

Phi Alpha Theta
National History Honor Society

Chapter Officers' Manual

Preface

This handbook is designed to be a guide for all chapter officers in the conduct of the business and programs of a Phi Alpha Theta chapter. Smaller chapters may find it expedient to combine or eliminate some of the chapter officers. However, the fundamental duties of a President, Secretary-Treasurer, and Faculty Advisor should be adhered to.

The smooth and successful functioning of a chapter depends upon the conscientious leadership of its officers and the cooperation of its members. The Faculty Advisors' Guidelines and the information outlined here concerning chapter activities will produce a successful chapter.

Your rewards for serving as chapter officers will be great, and your memories will be treasures for a lifetime.

Chapter Officers

Chapter officers must be members of Phi Alpha Theta.

The suggested chapter officers are:

- President
- Vice-President
- Secretary
- Treasurer
- Historian
- Faculty Advisor

In smaller chapters the offices of Secretary and Treasurer may be combined into Secretary-Treasurer and the offices of Vice-President and Historian may be combined.

Additional officers may be elected by individual chapters at their own discretion.

Duties of Officers

President:

The President of each chapter shall have general executive control of the chapter, preside at all Phi Alpha Theta meetings, and perform such duties as usually pertain to this office.

The President will represent the chapter at any campus organizations such as the Student Government or any other governing bodies and, with the Faculty Advisor, will be responsible for all reports to the administrative offices of the college or university.

Vice-President:

The Vice-President, in the absence, disability, or death of the President, shall become acting President, assuming the functions, duties, and prerogatives of said office.

Secretary:

The Secretary shall:

- Keep an accurate record of proceedings of all meetings.
- Notify members of special or additional meetings.
- See that proper notice of regular meetings is provided to the members and cleared with the college or university.
- Keep an accurate list of all members of the chapter.
- Keep personal record cards or equivalent records for all initiates
- Keep a file of all correspondence and records.
- Handle all correspondence relative to the operation of the chapter except relating to finances and Faculty Advisor administrative details, including chapter activity reports, chapter officer lists, etc.
- Mail photos and reports relative to special chapter events to National Headquarters for publication in *The News Letter*.

The Faculty Advisor, however, is responsible for administrative and financial communications with National Headquarters, such as the submission of initiate lists and dues.

NOTE: Larger chapters may choose to divide this office into a Corresponding Secretary and a Recording Secretary.

Treasurer:

The Treasurer shall:

- Act as custodian of all funds in the possession of the chapter.
- Keep accurate records of all receipts and disbursements.
- Disburse these as directed by the chapter.
- Present proper financial statements to the Faculty Advisor upon request.

NOTE: Ultimate financial responsibility lies with the Faculty Advisor.

Secretary-Treasurer:

Chapters may combine the offices of Secretary and Treasurer for greater efficiency and/or because of smaller membership. In that case, the duties of the two offices listed above become the duties of the Secretary-Treasurer.

Historian:

The Historian shall take such actions as are deemed necessary, or that the chapter may direct, to preserve and disseminate historically significant material to members of the chapter. This officer shall also keep historical records of the chapter and ensure that the *Phi Alpha Theta News Letter* is informed of any news of interest concerning the chapter or individual members of the chapter.

It is recommended that each chapter produce a newsletter or bulletin for its own membership. The Historian should be Editor of the publication unless the chapter designates otherwise.

Faculty Advisor:

The Faculty Advisor is the direct contact between the faculty of the Department of History and the individual chapter and its members. This officer is the representative of the chapter to the administration of the college or university, serving as an advisor to the chapter on all matters pertaining to its proper functioning as well as assisting in planning activities and programs. **The Faculty Advisor serves as the liaison between the National Headquarters of Phi Alpha Theta and the chapter. He or she is responsible for all fiscal and administrative contact with National Headquarters.**

Local Chapter Records

The following permanent records will be maintained by each Phi Alpha Theta chapter:

- Minutes of all meetings
- Membership Roster (inductees sign this roster at the time of their initiation)
- Complete file of chapter personal record cards (or equivalent records)
- Scrapbook of chapter activities (this may be submitted for the Best Chapter competition)
- List of current chapter officers
- Phi Alpha Theta Ritual
- Phi Alpha Theta Constitution and By-Laws (available on the Phi Alpha Theta website)
- Copies of minutes and programs of the Biennial Convention of the society
- Charter for the chapter

To facilitate proper maintenance of these records, reserve an area in the History Department for chapter records and materials if possible.

Items to Send to National Headquarters

Every fall, or whenever necessary, please forward the following:

- List of newly-elected chapter officers and their terms (include correct mailing addresses)
- Merchandise orders (indicate the chapter/school name, date needed, and Faculty Advisor address for delivery; include the correct payment (shipping and handling costs, quantity discount and sales tax if applicable,) via check or money order payable to Phi Alpha Theta. Visa and MasterCard orders are accepted by phone, email, or fax.
- Chapter news and photos for forthcoming issues of *The News Letter* (identify all people)
- Reports on chapter programs, events, fund raisers, and publicity coverage (newspaper clippings and photos) for possible publication in *The News Letter*
- Address changes for chapter members (needed to ensure delivery of *The Historian*)
- Annual Chapter Activities reports
- Faculty Advisor changes
- Submission of initiate lists and dues by Faculty Advisor every fall and/or spring

Materials Available for Chapters and Members

Phi Alpha Theta National Headquarters has the following personal items available (selection may vary):

- Honor Cords
- Sweatshirts and T-shirts
- Jewelry: Keys, Keypins and Badges
- Pens

Please visit the Merchandise section of our website for price lists and order forms. Prices are subject to change. Chapter orders provide the advantage of quantity discounts.

Scholarships, Awards, Prizes and Panels

Chapter officers should ensure that all members are aware of our scholarships, awards, and grants, as well as the multiple opportunities to present student papers at Regional Meetings and at numerous Phi Alpha Theta panels at major national and regional annual meetings. The Phi Alpha Theta Biennial Convention is another opportunity to present a paper at a national meeting.