

BYLAWS AND STANDING RULES TERMINOLOGY

Delta Kappa Gamma International	<i>Constitution and Standing Rules</i>
Alpha Psi State Maine	<i>Bylaws and Standing Rules</i>
Alpha Psi State Maine Chapters	<i>Chapter Rules</i>

QUORUM	<p>Quorum in a mass meeting is simply the number of persons present at the time since that constitutes the entire membership at that time.</p> <p>Quorum on a small board is the majority of members unless stated differently in bylaws.</p>
SHALL or WILL	<p>use "shall," confine it to the meaning "has a duty to" and use it to impose a duty on a capable actor.</p> <p>use "will" to create a promise--a contractual obligation</p>
AUDIT or REVIEW	<p>An audit provides the highest level of assurance on an organization's financial statements.</p> <p>A review provides limited assurance on an organization's financial statements.</p>
EXECUTIVE BOARD or EXECUTIVE COMMITTEE	<p>A board is an administrative, managerial, or quasi-judicial body of elected or appointed persons.</p> <p>A committee are bodies that are small and subordinate instruments of an assembly and accountable to a higher authority in some way not characteristic of an assembly</p>
STANDING COMMITTEES	<p>Committee with a continued existence, formed to do its assigned work on an ongoing basis</p>
AD HOC COMMITTEES	<p>committee to oversee a certain project where no standing committee exists, they can create a committee by adopting an incidental motion to create a committee to carry out a specific assignment. This creates what is called an "ad hoc," "special" or "select committee." This committee's purpose is to investigate or carry out the specific project for which it was created; it ceases to exist after the work is completed and it "rises to report," which means to give its final report.</p>

