

Sergeant-at-Arms Duties

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1. Enforce Meeting Times

The Sergeant at Arms ensures that meeting times are enforced. Call the meeting to order at 7:16 am or 11:46 am. If the meeting starts late, the Sergeant at Arms is fined \$5.

2. Maintain order.

The Sergeant-at-Arms maintains a stable, well-ordered meeting environment and makes sure that there are no open discussions, ever!

3. Manage and Circulate the Tip Bucket .

Keep an eye on the Tip Bucket as it is passed around the table. Members are on their honor to deposit Reminders as necessary. IOUs are unacceptable.

4. Look for lapel Pin & Badges

Ensure members are wearing badges and lapel pins correctly. Enforce the \$1 Reminder Rate for those not wearing their pin.

5. Oversee Voting Ballots

The Sergeant-at-Arms is responsible to make sure that ample voting ballots are available. If the supply is low, this information must be passed to the VP for ordering. The Sergeant-at-Arms also ensures that all voting ballots are passed to the VP at the head table for counting.

6. Announce Reminder Rates

Be familiar with all amounts listed in the LeTip Bylaws.

- a. All fines are deposited into the Tip Bucket and become the property of the Chapter.
- b. Reiterate that Reminder Rates are not to punish, but to encourage members to stay committed to one another, and to utilize the structure of LeTip. Chapter members prefer participation, not reminders.

7. Welcome late guests.

- a. Get business card and write sponsor's name on back.
- b. Help seat guests and assist in a meal order for them.
- c. Pass business card to the President for introduction.

8. Monitor speakers, allowing only 10 minutes .

- a. At 8 minutes, give the speaker a two-minute warning.

