

**INTERNATIONAL TRAINING IN COMMUNICATIONS
DIVISION I, SIERRA PACIFIC REGION
COUNCIL 2
BYLAWS**

ARTICLE I. NAME

This council, approved by International Training in Communication (ITC), shall be known as Council 2 of the Sierra Pacific Region.

ARTICLE II. OBJECTIVES AND POLICIES

The purpose of this council shall be to implement the objectives and policies of ITC, and:

1. To coordinate the functioning of members' clubs within the framework of ITC.
2. To promote better understanding and utilization of information and materials from ITC.
3. To encourage club members to participate in council activities and provide opportunities for development of leadership.
4. To provide a medium for the exchange of ideas and suggestions.
5. To encourage free and open discussion of matters affecting any level of the organization.
6. To cooperate with, and ask assistance from the regional president.

ARTICLE III. MEMBERSHIP

SECTION A. MEMBERSHIP

1. **Composition.**
 - a. This council shall be composed of not less than three (3) clubs in good standing or more than sixteen (16) clubs in good standing.
 - b. A member-at-large must pay council dues in order to serve on a committee or be an appointed officer. A member-at-large shall not be entitled to vote at council meetings.
2. **Division.**
 - a. This council shall divide when it has sixteen (16) clubs in good standing. Application for approval of the division shall be made to the regional president, after council consults with member clubs and obtains ratification of the proposed division.
 - b. This council may divide when the membership becomes too large for adequate or satisfactory functioning or when distances traveled are too great. Application for approval of the division may be made by this council, or by three or more clubs in good standing provided there are sufficient clubs for division to result in two (2) councils, to the regional president.
 - c. Division of councils shall be completed by the end of the fiscal year in which application is made, to take effect at the beginning of the next fiscal year.

- d. At the time of division, any assets on hand and any moneys in the council treasury, shall be prorated on the basis of the number of active clubs in good standing involved in the division.
3. **Transfer.**

A club that desires to transfer to another council that is more accessible shall request permission to transfer from the regional president. The regional president may grant permission to transfer after consultation with the two (2) councils concerned.
4. **Assignment of New Clubs.**
 - a. A new club shall be assigned to this council by the regional president. The assigning officer shall notify the club president and the council president in writing of the assignment.
5. **Dissolution of Council.**

In circumstances where a council opts to discontinue, or it is not possible for a Council to continue because club membership has dropped to less than 3 and merging with another Council is not possible, any funds remaining in the treasury shall be distributed:

 - a. Where the clubs in the Council will be continuing as Clubs-at-Large divide the funds equally between the club (s) in that Council at time of dissolution.
 - b. Where no clubs will be continuing in a council, any funds remaining in the treasury shall be sent to the region. Where no region exists the funds shall be distributed according to the laws of that country.
 - c. The region board will oversee the dissolution of a council within its region.

SECTION B. DELEGATES TO COUNCIL

Each member club shall be entitled to one delegate to council who shall serve for a term of one year to conform with the fiscal year of ITC. A delegate may be elected for a second term.

ARTICLE IV.

FINANCING

SECTION A. GOAL

This council shall be self-sustaining.

SECTION B. ANNUAL CLUB DUES

The annual dues of this council shall be twenty-five dollars (\$25.00) per club, payable on or before August 1 and delinquent August 7. Clubs chartering from February 1 through May 31 shall pay fifty per cent (50%) or twelve dollars and fifty cents (\$12.50). Clubs chartering from June 1 through July 31 shall pay the twenty-five dollars (\$25.00) annual dues that shall be applied through July 31 of the following term.

SECTION C. REGISTRATION FEES

The registration fees for council meetings shall be set forth in the standing rules.

**SECTION D. OFFICERS AND STANDING COMMITTEE CHAIRMEN
EXPENSES**

Expenses for officers and standing committees as contained in the budget shall be paid by the treasurer upon approval and presentation of itemized bills.

SECTION E. ASSESSMENTS

Assessments may be authorized by a two-thirds (2/3) vote at a council meeting.

ARTICLE V. ELECTION AND DUTIES OF OFFICERS

SECTION A. OFFICERS

1. The elected officer(s) of a council shall be an administrator, or a board comprised of a president, vice-president, secretary, and a treasurer.
2. An elected council officer may hold elected office at club level during the term of office.
3. Elected council officers shall be without vote in the council meetings except that a council officer may vote when no other member of the officer's club is present at the council meeting, and the club has authorized the officer to act as a delegate.
4. A council officer who is elected when a member of a club in good standing may complete the term of office provided the club fulfills all other requirements of good standing.

SECTION B. REQUIREMENTS

1. All officers shall:
 - a. Have held elected office.
 - b. Be nominated by the clubs of which they are members or by the nominating committee.
 - c. Be free to attend all council and board meetings,
2. Candidates for council president should have held at least one other council office.

SECTION C. NOMINATIONS

1. A nominating committee of three (3) active members of clubs in good standing shall be elected at the November meeting.
 - a. The nominating committee shall request nominations from member clubs. After considering qualifications and requirements, the nominating committee shall present its recommendations at the February meeting and in writing to members clubs not less than thirty (30) days prior to elections.
 - b. Nominations may be made from the floor provided the nominees are present or have given written consent.
 - c. A candidate shall be an active member of a club in good standing at the time of nomination.

SECTION D. ELECTIONS

1. The annual election of officers shall be held at the April meeting of the council, with installation at the June meeting.
2. All officers shall receive a majority of votes cast.

3. Election shall be by ballot except that when there is but one candidate for an office, a voice vote may be taken for that office.

SECTION E. TERM

- d. Officers shall take office at the beginning of the fiscal year, August 1, and serve for one year or until their successors are elected.
- e. All officers shall receive a majority of votes cast.
- f. Any officer who serves a term of six months or less is eligible for re-election to the same office.

SECTION F. VACANCIES

A vacancy in the office of council president shall be filled by the vice-president. Other vacancies shall be filled by vote of the council board, subject to ratification of council.

SECTION G. DUTIES OF OFFICERS

1. The president shall:
 - a. preside at all council and board meetings.
 - b. prepare council agendas, including time for educational session, club questions and problems, and club officer training sessions. Copies of agenda shall be provided to council officers, official regional visitor and club delegates.
 - c. appoint all council standing committee chairmen and a parliamentarian, with the approval of the board.
 - d. be an ex-officio member of all committees except the nominating committee.
 - e. have general supervision of council activities.
 - f. perform such other duties as are required or requested by the council board.
2. The vice-president shall:
 - a. preside at meetings in the absence of, or at the request of the council president.
 - b. be chairman of such committees as appointed by the president, with approval of the council board.
 - c. perform such other duties as may be required.
3. The secretary shall:
 - a. keep the minutes of the council and council board meetings.
 - b. send copies of the draft minutes to the president and parliamentarian within ten (10) days, and other copies as may be required.
 - c. send copies of draft minutes of council meetings for checking to the Minutes Checking Committee within ten (10) days.
 - d. maintain a file of essential correspondence if no corresponding secretary is appointed.
 - e. compile an official record of council history for the year.
 - f. perform such other duties as may be required.
4. The treasurer shall:
 - a. collect dues, fees and be custodian of council funds.
 - b. make disbursements upon authorization of council.
 - c. authenticate expenditures against the budget.

- d. prepare a written report for each meeting of the council.
 - e. be an ex-officio member of the budget and finance committee.
 - f. submit books, comparative and financial statement for audit at the close of the fiscal year or upon request of the council or board.
 - g. perform such other duties as may be required.
5. Each officer shall:
- a. prepare an annual written report.
 - b. transfer the permanent records to his/her respective successor by August 1 or at the direction of the incoming president. The treasurer's current year records may be transferred upon completion of the audit.

ARTICLE VI. APPOINTED OFFICER

SECTION A. APPOINTED OFFICER

The appointed officer of this council shall be a parliamentarian.

SECTION B. DUTIES OF APPOINTED OFFICER

1. The parliamentarian shall:
 - a. advise the president on parliamentary procedures when requested.
 - b. attend council business meetings.
 - c. conduct delegates' briefing prior to opening of the council meeting.
 - d. prepare an annual report.
5. transfer to his/her successor by August 1, the permanent records of this appointed office or at the direction of the incoming president.
6. perform such other duties as may be required.

ARTICLE VII. MEETINGS AND QUORUMS

SECTION A. MEETING REQUIREMENTS

This council shall have a minimum of five (5) meetings each fiscal year. Meetings of this council shall be held as set forth in the standing rules.

1. The purpose of the regular and special council meetings shall be to:
 - a. conduct the business of this council.
 - b. provide education and training in speech, oral and written communication, leadership, and organization techniques.
 - c. a minimum of twelve (12) hours of training shall be included. Speech Contest can be counted as one hour.
 - d. hold the council speech contest.
 - e. conduct training for club officers.
2. Special meetings may be called by the council president or a majority of the council board of directors.
3. The Council Board, standing committees and special committees may meet by videoconference or teleconference, provided all participants may see and/or hear each other simultaneously.

SECTION B. VOTING

1. Each club in good standing shall be entitled to one (1) delegate-to-council carrying one (1) vote or, in the absence of the delegate-to-council, by an authorized alternate. All delegates and alternates shall be an active member.
2. Only delegates to council or authorized acting in the absence of the delegate shall be entitled to make motions, nominate from the floor, or vote at council meetings.

SECTION C. QUORUM

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

ARTICLE VIII. BOARD OF DIRECTORS

SECTION A. BOARD OF DIRECTORS

The board of directors shall consist of the council president, vice president, a secretary and a treasurer. The board of directors may invite any other members to attend the meetings. [Council 2 Meeting January 19, 2002. Effective August 1, 2002]

SECTION B. BOARD OF DIRECTORS MEETINGS

Meetings of the board of directors shall be held at the call of the president. Two or more members of the board may call a meeting should the president fail to do so.

SECTION C. BUSINESS

The board may transact business as necessary between council meetings, either in person or by mail, subject to the ratification of the delegates to council.

SECTION D. QUORUM

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

ARTICLE IX. COMMITTEES AND THEIR DUTIES

SECTION A. STANDING COMMITTEES

The standing committees of this council shall be:

1. Accreditation
2. Audit
3. Budget and Finance
4. Bylaws and Resolutions
5. Editor
6. Donations and Bequests
7. History Scrapbook
8. Host
9. PREM (Publicity, Recruitment, Extension, and Mentoring)
10. Program-Education
11. Properties
12. Speech Contest
13. Ways and Means
14. Website

SECTION B. DUTIES OF STANDING COMMITTEES

1. **Accreditation.** The accreditation committee shall:
 - a. be composed of no less than three (3) members, all of who have a minimum of five (5) years' seniority.
 - b. meet with participants in the program upon completion of the requirement at council level to evaluate performance. If both parties are satisfied with the performance standard the committee certifies the satisfactory completion of the requirement.
2. **Audit.** The audit committee shall:
 - a. audit the treasurer's books at the end of the fiscal and/or at the request of the council or council board.
 - b. submit written report and audited financial statement to the council board when each audit completed.
3. **Budget and Finance.** The budget and finance committee shall:
 - a. prepare the council budget and submit it to the council board for approval not less than 30 days prior to the first council meeting. At the first meeting of the fiscal year this budget shall be presented for consideration and adoption.
 - b. review the budget at mid-year and make recommendations for adjustments if necessary.
4. **Bylaws and Resolutions.** The bylaws committee shall:

review all proposed bylaws and standing rules amendments. If necessary, update council bylaws after bylaw changes adopted at the annual ITC Convention.
5. **Editor (Two's News).** The editor shall:
 - a. be responsible for the publication and distribution of the council bulletin on at least a quarterly basis.
 - b. be allowed the assistance of a printing and mailing committee.
6. **Donations and Bequests.** The endowment committee shall:
 - a. encourage individual members and clubs to participate in continuance of the endowment fund.
 - b. encourage life memberships.
 - c. give all moneys collected to the council treasurer to be forwarded to ITC through the region treasurer.
7. **History Scrapbook.** The history scrapbook committee shall:

Present annually to the outgoing council president a history scrapbook. A history book containing a continuous record of council activities shall be provided in the name of the council.
8. **Host.** The host committee shall:

Coordinate with the host club in planning for council meetings, welcome and introduce special guests. (See Host Guidelines for detailed duties.)
9. **PREM (Publicity, Recruitment, Extension, Mentoring).** The PREM shall:

Be responsible for the development, promotion, and coordination of the Public Relations, Extension, and Membership activities. The PREM committee chairman may appoint individual subcommittee chairmen.

 - a. **Publicity/Recruitment** The publicity/recruitment committee shall:
 - (1) be responsible for developing the public relations program of the council.

- (2) offer training in public relations techniques to the clubs and assist them in organizing and developing public relations programs with their own communities.
 - (3) furnish to local publications media information regarding council activities.
 - (4) furnish items of noteworthy interest to the editor of the ITC magazines.
- b. **Extension.** The extension committee shall:
Promote the growth of new clubs in council area following prescribed extension policies.
- c. **Mentoring.** The mentoring committee shall:
- (1) be responsible for maintaining an accurate record of club membership.
 - (2) assist low membership clubs as requested.
 - (3) encourage council education sessions on the various aspects of membership.
 - (4) be responsible for preparing and distributing council roster to all council members and copies to Sierra Pacific Region officers.
10. **Program-Education.** The program-education committee shall:
Be responsible for all programs of council meetings and conferences.
11. **Properties.** The properties committee shall:
- a. keep possession of Council 2 properties and supplies.
 - b. transport properties and supplies to and from Council 2 meetings.
 - c. maintain an inventory list of properties and supplies.
12. **Speech Contest.** The speech contest committee shall:
Arrange for and supervise the speech contest at council level in accordance with ITC Speech Contest Rules.
13. **Ways and Means.** The ways and means committee shall:
- a. be responsible for conducting the raffle at all council meetings.
 - b. be responsible for fund raising activities as required or needed.
14. **Website:** Website committee shall develop/maintain website for council.

SECTION C. COMMITTEE REPORTS AND RECORDS

1. **Reports.** Each committee chair shall:
- a. prepare an annual report to be given at the last meeting in June.
 - b. prepare interim verbal reports as needed to identify major project status and present at the appropriate council meetings.
 - c. in the report outline the goals and objectives for the year, the status or accomplishments and an evaluation.
2. **Records.** Each committee chair shall:
transfer the permanent records of the committee to his or her successor by August 1, as directed by the incoming president.

SECTION D. OTHER COMMITTEES

The council board of directors shall determine other committees as required and develop duties according to the needs of the council.

ARTICLE X. PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER NEWLY REVISED (current edition) shall apply on all questions of procedure and parliamentary law not specified in these bylaws.

ARTICLE XI. AMENDMENTS

SECTION A. These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote, or by mail vote with two-thirds (2/3) of all member clubs in good standing voting in favor of the amendment. All amendments must be presented in writing to member clubs at least thirty (30) days prior to the voting.

SECTION B. The council shall adopt and be governed by bylaws and standing rules which are not in conflict with bylaws at any higher levels.

SECTION C. If any amendments to the ITC bylaws make a corresponding amendment to these bylaws necessary, or cause them to be in conflict with ITC bylaws, these bylaws shall be amended automatically according to amendments adopted by vote of the ITC convention body.

Irene Osuga, President
Council 2, Sierra Pacific Region

Hiroko Saigo, Chairman
Council 2 Bylaws Committee

Amended May 1999
Amended October 1999
Amended January 2001
Amended January 2002
Amended March 2002
Amended June 2002
Amended April 2004
Amended February 2005
Amended August 2007

**INTERNATIONAL TRAINING IN COMMUNICATIONS
DIVISION I, SIERRA PACIFIC REGION
COUNCIL 2
STANDING RULES**

1. All council meetings shall be held on the third Saturday of August, November, February, April, and June. When the third Saturday conflicts with a Regional meeting or a National Holiday or the ability to schedule a meeting location, the Board shall recommend an alternate date. Host assignments to council meetings will be on a round-robin schedule, in alphabetical order beginning with the first club listed. New clubs shall have at least one year before hosting a council meeting. All meetings shall convene not later than 9:00 a.m., and adjourn no later than 3:00 p.m.
2. Clubs delinquent in dues shall not be allowed to vote in council and shall not be eligible for the speech contest.
3. It is desirable that no club has more than one elected member on the council executive board at one time.
4. Not more than eleven dollars (\$11.00) shall be charged for luncheon at council meetings not including registration fee. The member's registration fee shall be two dollars (\$2.00) per council meeting. Clubs shall make payment to council treasurer for luncheon and registration fees not cancelled by the cancellation date.
5. Meals shall be paid by council for the official visit of the regional officer, council president, vice president, secretary, treasurer, and parliamentarian. The council shall pay for meals of invited guests.
6. A complimentary meal ticket shall be provided to all Council 2 club members attending a full council meeting for the first time. This meal ticket may be used within the next two council meetings.
7. At each council meeting an appropriate reward shall be presented to the club with the highest percentage of attendance. "Highest percentage" shall be computed by dividing the number of attendees by the number of active members in the club. An inactive member must have a letter in the club's file requesting inactive status; otherwise he/she will be considered an active member.
8. The council speech contestant to the regional conference shall be given funds, as approved, for reimbursement after competing in the regional conference.
9. The incoming council officers that include the president, vice-president, secretary, treasurer, and parliamentarian shall be allowed expenses to attend Council Management Training. The amount of these expenses shall be specified in the budget each year.

10. The council shall purchase a past president pin or emblem each year for the outgoing president as provided in the approved budget. The pins for current president, vice-president, secretary, treasurer, and parliamentarian will be passed on to the incoming president, vice-president, secretary, treasurer, and parliamentarian to be worn for the following term of office. Each officer shall be held liable for his/her pin.
11. The board of directors shall have the power to authorize payment of expenses of fifty dollars (\$50.00) or less which is included in the approved budget. These payments must be ratified by council.
12. The council standing committee chairmen shall be allowed expenses as provided in the budget.
13. The council president shall appoint the Minutes Checking Committee at each council meeting. The Committee shall be composed of three delegates to council. The appointments shall be on a round-robin schedule, in alphabetical order beginning with first club listed. New clubs shall have at least two meetings before serving on the Committee. The Committee shall review the minutes, noting any corrections to be made, and returning the minutes to the council secretary within ten [10] days.
14. One month prior to a council meeting, the editor of Council 2 Bulletin *Two's News* shall distribute copies, without charge, to all Council 2 members; Sierra Pacific Region officers and council presidents.
15. Fund raising activities shall not be conducted by individual clubs for the club's benefit at council meetings.
16. These standing rules may be amended or rescinded by a two-thirds (2/3) vote without previous notice, or by majority vote if previous notice has been given.

Denise Cheeseman, President
Council 2, Sierra Pacific Region

Heidi Sakazaki, Chairman
Council 2 Bylaws Committee

Amended May 1999
Amended January 2001
Amended January 2002
Amended April 2004
Amended February 2005