

**ITC  
SIERRA PACIFIC REGION  
POLICIES AND PROCEDURES  
2008 – 2009**

**BOARD MEETINGS**

1. These Board policies and procedures shall be read for possible revision at the start of the Board meeting of the year.
2. The Board shall meet as often as necessary to conduct business pertaining to the Region.
3. The Board shall develop goals consistent with the president's theme at the Board planning meeting.

**REGION OFFICERS**

1. Individual Board members shall support recommendations from the Board at all times. When speaking on the Conference floor, individual board members may not speak against recommendations adopted by the Board.
2. The President shall report, on behalf of the Board, to the Division 1 Vice-President.
3. The Region Board shall receive copies of all incoming and outgoing correspondence concerning management of the Region.
4. Each officer shall submit reports and newsletter articles to the President by due dates, with copies provided to all other Board members.
5. The President shall send advance copies of Board meeting agendas to Board members two weeks prior to each meeting.
6. The Secretary shall send minutes to the Board members within two weeks following each Board meeting. Board members will review the minutes and make corrections within one week of receiving the minutes. The Secretary will send out the corrected version within one week.
7. Whenever a Board member receives a complaint or question which requires special action, it shall be acknowledged, together with a statement that the matter is being referred to the Region Board for resolution and, if necessary, to the ITC Board.
8. The Region Board shall request by written directive the resignation of any Region Board member who does not function. Copies of the directive shall be attached to the minutes of the Board meeting at which the action was taken. Any officer files shall be returned to the Board upon resignation.
9. Copies of all board and conference minutes, current bylaws, policies and procedures and conference handbook shall be retained in the files of all officers for at least two years.
10. All regional officers' files may be delivered to the president or the officers' successors at the final board meeting but not later than August 1.

## **COUNCIL AND CLUB-AT- LARGE VISITS**

2. The president shall prepare an annual council visitation schedule for all elected officers. The schedule will be developed from information provided by the board. The schedule will be posted on the website. If an officer is unable to keep the schedule, the officer will immediately notify the president and the schedule shall be updated to reflect the change. The officer shall notify the council of the change and the name of the official visitor.
3. Regional board responsibilities shall be to councils and clubs-at-large.
4. Council evaluations shall be sent to the council president within two weeks of the council meeting. Copies shall be sent to each SPR board member.

## **COMMITTEES**

1. The Budget and Finance Committee shall consist of at least the appointed chairman, the Region Treasurer (ex-officio) and the Immediate Past Treasurer.
2. The regional parliamentarian shall assist the Bylaws and Resolutions Committee, Credentials Committee and Elections Committee as requested.
3. The regional board shall request the resignation of any regional committee chairman who does not function within ninety days after notice of assignment.
4. All committee chairmen shall transmit complete files to the SPR president, or to their counterpart for the following term, as soon as possible after Annual Conference, but not later than August 1

## **FINANCES**

1. Immediately after budget approval, the Region Treasurer shall forward expense vouchers to all Region Officers and Standing Committee Chairmen and inform them of their respective budget allotment.
2. The expenses of the Region, which are above the budgeted amount, shall be recorded and itemized for consideration by future budget committees. Any overage is to be discussed by the Region Board and if payment is to be made it must be authorized by the Region Board.
3. The Controller, the Conference Coordinator, or the Region President shall authorize disbursements for budgeted amounts in the Conference budget.
4. Checks that are payable to an authorized signatory of Conference or Region cannot be signed by that person.
5. Expenses, not to exceed budgeted amount, incurred by Region officers for official Council visitations shall be reimbursed in the amount of the actual expense of meal and registration fee, and car mileage.
6. One Region roster will be provided as set forth in the Standing Rules and Bylaws. Additional copies will be available to members for \$3 each.
7. An appropriate gift from the Board will be purchased by president-elect and presented to the president at the pre conference board meeting.

## **PREM**

1. The Region Board shall present a gavel to each newly chartered club within the Region.
2. At the Region Conference, the Recruitment Committee Chairman shall recognize the club with the greatest percentage increase in membership from July 31 to 15 days before the Conference.

## **ANNUAL REPORTS**

- 1 Region elected and appointed officers, council presidents and club-at-large presidents shall submit annual reports, in duplicate, one to the Region President, the other to the Region Program Booklet Chairman six (6) weeks prior to Region Conference in a format suitable for printing in the Conference program booklet
- 2 A photograph of the regional officer that is suitable for printing in the Conference program shall be submitted to the Program Booklet Chairman along with the report.
3. Annual expense reports to substantiate budgeted amounts of regional elected and appointed officers, and committee chairmen, shall be submitted to the treasurer not later than thirty (30) days after the completion of the Annual Conference.

## **CONFERENCE PROCEDURES**

1. The President shall send advance copies of the Conference script agenda to Board members, the Parliamentarian, and the visiting ITC officer at least **two weeks prior** to the Conference.
2. The President shall send final copies of the Conference script agenda to Board members, the Parliamentarian, Minutes Approving Committee, and the visiting ITC officer prior to the beginning of Conference.
3. Bills relating to the Annual Conference shall be submitted as they are incurred to the controller.
4. Publicity Chairman, Conference Coordinator or President-elect will solicit congratulatory letters for state and local officials.

## **OFFICERS**

### **PRESIDENT**

1. Initiate new work only with approval of the board of directors.
2. Forward all inquiries regarding membership to the SPR Recruitment Chairman.
3. Forward all inquiries regarding new clubs to the SPR Extension Chairman.
4. Mail Call to Board of Directors meeting, including the meeting agenda, at least ten days prior to the date of meeting
5. At the final board meeting, as a first order of business, appoint a committee to approve the board minutes.
6. Schedule dates of board meetings for the term.
7. Schedule issue dates for the region newsletter, Pacific Waves. Make board of directors' assignments for articles. Schedule due dates for articles to be submitted to the president.

8. Prepare a calendar of events covering all required actions of the board for the full term, including officers' reporting dates.
9. Assign additional duties for the individual member of the board as required.
10. Establish Fall Training Meeting, Spring Planning Meeting, and Annual Conference registration fees with approval of the Board.
11. Present General budget and budgets for Fall Training Meeting, Spring Planning Meeting and Annual Conference to the board for its approval.
12. Provide the Official Visitors' schedule to council presidents and to clubs-at-large.

#### **PRESIDENT-ELECT**

1. Provide programming for the Fall Training, Spring Planning and the Annual Conference with approval of president and board..
2. Arrange an on-site visit for the board of directors to the proposed conference site prior to the Spring Planning Meeting.
3. At annual conference present the past presidents and provide a small token of appreciation.
4. Organize and present Council Management Training (CMT) at annual conference.
5. Oversee the preparation and printing of program inserts of meal functions for annual conference.

#### **VICE PRESIDENT**

1. Shall manage all activities of PREM.
2. Submit articles to Pacific Waves as required by SPR president.

#### **SECRETARY**

1. Prepare and distribute a current regional roster of all SPR members including appointed officers, committee chairmen (standing and special), conference chairmen, council presidents, Clubs-at-large, members-at-large, ITC Executive Committee, and Division I Vice President. No person will receive more than one (1) free copy.
2. Be custodian of all records and equipment not specifically assigned to other members.
3. Prepare the annual board of directors report for submission in the conference program booklet.
4. Meet with the Minutes Approving Committee members before leaving the annual conference site to compare agendas. Prepare the minutes of the SPR annual conference within fifteen (15) days and furnish copies to each member of the minutes approving committee, a copy to the bylaws chairman, and a copy to the president. Instruct the minutes approving committee members to and return the conference minutes within fifteen (15) days with any corrections.
5. Send a copy of the conference minutes to the SPR board within ten (10) days of approval. Any SPR member may request a set of minutes at a cost set by the SPR board. (\$3.00)
6. Present the life members at the annual conference and provide a small token of appreciation.
7. Consult with ITC for any new life members and provide that information to the program booklet chairman.

## **TREASURER**

1. Forward any federal or state tax inquires to ITC for response. (IRS ID#95-1574145)
2. Prepare a financial statement and a comparative statement to be presented at board meetings, with copies for members of the board and the Budget and Finance Committee Chairman.
3. Notify officers and committee chairmen of deadline for submission of final bills. Final submission of bills shall be due fifteen (15) days after the end of the Annual Conference.
4. Purchase SPR past president's pin for presentation at the installation of officers..
5. May distribute one-half of each elected officer's and parliamentarian's budget allotment at the Fall Training Meeting and Annual Conference board meetings.
6. At the end of term request the bank to make changes in the signature card to the SPR Secretary, SPR treasurer, and SPR president.
7. Prepare a financial statement and a comparative statement at the close of the Fall Training Meeting, the Spring Planning Meeting, and the Annual Conference.
8. Forward books to be audited within sixty (60) days after the close of the Annual Conference including Fall and Spring books.
9. Forward complete audit files for the past three years to the succeeding audit chairman following the audit of the SPR general accounts and records.
10. Prepare a comparative statement following each meeting (Fall and Spring) and the Annual Conference for the SPR board members, and audit committee chairman.
11. Forward complete files for the past three years to the succeeding chairman following the audit of the SPR general accounts and records.

## **APPOINTED OFFICERS**

### **PARLIAMENTARIAN**

1. Prepare proposed bylaws and standing rules amendments recommended by the board and submit to Bylaws Committee Chairman no later than February 1.
2. Request a copy of current bylaws from councils for review and advise of any apparent conflict with ITC bylaws.
3. Review region policies and procedure and make necessary changes subject to approval of SPR board.
4. Assist Bylaws and Resolutions Committee, Credentials Committee and Elections Committee as requested.
5. Review Conference Rules for any revisions to the board and forward to the program booklet chairman upon approval.
6. Conduct Delegates Briefing at the Annual Conference.
7. Oversee credentials and elections at Annual Conference.

## **REGION COMMUNICATION LIAISON**

In order to ensure a 360-degree flow of information the following instructions may be of use to the Region CLO:

The Region CLO forwards, preferably by email and as soon as possible, all information received from the ICLO (International Communication Liaison Officer) or from any member of the International Board to the club CLO's (and in the absence of one - to the Presidents) of all clubs in your region

The Region CLO

- Makes periodic checks with random members to ascertain that club members are receiving the communications. If not try to find out where the information flow stagnated and if correction can be made
- Forwards any queries received from members to the ICLO, who will try to give or find the answer
- Can send on any information to the ITC board directly

With the help of the (incoming) Region President and the board forward:

- Names, addresses, email addresses and telephone numbers of the incoming region board (and the incoming Region CLO) to the ICLO for placement on the region roster as soon as the new board is known but before August 1, 2005. This data will be placed on the ITC web page
- Dates and site of forthcoming region conference or region training days/weekends and:
- Ask to be informed of any changes in the above and forward them to the ICLO

With the help of Council and Club boards forward

- Any information on special events taking place (for example, anniversaries of clubs, dates and sites of council meetings, training days/weekends). These will be placed on the ITC calendar to be found on the ITC web page. The calendar will be updated at the end of each month, so an ongoing receipt of information is requested.

## **STANDING COMMITTEES**

### **ACCREDITATION**

1. Appoint members to the committee and notify the president of the appointments.
2. Report to SPR president, as directed, on progress of the accreditation program.
3. Assign committee and other members as necessary to certify program participants at Fall Training Meeting, Spring Planning Meeting, and Annual Conference as outlined in the

Accreditation Manual.

4. Furnish evaluation criteria to accreditation committee members to facilitate discussion with performer and evaluators.
5. Report to the assembly as requested on status of accreditation participation, encouraging all members to enter the program.
7. Issue certification slips to performers who do not have their Master Manuals with them
8. Retain copy of the revised ITC accreditation manual in the master manual 2005 .

#### **AUDIT**

1. Appoint members to the committee and notify the president of the appointments.
2. Audit the SPR general accounts and records, submitting report to the outgoing president by August 15.

#### **BUDGET AND FINANCE**

1. Appoint members to the committee and notify the president of the appointments. The region treasurer is an ex officio member.
2. Compile the General budget for the ensuing fiscal year for submission to the regional board for approval no later than the Fall Training.
3. Forward complete files for the past three years to the succeeding chairman following the Annual Conference.

#### **BYLAWS AND RESOLUTIONS (Spelled out in bylaws)**

#### **CONFERENCE COORDINATING (Spelled out in conference handbook)**

#### **EDITOR**

1. Meet publication deadlines established by the SPR president.
2. Holds contest for the best newsletter in the region. Ensures that the judges are selected from outside the Region.
3. Submit bills to SPR treasurer for payment as expenditures are incurred.
4. Transmit complete files to the succeeding chairman immediately following the final issue of Pacific Waves for the term.

#### **DONATIONS**

1. Appoint members to the committee and notify the president of the appointments.
2. Report on activities to SPR president, as directed.
3. Submit articles to Pacific Waves, as required by SPR President
4. Funds collected will be used to present Power Talk to the public.
5. .Forward complete files for the prior year to the succeeding chairman immediately following Annual Conference

## **FALL TRAINING MEETING COORDINATOR**

1. Appoint members to the committee and notify the president of the appointments.
2. Meet with the president and program education chairman to plan the Fall Training Meeting.
3. Coordinate all activities associated with the Fall Training Meeting.
4. The Fall Training Meals and Registration Chair shall receive all receipts from the Fall Training Meeting and transmit them to the SPR Treasurer on a flow basis. The chair shall further reconcile all receipts and attendance on the Controller's and Credentials Report forms and submit these forms to the SPR Treasurer within seven (7) days after the event.
5. Forward complete files for the prior year to the succeeding chairman immediately following Annual Conference.

## **RECRUITMENT**

1. Appoint members to the committee and notify the president of the appointments.
2. Submit detailed membership and activity reports to the PREM Coordinator as directed.
3. Submit council membership status reports to SPR PREM Coordinator, council presidents, and council membership chairmen. The Recruitment Chairman will compare club membership numbers reported at Council meetings with the number of members reported by the Treasurer
4. Present recruitment workshops on request.
5. Submit articles to the Pacific Waves as required by the SPR president. The content shall include an analysis of the region membership.
6. Awards are to be presented to councils, clubs-at-large but not members.
7. Inform Credentials chairman of all clubs in good standing for the annual conference
8. Solicit names of deceased members from club presidents and inform program booklet chairman for insertion in conference program.
9. Forward complete files for the prior year to the succeeding chairman immediately following Annual Conference.

## **ELECTIONS/NOMINATING COMMITTEE**

1. See SPR Bylaws Article V. Officers, Section D. Nominating Committee for procedures.
2. Submit articles to the Pacific Waves as required by the SPR president.
3. Submit names of officer nominees and nominating committee for region to Editor for publication in the newsletter prior to conference

## **PREM/EXTENSION**

1. Shall coordinate all activities associated with PREM.
2. Receive charter applications from organizing units and forward to IMS
3. .Send copy of transmittal letter to the appropriate council extension chairman on advice of SPR president
4. .Perform workshops upon request.

5. Perform liaison between club and council where operating or club at large and ITC
6. Submit articles to Pacific Waves as required by the SPR president.
7. Forward complete files for the prior year to the succeeding chairman immediately following the Annual Conference.

#### **PROGRAM/EDUCATION**

1. Appoint members to the committee and notify the president of the appointments.
2. Submit articles to Pacific Waves as required by SPR president.
3. Program training sessions for the Fall Training Meeting; submit for approval of the SPR president no later than the first board meeting of the term, or as directed by the president.
4. Program training sessions for the Spring Planning Meeting; submit for approval of the SPR president no later than the Fall Training Meeting board meeting, or as directed by the president.
5. Program training sessions for the Annual Conference; submit for approval as directed by the president.
6. Submit to program booklet chairman names and bio's of training session leaders and all other program participants upon approval of president and board.
7. Make arrangements for training session leaders, required properties and signs, session program leaders, certificates of appreciation, etc. Inform SPR president of arrangements.
8. Extend courtesy luncheons to non-SPR members who conduct training sessions. No other honorariums shall be paid without approval of the board.
9. Send thank you letters to all training session leaders following the meetings/conference.
10. Prepare and provide program training session evaluation forms. Review training session evaluation forms for requests for repeats of subjects to include in the annual committee report. Make copies for and mail to training session leaders. Make copies for and mail to program leaders if included in the evaluation. Provide entire set of original training session of evaluation forms to incoming program/education committee chairman. Accomplish within 30 days of end of meetings/conference.
11. Prepare conference evaluation forms for inclusion in the registration packet.
12. Forward complete files for the prior year to the succeeding chairman following Annual Conference.

#### **PROTOCOL (spelled out in conference handbook)**

##### **PUBLICITY**

1. Appoint members to the committee and notify the president of the appointments.
2. Publicizes this organization to the community through liaison with various media, Chambers of Commerce, dignitaries, and community and governmental organizations.
3. Submit articles to Pacific Waves as required by SPR president.
4. Solicit congratulatory letters from state and local officials.

5. Forward complete files for the prior year to the succeeding chairman immediately following Annual Conference

### **SPEECH CONTEST**

1. Appoint members to the committee and notify the president of the appointments.
2. Publicizes the Speech Contest through articles submitted to Pacific Waves or any other venue available.
3. Extend a courtesy meal ticket to any non-SPR person who serves as a judge for the contest if there is a meal function held in conjunction with the contest.
4. Submit to program booklet chairman names of speech contestants, judges, program leader, evaluators, pages, host/hostesses etc. for inclusion in the conference program.
5. Forward complete files for the prior year to the succeeding chairman immediately following Annual Conference.

### **WRITING CONTEST**

1. Appoint members to the committee and notify the president of the appointments.
2. Publicizes the Writing Contest through articles submitted to Pacific Waves or any other venue available.
3. Extend a courtesy meal ticket to any non-SPR person who serves as a judge at the presentation of awards if there is a meal function held.
4. Forward complete files for the prior year to the succeeding chairman immediately following Annual Conference.

## **SPECIAL COMMITTEES**

**CONTROLLER (Spelled out in conference handbook)**

**EDUCATION SALES (Spelled out in conference handbook)**

**PROGRAM BOOKLET (Spelled out in conference handbook)**

### **WAYS AND MEANS**

1. Appoint members to the committee and notify the president of the appointments.
2. Submit articles to Pacific Waves as scheduled by SPR president.
3. The Region Board shall approve all Region ways and means projects. The projects must in no way be in conflict with the laws of the member's state.
4. Only Region ways and means projects shall be allowed at Region events.
5. Submit all monies received to the SPR treasurer.
6. Keep accurate records of incoming monies and expenses for each meeting (Fall and Spring) and the Annual Conference.
7. Forward complete files for the past three years to the succeeding chairman immediately following Annual Conference.

## **YEARBOOK**

1. Chairman shall gather and assemble pictures and memorabilia in a memory book representing the President's year in office. The book should be presented to the president at the Annual Conference by the chairman.

**REVISED 2008**