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COMMITTEE CHAIRMAN TIMELINE

Summer

- Contact each committee member to introduce yourself and share ideas.
- Encourage your committee members to attend Fall Board. Consider inviting your committee to meet with you Friday evening at Fall Board.
- Prepare a draft of your Action Plan with the input of your committee members. Find this interactive form on the state website dkgwa.org.
- Read the following from the *Washington State – Alpha Sigma State Bylaws*
 - Article VIII, Section A, #5 “Committee Responsibilities”
 - Article VIII, Sections B and C (look for your specific committee)
- Review international & state policies as listed in the Constitution, Bylaws & Standing Rules.
- Review the state’s Strategic Action Plan/SAP, online on homepage under quick links. Pay special attention to the one for your committee.
- Offer to present a workshop at Fall Executive Board or the state convention to share your committee’s expertise.

September / October

- Attend Fall Executive Board and complete the Action Plan with your committee using the interactive form on the state website. Download the form (save) to your desktop, fill-in, save to desktop and print. Make five (5) copies, keeping one copy for your files and one to submit a completed plan to the immediate past president by June 15. Bring three copies to Fall Board to submit to the president, immediate past president and the finance chair.
- Give a 1 minute report about your plans for the year at the Fall Executive Board meeting.
- Check dates for submitting your next article to the *Alpha Sigma News*. The schedule is found on the state website under the resources tab and then publications.
- Submit a voucher of your expenses for Fall Executive Board to the finance chair or within 30 days of the event. Your committee members also submit vouchers, initialed by you, the committee chair, and then submitted to the Finance Chair.

November / December

- Meet as needed with your committee via email. Face to face is also acceptable but you need to be mindful of any expenses incurred.
- Follow and work your action plan

January / February / March

- Continue to communicate with your committee.
- ***Submit your annual report to the state president by March 15 for inclusion in the state “Annual Reports” to be found online. This report is a bulleted list of the committees’ accomplishments and activities for the year.***

April / May

- Attend the state convention. Committee members are not reimbursed for attendance (other than the Membership Committee).
- If requested, be prepared to give a 1 minute report at state convention.

June

- ***Send your completed Action Plan (actual costs and accomplishments checked off) to the immediate past state president by June 15.***
- At the end of the biennium, prepare files to give to the new chair at the transition meeting.

RESPONSIBILITIES

Know:

- the international and state policies in the Constitution, Bylaws, Standing Rules & SAP goals
- the international and state projects and activities
- the following **Article VIII. Section A. Committee Structure in the *Washington State - Alpha Sigma State Bylaws***. (The numbers/letters, next to the entries below, correlate with the number in the Bylaws that apply to committees)

Section A. Committee Structure

5. Committee responsibilities

- a. The work of each committee is under the direction of the committee chair that develops the agenda, orients the committee to its responsibilities, presides at the meetings, and keeps committee members informed of committee progress.
- b. Overall responsibilities of each committee shall be given in the committee description. Detailed duties shall be specified in the *Washington Bylaws* and *Standing Rules*.
- c. Action plans shall be developed by the committee and approved by the Executive Committee. Any proposed committee projects outside of the committee's budget allocation shall be considered by the Executive Committee and, if recommended, shall be sent to the Finance Committee for budget revision. Budgetary changes must be approved electronically (or by other means) by the Executive Board.
- d. Committees shall annually submit action plans within their approved budget for Executive Committee approval. Vouchers with receipts for all expenses incurred in the performance of committee duties shall be submitted to the committee chair and then to the state president for approval.
- e. Official committee meetings may be face-to-face or through electronic communications. The mode of each meeting shall be set by the chair as authorized in the budget. Exceptions must be approved by the state president.
- f. All committee matters requiring immediate committee action may be voted upon by mail (postal or electronic) if a valid vote can be received. A majority vote of committee members shall be required for action.
- g. The president or her designee shall serve as a member ex officio, with vote, of all committees except the Nominations Committee, unless otherwise designated in the committee description.
- h. State and chapter committee chairs and area liaisons shall complete their reports on time.
- i. State committees are expected to attend Fall Executive Board and the chair is expected to attend the convention with defined state financial support. Committee chairs reimbursement for Fall Executive Board and convention includes early registration, mileage at smallest rate, and one-half of double occupancy lodging. Fall Executive Board reimbursement for committee members include one scheduled meal, mileage at lowest rate, one-half of double occupancy lodging. Committee members are not reimbursed for the state convention unless the entire committee is called by the

state president to attend the state meeting for a specific purpose. Then members will be reimbursed for the same items as the fall board.

- the following **Article VIII. Section B and C. Society Business and Society Mission and Purposes in the *Washington State – Alpha Sigma State Bylaws***. (locate the information for your particular committee.

Section B. Society Business

1. Communication and Publicity

- a. The committee shall include the state editor of the *Alpha Sigma News*, the state webmaster, and a committee chair with expertise in communication.
- b. The committee is to link member-to-member, chapter-to-state, and the state-to-international; to encourage communication with external groups; and to suggest ways to market and promote the Society.
- c. The committee shall be responsible for keeping an up-to-date roster of all members of our state organization for such purposes as electronic mailings.
- d. The committee shall evaluate the effectiveness of state and chapter publications and report its effectiveness to the Executive Committee after the first year of each biennium and at the end of the biennium.
- e. The committee shall oversee the state website and provide training for chapter editors and web masters.
- f. The Communications and Publicity Committee will manage any electronic media approved by the State Executive Committee.

2. Bylaws and Standing Rules

- a. The committee shall receive all proposals for amending Washington State *Bylaws*, make recommendations for changes to the executive committee, and submit them to the newsletter editor for publication in the March/April newsletter. They must not be in conflict with International governing documents and parliamentary procedure. The *Bylaws* proposals will be presented to the state convention for two-thirds vote. The *Standing Rule* proposals shall be reviewed by the committee and shall make recommendations for changes to the executive committee, and submit them to the newsletter editor for publication in the March/April newsletter. They must not be in conflict with International governing documents and parliamentary procedure. The proposals will be presented to the state convention for a majority vote.
- b. Notification of proposed bylaws changes shall be published no later than the March/April issue of the *Alpha Sigma News* and published on the state website. After the convention and prior to July 1, the committee shall ascertain that the bylaws and standing rules are in concordance, and then the final changes will be printed/electronic in the next state newsletter after the convention. The state secretary shall print the final state documents for the Executive Board and state committee members.
- c. The parliamentarian shall serve as a committee member with a vote.
- d. The committee shall submit the Washington State *Bylaws* and *Standing Rules* to the International Constitution Committee whenever changes have been made and with the changes marked.
- e. Once each biennium, chapter rules shall be reviewed for consistency with international and state governing documents.

3. Expansion and Dissolution

- a. The immediate past president shall serve as chair of this committee. If needed, the chair will collaborate with the membership chair and the appropriate area liaison.

- b. The committee, in consultation with the state president and executive secretary, shall be responsible to promote state expansion of new chapters.
- c. The committee of three, in consultation with the Executive Committee, shall provide support and assistance to local chapters to avoid dissolution.
- d. The chair shall report the committee's recommendation for chapter dissolution to the Executive Board for action. The committee shall retrieve the Society charter and paraphernalia as listed in the international documents and any remaining funds shall be submitted to the state treasurer. The state treasurer must receive a chapter budget with a zero balance prior to dissolution.

4. Finance

- a. The committee shall be composed of three members, with the president and treasurer serving as ex officio members with vote, and the executive secretary serving as a consultant.
- b. The committee shall propose guidelines, prepare the Available Fund Budget, and provide an annual financial review. The budget shall be submitted to the Executive Board for approval.

5. Leadership Development

- a. The committee shall be composed of past state presidents and/or other state leaders.
- b. The committee is responsible for leadership development and shall provide training sessions for state and chapter leaders in concert with the Executive Committee.

6. Membership

- a. The second vice-president shall serve as chair of the membership committee.
- b. The committee shall study and make recommendations to the Executive Committee related to membership issues and challenges.
- c. Necrology and membership reports shall be the responsibilities of the committee. The Celebration of Life Ceremony shall be directed by the committee.
- d. The committee shall receive and evaluate recommendations of persons proposed for honorary membership and submit the names of qualified candidates to the state executive board for vote.
- e. The committee chair shall attend the regional conference to receive membership training.
- f. The committee shall provide training sessions for chapter membership chairs.
- g. The committee shall correspond with state members who are not affiliated with a chapter at least twice annually.

7. Nominations

- a. The elected committee shall solicit nominees by print and electronic means for the positions to be filled at the subsequent state convention.
- b. The Nominations Committee shall present in election years the report of nominees for publication no later than the March/April issue of the *Alpha Sigma News* and published on the state website. The convention report shall contain the name of at least one (1) or more nominees for each of the following: president, first vice-president, second vice-president, and secretary. The report to the Executive Board shall include vacancies occurring on the Nominations Committee and the Rachel Royston Permanent Scholarship Foundation.
- c. The committee shall present its report of state nominees to the convention. Nominations may be made from the floor.
- d. The committee shall follow the eligibility, qualifications, and guidelines for selecting nominees as set forth in the *Constitution* and the *International Standing Rules*.
- e. The committee shall prepare the ballots for the elections committee to distribute. Ballots must provide sufficient space for nominations from the floor.

Section C. Society Mission and Purposes Committees

1. Educational Excellence

- a. The committee shall be chaired by the first vice-president.
- b. The committee shall promote programs and projects for excellence in education.
- c. The committee shall be composed of a chair and five (5) members.
- d. The committee shall be organized to function as a committee of the whole or (at the discretion of the chair) in smaller groups, to accomplish its responsibilities. The committee may involve other members with a commitment to educational excellence; however, no added financial remuneration will be provided and no voting privileges will be permitted.
- e. The committee shall identify long-term and short-term programs and projects that focus upon topics adopted by the Society and Washington State. The committee shall transmit suggestions for study and action to the state and chapters.
- f. The committee shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts; and develop strategies that will enable chapters to encourage members to become leaders in these areas.
- g. The committee shall study and recommend action on professional issues and urge the state to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of legislation, women educators, and children's issues.
- h. In coordination with the president, the music representative shall facilitate the music for state meetings with reimbursement commensurate with that of a committee chair.
- i. The committee chair shall attend the regional conference to receive training.
- j. The committee shall provide training and program ideas for chapters.

2. Grant-in-Aid

- a. The committee shall promote the collection of grant-in-aid funds and select the recipients of the Washington grants-in-aid (scholarships).
- b. The committee shall provide information to chapters on the grant process for members.
- c. The committee shall encourage members to contribute to the International World Fellowship Fund and provide information on World Fellowship recipients attending universities in our state.

Attend:

- the Fall Executive Board to complete your committee's Action Plan with your committee members.
- State Convention in the spring.
- the transition meeting at the end of the biennium with the completed files, updated materials, and information for the new committee chair.

Communicate:

- with your committee members on a regular basis.
- by submitting an article about your activities to the *Alpha Sigma News* once annually according to the rotation guide. (found online under the resources tab and then publications)
- **by submitting an annual report by March 15 to the state president for the online "Annual Reports" booklet for the state convention.**

ACTION PLANS

- Bring five (5) copies of your action plan to Fall Board. Give one copy each to the president, immediate past president and the finance chair. Keep two copies, one for your files and one completed form to be submitted to the immediate past president by June 15. This interactive form is found on the state website dkgwa.org. Download the form (save), fill-in, save to desktop and print. Also, download and copy the Action Plan Reimbursement form. Estimate the amount needed for each activity you list.
- At Fall Executive Board complete the Action Plan with your committee members, including the estimate of expenditures.
- Use this Action Plan to plan and monitor proposed activities. It is your basic organizational tool. The plan is designed to incorporate our Mission Statement, the Seven Purposes, our Strategic Action Plan and the current theme. List the meetings you will attend and the activities needed to complete your job as listed in the responsibilities. The meetings to include are Fall Executive Board for you and your committee, State Convention for the committee chair only and additional meetings that you may choose to call via email, skype or face to face.
- On the Action Plan, estimate the dollar amount for each proposed activity. **Include costs for all possible activities you MIGHT participate in. You may not be reimbursed for any item that is not included on your action plan.**
- The amount currently budgeted for each committee is listed in the current budget available online or from the state treasurer or finance chair.
- **Mail a copy of your completed Action Plan (actual costs and accomplishments checked off) to the immediate past state president by June 15.**
- Keep a copy of the completed form in your permanent committee files to be passed on to your predecessor at the end of the biennium.

FINANCES

Follow the guidelines for reimbursement for the *Washington State – Alpha Sigma State Standing Rules 3.75 Meetings*. (The numbers, next to the entries below, correlate with the numbers in the *Standing Rules* that apply to committees)

3.75 b. State meeting finances

- (4) **State committee chair** shall receive reimbursement for attendance at state meetings in accordance with their approved budget and action plan. This includes early registration, scheduled meals, transportation and lodging not to exceed one-half (1/2) the double-occupancy room rate or room share one-third (1/3) or one-quarter (1/4).
- (5) **State committee members** shall receive mileage at the lowest rate [*also most economical ferry rate when necessary*], one night's lodging not to exceed one-half (1/2) the double-occupancy room rate or room share one-third (1/3) or one-quarter (1/4), and one scheduled meal for Fall Executive Board only.

For convention, committee members shall *not* receive reimbursement unless the president has given prior permission for the entire committee to be reimbursed and the budget permits this. Committee members must have their voucher signed by their chair before they are submitted to the president.

3.75 f. Committee meeting finances

The committee meetings held in conjunction with state convention must have prior approval of the state president. Printing, postage, and telephone expenses necessary to the work of the committee shall be fully reimbursed, if approved in the budget and action plan.

- The amount currently budgeted for each committee is listed in the current budget available online or from the state treasurer or finance chair.
- All expenses for committee meetings, supplies, attending Fall Executive Board (including committee member's expenses) and the state convention must be claimed within the limits of the budgeted amount.
- All committee requests for payment must be accompanied by a completed voucher which can be obtained from the state treasurer, executive secretary or the state president. Attach all receipts before submitting.

VOUCHER GUIDELINES

- **Remember, all reimbursements for you and your committee members are limited to your yearly budget.**
- On the voucher be sure to include your name and complete address. Do not write below the line under the address.
- **Committee members must have you (the committee chair) initial their vouchers before submitting them to the finance chair.**
- Vouchers are sent to the finance chair for her signature. The finance chair then sends the vouchers to the state president for authorization. The state president sends them to the state treasurer for payment.
- There will be NO reimbursement without receipts and the signatures of both the finance committee chair and the state president.
- There will be NO reimbursement for any item/activity not included as part of the committee action plan.

Fall Executive Board

- **Mileage:** 20 cents per mile and the most economical ferry rate, when necessary.
- **Lodging:** Up to ½ double occupancy room rate or your room share of one-third (1/3) or one-quarter (1/4). Request an individual receipt for your share of the room.
- **Registration:** Reimbursement for early registration. Make a copy of the registration form to turn in with your voucher. Registration is reimbursed for the committee chair only. Committee members do not qualify for registration reimbursement.

- **Meals:** The chairman receives ALL scheduled meals. The committee members receive one scheduled meal at Fall Board. Make a copy of the registration form to turn in with your voucher.

State Convention

- The **committee chair** receives the same reimbursement at Fall Board and State Convention.
- **Committee members** *shall not* receive reimbursement unless the state president has given prior approval for the entire committee to be reimbursed and the budget permits this.”
- **All dated receipts must be vouchered within thirty (30) days and submitted prior to the close of the fiscal year (June 30).**
 - Travel:* 20 cents per mile/ferry receipt.
 - Lodging:* Include hotel receipt.
 - Registration:* Include registration form.
 - Meals:* Include registration form.
 - Postage:* Include the receipt from the Post Office or the stores where stamps are purchased.
 - Printing:* Use the state printing card for discounts and include receipts.
 - Supplies:* Save all receipts.

MATERIALS FOR YOUR FILE

- Current editions of the *International Constitution and International Standing Rules* and the *Go-To Guide for Chapter Members* (found online).
- Current *Washington State – Alpha Sigma State Bylaws and Standing Rules* (found online).
- Strategic Action Plan/SAP for Washington State (found online).
- Current state directory sent via email.
- Committee Chairman Guide (found online and sent via email).
- Action Plans from the past two (2) biennium’s.
- State discount card for printing.

