

# RECORD KEEPING

The Chapter Secretary shall work with the Chapter Sponsor to keep a master copy of the following:

- (1) the constitution
- (2) the membership lists
- (3) lists of yearly officers

All chapters are required to maintain the information on members in the electronic database at [www.alphaiota.com](http://www.alphaiota.com). At the time of induction, a mail address and email address are required for all inductees. Once entered into the web site by the Chapter Sponsor, members are automatically notified of their username and password. This is an excellent way to keep an updated record of all chapter members. Through the web site, members are able to keep their information current.

A scrapbook where sample letters, meeting announcements and dates, photographs taken at meetings, and newspaper clippings are kept is a convenient way to introduce new members to your chapter activities.

Copies of bills for all chapter activities, such as luncheons, desserts, scrapbooks, etc., should be kept. Information on speakers who have addressed the group should be kept for a community relations file.