

INTERNATIONAL TRAINING IN COMMUNICATION
SIERRA PACIFIC REGION
BYLAWS
May 2009

ARTICLE I – NAME

This region shall be known as the Sierra Pacific Region in Division I of International Training in Communication.

ARTICLE II - PURPOSE

The Purpose of this region is:

1. To be responsible for the member clubs and councils where operating.
2. Promote quality training in communication and leadership skill by coordinating the activities and assisting in the expansion of councils where operating.
3. Support the framework of ITC by serving as liaison between councils where operating, and clubs-at-large.
4. Assist councils where operating in the solution of problems of clubs and members.

ARTICLE III - MEMBERSHIP

Section A. Composition

This region shall be composed of clubs, councils where operating and Clubs-at-large, members-at-large within its boundaries upon payment of region dues.

Section B. Good Standing

1. To be in good standing with ITC, a club shall pay the following dues, fees, and assessments.
 - a. per capita dues for members.
 - b. ITC convention fee
 - c. region and council dues where operating, fees, and assessments.
 - d. balance due to ITC for prior year's purchases, unpaid dues and/or member fees.

ARTICLE IV - FINANCING

Section A. Fiscal Year

The fiscal year of this region shall be August 1 through July 31.

Section B.

This region shall be self-sustaining.

Section C. Dues

The annual dues of this region shall be as set forth in the standing rules, payable on or before August 1 and delinquent August 14.

Section D. Conference Registration Fee

A registration fee to assist the cost of the region conference shall be as budgeted.

Section E. Expenses.

Expenses of officers, standing committees, and region speech winner's allowance shall be as budgeted, and paid by the treasurer upon presentation of itemized bills.

ARTICLE V - CREATION - REALIGNMENT

Section A. Creation, Realignment and Dissolution

Coordination. The ITC Board shall coordinate the creation, realignment and dissolution of regions with members involved at the region level. The ITC Board shall be the final approving authority for such action.

Section B. Realignment

1. The ITC Board may realign region boundaries after consultation with the region boards involved. The region boards shall communicate with and encourage input from the clubs in the affected regions before final decisions are made.
2. The ITC Board shall give regions notice of the new boundaries one year before the effective date of the realignment, unless advance notice is waived by the region boards. Procedures for the completion of the realignment shall be as directed by the ITC Board.
3. Assets on hand after audit in the regions affected by realignment or dissolution shall be prorated among the new regions on the basis of the number of clubs which are realigned or as otherwise directed by the ITC Board.

ARTICLE VI- ELECTED OFFICERS

Section A. Elected Officers

1. The elected officers of this region shall be a president, president-elect, vice president (optional), secretary and treasurer or secretary/treasurer.
2. Officers shall maintain active club membership or member-at-large status during their term.
3. An officer is eligible to hold elected office at club or council but not at international level.
4. An elected officer may be nominated and elected to a second consecutive term of office. No elected officer may serve more than two (2) consecutive terms in the same office.
5. Elected officers shall be without vote at the region conference except that a region officer may vote when no other member of that officer's club is present at the conference and the club has authorized the officer to act as delegate.

Section B. Duties of officers

1. The president shall:
 - a. assist councils where operating and clubs-at-large within the region.
 - b. arrange and preside at the annual conference and board meetings.
 - c. appoint standing committee chairmen and appointed officers with the approval of the region board.
 - d. appoint special committees as requested with the approval of the regional board.
 - e. be an ex-officio member of all committee except the nominating committee.
 - f. co-sign all checks issued for financial obligations incurred by the region.
 - g. arrange for an annual management training for councils and clubs-at-large.
 - h. supervise publication of a region newsletter.
 - i. Assign organizing units to councils where operating after consulting with the club.
 - j. assist in the division of councils.
 - k. perform such other duties as may be required.
2. The president-elect shall:
 - a. assist the president.
 - b. in the absence or disability of the president, perform the duties of the president.

- c. have automatic right of succession to the office of president.
 - d. serve as chairman of the program-education committee.
 - e. perform such other duties as may be required.
3. The vice president (optional) shall:
- a. serve as chairman of the PREM (publicity, recruitment, extension, mentoring) committee.
 - b. perform such other duties as assigned by the region board.
4. The secretary shall:
- a. record minutes of all meetings and provide copies as required in the standing rules.
 - b. conduct correspondence as directed by the president or region board.
 - c. prepare and distribute a current regional roster as directed by the region board.
 - d. compile the report of the board of directors for the region conference which shall become the official history of the region.
 - e. perform such other duties as may be required.
5. The treasurer shall:
- a. collect dues and fees and deposit in a bank account established in the name of the region.
 - b. record all receipts and disbursements.
 - c. issue checks, co-signed by the president, for financial obligations incurred by the region.
 - d. send delinquency notices to clubs whose dues have not been paid by August 14, and as needed thereafter.
 - e. have all books and records available for inspection by the board.
 - f. prepare a financial statement for the region conference.
 - g. submit books and a financial statement for financial review at the end of the fiscal year and/or on request of the board.
 - h. be an ex-officio member of the budget and finance committee.
 - i. perform such other duties as may be required.
6. The secretary/treasurer (optional) combines 4 and 5 above.
7. **General Duties**
- a. Each officer shall prepare a written annual report.
 - b. Permanent records of each office shall be transferred to successors by August 1, at the direction of the incoming president.

ARTICLE VII - NOMINATIONS AND ELECTIONS

The Nominating and Election committee shall:

1. Be composed of three (3) active members from three (3) different councils or clubs-at-large to be elected at the region conference to serve for the ensuing year.
 - a. Election for the nominating committee shall be by plurality vote. In the event there are only three (3) nominees, election may be by voice vote. The elected committee members shall elect the chairman.
 - b. each member shall have no less than a combined total of three (3) years officer experience at club and council level where operating.
 - c. members shall not succeed themselves.
 - d. a vacancy in the nominating and elections committee shall be filled by the region board of directors.
2. Request nominations from member clubs for region office and the nominating committee by February 1. The committee may actively seek qualified members as candidates for the offices and for the nominating committee.
- 3.. Verify candidates' qualifications and requirements for office.

4. Obtain from each candidate written consent to serve if elected.
5. Submit a list of names and qualifications in writing to member clubs, and clubs entering the region at the beginning of the next fiscal year under a boundary realignment, not less than forty-five (45) days in advance of the conference.
6. Arrange for the election at the conference.
7. Prepare the ballot.
8. In the event no conference can be held, mail the ballot to the member clubs.
9. Report results of election to the president for publication.

Section A. Nominations from the floor.

1. Nominations may be made from the floor by delegates provided the nominees are present or have given written consent.
2. A signed, written statement shall be submitted for each candidate showing they meet the requirements for office and are willing to serve if elected.

Section B. Requirements All officers shall:

1. Be active members of clubs in good standing, within the region when elected, or of a club entering the region at the next fiscal year, or a member-at-large, upon payment of applicable dues and fees.
2. Have served as club president.
3. Be nominated by the clubs of which they are members or by the nominating committee when no candidate has been nominated for the office by February 1, or in the case of a member-at-large is nominated by a club within the region.
4. the president shall:
 - a. have been an active member for at least five (5) years.
 - b. have served as and elected region officer for at least two (2) years.
5. The president -elect shall;
 - a. have been an active for at least five (5) years.
 - b. have served as an elected region officer for at least one (1) year.
6. The vice president (optional) shall:
 - a. have been an active member for at least four (4) years
 - b. have served as an elected region officer for at least one (1) year.
7. The secretary shall:
 - a. have been an active member for at least three (3) years.
8. The treasurer shall have been an active member for at least three (3) years.
9. The secretary-treasurer (optional) shall have been an active member for at least three (3) years.

Section C. Election of officers.

1. Election of officers and members of the nominating committee shall be held at the annual conference prior to the end of the fiscal year, or by mail ballot in the event that no conference is held.
2. Election of officers shall be by preferential ballot.
3. A majority of the votes cast shall be necessary for election. If any ballot does not show a majority, the candidate having the fewest number of votes shall be dropped from the ballot and re-balloting continued until a candidate receives a majority vote.
4. Absentee Ballots
 - a. any member club in good standing not represented at the region conference by a delegate or alternate may submit one (1) absentee ballot for the election of officers and nominating committee (see standing rules)
5. Clubs entering this region at the next fiscal year under a boundary realignment shall not be entitled to submit an absentee ballot nor have voting rights at the conference.

Section D. Term

1. Officers shall be elected for one year (1) year and may serve no more than two (2) years in the one office or until their successors take office.
2. Officers shall take office at the beginning of the fiscal year, and shall serve for one (1) year or until a successor takes office, or until removed by resignation, death, or by adoption of motion by member clubs with notice and a 2/3 vote.
3. Any officer who serves a term of six (6) months or less may be re-elected to the same office.

Section E. Vacancies.

A vacancy in the office of president shall be filled by the president-elect. A president -elect shall then be elected by a two-thirds (2/3) vote of the region board, without the automatic right of succession to the presidency. At the following region conference a president shall be elected. Other vacancies shall be filled by a two-thirds (2/3) vote of the region board.

ARTICLE VIII - APPOINTED OFFICERS

Section A. Appointed Officers

The appointed officers of this region shall be Communication Liaison Officer (CLO) and a parliamentarian. The officers shall maintain active club membership or member-at-large status during the term.

Section B. Duties of Appointed officers

1. **The communication liaison officer (CLO) shall:**
 - a. be responsible for disseminating communications between ITC and individual club communication liaison member.
 - b. upon direction of the SPR Board of Directors, shall be the liaison between SPR Board of Directors and the SPR Committee chairmen, Council and Club Board of Directors and committee chairmen.
 - c. prepare a written annual report for the region.
2. **The parliamentarian shall:**
 - a. be knowledgeable about parliamentary law.
 - b. advise the president and board about parliamentary procedure when requested.
 - c. attend in person board meetings and all officially convened meetings of the region.
 - d. assist bylaws chairman in preparing amended region bylaws and standing rules for distribution to all clubs within the region.
 - e. perform such other duties as may be required by the president.
 - f. prepare a written annual report for the region.
3. Permanent record of the office shall be transferred to successor by August 1, at the direction of the incoming president.

ARTICLE IX - MEETINGS AND VOTING

Section A. Meetings

1. The members of this region may hold an annual conference. The Fall and Spring training meeting may be held at the discretion of and at such dates as determined by the region board.

Section B. Purpose

The purpose of the conference shall be to:

1. Conduct the business of the region.
2. Receive the report of the board which shall become the official history of the region.
3. Elect officers and the nominating committee.
4. Educate in speech, oral and written communication, leadership training, and organizational techniques.

Section C. Training Session.

The region shall be responsible for conducting an annual training session, which may be held in conjunction with the conference.

Section D. Voting Delegates and Alternates

1. All delegates and alternates must be active members of clubs in good standing.
2. Each member club in good standing shall be entitled to one (1) accredited delegate carrying one (1) vote and may authorize an alternate to serve in the absence of the delegate.
3. When any club is unable to be represented at the conference by one of its own members, that club may authorize any member within the region to act as its accredited delegate.
4. No member shall act as delegate or alternate for more than one club.
5. Each club entering the region at the beginning of the next fiscal year under a boundary realignment shall be permitted to be represented by a delegate or alternate at the conference.
6. Each club leaving this region at the beginning of the next fiscal year under a boundary realignment shall not vote at the conference of this region held immediately prior to the effective date of the realignment.
7. Only delegates shall be entitled to make motions, vote, or nominate from the floor, but any member may speak.
8. A member-at-large is not eligible to vote unless acting as a delegate for a member club.

Section E. Quorum

The quorum of the conference shall consist of a majority of the registered delegates or authorized alternates of member clubs in good standing. When business is conducted by mail, the quorum shall consist of two-thirds (2/3) of the members clubs in good standing.

ARTICLE X- BOARD OF DIRECTORS

Section A. Composition

The board shall be composed of the elected officers.

Section B. Meetings

Meetings of the board shall be held at the call of the president: two or more members of the board may call a meeting should the president fail to do so. Such meetings to be held in person, by mail, or by electronic means.

Section C. Authority The board shall:

1. Conduct the affairs of the region in accordance with the bylaws and standing rules. The board shall approve budgets for the region and the conference.
2. Oversee the member clubs and councils where operating.
3. Manage the finances of the region.
4. Coordinate and disseminate electronic communications between ITC and individual club contacts (club CLO)
5. Negotiate the creation of councils at the option of the member clubs.
6. Negotiate the consolidation and dissolution of councils at the option of member clubs and shall be the final approving authority for the transferal or distribution of funds remaining in the treasury of each council.

7. Receive any funds remaining in the treasury of a club which forfeits its charter, for distribution according to the laws of the country.
8. Grant club-at-large status to clubs geographically situated in an area making it difficult to maintain close contact with a council within the region boundaries.
9. Receive applications from any two (2) or more clubs to consolidate or merge, if those clubs are not member clubs of a council with a council president, provided each club has, by a two-thirds (2/3) vote, after previous notice, adopted a resolution authorizing consolidation or merger. All funds in the treasury of each club shall be transferred to the new club treasury

Section D. Rule of Procedure

The board of directors shall be empowered to adopt rules of procedure not in conflict with these bylaws or standing rules. Said rules of procedure shall at no time abrogate or modify any action taken by the conference delegates.

Section D. Quorum

A majority of the board shall constitute a quorum, either in-person, by mail or by electronic means.

ARTICLE XI- COMMITTEES AND DUTIES

Section A. Standing Committees

The standing committees of this region shall be:

- | | |
|---------------------------|--|
| 1. Accreditation | 8. PREM (publicity, recruitment, Extension, Mentoring) |
| 2. Budget and Finance | 9. Program-Education |
| 3. Bylaws and Resolution | 10. Speech Contest |
| 4. Conference Coordinator | 11. Ways and Means |
| 5. Donations | 12. Website |
| 6. Editor | 13. Writing Contest |
| 7. Financial Review | |

Section B. Duties of Standing Committees

1. Accreditation

The accreditation committee shall administer the program within the region according to the policies stated in the ITC Master Manual Section 8.

2. Budget and Finance

The budget and finance committee shall prepare the budget and submit it to the board for approval no later than August 1.

3. Bylaws and Resolution

The bylaws and resolution committee shall:

- a. incorporate mandatory changes resulting from action taken at the ITC convention and verify results with the region board and parliamentarian.
- b. request and receive resolutions and amendments to the region bylaws and standing rules, to be submitted no later than February 1, by member clubs, clubs-at-large, councils where operating, region standing committees and the board of directors.
- c. coordinate similar resolutions and amendments.
- d. submit all coordinated resolutions and amendments to the board and to member clubs at least forty-five (45) days prior to the conference.
- e. present all proposed resolutions and amendments to the conference.
- f. verify with the secretary and parliamentarian the changes adopted at the conference, edit bylaws and standing rules as amended.

4. Conference Coordinating

The conference coordinating committee shall with the approval of the president, arrange all details of the conference.

5. **Donations**
The Donations committee shall arrange for donations activities at the conference with the approval of the board.
6. **Editor**
The editor shall:
 - a. compile and edit a region newsletter under the supervision of the president.
 - b. issue and distribute the newsletter under direction of region board of directors.
 - c. be allowed the assistance of a printing/ mailing committee.
7. **Financial Review**
The financial review committee shall:
 - a. review the treasurer's books at the end of the fiscal year and/or at the request of the board of directors.
 - b. submit a written report and financial statement to the board when the financial review is completed.
8. **PREM (publicity, recruitment, extension, mentoring)**
The PREM chairman shall:
 - a. be responsible for supervising the development, promotion and coordination of publicity, recruitment, extension and mentoring activities throughout the region, as outlined in the ITC PREM Policies and Procedures Manual.
 - b. develop the public relation program of the region.
 - c. offer training in public relations techniques to councils where operating and assist them to organize and develop programs within their own councils.
9. **Program-Education**
The program education committee shall be responsible for the programs and education at the annual conference.
10. **Speech Contest**
The speech contest committee shall conduct the speech contest in accordance with the ITC speech contest rules as published.
11. **Ways and Means**
The ways and means committee shall conduct appropriate fund raising projects during the term with prior approval of the president.
12. **Website**
The website committee shall be responsible for the SPR website, under the guidance and direction of the SPR board of directors.
13. **Writing Contest.**
The writing contest committee shall conduct the writing contest in accordance with the ITC writing contest rules as published.

Section C. General Duties

- a. each chairman shall prepare a written annual report.
- b. permanent records of each committee shall be forwarded to successors by August 1, as directed by the incoming president.

Section D. Other Committees

The board shall determine other committees as required and assign duties according to the needs of the region.

ARTICLE XII - ZENITH CLUBS

Youth groups may be authorized by the region board for study and practice in speech techniques and group leadership skills consistent with the policies of ITC. Club shall be assisted by region member (s) or by a person (s) qualified to coordinate the program as set out in the manual for Zenith Clubs. Any dues shall be determined by the region board. On acceptance of an application, a certificate of affiliation shall be granted. Members of these clubs may purchase ITC education material.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised current edition, shall apply on all questions of procedure and parliamentary law not specified in these bylaws and the ITC bylaws.

ARTICLE XIV - AMENDMENTS

The region shall adopt and be governed by bylaws and standing rules, which are not in conflict with the ITC bylaws and standing rules.

Section A.

These bylaws may be amended at any annual conference by a two-thirds (2/3) vote or by a mail vote with two thirds (2/3 of all member clubs in good standing voting in favor of the amendment All amendments shall be presented in writing to the member clubs at least forty-five (45) days prior to the voting. All amendments adopted at the conference shall become effective August 1 following conference, unless otherwise specified.

Section B

If any amendment to the ITC bylaws makes a corresponding amendment to these bylaws necessary, or causes these to be in conflict with ITC bylaws, these bylaws shall be deemed to be amended automatically according to amendments adopted by vote of the ITC convention body.

Section C. Emergency Provisions

1. In an emergency where action is necessary between conferences, or because no conference is held, a mail vote may be taken on proposed amendments, addressed to the last known address of each member club, not less than sixty (60) days before the proposed effective date of the amendment (s). The question shall be adopted if two-thirds (2/3) of the total of all responding member clubs in good standing return an affirmative vote.
2. An emergency amendment may be considered at the annual region conference if consent is given by three-fourths (3/4) vote of the delegates provided that it arises out of the business of the conference.

Adopted May 21, 1999

Amended June 2, 2000

Amended June 7, 2003

Amended June 3, 2005

Amended June 4, 2006

Revised May, 2008 in compliance of ITC standard bylaws

Amended June 6, 2008

Amended May 30, 2009

**INTERNATIONAL TRAINING IN COMMUNICATION
SIERRA PACIFIC REGION
STANDING RULES**

1. The annual dues of this region shall be fifteen dollars (\$15.00) per member. Each member shall receive a copy of the region newsletter. For a new member joining after February 1, dues shall be half the annual dues.
2. Dual members shall pay annual region dues of fifteen dollars (\$15.00) only to their primary club.
3. The region newsletter shall be called Pacific Waves.
4. Region shall present the retiring president a pin and a memento as budgeted.
5. Registration fee shall be paid by all region member attendees at the annual conference.
6. One-half of hotel room expense and complete meal packet for the annual conference may be given to official ITC representative (s), the region officers and the conference coordinator.
7. One-half of hotel room expense and complete meal packet for the fall training meeting may be given to region officers and the fall training coordinator.
8. Complimentary installation banquet meal may be provided for the regional installing officer.
9. The regional speech contest winner attending the ITC convention/division meeting will be given an amount as budgeted for expenses.
10. A roster of region officers and chairman, council officers and chairman and club members shall be prepared and distributed annually as directed by the board of directors.
11. Minutes of all meetings shall be prepared and distributed to board of directors within thirty (30) days. Clubs may request copies.
12. Absentee Ballots
 - a. An absentee ballot together with the list of candidates and qualifications shall be mailed to each club in good standing by the nominating and election committee.
 - b. The absentee ballot shall be returned to the nominating and elections committee chairman no later than fifteen (15) days prior to the annual conference.
 - c. If, after submitting an absentee ballot, but before the opening of the polls, a club is represented at conference by a delegate or alternate, the absentee ballot shall be destroyed by the nominating and elections committee and the delegates or alternates attending conference shall be allowed to cast a ballot.
13. Within thirty (30) days of close of annual conference, the bylaws and resolution chairman will prepare and distribute the bylaws as amended for the current year to the board of directors. Clubs may request copies at a cost to be determined by the board of directors.
14. These standing rules may be amended by two-thirds (2/3) vote or a majority vote if previous notice has been given.

Adopted May 21, 1999
Amended June 2, 2000

Amended June 8, 2001
Amended June 6, 2008

Amended May 30, 2009