

# Service Project Proposal

**2023-2024**

Sisters in Houston City Council:

If you would like to propose a Service Project for the 2023-2024 sorority year, please submit this form and a written proposal to Dolores Fritz at [silverhair\\_70@yahoo.com](mailto:silverhair_70@yahoo.com) by the **March Council Meeting**.

The proposals will be sent to the chapters for discussion and a ***vote will be taken at the April Council Meeting.***

Name or Organization of Proposed Service Project:

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Chapter or Individual Submitting Proposal:

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Please attach your written proposal describing the organization, its purpose, and type of service we would provide.

## **RESUMES FOR HOUSTON CITY COUNCIL BOARD 2023-2024**

It is time for members of Houston City Council to consider running for a council office for the board year 2023-2024.

Presidents, please take time to discuss this information in your chapters, read this to them, and pass it around. Below is information describing what the various board officers and committees do for council?

Please consider all this information and join in the enjoyment of meeting and working with other sisters in HCC.

The Board leads the council meeting each month and holds one board meeting each month. It is fun to work on the board, and no one office is really difficult to maintain and function.

Please think about this, fill out a resume, and turn it in by the March Meeting to me, Debbie Schultz. If you have questions or need to talk, feel free to call me at 832-704-3444. I will help if you are considering one of the offices for next year.

### **Per our By-Laws/Standing Rules: Article VI-Nominations, Elections, Term of Office**

**Section 1. Nominations** – At the March meeting the retiring City Council President shall call for the election of a Nominating Committee. This committee shall be composed of three (3) members from the city wide membership elected by plurality vote. The member receiving the largest number of votes shall serve as chairman. No more than one member from a chapter or the current Executive Board shall serve on the Nominating Committee, and no member shall serve two consecutive years.

### **Section 2. Elections**

- a. At the April meeting with retiring Council President presiding, the Nominating Committee shall present nominees for offices to be filled. One name from the city-wide membership shall be presented for each office. A brief resume of each nominee's qualifications shall be included in the report. Nominations may be made from the floor for any council elective office with the consent of the nominee and including her qualifications.
- b. No member shall be eligible for the office of President unless she has served as President of her Chapter for one year and has served on an HCC Council Board.

- c. Elections shall be by voice unless there are two (2) or more candidates for the same office, in which case the vote shall be by ballot and a majority shall elect. If no member receives a majority vote, then there shall be a run-off between the two candidates receiving the highest votes.

### **Section 3. Term of Office**

- a. The elected officer shall hold office for a term of one year effective the first day of May or until a successor is elected. No member shall serve more than two consecutive years on the City Council Executive Board. No more than one member from a chapter may serve as a City Council officer in any given year. An officer who has served more than one-half of a term is considered to have served a full term in that office.
- b. Installation Ceremony – New officers shall be installed by the retiring City Council President in the presence of the membership at or before the regular City Council Meeting in May if possible. Failure to hold an installation ceremony does not affect the time at which the new officers assume office.
- c. In the event of a vacancy in the office of President, the Vice President shall fill the unexpired term.

**RESUME FOR OFFICE  
HOUSTON CITY COUNCIL BOARD**

**NAME** \_\_\_\_\_  
**CHAPTER** \_\_\_\_\_

**DEGREE** \_\_\_\_\_  
**CHAPTER NUMBER** \_\_\_\_\_

1. Please select the office you would like to be considered:  
 President                       Corresponding Secretary  
 Vice President                   Treasurer  
 Recording Secretary
  
2. List offices and Committee Chairman held at the Chapter Level:  
 President                       Membership                       Scrapbook  
 Vice President                   Publicity                           Recording Secretary  
 Service                           Corresponding Secretary       Social  
 Treasurer                       Ways & Means                   Yearbook  
 Other \_\_\_\_\_
  
3. List Offices & Committees Chairman held at the City Council Level:  
(Place a "C" beside the above committees if you were the Chairperson)  
 President                       CAPA                               Notebook HCC Procedures  
 President Elect                   Directory                           Photographer  
 Vice President                   Fall Event                           PRISM  
 Recording Secretary               Friendship                           Publicity  
 Corresponding Secretary       Heritage                               Service  
 Treasurer                           Historian                               Summer Social  
 Parliamentarian                   Librarian                               Sweetheart Event  
 Audit                                   Membership                           Website  
 Bylaws                                   WICK                                   Other
  
4. List any honors received & Indicate if received from City Council, Chapter or an outside source:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. List any attributes or skills that will help you to perform in the office you are seeking election in:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. List any other qualities that may be beneficial in the office you are seeking election in:

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7. Tell us briefly about yourself, why you think you should be elected, and anything else we should know about you.

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# Duties of Officer's Houston City Council

## **President:**

- a. preside at all meetings of the Houston City Council and Executive Board;
- b. follow the order of business set forth under Standing Rules for regular chapter meetings as shown in the Book of Beta Sigma Phi;
- c. serve as an ex-officio member of all committees except the nominating committee;
- d. appoint a Parliamentarian to serve in an advisory capacity without vote in Executive Board Meetings.

## **Vice President:**

- a. perform any and all duties of the President in the event of her absence, or inability to serve.
- b. serve as official hostess of Houston City Council at all events and meetings;
- c. serve as chairman of the Membership Committee, introduce, and welcome all transferees, members-at-large and guests who attend City Council Meetings;
- d. provide a transferee list, member-at-large and prospective member list when available at City Council Meetings;
- e. perform any and all duties of the Treasurer in the event of her absence;
- f. be responsible for the Order of the Rose and all Circle rituals only (given every other year as needed, but not the same year as Legacy/Envoy II Day);

## **Recording Secretary:**

- a. keep the records and minutes of all City Council meetings and its Executive Board;
- b. maintain a roll and record of all members of City Council present and absent;

- c. email draft minutes to the Board for review and edit. Email the final version of the minutes to the Board and request the Corresponding Secretary to email to all Council members and mail or email to international or enter minutes on the international office's website within ten (10) days after each meeting.

**Corresponding Secretary:**

- a. be responsible for the written and electronic correspondence of City Council;
- b. ensure that all correspondence is submitted to the HCC President for review before transmittal;
- c. file the City Council officers' names with the local Chamber of Commerce and other desirable directories;
- d. be responsible for maintaining a list of members' email addresses and relaying City Council information to chapters via email when necessary.

**Treasurer:**

- a. collect all monies, keep an accurate record of all receipts and disbursements, and reconcile bank statements monthly;
- b. make an oral report and provide an electronic backup on the Treasurer's financial records to the President monthly;
- c. provide the Recording Secretary a written report monthly to be included in the City Council minutes;
- d. pay only those expenses accompanied by appropriate paperwork and receipts, subject to Committee Chair, Executive Board and City Council approval;
- e. the outgoing Treasurer will present copies of these documents applicable to the current year to the outgoing HCC Auditor to audit no later than May 15;
  - 1. Treasurer's books
  - 2. Previous audit
  - 3. Current Bylaws
  - 4. Reconciled bank statements

5. HCC regular meeting minutes
  6. Monthly Treasurer's Report
  7. Copies of all payment requests and receipts for all items paid.
  8. Checkbook register.
- f. furnish prior notice of all City Council dues and/or assessments and notify in writing chapter(s) that are delinquent in their dues;
  - g. prepare a proposed budget;
  - h. provide President and Vice President with all bank account information including online login and password.
  - i.



## 2022-2023 COMMITTEE SIGN UP SHEET

Please read about the various committees and consider being a Chairman, Co-Chairman, or a committee member. This is a wonderful opportunity for you to meet and work with various members from other chapters and grow in Beta Sigma Phi. **Please turn this in to the Council President by the March Council Meeting.**

1. Audit: \_\_\_\_\_ Chairman
  
2. Bylaws:                    PARLIAMENTARIAN                    Chairman  
   \_\_\_\_\_ Co-Chairman
  
3. City Council Directory: \_\_\_\_\_ Chairman  
   \_\_\_\_\_ Co-Chairman
  
4. Fall Event:                    \_\_\_\_\_ Chairman  
   \_\_\_\_\_ Co-Chairman  
   \_\_\_\_\_ Committee Mem.
  
5. Friendship:                    \_\_\_\_\_ Chairman
  
6. Heritage:                    \_\_\_\_\_ Chairman  
   \_\_\_\_\_ Co-Chairman
  
7. Historian:                    \_\_\_\_\_ Chairman
  
8. Membership:                    Vice President                    Chairman  
   \_\_\_\_\_ Co-Chairman

9. Notebook of HCC Procedures:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman

10. Photographer:

\_\_\_\_\_ Chairman

11. Publicity:

\_\_\_\_\_ Chairman

12. Service:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman

13. Summer Social:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman  
\_\_\_\_\_ Committee Mem.

14. Sweetheart Event:

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman  
\_\_\_\_\_ Committee Mem.

15. Website

\_\_\_\_\_ Chairman  
\_\_\_\_\_ Co-Chairman

16. Wick

\_\_\_\_\_ Chairman

## HOUSTON CITY COUNCIL COMMITTEES AND THEIR DUTIES

2023-2024

- 1. Audit:** This committee shall consist of one qualified member to examine the Treasurer's financial records. She will be available to the Treasurer for consultation at any time. The Audit report shall be made at the June Council Meeting.
- 2. Bylaws:** The Committee shall be open to the HCC members who wish to participate on the committee. The Committee shall review the Bylaws annually and present recommended updates to the membership. The Parliamentarian is the chairman of this committee.
- 3. City Council Directory:** This committee shall be responsible for publishing the City Council directory and posting a password protected electronic copy on the HCC website. The use of the City Council directory shall be strictly for the information of Beta Sigma Phi members. Paper copies of the directory may be ordered in advance and shall be paid for (unless free or donated) when delivered at the August HCC meeting. A complimentary paper copy shall be presented to the President and included in the Executive Board budget (unless donated).
- 4. Fall Event:** The committee shall formulate and execute all plans for a Fall Event in October or November.
- 5. Friendship:** This committee shall be responsible for extending the hand of friendship through appropriate and reasonable outreach to Beta sigma Phis and their families who visit Houston for hospitalization (or family emergencies). The Committee will also be available to visit or correspond with HCC Members who are incapacitated due to illness or weather related hardships (like hurricanes, flooding). The committee will be available to facilitate gatherings once or twice a year to foster Friendships in our Council. The committee will be available to visit Chapters for their Meetings or Socials upon invitation from the Chapters, to also foster Friendship in our Council.

- 6. Heritage:** The committee shall be responsible for interviewing past and present HCC members, and gathering information, documents, and pictures related to the history of HCC. They shall arrange for storage of any tangible items which need to be preserved in their current form and for preparing electronic data to be posted on the HCC Website. Custodian of all Council properties.
- 7. Historian:** The Historian shall compile a paper or electronic memory book of the year's activities in accordance with the President's preference to be presented to her at the Summer Social or August HCC meeting following her term.
- 8. Membership:** This committee shall be responsible for keeping a current record of members eligible to progress; 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.
- 9. Notebook of HCC Procedures:** This committee is to collect notebooks from the outgoing committee chairmen, executive board, and Parliamentarian at the May HCC Meeting. An electronic copy of applicable information will be posted on the HCC Website.
- 10. Photographer:** The photographer shall be responsible for photographic coverage of City Council activities for any publicity or other purposes required and shall upload all photos to the HCC social media site approved by City Council.
- 11. Publicity:** This committee shall extend through the mediums of the press, radio, television, social media, and the International Torch of Beta Sigma Phi the aims and accomplishments of the Council's activities. All written publications shall be approved by the HCC President before being published. It shall at all times endeavor to give the public an accurate account and intelligent understanding of Beta Sigma Phi as an educational, social, and service factor. The committee shall keep a record of articles submitted and those appearing in local media and report to the membership.

- 12. Service:** If HCC has elected to have a Service Project for any year, this committee is activated and shall investigate, organize, and supervise any service and service fund raising project of City Council.

  - a.** A chapter wishing to purpose a service project to City Council shall send literature to the Service Chairman by the February Council Meeting.
  - b.** 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.
  - c.** The Service Project of City Council shall be voted on annually at the April City Council Meeting.
  - d.** All service funds shall be disbursed within the year earned prior to that year's audit.
- 13. Summer Social:** This committee shall be responsible for planning and hosting a summer social even in July.
- 14. Sweetheart Event:** This committee shall formulate an event that honors chapter Sweethearts in February.
- 15. Website:** This committee shall formulate and maintain the Council Website composed of information relevant to this Council and timely news items submitted by chapters and committee chairmen of Council. The Chair of this committee is referred to as the Webmaster. The Webmaster will make a backup of all data on the website whenever it is updated.
- 16. Wick:** This committee shall formulate and publish an electronic Council newsletter monthly composed of timely news items submitted by chapters and committee chairmen of Council.