

**Chicago Chapter  
of the  
American Research Center in Egypt  
(Chicago-ARCE)**

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**POLICIES AND PROCEDURES**

As a member of CHICAGO ARCE's Board of Directors, Executive Committee, and/or a member of one of CHICAGO ARCE's Standing Committees, it is important that you understand your role(s). This guide is provided as an overview of your responsibilities and does not attempt to cover every duty or requirement of your position. It is intended to provide general explanations and, with your contribution, is periodically reviewed and brought up to date.

**I. BOARD OF DIRECTORS**

- A. All members of the Board of Directors are unpaid volunteers and must be current members of the National Organization (American Research Center in Egypt, Inc.) and the Chicago Chapter of the American Research Center in Egypt (CHICAGO ARCE).
- B. Board of Directors shall consist of three (3) members of CHICAGO ARCE:
  - 1. the President
  - 2. the Secretary
  - 3. the Treasurer,
- C. The Board of Directors shall meet at least twice per year or as needed and shall have power to transact emergency business between scheduled meetings. The meetings will be held in a timely manner in order to prepare, review, and submit specific reports as required by the National Organization (ARCE). All members of CHICAGO ARCE shall have the right to attend any or all Board of Directors' Meetings.
- D. At the initial meeting of the Board of Directors, the Board will elect a Chairman. The Secretary of CHICAGO ARCE will record the minutes of the meeting.

- E. Duties and responsibilities of the Board of Directors:
1. The **Chairman** shall:
    - (a) preside over all meetings
    - (b) be the official representative of the Board
    - (c) prepare all meeting agendas
    - (d) prepare or cause to be prepared all documentation and/or specific reports to be submitted to the National Organization (ARCE)
  2. The **Secretary** shall:
    - (a) keep records of all Board meetings
    - (b) prepare or cause to be prepared all documentation and/or reports to be submitted to the National Organization (ARCE)
- F. Elected Board of Director members shall hold a specific office for a term of one year and may be re-elected to the same office for a second term. No one may be a member of the Board of Directors for more than two consecutive terms unless unanimously re-elected. Upon completion of a total of three terms, a minimum of one year shall pass before the individual may be eligible to hold that office again. However, any member may be elected to another office at any time.
- G. At any meeting of the Board, a majority of the directors then in office shall constitute a quorum for the transaction of business. A director may transfer his/her voting right to any other member of the Board by written proxy.
- H. Vacancies
1. If any member of the Board of Directors (elected or appointed) is unable or unwilling to perform the responsibilities and duties listed herein, another member of CHICAGO ARCE shall be appointed by the Board of Directors to complete the unfinished term.
  2. In the event shall there are fewer than three (3) members of the Board of Directors, a special election will be held. Nominations and election shall take place at the next scheduled CHICAGO ARCE meeting. A notice shall be sent to each member as soon as possible. A notice may be posted in the Newsletter in lieu of a special mailing or sent electronically. Nominations for interim Board of Director members to finish the current terms will be from the floor. Election will be by majority of those present.

## II. EXECUTIVE COMMITTEE

- A. All members of the Executive Committee are unpaid volunteers and must be current members of the National Organization (American Research Center in Egypt, Inc.) and the Chicago Chapter of the American Research Center in Egypt (CHICAGO ARCE).
- B. The Executive Committee shall consist of:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
- C. The Executive Committee shall meet as needed and shall have power to transact emergency business between scheduled meetings. All members of CHICAGO ARCE shall have the right to attend any or all Executive Committee Meetings.
- D. Duties and responsibilities of the Executive Committee:
  - 1. The **President** shall:
    - (a) Preside over all meetings
    - (b) Be the official representative of CHICAGO ARCE
    - (c) Appoint the Chairperson of Nominations Committee
    - (d) Prepare all meeting agendas
    - (e) Maintain records of office activities and business
  - 2. The **Vice President** shall:
    - (a) Act in the absence of the President and move into the office of President and accept those duties, if required
    - (b) Act as the President's representative for ARCE or CHICAGO ARCE functions when requested
    - (c) Chair the committee to obtain programs
    - (d) Make all arrangements for transportation, housing, and entertainment of speakers
    - (e) Send letter of acknowledgment and thanks to all appropriate speakers and program participants
    - (f) Maintain a file of the programs and accompanying documentation
  - 3. The **Secretary** shall:
    - (a) Keep records and minutes of all Chapter meetings, Executive Committee meetings, and other meetings as requested
    - (b) Prepare and distribute a monthly report of the prior Executive Committee Meeting
    - (c) Maintain an historical archive of CHICAGO ARCE
    - (d) Act as the President's representative for ARCE or CHICAGO ARCE functions when requested

4. The **Treasurer** shall:

- (a) Accept and record all CHICAGO ARCE funds
- (b) Act as custodian of all CHICAGO ARCE funds
- (c) Pay all authorized bills upon presentation of appropriate receipts. Checks are to be co-signed by two of the three officers who are on the signature card for the CHICAGO ARCE bank account
- (d) Establish and/or maintain bank account in FDIC insured bank. Bank account should be service charge free where possible. The Treasurer and two officers chosen by the Executive Committee members must be authorized signatures for the account
- (e) Keep financial records recording all income and expenses on a monthly basis
- (f) Present current financial report at all Chapter meetings
- (g) Send letter of acknowledgment and thanks for special donations by members
- (h) Chair Fund Raising Committee
- (i) Act as the President's representative for ARCE or CHICAGO ARCE functions when requested

E. All members of the Executive Committee shall compile and complete specific reports as required by the National Organization. They shall be presented to the Board of Directors for approval and then forwarded to the National Organization in a timely manner.

F. Elected Executive Committee members shall hold a specific office for a term of one year and may be re-elected to the same office for a second term. No one may hold the same Executive Committee office for more than two consecutive terms unless unanimously re-elected. Upon completion of a total of three terms, a minimum of one year shall pass before the individual may be eligible to hold that office again. However, any member may be elected to another office at any time.

G. Vacancies

- 1. If any member of the Executive Committee or any Chairperson (elected or appointed) is unable or unwilling to perform the responsibilities and duties listed herein, another member of CHICAGO ARCE shall be appointed by the Executive Committee
- 2. In the event of a special circumstance, where both the President's and Vice President's office become simultaneously vacant, the line of succession will be as following: Secretary, Treasurer, Membership Chairperson, Public Relations Chairperson, immediately preceding Past President

3. In the event that there are fewer than three Executive Committee members remaining, a special election will be held. Nominations and election shall take place at the next scheduled CHICAGO ARCE meeting. A notice shall be sent to each member as soon as possible. A notice may be posted in the Newsletter in lieu of a special mailing or sent electronically. Nominations for interim Executive Committee members to finish the current terms will be from the floor. Election will be by majority of those present. The remaining Executive Committee members shall have assumed the offices of President, Vice President and Secretary and should meet with the new Executive Committee members as soon as possible.

## II. STANDING COMMITTEES

A. The standing committees shall include but are not limited to:

COMMITTEE	CHAIRPERSON	RESPONSIBILITIES
<b>MEMBERSHIP</b>	Membership Chairperson	Be responsible in matters related to membership, including but not limited to: <ul style="list-style-type: none"> <li>• Recruit new members</li> <li>• Maintain sign-in book and membership literature at sign-in table at all Chapter events</li> <li>• Maintain roster of members and provide regular updated mailing list to Newsletter Editor and Executive Committee as needed</li> <li>• Correspond with ARCE's national office on all matters related to membership.</li> <li>• Receive all National dues, renewals, or membership applications and forward them to the National Organization</li> <li>• Send acknowledgment letter and welcome to all new members</li> <li>• Meet and greet members and guests at Chapter events</li> </ul>
<b>FUND RAISING</b>	Treasurer	Be responsible in matters related to fund raising, including but not limited to: <ul style="list-style-type: none"> <li>• Seek sources of funding for chapter</li> <li>• Collect admission charges or provide donations container as necessary for all meetings and events</li> </ul>
<b>PROGRAM</b>	Vice President	Be responsible in matters related to membership, including but not limited to: <ul style="list-style-type: none"> <li>• Obtain speakers</li> <li>• Make reservations for transportation and housing</li> <li>• Arrange for meals and entertainment</li> <li>• Plan and organize seminars and other events for chapter</li> </ul>

COMMITTEE	CHAIRPERSON	RESPONSIBILITIES
<b>PUBLIC RELATIONS</b>	Public Relations Chairperson	Be responsible in all matters relating to publicity and public relations, including but not limited to: <ul style="list-style-type: none"> <li>• Creation and distribution of fliers, posters and other literature promoting CHICAGO ARCE and events</li> <li>• Chair Publications Committee and advise publications editor(s) as needed</li> </ul>
<b>Publications</b>	Public Relations Chairperson	Be responsible in matters related to publications, including but not limited to: <ul style="list-style-type: none"> <li>• Produce and distribute Newsletter and other publications</li> <li>• Maintain web site</li> </ul>
<b>HISTORIAN</b>	Secretary	Be responsible in matters related to keeping a historical archive of the Chapter's activities, events, seminars, and any other group function in a book, album, scrapbook or electronically as deemed appropriate

- B. The Executive Committee is responsible for the appointment of members to all standing committees.
- C. Special committees shall be created and appointed as needed by the Executive Committee.
- D. All members, including Executive Committee members, may serve on more than one committee. All chairpersons should attend, when appropriate, Executive Committee meetings. They will report on committee activities and have input in all discussions, but only elected officers may vote. Chairpersons unable to attend an Executive Committee meeting may send a committee member or a written report.

E. The Program Committee shall:

1. Have as a minimum four lectures per year. Other programs may include, but are not limited to, films, videos, field trips, informal presentations, discussions, and social events
2. Attempt to engage speakers actively working in Egyptology and related fields
3. Offer an honorarium to speakers in accordance with the directions of the Executive Committee
4. Make arrangements for and pay for all reasonable expenses for the speaker to include but not limited to:
  - (a) Travel
  - (b) Housing
  - (c) Meals
  - (d) Entertainment
  - (d) Arrange for room reservations.

E. The Publication Committee shall:

1. Ensure all publications, newsletters, fliers, and literature of any kind created or distributed by or on behalf of CHICAGO ARCE shall be in keeping with the goals, image and style of the Chapter
2. Advise the Executive Committee of any editor, chairman, or committee member who publishes, distributes, or disseminates anything on behalf of CHICAGO ARCE, not in keeping with the goals, image, and style of the Chapter. Such person may be removed by vote of the Executive Committee.