



Constitution Officer Report Form

Name: _____ Chapter: _____
Phone Number: _____ School: _____
Email Address: _____ Officer Term Began: _____
Date: _____ Officer Term Ends: _____

Instructions: Please complete this form and return it to your chapter President. This form must be submitted two weeks prior to your chapter's scheduled visit. For the meeting, please bring your officer materials and all documentation related to your office. Please provide a hard copy of your chapter's constitution for the CFR to review.

Key: SA = Strongly Agree, A = Agree, D = Disagree, SD = Strongly Disagree

What is your position's title? _____

Is this an elected office? ☐ YES ☐ NO

Can active members find an up to date constitution when they need it? ☐ YES ☐ NO

Do you update your chapter constitution to reflect changes to the national constitution? ☐ YES ☐ NO

The chapter is familiar with the national, district, and chapter constitutions. ☐ SA ☐ A ☐ D ☐ SD

The chapter is knowledgeable about parliamentary procedure. ☐ SA ☐ A ☐ D ☐ SD

Describe the responsibilities and expectations for your office:

How often is the chapter constitution reviewed/updated? Who participates in the review and update?

How are the membership candidates educated about the chapter, district, and national constitutions?
How are they introduced to parliamentary procedure?

How often is parliamentary procedure reviewed with the active members?

How often is the chapter constitution reviewed with the active membership?

Is the chapter currently considering changes to the chapter constitution? If so, please explain:

Is there anything else you would like to discuss with the CFR?