

## RECOMMENDATIONS FOR YOUR CITY COUNCIL

### OFFICERS AND COMMITTEES

Each chapter should give careful thought to the election of City Council representatives and alternates. The chapter President is always a Council representative. All other regular representatives and alternates at Council should be elected.

### COMMITTEES

Committee membership in Council may be determined in several different ways. Here are two suggestions:

- (1) The Chairman of the committee is a regular Council member, but the members of the committee may be chosen from the chapters - perhaps the chairman of the corresponding committee in each chapter. (For example, Council Social Committee would have the chairman chosen from among Council members, and the committee members would be Social Committee chairman from each chapter, or if you prefer, any members from the chapters.)
- (2) The Chairman and all members of the committee may be appointed from among the members in Council. (This would be more practical in a Council where several chapters are represented.)

There will be both STANDING COMMITTEES and SPECIAL COMMITTEES in Council - just as there are in chapters. You will want to set up the following, with duties outlined.

### SPECIAL COMMITTEES

- (1) Calendar Committee: It is important that City Council draw up a calendar of activities, including regular meetings, to be presented by the first meeting in September at the very latest. Since 100% cooperation is the keynote of success in City Council activities, be careful to avoid conflict with chapter activities. By presenting the calendar early, such conflict can be avoided. (Attached is a detailed suggested City Council calendar for guidance only. Use only those parts that are practical for your situation.)
- (2) By-Laws Committees: By-Laws should be drawn up and adopted by every City Council (suggested By-Laws available from International Office), with a copy kept in Council and a copy sent for approval and permanent record in the International Office. The By-Laws Committee should review the by-laws at least once every two years to make sure they are still meeting the particular needs of the Council. This committee should also handle amendments that may be offered from time to time, taking care that they are correctly approved in chapter, Council, and by International.
- (3) Any other special committees you feel necessary during the year.

### STANDING COMMITTEES

- (1) Social Committee: Draw up a calendar of social activities for presentation to and adoption by the Council. Every Council should plan at least one, and preferably two, informal social functions to help Beta Sigma Phi within a city become better acquainted.

- (2) Program Committee: Should plan at least one annual city-wide cultural activity. This might be for all chapters or for the public. Some suitable types of programs are: Concerts, lectures, travelogues, book reviews, special exhibitions such as art, hobby shows, exhibits of famous collections, and so on. Any special cultural program developed by one chapter from its regular program book might be given for the city-wide membership.

Program Committee of Council may also take care of speakers or programs for Founder's Day and other special events.

- (3) Service Committee: Should investigate and bring to Council suggestions for one or two worthy service projects. Council can then decide which suggestion it prefers.
- (4) Ways and Means Committee: Should make proposals to City Council for most suitable projects. After Council has voted for most desirable project (taking into consideration the projects most likely to interest members), the committee is responsible for seeing the projects through to completion.

As in chapter activities, if one event is a combined ways and means and social project, both committees would work on it.

#### OFFICERS

The officers and their duties are clearly outlined in the Suggested By-Laws for a City Council.

Matters which should have all the chapters' consideration previous to Council's vote:

Chapters elect their representatives to Council, with power to speak in Council for that chapter. In many instances, representatives vote on a question which comes up in Council before taking it back to the chapter. There are some matters that should be voted on by the chapters before they are voted on by Council. For example:

- (1) City Council By-Laws and Amendments.
- (2) Major city-wide projects - especially large projects which require the cooperation and support of every member to insure success.
- (3) The selection and decision on meeting rooms to be used by all chapters in Council.
- (4) Some financial matters, especially those in dealing with:
  - (a) When complete cooperation and financial support of all members in the city are necessary, the approval of a majority in each chapter is needed before voting by Council.
  - (b) Assessment of each chapter or member in the city should have majority approval in each chapter.