

VICE PRESIDENT CHAPTER RELATIONS AND STANDARDS OFFICER RESPONSIBILITY SHEET

- _____ Oversee election of board representatives.
- _____ Read, review, understand, and use Alpha Chi Omega Procedural Fairness process.
- _____ Recognize, praise, and/or reward members who exemplify the values and standards of Alpha Chi Omega.
- _____ Establish a point system to be used by all members of the chapter.
- _____ Include an updated record of the point system in the chapter bylaws.
- _____ Maintain a chapter membership filing system. Keep a file on every member of the chapter that includes the signed Statement of Obligation and any CRSB meeting minutes concerning the member.
- _____ Oversee the revision process for chapter bylaws (and house rules, if applicable).
 - Chair bylaws revision sessions (three meetings of the Bylaws Committee during January and February)
 - Agree on suggested revisions with Coordinator of Chapter Operations & Finance, at HQ
 - Present suggested revisions to the chapter
 - Call for a vote on chapter bylaws revisions
 - Send copies of chapter-approved bylaws to Coordinator of Chapter Operations & Finance, at HQ
 - Confirm that Coordinator of Chapter Operations & Finance, at HQ, received chapter-approved bylaws
 - Follow-up on any concerns from the Coordinator of Chapter Operations & Finance, at HQ
- _____ All chapter members need to log in to Lyre Links and electronically sign the Bylaws Acknowledgment Form.
- _____ Establish/implement/maintain a method for members to be excused from mandatory chapter events.
- _____ Read and understand all relevant statements of policy, practice and position.
 - Chapter Bylaws
 - House Rules (when applicable)
 - Code of Conduct
 - Federal Law
 - FIPG
 - *Governing Documents and Policies of Alpha Chi Omega Fraternity*
 - Procedural Fairness
 - Ritual of Alpha Chi Omega
 - Statement of Obligation
 - State Law (most relevant are legal age of consumption and hazing)
- _____ Understand, educate, enforce, and uphold all applicable policies and standards.

- _____ Provide members with copy of current chapter bylaws (and house rules, if applicable) at the first chapter meeting of the year. Remember to also distribute and collect the Bylaws Acknowledgement Form from each member.
- _____ Coordinate and present an all-chapter workshop about CRSB (the role and responsibilities of each board member, the chapter's positive points system, the Procedural Fairness Process and the procedure used for CRSB meetings).
- _____ Take *Oath of Confidentiality* with members of CRSB immediately following officer installation.
- _____ Chair regularly scheduled meetings of the Chapter Relations and Standards Board. Communicate with Chapter Advisor and Chapter President about the status of all CRS issues/concerns within the chapter (contact the Coordinator of Chapter Operations & Finance, at HQ, if needed).
- _____ Ensure that detailed minutes are taken at all CRSB meetings on the Form C93, Chapter Relations and Standards Board Minutes.
- _____ Designate a member of CRSB to regularly tally and record points for all chapter members.
- _____ See that action is taken by CRSB on members who do not maintain at least 85 percent of points.
- _____ Serve as next in chain of command following Chapter President and assist with duties and tasks as needed for the Chapter President. Familiarize yourself with your role as second in command in an emergency situation.
- _____ Attend all Risk Management Committee meetings.
- _____ Communicate with the VP Communications about all changes in membership status (new member release, disciplinary suspension, resignation or graduation).
- _____ Retain and use only forms with the dates of the current academic year in the upper left-hand corner.
- _____ Attend regularly scheduled executive board meetings.
- _____ Train your successor.
- _____ In conjunction with the outgoing VP-CRS and Chapter Advisor, conduct a training session for the incoming CRSB prior to the first official meetings of the board. The training should include a review of the procedure for conducting CRSB meetings (agenda), the role of each member of the board, instruction on how to take minutes, the Alpha Chi Omega process for Procedural Fairness, and a review of possible actions that board can take.