

HEART OF AMERICA REGION
BYLAWS

Amended: June 9, 2007



HEART OF AMERICA REGION BYLAWS

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REGION BYLAWS

ARTICLE 1

1. NAME

- 1.1. This Region, approved by International Training in Communication, shall be known as the Heart of America Region (HAR).

ARTICLE 2

2. OBJECTIVES AND POLICIES

- 2.1. Objectives and Policies. The purpose of this Region shall be to implement the objectives and policies of ITC and
- 2.2. To coordinate the activities and expansion of councils within the framework of ITC.
- 2.3. To assist councils in the solution of problems of clubs and members.
- 2.4. To utilize and promote understanding of ITC materials.
- 2.5. To stimulate interest in ITC through use of educational programs
- 2.6. To encourage free and open discussion of matters affecting any level of the organization
- 2.7. To cooperate with the Vice President of this Division, and to present suggestions from clubs and councils for consideration, through the Region President.

ARTICLE 3

3. MEMBERSHIP

- 3.1. Composition.
 - 3.1.1. This Region shall be composed of ITC Clubs which comprise the membership of councils within the region boundaries approved by the ITC board.
 - 3.1.2. Zenith Clubs. Youth groups to be known as Zenith Clubs may be authorized by the region board for study and practice in speech techniques and group leadership skills consistent with the policies of ITC. Clubs shall be assisted by region member(s) or by person(s) qualified to coordinate the program as set out in the manual for Zenith Clubs.

- 3.1.2.a. Dues. Zenith club members annual region dues shall be \$5.00 per member. On acceptance of a formal written request, accompanied by dues for a minimum of ten members, a certificate of affiliation shall be granted by the region.
 - 3.1.2.b. Manuals Charter Zenith Club Member(s): Region shall provide each charter Zenith member a Zenith Club Manual.
 - 3.1.2.c. Newsletter. Region shall provide charter Zenith club members with a subscription to the “*Pulse*” in the charter year only.
- 3.2. Good Standing.
- 3.2.1. To be in good standing with ITC, a club shall pay the following dues, fees and assessments:
 - 3.2.1.a. Per capita dues for all members.
 - 3.2.1.b. ITC convention fee.
 - 3.2.1.c. Region and council dues, fees and assessments.
 - 3.2.1.d. Balances due to ITC Headquarters for prior year’s purchases, unpaid dues and/or new member fees.
- 3.3. Boundaries.
- 3.3.1. The region boundaries may be changed by the ITC Board only after consultation with the clubs of the region involved through the region board of directors.
 - 3.3.2. The ITC Board shall give region boards notice of the new boundaries prior to the region conference held one year before the effective date of the realignment, unless advance notice is waived by vote of the delegates of member clubs. Realignment shall be completed by the end of the fiscal year following the year of receipt of notice by the regions affected and shall take effect at the beginning of the next fiscal year. Procedures for completion of realignment will be as directed by the ITC Board of Directors.
 - 3.3.3. Assets on hand after audit in the regions affected by boundary realignment shall be prorated among these regions on the basis of the number of clubs in good standing which are realigned.

ARTICLE 4

4. FINANCING

- 4.1. Financing. This region shall be self sustaining, except that ITC shall defray, in part, the expenses of Extension in accordance with PREM criteria
- 4.2. Dues. The annual dues of this region shall be \$15.00 per adult member payable on or before August 1 and delinquent August 7th.

Pro Rata Dues for new members joining during the ITC term is as follows:

AUG 1 – OCT 31	\$15.00
NOV 1 – JAN 31	\$11.25

FEB 1 – APR 30 \$ 7.50
MAY 1 – JUL 31 \$ 3.75

- 4.3. Conference Registration Fee. All region members attending the conference must pay the registration fee as determined by the region board. Fees, if any, for non-member participants and guests shall be determined by the region board.
- 4.4. Expenses. Expenses for officers and region committees shall be as budgeted, and paid by the Treasurer upon presentation of vouchers and itemized bills. Vouchers received after 30 June shall be considered as donations to the region.
 - 4.4.1. Allowance for Region speech contest winner shall be paid by the Treasurer as budgeted.

ARTICLE 5

5. ELECTION AND DUTIES OF OFFICERS

- 5.1 Officers.
 - 5.1.1. The elected officers of this region shall be at least a President, a President-Elect, a Secretary, and a Treasurer or a Secretary/Treasurer.
 - 5.1.2. Elected region officers shall be without vote at the region conference except that a region officer may vote when no other member of the officer's club is present at the conference and the club has authorized the officer to act as the delegate.
 - 5.1.3. Elected region officers may hold elected office at club level but not International or Council during the term of office.
 - 5.1.4. An officer who is elected when a member of a club in good standing may complete the term of office even though the club's status changes from a club in good standing.
- 5.2. Requirements.
 - 5.2.1. All officers shall:
 - 5.2.1.a. Be active members of a club in good standing within the region when nominated, or of a club entering the Region at the beginning of the next fiscal year under a boundary realignment.
 - 5.2.1.b. Have held an elected office at club and council levels.
 - 5.2.1.c. Be nominated by the clubs of which they are members.
 - 5.2.1.d. Be active members of a club within this Region.
 - 5.2.2. The President shall:
 - 5.2.2.a. Have been an active member for at least five years.
 - 5.2.2.b. Have held elected region office.

- 5.2.3. The President-Elect shall:
 - 5.2.3.a. Have been an active member for at least four years.
 - 5.2.3.b. Have held an elected or appointed Region Office.

- 5.2.4. The Secretary, Treasurer or Secretary/Treasurer shall:
 - 5.2.4.a. Have been an active member for at least three years.
 - 5.2.4.b. Have served as Chairman of a Region Standing Committee.

- 5.3. Nominations.
 - 5.3.1. Be composed of three (3) active members and one (1) alternate from four (4) different councils to be elected at the region conference to serve for the ensuing year.
 - 5.3.2. Request nominations from member clubs for region office and the Nominating Committee by January 15.
 - 5.3.3. Verify candidates' qualifications and requirements.
 - 5.3.4. Obtain from each candidate written consent to serve if elected.
 - 5.3.5. Submit a list of names and qualifications of candidates in writing, together with an absentee ballot to member clubs, and clubs entering the Region at the beginning of the next fiscal year under a boundary realignment, not less than 60 days in advance of the conference.
 - 5.3.6. When preparing the absentee ballot, formulate instructions for its use, and send to each club (ref paragraph 5.3.5).

- 5.4. Nominations From The Floor.
 - 5.4.1. Nominations may be made from the floor by registered delegates whose credentials have been verified at the region conference.
 - 5.4.2. A written statement shall be submitted showing each candidate meets the requirements for office.
 - 5.4.3. A written statement shall be submitted showing each candidate is willing to serve if elected.

- 5.5. Elections.
 - 5.5.1. The officers of this Region shall be elected from the membership of clubs in good standing within the Region or entering the Region at the beginning of the next fiscal year under a boundary realignment.
 - 5.5.2. Election of officers shall be held at the region conference. In the event no conference is held, officers shall be elected by mail vote prior to the end of the fiscal year.
 - 5.5.3. Absentee ballot.
 - 5.5.3.a. Any member club in good standing not represented at the region conference by a delegate or alternate may submit one (1) absentee ballot for the election of officers and the Nominating Committee.
 - 5.5.3.b. This ballot shall be submitted in accordance with the instructions provided and shall be counted as long as candidates for whom votes are cast remain on the ballot.

- 5.5.3.c. If after submitting an absentee ballot, but before opening of polls, a club is represented by a delegate or alternate, the absentee ballot shall be removed and destroyed, allowing the delegate or alternate to cast the ballot.
 - 5.5.4. Election shall be by ballot, except that when there is but one candidate for an office, a voice vote may be taken for office.
 - 5.5.5. Only members who have been nominated are eligible for election.
 - 5.5.6. In the case of a boundary realignment, clubs entering at the beginning of the next fiscal year shall be permitted to be represented by a delegate or alternate at the region conference held immediately prior to the effective date of the realignment, or to submit an absentee ballot for the election of officers and the nominating committee if the club will otherwise not be represented
 - 5.5.7. All officers shall receive a majority of the votes cast when voting by ballot. In the event any ballot does not show a majority, the nominee having the least number of votes shall be dropped from the ballot and re-balloting continued until a nominee receives a majority vote.
- 5.6. Term.
- 5.6.1. Officers shall take office at the beginning of the fiscal year August 1, and shall serve for one (1) year or until a successor takes office, or until removed by resignation, death, or after recommendation of the region board, or by action of the ITC board.
 - 5.6.2. An officer may be nominated and elected to a second term of office. No elected officer may serve more than two (2) consecutive terms in the same office.
 - 5.6.3. Any officer who serves half a term or less may be re-elected to the same office not to exceed two full terms.
- 5.7. Vacancies. Vacancy in the office of President shall be filled by the President Elect. A President Elect shall then be elected by a two-thirds (2/3) vote of the region board, without the automatic right of succession to the presidency. At the following region conference a President shall be elected. Other vacancies shall be filled by a two-thirds (2/3) vote of the region board.
- 5.8. Duties of Officers.
- 5.8.1. The President shall:
 - 5.8.1.a. Assist councils within the region.
 - 5.8.1.b. Arrange for and preside at an annual conference.
 - 5.8.1.c. Assign organizing and satellite units to councils
 - 5.8.1.d. Assist in the division of councils
 - 5.8.1.e. Appoint, as applicable, all committees and the appointed officers, except the Nominating Committee, with the approval of the Region Board.
 - 5.8.1.f. Be an ex-officio member of all committees except the Nominating Committee.
 - 5.8.1.g. Co-sign all checks issued for financial obligations incurred by the Region, with the approval of the board per Article 4. Financing.
4.4. Expenses.
 - 5.8.1.h. Supervise publication of a region newsletter.

- 5.8.1.i. Perform such other duties as may be required.
- 5.8.2. The President-Elect shall:
 - 5.8.2.a. Assist the President.
 - 5.8.2.b. Serve in the absence and/or at the request of the President.
 - 5.8.2.c. Co-sign checks in the absence of the President.
 - 5.8.2.d. Be chairman of the PREM committee and work with the councils in the area of membership.
 - 5.8.2.e. Perform such other duties as may be required.
 - 5.8.2.f. Arrange for the annual Council Management Training Sessions
- 5.8.3. The Secretary or Secretary-Treasurer shall:
 - 5.8.3.a. Record minutes of all meetings and provide copies as required in the Standing Rules.
 - 5.8.3.b. Conduct correspondence as directed by the President or Region Board.
 - 5.8.3.c. Keep a roster of officers of the councils within the Region and distribute as required in the Standing Rules.
 - 5.8.3.d. Compile the report of the Board of Directors for the Region Conference which shall become the official history of the Region.
 - 5.8.3.e. Perform such other duties as may be required.
- 5.8.4. The Treasurer or Secretary-Treasurer shall:
 - 5.8.4.a. Collect dues and fees and deposit in a bank account established in the name of the Region.
 - 5.8.4.b. Record all receipts and disbursements.
 - 5.8.4.c. Issue checks, co-signed by the President, for region expenses having proper documentation that are within the budget per Article 4. Financing. 4.4.Expenses.
 - 5.8.4.d. Refer all over budget expenses, with documentation and check, to the region board for consideration and processing.
 - 5.8.4.e. Send delinquency notices to clubs whose dues have not been paid by September 1, and as needed thereafter.
 - 5.8.4.f. Have all books and records available for inspection by the Region Board.
 - 5.8.4.g. Prepare a financial statement for the region conference. This statement, together with an addendum of further transactions, shall be presented to the audit committee.
 - 5.8.4.h. Submit books and financial statement for audit at the end of the fiscal year and/or on request from the Region Board.
 - 5.8.4.i. Serve as Chair of the Budget and Finance Committee
 - 5.8.4.j. Perform such other duties as may be required.
- 5.8.5. Each officer shall prepare an annual written report.
- 5.8.6. Permanent records of each officer shall be transferred to successor by August 1 at the direction of the incoming president.

ARTICLE 6

6. **APPOINTED OFFICER.**

- 6.1. The appointed officer of this region shall be a parliamentarian.
- 6.2. Duties of Appointed Officer.
 - 6.2.1. The parliamentarian shall:
 - 6.2.1.a. Advise the Region President and members on parliamentary procedure when requested.
 - 6.2.1.b. Attend in-person board meetings if requested by the region board.
 - 6.2.1.c. Attend the Region conference.
 - 6.2.1.d. Perform such other duties as may be requested by the Region Board

ARTICLE 7

7. **MEETINGS AND QUORUMS**

- 7.1. Meetings. The members of this region shall hold an annual or biennial leadership seminar and/or conference at such date and site as stated in the standing rules.
- 7.2. Purpose.
 - 7.2.1. The purpose of the leadership seminar shall be to educate in leadership training and organizational techniques.
 - 7.2.2. The purpose of the conference shall be to:
 - 7.2.2.a. Conduct the business of the region
 - 7.2.2.b. Receive the report of the Region Board of Directors
 - 7.2.2.c. Receive reports from region officers and council presidents on the progress and achievements of the past year.
 - 7.2.2.d. Elect officers and the nominating committee
 - 7.2.2.e. Educate in communication and management techniques.
 - 7.2.2.f. Conduct club/council management training sessions.
 - 7.2.2.g. Receive the report of the Region Writing contest.
 - 7.2.2.h. Hold the Region speech contest.
- 7.3. Delegates and Alternates.
 - 7.3.1. Each member club in good standing shall be entitled to one accredited delegate and one alternate who is entitled to vote only in the absence of the delegate.
 - 7.3.2. Delegates and alternates must be active members of the clubs they represent or be authorized by another club as its representative.
 - 7.3.3. Each club entering the region at the beginning of the next fiscal year under a boundary realignment shall be permitted to be represented by a delegate or alternate at the Conference held immediately prior to the effective date of the realignment.
 - 7.3.4. Only a delegate or an authorized alternate acting in the absence of the delegate shall be entitled to make motions, or nominate from the floor, but any member

may speak.

7.4. Voting.

7.4.1. Each member club in good standing and each club in good standing entering the Region at the beginning of the next fiscal year under a boundary realignment shall have one (1) vote which shall be cast by the delegate or alternate.

7.4.2. Each club leaving this region at the beginning of the next fiscal year under a boundary realignment shall not vote at the conference of this region held immediately prior to the effective date of the realignment.

7.4.3. Proxies shall not be allowed.

7.5. Quorum.

7.5.1. The quorum of the Region Conference shall consist of a majority of the delegates and alternates of member clubs in good standing who are present and registered at the opening of the conference. After conference has been opened for business and a quorum established, a diminishing number of voting delegates or alternates shall not affect the quorum. When business is conducted by mail the quorum shall be 2/3 of the member clubs in good standing.

ARTICLE 8

8. BOARD OF DIRECTORS

8.1 Composition. The region board of directors shall be composed of the elected region officers.

8.2. Meetings. Meetings of the region board shall be held at least quarterly either in person or by mail or by electronic means. Two or more members of the board may call a meeting should the president refuse to do so.

8.3. Authority. The region board shall conduct the affairs of the region, in accordance with the bylaws and standing rules. The board shall approve budgets for the region and the conference.

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

ARTICLE 9

9. FISCAL YEAR AND AUDIT

9.1. Fiscal Year. The fiscal year of this region shall be August 1 through July 31, to conform to the ITC fiscal year.

9.2. Audit.

- 9.2.1 The treasurer's books shall be audited at the end of the fiscal year and/or at the request of the region board.
- 9.2.2 A written report shall be furnished to the outgoing president with a copy to the incoming president for inclusion in the newsletter and/or the first available all-club mailing.
- 9.2.3. A committee shall audit the books of the conference controller. This committee may be the audit committee or a separate committee.
- 9.2.4. A written report shall be furnished to the outgoing president, the controller, and the incoming president. The controller shall forward any remaining funds to the incoming treasurer, together with a copy of the audit report.

ARTICLE 10

10. COMMITTEES AND THEIR DUTIES

- 10.1. Standing Committees. The standing committees of this region shall be Accreditation, Audit, Budget and Finance, Bylaws and Resolutions, Conference Coordinating, Donations and Bequests, Election, Newsletter, Nominating, PREM, Program/Education, Protocol, Speech Contest, Writing Contest.
- 10.2. Committee Procedure.
 - 10.2.1. Composition. Unless otherwise specified, the number of members to be placed on a committee shall be determined by the region board.
 - 10.2.2. Reports. Each committee chairman shall prepare a written annual report in triplicate: one for the region president, one for the region secretary and one for the committee file. This report may be presented at the region conference.
 - 10.2.3. Files and Records. Each committee chairman shall deliver to the outgoing president or board designee by a date designated by the region board complete files and records for transfer to the new appointees no later than August 1.
- 10.3. Duties of Standing Committees.
- 10.4. Accreditation. The accreditation committee shall:
 - 10.4.1. Be composed of no less than three (3) members, each of whom shall have held membership for five (5) years.
 - 10.4.2. The chairman of the accreditation committee shall supervise accreditation within the region following the ITC Accreditation Program as stated in the ITC Bylaws; and the ITC Accreditation Committee Policies as stated in the Accreditation Program Manual.
 - 10.4.3. Meet with participants in the program upon completion of the requirement at the region level to evaluate performance. If both parties are satisfied with the performance standard, the committee certifies the satisfactory completion of the requirement.
- 10.5. The audit committee shall function as outlined in Article 9.

- 10.6. Budget and Finance. The budget and finance committee shall present the region budget and submit it to the region board for approval no later than October 1. The approved budget shall be included in the first available newsletter.
- 10.7. Bylaws and Resolutions. The bylaws committee shall:
 - 10.7.1. Incorporate mandatory ITC changes resulting from action taken at the ITC Convention and verify the results with Region Board and Region Parliamentarian.
 - 10.7.2. Request amendments to the region bylaws and standing rules no later than October 15 from member clubs, councils, region standing committees and the region board, to be received by February 1st.
 - 10.7.3. Coordinate similar amendments and submit to member clubs at least 60 days prior to the conference.
 - 10.7.4. Present all proposed amendments to the conference.
 - 10.7.5. Verify with the secretary and parliamentarian the changes adopted at conference; edit by-laws and standing rules as amended.
- 10.8. Conference Coordinating. The conference coordinating committee shall, with the approval of the president, arrange all details of the annual conference
- 10.9. Donations & Bequests Committee. The donations & bequests committee shall encourage individual members, clubs, and councils to participate in member, club and council activities. The committee shall arrange for fund raising activities at the region conference with the approval of the region board. The committee shall promote life memberships.
- 10.10. Elections. Prepare the ballot and conduct the election of region officers and nominating committee at the region conference. In the event of a by-mail vote, the committee shall receive the ballots and within 15 days report the results of the election to the president for publication to member clubs. The election committee shall destroy the ballots at the close of the conference, if there is no protest.
- 10.11. Newsletter. The newsletter shall be called “The Pulse”. The newsletter committee chairman shall be called the editor. This committee, under the direction of the editor shall compile and edit a region newsletter (at least 2 times during the fiscal year) and shall be supervised by the president.
- 10.12. Nominating. The nominating committee shall function as outlined in Article 5.3.
- 10.13. Program/Education. The program/education committee shall be responsible for the conference education program and may be requested to supply program/education material during the year.
- 10.14. PREM (Public Relations, Extension, and Membership). The chairman of the PREM Committee shall be responsible for supervising the development, promotion, and coordination of public relations, extension and membership

activities throughout the region, as outlined in the ITC PREM Policies and Procedures Manual.

- 10.14.1. Public Relations. The public relations committee shall report to the PREM Chairman (President Elect of the Region). The committee will develop the public relations program of the region, offer training in public relations techniques to council, and assist in organizing and developing public relations programs within the councils.
 - 10.14.2 Extension. The extension committee shall:
 - 10.14.2.a Report to the PREM Chairman (President Elect of the Region).
 - 10.14.2.b. Supervise extension within the region, following prescribed ITC extension policy.
 - 10.14.2.c. Develop extension plans from members among the councils within the region.
 - 10.14.2.d. Report progress to the region board, which shall be reported to the ITC division vice president by the region president.
 - 10.14.2.e. Process all extension materials directly through ITC Headquarters which shall be responsible for ascertaining non-duplication of new club names, assigning charter numbers and forwarding the charter.
 - 10.14.2.f. The region budget shall provide for extension expenses, which shall be supplemented by ITC funds allocated to the ITC division vice president for distribution.
 - 10.14.3. Membership. The membership committee, under the direction of the PREM Chairman (President-Elect of the Region), shall develop the membership program of the region, offer training to councils and assist in organizing and developing council membership programs.
- 10.15. Speech Contest. The speech contest committee shall conduct the region's speech contest in accordance with the ITC speech contest rules.
- 10.16. Writing Contest. The writing contest chairman shall conduct the region's writing contest in accordance with the ITC writing contest rules.
- 10.17. Other Committees. The region board shall determine other committees as required and develop duties according to the needs of the region.

ARTICLE 11

11. PARLIAMENTARY AUTHORITY

- 11.1. ROBERT'S RULES OF ORDER NEWLY REVISED, current edition, shall apply on all question of procedure and parliamentary law not specified in these bylaws.

ARTICLE 12

12. AMENDMENTS

- 12.1.1. These bylaws may be amended at any annual conference by a two-thirds (2/3) vote, or by a mail vote with two-thirds (2/3) of all member clubs in good standing, voting in favor of the amendment. All amendments shall be presented in writing to member clubs at least 60 days prior to the voting.
- 12.1.2. No article or section of these bylaws shall conflict with those of International Training in Communication.
- 12.3. If any amendments to the International Bylaws makes a corresponding amendment to these bylaws necessary, or causes them to be in conflict with ITC Bylaws, these bylaws shall be amended automatically according to amendments adopted by vote of the international convention body.
- 12.4. Emergency Provision. In an emergency where action is necessary between conferences, or because no conference is held, a mail vote may be taken on proposed amendments, addressed to the last known address of the president of each member club, not less than sixty (60) days before the proposed effective date of the amendment(s). The question shall be adopted if two-thirds (2/3) of the total of all responding member clubs in good standing return an affirmative vote.

Adopted - June 2, 2001

Amended – June 9, 2002

Amended – June 15, 2003

Amended – June 11, 2005

Amended – June 9, 2007

HEART OF AMERICA STANDING RULES

1. CONFERENCE. The Region Conference shall be held annually in late May or early June as determined by the Region Board.
2. MINUTES APPROVING COMMITTEE. The President shall appoint a conference minutes approving committee composed of three members of the region.
3. CAMPAIGNS AND ELECTIONS.
 - 3.1. Distribution or posting in a public place of any preferential list is not permitted.
 - 3.2. Candidate posters, brochures, pins and ribbons are acceptable campaign items, provided no adverse reference is made to the candidates' opponents.
 - 3.3. Candidate information must be truthful and not exaggerated.
 - 3.4. Candidates shall be identified at conference with a ribbon.
 - 3.5. No candidate's promotional items shall be placed or distributed in the election area.
4. AWARDS AND RECOGNITION.
 - 4.1. The President's pin shall be passed on to the incoming president to wear during the term of office.
 - 4.2. A past president's pin shall be presented to the outgoing president at the region conference.
 - 4.3. The Region Speech Contest Winner shall be given an appropriate ITC memento at a cost not to exceed \$20.00 and expenses to the ITC Convention not to exceed the budgeted amount.
 - 4.4. The Region Writing Contest Winners in each category shall be given an appropriate ITC memento.
5. MANAGEMENT TRAINING SESSION.
 - 5.1. A management training session shall be held each year for newly elected club/council officers and other members who wish to attend. The session may be held at conference and/or within 45 days following the ITC convention.
 - 5.2. The training session shall be self-sustaining.
6. MEMBERSHIP ROSTERS.
 - 6.1. Council Presidents shall forward in triplicate, by July 25th, a roster of the club's officers in the Council to the Region Secretary.
 - 6.1. Council Presidents shall forward one copy of the membership roster of each club of the council to the Newsletter Editor by September 15, submitting only the names of paid members and shall notify the Newsletter Editor of roster changes after submission. Phone number (home, business and/or fax and e-mail) if available, should be provided.
 - 6.2. In each case, name, address, and postal code shall be furnished.

7. APPOINTMENTS.
 - 7.1. The President may appoint a corresponding secretary.
 - 7.2. The President may appoint a personal memento committee. This committee shall:
 - 7.2.1. Compile a scrapbook or an equivalent memento of the year for the Region President.
 - 7.2.2. Present this memento to the Region President at the annual regional conference.
8. ITC CONVENTION MEAL PACKET. A stipend will be provided for both the incoming and out-going President as budgeted.
9. REGION CONFERENCE MEAL PACKET AND/OR LODGING.
 - 9.1. The cost of the meal packet and lodging will be provided for the Board of Directors (includes the Parliamentarian), the Conference Coordinator and Co-Conference Coordinator/Expediter. This does **not** include Conference Registration Fee (paid by ALL members). All lodging will be at least double occupancy. This expense shall be budgeted in the Conference budget.
 - 9.2. The cost of lodging ONLY (when affordable and approved by the Board & Conference Coordinator) will be provided for the Controller, Registration Chairman and the Hospitality Chairman. When affordable, the hospitality room will be a suite that can be used for members to iron if needed, change clothes, enjoy light snacks, etc. When a suite cannot be obtained, the hospitality room will have limited access by members as determined by the Hospitality Chairman. This expense shall be budgeted in the Conference budget.
10. MINUTES. By June 30th, the out going secretary shall furnish copies of the approved conference minutes to each council president, region officers, the vice president of this division, and the ITC officer assigned to attend the conference, and upon request, to club presidents and region standing committee chairmen.
11. TRAVEL REIMBURSEMENTS. Travel expenses reimbursed to the region board and the parliamentarian in the discharge of their duties (including attendance at board meetings), shall not exceed the amount provided in the budget, and shall be limited to actual expenditure for minimum airfare, or automobile expense at \$.32 per mile.
12. NEWSLETTER. An electronic version of the region newsletter, the “Pulse” shall be available from the region website without additional cost. A hard copy of the “Pulse” is available upon request and payment of a fee as determined by the region board and approved in the region budget.
 - 12.1 The Newsletter for October 15th shall include available conference information and pertinent committee request for:
 - 12.1.1. Proposed amendments to the Bylaws and Standing Rules
 - 12.1.2. Nominations for Region Office, and the Nominating Committee.
 - 12.1.3. The adopted region budget.
 - 12.1.4. Any other information deemed necessary.

- 12.2. The Newsletter for March 15th shall include:
 - 12.2.1. A conference packet (forms for hotel reservations, meals, registration).
 - 12.2.2. List of candidates for region officers.
 - 12.2.3. List of candidates for the nominating committee
 - 12.2.4. Absentee ballot.
 - 12.2.5. Credentials forms.
 - 12.2.6. Proposed amendments to the Bylaws and Standing Rules.
 - 12.2.7. Any other information deemed necessary.

13. OFFICIAL HISTORY. The official history of this region shall be the following:
 - 13.1. The annual report of the board of directors.
 - 13.2. The conference minutes
 - 13.3. A copy of the conference program, and
 - 13.4. Minutes and/or descriptions of pre-conference activities including programs.

14. ALL CLUB MAILING.
 - 14.1. The Region Secretary shall send two all club mailings, January 15 and July 15, to member clubs, council presidents, the Region Board and the Region standing committee chairmen. A copy will be sent upon request to the Vice President of Division II and Life members. These mailings may be sent electronically.
 - 14.2 The all club mailing for January 15 shall contain:
 - 14.2.1. First Call to Conference
 - 14.2.2. Any information deemed necessary.
 - 14.3. The all club mailing for July 15 shall contain:
 - 14.3.1. The conference minutes
 - 14.3.2 Amended Bylaws and Standing Rules
 - 14.3.3. Roster of newly elected Region Officers
 - 14.3.4. Information on dues at all levels.
 - 14.3.5. Any other information deemed necessary.
 - 14.3.6. The material for the all club mailings shall be prepared by the committees respective to their duties and submitted to the Region President for approval. Said information shall be in the hands of the President no later than the first (1st) day of January and July.

15. FUND RAISING. All fund raising events conducted at the Region Conference shall be pre-approved by the Region Board and be of benefit to the Region.

16. All fiscal obligations, including contract(s) and/or contract modification(s), require board review and approval. The board will authorize the Region President or representative to sign contracts and/or contract modifications.

17. These Standing Rules may be amended by a two-thirds (2/3) vote without previous notice or by a majority vote if previous notice has been given.

ADOPTED:
June 2, 2001

Amended - June 9, 2002
Amended - June 15, 2003
Amended – June 11, 2005
Amended – June 9, 2007