physical Agility Competitions held at Regional and National Conferences.
12. **National Executive Board Roster**: To keep Chapter Officers, Advisors, and members apprised of the current Executive Board members and how to contact them.
13. **Plaques and Trophies Order Form**: A form with an order blank to order plaques and trophies for special recognition awards. ***(also available on our website)***

## In Closing

We hope this Chapter Guide helps you in starting your new chapter or strengthening your existing one. The different options (you choose the one best for your needs) in membership drives are offered as guidelines which you can use with your own ideas to increase your membership. The suggestions on activities are well known and all have been used by one chapter or another and has been very successful for them. We wish you the best of luck with your chapter and if you need any additional help, advice, or answers, please do not hesitate to call your National Secretary, National or Regional President, or a nearby chapter.

**We are here to help you.**

**National Office:** American Criminal Justice Association  
Lambda Alpha Epsilon  
PO Box 601047  
Sacramento, CA 95860-1047  
(916) 484-6553  
(916) 488-2227 FAX  
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(web site) [www.acjalae.org](http://www.acjalae.org)

## **GLOSSARY**

1. **Pledge Book:** A book of educational material about the Association and chapter's history, philosophy, Bylaws, and standing policy. It will be the vital tool to being accepted into the chapter. Some information in this book should contain are the name of the Association (American Criminal Justice Association--Lambda Alpha Epsilon), the name of your local chapter, the meaning of the letters "L.A.E.", the meaning of the star, web, and scale on the Association's emblem, the correct spelling of the name of the Association and chapter, the make-up of the National regions, the names of the Executive Board members of the three levels (National, Regional, Chapter), and when, why, by whom, and where the Association was founded. This information should be used for the written test. The pledge who knows these things should make it satisfactorily through the pledging and be a good strong member.
  2. **Badge:** Pledges could be required to wear a badge to identify themselves and the chapter they are trying to get into. These badges can be made either by the individual pledges or pre-made by the current members of the chapter.
  3. **Banner or Signs:** A requirement might be that the entire pledge class present the current members with a banner or sign made by the pledge class. This banner could reflect a theme or name of the class. This is a good project for togetherness.
  4. **Chapter Colors:** The chapter membership should select colors that will identify their organization to other college students.
  5. **Dress Code:** Chapter colors may be incorporated into the dress code for special events or activities.
-



## **APPENDIX A**

# ***PARLIAMENTARY PROCEDURE***

## THE AMERICAN CRIMINAL JUSTICE ASSOCIATION LAMBDA ALPHA EPSILON

The following material has been adapted in part from the "**Congratulations**" series of handbooks published by the **National Association of Parliamentarians** and the contribution of their members is hereby gratefully acknowledged.



**CONGRATULATIONS**, you have joined The American Criminal Justice Association -- Lambda Alpha Epsilon. You want to be a good member. What do good members do?

In a social sense they:

- ◆ Participate and work with other members who have interest in common
- ◆ Learn more about their chosen profession - Criminal Justice
- ◆ Make new friends
- ◆ Have fun!

In a business sense they:

- ◆ Attend and participate in meetings
- ◆ Pay dues
- ◆ Serve on committees
- ◆ Hold office, if elected
- ◆ Respect the Objectives, Bylaws and Rules of the Association

A knowledge of the Association's rules, and of parliamentary procedures by which they are put into effect, will help you to be a good member and your chapter to function in a democratic manner.

### What a Member Should Know About the Association

Every member should know:

- ◆ The history of the Association.
- ◆ The Association's purposes and objectives.
- ◆ The Association's basic structure, policies, and manner of operation.
- ◆ The Association's rights and responsibilities toward a member.
- ◆ A member's rights and responsibilities within the Association.

This information is found within the chapter start-up kit sent to the organizing advisor or by any person requesting the "chapter start-up" kit to organize the chapter. These rules apply specifically to The American Criminal Justice Association -- Lambda Alpha Epsilon and distinguish it from all others. Every chapter is entitled to have a copy of these documents.

To supplement these rules, the Association has adopted a parliamentary authority -- that is, a reference book on parliamentary procedure. Rules provided by this authority apply only when the Association has no rule of its own to cover a particular situation. **Robert's Rules of Order Newly Revised** is a universally accepted reference and is the official parliamentary authority of The American Criminal Justice Association - Lambda Alpha Epsilon.

## What is Parliamentary Procedure?

Parliamentary procedure provides a means by which deliberative assemblies, governed by adopted sets of rules, can arrive at the majority decision of those present -- accurately, impartially, and in a minimum amount of time.

Parliamentary rules provide:

- ◆ Guidelines for sharing ideas, information, and opinions.
- ◆ Means by which fair and open decisions may be made.
- ◆ Proven ways of determining action and carrying on an organization's business.

Parliamentary rules protect the rights of:

- Each member,
- The majority,
- The minority,
- The absent member,
- The organization as a whole
- All of these together.

Proper use of parliamentary procedure insures:

- Justice and equality for all,
- Orderly conduct of business,
- Consideration of one thing at a time,
- Rule of the majority,
- Respect for the rights of the minority.

**Ideally, parliamentary procedure is the Golden Rule put into practice.  
It should be used as a tool, never as a weapon.**

## How Members Participate in Meetings

Members can expect meetings of ACJA-LAE to follow a regular pattern. Various kinds of business are almost always considered in the same sequence, called an "order of business", and are usually outlined in the organization's rules.

Between the "call to order" and the "adjournment", a typical order of business usually includes:

1. Reading and Approval of Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special Committees
4. Special Orders
5. Unfinished Business and General Orders
6. New Business

Other items which may be included are:

- Opening Ceremonies

- Roll Call
- Good of the Order
- Announcements
- Program

Members have the right to participate under any heading in the order of business, so long as what they say or do is properly related to that heading. If uncertain as to the propriety or timeliness of contemplated action, they may ask the presiding officer for advice or direction.

## A Member's Role in the Order of Business

### Call to Order

When a meeting is called to order, members should be seated immediately and give full attention to the presiding officer, called the "chair".

**A "quorum" of members must be present for business to be transacted legally.** The size of an organization's quorum - *that is the minimum number of members who must be present* - is designated in the chapters bylaws.

The presiding officer is responsible for making certain that a quorum is present. This is usually done through a roll call or count of those present.

At the opening of the meeting, or at any later time in the meeting, a member who doubts that a quorum is present has the right to question it by making a "*Parliamentary Inquiry*", or if a member is certain that a quorum is not present, by raising a "*Point of Order*".

### Reading and Approval of Minutes

Minutes are the official record of the proceedings of an organization. Members have the right to hear them read or to read them before approving them.

After minutes have been read, the presiding officer asks whether there are any corrections. A member who has noticed an error or who has a question about the accuracy of the minutes states the correction.

The minutes, with any corrections, are usually approved by general consent. This is an informal motion assumed by the chair and is used instead of a formal motion by a member. The presiding officer, usually the president, should then state "*If there are no (or no further) corrections, the minutes will be accepted as read (corrected).*"

### Reports of Officers, Boards, and Standing Committees

Reports are presented to a meeting in order to keep members informed. Following the presentation of a report, members may ask a question or make suggestions. When a report contains a recommendation for action by the organization, a motion is made to adopt the recommendation, the matter is discussed, and through their votes, members decide what is to be done.

Not every officer or committee is expected to report at every meeting.

### Reports of Special Committees

A special committee is appointed to perform a specified task. Reports are handled in much the same way as standing committee reports. However, when a special committee gives its final report, its task is finished and it no longer functions as one of the organization's committees.

## Special Orders

Special orders usually are postponed questions that have been given special priority for consideration at a designated meeting or time during a meeting. Matters which the bylaws require to be considered at a particular meeting, such as nominations and election of officers, may also be regarded as special orders.

## Unfinished Business and General Orders

By listening carefully to the minutes of the previous meeting, members will know what items of business were not completed at the previous meeting and should therefore be included under this section of the present meeting. A general order is any question which, usually by postponement, has been made an order of the day without being made a special order. That is, these items are given priority and should be dealt with first under "old business", unless of course the postponement stated that they should be dealt with at a specific time, in which case, any business under consideration at that time would be interrupted and the general/special order would be handled.

Members have the right and responsibility to take part in the discussion of items of unfinished business. By exercising their rights to ask questions, debate, make motions, and vote, they help to bring about decisions on the disposition of these items.

## New Business

When the chair announces, "New Business is now in order," a member may introduce a new idea or proposition to the organization, as long as the subject matter falls within the policies and objectives of the organization, and as long as the member follows proper procedure.

## Adjournment

Adjournment means official closing of a meeting. A meeting must be adjourned and **cannot be reconvened** after it has been adjourned. Adjournment may be by a motion, a second, and a majority vote. More frequently, however, when there is clearly no further business to be considered, a meeting may be adjourned by the chair's saying, "Since there is no further business, the meeting is adjourned."

# A Member's Role in the Processing of a Motion

## Obtaining the Floor

In order to make a motion or take part in debate, a member must first "obtain the floor". A member who has obtained the floor is guaranteed the right to speak and can have this right taken from him only if an emergency should arise or after he has used up his allotted time. To obtain the floor, a member rises when no one is speaking and addresses the presiding officer by title.

The presiding officer should be addressed as "Mr. or Madam Chairman", "Mr. or Madam President", etc. When the vice-president is presiding, that officer is addressed as "Mr. or Madam President". Persons who have no specific title or whose responsibility for presiding is temporary are addressed as "Mr. or Madam Chairman". Members address the presiding officer by his official title, but speak of him as "The Chair".

The chair recognizes the member by nodding or calling his name. The member is then said to have obtained the floor. If business is already pending before the assembly, a member may express his opinion on that business or make a motion relating to it. If there is no business before the assembly and new business is in order, a "main motion" may be made to introduce a new item of business.

## **Making a Motion**

Upon obtaining the floor, a member introduces his motion by saying, "I move that . . .," stating or reading the text of the motion. Motions should be worded carefully. Negative statements should be avoided. Writing out a motion will save time and avoid confusion when it is discussed in the meeting. In some meetings the presiding officer or the rules of the assembly require that motions be written. Usually the name of the person who makes an important motion is recorded in the minutes.

## **Seconding a Motion**

A member need not obtain the floor to second a motion. He calls out from his seat, "Second," or "I second the motion." The name of the person who seconds a motion is usually not recorded in the minutes.

All main motions require a second, except those offered on behalf of a committee, in which case the motion has already been seconded by the members of the committee.

A second does not imply that the seconder **favours** the motion; it indicates only that he is **interested** in having the subject of the motion brought before the meeting.

## **Discussing a Motion**

After the chair says "it is moved and seconded that . . ." the motion is said to be pending and is open to debate. All main motions are debatable.

In debate, members address all remarks through the chair. Cross talk between members is not allowed and mentioning other members' names is avoided as much as possible. Remarks are made in a courteous tone and no allusion is ever made to a member's motives.

The maker of a motion has the right to speak first about it. He must claim this right, however, by obtaining the floor. Following his remarks, other members may address the chair, obtain the floor, and speak.

In most meetings, each member may speak twice on a debatable motion, but may not have a second turn as long as another member wishes to speak for the first time. A member is never permitted to speak against his own motion, but if he changes his mind after hearing it discussed, he may vote against it.

The chair may not, arbitrarily, close debate but a member may try to do so by moving the "*Previous Question*". To make this motion the member must obtain the floor. The motion is not debatable and it requires a second and a two-thirds vote for approval.

A member who notices a mistake in procedure or an infringement of the rules can assist the presiding officer in the conduct of a meeting by calling attention to the suspect error or by asking a question.

Judgment must be exercised in raising questions and points of order. While all members have the responsibility of seeing that rules are enforced properly, no member has the right to interfere with the progress of a meeting by constantly calling attention to small details if it is clear that no real harm is being done in the proper transaction of business and no member's rights are being denied.

## **Voting on a Motion**

When there appears to be no further debate, or when debate has been closed by adoption of the previous question, the chair says, "The question is on . . ."

Members may vote by voice, show of hands or standing, or by ballot. Motions, however are usually voted on by voice. As directed by the chair, members respond by saying "Aye" for the affirmative, or "No" for the negative. Voice votes are sometimes difficult to interpret. A member who feels uncertain about the result of

a voice vote should call out "Division" without waiting for recognition from the chair. The chair immediately retakes the vote as a standing vote.

A ballot vote is a written vote and is used more often in the election of officers than in voting on motions. A ballot vote has the advantage of being secret.

Members have the right to decide what method of voting they wish to use. For example, a member may move "This vote be taken by ballot." This motion requires a second and a majority vote for approval. A "majority vote" means that more than half of those voting have voted on one side (26 to 24, 14 to 12, 99 to 1, etc.). A "two-thirds vote" means that at least twice as many have voted on one side as on the other (30 to 15, 33 to 12, etc.).

### **Completing Action on a Motion**

Action on a motion is completed when the chair announces the result of the vote. Members can expect the approved action to be carried out as authorized -- unless they decide later to "reconsider" the vote, to "rescind" the action, or to "Amend" the adopted motion.

## **A Member's Role in Nominations and Elections**

The success of a chapter is determined in large part by the quality of its leadership. Securing capable officers is a responsibility of the entire membership. In most chapters, selection of officers involves two steps: nominating and electing.

### **Nominations**

Nominations may be made from the floor by members, by a committee, or by ballot. The committee method has the advantage of group thinking and allowing nominations from the floor in addition to those made by the committee adds to this advantage.

Rules for selection of members of a nominating committee and time for presentation of its report are found in Robert's Rules of Order Newly Revised.

To nominate from the floor a member rises when the chair calls for nominations for a certain office and says, "I nominate (name) for (office)." No second is required. The consent of all nominees whether named by a committee or from the floor, should be secured before their names are offered.

### **Elections**

Officers are elected as prescribed in the bylaws. Experience has proven the wisdom of election by ballot; however, elections may be by voice vote, by show of hands, or by standing.

Members may vote for themselves for office or other positions to which members are generally eligible. "Write-in votes" are permitted in ballot voting because voting is not limited to the nominees.

When voting, members should always follow directions carefully so there will be no question as to the interpretation or validity of their votes. If members have any doubt as to the method of marking, folding, or depositing their ballots in a ballot box, they should ask a member of the election committee for directions.

Ballots are counted by "Tellers" or members of an election committee, who prepare a full report which accounts for every vote cast. Members are entitled to hear the full report of the election and it should be included in the minutes. A majority vote is necessary to elect unless the chapter's rules allow for a plurality vote when there are more than two nominees for an office. When there is but one nominee for an office, the chapter's bylaws often permit election by voice vote, or by directing the secretary to cast the **elective** ballot for that person or persons.

## Chapter Officers

### **PRESIDENT**

**CONGRATULATIONS**, you have been chosen as the leader of your chapter. You should have a workable knowledge of parliamentary procedure, and be familiar with the objectives, bylaws, and other rules of your chapter and the national association. You do not have to memorize everything, but do know where to find the answers. Of course, you will set the example in impartiality, courtesy, and obedience to these rules. Check the bylaws and other rules of your own chapter for the specific duties of your office.

In general, a President is expected to:

- Be the official representative of the chapter.
- Preside at all meetings of the chapter and of the Board (if any).
- Refer to him/herself as "The Chair" ("I" is not used).
- Call meetings to order on time.
- Determine if a quorum is present.
- Announce, in proper order, the business to come before the meeting.
- Recognize members entitled to the floor.
- State and put to vote all questions that legitimately come before the assembly.
- Announce the result of each vote and the effect of the action.
- Expedite business in every way possible without denying the members their rights.
- Enforce rules of debate, order, and decorum.
- Decide all points of order (subject to appeal).
- Respond to relevant questions of members
- Refrain from voting except when vote is by ballot, or when the vote would change the result.
- At the proper time, declare the meeting adjourned (by general consent or by majority vote of the assembly.)
- Stand while calling a meeting to order, while declaring it adjourned and while putting a question to vote.
- Carry out administrative and executive duties outlined in the bylaws of the chapter or as directed by the membership of the chapter.
- Prepare a report to be given at chapter meetings.

The President may be (should be) ex-officio a member of all committees except the nominating committee. This is not a duty of the office, but is a privilege granted by the bylaws. Without such a provision the President has no more right to attend the meetings of a committee than any other member of the organization who is not a member of the committee.

Ex-officio means "by virtue of office" and if given this privilege, the President has all of the rights which are extended to other members of the committee -- to make motions, debate, vote, etc. The President is not obligated to attend committee meetings and is not counted in the quorum, but it is the duty of the chairman of the committee to notify the President of each committee meeting.

### **VICE-PRESIDENT**

**CONGRATULATIONS**, you have been chosen Vice-President of your chapter. You should have a workable knowledge of parliamentary procedure, and be familiar with the objectives, bylaws, and other

rules of your chapter and the national association in case you have to take over for the President. You do not have to memorize everything, but do know where to find the answers. Check the bylaws and other rules of your own chapter for the specific duties of your office.

In general, the Vice-President is expected to:

- Assist the President in the performance of his / her duties and perform such duties as directed by the President.
- In the absence of the President, the Vice-President serves in his / her stead.
- In case of resignation of the President, the Vice-President automatically becomes President for the unexpired term of office.

## **SECRETARY**

**CONGRATULATIONS**, you are the Secretary! A chapter may have as many officers as it considers necessary, but in order to function in accordance with the Grand Chapter (National) bylaws and our parliamentary authority (Robert's Rules of Order Newly Revised) it must have a presiding officer (President) and a recording officer (Secretary). The detailed duties of the Secretary should be listed in your chapter bylaws. The general duties are as follows:

- Keep accurate minutes of all business meetings of the association and the board. Record what was **done** by the chapter, not what was **said** by the members.
- Maintain an accurate membership list.
- Handle correspondence, and send out notices, if there no one else assigned to this duty (such as a Corresponding Secretary).
- Work in close harmony with the President.
- Prepare the agenda for meetings unless the President prefers to prepare it.
- Keep the records of the chapter, including committee reports.
- Take to each meeting: the minutes book, bylaws, rules, a list of members and a list of committees and the membership of each, agenda, records, ballots and any supplies that may needed.
- Call the meeting to order if the President and the Vice- President(s) are absent, and preside until a temporary chairman is elected (this should be done immediately after calling the meeting to order).
- Send the President a copy of the minutes as soon as possible after each meeting.
- Make minutes available for examination by the members upon request (at a reasonable hour).
- Notify officers, committee members, and delegates of their election or appointment.
- Transfer, upon expiration of his/her term of office, all material pertaining to the office to the newly elected Secretary

### **Contents of Chapter Minutes**

The first paragraph should contain:

- The kind of meeting - regular, special, or adjourned
- The name of the chapter
- The date and time of the meeting, and the place if it is not always the same.

- A notation of the presence of the regular Presiding Officer and the Secretary, or the name of their substitutes.
- Action taken on the minutes of the previous meeting (approved as read or as corrected).

The body of the minutes contain, in a separate paragraph for each:

- Reports of officers, boards, standing committees, and special committees.
- Officers (at least the Treasurer's report)
- Board (given by the Secretary for information)
- Standing committees (such as membership, etc.)
- Special committees (such as committees to set-up fundraising activities.)

### **Motions**

The **FINAL** wording of all main motions (with any amendments incorporated) and any motion to reconsider; also whether each was adopted, lost or temporarily disposed of (postponed, etc.) should be included in the minutes (but not if the motion was withdrawn.)

The minutes should also contain:

- All notices of motions
- All points of order and appeals, noting whether sustained or lost, and giving the chair's reasons for the ruling.
- The name of the maker of important motions, but not of the seconder.
- Announcements

The last paragraph contains the hour of adjournment.

The minutes are closed with the signature and title of the person writing the minutes.

### **Pertinent Points On Minutes**

- Minutes are the legal record of the proceedings of the chapter and should never be destroyed.
- A chapter may decide the contents of its minutes.
- The Secretary may request, through the Chair, that motions be in writing.
- The words "motion" and "question" are used interchangeably.
- Reports of committees are filed by the Secretary with the minutes of the meeting at which the reports were given.
- When a count is ordered or a vote is by ballot, the number of votes on each side should be recorded in the minutes unless ordered otherwise by rules or by the assembly.
- Nothing is ever erased from the minutes. Corrections are made in the margin, If material is expunged, a line is drawn through the words expunged.
- "Respectfully Submitted" is not necessary when the Secretary signs the minutes.

## Procedure For Reading Of Minutes

*Example, Including Sample Minutes:*

Chair: "The Secretary will read the minutes of the previous meeting."

Secretary (Standing except in very small, 10 or less, meetings):

"The regular meeting of the Chi Sigma Iota Chapter was held September \_\_\_\_, 19\_\_, at 3:30 PM in Room Six of the Blanca Office building. The President and Secretary were present. The minutes of August \_\_\_\_, 19\_\_, were read and approved as read.

The Treasurer reported a balance of \$175.56. The report was filed.

Sam Smith moved the adoption of rules proposed by the Program Committee for the Crime Scene competition to be in October, 19\_\_. After debate and amendment, the following rules were adopted: (include here a complete text of the rules as adopted.)

Jane Foe moved that the chapter hold a used book sale. By motion, the question was referred to the Ways and Means Committee with instructions to report at the October meeting.

The Chair announced the next meeting would be on October \_\_\_\_, 19\_\_, in Room three of the Blanca Office Building, at 3:30 PM.

The meeting adjourned at 4:45 PM.]

---

Helen Barnes, Secretary

Chair: Are there any corrections

Member (after recognition by the chair): Mr. President, the proper name of Miss Foe who moved that the club hold a used book sale, is Janice Foe.

Chair: If there is no objection, the Secretary will correct the name of read Janice Foe. Are there further corrections to the minutes? There being none, the minutes stand approved as corrected.

## Important Points Regarding Approval Of Minutes

- Minutes are read and approved as read or as corrected, **immediately** after the call to order and opening ceremonies.
- Minutes are usually approved by general consent. No motion is required; the Chair may assume this motion since it is routine business.
- Minutes may be corrected whenever the error is found regardless of the time that has elapsed. Correction of minutes after they have been approved requires a two-thirds vote unless previous notice has been given.
- When minutes are approved, the word "approved" and the Secretary's initials and date of approval are written below the minutes.
- In sessions longer than one day (conventions), minutes are read and approved by the assembly at the beginning of each day's business, unless the Executive Board or a committee has been authorized to approve them later.

- Minutes of an annual meeting are approved at the next regular meeting. (Minutes of a regular meeting are not approved at a special meeting.)

**TREASURER**

**CONGRATULATIONS**, you are the Treasurer! The treasurer is custodian of the money of the chapter. This officer collects, deposits, and disburses the funds of the organization.

All transactions by the treasurer should be authorized by the chapter either in the bylaws or by an adopted motion. Bylaws should specify the procedure for dues payment, including the delinquent date. Upon payment of dues, the treasurer shall issue a receipt or a membership card to each member.

A bank account (or college account) should be maintained in the name of the chapter. Under no circumstances should the funds of a chapter be kept in a personal account or in an account identified by the name of the treasurer or other officer. The treasurer is responsible for the signature cards, properly signed and filed with the bank or college, prior to writing checks. The treasurer's books should be audited annually by an auditing committee of two or more members of the chapter who are proficient in bookkeeping skills. A new treasurer should not accept books unless they have been audited. The treasurer should be a member, or chairman, of the budget committee (if any) and should be involved in the preparation of the annual budget of the chapter.

**NOTE: A "fiscal year" is an accounting period of twelve consecutive months. If it is to be other than the calendar year (January through December), the period it covers must be specifically designated.**

**Contents Of The Treasurer's Report**

The Treasurer's report should contain:

1. Balance on hand at the beginning of the period for which the report is made (month of January, etc.)
2. Receipts (money received)
3. Disbursements (money paid out), and;
4. Balance on hand at the close of the period for which the report is made.

The Treasurer's report, given at each regular meeting, **is not adopted** but is read for information. The President and Secretary should receive a copy of the report.

**Procedure For Handling The Treasurer's Report**

Chair: The Treasurer, Jane Addison, will present the Treasurer's report.

Treasurer: (reading the report)

BALANCE ON HAND September ____, 20__		\$101.02
<b>RECEIPTS</b>		
Dues (3 AT \$5.00)		\$15.00
Candy sale (50 boxes AT \$2.00)	<u>\$100.00</u>	
Total Receipts		<u>\$115.00</u>
(Total)		\$216.02

(signed) \_\_\_\_\_  
Jane Addison, Treasurer

Chair: Are there any questions?

Member: (after being recognized): I would like to ask: has the bill from ABC Printing Company been received?

Chair: The Treasurer will please answer this question.

The Treasurer gives the requested explanation.

Chair: Are there further questions? (pause) Since there are no further questions, the report will be filed.

**Annual Treasurers Report:**

An annual Treasurer's report covers the receipts and disbursements for the fiscal year.

*(Example of report)*

Report of the Treasurer of the \_\_\_\_\_ chapter for the Year Ending December 31, 19\_\_\_\_

BALANCE ON HAND January 31, 20\_\_\_\_ \$1,253.25

RECEIPTS

Members' Dues \$630.00  
Proceeds from candy sale 308.75

Total Receipts 938.75

(Total) \$2,192.00

=====

DISBURSEMENTS

Operating funds \$500.05  
Candy boxes 154.35  
Stationery and printing 143.00  
Postage 84.00

Total Disbursements \$ 881.40

BALANCE ON HAND December 31, 20\_\_\_\_ \$1,310.60

(Total) \$2,192.00

=====

(signed) \_\_\_\_\_  
Jane Addison, Treasurer

Audited and found correct.

signed \_\_\_\_\_

signed \_\_\_\_\_

Auditing Committee

\_\_\_\_\_

Date

The Treasurer's annual report should be followed by a statement, signed and dated by the auditing committee, as illustrated in the above example. The report of the auditing committee should then be adopted.

### **Annual Budget**

A budget is an itemized list of probable receipts and disbursements for the ensuing fiscal year. The budget serves as a guide in planning the chapter's activities. The annual financial report for the previous year provides a good guide.

The proposed budget is adopted by the organization. After adoption, the budget may be amended if the need arises. For the budget to serve as authorization for the expenditure of funds, the bylaws, or a standing rule, or a motion adopted by the organization must provide for it.

## **SERGEANT-AT-ARMS**

**CONGRATULATIONS**, you are the Sergeant-at-Arms! The Sergeant-at-Arms shall carry out the orders of the presiding officer in keeping order, disseminating ballot(s), and take care of any other business the presiding officer deems necessary.

He/she shall be well versed in parliamentary procedure and have knowledge of both chapter and National bylaws. The Sergeant-at-Arms shall work under the presiding officer and perform such duties as directed by him/her.

## **Committees**

**CONGRATULATIONS**, you are on a committee! A committee has been described as the "eyes, ears, hands, and very often the brain of an organization."

Robert's Rules of Order Newly Revised defines a committee as "a body of one or more persons, elected or appointed by (or by direction of) an assembly or society, to consider, investigate, or take action on certain matters or subjects, or to do all of these things."

Now that you are on a committee, what will you do? What are your responsibilities? How does a committee function?

You have undoubtedly been appointed as a member of the committee because you have special knowledge and ability to carry out the committee's assignment and because you are reliable, hard-working, tactful, and prompt in discharging your responsibilities.

To make certain of the committee's purpose and responsibilities, you will want to begin by checking the organization's bylaws or the motion which provided for the creation of the committee. An understanding of parliamentary procedure will help you to be a good committee member.

Committees are the working machinery of a chapter.

### **Kinds of Committees**

There are two kinds of small or "ordinary" committees; **STANDING** and **SPECIAL**. Information in this booklet refers only to these two kinds of committees.

### **Facts to Know About Standing Committees**

- Standing Committees are relatively permanent in nature, with members appointed or elected to carry out specific functions of the society.
- Standing Committee members are usually selected after new officers have been elected and serve for a term corresponding to that of the officers, or until their successors have been chosen, but the committee itself continues to exist as part of the organization until a change in organization rules eliminates it.
- Authorization for the creation or appointment of standing committees is customarily provided in the bylaws of the organization.
- Members of a standing committee should be chosen to provide the strongest possible group to carry out the committee's responsibilities.
- Bylaws frequently provide that chairmen shall be members of the society's Executive Board.
- The committee may be required at times to report to the Executive Board as well as, or instead of, to the assembly. Committees usually report at least once a year, generally at the annual meeting of the chapter.
- Examples of standing committees found in many chapters are: Fund Raising, Membership, Program. There may be many others.

### **Facts to Know About Special Committees**

- Special Committees are created as the need arises to carry out a specified task.
- Committee members are elected or appointed to carry out a specific duty and remain on the committee until that task is completed.
- When the committee has completed its assigned responsibility and given its final report, the committee automatically ceases to exist.
- Special committees are appointed or elected as authorized by the assembly or body that created them.
- Members of special committees should be chosen so as to best meet the needs of the committee.
- If it is to take some kind of action, the committee should be small and include only those who favor the work to be undertaken.
- If it is to study or investigate a question, it should be larger and include members with different points of view on the assigned subject.
- Chairmen are usually not members of the society's Executive Board.
- It should be noted that the head of a committee is known as the "Chairman". Frequently people want to refer to this person as the "Chairperson". The term "chairperson" is not proper and is not recognized by the Associations parliamentary

authority (Robert's Rules of Order, Newly Revised) and is therefore not used by the Association.

- A special committee normally reports to the body that created it. If created by the assembly, it reports to the assembly. If created by the Executive Board, it reports to the Board. The motion creating it can direct to whom it reports.
- Examples of special committees are: a committee to plan a party, to study the possibilities of a new project or idea, to investigate a situation, to purchase a gift, to carry out a particular action for the chapter.
- Special committees are sometimes called "select" or "ad hoc" committees.

### **Business is Conducted Informally in Committees**

- Members need not "obtain the floor" before making motions or speaking. A second is not needed to a motion made in committee meetings.
- The chairman may participate in debate without rising or leaving the chair.
- There is no limit on the number of times, or the length of time a member may speak on a question.
- A motion to close debate (to move the previous question) is seldom permitted.
- Subjects are often discussed informally before as well as after a motion is made.
- A show of hands or general consent is used frequently as the method of voting.

### **The Chairman of a Standing or Special Committee**

- Arranges for meetings of the committee. If the chairman fails to call a meeting, any two members may call a meeting provided all members, including the chairman, are notified.
- Acts as secretary, keeping notes of committee business and progress. In large committees, a member may be appointed as secretary to keep informal notes for the committee's reference.
- Presides over committee meetings and participates actively in the discussion.
- May make motions, debate, and vote on all questions.
- Usually prepares and gives the report for the committee. Although the chairman usually gives the report, the committee may select a "reporting member."

### **Rules Under Which Committees Work**

- The chairman is appointed by the President, elected by the assembly, or elected by members of the committee. The bylaws, rules, or the motion creating the committee determine which procedure is followed.
- If no chairman is appointed or elected, the first person named to the committee calls a meeting. Committee members then elect the chairman.

- When the President appoints a committee, the person named first becomes chairman.
- All members must be notified of all meetings.
- A majority of committee members must be present to make a committee meeting legal. This is the "quorum" of the committee.
- The president is an ex officio member of committees only when the bylaws provide for this. As an ex officio member he has all the rights and privileges of other members, including that of receiving notice of meetings. He is **not** counted as part of the committee quorum.
- Discussion of committee business is informal. All members including the chairman may debate freely.
- Committee decisions are made by a majority of those present and voting in a meeting of the committee, a quorum being present. Emergency decisions made by telephone must be approved by all committee members.
- A committee has the power to do only that which is authorized by rules or motions adopted by the organization.
- Committees may hold "hearings" during which other members of the society may present their views; however, during actual deliberation and discussion by the committee only committee members may be present.
- All papers or documents referred to a committee by the society must be returned to the society (usually to the secretary) in the same condition as when received.
- Before a committee's final report is presented on a certain issue, any member who did not vote on the losing side of that particular question -- and this includes even absentees -- may move that the vote be reconsidered. A 2/3's vote is required unless all who voted on the prevailing side are present or have had ample and complete notice of the member's intention to move the reconsideration, in which case, only a majority vote is required.
- When a member is not able to serve or resigns from a committee, the vacancy is filled by the same person or body that selected the original members of the committee, or as provided in the bylaws.

## Committee Reports

All committee reports should contain only what has been approved by a majority vote of the committee in a called meeting with a quorum present.

### **Kinds and forms of Reports**

Periodic or annual reports of standing committees:

- Are usually required in the bylaws
- Are given to summarize committee work and to keep the chapter informed.
- Often contain recommendations which require chapter approval.
- Reports related to a particular item of business

Reports of standing and special committees should include:

- Identification of the committee and a description of how its charge was undertaken.
- Information obtained by the committee.
- Findings and conclusions of the committee.
- Resolutions and recommendations.

Recommendations should be summarized at the end of the report, or a motion or resolution to adopt the recommendation should be prepared for presentation to the assembly.

### **Presentation and Reception of Reports**

The report is usually presented by the chairman, but may be presented by a "reporting member";

- Presented orally (if not in written form) (or)
- Read with a copy given to chair and/or secretary (or)
- Announced, then read by secretary

If no action is required by the report, no motion is made.

If action is required, the reporting member makes the motion necessary to put proposed recommendation or resolution into action. No second is required.

If the motion to adopt a resolution or recommendation is made by one who is not a member of the committee, a second is required.

### **Form of Report**

- Usually is not addressed or dated
- Should always be written in third person
- Is referred to as the "report of the committee", not as the report of the chairman or of any individual.
- Should be signed:
  - 1) By all committee members agreeing with it (chairman signs first and does not add the word "chairman" after his name) (or)
  - 2) By chairman as authorized by the committee (In this case, chairman writes "chairman" after his name).
- The words "respectfully submitted" are not placed in the signature block.

### **Minority Reports**

- In all committees, members of the committee who do not agree with the report adopted by the committee may prepare their own report. This is called a "minority report".
- (The report adopted by the majority is called "the committee report" or the "report of the committee.")
- The assembly has the right to decide whether it will hear a minority report. If the assembly decides to hear it, a motion may then be made that the minority report be substituted for the report of the committee.

- If this motion is adopted, the assembly must then decide whether it will approve the recommendations in the minority report.

## An Overview of What is to be Placed into the Minutes

Since there is frequently some confusion concerning what should be included in the minutes of a meeting, a special section is being included concerning this topic. Some of the information included in this section may be a repeat of information already given.

### General Rule

The minutes should contain what was **done** by the organization, not what was **said** by the members.

### Specifics

The first paragraph of the minutes should contain the following information, (which need not be separated into numbered or separated items):

1. Type of meeting, (whether it is an annual, regular, special, adjourned regular or adjourned special meeting).
2. The name of the chapter.
3. The date, time and location of the meeting.
4. The fact that the regular chairman and secretary were present .
5. The fact that the minutes of the previous meeting were approved.

The body of the minutes should contain a separate paragraph for each subject matter, and should show:

- All main motions or motions to bring a main question again before the assembly - except any that were withdrawn- giving:
  - a) The wording in which each motion was adopted or otherwise disposed of (Note: merely show briefly that the motion was debated and/or amended, you do not need to give the wording of the amendments or who spoke in debate).
  - b) The disposition of the motion (adopted, rejected, postponed, etc. Note: if a motion was postponed or otherwise temporarily disposed of, list any pending amendments or other adhering motions)
  - c) In the case of important motions, the name of the moving member, the member providing the second is not named.
- All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his/her ruling.
- The last paragraph should state the hour of adjournment.
- When a vote count has been ordered or the vote is by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering only as "present" should be entered. If members fail to respond on a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote.
- The minutes should be signed by the secretary. The words "respectfully submitted" should not be used.