

The National Handbook for Alpha Mu Gamma

DIVISION II THE NATIONAL BY-LAWS OF ALPHA MU GAMMA

ARTICLE I THE GENERAL DUTIES OF THE NATIONAL OFFICERS

- Section 1.** This National President shall preside at all meetings of the National Executive Council and at all National Conventions, where he/she shall report on the progress of the Society.
- Section 2.** The National Vice-President, or another member designated by the President, shall preside in the absence of the President. The National Vice-President shall have charge of such other duties as may be assigned by the Executive Council.
- Section 3.** The Regional Vice-Presidents shall represent the Society in their geographical areas. They shall encourage the formation of new chapters and shall, if convenient, preside at the installation of new chapters. They shall attempt to reactivate dormant or inactive chapters. They shall maintain annual contacts with all chapters in their regions. They shall promote the observance of National Foreign Language Week in their respective regions and shall designate chapters to solicit proclamations from their respective state governors on this occasion.
- Section 4.** The National Executive Secretary has the following duties:
- a) Recording Duties

The National Executive Secretary shall keep an accurate record of all biennial National Convention proceedings and keep and distribute the minutes of the meetings of the Executive Council. He/she shall assist the President in carrying out the general policies of the Society.
 - b) Administrative Duties:

The National Executive Secretary shall maintain in the National Office the up-to-date mailing list of chapters, members, and advisors and shall maintain the files of the Society. He/she shall be responsible for initiating action on applications for charters by distributing ballots for approval or disapproval of the applicant to the members of the Executive Council, after first checking the scholastic accreditation of the applicant.

He/she shall keep the prospective chapters informed of the progress of their application. He/she shall organize the recruiting of new chapters and the reactivation of dormant chapters in cooperation with the regional Vice-Presidents. He/she shall prepare a uniform system for chapters to make their reports to the National Office and for them to order keys, materials, and publications. He/she shall supervise the publications of the Society. He/she shall compile and keep up-to-date the Official History of the Society.

- Section 5.** The Treasurer shall monitor and be responsible for maintaining an accurate record of all monies and expenditures. At the end of each fiscal year, he/she shall report to the Executive Council the status of Alpha Mu Gamma accounts in writing.
- Section 6.** The Scholarship Chairperson shall Chair the Scholarship Committee and carry out such other duties as may be assigned by the Executive Council or the President.
- Section 7.** The Intercultural Chair shall, in cooperation with the National Office, coordinate and promote National Foreign Language Week and the annual poster and shall maintain contacts with other organizations that share the same goals as Alpha Mu Gamma.
- Section 8.** All National officers are expected to attend the meetings of the National Executive Council and all biennial National Conventions.

ARTICLE II THE CHARTERING OF NEW CHAPTERS

- Section 1.** The National Executive Secretary shall keep blank copies of charters on file in the National Office. Upon acceptance of an application by the Executive Council and the full payment of the charter fee, the National Executive Secretary shall arrange for the signing of the charter by the National President, the National Executive Secretary, the National Treasurer and the Administrative Assistant.
- Section 2.** The National Executive Secretary shall send newly established chapters the charter, the Constitution, the By-laws, the Official History, the Ritual and such other materials as may guide the new chapter. He/she shall inform all chapters of the establishment of each new chapter.
- Section 3.** The National President, as the official head of the Society, may convey his/her congratulations to the new chapter by written or other means.
- Section 4.** The regional Vice-Presidents may preside at the installation of the new chapters in their respective regions.

Section 5. Chapters shall be encouraged to congratulate new chapters, particularly those in the same geographical regional area, and to continue to communicate with them and to hold joint initiations and other combined activities.

ARTICLE III MEMBERSHIP RECORDS

Section 1. The National Office has begun entering names, as of 1990, of Full Members, as provided by the individual chapters, into a computer data bank.

Section 2. Chapters must request, in writing, from the National Office, parchment certificates of initiation. The request must be accompanied by full payment of national dues and a statement giving the name, home address and language of each initiate and date of the initiation ceremony. The National President signs the certificates of initiation. Space is provided for signature by the chapter's President and Secretary.