



## Planning & Reporting - Manuals

Note: You may find it helpful to use the combination of the "Ctrl" and "F" keys to search for a specific word in an online document; this is often possible in Word and PDF documents as well as Excel spreadsheets.

Name:

Chapter:

NSDAR#:

**Chapter Regent's Manual & Guide to Parliamentary Procedure:**

Go to NSDAR's Members' Only Site: <http://members.dar.org>

Click **Committees – Leadership Training**

Click **Chapter Regent's Manual & Guide to Parliamentary Procedure – OSG-4000**

Read through the entire booklet

1. What are the three general duties of every officer?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. TRUE or FALSE

- \_\_\_\_\_ The Chapter Regent should know the duties of all officers and chairmen
- \_\_\_\_\_ The Chapter Regent appoints and serves as ex officio on all committees
- \_\_\_\_\_ The chapter officers who have e-membership access are the Regent, Registrar and Treasurer
- \_\_\_\_\_ It is important that chapter officers and chairmen have access to the internet
- \_\_\_\_\_ Every chapter is required to file an appropriate annual 990 report with the IRS
- \_\_\_\_\_ All chapters should appoint chairmen for every national committee (Hint: see pg 16 of the *Chapter Regent's Manual*)
- \_\_\_\_\_ There is a written Order of Business for Chapter Meetings in the *DAR Handbook*
- \_\_\_\_\_ The Chapter Treasurer should always serve as the chair of the finance and budget committees
- \_\_\_\_\_ Chapter minutes should be a record of what was said by the members at the meeting
- \_\_\_\_\_ A chapter audit is required to be performed every year
- \_\_\_\_\_ Chapters must send a current copy of their bylaws to the state parliamentarian
- \_\_\_\_\_ Chapters that own property should be incorporated and articles of incorporation should be printed with their bylaws
- \_\_\_\_\_ The Chapter Registrar should immediately report membership changes to the Office of the Organizing Secretary General and to the state registrar
- \_\_\_\_\_ The Chapter Registrar must ensure that application papers are completed properly for prospective members