**PARLIAMENTARIAN DUTIES AND RESPONSIBILITIES**

(other than those outlined in the Constitution and By-Laws)

The Parliamentarian shall ensure that the most current Constitution, By-Laws and Standing Rules are available on the website for the membership at all times.

After the membership has successfully voted on a Constitution and/or By-Laws change, then the Parliamentarian will send an updated copy of the Constitution and By-Laws to the Executive Board, the Website ([www.indianabetasigmaphi.com](http://www.indianabetasigmaphi.com))

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The Parliamentarian shall read the appropriate sections of the Indiana State Council Beta Sigma Phi Constitution and By-Laws at each state business meeting:

State Council Day and State Day

* Constitution Article IV, Officers and Elections, Section 1 and Section 3 and Para. A. (a)
* By­-Laws Article VIII, Campaigning, Section 1
* Standing Rules, 1. Convention, paragraphs 2, 3 and 4

Convention

* Constitution Article V, Meetings, Section 1 and Para. A
* Constitution Article VI, Amendments, Section 1 and Section 2

The Parliamentarian is responsible for preparing, printing and pre-counting all ballots for voting at state meetings. These include, but are not limited to, state officers’ ballots, constitution and by-laws amendment ballots, state project ballots, and state events ballots. She will also prepare the teller tally sheets for voting. For votes taken at State Council Day, the Parliamentarian, assisted by the Advisor, will oversee the counting of the ballots by the tellers and validate the count. If time permits, the Parliamentarian shall announce to the membership the result of the vote. Otherwise, the results will be included with the State Council Day meeting minutes. For votes taken at Convention, the Parliamentarian and President validate the teller count of ballots provided that the Parliamentarian is not running on the slate of new officers. In such case, the Advisor will assume the duties of the Parliamentarian. The results of voting at Convention shall be announced at the Saturday night banquet by the President.

The Parliamentarian shall attend all state board meetings, business meetings, which includes Fall and Summer Board Meetings, and the state officer and woman of the year reception. She should also attend the ICADV Beta Sigma Phi reception and other Beta Sigma Phi functions to which she is invited as she is able.

Parliamentarian: By-Laws, Article II, Section 7 Duties of Officers

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.

Revised 09/26/2020mal

Revised: 09/27/2023ycn