

The document that follows is a sample policy and procedures manual for collegiate chapters. **This sample is designed to help the chapter format its own policies and procedures, and it is not a requirement that chapters follow any of the specific sample policies.** The chapter may choose to use some of these policies exactly as stated, but should make necessary changes to fit the needs of the chapter and to follow any university policies. Main topics/titles should be listed in alphabetical order to help ease of use and comparison between chapters for leaders and Central Office staff. Below is a list of items that would be helpful to place in the chapter's policies and procedures manual, most of which are also contained in the following sample:

- Attendance
  - Required chapter events
  - Any additional attendance policies
- Awards
  - National
    - Responsible for submission and help with submission
    - Guidelines to follow
  - Chapter- Specific awards given every year
- Bylaws
  - National Bylaws, Article X. Section 2 and National Policies, Section B. Policy 1
  - The Chancellor is responsible for updating chapter bylaws
  - Bylaws will be reviewed by the chapter and submitted to Central Office by November 15th every year
- Chapter Management Program responsibilities
  - Who is responsible for submitting each item
  - When should items be submitted
- Committees
  - List of non-standing committees
  - Responsibilities of each committee
- Communications
  - Best way to communicate to members
  - Distribution and other information about member directories
- Discipline
  - Chapter discipline methods in addition to the Individual Disciplinary Guide
- Dress code
  - Chapter Meetings, Professional Events, Other chapter events
  - What is allowed and what is not
- Elections
  - How nominations and elections are conducted
  - Making appointments

# How To Write A Process Manual

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Scott, Stephen M. Garrison**



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