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**BOARD OF DIRECTORS**

General Description

The four officers and three other directors constitute the governing body of the Society. The immediate past-president serves as an ex-officio, non-voting member of the Board of Directors.

The election procedure, terms of office, and general duties of the Board of Directors are described in Bylaws, IV. See also Sturgis Code of Parliamentary Procedure (SSCPP), pp. 151-152.

Responsibilities

1. The Board of Directors governs, manages, and regulates the affairs of the Society between annual meetings of the membership, acting in behalf of the members.
2. The Board of Directors meetings are held at least three times a year, beginning no later than 90 days after the Annual Business Meeting.
3. The Board of Directors makes final decisions on all recommendations submitted by committees, Newsletter editor, and members for consideration or approval. Items requiring the Board of Directors approval are so indicated in appropriate places throughout this Handbook.
4. If decisions are required between the Board of Directors meetings, a poll of all seven voting members is made, either by telephone or electronic mail or other means, before acting. If this is not feasible, or if all Board members do not reply within 48 hours, the President, Vice President, and at least two other members of the Board of Directors (based on the quorum needed for official action in Bylaws V.3) need to respond in order to approve the action before it is undertaken. When such votes are taken, a summary of the action shall be made by the President. The Secretary shall incorporate the summary in the minutes of the next meeting.  

The Board of Directors members polled by phone or other means must confirm their vote in writing, to be received by the President within two weeks of the phone vote, in order for that vote to be considered valid and binding.
5. After considering aspects of privacy, the Board of Directors may grant public access to Society records.
6. The President is an ex officio, non-voting member of all standing and special committees, except the Nominating Committee. Each other member of the Board of Directors will serve as a liaison to at least one standing or special committee. As liaison, the Board of Directors member:
  - a. Provides the newly appointed committee chair with a copy of the previous chair's quarterly and annual reports and budget.
  - b. Informs committee chair of Board decisions.
  - c. Reminds committee chair to send budget projections, quarterly reports, and final reports to the President prior to The Board of Directors meeting.

- d. Reports to the President and Board of Directors on committee activities and making recommendations as needed.
  - e. Requests copies of any committee mailings, minutes or meeting notes.
  - f. Attends Committee meeting(s) at Annual General Meeting.
7. It is advantageous to have at least one member of the Board of Directors in attendance at both Society sponsored and co-sponsored workshops to represent the governing body of the Society and to observe at first hand.
  8. The Board of Directors sponsors receptions and welcomes new members in other practical ways.
  9. The Board of Directors members are reimbursed for travel and lodging costs (but excluding meals) incurred in attending the Board of Directors meetings other than those associated with attending the Board of Directors meeting held in conjunction with the Annual General Meeting. To minimize Society expenses the Board of Directors meetings should be held in the most economical locations.
    - a. The SCA mileage travel reimbursement shall conform to the IRS tax code, and shall be raised accordingly when a new amount is announced.

The Board of Directors members may also request reimbursement for photocopying, telephone calls, and postage used for Society business; and for other expenses with the Board of Directors approval.

10. Each member of the Board of Directors is given on loan a copy of the Society Handbook, which is to be maintained during tenure and returned upon completion of term of office.
12. It is part of the Secretary's duties to maintain and update the handbook. The Secretary will distribute copies of revised pages to each member of the Board of Directors for their respective handbooks, as detailed in the handbook section entitled "Handbook Maintenance."
13. The Board of Directors, in consultation with Site Selection Committee, selects Annual General Meeting sites and dates and provides for their publication in the newsletter.