

Chemical Corps Regimental Association Executive Committee Charter

- 1. Purpose:** The Executive Committee serves as an administrative committee for the Chemical Corps Regimental Association Board of Directors to facilitate approval of certain association action as specified.
- 2. Responsibility:** The primary function of the Executive Committee is to exercise powers of the Board of Directors that arise between regularly scheduled Board meetings or when it is not practical or feasible for the Board to meet.
- 3. Committee Membership:** The Committee shall consist of the Board Chairman, Vice Chairman, President, Chief Operating Officer and the Secretary. The President chairs the Committee and in the event the President is absent, the Chairman or Vice Chairman may act as the Chair.
- 4. Meetings:** The Committee shall meet at such times and places and by such means as the President or Chairman shall determine. The Committee shall regularly report its activities to the Board. A majority of the members of the Committee shall constitute a quorum.
- 5. Minutes:** The Executive Committee will maintain written minutes of its meetings, which will be distributed to the Board following any meeting of the Executive Committee. The Board of Directors will approve these minutes before filing along the regular board meeting minutes.
- 6. Key Responsibilities:**
 - a. To the extent permitted by applicable law, the certification of incorporation and the By-Laws, the Committee is empowered to act for the full Board, however, the Committee shall not have the power or authority in reference to the following matters:
 - Adopting, amending or repealing any bylaws
 - Filling vacancies in the Board
 - Changing the membership of, or filling vacancies in, the Executive Committee
 - Making final determinations of policy
 - Removing or replacing the president, vice president or members of the board or vice presidents

- b. The Committee may act for the Board only when the Board is not in session.
- c. The Committee is allowed to commit the CCRA to expenditures not to exceed \$1,000.
- d. The Committee may call a special meeting of the Board.
- e. The Committee shall report all actions taken by it to the Board at its next regular meeting succeeding the taking of such action.

7. Review: This charter will be reviewed annually.

8. Dissolution: The Committee can be dissolved with the consent of the Board of Directors when it is no longer considered needed.

APPROVED BY:
Board of Directors
Chemical Corps Regimental Association
15 April 2010