

INDIANA BETA SIGMA PHI STATE COUNCIL
VICE PRESIDENT – DUTIES OTHER THAN THOSE OUTLINED IN CONSTITUTION & BY-LAWS

1. The Vice President shall, at least two weeks prior to each State function (State Council Day, State Day and State Convention) request an Excel spreadsheet of all registered delegates, nondelegates, types of chapters, state officers, past presidents, past women of the year and guests attending from the event Registration chairman.
2. The Vice President shall, on Saturday before State Council Day, Saturday before State Day and Friday, before the beginning of State Convention, request the registration Chairwoman to review all delegate registration with her. Both delegate and non-delegate packets shall be counted by the Vice President and Treasurer. She shall recommend to the Registration chairwoman that all delegates and non-delegates be on separate lists and in alphabetical order by city and chapter as well as one complete list of those attending. (There should preferably be (2) separate tables, one for delegates and one for non-delegates, (if room permits).
3. The Vice President shall make 3 copies of the delegates list and 1 copy of the non-delegate list for State Council Day and State Day. She shall make 4 copies of the delegates list and 1 copy of the non-delegates list for State Convention. One copy of the delegate list will be used at registration with the help of the Treasurer to check off delegates when they report. She shall keep (1) copy for the Vice President book and (1) copy for the event book. One copy of the delegate list shall be given to the President at State Convention for elections.
4. The Vice President with the help of the Treasurer shall check in all delegates. She shall check off the name and the Treasurer will give out the packet. No packets are to be given to a delegate who does not check in. During the business meeting, any delegate packet that was not picked up will be handed out.
5. The Vice President shall fill out a yellow report form to be kept with the registration lists in both books. At each event when reporting to the membership, she shall repeat three (3) times “are all delegates registered”.
6. The Vice President shall check with the State Treasurer regarding chapters that have not paid their State dues. Delegates are not eligible to vote if their chapter is delinquent.
7. The Vice President shall order the Past President pendant and chain. Mold is given to Ruth Gilman to order. Gift shall be wrapped and presented to the President at State Convention. She shall also order the Woman of the Year plaque. Maurine McQueary (previously Brandman Past President) will order this award.
8. The Vice President shall abide by the constitution and By-Laws regarding Woman of the Year letters (Article VII-Section 2). It is suggested that the Vice President count the words in the contents of the letter, giving some leniency to the number of words past the suggested length. Any letters being disqualified shall be returned to the chapter stating the reason why the letter was disqualified.
9. The Vice President shall obtain an out-of-state chapter to judge the qualifying letters for Woman of the Year. She shall send a **copy of the letters** directly to the judges by Certified Mail using a requested reply card to make certain the letters reach their destination. She shall retain the **original letters** of nomination thus assuring that the letters of nomination are still available in case they are accidentally lost in the mail.
10. The Vice President shall set a date for the judges to receive the Woman of the Year letters to insure ample time for reviewing the letters and judging. Instructions shall be sent with the letters to the judges.
11. The Vice President shall recognize all candidates for State Woman of the Year at the State Convention. She shall present each candidate with a certificate. It is her duty to present the winner with a plaque, a certificate and a dozen (12) yellow roses. It is also her duty to present the runner-up candidate with a certificate along with ½ dozen (6) yellow roses. The yellow roses to be presented to the winner and runner-up shall be provided by the committee hosting the State Convention.
12. The Vice Present shall be responsible for the state awards being taken to State Convention, making certain that each award is at the State Convention meeting where the award is presented.
13. The Vice President shall present her bills to the Treasurer at the Executive board meeting for payment.
14. The Vice President shall be responsible to obtain a gift for the President from the Board and present this to her at the Convention board meeting. This is paid for by the Board members.