

**CONSTITUTION**  
**INDIANA STATE COUNCIL**  
**BETA SIGMA PHI**

**As amended by vote of Delegates present  
At State Council Day, 2022.**

# **CONSTITUTION**

## **ARTICLE I**

### Name

Section 1. Name: The name of this organization shall be Indiana State Council of Beta Sigma Phi.

## **ARTICLE II**

### Purpose

Section 1. Purpose: The object of this Council shall be to advance the aims of Beta Sigma Phi by a periodical discussion of its problems and interests, and to further strengthen the sisterhood by closer personal contact between its members in the various chapters in Indiana.

## **ARTICLE III**

### Membership

Section 1. Membership: Membership in this Council shall be composed of Beta Sigma Phi members in good standing. Each Chapter shall have two (2) voting delegates. Any member may enter into discussion.

Section 2. Duties: It shall be the duty of each delegate member to attend all Council Meetings or to send a substitute delegate.

## **ARTICLE IV**

### Officers and Elections

Section 1. Officers: The Officers of this council shall be President, Vice-President, Secretary (2 years), Treasurer (2 years), Historian, and Parliamentarian

Section 2. Executive Board: The Officers of the Council shall constitute the Executive Board.

Section 3. Office of President and Vice President: Nominees for the office of State President and Vice President shall have been, at some time, a member of the State Executive Board prior to their nomination.

Par. A (a) No one shall serve more than five (5) consecutive elected years on the Executive Board of State Council.

Section 4. Elections:

Par A (a) Slates of office shall be compiled by the Executive Board from suggestion of nominations which shall be mailed to the President by any Chapter in good standing postmarked not before State Council Day and prior to the first (1<sup>st</sup>) of May. Suggestions of nominations must present name and qualifications for a specific office.

Par B (a) Elections shall be by secret ballot. (b) All officers shall be elected in the manner herein provided, except the Parliamentarian who shall be appointed by the President. (c) Officers need not be chosen from the voting delegates.

Section 5. Term of Office: The term of office for the Indiana State Council shall be for (1) year, except for the offices of Treasurer and Secretary, which are (2) year terms.

Section 6. Tellers: There shall be six (6) tellers appointed by the President. A member of the Board shall be present at the tallying of the ballots.

Section 7. Vacancies: Vacancies in the State Council with the exception of President shall be appointed by the State Executive Board. If a vacancy occurs in the office of President, it shall be filled by the Vice-President.

Section 8. Transfer of Office Records: A retiring State Officer must deliver to her successor all materials pertaining to this office at the close of State Convention. Treasurer's books shall be audited by an auditing committee of three Beta Sigma Phi members appointed by the State Board, prior to transfer of records.

Section 9. Honorary Members: The retiring State President shall automatically become an honorary member of the State Executive Board for the coming term.

Section 10. Nominees: Any nominee running for a State Office must only be affiliated and actively participating in a member chapter in good standing of the Indiana State Council of Beta Sigma Phi. If this qualification is not met, then the nominee will automatically be exempt from the candidacy for a State Office.

## ARTICLE V

### Meetings

Section 1. There shall be three Council meetings a year: State Council Day, State Day and State Convention. State Council Day shall be held in Indianapolis or surrounding/touching counties, (Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, Shelby), each year on the first Sunday in March with various cities being hostesses. The place of meeting for State Day and State Convention shall be determined by the State Council voting members. Bids for all State meetings shall be determined by majority vote at State Convention.

Para A. Bids for all State functions, including the State Fun Day/Bowling, shall be made on a basic three-year plan, and shall be submitted in writing to the chairman of the Fun, Housing and Accommodations Committee (an acting committee appointed by the President), prior to or at the State Day meeting of each year.

Section 2. Voting delegates and non-delegates must have paid registrations, and must be properly identified prior to the business meeting. Voting delegates shall display special identification provided by the Vice-President at State Council Day and State Convention.

Par A. Hostess chapter(s) will provide at least two microphones on the floor of the assembly at each State meeting where business is being conducted.

Par B. Only those chapters that have paid registrations will be considered for Ways and Means booths.

Section 3. Rules of Order:

1. Call to Order
2. Officers Reports
3. Reports of Standing Committees
4. Reports of Special Committees
5. Unfinished Business
6. New Business
7. Adjournment

Section 4. Special Meetings: The President may call special meetings of the State Council or State Executive Board should such meeting be necessary.

Section 5. All plans for each State event shall be made by the members of the hostess city with guidance from the State Executive Board.

## **ARTICLE VI**

### Amendments

Section 1. Constitution: This constitution may be amended at any regular Council Meeting by a two-thirds vote of the members present, provided said amendment has been presented 30 days prior to the Executive Board in writing. Said amendment shall be presented to members present and shall be voted on at the next regular Council Meeting with the exception of State Day.

Section 2. By-Laws: The By-Laws may be amended, or any new By-Laws may be presented, at any session of the Council. A majority vote shall be required for such amendment of addition, providing said amendment of addition has been presented 30 days prior to the Executive Board in writing. Said amendment or addition shall be presented to members present and shall be voted on at the next regular Session of the Council with the exception of State Day.

## **ARTICLE VII**

### Dissolution

Section 1. Para A. Upon the dissolution of the Indiana State Council of Beta Sigma Phi, the State Board shall, after paying or making provision for the payment of all of the liabilities of the Council, dispose of all of the assets of the Council exclusively for the purpose of the Council in such manner, or to such organization or organizations organized and operated exclusively for charitable purpose as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the State Board shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

**BY-LAWS**

**INDIANA STATE COUNCIL**

**BETA SIGMA PHI**

**As amended by vote of Delegates present**

**At State Council Day, March 6, 2016**

## **BY-LAWS**

### **ARTICLE I**

#### Dues

Section 1. Dues: The dues of the Council shall be \$30.00 per year for each chapter, payable on or before March 1. Chapters with unpaid dues will not receive state mailings, vote at meetings, or be eligible to have a booth at any state function.

### **ARTICLE II**

#### Duties of Officers

##### Section 1. Executive Board:

Para A. It shall be the duty of the Executive Board to make rules for its own government.

Para B. There shall be a meeting of the Executive Board preceding each Council meeting.

Para C. The Executive Board shall be responsible for promoting and maintaining such state projects as shall fulfill the aims and purposes of Beta Sigma Phi.

Para D. The Executive Board shall function freely and eliminate waste of time and effort in Council meetings, and clearly promote and forcefully execute Council business.

Para E. The Executive Board shall prepare a budget for the year to be presented at the State Council Day meeting.

Para F. The Executive Board shall approve registration forms for all State Events: State Council Day, State Day, State Fun Day/Bowling and State Convention.

Section 2. President: It shall be the duty of the President to preside at all meetings of the State Council and of the Executive Board. She shall follow the order of business as set forth in the Constitution of the Council. She shall serve as member ex-officio on all committees, promoting harmony and clarification of State Council rules and regulations set forth in the Constitution and By-Laws.

Para A. The President shall appoint a chairman and members to the following standing committees and any other committees as the need arises: Fun, Housing and Accommodation, Ways and Means, State Fun Day/Bowling, State Project, Membership, Website and the Special Advisory Committee.

Section 3. Vice-President: It shall be the duty of the Vice-President to serve in the absence of the President. She shall be responsible for the registration and special identification for voting delegates at the business meetings. She shall be responsible for obtaining the following all to be presented at State Convention: the Past President's pin and the awards for Woman of the Year.

Section 4. Secretary: It will be the duty of the Secretary to make copies of the minutes of the meetings of the Council and Executive Board; one copy each to be mailed to the State Council President, the International office, to each chapter in good standing, and in addition one copy to be kept in the permanent record book. It shall also be the duty of the Secretary to conduct all correspondence of the Council. She shall maintain a roster of Indiana Chapters, City Councils, Past Presidents, WOY, Officers, Committee Chairmen, and Event Chairmen with current mailing and e-mail (if available) addresses, and phone numbers (if available) for same. She shall perform such duties as may be assigned to her by the State Council President.

Section 5. Treasurer: It shall be the duty of the Treasurer to receive and deposit the Council funds in a checking account named the Indiana State Council of Beta Sigma Phi, accounting separately for the monies in the general fund account and the event fund account. She shall disburse funds on receipt of bills presented, which have prior budget approval. She shall deposit and maintain a savings account for the State Project Fund sent by chapters, and present a check each year to the State Project at State Convention. She shall maintain a record of payment of dues to the State Council by each chapter and notify any chapter whose dues are delinquent. She shall keep the records accessible at all times to the Executive Board and shall submit a written report at each regular meeting of the State Council, a copy of which is mailed with the minutes. Near the close of her term of office, she shall report and submit a full statement with the books of vouchers to be audited by an auditing committee consisting of three (3) Beta Sigma Phi members. She may ask for and provide names for this committee to the State Executive Board for approval, and proceed to have the audit completed before the designated time for the records to be turned over to the successor.

Section 6. Historian: The Historian shall keep a record of the activities of the Council, both social and educational, in the form of a memory book to be presented to the outgoing President at State Convention.

Section 7. Parliamentarian: The Parliamentarian shall assist the President in conducting all business meetings and see that all meetings are conducted according to Roberts Rules of Order, Revised, which shall be the authority on all questions of Parliamentary law. She shall prepare all ballots and act as chairman of Constitution and By-Laws Committee if necessary.



## **ARTICLE III**

### State Project

Section 1. Our state project will be voted on every four (4) years. New projects may be submitted every four (4) years by giving name and location, and nature of project. Project proposals must be submitted in writing to the Executive Board not before January 1<sup>st</sup>, and prior to May 1<sup>st</sup> of the voting year. Voting will take place at State Convention. A Committee will consist of two (2) permanent advisors, one (1) chairman, one (1) co-chairman and six (6) members from all points of Indiana, appointed by the President. Their term will expire after two (2) years.

Para A. Lamplighter Memorial Fund will be a permanent secondary project.

Section 2. A secondary State Project can be submitted to the Executive Board in writing and presented to the membership for consideration at any time by including the following:

- A. Name and location
- B. Nature of project
- C. Recommended length of time for support

Section 3: A complete report, including a financial report, shall be given by each State Project and Secondary State Project at each meeting of the Council.

## **ARTICLE IV**

### Fiscal Year

Section 1.: Fiscal Year: The fiscal year of the Indiana State Council of Beta Sigma Phi begins November 1 and ends October 31 of the following year.

## **ARTICLE V**

### Quorum

Section 1. Quorum: Two-thirds of the voting members present shall constitute a quorum.

## **ARTICLE VI**

### Officers Expenses

Section 1: All Officers and Advisor's registration fees for all State Council Meetings (State Council Day, State Day, and State Convention) shall be paid for out of the State Council Treasury.

Section 2: All Officers shall be reimbursed from the State Council Treasury, for any budgeted expenses, non-budgeted expenses must be pre-approved by the entire State Executive Board prior to being expended. All receipts must be the original with the company name shown.

## **ARTICLE VII**

### Gifts

#### Section 1: Woman of the Year

Para A. Woman of the Year letters will be judged on one year's activities only and may be won more than once by the same person.

Para B. Only the entry form provided by the Executive Board will be accepted for the Woman of the Year contest. The State Vice-President shall be responsible for screening the letters and obtaining out of state judges for the State Woman of the Year and Runner-up.

Para C. The current State Woman of the Year's registration fees for State Council events, e.g., State Council Day, State Day and State Convention shall be paid for from the State Treasury.

## **ARTICLE VIII**

### Campaigning

Section 1. There shall be no campaigning for any State Office or Officer.

## ARTICLE IX

Section 1. A financial report of all State Functions shall be given to the Executive Board before the next meeting.

Section 2.

Para A. Out of the profits remaining from State Functions, a donation of \$100.00 (or that which remains, if less) shall be made to the standing fund for that event until there is \$2,500 in the State Convention Fund, \$1,500 in the State Council Day Fund, \$1,500 in the State Day Fund, and \$1,000 in the State Fun Day/Bowling Fund as working capital.

Para B. Any additional monies resulting from a State Function shall be disbursed by the Hostess City for philanthropic purpose only. Up to \$100 may be donated to a local, state or International project. Any other monies shall be donated to the State Project and/or Secondary State Project with the stipulation that if monies remaining after all expenses have been paid is greater than \$5.00 per registered member the amount exceeding \$5.00 shall be refunded. A refund check shall be issued to the Chapter or Council submitting the registration form for the distribution of monies.

Section 3. The chairman of a future State event may submit to the State Treasurer a written request for a loan up to \$500 with the exception of State Convention which can borrow up to \$700. The repayment of the loan shall be made immediately after the event.

Section 4. If a member is registered for a State event and cancels within the time limit, a charm can be mailed to her along with the refund, less the cost of the charm.

# **INDIANA STATE COUNCIL**

## **STANDING RULES**

### **CONVENTION**

Friday Executive Board Meeting: All committees and state event chairmen shall report to the State Executive Board in person and/or by written report

Saturday Voting: All voting for State Officers shall take place on Saturday morning from 9:00am until 11:00am. Photographs of all candidates who were previously introduced shall be displayed, along with their letter stating qualifications in the designated voting area. Ballots will be available in the voting area only. A list of registered delegates must be at the entrance so delegates can sign in to obtain their ballot. Bids for state events will be conducted at the business meeting.

There will be six (6) tellers appointed by the State President, with one being selected by her to be the Chairperson. No less than three tellers will be present at any given time. A member of the State Executive Board shall be present at the tallying of the ballots as stated in the State Constitution, Section 6. Tellers.

Installation of officers will take place immediately following the announcement of the new officers.

Effective as of June 12, 2022 at State Day:

The Membership Committee shall have a dedicated line item on the State Council Financial Report. These funds will not be a budget item for the State Council.