

ARTICLE VIII – EXECUTIVE BOARD

1. The Executive Board shall consist of the Immediate Past President, the elected officers and a representative of the standing committees. The Treasurer and Parliamentarian shall be ex-officio, non-voting members.

2. The Executive Board shall:

- a. Recommend operating procedures for consideration by the Chapter.
- b. Examine, modify if necessary, and adopt the budget.
- c. Establish the procedures for budget development and approval, and for the supervision of finance.
- d. Approve the time and place of chapter meetings.
- e. Act in the interim between meetings upon matters requiring immediate decisions.

3. Meetings of the Executive Board shall be held at least twice (2) each year at a time and place to be determined by the President. Special meetings may be called at the discretion of the President. The presence of a majority of the voting members of the Executive Board constitutes a quorum at Board meetings.

Article IX – COMMITTEES

Section A – Standing Committees

- a. Membership
- b. Nominations
- c. Necrology
- d. Finance
- e. By-Laws and Standing Rules
- f. Project and Program
 1. Literacy
 2. Women Helping Girls
- g. Communications
 1. Website/Directory
- h. Grant-in-Aid/Scholarship
- i. Historical Records

Section B – General Procedure

1. All committees, with the exception of the Nominations Committee, shall be appointed by the President.
2. The President shall be an ex-officio member of all committees except the Nomination Committee.
3. Designated committee contact persons shall notify the President of scheduled meetings.
4. Composition of the committees shall be left to the discretion of the President unless otherwise specified in the Chapter Rules.
5. The HANDBOOK of the Delta Kappa Gamma Society International, latest edition, will detail duties outlined below.

Section C – Duties of Committees

1. Society of Business

A. Membership

- i. The Membership Committee shall evaluate the recommendations of persons proposed for membership and submit the names of the qualified candidates for vote.
- ii. The Committee shall study and make recommendations related to membership problems.

B. Nominations

- i. The Nominations Committee shall consist of three members who shall be appointed at the first business meeting of a new President's biennium. The Chair is to be appointed from among the committee members. The chair will submit a list of names for elections.
- ii. The Committee shall present at the next to the last meeting on the even-numbered fiscal years, one nominee for each elective office. These nominees are to be selected from the active membership in good standing of the Chapter and shall have agreed to serve.
- iii. The Committee shall prepare the ballot.
- iv. To facilitate an even flow of information, one member of the committee shall be retained for the incoming biennium.

C. Necrology

- i. The Necrology Committee is responsible for preparing a remembrance ceremony upon the death of a member.
- ii. A eulogy shall be given by a member selected by the Necrology Committee in remembrance of the deceased member.
- iii. If possible the remembrance ceremony shall be given at the first meeting after the death of a member.

D. Finance

- i. The Finance Committee shall consist of the President and two appointees. The Treasurer shall serve as ex-officio member.
- ii. The Committee is responsible for preparing a budget.
- iii. The Committee is responsible for insuring that the Treasurer's books undergo an annual audit by two members.

E. By-Laws and Standing Rules

- i. The By-Laws and Standing Rules Committee shall consist of members appointed by the President, one of whom shall be the Parliamentarian.
- ii. The Committee shall receive and study all proposals by Chapter members for amending or revising the Chapter By-Laws and Standing Rules.

F. Project and Program

- i. The Program and Project Committee shall consist of the Executive Board, as specified in ARTICLE VIII, under the coordination of the First-Vice-President. The Treasurer and Parliamentarian are ex-officio, non-voting members of this committee. **Subgroup members consist of appointees made by the President.**
- ii. The Committee should develop programs and projects which allow individual members to discover new interests and to broaden their awareness and knowledge, and develop programs which promote education, world fellowship, the teaching profession, women's rights and other professional issues commensurate with the goals of the Society, as well as keep members informed of legislative issues pertinent to women educators.
- iii. The Committee shall conduct fundraising activities for the purpose of subsidizing projects of the chapter.

1. Literacy

- i. The Literacy subgroup is responsible for the Literacy Program, which chooses two schools, one from each county, to receive funds to purchase books for their library. The funds for this project are to be approved annually by the membership.

2. Women Helping Girls

- i. The Women Helping Girls subgroup is responsible for organizing and coordinating the Women Helping Girls with Choices Project.

G. Communications

i. The Communications Committee shall be responsible for publicizing the activities of the Chapter in the local media **as well as maintaining Chapter communication mechanisms.**

1. Website/Directory - The Website/Directory subgroup is responsible for maintaining the Chapter website and directory.

H. Grant-in-Aid/Scholarship

i. The Grant-in-Aid/Scholarship Committee organizes the Chapter's annual project of awarding a grant-in-aid scholarship(s) to graduating high school senior girls who plan to go into teaching.

ii. Additionally the committee promotes interest and support for scholarships for members to further their study at accredited colleges and universities.

I. Historical Records

i. The Historical Committee shall be responsible for assembling, organizing and preserving materials essential to the continuation of the history of the chapter.