



Sergeant At Arms Duties

Sergeant at Arms

1. Enforce the meeting time.

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. If the meeting ends late, the president puts \$5 in Tip bucket.

2. Maintain order in the chapter.

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 for those not wearing their pin.

5. Oversee the 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 vice-president for ordering. The sergeant at arms also ensures that all voting ballots are passed to the vice-president at the head table for counting.

6. Announce the gentle reminder costs.

Be familiar with all amounts listed in the LeTip Bylaws.

- All reminders are deposited into the Tip bucket and become the property of the chapter.
- Reiterate that reminders 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 any late guests.

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

8. Monitor the Speaker's time.

- Allow only ten minutes.
- After eight minutes, give the Speaker a two-minute warning.

Rewards (Repeat the entire list weekly)

Passing 5 or more rosters/brochures weekly in your place of business.

\$1.00 minimum

Passing 4 qualified tips at a meeting

\$1.00 minimum

Passing 4 outside tips at a meeting

\$5.00 minimum

LeTip Grand Slam*

\$10.00 minimum

(* wearing name badge, lapel pin, has 4 tips or more and a qualified guest)

Number may be increased by Board of Directors

Gentle Reminders (Select one weekly to educate chapter)

No Guest

\$.25 minimum

No Lapel Pin

\$1.00 minimum

No Tip

\$1.00 minimum

No Badge

\$1.00 minimum

Not shaking hands with Unknown Greeter

\$1.00 minimum

Late for meeting

\$1.00 minimum

Late Showboat/Greeter - arriving after 7:01 A.M. (11:31 A.M. for Lunch)

\$1.00 minimum

Unexcused absence

\$1.00 minimum

No Guest on Fiver Day

\$5.00 minimum

Visitation not done (paid directly to member not visited)

\$5.00 minimum

Meeting starts after 7:16 A.M. (11:46 A.M. for Lunch) - Sgt. at Arms pays

\$5.00 minimum

Meeting ends after 8:31 A.M. (1:01 P.M. for Lunch) - President pays

\$5.00 minimum

Neglecting to Showboat, Greet, or Speak

\$10.00 minimum

No Show at Business Mixers & Power Seminars

\$10.00 minimum

Prior to start of meeting, Sgt at Arms announces - No Phones/Pagers/Texting

\$20.00 minimum

I.O.U.'s not acceptable