

# CORRESPONDING SECRETARY

*The Corresponding Secretary's guide to success in chapter leadership.*

Delta Tau Delta Fraternity

## ***CORRESPONDING SECRETARY***

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# ***CORRESPONDING SECRETARY***

## **INTRODUCTION**

At the beginning of your Chapter Leadership Guide we addressed the importance of membership within the Fraternity and why each chapter should keep a sharp focus on recruitment. Although this focus is essential for chapter growth, you also need to maintain up-to-date records on your current members. As the title implies, the Corresponding Secretary's job includes communication of information among the members and the Fraternity as a whole. During your time in office, you will be responsible for keeping the Central Office informed about your chapter's membership. A full awareness of your current membership status is fundamental to the operation of the Central Office for billing and reports and to determine the percentage of growth of the entire Fraternity. To be successful, you will need to do a thorough and conscientious job.

### **Duties**

Your responsibility is to keep the Central Office informed about current membership status. You will not only be responsible for informing the Central Office of new and graduating members, but also about members who have been suspended or expelled. You will document this vital information to the Central Office. In this section, you will learn the details about what and how to communicate this information.

In addition to notifying the Central Office about membership, you will also be responsible for keeping the Fraternity aware of your chapter's progress. You will do this through the "Delt Chapter" section of *The Rainbow*. Every year each chapter is required to submit an article for publication in *The Rainbow*. These articles allow each chapter to become familiar with what is taking place in other chapters. You are responsible for writing and sending in the article. To help you write the article, we have inserted a section giving some of the details to include.

### **Keep Your Records Straight**

To do your job effectively, you must be organized. You will have various forms to complete and submit almost daily. If you organize your work so that you know where to turn when a question arises, you will have few problems. It's all about being committed and staying on top of your job. And isn't that what being a Delt is all about-- being committed?

## **DUTIES OF THE CORRESPONDING SECRETARY**

Two times during the academic year you will receive from the Central Office a computer printout (*enrollment report*) listing the members of your chapter. These reports are sent at the opening of school in the fall and in January. Specific instructions accompany each report to guide you. Prompt and complete reporting will save a lot of unnecessary correspondence and will insure that your chapter's enrollment is up-to-date.

## **Enrollment Reports:**

When you receive an enrollment report, you should meet with your Treasurer and Recording Secretary to determine the membership status of each man on the report. There are three (3) columns on the report that will cover all of the various possibilities. All you need to do is to circle the appropriate indicator. The four columns are:

1. Column No. 1 -- If Active circle applicable status of member: FR, SO, JR, SR, or GR. A Graduate is a candidate for a graduate degree at your campus and participates in activities at your chapter. If he does not participate in activities at your chapter then he should be marked "not in school."
2. Column No.2 -- If Suspended is entered; in this column should be those men who are in school but have been suspended from the chapter for a definite period of time. These men are not paying dues to the Fraternity nor the chapter and do not have the right to take part in any of the activities of the chapter. You should write on the enrollment report the starting and ending date of each suspension as determined by your finance or executive committees.

Also, enter in this column any men expelled from the Fraternity and make a notation in the right-hand space.

3. Column No.3 -- If not in School use this column to indicate men who did not return to your campus for reasons such as financial, transfer to another campus, graduation, drop-out, etc. It is very helpful if you can list the reason for their absence on the right side of the report.

From your enrollment reports, the Central Office compiles the enrollment of each chapter. Those men who are listed as not in school will be transferred to your alumni roster. The enrollment reports are the basis for the Fraternity's "vital statistics" and are an important part of your job.

## **Affiliation:**

If a member from another chapter of Delta Tau Delta transfers to your campus, and gains two-thirds approval of your chapter to affiliate, an affiliation report card should be completed according to the instruction on the card and in accordance with Article IX, Section 6, of the Bylaws of the Fraternity. (See Figure 2.)

## **Suspensions:**

When a member of the chapter is suspended, it is your duty to immediately inform the Central Office by letter. You should give the beginning and terminating dates of the suspension in accordance with the membership section of the Chapter Leadership Guide. Be sure that the action fits into one of the criterion for suspension as outlined in the Guide.

## Affiliation Report Card

For Records  
Department only

Control  
Number

Status

Affiliating  
Chapter

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### **REPORT OF TRANSFER AFFILIATION**

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NAME (IN FULL) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

ORIGINALLY INITIATED BY CHAPTER \_\_\_\_\_ CLASS YEAR \_\_\_\_\_

NOW AFFILIATED WITH CHAPTER \_\_\_\_\_

DATE OF AFFILIATION \_\_\_\_\_ NEW ROLL NO. \_\_\_\_\_

SIGNED BY TREASURER \_\_\_\_\_

\*Affiliates should receive the number of the last previous initiate on list with the letters a, b, c, etc. affixed to denote order of affiliation.

### **Expulsions:**

In cases where a trial results in the expulsion of a member, you must notify the Central Office the Fraternity before the expelled member can be removed from the rolls of the Fraternity. You will want to refer to the Constitution and Bylaws and the membership section of the Chapter Leadership Guide for details on how to document the chapter's decision.

### **Necrology Reports:**

When the chapter receives notice of the death of a member or alumnus, you should notify the Central Office immediately by means of a necrology report card. (*see Figure 2*).

### **The Rainbow:**

You are responsible for your chapter's contribution to the "*Delt Chapter's*" section of THE RAINBOW. Twice a year, well in advance of the deadline date, you will receive instructions and a special chapter letter form to be returned to the Central Office. In your chapter report article, you should try to represent your chapter honestly and completely with special attention to news that will interest your alumni and members of other chapter's. Topics to cover include community service, rush, alumni activities, new officers, and members who gain honors or are involved in sports or campus activities.

It is best to refrain from recounting parties and inside chapter jokes and nicknames since these are of no interest to anyone but the chapter. Special emphasis should be given to any programs or ideas that might be helpful to other chapter's. Prompt submission of your article will insure the chapter being represented in this section and let your alumni and other Delts know what your chapter is doing.

# Necrology Report Card

## NECROLOGY REPORT

DELTA TAU DELTA FRATERNITY  
Central Office

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# \_\_\_\_\_ Class \_\_\_\_\_ Chapter \_\_\_\_\_

Name \_\_\_\_\_

Place of death \_\_\_\_\_

Date of death \_\_\_\_\_

Residence at time of death \_\_\_\_\_

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Notes \_\_\_\_\_

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### **Chapter Publications:**

Newsletter, pamphlets, or brochures published by your chapter are of great interest to other chapter's, the Central Office, Arch Chapter, and Division Vice Presidents. You will want to make a point of sending a copy of these materials as soon as they come out.

### **Depledgings:**

You should notify the Central Office immediately when any pledge is depledged.

### **Address Changes of Alumni:**

One service of the Fraternity is providing chapter's with computerized alumni directories and self-adhesive address labels for use in alumni mailings. To keep these printouts accurate and up-to-date, you should forward all address corrections you obtain to the Central Office. The corrected address will then appear on your next set of address labels or directory. You should also give change of addresses to the Recording Secretary for the chapter's alumni address file.

## **CHAPTER LEADERSHIP**

As an elected officer of the chapter, you have a responsibility to take part in the leadership of your chapter. Your most direct contribution will be doing a thorough and conscientious job in your duties as a correspondent. These activities project a good, clear image of the chapter and help develop your own leadership potential.

You will also want to take an active part in the development of chapter goals, policy, and planning. If you take a genuine interest in chapter planning, operations, and activities, you will be able to assume leadership. You are in the position to listen, interpret, and be heard.

Chapter leadership requires initiative and knowledge. As a junior officer in the chapter, you will have an opportunity to gain the knowledge necessary for future leadership. What you accomplish depends on your willingness to work. Assistance is always available from the Central Office, your Division President and Vice President, your chapter advisor, and the other chapter officers. When a Chapter Consultant visits your chapter, you should make a special effort to talk with him about your specific duties and chapter leadership.

It is also your responsibility to see that your successor is thoroughly and properly trained. You will want to have him read this guide and personally instruct him in the fine points of his new job. In this way, you can help insure that the good work you will have done will be continued.

