

SERGEANT AT ARMS

Reports to: The President and Executive Committee

Responsibilities:

- Insure order during chapter meetings
- Act as parliamentarian and decide all issues of parliamentary procedure according to *Robert's Rules of Order*
- Chairman of the rules committee
- Serve as a member of the Executive Committee

Rules Committee:

The Rules Committee can play an important role in maintaining smooth operations and order for chapter meetings. Functions include regularly review and suggest reasonable revisions of the chapter bylaws and house rules to the chapter, regularly inform and educate chapter members on the current bylaws and house rules, update members on the International Fraternity's *Constitution* and *Bylaws*, and assist the Sergeant at Arms with the execution of his duties.

Key relations:

- President
- Recording Secretary

Important resources:

- www.delts.org
- Chapter Bylaws and House Rules
- International Fraternity's *Constitution* and *Bylaws*
- *Robert's Rules of Order*
- Chapter Meeting Guide
- Chapter Leadership Guide
- Division Conference

Central Office contacts:

- Jack Kreman, Director of Chapter Services
- Chapter Leadership Consultant