Indiana Beta Sigma Phi

State Council

State CONVENTION RULES

Revised March 2015

FHA COMMITTEE 2015

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| Timeline Guide for State Convention | | |
| Time | Item | complete |
| 2-3 years before | Submit bid to FHA |  |
| 1-2 years before \_\_\_\_\_\_\_\_\_\_\_ | Secure venue/hotel |  |
| Create Theme |  |
| Designate Chairperson(s) |  |
| Designate Secretary and Treasurer |  |
| Designate Ways & Means person |  |
| Designate Registration person |  |
| Set Budget |  |
| Form committees as needed |  |
| Create Flyer/skit for presentations at State Events  Send Flyer to Website |  |
| Year before event | Meet with board at events for updates. You may submit a form for a Ways and Means Booth to help raise money for your Event. |  |
| 2 Events before your event | Board must approve registration packet before mailing. |  |
| Bring packets in white 6x9 envelopes, no clasp, to State Event Previous for Secretary to mail | State Recording Secretary can mail packet at bulk rate. Event Hostess will reimburse the State for the postage. After mailing has gone out, email complete packet to Website Chairman in Word, PDF, or Excel form – Word is better if possible. |  |
| Month before | Complete registration packets |  |
| 30 days before | Registration deadline- registration deadline can be extended by the Host City but **Not** Ways & Means booths. |  |
| 14 days before | Send registration list to State President, Vice President & State Treasurer |  |
| Day before | Meet with Board final time - give board their registration packets. Registration Chairman brings all Registration packets to the meeting to be counted by the State VP and Treasurer. |  |
| No later than month after | Send check to state board if you borrowed start up monies. **If monies are left over from registration fees then up to $100 must be paid to the State Convention Fund until the fund reaches the amount stated in the Bylaws.** |  |
| Next Event after your Event | Give Final Report including Financial Report to Board & Membership. Also bring copies for Recording Secretary to mail with the State Mailing and a complete Report for FHA Chairman. |  |

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| Checklist for the Day of the Event | |
| **State Convention** | |
| Registration | Staffing – State Vice President and State Treasurer –Delegates, 2 of committee to do non-delegates. Registration Friday night –6:00 PM – 7:00 PM, Saturday morning – 9:00 AM – 10:30 AM |
| Way & Means | Staffing - event Ways and Means chair - others as needed - Someone from Committee needs to be in Ways & Means room at all times. Set up 8:30 AM – Open 9:00 AM to 11:00 AM |
|  | Podium at Head table w/ microphone also podium with mic for Saturday Evening |
|  | Floor microphone for Business Meeting |
|  | Name tags |
|  | Programs – Torchbearer needs to be added to Registration page in Program |
|  | Decorations |
|  | Door Prizes |
| President's Suite | Pay for 2 nights – Check with President to see if she wants to come in early and pay for the extra nights. If venue doesn’t have a reasonable suite, do a king room, then consult with the President for her needs in storing items for the weekend. |
| Board Room | Needed unless meeting can be held in President’s Suite. |
| Election Area | Need a private area for Election of Officers to be held on Saturday – 9:00 AM – 11:00 AM. Four to Five tables are needed in area for voting and one table outside area for registration of delegates that are voting. Three chairs will be needed also. Check with State Advisor for set up. |
| Long Stem Yellow Roses | 12 in a presentation spray for Woman of the Year  6 in a presentation spray for runner up Woman of the Year  1 for each Woman of the year nominees  8 for New Officers Installation |
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Chairman/Co-Chairman

* Conduct all planning meetings (set as needed).
* Secure the location/venue for the event with approval of committee.
* Set up a budget with committee approval. Review attendance from past events to help set budget. Budget must include – A Suite for President for two (2) nights, board meeting room (if not complimentary) unless Board Meeting can be held in the President’s Suite. If venue doesn’t have a reasonable suite, a king room, then consult with the President for her storage needs for the weekend.
* Chair/Co-Chair may request a loan from the State Executive Board (check with the State Treasurer for amount available) to be paid back no later than one month after the event.
* Designate one person to be the liaison with the hotel if it is not the Chair of the event. This person should make sure a suite has been reserved for President (check with President if she wants to come in early and pay for the extra nights herself). In the event the Board Meeting can be held in the President’s Suite, the hotel staff needs to set it up for her on the morning of the meeting.
* Follow time line guide to make sure tasks are accomplished.
* Determine the theme of your event and if your event will or will not have:
  + Entertainment during the different Events
  + Registration Gifts/mementos
  + Individual table gifts
  + Type of decorations/centerpieces
  + Large door prizes and number (to be given out at the end of Convention) Please consider the time it will take to give out the number of door prizes you decide on.

These items can have separate committees if necessary.

Secretary

* The Secretary shall bring to first State Board Meeting prior to your Event the names, addresses, telephone numbers, and email addresses of event board (Chair, Co-Chair, Treasurer, Secretary, Registration Chair and Ways & Means Chair) for all Board Members and FHA Chairman.
* Keep minutes of each meeting to be given to all Board Members at each reporting time and to FHA Chairman.
* Submit to Website: Name, Address, Telephone number, and email address of Chairman/Co-Chairman of the Event. Also submit a Flyer to Website.

Treasurer

* The Treasurer is responsible for opening the checking account. If possible, the bank account shall be known as: Indiana Beta Sigma Phi State Convention Fund.
* Checking account must have two (2) signers on account/only one on check.
* All deposits are to be made by the Treasurer upon receipt of the funds.
* All entries in the ledger shall be made immediately by the Treasurer so the books will be ready for inspection for audit at any time upon request.
* All bills should be paid including loan from State if Borrowed and the books closed as soon as possible after the close of the event. **Any monies left from Convention Fees up to $100 must be paid to the State Convention Fund until the fund reaches the amount stated in the Bylaws.**
* Prepare closing financial statement which will be presented to the State Board by the Chair/Co-Chair (need one copy for each State Board member and enough copies to be put in the state mailing). Also a copy for the State FHA Chairman.

Registration Chair/Committee

* Assemble the registration mailing to be given to the State Recording Secretary at the previous Event to be mailed. Packets should be completed, folded in half and placed in 6 X 9 envelopes (no clasps).
* Make two copies of all checks: one to keep with the registration form and one copy to be given to the Treasurer with the actual checks.
* A spread sheet provided by the State Board shall be used to keep your registration orderly, keeping the delegates, non-delegates, and guest separate. Registration Template is on Website and a sample is included in this packet. All columns need to be totaled including the Degree Columns showing number of Chapters registered in each degree.

A separate list of the following must be provided as well:

Men’ Registration, WOY, Past Presidents

* As registrations are received from the chapters, begin the process which will allow you to provide delegate listings, non-delegate listings, labels for registration packets, etc. Entering the names into your system as they come in, will eliminate any last minute typing and also allow time for checking of spelling, etc.
* A list of everyone registered should be sent to the State President, Vice President, Treasurer, and Advisor as soon after the registration deadline as possible (no later than two (2) weeks prior to the event). The registration template provided on Website and in this packet must be used. **If there is a change in registration, current copies need to be sent to State Vice President, Treasurer, and Advisor on Monday prior to Event.**
* Three copies of the complete Final list, Delegate List, Non-delegate list, and guests must be provided to the President, Vice President, and Treasurer at the Board Meeting.
* Two Copies of the Final Delegate List must be provided to the Advisor at the Board Meeting.
* Attach the labels to the registration packets. Labels should include name, chapter, city, and table numbers (if used). Packets should include - program books, name tags, and any other pertinent information.
* File the packets by city, chapter, and then alphabetically, using the same method as the registration listings. These packets need to be taken to the Board Meeting at the Event for Vice President and

Treasurer to count. Must match registration count. Offices packets are given to them at this time.

* The distribution of registration packets of delegates will be handled by the State Vice President and the State Treasurer. All others will be handled by two of the committee.
* Delegates must pick up their own packets unlike non delegates. If unable to attend, the delegate’s packet can be picked up from the Vice President after the business meeting.
* A convenient place should be reserved for the registration of delegates and non-delegates. If room is available, tables could be set up to list two groups at the delegate and non-delegate tables, using letters designating cities from A-H and I-Z. This method is generally used in order to speed up registration.
* State Project (not State Project Committee) needs to have a Registration Packet for the Representative attending.

Registration Mailing

* Contact State Secretary to verify the number of packets needed.
* You have two options for mailing registration packets.

1. You may provide packets (must be folded in half and placed in 6X9 envelopes with no clasps) for mailing, to the State Secretary at the event prior to your event. The event host is responsible for paying the State for mailing.

2. In the event that the event hosts wants to mail their registration packets, the mailing

lists may be obtained from the State Secretary and if labels are needed, may be obtained from

the Secretary at the event hosts expense.

* Registrations Packets must be approved by the state board two Events before mailing. Registration Form needs to be a Single page.

Sample Official registration form and Ways & Means form are included in this packet.

Other items to include

* Ways & Means rules (must be current rules from State Ways & Means Chairman)
* Directions/Map
* Timeline of events
* Hotel information
* Any other information the host would like to include, dress suggestions etc.

Program Books/Name Tags

* Program books and name tags should coordinate with the theme. They should be included in the registration packet.
* The program book should include and reviewed by the President:
  + Agenda – Times, location, speakers
  + Opening & Closing Rituals
  + Menu
  + Prayer
  + Event committee
  + Attendance summary – List all degrees including Torch Bearer
  + Special thank you section (if needed)
  + Anything else you would like to add in
* The President will provide the Agendas for Saturday Business Meeting, Saturday Evening, and Sunday.
* The name tag must include
  + Name (Emphasize First Name; Readability)
  + Chapter
  + City

Ways and Means Chair/Committee

* This Committee is governed by the rules set up by the State Ways and Means Committee. **Please obtain current copy from State Ways & Means Chairman.**
* Cost for Ways & Means booths should only be what the venue is charging the event for tables.
* Make Ways and Means form for the registration packet. (Sample is included in this packet )
* Choose the theme for Ways and Means, keeping in mind the general theme of the event.
* Inform Event Chair/Co-Chair the number of booths/tables registered so they can confirm space with the venue. The committee/Chair shall identify the location of each booth.
* Make a list of booths by chapter name and the item (either selling or shares). Copies (make 7) go to Event Chair (1), event Ways and Means Chair (1), Registration Chairman (1), and to the State Ways & Means Chair (4).
* Only chapters registered for the event may have a Ways and Means booth. Copy of Chapter Registration with copy of check attached must be with the Ways and Means Form. Confirm with Registration Chair prior to confirming booth with chapter submitting. State Project (not State Project Committee) is to have a booth and will be taken care of by the representative attending the Event.
* State Project Committee, Secondary Project, Membership, State Event Hosts (3state events prior to their event and one at their event), Officer’s Reception, and Website are guaranteed a booth **IF** they mail their request.
* Day of event direct chapters to their booths. Someone from Ways & Means Committee should be in the room at all times.
* All items must be given away at the luncheon.
* The committee chairman and the State Ways and Means Chairman shall stop by each booth and draw the winning & back up ticket, putting them envelopes marked winner and back up. Envelopes must have:
* Chapter’s name
* Item to be given
* Color of ticket & table number
* If a split the pot, the amount to be given away
* Number each application as they come in the mail in case too many applications or duplicates are submitted.

State Woman of the Year

* The State Vice President is responsible for all forms, judges, and award for this event.
* The Convention Chairman will order one dozen yellow roses in a presentation spray to be given to the Woman of the Year winner.
* The Convention Chairman will order six yellow roses in a presentation spray for the runner-up.
* The Convention Chairman will order a single long stem rose for each woman of the year nominee.
* All the above roses are to be paid for by the Convention Budget.

Installation

* The Convention Chairman will order yellow long stem roses per the direction of the President depending on type of Installation used. These are a part of the Convention Budget.

Convention Events

* All events should be cohesive with the Convention Theme.

Registration and Ways & Means

* Registration – Friday 6:00 – 7:00 PM
* Registration – Saturday 9:00 – 10:30 AM
* Ways & Means – Saturday morning – Set up 8:30 AM Open booths @ 9:00 – 11:00 AM

Friday Night Party

* Plan the type of event you would like to have. Take into consideration registration is also on Friday evening. Be creative. Examples: Dance, Casino night, game night, talent show etc.
* Choose food and Beverages
* Entertainment
* Passing of the Lamp as this is the beginning of Convention

Past President’s Reception

* Held either Friday evening or Saturday morning. Contact the State Advisor to determine which they prefer.
* State Advisor shall provide the number attending so food and beverages can be ordered.

Friday night is generally the same food as the Friday night party. However they are to have their own room and should be brought in at a certain time to get their food. If continental breakfast is provided for the membership then the Past Presidents would have same food in their room. If there is no continental breakfast then food needs to be provided for them. Check with Advisor regarding set up of room.

* Reception should be held in separate location from main convention.

Saturday Day

* Registration – 9:00 – 10:30
* Ways & Means 9:00 – 11:00
* VOTING
* Saturday morning 9:00 – 11:00
* Provide separate space from main activities
* Provide 4 or 5 tables for Candidate’s pictures and nomination letters. (check with Advisor as to how many)
* Provide one table and three chairs for Advisor and Parliamentarian/President outside of voting area.
* Forums
* Should be educational or cultural in content.
* Should last no longer than 30 – 45 minutes.
* Luncheon
* Choose menu and entertainment if desired
* State Project guest speaks
* Way & Means given out
* Break

10 – 15 Minute Break before the Business meeting starts – Non-delegates do not have

to attend.

* Business Meeting

Always check with President for Agenda for Saturday Luncheon, Business meeting,

Saturday Night, and Sunday Morning.

* Saturday Evening
* Cocktail Hour
* Dinner
* Awards

President’s Scrapbook, Woman of Year, President’s Pin

* Installation of officers – President and Advisor
* Entertainment, Dance etc - if desired
* Sunday Day
* Display President’s Scrapbook Lobby outside of Brunch Location
* Brunch/Luncheon
* Large door prizes given
* Closing Ritual – is attached