

**CALIFORNIA STATE FEDERATION OF CHAPTERS
EXECUTIVE BOARD POLICY NO. 6
POLICY FOR STANDING COMMITTEES**

- I. As provided in **ARTICLE I, SECTION 2.c** of the Federation Bylaws, the Federation President is empowered to appoint members to all committees to perform specific duties and to name the Chairman and Vice Chairman for all committees. Basic guidance is contained in **ARTICLE II, SECTION 2. (STANDING COMMITTEES)** of the Bylaws. Resolutions for consideration at the next Federation or National Convention will be treated in accordance with **ARTICLE VI (CONVENTIONS), SECTION 3 (RESOLUTIONS), of the Bylaws.**
- A. Standing Committees should have a minimum of one member appointed from each District.
 - B. Promptly after appointment, each Committee Chair will contact the members of his/her committee requesting suggestions and ideas to be incorporated into the Committee's plan of action for the ensuing two years. This should be done by correspondence, e-mail and/or telephone as necessary. Upon completion, the Chair will publish the Committee Goals for the two-year period. In addition to the District Committee members, copies shall also be furnished to the incoming Federation President, Secretary, and the respective DVP. If deemed necessary to furnish goals to all the chapters, approval of the Federation President will be obtained and the document will be published by the Federation Secretary, with copies for the Executive Board, Chapter President, Secretary, and corresponding Committee Chair. Time frame for initial publication or presentation is 120 days after Standing Committee formation.
 - C. The Committee Chair will provide each member of the committee with a list of the Chapter President and corresponding Chair of the Chapter Committee and their contact information for each respective District.
 - D. Members who find it impossible to serve on the committee should send a letter of resignation immediately to the Federation President with copies to the District VP, Federation Secretary, and the Committee Chair. Committee Members unable to attend the State Convention must send a letter of resignation to the Federation President in order that a replacement may be considered.
 - E. When Committee members do not perform as required in the Committee assignment, the Chair will notify the appropriate District VP requesting corrective action or replacement. DVP will furnish the results of this action to the President and Committee Chair.
 - F. Members of Standing Committees, to the extent applicable, will coordinate committee activities with the Chapter Presidents in their district, as well as the DVP. Pertinent activities of the committees should be made known to the Chapters for inclusion in newsletters, and if significant, to the Editor, Federation Publication through the Committee Chair.

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- G. Should it become necessary or desirable for a Standing Committee member to attend a District or Chapter meeting, prior authorization for reimbursement must be obtained from the Committee Chair or the DVP. The member's expenses, when authorized, will be borne from the approver's budget.
- H. Notification procedures during Legislative Alerts, or to communicate urgent messages or information are outlined as follows:
1. Contact District Committee Chair;
 2. Notify chapter president and committee member;
 3. Notify the DVP
 4. **NOTE:** In each instance, appropriate DVP and Federation President must be supplied a copy of the message as soon as possible.
- I. Standing Committee Chairs will be responsible for a news article from time to time. The article may be about Committee activities and should be informative and pertinent to current events. These articles may be published in the Federation Publication.
- J. Standing Committee Chairs will be furnished Federation stationery and envelopes to be used only for official Federation business. The letterhead will not be used when expressing a personal opinion that is contrary to the National or Federation objectives. Committee members may use official stationery if need arises which will be furnished by the Chair.
- K. Committee Chairs are urged to share their budgets with committee members. Visits to district chapters and nearby annual district meetings are suggested, provided sufficient budget is available or the member can underwrite expenses. Committee Chair and Members will be reimbursed for printing, telephone and postage when it is required in the performance of their duties.
- L. Authorized expenses incurred by Committee Chair and Members who attend Executive Board meetings at the written request of the President, are reimbursable, provided that funds have been budgeted and are available. Committee Chair must approve reimbursement for travel in advance and will be responsible for approving all expenditures of committee members out of his/her budget. Shared travel with DVP or other Federation officers to minimize expenses is highly recommended.
- 1. For other reimbursable expenses see Policies of the Federation Executive Board paragraph II.*
- M. Officer expense report, CSFC Form 15, claiming reimbursement for authorized expenses, must have receipts attached and should be forwarded to the CSFC Treasurer (in duplicate) not later than the **18th** day of the month.

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- N. Checks will be issued from the 25th of the month to the 5th of the following month for expense reports received in that time period. Vouchers received after the 25th will be paid in the following check issuance time period. Expense voucher for reimbursement must be submitted through the Standing Committee Chair to the Federation Treasurer not later than sixty-days (60) after the date when expenses are incurred. Vouchers received after the deadline will not be honored except under extenuating circumstances.
- O. Federation Secretary will notify appointees within 15 days after approval by the Federation President. Federation Secretary will furnish a list of the names, addresses, and telephone numbers of all Standing Committee appointees to the Federation Officers, Committee Chairs, and Committee members.
- P. Standing Committee members assigned to a District will be considered as "advisors" of the DVP and will be consulted on matters pertaining to their respective committee assignments. They will be used to conduct seminars whenever feasible.
- Q. Committee members must indicate in writing a willingness to abide by the following conditions before being appointed to a Standing Committee:
1. Respond promptly to all correspondence relative to the committee to which appointed.
 2. Conduct an instructive workshop at the annual district training seminar if requested to do so.
 3. Attend Federation Convention, at no expense to the Federation, except for the expense of lodging (as outlined in POL, paragraph K.) if requested by the Committee Chair and approved by the Federation President to attend a committee meeting one day before the convention commences.
 4. If unable to meet these requirements after appointment, appointee must notify the committee chair as soon as possible
- R. Committee Chair **responsibilities are listed in their individual policies.**
- S. These **Policies** must be retained and readily available for reference.

II. The Executive Board may make amendments to these Policies.