

# RITUAL AND HISTORY COMMITTEE CHARTER

## **Mission**

The Ritual and History Committee (Committee) is a standing committee appointed by International Council (IC) to serve as a resource for all ritual matters and to preserve the history of Gamma Phi Beta.

## **Authority and Responsibilities**

### **Ritual**

1. Review ritual ceremonies and at either the direction of IC or the Committee, develop new ritual ceremonies or recommend changes.
2. Review the Ritual Manual and recommend updates as necessary.
3. Serve as a resource for all things ritual.
4. Promote and maintain a singular, universal implementation of ritual ceremonies with all chapters.
5. Provide ritual training for chapters through collegiate leadership consultants, volunteers, REAL Leadership events, Convention or through other means necessary.
6. Recommend to IC the initiating chapter for each installation and train and prepare the chapter prior to Installation.
7. Preserve the beauty of Gamma Phi Beta's ritual and promote lifetime membership.

### **History**

1. Develop and implement a plan to preserve the past, current and future history of Gamma Phi Beta by all means possible, including electronic technology and physical preservation of important documents.
2. Review the museum contents and displays at International Headquarters and recommend changes, if necessary, to staff.
3. Review the history website for accuracy and completeness.
4. Provide guidelines and/or tools to encourage chapters to preserve their own history.
5. Educate IC on trends and important issues related to this Committee.

## **Organization**

### **Review of Charter/Performance**

This charter will be reviewed and reassessed by the Committee at least annually. Any proposed changes shall be submitted to IC's Governance and Personnel Committee for approval. In addition, at least annually, the Committee shall evaluate its performance. The chairwoman of the Committee, together with the Governance and Personnel Committee, shall determine the form and nature of the annual self-evaluation. The chairwoman of the Committee shall report the results of the evaluation to the Governance and Personnel Committee.

### **Membership/Structure/Quorum**

The Committee will include the director of ritual, who will serve as chairwoman, the historian and three to five volunteers. Volunteers to the Committee shall be appointed by IC for a two-year term and may serve for a maximum of three terms on the Committee. Service on the Committee as director of ritual, historian or IC liaison to the Committee shall not count when determining term limits on this Committee. Volunteer appointments to the Committee shall be made in the same manner as all other Sorority volunteer appointments, with the director of ritual making the decision on all volunteer appointments. A member of IC will serve on the Committee as a liaison. Quorum shall consist of a majority of the voting members of the Committee. Committee members can participate via conference call. A designated non-voting staff liaison will serve on the Committee to deal with history matters. An additional designated staff liaison will serve on the Committee to deal with ritual matters provided that she is a member of Gamma Phi Beta Sorority.

### **Meetings**

The Committee shall hold regular quarterly meetings via conference call and can meet more frequently as circumstances require. The Committee can communicate between meetings via email communication.

### **Agenda, Minutes and Reports**

Agendas for the Committee meetings shall be prepared by the chairwoman in collaboration with the staff liaisons. The Committee shall keep minutes of meetings and provide quarterly reports to IC. Minutes for all meetings will be approved by Committee members at the following meeting. The chairwoman shall designate one of the staff liaisons to serve as secretary of the Committee.