

[\(From CSF by-laws\)](#)

ARTICLE VII -

### **Duties of Chapter Advisers**

The duties of the chapter adviser shall be:

- (a) To be responsible for publicizing to the student body the requirements for membership and the method of application for CSF.
- (b) To be responsible for checking CSF applications to determine eligibility for chapter membership.
- (c) To be responsible for keeping accurate records and permanent membership lists. (Rev. 09/
- (d) To be responsible for determining life (Sealbearer) members and to purchase the life membership pins.
- (e) To be responsible for affixing the CSF chapter seal upon the high school diploma, and for insuring the indication of Life Membership on all other documents which verify that membership.
- (f) To carry on promptly all necessary correspondence with state officers, including dues payments and submission of LISTS I, II, and III, and a copy of the student application form.
- (g) To provide for official faculty representation at the annual meeting, particularly when the meeting is held in the local region.
- (h) To supervise chapter activities and see that the State Constitution and Bylaws, and the chapter Standing Rules are observed, and that the financial obligations of the chapter are met.
- (i) To submit Seymour Memorial Award application(s) for qualified members.
- (j) To exercise care that the chapter upholds the ideals of CSF.
- (k) For chapters who have an embossing seal, it is up to the adviser to return the rented seal if the chapter ceases to function.