



Sigma Sigma Sigma National Sorority Governing Documents Review Team FAQ

What is the Governing Documents Review Team?

This standing team will manage revisions to the *National Procedures Handbook*. It will serve as the first stop for review and feedback regarding changes to NHQ standard operating procedures that go beyond HR practices (manuals, alumnae appointments, etc.). The Governing Documents Review Team will also prepare bylaw-ready communication two weeks after Convention.

What will happen to the Legislative Review Team?

The Legislative Review Team will become a short-term adhoc Convention committee appointed 10-12 months prior to a Convention. The Convention Legislative Review Team will collect member input and recommend resolutions to the bylaws to Executive Council. The team will consist of two collegiate members, two alumnae chapter members, and two national officers. The chair will be a member from the Governing Documents Review Team to ensure consistency across both teams. The Convention Legislative Review Team will dissolve following each Convention.

When can members apply for the Convention Legislative Review Team?

Applications will open early fall 2024. Appointed team members should plan to attend Convention 2025.

What duties will the new Governing Documents Review Team be responsible for?

Once appointed, team members will establish a workflow and guidelines for changing procedural documents. This includes determining how revisions are submitted, creating a review and feedback process and timeline, identifying which teams and/or positions are involved in the review of certain procedures, determining when and how members can provide input, and ensuring members are informed on these changes. The Governing Documents Review Team will also write the *National Procedure Handbook* before Convention 2025 and submit a new resolution to remove procedural language from the bylaws.

Will there be an Executive Council liaison?

No. Instead, the team will provide recommendations to Executive Council regarding changes to national processes and procedures. Based on the workflow created by the team, various volunteers and/or staff members will collaborate on changes to any standard operating procedures including ritual, national procedures, and procedures for collegiate, alumnae, C.A.B., housing, etc.

Who can serve on the Governing Documents Review Team?

This opportunity is open to all collegiate and alumnae members.