

**CALIFORNIA STATE FEDERATION OF CHAPTERS
POLICY 7(C)**

GENERAL RESOLUTIONS COMMITTEE

I The Federation Bylaws Article II, Section 3.a. and b. provide for the appointment of a General Resolutions Committee. Article VI, Section 3 and the Rules of Order of the Federation Bylaws provide instructions for this Committee. Executive Board Guideline No. 16, “Policy for Convention Committees” and these guidelines provide more details.

11 DUTIES & RESPONSIBILITIES: (CHAIR)

- A. Advise that all committee members meet on the morning of the day the convention convenes, unless specifically authorized by the CSFC President to arrive and meet a day or more earlier. Those so authorized must submit a voucher (CSFC Form 15) through the Chair, with a receipt for reimbursement. The code for this expense is 506K under other accounts.
- B. Check with the Convention Host Committee Chair for a meeting room on the morning of the Convention.
- C. Distribute or discuss the latest revision of the CSFC Constitution and Bylaws, CSFC Executive Board Guideline No. 16, and other relevant references for use during the committee meetings.
- D. Discuss, explain and resolve any questions regarding the duties and responsibilities of committee members and the assigned goals and objectives of the committee.
- E. Committee’s findings and recommendations, in report form, will be submitted to the Federation Secretary who will transmit report to all CSFC Chapters and Convention Delegates at least 14 days prior to the first day of the convention.
- F. Report the findings and recommendations of the committee to the delegates in session.

III DUTIES & RESPONSIBILITIES: (COMMITTEE MEMBERS)

- A. Review and discuss all resolutions assigned to the committee for the purpose of making recommendations for changes, amendments or revisions in accordance with Article VI, Section 3, a. through g. of the Bylaws that are applicable.
- B. Provide assistance in the preparation, publication and distribution of printed materials created by the actions of this committee as necessary.
- C. Perform other duties as assigned.

END