

# Suggested By Laws for a Beta Sigma Phi City Council

## ARTICLE I: NAME

The name of this organization shall be the \_\_\_\_\_ City Council of Beta Sigma Phi.  
(City, State)

## ARTICLE II: PURPOSE

The purpose of a city council is to promote inter-chapter harmony and to provide a way for the members of chapters to coordinate their planning for city-wide activities. City Council has no legislative powers over individual chapter decisions, but should recommend and guide when requested by a chapter.

## ARTICLE III: MEMBERSHIP

Sec A. Membership in the \_\_\_\_\_ City Council shall be composed of chapters of Beta Sigma Phi in the city of \_\_\_\_\_, to be represented by two elected representatives (if possible, the president of the chapter should be one of these representatives) and an alternate elected from each of the chapters for a term of one year, effective the annual City Council meeting in May.

Sec B. 1. Representatives or alternate shall be the voting members.  
2. The alternate shall vote only in the absence of one of the two elected representatives.

Sec C. It shall be the duty of all elected City Council representatives to attend all City Council meetings.

## ARTICLE IV: OFFICERS

The officers of the \_\_\_\_\_ City Council shall be: President, Vice President (responsible for membership), Recording Secretary, Corresponding Secretary, and Treasurer.

## ARTICLE V: EXECUTIVE BOARD AND ITS DUTIES

Sec A. The Executive Board of the \_\_\_\_\_ City Council shall be the officers of the \_\_\_\_\_ City Council. Each officer, with the exception of the President shall select an Alternate from her chapter's representatives to represent her at any meeting from which she is absent. Any officer absent from a meeting shall report her selection of alternate to the City Council President.

Sec B. It shall be the duty of the members of the Executive Board to attend all called meetings, each member to have one vote. Two consecutive unexcused absences shall constitute disqualification for membership on the Executive Board.

Sec C. It shall be the duty of the Executive Board to:

1. Approve the appointment of standing committee chairmen. \*
2. Approve the appointment of special committee chairmen. \*
3. Name an auditing committee, consisting of two persons whose duty it shall be to examine the Treasurer's Books prior to the installation of new officers in May.
4. Make rules for its own government.
5. Fill all vacancies which may occur on the board by appointment.
6. Meet and serve in an advisory capacity, making such recommendations as are needed to fulfill City Council's purposes.
7. Report on decisions and recommendations to City Council.

\*Please, do not designate committee chairmen (Standing or Special, ie: Founder's Day, Valentine Dance, etc.), as additional Vice Presidents of Council. International only lists the Vice President of Membership.

## ARTICLE VI: DUTIES OF OFFICERS

**Sec A.** It shall be the duty of the President to:

1. Preside at all meetings of the \_\_\_\_\_ City Council and its Executive Board.
2. Follow the order of business set forth under the Standing Rules for regular chapter business meetings as shown in the *Book of Beta Sigma Phi*.
3. Appoint Chairmen of Standing and Special Committees, subject to the approval of the Executive Board. (Please do not designate committee chairmen as additional Vice Presidents of Council)
4. Serve as member Ex Officio on all committees except the Nominating Committee.

**Sec B.** It shall be the duty of the Vice President to:

1. Help insure for the membership strength of all chapters of council.
2. Be responsible for initially contacting and sharing the names of all Transferees or Prospective Members submitted to City Council with all chapters.
3. Encourage both Transferees and Prospective Members to visit City Council meetings. As the hostess, she will introduce them to the whole group and make personal introductions to the representative of as many chapters as possible.
4. Be available for training all Vice Presidents on proper pledge training.
5. Be responsible for motivating all chapters to pledge new members.
6. Be responsible for returning the form to notify International when a Transferee or Prospective Member affiliates with a chapter.

**Sec C.** It shall be the duty of the Recording Secretary to:

1. Take the minutes of all meetings of the City Council and Executive Board, retaining these in a permanent record book.
2. Make a record of all members present and absent.
3. Send a complete report once a month to the International Office, on a form provided by International and attach a transcript of the minutes of all meetings of the City Council and the Executive Board.
4. Make copies of the minutes of City Council meetings available to each chapter represented in the City Council.

**Sec D.** It shall be the duty of the Corresponding Secretary to:

1. Attend to such correspondence as may be requested by the President of City Council and the City Council Executive Board.
2. Keep a copy of all such correspondence on file.
3. Prepare ballots for City Council.
4. Serve as Ex Officio member of the Contact Committee, assisting the Vice President with any correspondence.
5. Perform such other duties as shall be assigned.

**Sec E.** It shall be the duty of the Treasurer to:

1. Receive all money belonging to the \_\_\_\_\_ City Council and disburse same upon a vote of the City Council members and upon a check request made by the President and the Recording Secretary.
2. Deposit the \_\_\_\_\_ City Council funds in the depository designated by the City Council.
3. Keep a record of the account of the City Council in a bound book and keep account books accessible at all times to the City Council.
4. Be prepared to give a financial statement at the regular meetings of the \_\_\_\_\_ City Council.
5. Submit a complete financial statement, with signed check requests and receipts, at the first meeting in May.

## ARTICLE VII: MEETINGS AND QUORUMS

**Sec A.** The \_\_\_\_\_ City Council meetings shall be held each month at a time specified by the existing City Council.

**Sec B.** Special meetings of the \_\_\_\_\_ City Council shall be subject to the call of the President or may be called upon written request of any three City Council members, with a minimum of 72 hours notice.

Sec C. The Annual Meeting shall be in May at which time the new officers shall be installed and the annual reports shall be submitted.

Sec D. A majority of the regular Representatives of the City Council shall constitute a quorum.

### **ARTICLE VIII: ELECTIONS**

Sec A. At a special called meeting of the incoming representatives early in April, a nominating committee will be elected by the incoming representatives from their number.

Sec B. Officers will be elected by ballot at a second called meeting of incoming representatives in April, a list of nominees having been reported by the nominating committee.

Sec C. Additional nominations for elective officers may be made from the floor. When there is only one nominee for an office, the ballot may be dispensed with and the vote be by voice.

Sec D. A majority vote shall elect.

### **ARTICLE IX: PARLIAMENTARY ORDER**

*Robert's Rules of Order*, Revised, shall be the authority on all questions of Parliamentary Law not covered by the By Laws or the *Book of Beta Sigma Phi*.

### **ARTICLE X: FINANCES**

Sec A. The proceeds from all money-making projects sponsored by the \_\_\_\_\_ City Council shall be retained in the \_\_\_\_\_ City Council Treasury.

Sec B. Any deficits incurred on projects sponsored by the City Council must be defrayed by the City Council Treasury.

Suggestions: City Councils which have the responsibility of paying for meeting rooms will want to add another Section under Finances to make a provision for whatever assessment is required for the payment of such financial obligations by the chapters' members in the city.

City Councils will need to authorize, by provisions in the By Laws, for any of the following required: Chapter dues to City Council or any assessment required incident to financial obligations to City Council.

All proposals dealing with financial obligation should be taken to chapters prior to a vote.

### **ARTICLE XI: AMENDMENTS**

The By Laws may be amended at any regular meeting of the \_\_\_\_\_ City Council by a two-thirds vote of its members, providing such Amendment is not contradictory to the Constitution and By Laws of the International Organization and has been submitted in writing, 30 days prior to the vote.

By Laws should be reviewed annually.

Amendments or additional By Laws must be sent to International for approval by the International Executive Council.

NOTE: Every organization has special requirements peculiar to the individual organization. There should be Articles provided, but they should be arranged to follow Article IX and the succeeding Articles should be numbered accordingly.