CONDUCTING CHAPTER BUSINESS: FREQUENTLY ASKED QUESTIONS

QUESTIONS	ANSWERS
1. What committees should I establish?	Standing Committees: Alpha Delta Kappa Month, Altruistic, Budget, Bylaws, Fraternity Education, Membership, Nominating
2. What additional committees might the chapter establish?	Special Committees: Auditing, Courtesy, Program, Publicity, Scholarship, Telephone, Ways & Means
3. Who comprises the Chapter Executive Board?	*Elected Chapter Officers: President, President-Elect or Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Sergeant-at-Arms, Chaplain, AND *Immediate Past President
4. How many Executive Board meetings are required?	At least 3 per year.
5. How many chapter meetings are required?	At least 9 per calendar year.
6. Who completes President's unexpired term?	Immediate Past President
7. Who assumes duties of President in her absence?	President-Elect
8. Who supervises Chapter Yearbook compilation?	President-Elect
9. Who assists President with the Chapter Newsletter?	Corresponding Secretary
10. Who writes the Chapter History for the biennium?	Historian
11. Who handles all Membership matters?	Chapter Membership Chairman
12. When does the chapter have fraternity education?	A portion of each meeting should be devoted to fraternity education.
13. What is the purpose of the chapter meeting?	* Encourage fellowship * Share in programs related to sorority ideals/purposes * Conduct chapter business * Elect & install officers

14. What are the key duties of the Immediate Past President?	* Advisory capacity to the chapter * Member of the Executive Board * May serve as a committee chairman (e.g., Membership)
15. What are the obligations or requirements of membership?	* Be in the field of education for two years * Be loyal to Alpha Delta Kappa ideals and objectives * Be an active & participating member * Assume financial obligations * Maintain high standards of personal, social, professional conduct
16. Who are the best sources for guidance?	* Past Presidents * Members who attend S/P/N, regional, international meetings * District leaders * S/P/N officers
17. How should you vary chapter programs?	* Sorority topics * Professional development programs * Personal enrichment programs * Fraternal fellowship
18. What are the key components in a chapter newsletter?	* Chapter theme, logo * President's name, address, phone # & e-mail * Motivational message from the President * Highlights of prior chapter meeting * Upcoming meeting information & directions * Information from S/P/N newsletter & HQ material * Fraternity education piece * Member news * Dates to remember