(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.