

Membership Review Committee Member

Supervisor: Membership Review Committee Chair

Department: International Council Committee

Date Created or Revised: May 2023

Purpose

The Membership Review Committee (MRC) is a standing committee appointed by International Council to review and decide on requests from Gamma Phi Beta members and chapters for individual disciplinary action and membership status changes. The MRC also reviews and approves applications for alumnae initiates and requests for granting alumna status under special circumstances.

Responsibilities

- Understand the Sorority's member discipline procedures, membership statuses, status change request procedures and standards of membership as stated in the Gamma Phi Beta Bylaws, Rules and Procedures and Collegiate Operations Manual (COM).
- Member Discipline
 - Review all recommendations for membership suspension, termination and reinstatement submitted to International Headquarters (IH).
 - If requested by the member, conduct a hearing with the member.
 - Return a decision on each case to the appropriate staff within two weeks of receipt.
- Special Alumna Status Requests
 - Review all requests to be granted alumna status under special circumstances.
 - Return a decision to the appropriate staff within two weeks of receipt.
- Alumna Initiate Candidate Approval
 - Review all alumnae initiate applications submitted to IH.
 - Return an approval to the appropriate staff within one week of receipt.

Expectations

- This role requires one to three hours per week, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated.
- Complete the basic Fidelity volunteer online lessons and other required training.
- Understand and utilize Beta Base, the chapter reporting system, to pull discipline and membership related reports for all chapters.
- Commit to resigning other Gamma Phi Beta positions that directly interface with a collegiate chapter(s) and alumnae chapter(s) to avoid conflict of interest with all cases.
- Participate in a virtual annual meeting of the committee to orient the new committee member.
- Participate in committee meetings via email and conference calls to address the submitted membership status requests.
- Participate in hearings via online videoconferencing when requested for a member discipline case.
- Pay annual **international alumnae dues** or be a **Life Loyal** member. To check if you are in good standing, login at GammaPhiBeta.org > Member > My Profile. On the first tab, if your paid-through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!



Preferred Competencies and Experiences

- Gamma Phi Beta Experience: Previous Gamma Phi Beta volunteer experience (with a collegiate chapter(s) preferred)
- Creative Thinking: Analytical, thoughtful, and objective in forming an opinion and making decisions
- Prepared, thoughtful and respectful when taking in information and communicating with others
- Contributes individually to creating a positive team dynamic
- Demonstrates understanding and respect to those that have identities that are different from their own
- Confidentiality: Understands that all conversations are held with the utmost confidentiality

