

**SACRAMENTO CITY COUNCIL BETA SIGMA PHI  
STANDING RULES  
2018 – 2019**

**1. COUNCIL FUNCTIONS:**

- A. **FUN NIGHT:** Event must be self-supporting except for the rental of the facility.
- B. **PREFERENTIAL TEA:** A Council sponsored event that is chaired by the Council Vice President. The committee shall consist of representatives from each SCC Chapter. A tea is held in October or November to honor pledges, transferees, Order of the Rose, Silver Circle, Golden Circle and Diamond Circle recipients. Each member chapter shall pay for flowers for their Chapter President, Pledges and Transferees as ordered. Other expenses will be prorated amongst attendees.
- Ritual Event will be held in conjunction with the Preferential Tea and chairmanship will be on a rotating basis. Chapters will be responsible for recipient's awards and cost of flowers.
- C. **SWEETHEART SOCIAL:** A February no-host annual event to be decided by the chairing committee is held to honor Member Chapter Sweethearts. All costs are to be pro-rated amongst attendees.
- D. **FOUNDER'S DAY:** A no host function will be held on or as near as possible to April 30<sup>th</sup> with all costs pro-rated amongst attendees. Each member chapter is responsible for their Woman of the Year award and their Chapter President's corsage, if ordered. The guests of Council at Founder's Day shall be the First Lady, Philanthropic recipient(s) and the Mabel Saslow Education Award recipient(s).
- E. **PHILANTHROPIC FUND RAISER:** A Council sponsored event that is co-chaired by the current Council President and the Immediate Past President. The committee shall consist of representatives from each SCC Chapter. It shall be the duty of the PHILANTHROPIC FUND RAISER Chairmen to serve as the Chairmen of the selected philanthropic fund raising project(s). They are responsible for the collection of donations from member chapters and shall make the presentation at Founder's Day and at the NCC Philanthropic March as directed by Council.

**2. CHAIRMANSHIPS OF COUNCIL FUNCTIONS:**

- A. Chairmanships for Fun Night, Sweetheart Social, Founder's Day and Ritual Event shall be on a rotating basis.
- B. Chairman to secure location for the event(s).

**3. COMMITTEES OF COUNCIL FUNCTIONS:**

Each event sponsored by the Council (except Ritual Event) shall have a minimum of one general meeting at which a representative of each member Chapter shall have been asked to participate, making all other decisions for that event with the exception of location.

**4. STATE CONVENTION OF BETA SIGMA PHI:**

The Council shall pay for the Convention expenses of the OUTGOING PRESIDENT as budgeted.

**5. NCC MEMBER ADVISOR:**

An invitation shall be extended to the NCC Area VII Advisor to attend Council meetings and all functions sponsored by the Council. She shall receive a copy of the Council Roster and change pages and be a guest at all Council Events except for our Fundraiser.

#### **6. PERFECT ATTENDANCE:**

A Perfect Attendance Award shall be presented to member chapters having representation at each Council meeting during the Council year (May through April). This award is to be presented at the May Council meeting by the Outgoing Immediate Past President.

#### **7. NEWLY FORMED CHAPTERS:**

Upon recommendation of the Council Executive Board, the sum of \$100 shall be given by Council to a newly formed chapters not through progression chapter, provided funds are available in the Council treasury.

#### **8. VOTING MEMBERSHIP**

The voting membership may suspend or amend Standing Rules by a 2/3 majority vote in attendance without prior notice or by majority vote in attendance with prior notice.

9. The Council shall pay the SCC PRESIDENT meal costs for all NCC brunches. The Council shall pay for the IMMEDIATE PAST PRESIDENT attending the June NCC Brunch.
10. The Vice President shall be responsible for purchasing a full jeweled pin for presentation to the outgoing President at Founder's Day. In the event she already has a full jeweled pin, a gift of like amount shall be purchased.
11. The Outgoing President shall be responsible for purchase of a gavel guard to be presented at time of installation to the Incoming President.
12. Sister Chapter program will continue as approved by Council on an annual basis. If approved, the President is to notify the incoming Sister Chapter Coordinator of this no later than the April Council meeting. Sister Chapter entertaining schedule will be announced at the May Council meeting.
13. Any expense incurred by a member, chapter or committee for a council sponsored event must be submitted with proper vouchers and receipts attached, to the event chairman within two weeks (2) after date of function. **Any reimbursement requested after that date will require approval by the City Council.** If the event chairman is unavailable to sign vouchers, the Treasurer shall honor the unsigned vouchers.
14. Chapter scrapbooks or other memorabilia of the previous year(s) may be displayed at the Preferential Tea. Past Council President's scrapbooks may also be displayed.
15. Bylaws and Standing Rules amendments shall be presented at the September Council meeting by the Parliamentarian, discussed at the Council meeting in October with final vote taken at the October Council meeting. The changes voted upon shall become effective immediately.
16. The NCC President and Area VII Advisor shall be an invited guest at all Council functions with the exception of our annual fundraiser. For Founder's Day special honorees such as First Lady of the

Year, Philanthropic recipients (s) and the Mabel Saslow Educational Fund recipient (s) shall be guests of Council.

17. The Mabel Saslow Educational Fund will continue as approved by Council on an annual basis in May. The award(s) shall be given at Founder's Day. The Mabel Saslow Educational Fund Committee Chairman will be selected by the Council President with approval of the Executive Board.
18. Event Chairmen are to present final report in a timely manner following the event. All expenses are to be paid prior to distribution of funds for our Philanthropic Projects.
19. Member Sponsor shall be an Honorary Member of the Council with no obligation to attend Executive Board meetings. The Member Sponsor's duties shall be as designated by the President.
20. Webmaster Duties (see By-Laws Article V: Duties of Officers, Section 15.
  - A. Maintain a web presence to attract new membership.
  - B. Work with the Vice President and Extension Officer to create and maintain new online presences for the Council.

Adopted 1994/95 Sorority Year  
Reviewed July 1996  
Amended October 18, 1999  
Amended February 2000  
Amended 2002-03 Sorority Year  
Amended 2005-2006 Sorority Year  
Amended June 2007  
Amended October 2018

Amended September 2008  
Amended October 2010  
Amended June 2012  
Amended September 2012  
Amended September 2014  
Amended September 2015  
Amended September 2016