

“... Section 2. DUTIES OF NATIONAL BOARD

- III. The **National President** shall be the presiding officer for Delta Chi Lambda and the main contact for chapter presidents regarding national sorority business.
 1. The National President shall work in partnership with all chapter presidents to ensure sorority chapters are operating smoothly. She shall be an advisor for chapter presidents on all levels.
 2. The National President shall enforce the National Constitution as well as help chapter presidents enforce chapter bylaws.
 3. The National President is responsible for organizing and enforcing National Board meetings and emails to fully inform national officers of Delta Chi Lambda business at all times.
 4. The National President shall oversee the National Board officers to ensure duties and responsibilities are fulfilled. All duties shall be delegated by the National President.
 5. The National President must be notified of all issues, obstacles, and concerns brought up or brought upon by officers of the National Board. All finalizations shall be made by the National President.
 6. The National President shall prepare and send notifications to alumnae for annual National Board elections at least one (1) month in advance.

- IV. The **National Vice President** shall work in partnership with the National President in fulfilling her presidential duties.
 1. The National Vice President shall, in the absence of the National President, preside at meetings, sorority functions, events, and other matters in which the presence of the National President is warranted.
 2. The National Vice President shall serve as a second contact for chapter presidents.
 3. The National Vice President shall aid in the advancing and functioning of the purposes of the National Constitution.
 4. The National Vice President shall organize roundtables for the National Board as well as for chapters, as needed to resolve problems efficiently.
 5. The National Vice President shall enforce and manage the Sisterhood Confidentiality Open Door Policy (see __, *Sisterhood Confidentiality Open Door Policy*).
 6. The National Vice President shall aid in maintaining the sisterhood of Delta Chi Lambda.
 7. The National Vice President shall be responsible for organizing a national conference annually during quarter two of the National board term.

- V. The **National Secretary** shall work in conjunction with the National President and National Vice President to record and maintain national files, national minutes, sorority proceedings, documents, contracts, and publishing.
1. The National Secretary shall be the main point of contact for National Board officers, chapter presidents, and members of Delta Chi Lambda for any national and/or chapter documents.
 2. The National Secretary shall work in partnership with chapter secretaries and be their main point of contact. Each chapter must submit to the National Secretary a final copy of all meeting minutes within three (3) business days of the meeting in which the minutes were closed. She shall assist chapter secretaries in organizing and maintaining proper chapter documents.
 3. Chapter documents such as minutes, family trees, and rosters shall be archived by the National Secretary.
 4. The National Secretary shall follow Roberts Rule of Order before closing out national minutes.
 5. The National Secretary shall keep a master calendar of all national events, meetings, fundraisers, retreats, and any events requiring the presence of one or more national board officers.
 6. The National Secretary shall work in conjunction with the National Director of Alumnae Relations to update the database of all alumnae. She shall be responsible for keeping an up-to-date contact database of all sisters and alumnae.
 7. The National Secretary shall be responsible for the distribution of national emails to National Board members as well as to chapter members. The National Secretary shall be responsible for sending out emails to active chapters on behalf of the National Board.
 8. The National Secretary shall be responsible for updating all amendments, changes, and deletions to the National Constitution and chapter bylaws.
- VI. The **National Director of Finance** shall be the main point of contact for all chapter treasurers.
1. The National Director of Finance shall be the main point of contact for the Internal Revenue Services. She shall serve as the point of contact for universities when questions or issues arise regarding Delta Chi Lambda tax information. She shall oversee all chapter financial statements and financial well-being. She shall offer advice and guidance to ensure all chapter finances meet their yearly obligations.
 2. The National Director of Finance shall oversee and create national checking and savings accounts as well as create an alumnae donations fund to create an annual Delta Chi Lambda scholarship.
 3. The National Director of Finance shall be responsible for the disbursement of all scholarships to chapters and shall be responsible for determining scholarship amounts (depending on donations made to each chapter) when applicable. The National Director of Finance shall work with the National Director of Alumnae Relations to determine scholarship recipient requirements.

4. The National Director of Finance shall work with the National Director of Compliance and Policy on issues related to financial compliance.
5. The National Director of Finance shall be responsible for the collection of chapter dues, fees, and other recognized income.

VII. The **National Director of Compliance and Policy** shall ensure all university greek council policies are being enforced for all sorority events. She shall ensure all respective university policies are being enforced.

1. The National Director of Compliance and Policy shall oversee and maintain national insurance policies as well as chapters' insurance. She shall be held responsible for all insurance, trademark, and incorporation items in regard to Delta Chi Lambda.
2. The National Director of Compliance and Policy shall ensure there is no "hazing" involvement in any chapter.
3. The National Director of Compliance and Policy shall ensure the name of Delta Chi Lambda is used properly by all means, by both the National Board and chapter members.
4. The National Director of Compliance and Policy shall require at least two (2) weeks' advance notice for an event to be publicized. Each chapter shall provide the National Director of Compliance and Policy the necessary paperwork and publications for any publicized events.
5. The National Director of Compliance and Policy shall require and approve master sorority event calendars for all chapters. Finalized and approved calendars shall be retained in the national database by the National Secretary.
6. The National Director of Compliance and Policy shall work with the National Director of Finance on issues related to financial compliance.

VIII. The **National Director(s) of Expansion** shall work with chapter chairs to ensure a smooth expansion process.

1. The National Director(s) of Expansion shall seek out new expansion opportunities at reputable universities.
2. The National Director(s) of Expansion shall ensure all new interest groups successfully go through the colonization process to become chapters.
3. The National Director(s) of Expansion shall work with university Greek Life to ensure smooth incorporations of chapters in the universities.
4. The National Director(s) of Expansion shall serve as the main point of contact for university Greek Councils during the universities' initial approvals to begin interest groups.

5. The National Director(s) of Expansion shall maintain an expansion manual, which shall serve as the guideline for all expansion processes. She/They shall update the expansion manual as needed upon approval of the National President and National Board.
- IX. The **National Director of Scholastics** shall work in partnership with chapter academic chairs to ensure sisters' academic grades are within specified constitutional guidelines as well as the respective chapters' bylaws.
1. The National Director of Scholastics shall maintain Delta Chi Lambda's national scholarships and oversee individual chapter scholarships. She shall work with the National Director of Finance to set requirements for scholarship recipients.
 2. The National Director of Scholastics shall ensure all chapter grade checks are up to date to ensure appropriate status and eligibility of each member.
 3. The National Director of Scholastics shall review chapter requests for standards and stoles and confirm that graduation and alumna status requirements are met before approving such requests.
 4. The National Director of Scholastics shall work in conjunction with the National Secretary to oversee the status of transfers, graduates, and alumnae.
- X. The **National Director of Technology** shall work in partnership with chapter web hosts and designers to ensure websites and other online media fall within specified constitutional guidelines.
1. The National Director of Technology shall build and maintain Delta Chi Lambda's national website.
 2. The National Director of Technology shall ensure all chapter websites are up to date, functioning, and appropriately shared.
 3. She shall ensure that access to all sorority accounts is securely maintained through chairholder transitions by being listed as the recovery account for all critical sorority email accounts associated with social media.
 4. The National Director of Technology shall maintain the official social media accounts for Delta Chi Lambda.
- XI. The **National Director of Alumnae Relations** shall work in partnership with chapter alumnae relations chairs.
1. The National Director of Alumnae Relations shall ensure alumnae from all chapters are informed of national news. She shall be the counsel for recognition of alumnae news and announcements.

2. The National Director of Alumnae Relations shall aid chapter alumnae relations chairs in the proper preparation and advertisement of annual alumnae events, sisterhoods, and retreats.
 3. The National Director of Alumnae Relations shall oversee all chapter internal advisors and shall hold monthly meetings with all internal advisors. She may call emergency meetings with all or one internal advisor if needed.
 4. The National Director of Alumnae Relations shall work in conjunction with the National Secretary to update the alumnae database.
- XII. The **National Newsletter Editor** shall maintain semi-annual newsletters to inform chapters and alumnae of organizational news at the national level.
1. The National Newsletter Editor shall coordinate with chapter leadership to highlight noteworthy accomplishments and news from each chapter.
 2. The National Newsletter Editor shall leverage the newsletter as a means of promoting upcoming National projects and goals.
- XIII. The **National Director of Recruitment and Retention** shall work with the National Director of Compliance on the recruitment approval process and new member program-related processes.
1. The National Director of Recruitment and Retention shall serve as an advisor and liaison for chapter new member educators regarding any concerns that may arise during recruitment and relating to the new member process.
 2. The National Director of Recruitment and Retention shall require new member programs and calendars from all chapter presidents for approval prior to the start of each school year.”