

OPERATIONS AND PROCEDURES MANUAL
Alpha Kappa Delta
(rev. 10/23/07)

Chapter Representatives

The duties of Chapter Representative shall include the following.

1. Maintain active membership in Alpha Kappa Delta. The AKD Constitution requires each chapter to have at least one Chapter Representative who is both a faculty member of the host institution and an active member of the Society. The AKD office sends mailings to representatives to assure that every chapter has current materials. Chapter Representatives should notify the AKD office of transitions, absences, illnesses, or other intrusions.
2. Inform the AKD office of significant changes in the status or operation of the Chapter. Chapter Representatives who relinquish their duties should inform the AKD office.
3. Abide by the AKD Handbook and uphold the principles embodied in the Constitution and Bylaws of the Society. Chapter Representatives are responsible for determining eligibility for membership in the Society.
4. Make certain that all AKD members and candidates for initiation understand requirements for initiation, participation, and awards. Additional requirements, which may have been established by any chapter, should be set forth in written documents which are distributed regularly and/or posted on bulletin boards or web sites accessible to everyone concerned. Chapter policies and requirements must be applied consistently and must not violate Article III, Section 4 of the AKD Constitution. If the chapter is a recognized student organization on campus, then the Chapter Representative should facilitate cooperative relationships with other organizations while assuring that standards set forth in the AKD Handbook are upheld.
5. Make copies of current forms when preparing orders. Original forms supplied by the AKD office should be regarded as masters for making copies. All order forms carry expiration dates. Chapter Representatives should contact the AKD office if they need new forms or have questions about procedures. The AKD Handbook contains contact information for the AKD office. The AKD Office encourages use of electronic copies of forms. Persons who work in this fashion should be sure their electronic forms replicate the masters most recently issued by the AKD Office. Order forms can be obtained by visiting the AKD website. Chapter Representatives may delegate tasks required to prepare orders, but they are responsible for maintaining the standards of the Society when placing orders. Order forms include a signature line for faculty members serving as Chapter Representatives.
6. Make sure orders going to the AKD office are timely, clear, complete, and accurate. All lists of initiates should be typed. The AKD office does not assume responsibility for mistakes on handwritten orders.
7. Encourage initiates to use complete names and permanent addresses when dealing with the AKD office. Likewise, the AKD office should be informed of name and address changes.
8. Consolidate payments of initiates and pay for each order with one check. Multiple payments delay service to Chapters and sometimes lead to other problems. The AKD office does not accept credit card payments.
9. Be alert for unusual delays when orders are placed with the AKD office. Orders received in the AKD office are acknowledged with electronic mail messages to Chapter Representatives. Nearly all orders are processed by the AKD office within a few working days. AKD Handbooks, AKD Membership Activation Forms, honor cords, banners, low-cost lapel buttons, and other commemorative (logo) items are shipped directly from the AKD office to Chapter Representatives and should arrive within one to two weeks. Priority mail service is available by request and upon payment of additional fees. Priority mail service applies only to shipments of Handbooks, activation forms, and

commemorative items. Certificate and membership card orders must go from the AKD office to a printer, who subsequently ships completed orders to Chapter Representatives. Certificates and cards usually arrive within about six weeks after they are processed by the AKD office. Longer delays are possible when order volume is high. Chapter Representatives should contact the AKD office if orders are late or may have gone astray. The AKD office does not honor requests to ship certificates directly to initiates. Certificates must go to Chapter Representatives for signature before being distributed to initiates.

10. Work to take maximum advantage of benefits available to Chapters and AKD members. Examples would be assuring that student members are fully aware of activities announced in materials received from the AKD office, assisting students who want to take advantage of opportunities for participation, and facilitating activities supported by the Society. Make sure students participating in AKD paper contests follow guidelines and understand the opportunities winners have for participating in the Annual Meeting of the American Sociological Association, especially winners of the AKD Undergraduate Student Paper Contest.
11. Make certain that Society funds are used for authorized purposes only. Publications distributed by the AKD office provide guidelines and describe activities to be supported. Applications for support must show that budgeted expenses conform to guidelines.
12. Explain to initiates that subscriptions to *Sociological Inquiry* will begin with the first issue of the year following their initiation. Initiates must complete AKD Membership Activation Forms and return them to the AKD office to receive copies of *Sociological Inquiry*. Let each initiate decide if and when he or she activates their membership. Every initiate becomes a lifetime member of AKD, but only persons who return activation forms and/or renew are active members. Persons who do not want to receive issues of *Sociological Inquiry* and other mailings from the AKD office should not return activation forms. There is no obligation for initiates to become or remain active members.
13. Assist the AKD office by verifying the membership status of persons who request replacement documents (certificates and/or cards). The AKD office will order replacements. Use a replacement order form, which may be obtained from the AKD office. Replacement certificates must go to Chapter Representatives for signature. Chapter Representatives forward the signed certificates to members. There is a fee for replacements unless the AKD office or the printer is responsible for failure to deliver or an error in the document.
14. Inform potential members and initiates about the advantages of membership in the Society. Information about the two-grade advancement for employees with "Superior Academic Achievement" appears in The United States Office of Personnel Management's Operating Manual, under "Qualification Standards for General Schedule Positions." Membership in Alpha Kappa Delta qualifies members for advancement. This information may be found at: <http://www.opm.gov/qualifications/SEC-II/s2-e5.htm>
15. Inform members and initiates about the availability of AKD commemorative (logo) items. Orders for single items or larger quantities are welcome, but the Society does not require purchase of commemorative items.
16. If your chapter or department has an AKD website or webpage, then make sure it conforms with principles set forth in the AKD Handbook. Include a link to the official AKD website, www.alpha-kappa-delta.org.
17. Complete and return a Chapter Report at least once each year. A form for this purpose is supplied by the AKD office.

Revised 10/23/07. Do not use after 12/31/08.