



# LEADERSHIP TIPS

## SPJ BYLAWS - CHAPTER OFFICERS

As amended September 10, 2017

### Article 5. GOVERNANCE

#### SECTION NINE

Each campus and professional chapter shall have as officers a president, a president-elect or vice president, a secretary, and a treasurer or a secretary-treasurer. These officers shall be elected annually, according to local chapter bylaws. In addition, each chapter shall designate one of its officers or members to be a headquarters and a Quill correspondent, whose duty it shall be to report local activities to the national headquarters and Quill magazine and shall appoint such committees and officers as may be recommended by the national board of directors to fulfill specific missions or projects of the Society. Each campus and professional chapter shall maintain and submit to headquarters annually chapter bylaws that are consistent with these national bylaws.

#### SECTION TEN

The president and vice president or president-elect of the chapter shall perform such duties as usually are performed by such officers. In addition, they shall perform those duties imposed elsewhere in the bylaws of the Society.

#### SECTION ELEVEN

The secretary or secretary-treasurer shall carry on correspondence with the executive director of the Society, notifying the executive director immediately of chapter elections for officers and chapter advisers, furnishing all necessary records and reports relating to enrollment of members, and transmitting all monies on proper forms. The chapter secretary shall inform the Society as to the condition of the chapter. The secretary shall maintain and keep up to date the chapter membership book and keep careful records of the proceedings of all meetings of the chapter.

#### SECTION TWELVE

The treasurer or secretary-treasurer shall have charge of all monies of the chapter and shall disburse funds upon proper authorization of the chapter's officers. The treasurer shall keep in the chapter treasurer's book a record of all receipts, disbursements, and balances. The treasurer shall authenticate all remittances sent by the chapter secretary to the executive director of the Society and shall make a prompt and proper report upon the financial condition of the chapter as requested by the executive director of the Society. The treasurer shall produce all financial records of the chapter for inspection on demand by the executive director, any national officer, or the regional director from the region in which the chapter is located.

In addition to the provisions of Article 5 of the Society's bylaws, which establish standards for professional and campus chapters, all chapters must also meet Minimum Chapter Requirements to be considered chapters in good standing under the bylaws (Updated Sept. 27, 2011).