

Boise Valley Council Standing Rules

For efficient Council administration, the following rules and regulations are hereby adopted and declared by this Council to constitute the Standing Rules.

Council Representatives:

It shall be the duty of all elected Council Representatives to attend Council meetings.

Executive Board Duties

It shall be the duty of the Executive Board to:

- ☐ Approve the appointments of the Standing Committees.
- ☐ Name an auditing committee consisting of one or two persons outside of the Executive Board, whose duty it shall be to examine the Treasurers books by May 31st.
- ☐ Make rules for its own government.
- ☐ Fill all vacancies, which may occur on its board.
- ☐ Meet and serve in an advisory capacity, making such recommendations as are needed to fulfill Council's purpose.
- ☐ Create additional standing committees.
- ☐ Prepare a proposed budget for Council's operations for the coming year, to be presented to the Council members for approval at the May meeting with newly installed Incoming officers.
- ☐ Require all Chairmen to provide to the Treasurer, an itemized accounting of their function's expenditures and revenues.
- ☐ Require all officers to turn all properties of their office from the current year, in paper form, and Council security passwords to the perspective incoming officers.

It shall be the duty of the President to:

- ☐ Preside at all meetings of the Council and its Executive Board.
- ☐ Follow the order of business set forth under the Standing Rules for regular chapter business meetings as in the book of Beta Sigma Phi.
- ☐ Sign all checks with either the Treasurer or the Vice President.
- ☐ Appoint a Chairman of Special Committees, subject to the approval of the Executive Board.
- ☐ Serve as member *ex officio* on all committees except the Nominating Committee.
- ☐ Pass on the passwords and log-in information for all Social Media Venues. Making sure incoming President understands all information is to be changed for security.

It shall be the duty of the Vice President to:

- ☐ Serve in the absence of the President or the Treasurer.
- ☐ Serve as Hostess for the Council.
- ☐ Serve as the Chairman/Oversee & Delegate any of the Council activities, presenting a plan at the first council meeting.
- ☐ Manage and maintain a written inventory of the properties of Council, such as, but not limited to, table name plates, ritual robes, ritual candles and candle holders.

- ☐ Serve as the Chairman of the Council Membership Committee.
- ☐ Upon request assist Chapters with membership and/or pledge training and rushing workshop.

It shall be the duty of the Recording/Corresponding Secretary to:

- ☐ Record minutes of all meetings of the Council and Executive Board, retaining them in a permanent record book.
- ☐ Make a record of all members present and absent.
- ☐ Send a complete report once a month, not later than the 25th, to International Office on the forms(s) provided, and attach thereto a transcript of the minutes of all meetings of the Council and Executive Board.
- ☐ Distribute copies of the Council meetings to each chapter, in a timely manner.
- ☐ Attend to such correspondence as may be requested by the President of the Council and the Council Executive Board.
- ☐ Extend the invitation to Honorary Members to attend All Council functions.

It shall be the duty of the Public Relations Committee Chairman to:

- ☐ Serve as Chairman of a PR Committee consisting of at least 3 chapter members.
- ☐ Present PR Plan to the Council at the 1st meeting of the year. (August)
- ☐ Maintain and keep secure the Social Media Passwords/log-ins and photo release forms for all social media.
- ☐ Take care of the publicity for all Council functions. If available, send photographs to The Torch and local papers for reporting.
- ☐ Compile and arrange for distribution of the Council Roster and a copy of the Boise Valley By-laws, Standing Rules and Traditions.
- ☐ Maintain the integrity of the Council on all Social Media venues.

It shall be the duty of the Treasurer to:

- ☐ Receive all moneys – General Fund, Memorial Fund and Convention Fund – belonging to the Boise Valley Council. Deposit the Council funds into the account designated by the Council.
- ☐ The Treasurer or President, or Vice President in the absence of either the Treasurer or president, shall sign all checks.
- ☐ Keep an accurate record of the Council's account and keep the record accessible at all times to the Council.
- ☐ Give a written, itemized accounting at the regular meetings of the Council.
- ☐ Present necessary information to the Executive Board, including an itemized statement for the planning of the proposed budget to be presented to Council at the May meeting with newly installed incoming officers.
- ☐ Turn over all properties from the current year, in paper and/or electronic form, to the incoming Treasurer.

Finances

Definitions: Sanctioned events are those events promoted and publicized by the Council without money transactions going through the Council Treasury whereas sponsored events are those events promoted, publicized, and money transactions handled by the Council.

It is the responsibility of the committee of all Council sanctioned events to set a budget to defray all expenses of said function and set an appropriate registration fee. The Council treasury must defray any deficits incurred on projects sponsored by the Council. If the treasury cannot defray these costs, the Council will have the right to assess each chapter as needed upon a vote of approval of the Chapter Representatives.

All chapters of the Council may be assessed an amount in keeping with the approved budget. This amount is based on the number of active members, in each chapter, as of the first meeting in the fall. The budget, as well as the proposed assessment (if any) will be presented at the Council meeting. All chapters should come to the meeting prepared to pay their assessment (if any). If the treasury falls below \$100.00, an additional assessment may be made of each chapter to defray any deficits that may be incurred by the Council upon a vote of approval of the Chapter Representatives.

When Boise Valley Council hosts a convention, any proceeds in excess of convention expenses will be returned to savings to be used for the next convention or as deemed necessary by the Council

All matters coming before the Council involving moneys assessed to the Chapters will be approved by Chapter Council Representatives.

Meetings

The Council meetings shall be held at a time specified by the existing Council.

Amendments

The By-laws are to be reviewed each year.

(Chair of a Committee first calls together the committee members and presides over all the meetings to determine goals & outcome. The Chair oversees/delegates duties to the Committee Members and others as necessary to obtain their goal. Chair reports back to Council on the Committee's activities. Committee has fun getting to know each other while working together.)