



Chapter Executive Board

GSO Bylaws Article IX

Section E. Chapter Executive Board

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The treasurer and the parliamentarian shall be ex-officio members, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services.
2. Duties of the Chapter Executive Board
The chapter executive board shall:
 - a. select the treasurer for the biennium.
 - b. act in matters requiring immediate action and decision.
 - c. recommend policies and procedures for consideration by members.
 - d. establish rules for budget development and approval and for the supervision of the chapter finances.
3. Meetings of the Chapter Executive Board
 - a. Meetings of the chapter executive board shall be held at least twice annually. The board may meet at other times upon the call of the president.
 - b. A quorum shall be a majority of the voting members of the board.

Other things to know:

- The Chapter Executive Board or the Chapter Executive Committee is referring to the same group! Look to see how your chapter rules refer to it.
- Chapter Executive Board/Committee should be your right hand, your go-to for advice and counsel. Utilize them! By doing so you are building leadership expertise and capacity as well as sharing the load.
- Meetings can be face-to-face or virtual. Remember all must be able to participate (speak and hear) simultaneously.
- The composition of your Executive Board is determined by your chapter rules. Usually, it is the chapter officers (president, vice-presidents, secretaries, treasurer, parliamentarian, and the immediate past-president).
- The primary duty of the Executive Board is to advise the president and work together to accomplish the work of the chapter.
- The Executive Board can make decisions for the chapter membership if a decision must be made prior to a chapter meeting.
- Chapter Executive Board meetings should have minutes taken by the recording secretary or designee.
- If the Executive Board votes electronically, the recording secretary should record the vote and that vote included in the next Executive Board minutes.
- Actions of the Executive Board should be reported to the membership at the next meet and recorded in the meeting minutes.