



# **DKG Washington State Organization**

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## **State Committee Chair Guidelines**

**6/27/2021**



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# COMMITTEE CHAIR 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 first evening at Fall Board.
- Prepare a draft of your Action Plan with the input of your committee members. Find this interactive form on the WSO website: [dkgwa.org](http://dkgwa.org)
- Read the following from the WSO Bylaws
  - Article VIII, Section A, #3 “Committee responsibilities for all state committees”
  - Article VIII, Sections B and C (look for your specific committee).
  - Article VIII, Section D. Special Committees, if you serve as the chair of the ad hoc committee for Rainbow Lodge or Creative Arts Retreat
- Review the international & state policies as listed in the *Constitution, Bylaws & Standing Rules*.
- Review the WSO Strategic Action Plan/SAP, posted on the WSO website: [dkgwa.org](http://dkgwa.org) under the drop down tab “About Us.” Read the One-page Summary of SAP. If you are Membership, Leadership or EEC chair, pay special attention to the form for your committee. There is a SAP worksheet with columns to guide you.
- 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 file. Submit a completed plan at Fall Board to the following personnel:
  - President
  - Finance Chair
  - Treasurer
  - Immediate Past President
- Give a 1 minute report at the Fall Executive Board General Session about your committee plans for the year.

- Check dates for submitting your committee articles to the *Washington State Organization News (WSO)*. The schedule is found on the state website under the Resources tab and then Publications.
- Submit a voucher to the Finance Chair listing your estimated expenses for attending Fall Executive Board. Each of your committee members must also submit a voucher and turn it in to you. As committee chair, you must initial each voucher and submit all the completed initialed committee vouchers to the Finance Chair before leaving the event or within 30 days of the event to be considered for reimbursement. Any projected expense **MUST** be listed on your plan to be considered for reimbursement, or prior approval from the President is required.

### **November / December**

- Meet as needed with your committee via email or ZOOM. 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 members.
- **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 Final Action Plan (actual costs and accomplishments checked off) to the president, immediate past state president and Finance Chair by June 15.** In their final report, committees shall document their actions with measurable impact, when possible. State and chapter committee chairs and area liaisons shall complete their reports on time.
- At the end of the biennium, prepare files to give to the new chair at the transition meeting. The committee chair shall purge the files prior to the end of their term, keeping files from the last two biennium: action plans/actions taken, committee timeline (if separate), copies of documents produced for workshops or chapters, important committee correspondence, copies of the Executive Board and

Convention programs and a copy of the budget expenditures, if separate from the action plan/completed.

- All documents that are required to be retained shall be kept electronically (preferred) or on paper.
- All other items must be eliminated prior to the turnover meeting. (This request excludes the Finance Committee, the Executive Secretary, the Treasurer and the State President. Financial documents, contracts, and minutes must be retained permanently.)

## **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 *WSO Bylaws*. (The numbers/letters, next to the entries below, correlate with the number in the *Bylaws* that apply to committees)

### **Section A. Committee Structure**

#### **3. 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 *WSO Bylaws and Standing Rules*.
- c. Action plans shall be developed by the committee and approved by the State President. 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 Finance 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.

Fall Executive Board and state convention reimbursement for Committee Chairs includes:

- early registration, scheduled meals
- mileage at lowest rate, or submission of gas receipt
- one-half of double occupancy lodging.

Fall Executive Board reimbursement for committee members include:

- one scheduled meal
- mileage at lowest rate, or submission of gas receipt
- 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 chair.

- **the information in Article VIII. Section B, C & D. Society Business and Society Mission and Purposes listed in the WSO *Bylaws*.** (Locate the information for your particular committee.

## Section B. Society Business

### 1. Communication and Marketing

- a. The committee shall include the state editor of the *WSO*, 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 Marketing 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 *WSO Bylaws*, make recommendations for changes to the executive committee, and submit them to the newsletter editor for publication in the Winter 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 (2/3) 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 Winter 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 Winter issue of the *WSO* and published on the state website. After the convention and prior to **June 10**, 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.
- c. The State Executive Secretary shall print the final state governing documents for the Executive Council for the transition meeting and the Fall Executive Board. Electronic copies will be available on the state website.
- d. The Parliamentarian shall serve as a committee member with a vote.

- e. The committee shall submit the Washington State Organization's *Bylaws and Standing Rules* to the International Constitution Committee whenever changes have been made and with the changes marked.
- f. Changes in the Washington State Organization's *Bylaws and Standing Rules* necessitated by amendments to the *DKG Constitution* and/or International *Standing Rules* shall be made by the state *Bylaws and Standing Rules* committee, shared with the Executive Committee, and then reported to our membership via email and on the WSO website within two months after the revised international documents are made available. In following this format, the state organization (Executive Board) will not need to approve each change individually.
- g. Once each biennium, chapter rules shall be reviewed for consistency with international and state governing documents. Revisions necessitated by amendments to the *DKG Constitution* and/or International *Standing Rules* may be made to chapter rules by the chapter's Chapter Rules committee and then shared with chapter members via electronic means. Brief discussion and/or clarifications will be provided at the next chapter business meeting and a consent vote taken. A digital copy of the updated chapter rules will then be sent to the State Bylaws and Standing Rules chair.

### **3. 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.

### **4. 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.

## **5. Membership, Expansion/Dissolution**

- 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 international 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.
- h. The immediate past president shall serve as a member of this committee. If needed, the chair will collaborate with the appropriate area liaison.
- i. The committee, will consult with the state president and executive secretary to promote state expansion of new chapters.
- j. The committee of four (4) shall provide support and assistance to local chapters to avoid dissolution.
- k. 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.

## **6. 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 Winter issue of the *WSO 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 composed of the first vice-president as chair and three (3) committee members.
- b. The committee programs and projects shall: support professional development and personal growth; encourage service, global awareness, social justice, and equity; and advance excellence in education.
- c. The committee shall support programs that promote the Purposes and Mission of the Society.
- d. The EEC chair shall attend the international program training.
- e. The committee shall provide training and program ideas for chapters.

### **2. Education Policy/Legislation**

- a. The committee shall be comprised of three (3) members. The chair, a member-at-large and the third member shall be the U.S. Forum representative.
- b. This committee shall support advocacy for women, children, and educational issues as well as collaborate with the EEC.
- c. This committee shall promote involvement in non-partisan legislation about women, children, and educational topics.
- d. The committee shall provide timely non-partisan legislative electronic communication to members to encourage member involvement.

### **3. Stipend and Scholarship Committee**

- a. The committee shall promote the collection of stipend and/or scholarship funds and select the recipients of the Washington (WSO) stipend and or scholarships.
- b. The committee shall provide information to chapters on the stipend/scholarship process for members.

- c. The committee shall encourage members to contribute to the International World Fellowship Fund through the International Educational Foundation (IEF) and provide recipient information to members for their participation/support of all World Fellowship recipients.

**Section D. Special Committees**—Special committees shall be appointed by the president as authorized, have a budget and write action plans. After submitting the final report to the body that authorized it, the committee shall be dissolved.

**NOTE:** There are several special committees listed in the WSO *ByLaws*; however, the following ad hoc committees are the only two addressed in this *Committee Chair Guidelines* booklet.

1. **Rainbow Lodge Retreat:** An ad hoc committee may be formed to present a leadership development and personal growth retreat for members and potential members every other year when authorized by the Executive Board.
2. **Creative Arts Retreat:** An ad hoc committee may be formed to present a retreat for members and potential members to celebrate and encourage the arts every other year when authorized by the Executive Board.

## **ACTION PLANS**

This interactive form is found on the state website [dkgwa.org](http://dkgwa.org). Download the form (save), fill-in the information, save the document to your desktop and print. Also, download and copy the Action Plan Reimbursement form.

This Committee Action Plan worksheet is your basic organizational tool. The plan is designed to incorporate our DKG Mission Statement, the Seven Purposes, our state Strategic Action Plan and the current theme.

Because action planning time is sometimes limited at Fall Board, you are encouraged to communicate with your committee members via email, telephone or virtually early (late August or September) to get a jump start on the planning process prior to coming to Fall Executive Board. Then, with your committee members at Fall Executive Board, you will complete the final details of your plan.

### **Suggestions to help you get started:**

- The amount budgeted for each committee is listed online. You can also get your committee's available budget by contacting the state treasurer or finance chair to get that information.

- List the required state meetings to attend and the estimated expenses for each:
  - a. Fall Executive Board - reimbursement for you and your committee
  - b. State Convention - reimbursement for the committee chair only
  - c. Any additional meetings that you may choose to call via email, face-to-face or ZOOM.
- On the Action Plan, list each proposed activity that your committee thinks will help to reach your goal and fulfill your duties. It is very important to include an estimated dollar amount for all needed materials, postage, printing etc. necessary to the work of the committee for all proposed activities. If something is not listed specifically on your plan, it may not be approved for reimbursement.
- Bring five (5) copies of your committee's action plan worksheet listing your annual goals, planned activities, person(s) responsible and estimated expenses to Fall Executive Board.
- When your Fall Board action plan worksheet is completed, give (4) four copies to the Finance Chair, or Immediate past president, who will then disburse one copy to each of the following personnel:
  - President
  - Immediate past president
  - Finance chair
  - Treasurer
  - Keep one copy of your action plan worksheet for your files.
- As the year progresses, it is good to have frequent communication with your committee members. Remember to work as a team to accomplish your plan successfully.
  - Keep good notes on how your planned activities are progressing. Does something need to be changed or modified? Are things going as planned? It is important to stay on track for success.
  - Be sure to ask if any of your team has an expense related to an activity listed on the plan. If so, document the amount on your worksheet in the ACTUAL EXPENSE column next to the activity. Keep track of your committee's actual expenditures throughout the year to stay within your budget.
  - Remember to send original receipts and a completed initialed voucher for any purchase to the State Finance chair within 30 days of the date of the purchase to be considered for reimbursement.
  - When the year ends, make a FINAL copy showing all the documentation you made on your action plan worksheet which reflects "completed activities, "actual" expenses incurred and comments."
- The **FINAL copy** of your action plan will need to be sent via email or US postal service to the following personnel by JUNE 15:

- President
- Immediate past president
- Finance Chair
- Keep a copy of the completed form in your permanent committee files to be passed on to your successor at the end of the biennium.

## **FINANCES**

Follow the guidelines for reimbursement for the WSO *Standing Rules 3.65 Meetings*. (The numbers, next to the entries below, correlate with the numbers in the Standing Rules that apply to committees)

### **3.65 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.

### **3.65f. 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.

# VOUCHER GUIDELINES

1. Remember, all reimbursements for you and your committee members are limited to your yearly budget.
2. Be sure to fill out the voucher form completely. The name and complete address for the member who will receive the reimbursement needs to be printed clearly. Do not write below the line under the address.
3. Committee members must have you (the committee chair) check over their voucher for accuracy and initial it before the voucher can be submitted to the Finance chair.
4. Processing Steps:
  - ✓ Vouchers are first sent to the Finance Chair for her signature. She is the first stop to check that the expense is listed on the action plan and that the voucher is completed properly with receipts attached.
  - ✓ The Finance chair then sends the vouchers to the State President for authorization.
  - ✓ The State President sends the approved vouchers to the State Treasurer for payment.
5. There will be NO reimbursement without receipts and the signatures of both the Finance Committee Chair and the State President.
6. There will be NO reimbursement for any item/activity not included as part of the committee action plan.
7. Vouchers can be obtained from the State Finance Chair, State Treasurer, Executive Secretary or the State President.

## Fall Executive Board

- **Mileage:** 20 cents per mile or original gas receipt (whichever is the least amount) 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 reimbursement for ALL scheduled meals. The committee members receive reimbursement for 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 of event or purchase 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 provided Office Depot 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 Organization *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) biennia.
- State discount card for printing