



**SIERRA PACIFIC REGION
POLICIES AND PROCEDURES
2011-2013**

BOARD MEETINGS

1. These Board policies and procedures shall be read for possible revision at the first 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 BOARD/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 at least ten days 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 current SPR and ITC bylaws, policies and procedures, plus team constitution shall be retained in the files of all officers for at least two terms.
10. All regional officers' files may be delivered to the president or the officers' successors at the final board meeting but not later than the Strategic Planning Meeting.
11. The Region Board shall present a gavel to each newly chartered club within the Region.

COUNCIL AND CLUB-AT- LARGE VISITS

1. The president shall prepare an annual council visitation schedule for all elected officers, and provide the schedule to council presidents and to clubs-at-large. 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.
2. Regional board responsibilities shall be to councils and clubs-at-large.
3. 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.

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 Conference Coordinator, the Region President or the Treasurer shall authorize disbursements for budgeted amounts in the Conference budget.
4. Checks that are payable to an authorized signatory of 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 Treasurer and presented to the president at the post conference board meeting.

BIENNIAL REPORTS

1. Region elected and appointed officers, council presidents and club-at-large presidents shall prepare reports, and email to the Region President, the President Elect and the Region Program Booklet Chairman eight (8) weeks prior to Region Conference in a format suitable for printing in the conference program booklet.
2. During years when no conference is held, outgoing council presidents and club-at-large presidents shall prepare reports to be published in the Pacific Waves and held for the biennial conference program booklet.
3. 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.

4. Biennial expense reports to substantiate budgeted amounts of regional elected and appointed officers, and committee chairmen, shall be submitted to the treasurer not later than fifteen (15) days after the completion of the Biennial Conference or a suitable date set by the Board.

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 Biennial Conference shall be submitted as they are incurred to the treasurer.
4. Publicity Chairman will solicit congratulatory letters (to be signed by the Conference Coordinator) from state and local officials.

OFFICERS

PRESIDENT

1. Perform duties as stated in SPR Bylaws Article VI. Section B.1.
2. Initiate new work only with approval of the board of directors.
3. Forward all inquiries regarding membership to the SPR Membership Chairman.
4. Forward all inquiries regarding new clubs to the SPR Extension Chairman.
5. Call to Board of Directors meeting, including the meeting agenda, at least ten days prior to the date of meeting.
6. At the final board meeting, as a first order of business, appoint a committee to approve the board minutes.
7. Schedule dates of board meetings for the term.
8. 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.
9. Prepare a calendar of events covering all required actions of the board for the full term, including officers' reporting dates.
10. Assign additional duties for the individual members of the board as required.
11. Establish registration fees for all SPR Training Meetings and the Biennial Conference with approval of the Board.
12. Present General budget and budgets for all SPR Training Meetings and the Biennial Conference to the board for its approval.
13. Arrange an on-site visit for the board of directors to the proposed conference site prior to the Conference Planning Meeting.

PRESIDENT-ELECT

1. Perform duties as stated in SPR Bylaws Article VI. Section B.2.
2. Provide programming for all SPR Training Meetings and the Biennial Conference with approval of president and board.
3. Oversee Conference Program Booklet preparation.
4. At biennial conference present the past presidents and provide a small token of appreciation.
5. Organize and present Council Management Training (CMT) at biennial conference.
6. Oversee the preparation and printing of program inserts of meal functions for biennial conference.

VICE PRESIDENT (Optional)

Perform duties as stated in SPR Bylaws Article VI. Section B.3.

SECRETARY

1. Perform duties as stated in SPR Bylaws Article VI. Section B.4.
2. 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.
3. Be custodian of all records and equipment not specifically assigned to other members.
4. Prepare the biennial board of directors' report for submission in the conference program booklet.
5. Meet with the Minutes Approving Committee members before leaving the biennial conference site to compare agendas. Prepare the minutes of the SPR biennial 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 return the conference minutes within fifteen (15) days with any corrections.
6. 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)
7. Present the life members at the biennial conference and provide a small token of appreciation.
8. Consult with ITC for any new life members and provide that information to the president elect for inclusion in the program booklet.

TREASURER

1. Perform duties as stated in SPR Bylaws Article VI. Section B.5.
2. Forward any federal or state tax inquires to ITC President for response. (IRS ID#95-1574145)
3. 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.
4. 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 Biennial Conference or on a suitable date set by the Board.

5. Purchase SPR past president's pin for presentation at the installation of officers.
6. May distribute one-half of each elected officer's and parliamentarian's budget allotment at the Fall Training Meeting and Biennial Conference board meetings.
7. At the end of term request the bank to make changes in the signature card to the SPR Secretary, SPR treasurer, and SPR president.
8. Prepare a financial statement and a comparative statement at the close of each Training Meeting, and the Biennial Conference for the SPR Board members and Financial Review Committee.
9. Forward treasurer's financial books to the Financial Review Committee by August 3rd.
10. Forward complete files for the past three years to the succeeding Treasurer following the financial review of the SPR general accounts and records.

APPOINTED OFFICERS

PARLIAMENTARIAN

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

REGION COMMUNICATION LIAISON (CLO)

1. Perform duties as stated in SPR Bylaws Article VIII. Section B.2
2. Make 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.
3. Forwards any queries received from members to the ICLO, who will try to give or find the answer.
4. Can send on any information to the ITC board directly.
5. With the help of the (incoming) Region President and the board forward:
 - a. 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. This data will be placed on the ITC web page

- b. Dates and site of forthcoming region conference or region training days/weekends and:
 - c. Ask to be informed of any changes in the above and forward them to the ICLO
6. 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.

COMMITTEES

1. The regional board shall request the resignation of any regional committee chairman who does not function within ninety days after notice of assignment.
2. Submit articles to the Pacific Waves as required by the SPR president.
3. All committee chairmen shall transmit complete files for the past three terms to the SPR president, or to their counterpart for the following term, as soon as possible after the Biennial Conference, but not later than August Strategic Planning Meeting.

ELECTED COMMITTEE

NOMINATING AND ELECTIONS COMMITTEE

1. Perform duties as stated in SPR Bylaws Article VII.
2. Submit names of officer nominees and nominating committee for region to the Editor for publication in the newsletter prior to conference

STANDING COMMITTEES

Committee Chairmen shall appoint members to the committee and notify the president of the appointments.

ACCREDITATION

1. Perform duties as stated in SPR Bylaws Article XI, Section B.1.
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 each Training Meeting, and the Biennial Conference as outlined in the Master Manual, Section 8 Accreditation Basics.
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.
6. Issue certification slips to performers who do not have their Master Manuals with them.
7. Retain copy of the revised ITC accreditation manual in the most recent master manual.

BUDGET AND FINANCE

1. Perform duties as stated in SPR Bylaws Article XI, Section B.2.
2. The region treasurer is an ex officio member of the Budget and Finance Committee.
3. Compile the General budget for the ensuing fiscal year for submission to the regional board for approval no later than the Strategic Planning Meeting.
4. Prepare budgets for SPR Training Meetings and the Biennial Conference as directed by SPR President.

BYLAWS AND RESOLUTIONS

Perform duties as stated in SPR Bylaws Article XI, Section B.3.

CONFERENCE COORDINATING

Perform duties as stated in SPR Bylaws Article XI, Section B.4.

(Spelled out in conference handbook)

DONATIONS

1. Perform duties as stated in SPR Bylaws Article XI, Section B.5.
2. Report on activities to SPR president, as directed.
3. Funds collected will be used to present *POWERtalk* to the public or at the direction of the board.

EDITOR

1. Perform duties as stated in SPR Bylaws Article XI, Section B.6.
2. Meet publication deadlines established by the SPR president.
3. Holds contest for the best newsletter in the region. Ensure that the judges are selected from outside the Region.
4. Submit bills to SPR treasurer for payment as expenditures are incurred.

FINANCIAL REVIEW

1. Perform duties as stated in SPR Bylaws Article XI, Section B.7.
2. Audit the SPR general accounts and records; submit report to the outgoing president by August 15.

PREM:

1. Perform duties as stated in SPR Bylaws Article XI, Section B.8.
2. Shall coordinate all activities associated with PREM.
3. Present workshops upon request.
4. Perform liaison between club and council where operating or club at large and ITC.
5. At the Region Conference recognize the councils/clubs-at-large with the greatest percentage membership retention, and the greatest percentage increase in membership from July 31 to 15 days before the Conference.

6. Awards are to be presented to councils, clubs-at-large but not members.

PUBLICITY

1. Appoint members to the committee and notify the PREM Coordinator and the President of the appointments.
2. Publicize this organization to the community through liaison with various media, Chambers of Commerce, dignitaries, and community and governmental organizations.
3. Solicit congratulatory letters from state and local officials. (Ref: Conference Procedures #4)

RECRUITMENT

1. Appoint members to the committee and notify the PREM Coordinator and the President of the appointments.
2. Assist councils and clubs as needed in the recruitment of members.

EXTENSION

1. Appoint members to the committee and notify the PREM Coordinator and the President of the appointments.
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.

MEMBERSHIP

1. Appoint members to the committee and notify the PREM Coordinator and 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 Membership Chairman will compare club membership numbers reported at Council meetings with the number of members reported by the Treasurer
4. Submit articles to the Pacific Waves as required by the SPR president. The content shall include an analysis of the region membership.
5. Inform Credentials chairman of all clubs in good standing for the biennial conference
6. Solicit names of deceased members from club presidents and inform president elect for insertion in conference program.

PROGRAM/EDUCATION

1. Perform duties as stated in SPR Bylaws Article XI, Section B.9.
2. Program training sessions for all SPR Training Meetings and the Biennial Conference; submit for approval as directed by the president.
3. Submit to program booklet chairman names and bio's of training session leaders and all other program participants upon approval of president and board.
4. Make arrangements for training session leaders, required properties and signs, session program leaders, certificates of appreciation, etc. Inform SPR president of arrangements.

5. Extend courtesy luncheons to non-SPR members who conduct training sessions. No other honorariums shall be paid without approval of the board.
6. Send thank you letters to all training session leaders following the meetings/conference.
7. 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.
8. Prepare conference evaluation forms for inclusion in the registration packet.

SPEECH CONTEST

1. Perform duties as stated in SPR Bylaws Article XI, Section B.10.
2. Publicize 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 President Elect names of speech contestants, judges, program leader, evaluators, pages, host/hostesses etc. for inclusion in the conference program.

WAYS AND MEANS

1. Perform duties as stated in SPR Bylaws Article XI, Section B.11.
2. 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.
3. Only Region ways and means projects shall be allowed at Region events.
4. Submit all monies received to the SPR treasurer.
5. Keep accurate records of incoming monies and expenses for each SPR Training Meeting and the Biennial Conference.

WEBSITE

Perform duties as stated in SPR Bylaws Article XI, Section B.12.

WRITING CONTEST

1. Perform duties as stated in SPR Bylaws Article XI, Section B.13.
2. Publicize 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.

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