

RITUAL AND HISTORY COMMITTEE CHARTER

Purpose

The Ritual and History Committee (Committee) is a standing committee whose purpose is to assist International Council (IC) in:

- Serving as a resource for all ritual matters.
- Preserving the history of Gamma Phi Beta.

Objectives and Responsibilities

Ritual

- Review ritual ceremonies and at either the direction of IC or the Committee, develop new ritual ceremonies or recommend changes.
- Create new opportunities for alumnae ritual education and participation.
- Review the ritual manual and recommend updates as necessary.
- Serve as a resource for all things ritual.
- Promote and maintain a singular, universal implementation of ritual ceremonies with all chapters.
- Provide ritual training for chapters through collegiate leadership consultants, volunteer leaders, REAL Leadership events, Convention or through other means necessary.
- Preserve the beauty of Gamma Phi Beta's ritual and promote lifetime membership.

History

- 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, photographs and artifacts.
- Develop and implement a plan to create relevant opportunities for our members to learn more about Gamma Phi Beta's history through either digital or physical displays.
- Review the museum contents and displays at International Headquarters and recommend changes, if necessary, to staff.
- Work with staff to provide content for the history website. Regularly review the history website for accuracy and completeness.
- Provide guidelines and/or tools to encourage chapters to preserve their own history.
- Perform other duties and responsibilities that may be assigned.

Committee Composition

The Committee shall consist of:

- Ritual chairwoman, who will serve as chairwoman of the Committee
- Historian
- One member of IC who is appointed by IC
- One staff member who is appointed by the executive director

- Three to six volunteers who are appointed by IC

Volunteers to the Committee shall be appointed for a two-year term and may serve for a maximum of three terms on the Committee. Service on the Committee as ritual chairwoman, historian or IC liaison to the Committee shall not count when determining term limits on this Committee.

All volunteer appointments to the Committee shall be made in accordance with the Sorority's process for volunteer leader appointments. All volunteers of the Committee shall be appointed by IC considering the recommendations of the Committee chairwoman and/or Governance and Personnel Committee (GPC).

International Council and committee chairs will work in partnership to address any Committee member's failure to meet expectations, with IC having the authority to remove a Committee member.

Operations

- The Committee will meet as often as it deems necessary to carry out its objectives and responsibilities, but in any event not less than four times per year. The Committee must have a majority of its members present to conduct a meeting.
- The chairwoman shall preside over the meetings of the Committee.
- Meetings shall occur via conference or video call. When deemed appropriate by IC, the Committee may meet in person.
- The Committee will report to IC and the Facilities Management Company Board of Managers (FMC BOM) on the activities of the Committee as often as it deems necessary to carry out its objectives and responsibilities, but in any event not less than four times per year.
- The Committee may form and delegate to one or more working groups all or any portion of the Committee's responsibilities, provided that no working group shall consist of fewer than two members.
- The Committee shall review and assess its performance annually. The GPC will determine the form and nature of the annual self-evaluation. The GPC will review the results of the annual self-evaluation and share them with the chairwoman.
- The Committee shall review and assess annually whether the charter appropriately addresses the matters that are or should be within its scope and, if appropriate, recommend changes to the charter to IC for approval.

Date of Adoption

This charter was adopted by IC effective July 22, 2021.