

Epsilon Sigma Phi

Pi Chapter

History Files

November 1986

Recommendations for Transferring Materials from Pi Chapter Officers and Committee Chairs to the History File

1. All materials for the history file will be sent to the History Committee Chairperson. Each item will be dated in the upper right hand corner. Deadline for materials will be October 30 or no more than one month after Pi Chapter annual meeting.
2. The President will send a copy of significant information such as a list of Pi Chapter officers, committee chairs and committee membership; and general policies accepted by the board.
3. The Secretary will send official corrected minutes, on bond paper (if possible), of all Pi Chapter board and annual meetings.
4. The Treasurer:
 - A. Will keep the past year's records which include the approved budget, spreadsheets, quarterly and annual reports, cancelled checks, receipts, deposit slips, and audit reports.
 - B. Will send the preceding year's records as listed in A. above to the History chair; and the current year's membership list.
5. Committee chair will send copies of the approved minutes of committee meetings and the annual report, and other significant material as follows:
 - A. Annual meeting – suggestions for committee consideration, annual meeting program and assembled reports.
 - B. Awards – names of recipients of awards, honors and recognition; and summary of recommended national award nominees.
 - C. Constitution and Bylaws – summary of adopted revisions and copies of revised constitution and bylaws.
 - D. History and Archives – pictures of initiates, award, recognition, and scholarship winners.
 - E. Initiation – list of initiates including transferred members.
 - F. International – names of award recipients.
 - G. Legislative – relevant information.
 - H. Membership – list of new members, transfers, life members and copy of the most current National Epsilon Sigma Phi member printout.
 - I. Newsletter – two (2) copies of each issue of Pi Chapter newsletter.
 - J. Retiree – two (2) copies of each issue of retiree correspondence; names of deceased chapter members.
 - K. Scholarship/Professional Development/MEWS – names of scholarship recipients.
 - L. Special Projects – summary of project objectives, activities and accomplishments and recommendations for continuing activities.