

## **Membership Review Committee Charter**

### **Mission**

The Membership Review Committee (Committee) is a standing committee appointed by International Council (IC) to review requests for Gamma Phi Beta Sorority, Inc. (the Sorority) international disciplinary action and membership status changes. The Committee will also review and approve applications for alumnae initiates. In addition, the Committee will review requests for granting alumna status under special circumstances and make a recommendation to IC for action on such requests.

### **Authority and Responsibilities**

1. Function as a disciplinary committee for both collegiate and alumnae cases as outlined in the Rules and Procedures of the Sorority.
2. Review and approve alumna initiate applications.
3. Review requests for granting alumna status under special circumstances and make recommendations to IC.
4. Educate International Council 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, appointed by IC, will consist of three voting volunteers, one of whom will serve as chairwoman during her third year on the Committee. Volunteer appointments shall be made for a term of three years. Volunteer appointments to the Committee shall be made in the same manner as all other Sorority volunteer appointments, with the chairwoman of the Committee making the decision on all volunteer appointments. The managing director of Member Experience on International Headquarters staff shall serve as a non-voting liaison to the Committee. All other members of the Committee are voting members. No member of IC will serve on this Committee. A quorum shall consist of at least two voting members of the Committee.

#### *Meetings*

The Committee shall meet biweekly, or as required, via conference call and/or email communication.

#### *Agenda, Minutes and Reports*

The Committee shall keep documentation of their recommendations in the case file and report them to the International Headquarters liaison on a biweekly basis, or as case loads require. Agendas for the Committee meetings shall be prepared by the chairwoman in collaboration with the staff liaison. The chairwoman shall designate the liaison as secretary of the Committee. The Committee shall provide quarterly reports to IC.