

**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
MEMBERSHIP COMMITTEE**

*The purposed of this book is to aid you, as Membership Chairman in performing your duties as prescribed in our bylaws and our parliamentary authority, Robert's Rules of Order, Newly Revised. It is also important to refer to the Rules and Regulations of the International Office of Beta Sigma Phi.*

*Also included are suggestions based on the Traditions of Houston City Council, and the experience of many members who have served in this capacity in past years. They are intended only as a guide to help you in fulfilling your responsibilities.*

**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
MEMBERSHIP COMMITTEE  
(As outlined in the Bylaws)**

**Article X, Section 1 - Committees**

Duties of the Standing Committees of Houston City Council:

- a) A committee shall present recommendations to City Council
- b) A committee shall present contacts and budgets to the Executive Board for approval before deposits are made.
- c) A committee shall present a report to the membership and submit a written report to the Treasurer no later than 30 days after the event.
- d) A committee chairman has no council vote. (meaning if you are not a representative of the two votes that your chapter has at council meetings you cannot vote).

**Standing Rule 3**

Chairman and Vice Chairmen of Houston City Council committees must remain on active status in their chapters. A leave of absence shall constitute the chairman's or vice chairman's resignation from committee assignment. Competition points shall be prorated between the chapter of the original chairman or vice chairman and the chapter of the new chairman as determined by the Chapter of the Year Committee and Council Executive Board. It is the responsibility of the chairman or vice chairman and her chapter to notify City Council when a leave of absence is taken.

**Article X, Section 2 I**

**This committee shall** be responsible for keeping a current record of members eligible to progress; to encourage progression; to maintain full chapter membership; and to execute any special rushing project deemed necessary. This committee shall function under the direction of the Vice President (Article V, Section 4a) (meaning that the HCC Vice President is Chairman of the Membership Committee)

## **DEADLINES FOR COUNCIL ACTIVITIES**

**Article X, Sec. 1C** – A committee shall submit a financial report to the membership and submit a written report to the Treasurer no later than 30 days after the event.

**Article X, Sec. 2 A** – The Audit Report shall be made at the **June** Council meeting.

**Article X, Sec. 2B** – Council Acknowledgement of Participation and Achievements (CAPA): Scrapbook and Yearbook Contests: This committee shall formulate and compile a document with recommendations to be submitted to the HCC Executive Board for approval and made available online to the membership by the **November** Council meeting each year. This document shall include all information pertinent to CAPA activities and the State Scrapbook and Yearbook Grading Sheets and all decision, with guidance of the Executive Board, shall be final. In addition to Scrapbook and Yearbook contests, CAPA includes four (4) mini contests (Best Program, Best Service, Best Social and Best Ways and Means). All chapters shall compete equally in all CAPA, Scrapbook and Yearbook contests. The first place winners shall be recognized with certificates and cash awards as determined by budget allowances and awarded at the Founder's Day Banquet.

**Article XI, Sec. 4** – A proposed budget shall be presented to City Council at the **June** meeting.

**Article X, Sec. 1B** – A Committee shall present contracts to the Executive Board for approval before deposits are made.

## STANDING RULES

**Standing Rule 4** - Outside guest speakers requesting an audience at Houston City Council meetings shall present their request in writing subject to approval of the Executive Board.

**Standing Rule 5** – Chapters may make nominations for First Lady of the Year at the **February** City Council meeting. Resumes of the candidates should be made available to each chapter in their folders. The **vote** shall be taken at the **March** council meeting. An engrave item with the total cost not to exceed \$50.00 shall be presented to the incumbent First Lady. Courtesy invitations shall be extended to her at Founder’s Day.

## **DUTIES FOR ALL HCC COMMITTEES**

The chairman and Co Chairman, if there is one, should decide how many members are needed on the committee and contact members to serve on it, or as for volunteers. If any members signed up to work on the committee, the President will give the Chairman a list of these members.

Call a meeting with committee members as soon as possible, if appropriate to formulate plans. Date, Time, place, and if applicable, title of event, should be presented to the chapters at the June City Council Meeting. Provide enough copies for each chapter and each member of the Executive Board and the Council Directory Chairman.

Committee chairmen must strive to stay within their budget. Be sure to keep all receipts to give to the Treasurer for reimbursement and keep accurate financial records. Payment of expenses will not be made without a proper receipt. A copy of the original receipt is acceptable. When requesting reimbursement, a Payment Request Form must be filled out and signed by the member requesting the payment and the Chairman of the event. Prepare an itemized financial report at the end of your function for the Treasurer within 30 days and a report is given to the members at a Council meeting.

Work with the council photographer to get “working pictures” of committee meetings and pictures of the committee’s function, i.e. Fashion Show, Sweetheart Ball, Sweetheart Luncheon, etc. to be included in the President’s Scrapbook. Notify Photographer of the date, time, and place of event by note, phone or email.

When necessary to send information or reminders about your committee or its project to all chapters by email, send the information to the President of City Council and she will send it to the Email chairman to distribute. This allows the President and the Executive Board to approve the distribution of the information via email and this also keeps the President informed on all issues concerning council.

Remember it is your responsibility to attend council meetings when necessary to give timely reports of the work of your committee.

## **ADDITIONAL MEMBERSHIP COMMITTEE DUTIES**

Procedures for handling transferees and prospective members for contact chairman:

The Vice President will receive from the International Office names of transferees and prospective members living in the Houston area. Contact these names as soon as possible by calling on the phone, writing a short note of welcome, or e-mail, if available. If the transferee or prospective member wishes to visit at this time, the contact chairman should give her names to chapters by the next council meeting. The contact chairman should ask the chapters to report to her the results of all visits.

Transferees should know about Beta Sigma Phi. A brief description of Houston City Council might be shared with her.

Prospective members may know very little about Beta Sigma Phi. The contact chairman may be her first introduction, and will want to tell her what a great INTERNATIONAL WOMAN'S FRIENDSHIP NETWORK we have.

When you receive this information you should contact them, if it is between council meetings you might like to ask the Corresponding Secretary to email blast the information to all Vice presidents so they may contact her and invite her to meetings. You also would invite her to council meeting to meet the membership and then they might also from that invite her to their meeting.

This information should be shared with members of the Membership Committee so they will know the proper procedure.

**The chairman must submit a written report along with her records and Procedure Handbook, to the President Elect for transfer to the new chairman no later than the April Council meeting.**

**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
PRISM  
PROMOTING RELATIONSHIPS IN SISTERHOOD AND MEMBERSHIP**

*The purposed of this book is to aid you, as Prism Chairman in performing your duties as prescribed in our bylaws and our parliamentary authority, Robert's Rules of Order, Newly Revised. It is also important to refer to the Rules and Regulations of the International Office of Beta Sigma Phi.*

*Also included are suggestions based on the Traditions of Houston City Council, and the experience of many members who have served in this capacity in past years. They are intended only as a guide to help you in fulfilling your responsibilities.*

**PRISM**  
**(PROMOTING RELATIONSHIPS IN SISTERHOOD AND**  
**MEMBERSHIP)**

(As outlined in the By Laws)

**Article X, Section 1 - Committees**

Duties of the Standing Committees of Houston City Council:

- a) A committee shall present recommendations to City Council
- b) A committee shall present contacts and budgets to the Executive Board for approval before deposits are made.
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- d) A committee chairman has no council vote.

**Standing Rule 3**

Chairman and Vice Chairmen of Houston City Council committees must remain on active status in their chapters. A leave of absence shall constitute the chairman's or vice chairman's resignation from committee assignment. Competition points shall be prorated between the chapter of the original chairman or vice chairman and the chapter of the new chairman as determined by the Chapter of the Year Committee and Council Executive Board. It is the responsibility of the chairman or vice chairman and her chapter to notify City Council when a leave of absence is taken.

**Article X, Section 2L**

**This committee shall** formulate plans and recommend changes to stimulate interest and participation of the current membership in Houston City Council events and activities and to stimulate membership growth by promoting Beta Sigma Phi in the City.



## **DEADLINES FOR COUNCIL ACTIVITIES**

**Article X, Sec. 1C** – A committee shall submit a financial report to the membership and submit a written report to the Treasurer no later than 30 days after the event.

**Article X, Sec. 2 A** – The Audit Report shall be made at the **June** Council meeting.

**Article X, Sec. 2B** – Council Acknowledgement of Participation and Achievements (CAPA): Scrapbook and Yearbook Contests: This committee shall formulate and compile a document with recommendations to be submitted to the HCC Executive Board for approval and made available online to the membership by the **November** Council meeting each year. This document shall include all information pertinent to CAPA activities and the State Scrapbook and Yearbook Grading Sheets and all decision, with guidance of the Executive Board, shall be final. In addition to Scrapbook and Yearbook contests, CAPA includes four (4) mini contests (Best Program, Best Service, Best Social and Best Ways and Means). All chapters shall compete equally in all CAPA, Scrapbook and Yearbook contests. The first place winners shall be recognized with certificates and cash awards as determined by budget allowances and awarded at the Founder’s Day Banquet.

**Article XI, Sec. 4** – A proposed budget shall be presented to City Council at the **June** meeting.

**Article X, Sec. 1B** – A Committee shall present contracts to the Executive Board for approval before deposits are made.

## STANDING RULES

**Standing Rule 4** - Outside guest speakers requesting an audience at Houston City Council meetings shall present their request in writing subject to approval of the Executive Board.

**Standing Rule 5** – Chapters may make nominations for First Lady of the Year at the **February** City Council meeting. Resumes of the candidates should be made available to each chapter in their folders. The **vote** shall be taken at the **March** council meeting. An engrave item with the total cost not to exceed \$50.00 shall be presented to the incumbent First Lady. Courtesy invitations shall be extended to her at Founder’s Day.

## **DUTIES FOR ALL HCC COMMITTEES**

The chairman and Co Chairman, if there is one, should decide how many members are needed on the committee and contact members to serve on it, or as for volunteers. If any members signed up to work on the committee, the President will give the Chairman a list of these members.

Call a meeting with committee members as soon as possible, if appropriate to formulate plans. Date, Time, place, and if applicable, title of event, should be presented to the chapters at the June City Council Meeting. Provide enough copies for each chapter and each member of the Executive Board and the Council Directory Chairman.

Committee chairmen must strive to stay within their budget. Be sure to keep all receipts to give to the Treasurer for reimbursement and keep accurate financial records. Payment of expenses will not be made without a proper receipt. A copy of the original receipt is acceptable. When requesting reimbursement, a Payment Request Form must be filled out and signed by the member requesting the payment and the Chairman of the event. Prepare an itemized financial report at the end of your function for the Treasurer within 30 days and a report is given to the members at a Council meeting.

Work with the council photographer to get “working pictures” of committee meetings and pictures of the committee’s function, i.e. Fashion Show, Sweetheart Ball, Sweetheart Luncheon, etc. to be included in the President’s Scrapbook. Notify Photographer of the date, time, and place of event by note, phone or email.

When necessary to send information or reminders about your committee or its project to all chapters by email, send the information to the President of City Council and she will send it to the Email chairman to distribute. This allows the President and the Executive Board to approve the distribution of the information via email and this also keeps the President informed on all issues concerning council.

Remember it is your responsibility to attend council meetings when necessary to give timely reports of the work of your committee.

## **ADDITIONAL PRISM COMMITTEE DUTIES (PROMOTING RELATIONSHIPS IN SISTERHOOD AND MEMBERSHIP)**

This committee consists of a Chairman, Co chairman and interested, dedicated volunteers. The PRISM Committee works all years as a “dream” committee, or a “think” tank, seeking innovative ways to interest new members in our international women’s friendship network. We try to generate publicity and look for public venues to volunteer, so our name will reach all areas of the city.

The committee usually meets once a month, or as deemed necessary at a member’s home. Attendance varies from month to month, as some members come to one or two meetings just to get an idea of what this committee is all about. All members of council are invited to share their dreams and visions of how to extend our hand of friendship throughout the Houston area.

There is a budget, the board will inform the chairman. Some expenses might be supplies for signs, film, or maybe the expense of an afternoon activity. The PRISM Committee will work with all council committees, if asked, to help promote any programs, for service, membership, or any other activity.

Some past activities are:

Chapter visitation to tell the story of Beta Sigma Phi  
Working with Membership committee to Friendly venture new Ritual Chapters.

This committee is really a “behind the scenes” committee and is always ready to tell the story of Beta Sigma Phi.

Keep an accurate record of expenses, along with receipts, for reimbursement and submit to the Treasurer. As the end of the year a financial statement should be given to the Treasurer.

**The chairman must submit a written report, along with her records and Procedure Handbook, to the President Elect for transfer to the new chairman no later than the April Council meeting.**

**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
PUBLICITY**

*The purposed of this book is to aid you, as Publicity Chairman in performing your duties as prescribed in our bylaws and our parliamentary authority, Robert's Rules of Order, Newly Revised. It is also important to refer to the Rules and Regulations of the International Office of Beta Sigma Phi.*

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## **PUBLICITY**

(As outlined in the By Laws)

### **Article X, Section 1 - Committees**

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- h) A committee chairman has no council vote.

### **Standing Rule 3**

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### **Article X, Section 2M**

**This committee shall** extend through the mediums of the press, radio, television and the International Torch of Beta Sigma Phi the aims and accomplishments of the council's activities. It shall at all times endeavor to give the public and accurate account and intelligent understanding of Beta Sigma Phi as an educational, social and service factor. Additionally, the committee shall keep a record of articles submitted and those appearing in local media and report to the membership

## **DEADLINES FOR COUNCIL ACTIVITIES**

**Article X, Sec. 1C** – A committee shall submit a financial report to the membership and submit a written report to the Treasurer no later than 30 days after the event.

**Article X, Sec. 2 A** – The Audit Report shall be made at the **June** Council meeting.

**Article X, Sec. 2B** – Council Acknowledgement of Participation and Achievements (CAPA): Scrapbook and Yearbook Contests: This committee shall formulate and compile a document with recommendations to be submitted to the HCC Executive Board for approval and made available online to the membership by the **November** Council meeting each year. This document shall include all information pertinent to CAPA activities and the State Scrapbook and Yearbook Grading Sheets and all decision, with guidance of the Executive Board, shall be final. In addition to Scrapbook and Yearbook contests, CAPA includes four (4) mini contests (Best Program, Best Service, Best Social and Best Ways and Means). All chapters shall compete equally in all CAPA, Scrapbook and Yearbook contests. The first place winners shall be recognized with certificates and cash awards as determined by budget allowances and awarded at the Founder’s Day Banquet.

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## **DUTIES FOR ALL HCC COMMITTEES**

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Committee chairmen must strive to stay within their budget. Be sure to keep all receipts to give to the Treasurer for reimbursement and keep accurate financial records. Payment of expenses will not be made without a proper receipt. A copy of the original receipt is acceptable. When requesting reimbursement, a Payment Request Form must be filled out and signed by the member requesting the payment and the Chairman of the event. Prepare an itemized financial report at the end of your function for the Treasurer within 30 days and a report is given to the members at a Council meeting.

Work with the council photographer to get “working pictures” of committee meetings and pictures of the committee’s function, i.e. Fashion Show, Sweetheart Ball, Sweetheart Luncheon, etc. to be included in the President’s Scrapbook. Notify Photographer of the date, time, and place of event by note, phone or email.

When necessary to send information or reminders about your committee or its project to all chapters by email, send the information to the President of City Council and she will send it to the Email chairman to distribute. This allows the President and the Executive Board to approve the distribution of the information via email and this also keeps the President informed on all issues concerning council.

Remember it is your responsibility to attend council meetings when necessary to give timely reports of the work of your committee.

## ADDITIONAL PUBLICITY COMMITTEE DUTIES

The Chairman should attend all City Council functions, if possible, to take pictures for publicity release or get them from the historian/photographer. If unable to attend, ask the Council Photographer to take some pictures that would be suitable for a publicity release. When taking pictures, ask members in the photo which neighborhood paper they receive so their area is mentioned with their name in the article or photo submitted. Be sure to identify all members in the photos.

Submit an article, along with pictures, to the Houston Chronicle as well as all of the local neighborhood papers. Neighborhood papers are more likely to publish such news, especially if a member involved in the event or in one of the pictures lives in the neighborhood. With the article or photo, include a “boiler plate”, which is who and what Beta Sigma Phi is and also your name, phone number and title, as publicity chairman, as contact information.

Be alert of any items of interest that can be submitted to the Torch. Remember, that seasonal pictures will not be published until the next year. For instance, pictures with a Valentine theme taken during your term of office will probably not be published until the next Valentine issue of the Torch. The best pictures for the Torch will be those that are not dated by a particular time of year.

Compile a list of the newspapers in the Houston area with their addresses, publication dates and deadlines for submitting articles. If possible, obtain a list of the zip codes in which the neighborhood paper is distributed and match the zip codes with those of the members of Houston City Council, particularly Council Officers and Committee Chairman.

Give a report, with a written copy for the Recording Secretary, at City Council meeting of all the articles sent to the newspapers and which newspapers they were sent to. Try to get a copy of each article for the President’s scrapbook. As the members of City Council to watch for, and help collect the articles.

Keep an accurate record of expenses for paper, envelopes, stamps and other necessary materials, along with receipts, for reimbursement and submit to the Treasurer. At the end of your term of office prepare a financial statement for the Treasurer.

**The chairman must submit a written report, along with her records and procedure Handbook, to the President Elect for transfer to the new chairman no later than the April Council meeting.**

**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
SERVICE**

*The purposed of this book is to aid you, as Service Chairman in performing your duties as prescribed in our bylaws and our parliamentary authority, Robert's Rules of Order, Newly Revised. It is also important to refer to the Rules and Regulations of the International Office of Beta Sigma Phi.*

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## **SERVICE**

(As outlined in the By Laws)

### **Article X, Section 1 - Committees**

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- j) A committee shall present contacts and budgets to the Executive Board for approval before deposits are made.
- k) A committee shall present a report to the membership and submit a written report to the Treasurer no later than 30 days after the event.
- l) A committee chairman has no council vote.

### **Standing Rule 3**

Chairman and Vice Chairmen of Houston City Council committees must remain on active status in their chapters. A leave of absence shall constitute the chairman's or vice chairman's resignation from committee assignment. Competition points shall be prorated between the chapter of the original chairman or vice chairman and the chapter of the new chairman as determined by the Chapter of the Year Committee and Council Executive Board. It is the responsibility of the chairman or vice chairman and her chapter to notify City Council when a leave of absence is taken.

### **Article X, Section 2N**

**This committee shall investigate**, organize and supervise any service and fund raising projects of City Council.

1. A chapter wishing to propose a service project to City Council shall send literature shall send literature to the Service Chairman by February.
2. The Service Committee shall prepare a written presentation giving each proposal full explanation equitably. The written proposal(s) shall be submitted to each chapter at the March council meeting.
3. The Service Project of City Council shall be voted on annually at its regular April meeting.
4. All service funds shall be disbursed within the year earned whenever possible.

## **DEADLINES FOR COUNCIL ACTIVITIES**

**Article X, Sec. 1C** – A committee shall submit a financial report to the membership and submit a written report to the Treasurer no later than 30 days after the event.

**Article X, Sec. 2 A** – The Audit Report shall be made at the **June** Council meeting.

**Article X, Sec. 2B** – Council Acknowledgement of Participation and Achievements (CAPA): Scrapbook and Yearbook Contests: This committee shall formulate and compile a document with recommendations to be submitted to the HCC Executive Board for approval and made available online to the membership by the **November** Council meeting each year. This document shall include all information pertinent to CAPA activities and the State Scrapbook and Yearbook Grading Sheets and all decision, with guidance of the Executive Board, shall be final. In addition to Scrapbook and Yearbook contests, CAPA includes four (4) mini contests (Best Program, Best Service, Best Social and Best Ways and Means). All chapters shall compete equally in all CAPA, Scrapbook and Yearbook contests. The first place winners shall be recognized with certificates and cash awards as determined by budget allowances and awarded at the Founder's Day Banquet.

**Article XI, Sec. 4** – A proposed budget shall be presented to City Council at the **June** meeting.

**Article X, Sec. 1B** – A Committee shall present contracts to the Executive Board for approval before deposits are made.

## STANDING RULES

**Standing Rule 4** - Outside guest speakers requesting an audience at Houston City Council meetings shall present their request in writing subject to approval of the Executive Board.

**Standing Rule 5** – Chapters may make nominations for First Lady of the Year at the **February** City Council meeting. Resumes of the candidates should be made available to each chapter in their folders. The **vote** shall be taken at the **March** council meeting. An engrave item with the total cost not to exceed \$50.00 shall be presented to the incumbent First Lady. Courtesy invitations shall be extended to her at Founder’s Day.

## **DUTIES FOR ALL HCC COMMITTEES**

The chairman and Co Chairman, if there is one, should decide how many members are needed on the committee and contact members to serve on it, or as for volunteers. If any members signed up to work on the committee, the President will give the Chairman a list of these members.

Call a meeting with committee members as soon as possible, if appropriate to formulate plans. Date, Time, place, and if applicable, title of event, should be presented to the chapters at the June City Council Meeting. Provide enough copies for each chapter and each member of the Executive Board and the Council Directory Chairman.

Committee chairmen must strive to stay within their budget. Be sure to keep all receipts to give to the Treasurer for reimbursement and keep accurate financial records. Payment of expenses will not be made without a proper receipt. A copy of the original receipt is acceptable. When requesting reimbursement, a Payment Request Form must be filled out and signed by the member requesting the payment and the Chairman of the event. Prepare an itemized financial report at the end of your function for the Treasurer within 30 days and a report is given to the members at a Council meeting.

Work with the council photographer to get “working pictures” of committee meetings and pictures of the committee’s function, i.e. Fashion Show, Sweetheart Ball, Sweetheart Luncheon, etc. to be included in the President’s Scrapbook. Notify Photographer of the date, time, and place of event by note, phone or email.

When necessary to send information or reminders about your committee or its project to all chapters by email, send the information to the President of City Council and she will send it to the Email chairman to distribute. This allows the President and the Executive Board to approve the distribution of the information via email and this also keeps the President informed on all issues concerning council.

Remember it is your responsibility to attend council meetings when necessary to give timely reports of the work of your committee.

## **ADDITIONAL SERVICE COMMITTEE DUTIES**

The chairman and Co-Chairman should meet and make plans for fund raising project(s) for the service project of Houston City Council. Some past projects have included a Casino Party, Bingo Party, and Silent Auctions help in conjunction with the Summer Social, Fashion Show, Sweetheart Ball and Founder's Day. **THERE WILL BE NO RAFFLES.** Projects to which members can invite family and friends and the public could possibly raise more monies.

Think about inviting members at large, past presidents, past Queens, Sweethearts, Princesses, members of chapters not in a council, the list could go on..

Plans for any fund raising project must be presented for approval at a City Council meeting, with a written copy for the Recording Secretary.

Written proposals for the City Council's Service Project for the coming year, with literature, should be submitted to the Service Chairman by the February Council meeting along with 25 copies for the board and each chapter of council. It is your responsibility to each proposal full and equal explanation and furnishes a copy at the March Council meeting. A representative submitting the proposal could speak for about 10 minutes. If only one proposal is submitted it still must be presented in writing. The vote on the project(s) will be taken at the April council meeting.

There is no budget for the Service Committee. All expenses are paid out of the monies received from the fund raising event.

Keep an accurate record of all contributions. At the end of your term of office

**The chairman must submit a written report, along with her records and Procedure Handbook, to the President Elect for transfer to the new chairman no later than the April Council meeting.**



**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
SWEETHEART BALL**

*The purposed of this book is to aid you, as Sweetheart Ball Chairman in performing your duties as prescribed in our bylaws and our parliamentary authority, Robert's Rules of Order, Newly Revised. It is also important to refer to the Rules and Regulations of the International Office of Beta Sigma Phi.*

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# **SWEETHEART BALL COMMITTEE**

(As outlined in the By Laws)

## **Article X. Section 1 - Committees**

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- n) A committee shall present contacts and budgets to the Executive Board for approval before deposits are made.
- o) A committee shall present a report to the membership and submit a written report to the Treasurer no later than 30 days after the event.
- p) A committee chairman has no council vote.

## **Standing Rule 3**

Chairman and Vice Chairmen of Houston City Council committees must remain on active status in their chapters. A leave of absence shall constitute the chairman's or vice chairman's resignation from committee assignment. Competition points shall be prorated between the chapter of the original chairman or vice chairman and the chapter of the new chairman as determined by the Chapter of the Year Committee and Council Executive Board. It is the responsibility of the chairman or vice chairman and her chapter to notify City Council when a leave of absence is taken.

## **Article X, Section O**

**This committee shall** formulate and execute all plans for a ball to be held in February at which time chapter Sweethearts shall be presented and awards made. (see standing rule 10).

## **Standing Rules:**

1. Honorary members shall be honored at all City Council functions as guest of the appropriate committee.
  
7. Courtesy tickets for the chairman and co-chairman of City Council events shall be included in the budget of their committee.
  
1. A recipient of the International Award of Distinction shall be recognized at all City Council functions.
  
10. The Sweetheart Ball Committee shall present a Queen, a Princess, and a Sweetheart from the chapter candidates.

## **Traditions:**

11. The Queen, Princess and Sweetheart are presented with flowers and a Beta Sigma Phi trophy, or a gift of equal value, by the Sweetheart Ball Committee.

## **DEADLINES FOR COUNCIL ACTIVITIES**

**Article X, Sec. 1C** – A committee shall submit a financial report to the membership and submit a written report to the Treasurer no later than 30 days after the event.

**Article X, Sec. 2 A** – The Audit Report shall be made at the **June** Council meeting.

**Article X, Sec. 2B** – Council Acknowledgement of Participation and Achievements (CAPA): Scrapbook and Yearbook Contests: This committee shall formulate and compile a document with recommendations to be submitted to the HCC Executive Board for approval and made available online to the membership by the **November** Council meeting each year. This document shall include all information pertinent to CAPA activities and the State Scrapbook and Yearbook Grading Sheets and all decision, with guidance of the Executive Board, shall be final. In addition to Scrapbook and Yearbook contests, CAPA includes four (4) mini contests (Best Program, Best Service, Best Social and Best Ways and Means). All chapters shall compete equally in all CAPA, Scrapbook and Yearbook contests. The first place winners shall be recognized with certificates and cash awards as determined by budget allowances and awarded at the Founder’s Day Banquet.

**Article XI, Sec. 4** – A proposed budget shall be presented to City Council at the **June** meeting.

**Article X, Sec. 1B** – A Committee shall present contracts to the Executive Board for approval before deposits are made.

## STANDING RULES

**Standing Rule 4** - Outside guest speakers requesting an audience at Houston City Council meetings shall present their request in writing subject to approval of the Executive Board.

**Standing Rule 5** – Chapters may make nominations for First Lady of the Year at the **February** City Council meeting. Resumes of the candidates should be made available to each chapter in their folders. The **vote** shall be taken at the **March** council meeting. An engrave item with the total cost not to exceed \$50.00 shall be presented to the incumbent First Lady. Courtesy invitations shall be extended to her at Founder’s Day.

## **DUTIES FOR ALL HCC COMMITTEES**

The chairman and Co Chairman, if there is one, should decide how many members are needed on the committee and contact members to serve on it, or as for volunteers. If any members signed up to work on the committee, the President will give the Chairman a list of these members.

Call a meeting with committee members as soon as possible, if appropriate to formulate plans. Date, Time, place, and if applicable, title of event, should be presented to the chapters at the June City Council Meeting. Provide enough copies for each chapter and each member of the Executive Board and the Council Directory Chairman.

Committee chairmen must strive to stay within their budget. Be sure to keep all receipts to give to the Treasurer for reimbursement and keep accurate financial records. Payment of expenses will not be made without a proper receipt. A copy of the original receipt is acceptable. When requesting reimbursement, a Payment Request Form must be filled out and signed by the member requesting the payment and the Chairman of the event. Prepare an itemized financial report at the end of your function for the Treasurer within 30 days and a report is given to the members at a Council meeting.

Work with the council photographer to get “working pictures” of committee meetings and pictures of the committee’s function, i.e. Fashion Show, Sweetheart Ball, Sweetheart Luncheon, etc. to be included in the President’s Scrapbook. Notify Photographer of the date, time, and place of event by note, phone or email.

When necessary to send information or reminders about your committee or its project to all chapters by email, send the information to the President of City Council and she will send it to the Email chairman to distribute. This allows the President and the Executive Board to approve the distribution of the information via email and this also keeps the President informed on all issues concerning council.

Remember it is your responsibility to attend council meetings when necessary to give timely reports of the work of your committee.

## **ADDITIONAL SWEETHEART BALL COMMITTEE DUTIES**

The Chairman and Co-Chairman should appoint committee members or asked for volunteers. Meet with the committee and assign subcommittee chairmen, such as reservations, decorations, program, hostess, gifts and Sweetheart Tea and Judging. Decide on the theme for the ball and whether to have it at a hotel or a country club.

Basic plans for the Sweetheart Ball, with date, time and place should be presented at the June City Council meeting for approval and copies provided for each chapter, each member of the Executive Board and the Directory Chairman.

Some things to consider when setting up your budget:

1. What kind of meal, if any, dinner, breakfast or snacks on the table?
2. Menu, taxes and gratuity
3. Drinks and bartender's fees
4. Runway, microphones (how many) and an emcee for presentation of candidates and council board
5. Decide on the type of music - DJ or band

Include cost of tickets for the Chairman and Vice Chairman of Sweetheart Ball, and Honorary Members (standing rule 6 & 7 )

You will probably need several meetings with subcommittee chairmen to make additional plans for:

1. Reservations
2. Programs and tickets
3. Table decorations and other decorations
4. Hostesses at the ball to direct members to their tables
5. Presentation of candidates and City Council Board. Decide whether to specify the type of dress for the candidates at the Ball, for instance, all wear white or leave it up to the candidates
6. Recognition of International Award of Distinction Recipients and Honorary Members (Standing rules 6 & 8)
7. Gifts and flowers for the winners (tradition 11)
8. Service Committee probably will want to do some kind of fundraising
9. Photographer

**For the Sweetheart Tea and Judging:**

**This is part of your budget from council.....**

**Recent chairmen have been charging all chapters \$15 which includes their picture, gift, and flowers (all must pay this even if they don't come to the Tea)**

You will need a location and food, which can be provided by the committee with the help from chapter members. Decide on how many candidates will be judged and obtain judges. Decide how the sweethearts will be presented at the ball.

Invitations should be sent to the chapter sweethearts, the retiring Royal Court, members of Council Executive Board, recipients of the International Award of Distinction and the council photographer.

The Sweethearts are usually allowed to bring one member of her chapter with her as an escort.

If a Silent Auction to benefit the Service Project is held in conjunction with the ball, the Service Committee handles all plans and costs for that project. However, you will need to work with the Service Chairman to coordinate plans and space needed.

Remember that this is a Sweetheart Ball, not a charity ball. Nothing should be included in the budget to provide funds for the service project. The ball should be self-supporting and the ticket price should cover only the necessary expenses. After all expense are paid, should there be a profit the committee may wish to proposed that the profits go to the service project by making a motion to that effect at City Council meeting. This has to be approved by the members of council. Or if you wish all profits may stay in the council Treasury.

The Sweetheart Ball will be allocated a budget from City Council and it is important to keep with that budget. Keep an accurate record of expense, along with receipts and submit to the Treasurer for reimbursement. All subcommittees must have the chairman sign off on the refund for expense by the Chairman of the committee so she has an accounting of all expenses.

When the Ball is over and all charges are in, prepare a complete financial statement for the Treasurer in writing within 30 days of event. Also a report is to be given at council.

The chairman must submit a written report along with her records within 30 days of the event to council, and for any reimbursement.

**The chairman must submit a written report, along with her records and Procedure Handbook to the President Elect for transfer to the new chairman no later than the April Council meeting.**

This is intended only as a guide to help in planning the Sweetheart Ball. Plans and decisions concerning the ball are made by the chairman and her committee but must be approved by the members of City Council.

**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
WEBSITE COMMITTEE**

*The purposed of this book is to aid you, as Webmaster/Website Committee Chairman in performing your duties as prescribed in our bylaws and our parliamentary authority, Robert's Rules of Order, Newly Revised. It is also important to refer to the Rules and Regulations of the International Office of Beta Sigma Phi.*

*Also included are suggestions based on the Traditions of Houston City Council, and the experience of many members who have served in this capacity in past years. They are intended only as a guide to help you in fulfilling your responsibilities.*



## **WEBSITE COMMITTEE**

(As outlined in the By Laws)

### **Article X, Section 1 - Committees**

Duties of the Standing Committees of Houston City Council:

- a) A committee shall present recommendations to City Council
- b) A committee shall present contacts and budgets to the Executive Board for approval before deposits are made.
- c) A committee shall present a report to the membership and submit a written report to the Treasurer no later than 30 days after the event.
- d) A committee chairman has no council vote.

### **Standing Rule 3**

Chairman and Vice Chairmen of Houston City Council committees must remain on active status in their chapters. A leave of absence shall constitute the chairman's or vice chairman's resignation from committee assignment. Competition points shall be prorated between the chapter of the original chairman or vice chairman and the chapter of the new chairman as determined by the Chapter of the Year Committee and Council Executive Board. It is the responsibility of the chairman or vice chairman and her chapter to notify City Council when a leave of absence is taken.

### **Article X, Section P**

**The committee shall** formulate and maintain a council Web Page composed of information relevant to this Council and timely news items submitted by chapters and committee chairmen of council.

## **DEADLINES FOR COUNCIL ACTIVITIES**

**Article X, Sec. 1C** – A committee shall submit a financial report to the membership and submit a written report to the Treasurer no later than 30 days after the event.

**Article X, Sec. 2 A** – The Audit Report shall be made at the **June** Council meeting.

**Article X, Sec. 2B** – Council Acknowledgement of Participation and Achievements (CAPA): Scrapbook and Yearbook Contests: This committee shall formulate and compile a document with recommendations to be submitted to the HCC Executive Board for approval and made available online to the membership by the **November** Council meeting each year. This document shall include all information pertinent to CAPA activities and the State Scrapbook and Yearbook Grading Sheets and all decision, with guidance of the Executive Board, shall be final. In addition to Scrapbook and Yearbook contests, CAPA includes four (4) mini contests (Best Program, Best Service, Best Social and Best Ways and Means). All chapters shall compete equally in all CAPA, Scrapbook and Yearbook contests. The first place winners shall be recognized with certificates and cash awards as determined by budget allowances and awarded at the Founder’s Day Banquet.

**Article XI, Sec. 4** – A proposed budget shall be presented to City Council at the **June** meeting.

**Article X, Sec. 1B** – A Committee shall present contracts to the Executive Board for approval before deposits are made.

## **STANDING RULES**

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## **ADDITIONAL WEBMASTER DUTIES BETASIGMAPHIHOUSTON.ORG**

The Webmaster is responsible for the Internet presence of Houston City Council of Beta Sigma Phi. There are two different costs for the Internet presence.

Domain registration is through Network Solutions. There is a yearly renewal fee for the domain name 'betasigmaphihouston.org'. Network Solutions is [www.networksolutions.com](http://www.networksolutions.com). You can access all the information that is current for the domain registration and our Internet presence at this site. Domain registration runs about \$40 a year. Payment for a multiple year registration is discounted.

The Domain Name belongs to Houston City Council Beta Sigma Phi. All communications from Network Solutions are sent to HCC's email address at [hccbsp@yahoo.com](mailto:hccbsp@yahoo.com).

The website host is the second cost. Our service is also through Network Solutions. The cost of hosting the site is paid yearly. Access is password controlled. Cost runs about \$12 a month.

Virginia Lee is the registered administrator of the website.

Website user I.D. and password shall be shared with the Website Committee and HCC Executive Board.

The Webmaster sets the style and design of the website yearly according to the International Theme for that year.

**The Webmaster should ensure that the website is kept updated on a timely basis,** particularly new officers and committees, Calendar of HCC Events with Event Flyers, new and historical WICK Newsletters, HCC "Living" Directory, CAPA and other forms needed by members, Procedures for Officers and Committees, Royal Court additions, Past Presidents additions, In Memoriam additions, new Chapter Women of the Year, Current By-Laws, Standing Rules and Traditions, Chapter Page modification requests from a chapter, and all other information for the members.

**The Chairman must submit a written report, along with her records and Procedure Handbook, to the President Elect for transfer to the new chairman no later than the April Council meeting.**

**PROCEDURE HANDBOOK  
HOUSTON CITY COUNCIL  
WICK**

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## **WICK**

(As outlined in the By Laws)

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### **Article X, Section 2Q**

**This committee shall** formulate and publish a council newsletter for the months of September through June, composed of timely news items submitted by chapters and committee chairmen of council.

## **DEADLINES FOR COUNCIL ACTIVITIES**

**Article X, Sec. 1C** – A committee shall submit a financial report to the membership and submit a written report to the Treasurer no later than 30 days after the event.

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## **ADDITIONAL WICK COMMITTEE DUTIES**

The HCC WICK Newsletter is published each month September through June. It may also be published in July and August at the Wick Chairman's discretion. In recent years, there have been 12 WICKS published a year.

The Chairman and/or Co Chairman may select a new masthead and computer application, if desired.

The Chairman and/or Co Chairman should work together to insure that the Wick is published each month.

Contact each chapter president and obtain the name of their chapter's WICK Reporter.

The committee should establish deadlines to be printed in each copy of the WICK and announced at City Council meetings, along with the e-mail and street address of the WICK Chairman, to which members may send news items. Currently the deadline has been the last day of each month, as that is an easy date for everyone to remember.

About a week before the monthly deadline, **send a reminder email to all the chapter WICK Reporters, the Executive Board, and all the Committee Chairs and Co-Chairs** reminding them when their articles and pictures are due.

Prepare the monthly WICK (usually sometime the week after the next month's HCC meeting so that any new information and flyers can be included) and **send a .pdf version by e-mail to the HCC Corresponding Secretary for emailing to all members and Associate members of HCC.**

Also **send each monthly WICK to the HCC Webmaster** and ask her to upload it to HCC's website.

**The only budget the WICK might need is if the chairman holds a contest of any kind for which she wishes to give a prize. Otherwise, since the WICK is electronically prepared and published, there are no costs involved.**

**The chairman must submit a written report, along with her records and Procedure Handbook, to the President Elect for transfer to the new chairman no later than the April Council meeting.**