

Alpha Kappa Delta Chapter Representative Duties

The duties of Chapter Representative shall include the following.

1. Maintain active membership in Alpha Kappa Delta. The AKD Constitution requires each chapter to have at least one Chapter Representative who is both a faculty member of the host institution and an active member of the Society. The Executive Office sends e-mailings to representatives to assure that every chapter has current materials. Chapter Representatives should notify the Executive Office of transitions, absences, illnesses, or other intrusions.
 - http://www.alphakappadelta.org/Forms_Resources.html
 - <http://www.alphakappadelta.org/Contact.html>
2. Inform the Executive Office of significant changes in the status or operation of the Chapter. Chapter Representatives who relinquish their duties should inform the Executive Office.
 - <http://www.alphakappadelta.org/Contact.html>
3. Abide by the AKD Handbook-and uphold the principles embodied in the Constitution and Bylaws of the Society. Chapter Representatives are responsible for determining eligibility for membership in the Society.
 - http://www.alphakappadelta.org/Constitution_Bylaws.html
 - <http://www.alphakappadelta.org/Eligibility.html>
4. Make certain that all AKD members and candidates for initiation understand requirements for initiation, participation, and awards. Additional requirements, which may have been established by any chapter, should be set forth in written documents which are distributed regularly and/or posted on bulletin boards or web sites accessible to everyone concerned. Chapter policies and requirements must be applied consistently and must not violate Article III, Section 4 of the AKD Constitution. If the chapter is a recognized student organization on campus, then the Chapter Representative should facilitate cooperative relationships with other organizations while assuring that standards set forth in the AKD Handbook are upheld.
 - http://www.alphakappadelta.org/Constitution_Bylaws.html
 - <http://www.alphakappadelta.org/Eligibility.html>
5. Always use current AKD forms. All forms can be obtained by visiting the AKD website. Do not photocopy old forms. Old forms received in the Executive Office will be returned. The Executive Office requires use of electronic copies of forms. Chapter Representatives should contact the Executive Office if they need new forms or have questions about procedures. The AKD Website contains contact information for the Executive Office.
 - http://www.alphakappadelta.org/Forms_Resources.html
 - <http://www.alphakappadelta.org/Contact.html>
6. Make sure orders going to the Executive Office are timely, clear, complete, and accurate. All orders and lists of initiates should be typed. The Executive Office will return handwritten orders. Chapter Representatives may delegate tasks required to prepare orders, but they are responsible for maintaining the standards of the Society when placing orders. Order forms include a signature line for faculty members serving as Chapter Representatives.
 - http://www.alphakappadelta.org/Forms_Resources.html
7. Consolidate payments of initiates and pay for each order with a single check. Only institutional checks, checks cut from the chapter's bank accounts, or money orders will be processed. A single check from the faculty chapter representative's personal account may be accepted if other arrangements cannot

be made. Multiple payments delay service to Chapters and sometimes lead to other problems. The Executive Office does not accept credit card payments or cash.

8. Encourage initiates to use complete names and permanent addresses when dealing with the AKD office. Likewise, the AKD office should be informed of name and address changes.
 - <http://www.alphakappadelta.org/Contact.html>
9. Be alert for unusual delays when orders are placed with the AKD office. Orders received in the AKD office are acknowledged with e-mail messages to Chapter Representatives. Nearly all orders are processed by the AKD office within a few working days. AKD Membership Activation Forms, honor cords, banners, lapel buttons, and other commemorative (logo) items are shipped directly from the AKD office to Chapter Representatives and should arrive within one to two weeks. Express and priority mail service is available by request and upon payment of additional fees. Express and priority mail service applies only to shipments of commemorative items. Certificate and membership card orders must go from the AKD office to a printer, who subsequently ships completed orders to Chapter Representatives. Certificates usually arrive within about two to three weeks after they are processed by the AKD office. The Executive Office will contact the Chapter Representative when an order has shipped. Chapter Representatives should contact the AKD office if orders are late or may have gone astray. Certificates must go to Chapter Representatives for signature before being distributed to initiates. The AKD office does not honor requests to ship certificates directly to initiates.
10. Work to take maximum advantage of benefits available to Chapters and AKD members. Examples would be assuring that student members are fully aware of activities announced in materials received from the Executive Office, assisting students who want to take advantage of opportunities for participation, and facilitating activities supported by the Society. Make sure students participating in AKD paper contests follow guidelines and understand the opportunities winners have for participating in the Annual Meeting of the American Sociological Association, especially winners of the AKD Undergraduate Student Paper Contest.
 - http://www.alphakappadelta.org/Benefits_of_Membership.html
11. Make certain that Society funds are used for authorized purposes only. Publications distributed by the Executive Office provide guidelines and describe activities to be supported. Applications for support must show that budgeted expenses conform to guidelines.
12. Explain to initiates that a subscription to *Sociological Inquiry (SI)* with active membership runs by calendar year (January through December). Members returning completed membership activation forms in the months of January through August can expect to receive the current year's volume of *SI*, including any back issues. Members returning completed membership activation forms in the months of September through December can expect to receive the next year's volume, beginning the next calendar year. *SI* issues are published on a quarterly basis. Initiates must complete AKD Membership Activation Forms and return them to the AKD office to receive copies and/or online access of *Sociological Inquiry*. Let each initiate decide if and when he or she activates their membership. Every initiate becomes a lifetime member of AKD, but only persons who return activation forms and/or renewals are active members. Persons who do not want to receive issues of *Sociological Inquiry* and other e-mailings from the AKD office should not return activation forms. There is no obligation for initiates to become or remain active members.
 - http://www.alphakappadelta.org/Sociological_Inquiry.html
13. Assist the Executive Office by verifying the membership status of persons who request replacement documents (certificates). The Executive Office will order replacements. Use a replacement order form, which may be obtained from the AKD website. Replacement certificates must go to Chapter Representatives for signature. Chapter Representatives forward the signed certificates to members.

There is a fee for replacements unless the Executive Office or the printer is responsible for failure to deliver or an error in the document.

- http://www.alphakappadelta.org/Forms_Resources.html

14. Inform potential members and initiates about the advantages of membership in the Society. Information about the two-grade advancement for employees with "Superior Academic Achievement" appears in The United States Office of Personnel Management's Operating Manual, under "Qualification Standards for General Schedule Positions." Membership in Alpha Kappa Delta is one of the qualifiers for advancement. This information may be found at:
<http://www.opm.gov/qualifications/SEC-II/s2-e5.htm>
 - http://www.alphakappadelta.org/Benefits_of_Membership.html
15. Inform members and initiates about the availability of AKD commemorative (logo) items. Orders for single items or larger quantities are welcome, but the Society does not require purchase of commemorative items.
 - <http://www.alphakappadelta.org/Merchandise.php>
16. If your chapter or department has an AKD website or webpage, then make sure it conforms with principles set forth in the AKD Handbook. Include a link to the official AKD website, www.alphakappadelta.org.
 - http://www.alphakappadelta.org/Constitution_Bylaws.html
17. Complete and return a Chapter Report at least once each year. A form for this purpose is found on the AKD website.
 - http://www.alphakappadelta.org/Chapter_Report.html
18. Chapter Representatives are responsible for ensuring compliance with all Federal regulations and procedures. This includes (but not limited to):
 - a. Chapter Representatives of new chapters must obtain an Employer Identification Number (EIN) from the IRS. (http://www.alphakappadelta.org/EIN_and_990-N.html)
 - b. Contact the Executive Office for assistance with any communication you receive from the IRS about your chapter. The Executive Office will determine what action is needed.
 - c. All chapters should keep their own financial records based on fiscal years beginning July 1 and ending June 30. See Association of College Honor Societies' website for examples of these forms (www.achsnaatl.org)
19. To maintain an active chapter, the Executive Office must have the following on file: SS-4 form with the chapter's EIN listed, IRS EIN confirmation letter, active membership renewal for the current calendar year, and a completed chapter report from the previous academic year.