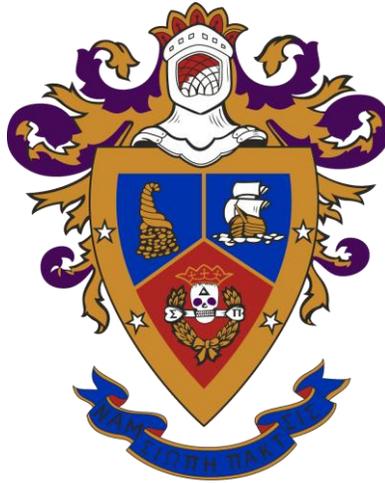


Vice President-Chapter Operations Officer Packet



Duties of the Vice President-Chapter Operations (VPCO)

(from Policy and Procedures Manual section B, policy 13)

- To oversee the maintenance of all Chapter Management Program (CMP) records.
- To oversee the Chapter Management Program.
- To ensure the chapter is informed of its CMP standing and attention is called to areas in which the chapter needs improvement in areas measured by the CMP.
- To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.
- To ensure all official communications are read into the minutes of the chapter.
- To ensure correspondence with the Central Office and national officers is promptly handled.
- To ensure the names and addresses of all nationally required officers are reported to the Central Office within fourteen days of their election or appointment.
- To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, when due.
- To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election, prior to the end of the academic term immediately preceding Congress.
- To coordinate strategic planning sessions with the chapter president.

Additional Resources

A Broad Overview

The Chapter Management Program, a web-based program, is the method of formal communication between collegiate chapters and the national Fraternity.

The program is divided into three achievement levels representing basic operational requirements in recruitment, membership, finances, professional and service programs, and leadership development for collegiate chapters during an academic year. These sections reflect the practice of essential business principles and operations expected of each chapter as part of our professional business Fraternity, as well as the professional and leadership development opportunities for each member. If all requirements for the first level, Accredited Chapter, are completed, the chapter may try to achieve the second level, Chapter of Recognition, and then the third level, Chapter of Excellence.

Sharing of Responsibilities

Different sections in CMP require the assistance of various other officers. Each CMP form may be submitted by the Chapter President, VPCO and appropriate officer. For example, the professional event form may be submitted by the VPPA in addition to the President and VPCO.

Because forms can be submitted by multiple officers, communication and teamwork skills are required of the VPCO position. The VPCO must have a good working relationship with all other officers and ensure that all requirements are met. The main responsibility you have to the Fraternity is to report all of the chapter's activities on time and with all relevant information.

Awards Eligibility

Each chapter that attains the Accredited Chapter level for the academic year may apply for the *R. Nelson Mitchell Most Outstanding Collegiate Chapter Award*. The complete awards guide can be found online.

Online Dates

Due dates are measured by the date on the submitted reports. In the CMP manual, suggested and final due dates are listed for each category. Most of the sections have a "postmarked by" date. All reports are required online and the system is available 24 hours a day, 7 days a week. There will be no extensions granted to due dates or deadlines.

You can check your CMP status at any time on the website. Make sure that you check your chapter health/status report often. If you see any corrections or questions, please contact cmp@dsp.org immediately.

Responsibility for Minutes

The VPCO, acting as the secretary, is responsible for keeping a record of what happens during chapter meetings. These records are known as minutes. The minutes serve as a general overview of items discussed and voted upon during a meeting. The opinion of the person, favorable or otherwise, should never be reflected in the minutes. The following is a sample of minutes:

"The regular weekly meeting of the Xi Lambda Chapter of Delta Sigma Pi was held on Tuesday, February 3 at 7:00pm, in the University Business Building. The meeting was opened according to Ritual and 36 brothers were present at roll call. The minutes of the last meeting were read and approved.

"The President reported that applications for scholarships from the Delta Sigma Pi Leadership Foundation were available for anyone interested.

“The Senior Vice President reported that next week will be the Leadership Foundation Night.

(additional reports of the officers and committee chairs)

“The motion to initiate a member of the faculty was taken from the table. Professor Haas had been previously nominated as a candidate. The President reported that the Central Office approved his application. Additional debate was heard. Professor Haas will be invited to be initiated.

“Brother Kuetemeyer moved that the chapter buy fifteen jerseys from a licensed vendor for the intramural volleyball and basketball teams. The motion was debated and amended. Motion passed that the chapter will purchase ten jerseys.

“Brother Larson announced that bowling on Thursday will be at 8:00 pm instead of 7:00 pm.

“The gavel was passed and the meeting was closed according to Ritual at 7:45 pm.”

Many chapters distribute minutes each week by making copies for members, posting the minutes in the chapter office, sending an email to all chapter members, or posting within the chapter’s GIN System. Do not forward minutes to the Central Office unless staff requests the minutes from you.

Your Trial Responsibilities

You should familiarize yourself with the information in the [Individual Discipline Policy](#) to conduct trials effectively. In a trial, the VPCO records the proceedings of the trial, calls roll, tabulates votes, keeps custody of any evidence or other documents submitted during the trial, and submits trial information to the Central Office.

The VPCO is also responsible for writing and mailing all notices to the accused and keeping an accurate record of all trial documentation. Important trial information must be submitted online by the 15th of the month following the trial. Additional documents listed in the Individual Discipline Policy must be kept in the chapter’s files for 6 months unless an appeal has been made. Once 6 months have passed and no appeal has been submitted, the documents should be destroyed.