

SGGEE

Executive Committee Operating Guidelines

Revised: September 2008

Article 4 of the SGGEE Bylaws establishes an Executive Committee comprised of the President, Vice President, Treasurer, Recording Secretary and all other Directors who are a Member of a Standing Committee. SGGEE is a legally constituted Society under Canadian law and as such it's Board Meetings cannot be held via email, rather they must be carried out in person or via Conference call. The Executive Committee was therefore established to conduct the day to day business of the Society. The Executive Committee has the authority of the Board of Directors, but may not modify any action of the Board of Directors.

Guidelines for conducting Society Business via E mail:

1. Any Executive Committee Member can raise an issue for discussion. **Only one (1) issue or subject should be included in an E mail.** The "subject" box on the E mail is to contain a brief description of the matter to be discussed. All responses should use the same "subject" description. All issues should be sent to directors@sggee.org so that all Members of the Committee receive notification..

Quorum & Voting

- in order to reach a consensus on any issue before the Executive Committee at least four (4) of the following must be "present". Those eligible to vote on issues are Vice President, Treasurer, Recording Secretary, all Directors and the Past President. The President will only vote to break a tie. Before any vote can be taken all eligible Officers and Directors must receive "proper notice" via email whose "Subject" heading will contain a brief description of the issue and "vote required".