

THE CHAPTER PRESIDENT'S FILE

One of the responsibilities of the chapter president is to maintain the chapter files. The files should reflect a profile of the chapter's activities, contain necessary historical information and current official Society documents and publications.

Chapter Records

- Chapter Charter
- Official Initiate Register
- Minutes of chapter meetings
Minutes are never destroyed. Original copies of the year's attendance and Minutes should be permanently bound periodically. Never separate a biennium.
- Chapter Yearbooks
- Chapter history and/or scrapbook
- Chapter profile
- Chapter Newsletters from the previous biennium
- Inventory of chapter-owned paraphernalia and where housed
- Copies of reports from the past biennium of the chapter president and committee chairs
- Copies of report forms for the past biennium (Annual Necrology Report, Annual Report of Chapter Treasurer)
- Significant membership information or correspondence of a permanent nature
- Miscellaneous materials the file **may contain but not required**

Copies of reports prior to the preceding biennium

Communications from international and state personnel for the preceding biennium

List of Grant-in-Aid Recipients (amount and year)

NOTE: Chapters **should discard** meaningless correspondence and outdated (prior to previous Biennium) materials, forms, brochures, reports, and publications unless the chapter has a special reason for retaining them.

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You as chapter president should have the following items in your file.

THE FILE SHOULD CONTAIN (Governing Documents, Publications, Brochures and Forms)

- A. ***Constitution*** (latest edition) available on DKG website (dkg.org) to download or purchase
- B. ***International Standing Rules*** (latest edition) available on DKG website (dkg.org) to download or purchase
- C. ***Go To Guide*** (latest edition) available on DKG website(dkg.org) to download or purchase
- D. ***Ceremonies*** available on DKG website(dkg.org) to download or purchase
- E. ***Our Heritage*** available on DKG website(dkg.org)
- F. ***Guidelines for Chapter Leaders (latest edition)*** available on DKG website(dkg.org) to download or purchase
- G. ***Omicron State Organization/AZ Bylaws and Standing Rules (available at azdkg.weebly.com) look under tab: DKG AZ State***
- H. **Directory of current Omicron State Organization Officers and Committees**
- I. **Directory of current biennium chapter Executive Boards**
- J. **Chapter Rules/Bylaws (latest revision)**
- K. **Order form from International (available on DKG website dkg.org)**
- L. **New Member Information Kit (available at dkg.org)**
- M. **Forms (available online at dkg.org)**
 - a. **Form 83 Reinstatement**
 - b. **TR-A-Transfer Request**
 - c. **Form #6 Death Report**
 - d. **Transfer Letter From President**
 - e. **Form 81 New Member Form (chapter use only)**
- N. **Copies of Society Brochures (under Resources on DKG website)**