



## BLUE KEY HONOR SOCIETY CLEMSON UNIVERSITY CHAPTER

### DUTIES OF OFFICERS

#### The Duties of a Chapter President

1. Preside at all meetings.
2. Enforce the laws and rules of Blue Key at Clemson University.
3. Hold in custody all official Blue Key documents and deliver them to the new president upon leaving office.
4. Take prompt action on all questions submitted to the chapter for vote by Blue Key national office, such as balloting on new chapters, questionnaires, inquiries, and similar matters.
5. Ensure that each meeting has an interesting and definite agenda.
6. Ensure that all officers perform their duties in accordance with the By-Laws.
7. Ensure that new officers are selected in a timely and orderly manner in accordance with By-Laws.
8. Provide for orderly initiation, succession, and orientation of new officers.
9. Provide for the re-election or election faculty advisor who interested in the fraternity, interested in the members, and have time to give to the duties of Faculty Advisor.
10. Ensure that election results are reported in a timely manner to appropriate university officials and the national office of Blue Key.
11. Attend mandatory meetings for student organizations on campus.

#### The Duties of a Chapter Vice-President

1. Preside at Blue Key meetings in the absence of the president and perform all duties of the office.
2. When the position of president becomes vacant, call an election to fill the office of president or vice-president in accordance with the By-Laws.
3. Arrange banquets and social functions of the chapter.
4. Serve as a liaison with Honorary Members and arrange the chapter function with honoraries.
5. Maintain responsibility for the Blue Key postal box (P.O. Box 2265) in the University post office which includes regular distribution of postal mail to officers and members at least once a month.
6. Renew the rental contract for the Blue Key post office box during the Spring semester.

### The Duties of a Chapter Secretary

1. Notify all members regarding meeting time and place.
2. Maintain minutes of meetings in a durable form in a file and distribute minutes.
3. Maintain a record of attendance for all members in a durable form.
4. Keep a record of the complete name of each member initiated into the chapter. Include also the month, day and year of initiation and present address and position. (Note: List in your file only those members initiated by your chapter. Transfers from other chapters are listed with the chapter where they were initiated.
5. Receive, answer and file all correspondence with the national office.
6. Present all ballots, questionnaires and similar documents received from the national office to the President for prompt action.
7. Provide each new member with a Petition for Membership. Ensure that each blank is properly filled out and typed.
8. Secure the signature of the Faculty Advisor for each candidate for initiation into Blue Key.
9. Secure from the treasurer a check made out to Blue Key Honor Fraternity in the proper amount to cover initiation fees to accompany the Petition for Membership application form.
10. Have the Advisor forward Petitions and a check to the national office early in the semester.
11. Coordinate with the President, the reporting of the names of new officers to university officials and national office with their date of installation.
12. Report chapter activities to the national office for publication.
13. Issue the invitation to the guests for banquets and other special affairs.
14. Prepare a roster of members with address, telephone number, and e-mail address.

### The Duties of a Chapter Treasurer

1. Collect all monies due the national office of Blue Key and the chapter. The Blue Key registration fee is thirty dollars (\$30.00).
2. Disburse funds upon the vote of the chapter and maintain receipts.
3. Coordinate financial activities with secretary and advisor to ensure that petitions for membership include appropriate fees and dues.
4. Collect fees and distribute chapter funds to vendors in accordance with good financial practice.
5. Prepare and distribute a financial report accounting for all funds received and distributed by Blue Key on a semester basis.

### The Duties of a Chapter Historian

1. Keep an accurate record of all alumni members of the chapter.
2. Update Blue Key alumni at least once a year for the purpose of obtaining correct addresses and other information necessary.
3. Maintain an historical record of the local chapter events, programs, awards, and accomplishments.
4. Compile and maintain photograph file or album of chapter activities.
5. Ensure that a yearbook staff member is present to photograph key chapter activities.
6. Identify chapter members in photographs for yearbook and other publications.
7. Submit news releases to media services for new members, special events, or officer installation.
8. Prepare the announcement of new members for publication in The Tiger.
9. Ensure that an official photograph of members is taken for Blue Key use.
10. Ensure that TAPS staff takes pictures of Tigerama events.

### The Duties of the New Member Trainer:

1. Provide guidance and instruction to regarding the history, function, purpose, and initiation procedures for membership in Blue Key.
2. Provide each new member (“Worm”) with a Blue Key Manual, a Blue Key aluminum key to be painted, a schedule of events for the semester, a roster of active members on campus, and a petition form for membership in Blue Key.
3. Meet with Blue Key members to ensure timely achievement of new member activities.
4. Administer the written new member test to determine that members have a good understanding of the history of Blue Key, the fundamental criteria for admission to Blue Key, and the purposes and activities of the organization.
5. Educate new members about annual chapter activities and the importance of active contributions by members to the success of Blue Key at the University.
6. Ensure that prospective members have completed all requirements for initiation during the education period and the initiation ceremony.
7. New members are initiated into Blue Key twice a year (one at the end of the Fall semester; one at the end of the Spring semester). Initiation ceremonies for new members are conducted on the evenings prior to the Christmas Social and the Spring Banquet.
8. Ensure that a picture of the new members’ class is taken at the Thomas G. Clemson statue.

### The Duties of a Chapter Faculty Advisor

1. Ensure that each candidate for acceptance into Blue Key has met the standards set up by the national office. Insist that these standards be met in the choice of members. Check the academic credentials of each candidate for membership.
2. Sign all petitions for membership in Blue Key for qualified individuals who have been approved by 3/4's vote of active members. Forward national registration fees for new members upon their nomination.
3. Cooperate with the national office by permitting proposed members to be initiated only after official notification of their approval by the executive director.
4. Attend chapter meetings whenever possible and keep in close touch with the officers and affairs of the local chapter.
5. Help the chapter frame a worthwhile sustained program of real work and service to the institution.
6. Help new members realize the importance of their oath and the details thereof when they accept membership in Blue Key. Recommend any local officers or members for suspension or expulsion for non-performance of duty.
7. Cooperate with the chapter president to see that the official documents and records of the chapter are properly kept and delivered to the new officers upon their installation.
8. Maintain custody of the Blue Key Register of Members. Make the Blue Key Register of Members available to all meetings where candidates are initiated. See that it is properly signed by new members.
9. Ensure that chapter awards (Camp Blue Key Awards), recognitions, and university awards (Blue Key Academic and Leadership Awards) are filled, prepared, and presented.

### Routine Regarding New Members

1. Each individual must fill out in detail the Petition Form furnished the chapter by the national office.
2. The completed Petition Form must be approved by the chapter's faculty advisor.
3. The Petition Form must be forwarded to national office for examination. Permission for initiation must be received from the national office before the individuals may be initiated.
4. A check (\$55.00) to cover the national registration fee (\$30.00) for each candidate must accompany the Petition Forms when they are submitted to Blue Key Executive Directors.
5. No individual may be initiated until permission for initiation is given by the national office.
6. New Active and Honorary Members must prepare their own Blue Key for the initiation ceremony. Purchase of Blue Key jewelry is optional. Such purchases must occur through the national office with an official jeweler.
8. Sequence of events:
  - A. Active members nominate candidates.
  - B. Advisor qualifies nominees by checking grades and academic standing.
  - C. Active members vote on qualified candidates (3/4's majority = approval)
  - D. New members begin pledge season to prepare keys and learn about the purpose and function of Blue Key and prepare for Pledge Test.
  - E. Membership Petition Forms are completed and fees paid to Treasurer.
  - F. President and Advisor place signatures on form and Advisor sends materials to the national office.
  - G. Initiation ceremony is held when Blue Key Certificates are received.