**ALPHA ETA CHAPTER, INCORPORATED**

**CHI ETA PHI SORORITY, INCORPORATED®**

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| **CORRESPONDENCE** |

**PURPOSE:**

Provide guidelines for members regarding internal, external, business, and personal correspondence.

**POLICY STATEMENT:**

1. All official correspondence received from Local, Regional and National senders will be reviewed and approved by the Basileus prior to forwarding to members.
2. All official correspondence written at the Chapter level for external business, or for Regional and / or National recipients will be reviewed and approved by the Basileus prior to forwarding to the recipient(s).
3. The Basileus may send out correspondence directly or delegate duty to the Epistoleus.
4. Reports, minutes, announcements and any other correspondence relevant to the business of the Chapter submitted by Officers and Committee Chairs will be reviewed by the Basileus prior to distribution to the members.

**PROCEDURE:**

1. The Basileus will forward correspondence received and reviewed between Chapter meetings to the Epistoleus prior to the next Chapter meeting. The Epistoleus will forward correspondence to the members via email and read at the Chapter meeting when applicable.
2. The Epistoleus will mail correspondence via USPS to those members without email as directed by the Basileus.
3. The Basileus will alert the Epistoleus via phone/text of correspondence to the members that require immediate action (<72 hours) to assure members are notified in a timely manner.
4. Maintaining Correspondence:
   1. Original electronic and paper correspondence/reports related to Chapter and Sorority business will be kept on file for 7 years by the originator or officer.
   2. A summary of monthly correspondence will be included in the meeting minutes.
   3. Obituaries will be kept for 2 years as a resource for memorialization at the Regional Conference and Boule.
   4. All occasion cards received (sympathy, thank you, birthday etc.) will be discarded at the end of fiscal year.
5. Any miscellaneous correspondence will be drafted by the Epistoleus for distribution to the Local, Regional or National recipients, as directed by the Basileus.