

## Chi State Committees Responsibilities

### Chi State Executive Committee

- Consists of elected officers and the Immediate Past Chi State President
- Treasurer and Parliamentarian are ex-officio members
- Conducts business delegated to it by the Executive Board
- Takes action on matters requiring immediate decisions
- Responsible for the installation of incoming officers

### Society Business

#### Bylaws

- Reviews *Bylaws and Standing Rules* following the State Convention and International Conventions bringing them into compliance with official convention actions
- Reviews amendments to the *Bylaws and Standing Rules* for clarity and compliance with existing official documents
- Serves as Chi State Convention Resolutions Committee at Convention
- Serves as a resource to Chapters updating their Chapter Rules
- Performs other duties as assigned by the Chi State President

#### Finance

- Consists of the Chi State President, First Vice-President, Immediate Past Chi State President, two members-at-large, one appointed each biennium, for a term of four years, a Budget Coordinator appointed for two years, and the State Treasurer
- Is augmented by financial advisors as needed and guided by *Manual of Financial Policies and Procedures of Chi State*
- Supervises all expenditures and investments
- Prepares State Budget for adoption
- Approves budget requests for the preparation of the Budget
- Supervises expenditures from the Permanent Fund
- Supervises activities of the Financial Development Committee and expenditures of the Financial Development Fund
- Provides an annual audit
- Establishes mileage allowance
- Holds a minimum of four meetings annually
- Performs duties as shall be determined by the Executive Board and Executive Committee
- Recommends to the Chi State Executive Committee replacement, upgrading, or purchase of office equipment for the Chi State Education Center
- Administers the Educational Outreach Fund

#### Financial Development

- Selects items which will make the Society more visible as well as increase finances and gains approval for these items from the Finance Committee
- Makes available items for sale at Chi State functions
- Expends monies from the Financial Development Fund to cover costs incurred in making items available
- Recommends uses of monies from the Financial Development Fund for special programs with the approval of the Finance and Executive Committee

#### Leadership Development

- Plans and implements leadership development programs for state and Chapter officers and committee chairmen with the approval of the Executive Committee
- Plans and implements leadership activities for the general membership with the approval of the Executive Committee

#### Membership/Expansion

- Develops plans and projects to assist Chapters in seeking new members; provides orientation, encourages reorientation and retention, and conducts initiations
- Establishes ongoing communication with Area Directors, Area Membership Chairmen, Chapter Presidents, and Chapter Membership Chairmen
- Presents State Workshops and Area/Chapter programs developing an awareness of membership obligations
- Administers the Order of the Rose Awards Program
- Receives copies of Form 6, writes letters to families and Chapters of deceased members on behalf of Chi State, submits names to the *Chi State News*; and assists with the Ceremony of Remembrance (Necrology Person)
- Encourages formation of new Chapters and assists Area Directors and local organizers with the process
- Provides guidance to newly chartered Chapters
- Evaluates and makes recommendations regarding the effectiveness of the Area structure

#### Nominations (Elected)

- Consists of five members elected by the Chi State Convention
- Provides guidance and assistance for Chapter Nominations Committees
- Solicits recommendations for elected officers and the Nominations Committee from individuals and Chapters
- Submits nominations for elected officers in odd numbered years to be elected by the Chi State Convention

## Personnel

- Serves as intermediary for the employees of Chi State
- Attends the evaluation conferences held by the Chi State President with the Chi State Education Center Personnel
- Initiates the search for the Chi State Education Center Personnel, Legislative Consult/Advocate and other personnel as directed by the Chi State President
- Conducts preliminary screening and interviewing of applicants
- Recommends to the Chi State Executive Committee all candidates for employment
- Reviews and updates performance evaluations instruments
- Reviews salaries of the employees as directed by the Chi State President
- Serves as a consultant to any committee that affects the personnel in the Chi State Education Center

## Program of Work

### Program

- Composed of a chairman, plus chairmen of the Personal Growth and Services, Professional Affairs, Research, Music and Ceremonials Committees
- Plans presentations and activities for state conventions, workshops, and meetings
- Encourages Chapter to develop their own programs in relation to the International Theme
- Motivates the Chapters and members to carry out the Purposes of the Society

### Personnel Growth and Services

- Designs programs that support the International Program Theme
- Recognizes outstanding Chapter and Area members
- Administers the Distinguished Service Awards, Hostelships, Youth at Risk and Community Services Programs
- Keeps a record of award recipients and sends them to the Education Center

### Professional Affairs Committee

- Suggests program ideas that support the International Program Theme
- Includes one member as the Legislative Coordinator
- Conducts Legislative Study Sessions in Sacramento
- Participates in the selection of the Legislative Consultant/Advocate
- Administers the Bill Evaluator Program and "Adopt-a-Legislator" Program
- Administers the Outstanding Student Teacher Awards Programs
- Encourages Chapters to award recruitment grants to prospective teachers
- Promotes Women's History Month

## Research

- Initiates and conducts pertinent research
- Assists any Chi State or International research project
- Provides guidance for Chapter research projects
- Assists the Program Committee in the development of conventions, workshops, meetings, and research projects
- Coordinates, distributes and tabulates all committee requests for data into an annual survey
- Develops criteria, collects data and arranges for recognition for Honor Chapters

## Music

- Selects and coordinates music for Devotional/Ceremony of Remembrance with Ceremonials Committee
- Plans and coordinates music for the State Convention
- Provides workshops to encourage use of music statewide
- Establishes and maintains a music library
- Plans music for functions as requested by the Chi State President

## Ceremonials

- Plans and coordinates the Devotional/Ceremony of Remembrance, the installation of incoming officers, and initiation of Chi State Honorary members
- Prepares a copy for the printed program for the Devotional/Ceremony of Remembrance
- Provides workshops to encourage the use of ceremonies throughout the state
- Stores, maintains, and inventories the ceremonial paraphernalia
- Plans devotionals as requested by the Chi State President

## Educational Services

### Communications

- Includes a chairman, committee members, and Editor of the *Chi State News*
- Follows guidelines of the International Communications Committee
- Reviews all printed material bearing the name of the Society
- Prepares guidelines for effective communication
- Serves in an advisory position to state committees in revising printed materials to be submitted for publication
- Develops procedures for the publication of the *Chi State News*
- Encourages communication with other constituents

### Scholarships

- Administers scholarships and awards as stated in the *Standing Rules*
- Collaborates with the Research Committee to conduct research related to scholarships needs
- Keeps a cumulative record of recipients

#### World Fellowships

- Stimulates interest in the International World Fellowships Program
- Contacts International World Fellowships recipients studying at California institutions of higher education

#### Chi State Education Center Management

- Composed of four Members-at-large, Chi State President and consultants as necessary
- Promotes the educational services and use of the Chi State Education Center
- Preserves the history of Chi State
- Provides the operation and maintenance of the facility
- Arranges for interior decoration and purchase of replacements and disposal of furnishings
- Recommends policies regarding the Chi State Education Center to the Executive Committee

### Special Committees

#### Meeting Sites

- Visits potential sites for hosting future Chi State Conventions and other meetings
- Presents a report of the findings to the Executive Committee for consideration and recommendation to the Executive Board

#### Convention Arrangements

- Chairman appointed by the Chi State President to serve for three years, including the year preceding and the year following the convention
- Appoints the members of the local committee (in consultation with the Chi State President) who assume responsibility for hotel arrangements, program facilitation, specific local arrangements while coordinating with the Chi State President and Chi State Program Chairman.

#### Convention Credentials

- Distributes (at least 30 days in advance) credential forms and voting responsibilities to Chapters
- Compiles a list of members entitled to register
- Examines all forms to verify eligibility of each member
- Arranges registration for Business Meeting
- Prepares the committee's report to the Executive Board

#### Convention Standing Rules

- Drafts and submits for consideration The Standing Rules of the Executive Board and The Standing Rules of the Convention which, as adopted, will apply to that one convention only
- Proposes rules that contain both parliamentary rules related to the conduct of business and non-parliamentary rules that do not conflict with the rules of the Society

## Resolutions

- Composed of the Bylaws Committee and the Parliamentarian
- Responsible to serve as consultants to review, clarify, and/or edit business items presented at the Chi State convention which may require a vote
- Consults with the proponents of a motion/resolution/recommendation arising out of any convention session, no later than two hours prior to the Call to Order of the Executive Board Meeting or Convention Business Meeting
- Reviews the intent of any motion/resolution/recommendation with the proponents
- Reconciles the proposed motion/resolution/recommendation with the *Constitution of The Delta Kappa Gamma Society International, International Standing Rules, Bylaws of Chi State and Standing Rules of Chi State*