**Duties of the State, Provincial, or National Officers**

Bylaws of The Alpha Delta Kappa Sorority, Inc. Amended 2017

Article VII – Officers Section 2, State Officers

1. The **President-Elect** shall assume the duties of president in her absence or if she is temporarily unable to perform her duties; be a member of the International Council of Presidents and a delegate to the International Convention; and perform any duties assigned to her by the president or by the executive board.
2. The **Recording Secretary** shall keep an accuraterecord of the proceedings of all meetings of the executive board and of the convention and shall be prepared to present them at the request of the president. She shall preserve in a permanent file all records and letters of value to the state and its officers to be transferred to her successor.
3. The **Corresponding Secretary** shall conduct all correspondence; mail the call to all meetings; may assist the president in editing and mailing the newsletter; maintain an orderly file of correspondence of value and have it available at meetings.
4. The **Treasurer** shall have charge of all monies; remit all publication fees and International dues of sustaining members to International Headquarters by January 1 (delinquent if postmarked after January 31); serve as a member of the committee to prepare a budget for each year of the biennium to be approved by the delegates to the convention; pay all bills upon authorization of the board or president; submit required annual financial reports to Headquarters; states of the United States of America and the Commonwealth of Puerto Rico file IRS forms; keep an itemized record of all receipts and expenditures in a permanent file; and present the record for audit at the conclusion of the biennium.
5. The **Historian** shall collect all information pertinent to the history of Alpha Delta Kappa; assemble items of interest in the archives book, including both a written and a pictorial history, and display the book at state, provincial or national and regional meetings; send to the regional historian and International Historian any material appropriate to be considered for inclusion in the regional or International archives; advise chapter historians; arrange and supervise the display of archives at the convention.
6. The **Sergeant-at-Arms** shall be the doorkeeper at meetings; assist the president and committees in coordinating activities at meetings; if requested, have charge of counting the ballots for the election of officers at the convention.
7. The **Chaplain** shall have charge of devotions at all meetings; may assist in the installation of new officers; prepare devotions or prayers at the request of the president.