

Society Officer Overview:

Roles and Responsibilities

Updated May 2020

History of Societies at BJU:

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, Chi Delta Theta and William Jennings Bryan 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" dedicated to "clean morals and pure Christianity." Likewise Chi Delta passionately wanted its members to "develop spiritually," so they opened each meeting with "scripture reading and prayer." Bryan 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 from societies of the past and apply them to your own society today for the glory of God.

Society Expectations:

1. Build up one another through love and good works – all year long.
2. Attend all scheduled Friday society meetings and Tuesday Lifegroups. They should meet from 11 to 11:35 am each time.
3. Plan at least one society outing per year (joint or stag), approved by the CLD.
4. Plan at least one society service project per semester, approved by the CGO.

Officer Expectations:

1. Develop yourself as a leader.
2. Lead your peers
3. Serve you community.
4. Attend any required leadership development sessions throughout the year.
5. Attend any planned officer meetings (recommended once per week).

Major Offices (ISC):

- President
 - Oversee society meetings
 - Organize and run society officer meetings
 - Supervise society outings and/or any other society wide function
 - Delegate tasks to the rest of society officers
 - Communicates with ISC Executive Council and the CLD 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 directors/CLD
- Chaplain
 - Invest spiritually in society officers and members
 - Deliver Bible challenges to society at appropriate times
 - Support the president and vice president by partnering closely with them in their tasks
 - Correspond closely with the chorister to choose songs
 - Communicate with ISC chaplains/CLD

Minor Offices:

- Secretary
 - Record attendance of society members during society meetings and lifegroups
 - Return scanners and attendance sheets to the CLD by noon after all meetings
 - Take notes and attendance during officer meetings
 - Communicate with the ISC secretary/CLD
- Treasurer
 - Handle all society money
 - Make withdrawals from and deposits into society account
 - Document and take care of receipts from any society expense
 - Record all withdrawals and payments in a ledger
 - Prepare for society financial audits conducted by the ISC treasurer
- Chorister
 - Lead corporate singing during society meetings
 - Correspond with chaplain to choose songs applicable to the challenge
 - Ensure society is following music copyright policies
 - Check all music that will be sung by a society group with the CLD
- Sergeant at Arms
 - Create presentations for society meetings
 - Oversee design and production of society apparel
 - Obtain approval from the CLD for any society apparel or poster
 - Create society social media posts
 - Store information dealing with society logos, mascots, and colors
- Athletic Director
 - Coordinate society sports program
 - Ensure society athletes register on IMLeagues
 - 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 Directors

- Spirit Leader
 - Cheer for society team during intramural sports games
 - Encourage society members to be involved in society activities
- CSC Representative
 - Coordinate with CSC Director and CSC Executive Council to plan projects
 - Announce current CSC university-wide projects to society members and encourage their involvement

Comments:

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

Detailed Overviews:

Chaplain

1. 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 CLD. They 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. Please submit the person's name and information to the CLD for approval. It will take a day or two to get this person approved, so please plan well in advance.

2. 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. At times, you may have opportunity to encourage members of the officer crew to adopt this mentality as well. Take every advantage to minister to your society officers and 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 as chaplain you will have tremendous opportunities to grow in your walk with the Lord as well as in your teaching abilities. Set clear, attainable goals and commit yourself to time in the

Word and in prayer. Treat this office seriously and put all you have into it. Be sure to put effort into preparation of the messages you share with your society. You can learn much and prepare yourself greatly for future ministry by the work you put into this opportunity of influence.

- c. 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.

3. CHAPLAIN UPDATES

- a. The ISC Chaplains will send you a weekly update to fill out. These are to see how things are going in your society. They're tools for the ISC Chaplains to know how to pray for and encourage you as you do the same for your society.
- 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 recap 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

1. DUTIES

- a. The sergeant at arms works closely with the other society officers to plan society functions and works behind the scenes to fulfill various duties assigned by the society president.
- b. Attend officer meetings

2. OPPORTUNITIES AND RESPONSIBILITIES

- a. Oversee design and production of society apparel
- b. Check ALL society publications with the CLD. This includes t-shirts, posters, stickers, etc.
- c. Store information dealing with society logos, mascot, and/or colors

3. REMINDERS

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

Athletic Director

1. DUTIES

- a. Coordinates the society sports program
 - i. Works with coaches to oversee tryouts and team selection
 - ii. Takes care of society athletic equipment and apparel
 - iii. Publicizes society sports activities
- b. Communicates with the ISC Athletic Director and Intramural Sports Director as needed
 - i. Supply team lists and other details
 - ii. Ensure society athletes registered on IM Leagues
 - iii. Inform DFH of competition results when needed

- iv. Plan purchase of society uniforms when funds allow (ISC Athletic Directors can let you know)
- v. Work with society leadership to choose which uniforms to buy
- vi. Work with the Intramural Athletic Director to order uniforms
- c. Contributes to society at large
 - i. Attends officer meetings
 - ii. Assists society officers in planning and implementing society functions

Chorister

1. DUTIES

- a. The chorister should work in cooperation with the chaplain in planning music each week for society meetings.
- b. Please be prepared for Tuesday and Friday meetings by having a PowerPoint with the words of each song and the accurate copyright information. Appropriate music can be found in hymnals, chorus books, and online sources. See below for copyright information.
- c. Music used in your society should reflect the tone of what is sung in chapel. The purpose of singing in society is to reflect the joy that everyone has by being a believer and giving glory to God through singing.

2. 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. This applies to hymnbooks etc.
- 2. If only 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 BIU CCLI # (1338029) on any piece of distributed music including PowerPoints. See example for Amazing Grace:

CCLI Song # 4755360

John Newton

© Words: Public Domain
 Music: Public Domain

For use solely with the SongSelect® [Terms of Use](#). All rights reserved. www.ccli.com

CCLI BJU License # 1338029

4. For any distributed music used in society whether on paper or PowerPoint the song copyright and BJU copyright must be displayed. See above example, Amazing Grace CCLI license is #4755360 and the BJU CCLI License is #1338029. These numbers along with the author information and publishing company must be displayed as well. Please contact the Center for Leadership Development Graduate Assistants for the CCLI license **each week**.

3. NOTES

Instrumentation

The use of drums is not permitted. External amplification is also not permitted during normal society meetings (with the exception of electronic keyboards). Since a large number of societies meet in the same building, we want to keep the volume level low enough for all societies to sing without causing interruption to other groups.

What If I Need Help?

If you have any questions regarding music for your society, please contact the Center for Leadership Development Graduate Assistants who will be able to help you.

Secretary

1. DUTIES

- a. Take attendance at all society officer meetings
- b. Take notes during officer meetings
- c. Take attendance in all society meetings
- d. Submit your notebook for audit by the ISC Secretary
- e. Work with ISC Secretary to ensure responsibilities are accurately completed

2. SOCIETY MEETING ATTENDANCE

- a. Pick up scanners and ID forms at the CLD before 10:50 am on Tuesdays and Fridays.
- b. Scan ID cards of those who are present at the beginning of society.
- c. The ID form will have space for those who forget their IDs and a space for those who are late.
- d. You are responsible to record attendance. Please do not pass the scanner around for everyone to check in, and do not scan people who are not in your society or those who are absent/late.
- e. Please return the scanner and ID form to the CLD by 12:30 pm.
- f. If you are in class or other meetings when you're supposed to pick up/drop off scanners/ID forms you can send another representative from your society.

3. OFFICER MEETING ATTENDANCE

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

4. 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 a fine.
 - i. Format for note-taking, i.e., *part of what a society secretary looks for while auditing*
 - Society name
 - Date
 - Place
 - Attendance
 - Outline of Meeting
 - i. Old business
 - ii. Officer updates/reports
 - iii. New business
 - iv. Signature
 - ii. Include in Secretary's Book any items of interest from planning outings, society meetings, etc. (such as price lists, pictures, etc.).

5. NOTES:

- 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 CLD.
- **Please drop off your notebook in the CLD office in the Den when it is due.**
- Societies whose officers do not meet regularly are subject to failing their audits.
- 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.
- **If you are unable to attend a Friday society meeting, please make arrangements for someone else to take attendance.**

Treasurer

1. DUTIES

- a. The treasurer's duties are to receive, maintain, and disburse society funds.
- b. The treasurer should record every transaction the society engages in throughout the semester in the society ledger.
- c. The treasurer should safeguard funds and be ready to account for any financial activity at all times.
- d. The treasurer releases money for the payment of bills and for other spending upon authorization from the president.
 - i. Losses or shortages in funds are directly the responsibility of the treasurer and he/she may be accountable to make up any shortages that may occur in the society accounts.

2. PROCEDURES

a. General Info

- Deposit/withdraw money from your society Business Office account and record the deposit/withdrawal in the ledger.
- The treasurer should not keep more than \$150 out of the business account at one time.
- Reasons for keeping cash out of the business office consist of:
 - Having available change for society transactions
 - Payment for expenses
 - Available cash for events in case of unexpected expenses
- Be sure to keep a list of the people who have given you money for deposit i.e. society dues, society shirts, etc.
- **Never leave cash unattended in your room.** *
- The Inter-Society Council Treasurer may call for a financial statement at any time enumerating all income and expenditures and the current balance.
- No organization may go into debt.
- No student's outstanding society debt may be charged to his school account for collection

b. Business Office Deposits.

- i. Count and organize the money in advance to check the accuracy of the Business Office clerk.
- ii. Retain the Business Office deposit slip.
- iii. Record the deposit in the ledger.

c. Business Office Withdrawals

- i. *Only* the Treasurer with 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.
- ii. Any payment of **\$150 or more** should be made with a Business Office money order.
- iii. Retain Business Office withdrawal slip and all corresponding receipts.
- iv. Record the withdrawal in the ledger.

3. FINES

- A society may be fined by the ISC for any breach of ISC guidelines or policies (see fines list on the society officer overview available at www.bjuclld.com/isc).
- The society treasurer and president will be notified of the fine.
- Any questions or objections to fines must be submitted to the ISC Treasurer within one week of the date of notice.
- All fines will be paid by a direct transfer of society funds to the ISC account by the Business Office.
- The whole fine system is graduated. While the first 2 offences will be fined as marked, the following two offences will be raised \$10. The fifth and sixth offences will rise above that \$10 more.
- See Chart below for fine values.

	Fine	Offense
Audits	\$15	Incomplete audit
	\$25	Failure of audit
	\$5	Late submission / minor incomplete
Outings	\$20	Late bus reservation
	\$20	Late outing plan sheet
	\$25	Inappropriate conduct at outing
Note system	\$10	Late note delivery (after 10 p.m.)
	\$25	Failure to deliver the notes
	\$25	Rowdy behavior during delivery
Publications	\$25	Unchecked/Inappropriate society gear
	varies	Inappropriate publications on social media
Rush week	\$15	Anything attached to or leaning on trees, etc.
	\$25	No representative at Thursday induction meeting
	\$100	Bonfires
	\$20	Booths up before or after approved time during Rush Party
	\$50	Altering society induction plans after approval
	\$50	Joy riding (traffic ticket also possible)
	\$25	Former or non-member at induction (fine is per person)
	Society meetings	\$10
\$5		Late attendance sheet from Scholastic Bowl participants (after 12 p.m.)
\$25		Inaccurate reporting of attendance
\$25		Copyright violation
\$25		Playing unchecked media (music, video, powerpoint)
\$50		Damage to society room (in addition to repair costs) (\$100 for second incident)
\$25		Letting out early or late
\$25		Leaving room in disarray
\$25		Food or drink in society room that disallows food without permission
\$5		Blocking windows of a society room
\$5		Standing on chairs, or sitting on A/C units, desks, etc. (per person)
\$25		Unchecked speaker
\$25		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
	\$25	Leaving trash on field after game
Miscellaneous	varies	Other

4. IV. AUDIT EXPECTATIONS

There will be an audit of all society accounts at least once each semester – this semester will entail two audits. A report of the Auditor's findings are submitted to the CLD. Fines will be given to every society that does not keep consistent and accurate books.

Ledger Bookkeeping Requirements

- a. Form
 - i. All society monetary transactions should be kept in the society ledger (*Excel file "Society Ledger" emailed to treasurers by ISC treasurer at beginning of semester*).
 - ii. Read Instructions tab of document in full to understand proper form
 - iii. Stay current: record transactions in chronological order as they occur.
 - iv. Note: If an expensed order recorded under expenses is canceled or returned, put \$0 for the expense and document clearly in the note section.
- b. Balance
 - i. Society's ledger ending balance must match Business Office Balance at the date of the audit.
 - ii. More than a \$5-10 discrepancy will result in a failure of the audit.
- c. Documentation
 - i. All transactions must be supported by appropriate documentation. This could be in the form of receipts, credit card statements, or other documentation. Scan or take pictures of documentation and add them to the Documentation tab of your ledger. Failure to obtain and provide documentation for withdrawals will result in failure of the audit and a fine.
 - ii. **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.
 - iii. All receipts must include tax, shipping, and any other expenses related to the purchase
 - iv. *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.*

Audit Turn-In Procedure

- a. The ISC 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:
 - i. **Deposit ALL cash to the business office by 4:00 PM of the day before the audit.**
 - ii. **Email the up-to-date ledger with complete documentation (receipts, deposit slips, and withdrawal slips) to the ISC Treasurer at isctr@bju.edu.**
 1. Name the ledger file as your society's Greek letters mascot month year (i.e. OBX Bulldogs September 2019)

Failure of Audit: Penalties

- a. Failure to submit the ledger on the audit date to the ISC Treasurer is a \$5 fine.
- b. Failure of Audit (for any of the above reasons) will result in a \$25 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 ISC Treasurer and discussed the audit. Suspension will be lifted upon meeting with the ISC Treasurer.