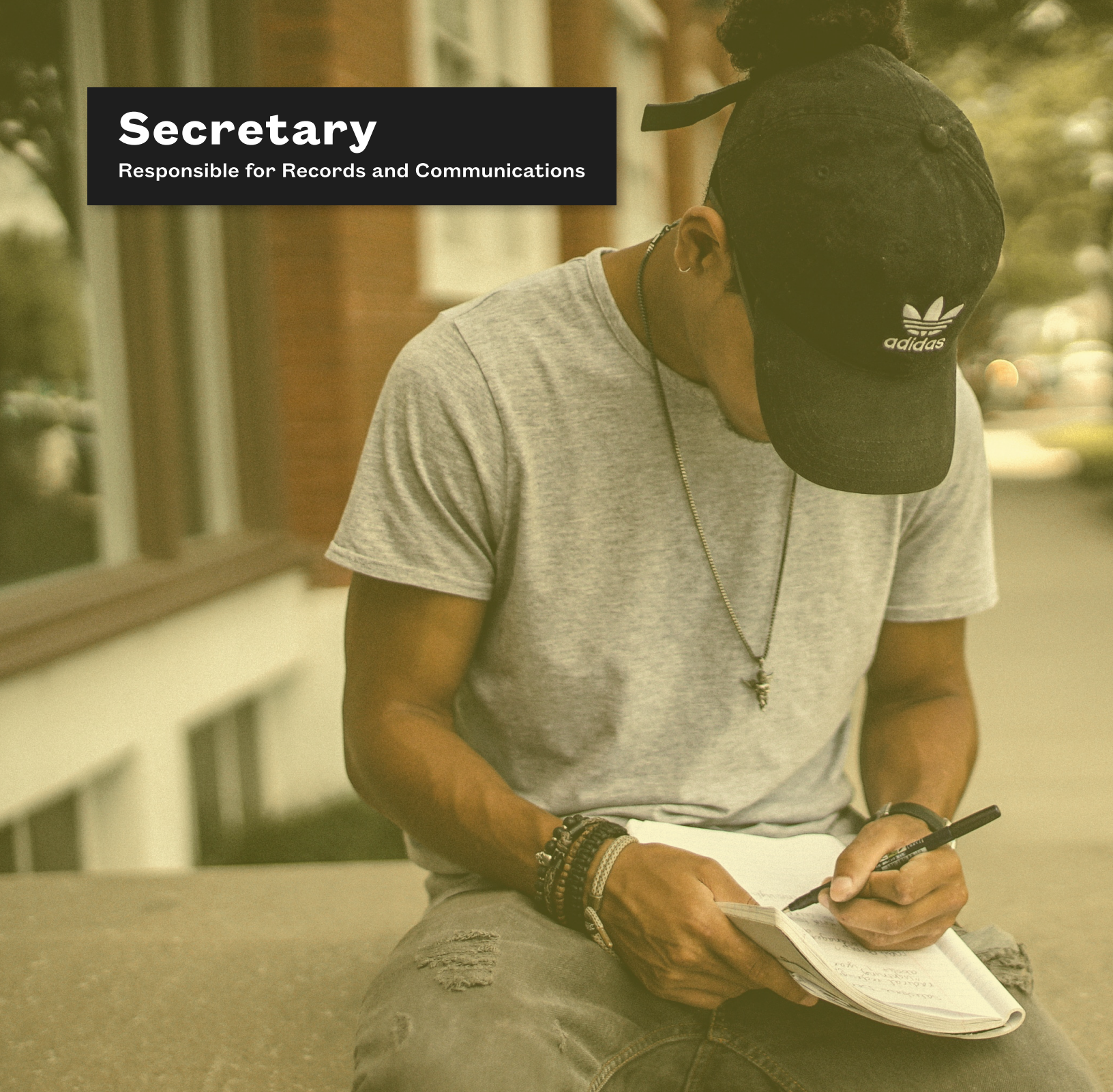


Secretary

Responsible for Records and Communications



Gold Book Series - 2023 Edition

Name:

Date:

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The Gold Book Series are the officer manuals of
The Acacia Fraternity, published by:
Acacia Fraternity International Headquarters
12721 Meeting House Road
Carmel, Indiana 46032
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Acacia Fraternity Gold Book

A Message from the Headquarters

Dear Venerable Dean,

Congratulations on being elected to serve your chapter as Secretary. You are now responsible for providing an important service to Acacia and have a vital role to fulfill for your chapter to run as smoothly as possible.

This Gold book provides an outline of your responsibilities and duties as Secretary. In it, we try to assist you in the performance of your duties during your tenure. The majority of your job is not extremely technical in execution and is explained fairly thoroughly in this manual. However, procrastination is a Secretary's worst enemy. To be effective, you must act promptly, giving special attention to accuracy and detail.

The way people view your chapter and your chapter's Venerable Dean will be determined in a large part through your actions. By promptly completing forms and answering correspondence, you can show others how well managed and efficient the chapter is. Missing deadlines and not answering chapter correspondence will have the opposite effect. You have an important responsibility at hand. It is our hope you will more than meet this challenge.

We extend our best wishes to you for every success in your administration. Should you ever require assistance, please feel free to contact the Headquarters. Congratulations, and best of luck!

So Live,

Acacia Fraternity Headquarters

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Definition of the Team

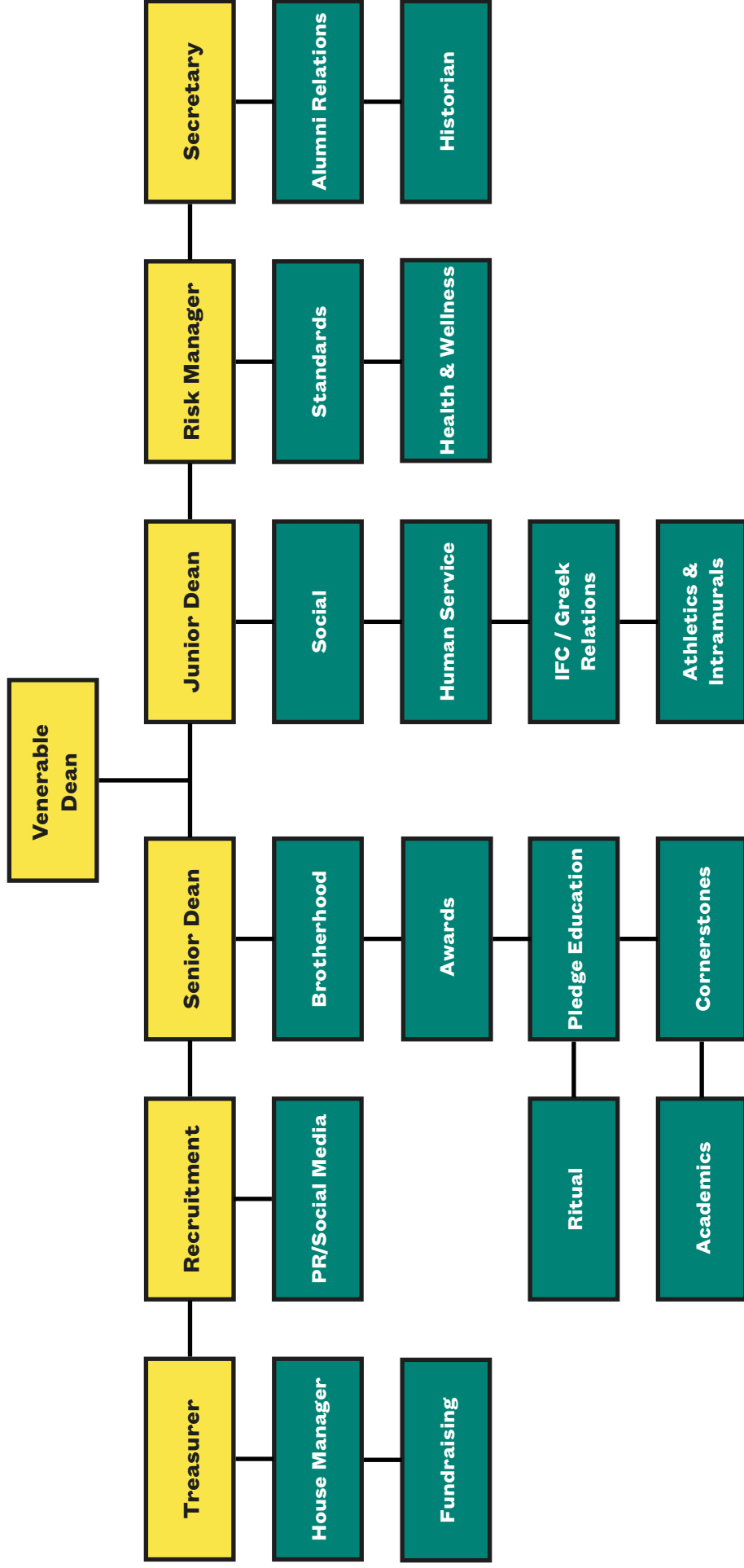
Your Team

The Secretary's team typically consists of the Secretary, Alumni Relations Chair, and Historian. An Advisor may also be part of the team to serve in an advisory capacity. This team is generally responsible for chapter records, submission of forms, alumni affairs, and communications.

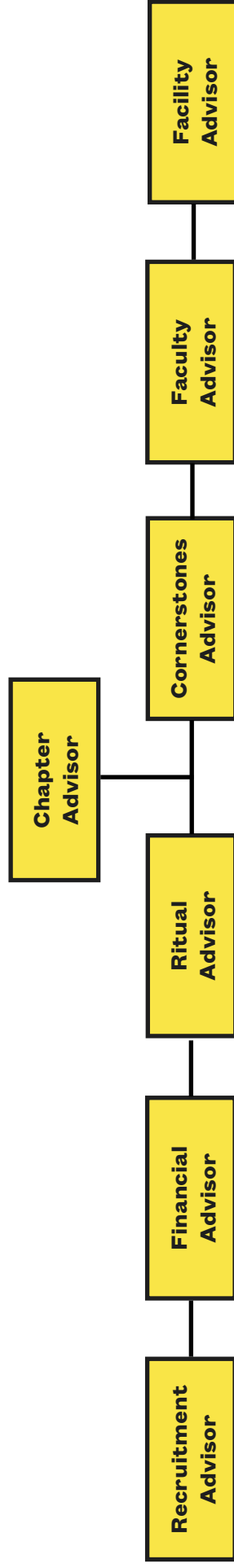
On the next page is a recommended organizational chart. You are not required to follow this chart. It serves as a starting point for the structure for overall chapter operations and breakdown of duties. If your chapter does not have something similar, it is recommended that you develop one or adopt this recommendation.

Acacia chapter Organization Chart

CHAPTER COUNCIL



ALUMNI ADVISORY TEAM



Overview of the Role

The following overview provides a recommended guide to your positions that, if utilized, can result in better chapter operations.

Effective Practices of the Secretary:

- Keeps a list of due dates for all reports from university, IFC, and headquarters and completes these reports in timely manner
- Promptly answers all chapter correspondence including emails, phone calls, and written communications
- Acts promptly, giving special attention to accuracy and detail
- Updates membership records immediately after elections, pledge induction, initiation, graduation, and/or change of address
- Takes accurate meeting minutes
- Accurately keeps attendance for meetings and events
- Updates website with up-to-date information regarding the chapter
- Writes and sends in monthly reports and Triad/Crest articles when requested
- Sends greeting cards to sororities, institution, and community for events, thanks yous and holidays
- Sends out weekly internal newsletter with chapter meeting minutes
- Keeps alumni records
- Manages chapter's social media accounts and collects information for consistent relevant posts
- Collects and compiles and submits information for Chapter Excellence Awards
- Understand Robert's Rules of Order and how to use them during all meetings
- Teaches brothers and pledges how to use Robert Rules of Order effectively to make meetings more orderly
- Reviews Acacia's Chapter Reporting program and submits reports in timely manner
- Produces a master chapter calendar for planning and coordinating events.
- Attends Chapter Council Meetings
- Attends Chapter Meetings
- Trains successor through the officer transition process

Overview of the Role

The following overview provides a recommended guide to your positions that, if utilized, can result in better chapter operations.

Effective Practices of the Alumni Relations Chair:

- Writes and sends out at least two alumni newsletters each academic year
- Keeps Alumni Records
- Sponsors alumni events each year such as Homecoming, Parents Day, Founders Day, etc
- Has written plan to engage alumni, parents, and the campus community in chapter activities and programs and to keep them up to date on fraternity happenings.

Effective Practices of the Historian:

- Speaks to pledges about the chapter's history during the pledge education period
- Reviews chapter history with members during chapter meetings
- Keeps an updated scrapbook or online photo album of events and programs the chapter hosts and/or participates in.
- Work with PR/Social Media Chair to gather photos of events and programs the chapter hosts and/or participates in
- Is knowledgeable about institution history and how your chapter's presence on the campus has impacted the institution.

Important Aspects of Secretary's Role to Know

The following overview provides a recommended guide to your positions that, if utilized, can result in better chapter operations.

Chapter Reporting

During summer 2022, Acacia Headquarters Staff reviewed the Chapter Standards Program, Conclave 2022 Awards submissions, and the Chapter Reporting webpage. This review found only chapters participating in the awards process and those who completed the Chapter Standards Program packet with their chapter coach were consistently providing data points that are valuable for the whole fraternity. For the 2022-2023 academic year, there will be a focus on chapters submitting a total of 39 data points all of which are required by either the Laws of Acacia, by the Oath taken in Initiation, or due to legal/insurance purposes. Everything submitted is going to go either into OmegaFi Vault OR you will complete a TypeForm survey. This process will allow chapters to submit data throughout the year instead of waiting for the biennium to end.

OmegaFi

OmegaFi is Acacia's technology and financial management partner that helps simplify chapter operations. Their site is used to record roster data and facilitate billing and collecting of dues, rent and other various fees. All Acacia Chapters are expected to utilize OmegaFi. The Secretary keeps up to date member information by:

- Updating Member Statuses (ex: graduation, resignation, expulsion, depledge)
- Submitting Pledge Reports within 72 hours of the Pledging Ceremony/Induction
- Submitting Initiation Reports within 72 hours of completing Initiation Ceremonies
- Updating officers with elections

Chapter Website

All chapters have access to a website through Acacia's partnership with OmegaFi. Whether the chapter utilizes this or not, the Secretary's role is to keep the website updated with current information and photos. Updating officer information, links to forms, and photos each year allows those looking at your website to know the most up to date information about your chapter.

Important Aspects of Secretary's Role to Know

Chapter Meetings

Parliamentary Procedure is a time-tested method of conducting business at meetings that can be adapted to fit the needs of any organization. Acacia Fraternity uses Roberts Rules of Order to conduct business meetings. Chapter Meetings can be formal or informal. Formal Chapter Meetings have a Ritual opening and members wear appropriate Ritual attire such as coat and tie. Chapter Meeting agendas are produced prior to the meeting and meeting minutes sent to the entire chapter afterwards. A regular cadence of meetings is recommended to encourage attendance.

Agendas, Meeting Minutes & Attendance

Efficient meetings have agendas prepared before the start of every meeting. The best time to make the Chapter Meeting Agenda is during your executive board meetings or 24 hours before the meeting, whichever is earlier.

Minutes are kept of all regular and special meetings of the chapter and executive board. These are permanent records of all events that have transpired in the chapter. It is important they are correct, legible, and complete.

Attendance is taken at the beginning of the chapter meeting. Absences are marked as such. An excuse note policy is established for members who miss a chapter meeting and is tracked appropriately.

Alumni Newsletters

Sending a minimum of two alumni newsletters per year is strongly recommended. Newsletters can be sent via mail or email. There are many online platforms available to build email newsletters. Some are free and some have an associated cost. Mailchimp is a great option and is free for up to 500 contacts. It is encouraged to create content specifically about or for alumni. Additionally, any chapter updates or wins you can share are appreciated. Including the International Headquarters on your alumni mailing list is a great idea.

AHQ Newsletter Program

The Acacia International Headquarters contributes to the communications efforts of our chapters and colonies by offering an eNewsletter program, including email list management, newsletter layout and formatting, and electronic distribution. To participate, chapters write 2-5 articles and provide photos to communications@acacia.org.

Important Aspects of Secretary's Role to Know

Fraternity/Sorority Community Relations

Engaging with the fraternity and sorority community at your institution is important. This can be engaging in person via intramurals, Greek Week, Homecoming, and so forth. This can also be sending congratulatory cards, thank you notes, and holiday/occasion cards to chapters regularly. This can also be done by visiting chapters for a meal or for announcements about your chapter.

Governing Documents

Acacia Fraternity is governed by its constitution, which is The Laws of Acacia. Chapters are expected to follow the Laws of Acacia and chapter bylaws cannot contradict them. Each chapter does have its own governing documents to follow. Each chapter's documents look a bit different and reflect the needs of the chapter. As Secretary, it is key to be an authority and custodian on these governing documents. Regular upkeep of these documents is recommended including preparing amendments to present to the chapter for approval.

Appendix

Here are some additional helpful resources to assist you in your role. Click on the link to be taken to the document in a new window.

1. [Acacia Brand Guide](#)
2. [The Triad, Acacia Fraternity's Magazine](#)
3. [HQ eNewsletter Program](#)
4. [Laws of Acacia](#)
5. **Meeting Resources**
 - a. [Sample Roster and Attendance Records](#)
 - b. [Chapter Meeting Agenda Template](#)
 - c. [Chapter Council Meeting Agenda Template](#)
 - d. [Chapter Meeting PowerPoint Template](#)
 - e. [Roberts Rules of Order Cheat Sheet](#)
6. **OmegaFi How-Tos**
 - a. [Acacia New Member and Initiation Reporting Flyer](#)
 - b. [Acacia Officer Updates Flyer](#)
 - c. [Updating Member Statuses on Vault](#)
 - d. [OmegaFi Help Desk](#)
 - e. [Reporting New Members via ChapterBuilder](#)
7. [Chapter Reporting](#)
 - a. [How do I submit chapter reporting?](#)
 - b. [Required Submissions List](#)
 - c. [Awards Priority Category Items](#)

These and other resources can be found at acacia.org/officer-resources.

Questions/Concerns

If you have any questions about the specific content in this document, please contact: communications@acacia.org

If you are experiencing any technical difficulties with this document, please contact: communications@acacia.org

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