

# ALPHA SIGMA LAMBDA HONOR SOCIETY



## CHAPTER COUNCILOR



**NEED HELP?**

**P (217) 581-7106**

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## **BASIC RESPONSIBILITIES REQUIRED OF THE ASLHS CHAPTER COUNCILOR**

The individual who acts as the sponsor for the ASLHS chapter on each campus is known as the Chapter Councilor and is usually someone who works closely with the adult learners at the college or university. This person may be any faculty, staff, or administrative position. Students may serve as a Chapter Councilor if they are also staff, faculty or administration with the support of the sponsoring department/college.

Chapters may function in one of two ways: as an honorary or with officers and committees who act as the chapter's executive team and hold meetings according to the chapter's requirements.

The Chapter Councilor/executive team will choose the option which best suits the student population at the campus.

### **Basic responsibilities required of the ASLHS Chapter Councilor prior to receiving a charter:**

- Secure and maintain senior management support for the chapter.
- Choose and/or serve on the committee drafting the chapter's constitution and by-laws.
- Select a secondary contact or designated deputy to serve with the Chapter Councilor.
- Submit application materials for charter to the ASLHS Home Office.
- Request the payment of \$400 be sent to the ASLHS Home Office for the new chapter fees or submit payment on-line during the application submission process.

**For questions or assistance, contact the Home Office by calling (217) 581-7106 or by sending an email to [alsiglam@eiu.edu](mailto:alsiglam@eiu.edu).**

## After a charter approval, responsibilities include but are not limited to:

- Planning the ASLHS induction ceremony/event.
- Qualifying students for membership based on college/university constitution.
- Ordering ASLHS supplies online for the ceremony (certificates, cords/stoles, pins, etc.
- Inviting students to the ceremonies.
- Officiating at the chapter's induction ceremony.  
Note: New Councilors will first be inducted into the Society from the ASLHS Home Office via email or by the ASLHS Officer of the Institutional Chapter.
- Sending an electronic copy of a spreadsheet listing of the new inductees to the ASLHS Home Office using this [form](#). This is for reporting the inductees names to the home office only.
- Submitting chapter highlights to the Midnight Oil newsletter. Please email [alphasigmalambdasm@alsiglam.org](mailto:alphasigmalambdasm@alsiglam.org) when submitting news items, articles, photos and inductees names.
- Maintaining a perpetual list of student member names and contact information from each induction in the chapter's own records.
- Submitting documents as requested, responding to communications, and processing payment of yearly chapter membership dues to the Society Home Office.
- Supporting the chapter and maintaining it as an active community (as needed, the level of activity varies between chapters).

### **Yearly Scholarship Application Process :**

The number and amount of scholarships is determined by the ASLHS Board each year. In mid-January of each year, scholarship application packets will be added to our website:

### **[Student Scholarship Information](#)**

**We encourage chapter councilors to forward the scholarship information to members, as well as continuing education faculty and departments.**