
ALPHA DELTA KAPPA
CHAPTER SERGEANT-AT-ARMS
(Optional)
DUTIES AND RESPONSIBILITIES



CHAPTER SERGEANT-AT-ARMS

CONGRATULATIONS!

You have been elected as the chapter
sergeant-at-arms



CHAPTER SERGEANT-AT-ARMS

- The office of chapter sergeant-at-arms is optional and is elected by chapter members in the even-numbered years.
- A candidate for chapter sergeant-at-arms shall be an active member and shall be nominated in accordance with chapter bylaws and/or policies and procedures.
- The office of chapter sergeant-at-arms may be shared by two members.
- The term of office shall be two (2) years.
- The chapter sergeant-at-arms serves as a member of the chapter executive board.

CHAPTER SERGEANT-AT-ARMS

The chapter sergeant-at-arms shall serve as the doorkeeper at chapter meetings and special functions.



CHAPTER SERGEANT-AT- ARMS



The chapter sergeant-at-arms shall assist in coordinating meeting activities for the:

- Chapter President
- Chapter Officers
- Chapter Committee Chairmen
- Visiting S/P/N or International Chapter Members
- Program Speaker

CHAPTER SERGEANT-AT-ARMS



At chapter executive board meetings and other events/functions, the chapter sergeant-at-arms shall:

- Make needed signage, such as place cards for officers and guests, reserved seating cards, and special seating, as appropriate
- Serve as the protocol officer
- Greet guests and escort them to their seats, if requested

CHAPTER SERGEANT-AT- ARMS

The chapter sergeant-at-arms shall:

- Assist with the voting on proposed bylaws amendments, resolutions, and other motions
- Oversee the counting of ballots for the election of officers
- Assist in the installation of new chapter officers





CHAPTER SERGEANT-AT-ARMS

The chapter sergeant-at-arms shall participate in the initiation ceremony of new or transfer members.

CHAPTER SERGEANT-AT-ARMS

The chapter sergeant-at-arms shall perform other duties as described in her chapter's bylaws and policies and procedures manuals, and as directed by her chapter president.

CHAPTER SERGEANT-AT-ARMS



Helpful Hints

- The sergeant-at-arms' role is very important. When you do it right, it'll appear as if you've done nothing at all.
- It is about being responsible and reliable.
- You are the person behind the scene.
- You are the floor and stage manager.
- The smoothness of a meeting depends on you.
- You have to make sure anything and everything that leads to the meeting is ready before the meeting starts.

CHAPTER SERGEANT-AT-ARMS



Thank you for stepping up and assuming this leadership role in
Alpha Delta Kappa.