

Duties of the Standing Committees

From Kappa Delta Pi Bylaws (2006-2008)

ARTICLE IV. COMMITTEES, Section 5. Standing Committee Responsibilities

Each standing committee shall make an annual written report to the Executive Council and a biennial written report to members at Convocation.

5.1 Budget Committee

5.11 The Budget Committee shall:

5.111 Review the budget and the latest audit.

5.112 Make budget, dues, and fees recommendations to the Executive Council.

5.113 Prepare the budget, in conjunction with the Executive Director, for review and approval by the Executive Council.

5.12 Reporting. The committee shall report to the Executive Council.

5.2 Chapter Services Committee

5.21 The Chapter Services Committee shall:

5.211 Assist in the implementation of policies and procedures related to providing services to local chapters and members.

5.212 Assist in the development of new chapters and the enhancement of current chapter activities.

5.22 Reporting. This committee shall report to the Executive Council.

5.3 Communications Committee

5.31 The Communication Committee shall:

5.311 Review the print, nonprint, and electronic materials of the Society.

5.312 Regularly analyze the publications and information needs of the membership regarding communications.

5.32 Reporting. This committee shall report to the Executive Council.

5.4 Constitution and Bylaws Committee

5.41 The Constitution and Bylaws Committee shall:

5.411 Study written proposals for amending the Constitution and Bylaws.

5.412 Prepare a report of recommendations preceding the Convocation.

5.413 Present the report to the Convocation for action.

5.42 Reporting. The committee shall report to the Executive Council.

5.5 Membership Committee

5.51 The Membership Committee shall:

5.511 Recommend and assist in the implementation of policies and procedures to enhance membership.

5.512 Increase involvement of members in Kappa Delta Pi.

5.513 Assist in the development of new types of membership and the enhancement of current programs for members.

5.52 Reporting. This committee shall report to the Executive Council.

5.6 Nominations Committee

5.61 The Nominations Committee shall:

5.611 Solicit from chapters nominations for officers of the Society no later than seven (7) months prior to the end of the current biennium.

5.612 Receive written nominations from chapters no later than five (5) months prior to the end of the current biennium.

5.613 Prepare an election slate, including biographical data on each candidate. The election slate shall contain:

5.6131 no fewer than two (2) and no more than four (4) candidates for each of the offices of President-Elect, Alumni Counselor, Student Counselor.

5.6132 no fewer than two (2) and no more than eight (8) candidates for the offices of Vice-President.

5.6133 at least one (1) candidate for the office of Laureate Counselor.

5.614 Submit the election slate and ballot to all active members no later than three (3) months prior to the end of the current biennium.

- 5.615 Verify and report the official results of the election to the Executive Council.
- 5.616 Recommend names for consideration by the President as new committee appointees.

- 5.62 Reporting. This committee shall report to the Executive Council.
- 5.7 Each committee chair shall file a written report of the committee's deliberations, decisions, and actions during the biennium. Such reports shall be submitted to the Executive Director no later than thirty (30) days following the close of the biennium.