CONSTITUTION

INDIANA STATE COUNCIL

BETA SIGMA PHI

As amended by vote of Delegates present at State Council Day, March 1, 2026.

CONSTITUTION

ARTICLE I

Name

Section 1. Name: The name of this organization shall be Indiana State Council of Beta Sigma Phi.

ARTICLE II

Purpose

Section 1. Purpose: The object of this Council shall be to advance the aims of Indiana Beta Sigma Phi by a periodical discussion of its problems and interests, and to further strengthen the sisterhood by closer personal contact between its members in the various chapters in Indiana.

ARTICLE III

Membership

Section 1. Membership:

Para. A. Membership in this Council shall be composed of Beta Sigma Phi members in good standing. Each Chapter shall have two (2) voting delegates. Any member may enter into discussion.

Para. B. Members of online chapters shall be considered a state member if the chapter pays the annual state dues.

Section 2. Duties: It shall be the duty of each delegate member to attend all Council Meetings or to send a substitute delegate.

ARTICLE IV

Officers and Elections

Section 1. Officers: The Officers of this Council shall be President, Vice-President, Secretary, Treasurer (2 years), Historian, and Parliamentarian.

Section 2. Executive Board: The Officers of the Council shall constitute the Executive Board.

Section 3. Office of President and Vice President: Nominees for the office of State President and Vice President shall have been, at some time, elected to the State Executive Board prior to their nomination.

Para. A. No one shall serve more than five (5) consecutive elected years on the Executive Board of State Council.

Section 4. Elections:

Para. A. Slates of office shall be compiled by the Executive Board from suggestion of nominations which shall be mailed to the President by any Chapter in good standing postmarked not before State Council Day and prior to the first (1^{st}) of May. Suggestions for nominations must present name and qualifications for a specific office.

Para. B. Elections shall be by secret ballot. (a) In the event, there is only one candidate for each office, the president may ask delegates to vote by acclamation. (b) All officers shall be elected in the manner herein provided, except the Parliamentarian who shall be appointed by the President. (c) Officers need not be chosen from the voting delegates.

Section 5. Term of Office: The term of office for the Indiana State Council shall be for (1) year, except for the office of Treasurer which shall be for (2) year term.

Section 6. Tellers: There shall be six (6) tellers appointed by the President. A member of the Board shall be present at the tallying of the ballots.

Section 7. Vacancies: Vacancies in the State Council except for President shall be appointed by the State Executive Board. If a vacancy occurs in the office of President, it shall be filled by the Vice-President.

Section 8. Transfer of Office Records: A retiring State Officer must deliver to her successor all materials pertaining to this office at the close of State Convention. Treasurer's books shall be audited by an auditing committee of three Beta Sigma Phi members appointed by the State Board, prior to transfer of records.

Section 9. Honorary Members: The retiring State President shall automatically become an honorary member of the State Executive Board for the coming term.

Section 10. Nominees: Any nominee running for a State Office must only be affiliated and actively participating in a member chapter in good standing of the Indiana State Council of Beta Sigma Phi. If this qualification is not met, then the nominee will automatically be exempt from the candidacy for a State Office.

ARTICLE V

Meetings

Section 1. There shall be three Council meetings a year: State Council Day, State Day and State Convention. State Council Day shall be held in Indianapolis or surrounding/touching counties, (Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, Shelby), each year on the first Sunday in March with various cities being host(s).

Para. A. Bids for all State functions shall be made on a basic one-two year plan and shall be submitted in writing to the chairperson of the Fun, Housing and Accommodations Committee (an acting committee appointed by the President), prior to or at the State Day meeting of each year.

Section 2. Voting delegates and non-delegates must have paid registrations and must be properly identified prior to the business meeting. Voting delegates shall display special identification provided by the Vice-President at State Council Day and State Convention.

Para. A. Only those chapters that have paid registrations will be considered for Ways and Means booths.

Section 3. Rules of Order:

1. Call to Order
2. Officers Reports
3. Reports of Standing Committees
4. Reports of Special Committees
5. Unfinished Business
6. New Business
7. Adjournment

Section 4. Special Meetings: The President may call special meetings of the State Council or State Executive Board should such meeting be necessary.

Section 5. All plans for each State event shall be made by the members of the event host(s) with guidance from the FHA Committee and the State Executive Board.

ARTICLE VI

Amendments

Section 1. Constitution: This constitution may be amended at any regular Council Meeting by a two-thirds vote of delegates, provided said amendment has been presented 30 days prior to the Executive Board in writing. Said amendment shall be presented to members present and shall be voted on at the next regular Council Meeting except for State Day.

Section 2. By-Laws: The By-Laws may be amended, or any new By-Laws may be presented, at any session of the Council. A majority vote shall be required for such amendment or addition, providing said amendment or addition has been presented 30 days prior to the Executive Board in writing. Said amendment or addition shall be presented to members present and shall be voted on at the next regular session of the Council except for State Day.

ARTICLE VII

Dissolution

Section 1.

Para. A. Upon the dissolution of the Indiana State Council of Beta Sigma Phi, the State Board shall, after paying or making provision for the payment of all of the liabilities of the Council, dispose of all of the assets of the

Council exclusively for the purpose of the Council in such manner, or to such organization or organizations organized and operated exclusively for charitable purpose as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the State Board shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

BY-LAWS

INDIANA STATE COUNCIL

BETA SIGMA PHI

As amended by vote of Delegates present at State Council Day, March 1, 2026.

BY-LAWS

ARTICLE I

Dues

Section 1. Dues: The dues of the Council shall be paid annually for each chapter, payable on or before January 31. Chapters with unpaid dues will not receive state correspondence, vote at meetings, or be eligible to have a booth at any state function.

ARTICLE II

Duties of Officers

Section 1. Executive Board:

Para. A. It shall be the duty of the Executive Board to make rules for its own government.

Para. B. There shall be a meeting of the Executive Board preceding each Council meeting.

Para. C. The Executive Board shall be responsible for promoting and maintaining such state projects that fulfill the aims and purposes of Beta Sigma Phi.

Para. D. The Executive Board shall function freely and eliminate waste of time and effort in Council meetings, and clearly promote and forcefully execute Council business.

Para. E. The Executive Board shall prepare a budget for the year to be presented at the State Council Day meeting.

Para. F. The Executive Board shall approve registration forms for all State Events.

Section 2. President: It shall be the duty of the President to preside at all meetings of the State Council and of the Executive Board. The President shall follow the order of business as set forth in the Constitution of the Council. The President shall serve as member ex-officio on all committees, promoting harmony and clarification of State Council rules and regulations set forth in the Constitution and By-Laws.

Para. A. The President shall appoint a chairperson and members to the following standing committees and any other committees as the need arises: Fun, Housing and Accommodation, Ways and Means, State Project, Membership, Website, the Special Advisory and Budget Committees.

Section 3. Vice-President: It shall be the duty of the Vice-President to serve in the absence of the President. The Vice-President shall be responsible for the registration and special identification for voting delegates at the business meetings. The Vice-President shall be responsible for obtaining the following all to be presented at State Convention: Past President's pin and the awards for Woman of the Year.

Section 4. Secretary: It shall be the duty of the Secretary to make copies of the minutes of the meetings of the Council and Executive Board; email to the State Executive Board, the International office, to each chapter in good standing, and to each Past State President. In addition, a copy will be retained in the permanent record book. It shall also be the duty of the Secretary to conduct all correspondence of the Council. The Secretary shall maintain a roster of Indiana Chapters, City Councils, Past State Presidents, WOY, Officers, Committee Chairpersons, and Event Chairpersons with current mailing and email (if available) addresses, and phone numbers (if available) for same. The Secretary shall perform such duties as may be assigned to her by the State Council President.

Para. B. After the State Board has approved the minutes, it shall be sent out by email to chapters after each state event.

Para. C. The following shall be sent by email and posted on the Indiana Beta Sigma Phi website:

1. Minutes from state events including Fall Board and Summer Board Meetings.
2. Amendments.
3. Information about the state project and Lamplighters.
4. A list of candidates for state office and their nominating letters.
5. State Woman of the Year forms.
6. Registration forms for state events.
7. Roster of Indiana Chapters, City Councils, Past State Presidents, WOY, Officers, and Committee Chairpersons, which shall include email, address, and phone number.
8. Notification for bids concerning the state project.

9. Council Financial Statement.

Section 5. Treasurer:

Para. A. It shall be the duty of the Treasurer to receive and deposit the Council funds in a checking account named the Indiana State Council of Beta Sigma Phi, accounting separately for the monies in the general fund, membership fund, and the event fund. The Treasurer shall disburse funds on receipt of bills presented, which have prior budget approval. The Treasurer shall deposit and maintain a savings account for the State Project Fund sent by chapters and present a check each year to the State Project at State Convention. The Treasurer shall maintain a record of payment of dues to the State Council by each chapter and notify any chapter whose dues are delinquent. The Treasurer shall always keep the records accessible to the Executive Board and shall submit a written report at each regular meeting of the State Council.

Para. B. After the Treasurer's report has been approved by the State Board, it shall be posted on the state's website and included in the state mailing.

Para. C. The Treasurer shall be responsible for emailing the dues statement twice to chapters. It shall be emailed with the Convention minutes and then a reminder two weeks before January 31st.

Para. D. Near the close of her term of office, the Treasurer shall report and submit a full statement with the books of vouchers to be audited by an auditing committee consisting of three (3) Beta Sigma Phi members not from her chapter. The Treasurer may ask for and provide names for this committee to the State Executive Board for approval and proceed to have the audit completed before the designated time for the records to be turned over to the successor.

Section 6. Historian:

Para. A. The Historian shall keep a record of the activities of the Council, both social and educational, in the form of a memory book to be presented to the outgoing President at State Convention. The Historian shall ask the President what type of memory book is preferred.

Section 7. Parliamentarian: The Parliamentarian shall assist the President in conducting all business meetings and see that all meetings are conducted according to Roberts Rules of Order, Revised, which shall be the authority on all questions of Parliamentary law. The Parliamentarian shall prepare all ballots and act as chairperson of the Constitution and By-Laws Committee if necessary.

ARTICLE III

State Project

Section 1. Our state project will be voted on every four (4) years. New projects may be submitted every four (4) years by giving name and location, and nature of project. Project proposals must be submitted in writing to the Executive Board not before January 1st, and prior to May 1st of the voting year. Voting will take place at State Convention. In the event, there is only one state project proposed, the president may ask delegates to vote by acclamation. A Committee shall consist of two (2) permanent advisors, one (1) chairperson, one (1) co-chairperson and six (6) members from all points of Indiana, appointed by the President. Their term will expire after two (2) years.

Para. A. Lamplighter Memorial Fund shall be a permanent secondary project.

Section 2. A Secondary State Project can be submitted to the Executive Board in writing and presented to the membership for consideration at any time by including the following:

A. Name and location
B. Nature of project
C. Recommended length of time for support

Section 3: A complete report, including a financial report, shall be given by each State Project and Secondary State Project at each meeting of the Council.

Article IV

Fiscal Year

Section 1. Fiscal Year: The fiscal year of the Indiana State Council of Beta Sigma Phi begins at the close of State Convention through State Convention of the following year.

ARTICLE V

Quorum

Section 1. Quorum: Two-thirds of the voting members present shall constitute a quorum.

ARTICLE VI

Officers Expenses

Section 1: All Officers and Advisor's registration fees for all State Council Meetings (State Council Day, State Day, and State Convention) shall be paid for out of the State Council Treasury.

Section 2: All Officers shall be reimbursed from the State Council Treasury, for any budgeted expenses, non-budgeted expenses must be pre-approved by the entire State Executive Board prior to being expended. All receipts must be the original with the company name shown.

ARTICLE VII

Gifts

Section 1: Woman of the Year

Para. A. Woman of the Year letters shall be judged on one year's activities only and may be won more than once by the same person.

Para. B. Only the entry form provided by the Executive Board shall be accepted for the Woman of the Year contest. The State Vice-President shall be responsible for screening the letters and obtaining out of state judges for the State Woman of the Year and Runner-up.

Para. C. The current State Woman of the Year's registration fees for State Council events, e.g., State Council Day, State Day and State Convention shall be paid for from the State Treasury.

ARTICLE VIII

Campaigning

Section 1. There shall be no campaigning for any State Office or Officer.

ARTICLE IX

Section 1. A financial report of all State Functions shall be given to the Executive Board before the next meeting.

Section 2.

Para. A. Out of the profits remaining from State Functions, a donation of $100.00 (or that which remains, if less) shall be made to the standing fund for that event until there is $3,000 in the State Convention Fund, $2,000 in the State Council Day Fund, $2,000 in the State Day Fund, and $1,500 in the State Fun Day Fund as working capital. If the state event has not borrowed money from the state to use as working capital, they do not have to pay the $100.00 to that state fund.

Para. B. Any additional monies resulting from a state function shall be disbursed by the event host(s) to the State Project and/or Secondary State Project with the stipulation that if monies remaining after all expenses have been paid is greater than $5.00 per registered member, the amount exceeding $5.00 shall be refunded. A refund check shall be issued to the Chapter or Council submitting the registration form for the distribution of monies.

Section 3. The chairperson of a future State event may submit to the State Treasurer a written request for a loan up to $1,000 except for State Fun Day which may borrow up to $500 and State Convention which may borrow up to $1,500. The repayment of the loan shall be made immediately after the event.

INDIANA STATE COUNCIL

STANDING RULES

Dues: The dues of the Council shall be $30.00 per year for each chapter, payable on or before January 31st. Chapters with unpaid dues will not receive state correspondence, vote at meetings, or be eligible to have a booth at any state function.

Officer Expenses: All Officers and Advisor's registration fees for all State Council Meetings (State Council Day, State Day, and State Convention) will be determined by the President's Budget which shall be approved by the Executive Board.

Convention

Executive Board Meeting: All committees and state event chairperson shall report to the State Executive Board before the Business meeting at the state event in person and/or by written report.

Saturday Voting: All voting for State Officers shall take place on Saturday morning from 9:00 am until 10:30 am. Photographs of all candidates who were previously introduced shall be displayed, along with their letter stating qualifications, in the designated voting area. Ballots will be available in the voting area only. A list of registered delegates must be at the entrance so delegates can sign in to obtain their ballot. Bids for state events will be conducted at the business meeting.

Voting Procedures for Election of Officers

1. Six (6) tellers shall be appointed by the President to help verify the number of ballots and count the votes. The tellers should be in an active chapter and registered for Convention. They should not be in a chapter or city that has a member running for office. The tellers do not have to be delegates.
2. The State Parliamentarian is always in charge of the actual count of ballots and votes. In the event the Parliamentarian is a candidate for an office, the counting of the ballots and votes is under the direction of the President and the Advisor.
3. The Chairperson(s) of Convention shall secure a separate room for the voting. A table and two chairs shall be provided for the

Parliamentarian and the President outside the entrance of the room for the purpose of checking in the delegates and giving them a ballot.

4. The Advisor is responsible for providing the voting boards (pictures of the candidates along with their nomination letter) and a pen at each voting station.
5. A delegate is checked in when the Parliamentarian or President has placed a checkmark by the delegate's name on the Delegate List <u>and</u> the delegate has signed the list with her initials. All delegates must wear the delegate ribbon that was received at the registration table.
6. No more than four (4) delegates will be allowed in the room at one time. There is to be NO TALKING among delegates while voting.
7. The delegate will fold the completed ballot in half longways (vertically) and give it to either the Parliamentarian or the President.
8. The Parliamentarian will take charge of the ballots. The Parliamentarian and the President should count the paper ballots and verify the ballot count with the count of delegates from the check-in sheet. This count should be noted, and the ballots should be secured. After the Business Meeting, the Parliamentarian is to meet with the six (6) tellers in the President's suite to count the ballots and votes.
9. The tellers will break into three (3) groups of two (2) each. Each group will be given a tally sheet to record the ballot and vote counts. Each group will first count the actual paper ballots to confirm the ballot count of the Parliamentarian and the President. Each group will provide the paper ballot count to the Parliamentarian. If all paper ballot counts agree, the counting of the votes may proceed.
10. The paper ballots will be divided into three (3) groups by the Parliamentarian. Each group of two tellers will tally (count) the votes from each ballot they are given and record the counts on the tally sheet. When each group has completed counting the votes from the ballots they are given, they will be directed to give those ballots to the next group to verify the count. The suggested rotation is Group 1 to Group 2, Group 2 to Group 3, Group 3 to Group 1. Each group will then count the votes from the second set of ballots that have been rotated. When they have finished counting the votes from the second set, they are to notify the Parliamentarian. Each group of two tellers should have 2 sets of vote counts. This will ensure that the tellers will not know the winner of an office in a contested race. The counts

should be totaled for each office on the tally sheet and submitted to the Parliamentarian. The tellers are then dismissed. The Parliamentarian and the President perform the final vote count verification.

11. The President will announce the results of the election at the Saturday night event.

Discussion of Proposed Constitution and By-Laws

Roberts Rules suggests we set a time limit for debate of a proposed motion, Constitution or By-Law. Each speaker will have two minutes and can only address the subject twice. A speaker supporting the constitution or by-law change will go first, and a speaker opposed to the change will go next. They will alternate speaking to the membership.

The Constitution or By-Law change will be read with an explanation. The Presenting Party will be able to explain or expand on the change, then discussion will begin.

1. Each speaker will proceed to the microphone and be recognized by the Chair. The speaker will state their name, chapter and city.
2. The speaker will present reasons for the change; then the speaker opposing the change will speak. They alternate speaking to the membership.
3. Each speaker will have two minutes and may only address the subject twice. Once the speaker has presented, then they must proceed to the end of the line in order to speak the second time.
4. Fifteen minutes will be spent discussing each proposed change.
5. Readings at State Council Day will be read and discussed. A second reading will be read and discussed at State Convention with a vote taken immediately after discussion.
6. No readings or discussions will take place at State Day.
7. Readings at State Convention will be read and discussed. A second reading will be read and discussed at State Council Day with a vote taken immediately after discussion.

Effective as of: March 1, 2026