

Society Officer Overview: Roles & Responsibilities

Updated: August 2017



Major Offices

President

- Oversee society officers and members
- Organize and run society officer meetings
- Supervise society outings and/or any other society wide function
- Delegate tasks to the rest of society officers
- Represent the society to the ISC Director(s)
- Communicate with ISC Executive Council about society matters
- Ensure everything society-related adheres to the Society Officer Overview & Society Officer Guide

Vice President

- Assist the president to organize and run society officer meetings
- Assist the president in his/her other duties
- Substitute for the president if he/she is not present during society functions
- Represent the society to the ISC Director(s)

Chaplain

- Deliver a Bible challenge during the Friday society meeting time
- Lead society prayer meeting on Tuesday evenings
- Keep a record of the speaker, passage, and topic each time someone gives a challenge in society
- Invest spiritually in society members
- Correspond closely with the chorister to choose songs
- Communicate with ISC Chaplains

Minor Offices

Secretary

- Record attendance of society members during Friday meeting time
- Turn in attendance record to the Center for Leadership Development by noon after Friday society
- Write notes during officer meetings
- Organize polls or surveys for society members
- Handle risk and release waivers for outings
- Communicate with ISC Secretary

Treasurer

- Handle all society money
- Make withdrawals from and deposits into the society account
- Document and take care of receipts from any society expense
- Record all withdrawals and payments
- Prepare for society financial audits conducted by the ISC Treasurer

Chorister

- Lead corporate singing during society meetings
- Correspond with chaplain to choose song(s) applicable to the challenge
- Ensure society is following music copyright policies
- Check all music with music checker that will be sung by a society group outside of their society

Sergeant at Arms/Media Director

- Create and present PowerPoint presentations for society meetings
- Oversee design and production of society apparel
- Obtain approval from the CLD for any society apparel
- Maintain or create the society intranet website if necessary
- Coordinate information dealing with society colors and image

Athletic Director

- Coordinate the society sports program
- Ensure society athletes register on IM Leagues
- Take responsibility for athletic equipment and apparel
- Publicize society's sports activities
- Supply team lists and other details to the Intramural Athletics Director when requested
- Work with society president to select and purchase society uniforms through the Intramural Athletic Director when funding is provided
- Communicate with ISC Athletic Director

Spirit Leader

- Cheer for society team during intramural sports games
- Engage society in cheers during Friday meeting time
- Encourage society members to be involved in society activities

CSC Representative

- Coordinate with the Director of the CSC and CSC Executive Council Members to plan projects
- Announce current CSC projects to society members and encourage their involvement

Comments

1. This overview provides general descriptions. Major society officers may reassign tasks at their discretion.
2. Major officers should follow their constitution concerning additional minor offices or gain approval from the CSL to add minor offices (including, but not limited to Historian, Parliamentarian, Public Relations/Media).

Officer Expectations

1. Develop yourself as a leader
2. Lead your peers
3. Serve your community
4. Attend Required Leadership Development sessions throughout the year
5. Attend officer meetings (one per week recommended)

Society Expectations

1. Build one another up through love and good works – all year long
2. Society meeting on Friday each week (11:00-11:35am)
3. Tuesday evening prayer meeting each week (9:45-10:15pm)
4. One society outing per year (joint or stag) – Mr. Matthew Weathers
5. One Society Service Project per semester – Mr. Nick Mauer

History of BJU Societies

Society has been an important part of Bob Jones University since the school's founding in 1927. In fact, an article in a 1929 issue of the BJU magazine recounts the resolves of the first four societies formed. These societies were Sigma Kappa Rho and Sigma Lambda Delta for the women and Chi Delta Theta and William Jennings Brian for the men. Rho's declared purpose was to invest a commitment in its members to "social, ethical, and literary achievements." The women of Sigma Lambda Delta were bound by a strong sense of "sisterly love" and were dedicated to "clean morals and pure Christianity." Likewise, for the men, Chi Delta passionately wanted its members to "develop spiritually," so they opened each meeting with "Scripture reading and prayer." William Jennings Bryan, especially, desired to "carry out His great work and serve humanity."

We pray that as a new society officer this year, you will appreciate these firm resolutions in the societies of the past and apply them to your own society today for the glory of God.

Chaplain

I. TEACHING

- A. The society Chaplain is responsible to share God's Word with society members. This is an amazing opportunity and weighty responsibility.
- B. On occasion, a society chaplain may ask a GL or AGL in the society to speak in their place. If a student is not a GL or AGL, please email the name of the student you would like to speak to the Coordinator of Student Leadership. He will get that person checked within a day or two.
- C. A society may have **one** special speaker (alumni, visitor, faculty/staff, etc.) each semester. The CSL must approve the special speaker. Please submit the person's name and information to the CSL. It will take a day or two to get this person approved, so please plan well in advance.

II. OPPORTUNITIES AND RESPONSIBILITIES

- A. As chaplain you have the opportunity to work with the president and vice-president to set the spiritual direction for your society. You will lead through word and by example. For your society to grow spiritually, it needs godly oversight, example, and direction. Set clear, attainable goals and commit yourself to time in the Word and in prayer. Take every advantage to minister to your society members and encourage them in their walk with the Lord.
- B. *Make personal visits to the rooms of your freshman as well as those society members who are spiritually struggling.* This is an excellent way to make an impact for the Lord upon your members. Go to lunch with them, or start a special discipleship group for those interested. Show your members that you care about them and are willing to help no matter what. Always come to your society meetings with a well-prepared message.
- C. As chaplain you will have tremendous opportunities to grow in your walk with the Lord as well as in your teaching abilities. Treat this office seriously, and put all you have into it. You can learn much and prepare yourself greatly for future ministry by the work you put into this opportunity of influence.
- D. The ISC Chaplains are eager to work with you to support and encourage you in your service as a chaplain. Please make an effort to get to know them.

III. AUDITS

- A. Once during the semester, the ISC chaplain will ask you to turn in a log from this semester recording each Tuesday Prayer meeting, and Friday society, who spoke, and what the topic or text was. You should keep record of this throughout the semester. Please do not wait to fill in all the blanks the week of your audit.
- B. It is recommended to set up a schedule (with topic and text) at the beginning of the semester so there will be clear and thematic direction for the Scriptural challenges throughout the semester.
- C. The purpose of the audit is not to "sermon check" but to provide opportunity for chaplains to think and plan long-term and ensure chaplains are investing the appropriate time into their office.

Sergeant At Arms

I. DUTIES

- A. The sergeant at arms works closely with the other society officers to plan society functions and works behind the scenes to fulfill duties assigned by the society president.
- B. The sergeant at arms is often assigned miscellaneous tasks to complete.
- C. Attend officer meetings

II. OPPORTUNITIES AND RESPONSIBILITIES

- A. Create and present power point presentations for society meetings
- B. Maintain or create the society intranet website if necessary
- C. Oversee design and production of society apparel
- D. Check ALL society publications with the CSL. This includes t-shirts, posters, buttons, etc.
- E. Coordinate information dealing with society colors and image

III. REMINDERS

- A. The sergeant at arms should **never** handle society money. Handling money is the responsibility of the society treasurer.

Athletic Director

I. DUTIES

- A. Coordinates the society sports program
 - 1. Works with coaches to oversee tryouts and team selection
 - 2. Takes care of society athletic equipment and apparel
 - 3. Publicizes society sports activities
- B. Communicates with the ISC Athletic Director and Intramural Sports Director as needed
 - 1. Supplies team lists and other details
 - 2. Ensures society athletes registered on IM Leagues
 - 3. Responsible to inform DFH of competition results
 - 4. Plans purchase of society uniforms when funds allow
 - 5. Work with society leadership to choose which uniforms to buy
 - 6. Work with the Intramural Athletic Director to order uniforms
 - 7. The ISC Athletic Director can tell you when your society will have funds for new uniforms
- C. Contributes to society at large
 - 1. Attends officer meetings
 - 2. Assists society leadership in planning and implementing society functions

Secretary

I. DUTIES

- A. Take attendance at all society officer's meetings
- B. Take attendance in Friday society meetings
- C. Submit your notebook for audit by the ISC Secretary
- D. Work with ISC Secretary to ensure responsibilities are accurately completed

II. SOCIETY MEETING ATTENDANCE

- A. Please do NOT fold the attendance sheets.
- B. The boxes should have only "A" for absent and "L" for late. No other marks are acceptable. You may use the left margin to check-in people. If possible, please use a **red pen in the box** to help your marks stand out.
- C. Please sign each sheet.
- D. You must pick up your society attendance sheet at the CLD office in the Den before Friday's society meeting. The attendance sheets are due in the CLD office no later than noon the day of your society meeting.
- E. A fine will be given to the society if these guidelines are NOT followed.

III. OFFICER MEETING ATTENDANCE

- A. Society Officers are expected to attend all society officer meetings. Officers should miss *no more than 3 meetings per semester*.
- B. Keep a record of society officer attendance

IV. ISC SECRETARY AUDITS

- A. At the beginning of the semester, the ISC Secretary will provide a schedule for secretary audits. Notebooks that are disorganized, incomplete, or turned in late are subject to fine.
- B. Requirements for note-taking, i.e., *part of what a society secretary looks for while auditing*
- C. Use the following format when taking notes:
 1. Society name
 2. Date
 3. Place
 4. Attendance
 5. Outline of Meeting
 - a. Old business
 - b. Officer updates/reports
 - c. New business
 - d. Signature
- D. Include in Secretary's Book any items of interest from planning outings, society meetings, etc. (such as price lists, pictures, etc.).
 1. There will be an audit of all society minutes at least once each semester. A report of the Audit Committee's findings is submitted to the Coordinator of Student Leadership & Organizations.
 2. **Please drop off your notebook in the CLD office in the Den when it is due.**
 3. Societies whose officers do not meet regularly are subject to failing their audits.
 4. Secretaries who do not take accurate attendance can and will be removed from office. If the President and VP are knowledgeable about the secretary's lack of attendance taking, they will also be removed. There have been some serious discipline problems in the past because secretaries did not take attendance. Therefore the strictness and seriousness of your attendance taking must be observed. Thank you for your diligence in this area.
- E. **If you plan to be on cuts, please make arrangements for someone else to take attendance.**

Chorister

I. DUTIES

A. Song Leading

1. The society chorister should work in cooperation with the chaplain in planning each week. The songs should be worshipful (not lethargic) and the conducting enthusiastic. In many ways the song service sets the tone for the meeting. Put some thought and prayer into the selection and presentation.
2. Vary the format occasionally during the first 10 minutes of the society to keep it as interesting and inspirational as possible. Feel free to use the hymnals, appropriate chorus books, PPT's, etc. which have been selected as options. Make sure you are in compliance with copyright laws.
3. Drums (bongo, box, or other types) are not to be used in society meetings.

B. Special Music (The chorister is in charge of arranging special music for the society.)

1. Special Music: All special music sung *inside or outside* of your society must be checked *every* semester before it can be performed. Performing unchecked music will result in demerits.
2. Checking Special Music
 - a. All special music (in or out of society) must be checked.
 - b. Music Check is in FA 120 every Monday and Thursday night from 6:30 – 7:00 p.m. Please notify Mr. Duane Ream ahead of time that music needs to be checked.
 - c. All music must be well prepared. Bring a 3x5 card.
 - d. Music for dating outings must be checked 2 weeks in advance.
 - e. The Music Checking Regulations Sheet is posted on the Fine Arts bulletin board.
3. Choirs: Society choirs may practice in their assigned prayer meeting rooms 45 minutes before their weekly prayer meetings.

C. Copyright Information

1. **IF** a song is in public domain (that means no copyright notice appears on the page, and the author and composer wrote the song over 75 years ago), **THEN** it is *legal* to make a copy straight from the book.
2. **IF** the words are over 75 years old (just see when the author died), **THEN** you can make a legal copy of the **words only**, even if the music is arranged differently.
3. **IF** the composer or publisher of a piece of music still owns the copyright, **THEN** you must put the BJU CCLI # (**1338029**) on any piece of any printed form, *including powerpoints*.

CHURCH COPYRIGHT LICENSE INC. (CCLI)

A. Proper Format

- All overheads and individual song sheets (e.g. that would be distributed to the society) of any type must follow the following requirements:
 1. Every version of a song that is duplicated must contain the a) **song title**, b) **writer credit(s)**, and c) **copyright notice** in substantially the following form on the actual duplication.

"Lord, Send Me Anywhere"

Words and music by David Livingston and Faye Lopez

© 1978, Musical Ministries

Used by permission. CCLI License 1338029 (◀ ◀ BJU's CCLI Number)

2. This BJU CCLI license number (**1338029**) must appear on every printed sheet if the material is copyrighted. Of course if a song is not copyrighted, none of this applies.

- ### B. The Center for Leadership Development Office has a copy of the CCLI License Manual if you have any specific questions. Please understand that the *Church Copyright License does not convey the right to photocopy or duplicate "any choral sheet music (octavos), cantatas, musicals, handbell music, keyboard arrangements, vocal solos, or instrumental works."*

APPROVED HYMNALS AND CHORUS BOOKS

Many students who come to BJU are familiar with the musical genres known as Christian Contemporary Music (CCM). Due to the style and philosophy of the CCM movement, BJU neither identifies with nor promotes the performance style of CCM. ***Because of this institutional distinctive, music used in your society should be drawn only from approved hymnals, chorus books, audio recordings, and sheet music sold in the Bruins Shop or from songs that have been used in chapel in the FMA.*** *Hymns Modern & Ancient* is sold in the Bruins Shops and is approved. This policy allows you to choose from hundreds of acceptable conservative and recently written songs. If you have a question regarding another hymnal or chorus book, or an individual song, please bring it to the Coordinator of Student Leadership in the Center for Leadership Development. He will be glad to check on it for you.

WHAT IF I NEED HELP?

Please see the Coordinator of Student Leadership if you have any problems within your society. His office is located in the Den.

Treasurer

Treasurer Responsibilities will be communicated at the Treasurer Officer Workshop at the beginning of the semester. At that time the updated information will be added to this document.

I. DUTIES

- A. The treasurer's duties are to receive, care for, and disburse society funds and to give an exact accounting at any time for every part of the society's income, funds on hand, and expenses.
1. The treasurer should collect and record all money due.
 2. The treasurer should record every transaction the society engages in throughout the semester in the society ledger.
 3. The treasurer should safeguard the funds and accounting for them at all times.
 4. The treasurer releases money for the payment of bills and for other spending upon authorization from the president.
- B. Losses or shortages in funds are directly the responsibility of the treasurer and he/she must make up any shortages that may occur in the society accounts.

II. PROCEDURES

A. Cash Receipts

1. Place the money in the Business Office account and record the deposit in the ledger.
 - a. The treasurer should not keep more than \$150 out of the business account at one time.
 - b. Reasons for keeping cash out of the business office consist of:
 - i. Having available change for society transactions
 - ii. Payment for expenses
 - iii. Available cash for events in case of unexpected expenses
2. Be sure to keep a list of the people who have given you money for deposit.
3. Never leave cash unattended in your room.

B. Payment of Bills

1. Any payment of **\$100 or more** should be made with a Business Office money order.
2. Retain the Business Office withdrawal forms and all corresponding receipts and file them in chronological order.

C. Business Office Deposits.

1. Count the money in advance to check the accuracy of the Business Office clerk.
2. Arrange all bills face up according to denomination and keep coins separate so that the clerk may count the money efficiently.
3. Retain the Business Office deposit form.
4. Record the deposit in the ledger.

D. Business Office Withdrawals

1. *Only* the Treasurer and the President or Vice President is allowed to withdraw funds. ***(The Treasurer must always be present.)*** No other officer can substitute for the President or Vice

- President.
2. Record withdrawal purpose on Business Office withdrawal form.
 3. Retain Business Office withdrawal form.
 4. Record the withdrawal in the ledger.

III. STUDENT LEADERSHIP COUNCIL REQUIREMENTS

A. Requirements for Bookkeeping

1. Ledger (excel file)
 - a. *List transactions in chronological order.*
2. Figures written in ink.

B. There will be an audit of all society accounts at least once each semester. A report of the Auditor's findings is submitted to the Lead Coordinator of Student Organizations. Fines will be given to every society that does not keep consistent and accurate books.

C. On the society's audit date, the treasurer will upload the up-to-date ledger and all receipts, withdrawal slips, and deposit slips to the appropriate dropbox on BJU Sync. Each treasurer will receive a link to the dropbox prior to the date of the audit.

D. The Student Leadership Council Treasurer may call for a financial statement at any time enumerating all income and expenditures and the current balance.

E. No organization may go into debt.

- No student's outstanding society debt may be charged to his school account for collection.

IV. FINES

A. A society may be fined by the ISC Treasurer for any breach of ISC guidelines or policies.

B. The society treasurer and president will be notified of the fine.

C. Any questions or objections to fines must be submitted to the ISC Treasurer within one week of the date of notice.

D. All fines will be paid by a direct transfer of society funds to the ISC account by the Business Office.

SOCIETY FINES

The ISC Treasurer assesses societies fines when they violate University or ISC policies. All fines not specified below are decided by the ISC Executive Council. If you desire to appeal a society fine, please take that up with the ISC Treasurer. Email isctr@bju.edu **within one week of receiving notice of the fine.**

	Fine	Offense
Audits	\$15	Incomplete audit (secretary/treasurer/chaplain)
	\$25	Failure of audit (See Audit Expectation)
	\$5	Late submission / minor incomplete
Outings	\$25	Late bus reservation
	\$20	Late outing plan sheet
	\$20	Late brother/sister fellowship plan sheet
Note system	\$10	Late note delivery (after 10 p.m.)
	\$25	Failure to deliver the notes
	\$25	Rowdy behavior during delivery
Violations	\$25	Unchecked music
Publications (unchecked)		
	\$25	Newsletters
	\$50	T-shirts
	varies	Unchecked or obviously inappropriate publications
Rush week	\$15	Anything attached to or leaning on trees, etc.
	\$20	Representative late to Saturday induction meeting
	\$35	No representative at Saturday induction meeting
	\$100	Bonfires (except ones that have been approved for induction night)
	\$20	Booths up before or after approved time during Rush Week
	varies	Signs or posters up before or after Rush Week (times above)
	\$50	Altering society induction plans after approval
	\$25	Sidewalk chalk (society must also clean up)
	\$50	Joy riding (traffic ticket also possible)
	\$35	Former or non-member at induction (fine is per person)
Society meetings	\$10	Late attendance sheet (after 12 p.m.)

	\$5	Late attendance sheet from Scholastic Bowl participants (after 12 p.m.)
	\$25	Inaccurate reporting of attendance
	\$25	Copyright violation
	\$25	Property left in society room
	\$25	Property left in society room over semester break
	\$25	Damage to society room (in addition to repair costs)
	\$25	Letting out early or late
	\$10	Dirty chalkboard or overhead
	\$25	Leaving room in disarray
	\$20	Food or drink in society room that disallows food
	\$5	Blocking windows of a society room
	\$5	Standing on chairs, or sitting on A/C units, desks, etc. (per person)
	\$25	Unchecked speaker
	\$20	Women in men's society without permission and vice versa
	\$25	Minor horseplay
	\$50	Major horseplay
	\$25	Scholastic Bowl misconduct
Sports program		
	\$25	Forfeiture of game
Miscellaneous	varies	Other

V. GENERAL SUGGESTIONS

- A. Stay Current
 1. Record transactions in a timely fashion.
 2. Expense is incurred, but not due till after the item(s) are delivered.
 - a) Record the expense in the Expenses Tab.
 - b) If an expensed order is canceled or returned, put \$0 for the expense and document clearly in the note section.

- B. Protect yourself from suspicion.
 1. When money is collected in a meeting (for Thanksgiving or Bible Conference offering), have someone count the money at the time of receipt and sign his name to the envelope.
 2. Use Business Office checks or money orders whenever practical.
- C. **ALWAYS obtain a written confirmation (contract or acknowledgment) of orders placed with**

outside businesses. If an order is placed by phone, ask that a confirmation be sent to you. You have no recourse when a problem arises (price change, wrong color, etc.) if you rely on verbal agreements.

Audit Expectations

- I. Ledger
 - A. Form
 - 1. All society monetary transaction should be kept in the society ledger.
 - B. Balance
 - 1. Society's ledger ending balance must match Business Office Balance at the date of the audit.
 - 2. More than a \$5-10 of dollars off will result in a failure of the audit.
 - C. Documentation
 - 1. All transactions must be supported by appropriate documentation. This could be in the form of receipts, credit card statements, or other documentation. The Society Treasurer should never disburse money to anyone without some type of documentation. Failure to obtain and provide documentation for withdrawals will result in failure of the audit and a fine.
 - 2. If a rare circumstance arises and documentation is un-obtainable for a transaction (ie: buying off of Craigslist), Society Treasurer must write a note of explanation in place of a receipt.
- II. Audit Turn-In Procedure
 - The SLC treasurer will provide a timely notice for the selected day of audit. By the end of the selected day, each treasurer will perform the following:
 - A. Deposit **ALL** cash to the business office by 4:00 PM.
 - B. Submit the up-to-date ledger to the audit dropbox.
 - C. Scan and submit all receipts, withdrawal, and deposit slips to the audit dropbox.
- III. Failure of Audit: Penalties
 - A. Failure to submit the ledger, receipts, and withdrawal and deposit slips on the audit date to the ISC Treasurer is a \$25 fine.
 - B. Failure of Audit (for any of the above reasons) will result in a \$15 to \$50 fine.
 - ***Fines are most often levied for missing documentation – please be very careful in this area.***
 - C. Failure of Audit will also result in a suspension of the society's access to any of its money in the Business Office until the Society President and Treasurer have met with the SLC Treasurer and discussed the audit. Suspension will be lifted upon meeting with the SLC Treasurer.