

BY-LAWS  
OF THE  
NORTH CAROLINA/VIRGINIA STATE COUNCIL  
OF  
THE GAMMA BETA PHI SOCIETY  
(Revised Fall 2006)

ARTICLE I

The name of this organization shall be the North Carolina/Virginia State Council of The Gamma Beta Phi Society.

ARTICLE II

Affiliation

This Council is an integral part of the national organization of The Gamma Beta Phi Society and shall abide by the National Constitution and the policies of the National Senate. Its Coat of Arms, Motto, Watchwords, Colors, and Emblem shall be those of the national organization. The will of the State Council shall be final on all matters within its jurisdiction.

ARTICLE III

Purposes

The purposes of the North Carolina/Virginia State Council shall be the same as those set forth in Article II of the Constitution of The Gamma Beta Phi Society. It shall be the function of the State Council to determine policies concerning the government and activities of the chapters within the state council, and to elect any officers as shall be necessary to help the State Council President in the supervision and coordination of the chapters within the state council. Each chapter of the North Carolina/Virginia State Council shall implement these purposes by procedures constant with local situations and in cooperation with the faculty and administration of the institutions.

ARTICLE IV

Membership

Membership shall be composed of chapters in good standing of the Gamma Beta Phi Society in colleges and universities in North Carolina and Virginia.

ARTICLE V

State Council Executive Committee

Section 1. The elected officials of this State Council of The Gamma Beta Phi Society shall be a president, a vice-president, a secretary and a treasurer, a state council advisor, and associate state council advisor. All elected officers shall be enrolled in school, and members in good standing of The Gamma Beta Phi Society. The State Council Advisor must be serving as an Advisor or Co-Advisor of a chapter in good standing with the state council and must have served one term as associate state co-advisor. All nominees for the offices within the State Council must be present at the time of nomination, and, if elected, must be present to be installed as an officer. If absences are necessary, on the part of the nominee, the State Council Executive Committee shall consider the extenuating circumstances. An Alumni Coordinator and Media Coordinator will be appointed by the state president.

Section 2. These officials shall be elected at the State Council Convention, with the term of office beginning July 1 and terminating June 30. If necessary, due to changes in elected officers' plans prior to being inducted, a replacement may be elected at the next official State Council meeting. Nominations of candidates for state council office shall be declared during opening session of State Council Meeting with elections being conducted during closing session by secret ballot. Official installation of new officers will be conducted at State Council Convention or State Caucus at National Convention prior to assuming office July 1. Officers' material will be exchanged at this time.

Section 3. The duties of the President shall be to organize, to preside, and to appoint a parliamentarian at the State Council meetings; to appoint an Alumni Coordinator and a Media Coordinator; to appoint all committees; to guide the activities and administer the policies laid down in the National Constitution, and in the North Carolina/Virginia State Council By-Laws; to be the official representative of this council when necessary or desirable; to communicate with the individual chapters in the state council as frequently as possible; to maintain contact with National Headquarters and members of the National Executive Committee; to render any service he or she can to the members and chapters within the state council; and ultimately to see that all the responsibilities of the officers are being adequately and efficiently carried out.

The duties of the Vice-President shall be to preside at State Council meetings when the President is absent; to assume the duties of the presidency should the President be unable to serve; to coordinate with the hosting chapter in preparation of the program for the State Council meeting; to coordinate with the Media Coordinator to ensure chapters' coverage; to preside over scrapbook competition; to gather and present information concerning the state project; and to assist in administering the affairs of the council.

The duties of the Secretary shall be to prepare and distribute the minutes of State Council meetings to chapter presidents and Advisors; to carry on the correspondence of the council when necessary; to keep a record of and maintain communication with Alumni within the State Council; to monitor special reports for National Headquarters; and to assist in administering the affairs of the council.

The duties of the Treasurer shall be to keep a complete and accurate record of all financial transactions; to handle receipts and authorize disbursements of all monies of the State Council (with the assistance of the state advisor); to prepare a budget for the school year; to complete and send to headquarters a year-end financial statement of all receipts and expenditures due by June 21; and to assist in administering the affairs of the state.

The duties of the Media Coordinator, an appointed position, shall be to coordinate with each chapter to assist with creating a web page, where necessary, and connecting the web page to that of the state council's. The Media Coordinator shall also attach the state council web page to that of National, and shall maintain each connection. The Media Coordinator shall maintain open communication with the Gamma Beta Phi alumni association members through web site; update web pages with meeting minutes as provided by the state council secretary; maintain the state council archive (pictures, minutes, other pertinent information) on the website; and work closely with the state council with other media events and information.

The duties of the Alumni Representative shall be to serve as election board chairperson by selecting a committee to count the votes at state conference and overseeing that committee; to stay in contact with the National Alumni NEC Representative and help provide continuity to state officers through his/her background with the Society.

The duties of the State Council Advisor/Associate Advisor shall be to work closely with state officers; to provide assistance and guidance when necessary; to arrange a planning meeting prior to May 30, with both outgoing and incoming officers, to formulate the State Council Summer Planning Meeting within the North Carolina/Virginia Council; to advise the state council President with the administration of his or her session, involving all chapters duties as described in the North Carolina/Virginia State Council By-Laws; to review and sign the annual financial report and maintain control of the checking account; and to assist in the administering the affairs of the State Council. If the state advisor becomes unable or unwilling to perform his/her duties, the state associate advisor will immediately assume that duty.

The State Associate Advisor will be primarily responsible for coordinating with the hosting chapter the annual Summer Planning Meeting. The State Advisor will be primarily responsible for coordinating with the hosting chapter the annual State Convention.

The immediate past president is to serve in an Advisory role on the North Carolina/Virginia State council and shall be invited back to the Summer Planning Meeting at state expense.

The State Council may elect any other officers it deems necessary to help the North Carolina/Virginia State Council Executive Committee in the supervision and coordination of the chapters within the state council by amending the By-Laws.

In the event that an official terminates his/her post prematurely, after inductions at National Convention, the president shall appoint a replacement. In the event that the president terminates his/her post prematurely, the vice-president shall immediately assume the office of president and appoint a vice-president.

When elected State Officials are invited to participate in meetings of local chapters, the host chapter shall pay expenses.

#### ARTICLE VI Meetings

The North Carolina/Virginia State Council shall meet at least once a year to carry out business. The State Council Executive Committee and host chapters (s) shall determine the time and place of the meeting(s).

At all State Council meetings each chapter shall be entitled to one (1) vote. State Officers shall have voting rights; however those votes will not be counted as part of their chapter's (1) one vote. The responsibility of these voting delegates shall be to vote on behalf of his/her chapter on all business matters brought forth by the State Council Executive Council. A consensus is required of all chapter members present before a vote can be cast on their behalf.

The State Council Executive Committee and host chapter shall serve as organizers of all State Council meetings. Other state meetings may be held at the discretion of the State Council Executive Committee, however; at least one month's notice must be given to each chapter prior to such a meeting.

#### ARTICLE VII Parliamentary Authority

The parliamentary authority for this council shall be the most recent edition of Robert's Rules of Order, which will be provided by the state for each state council official.

#### ARTICLE VIII State Treasury

The North Carolina/Virginia State Treasury shall be used to support the functions of the North Carolina/Virginia State Council Executive Committee, State Council Convention, the State Council Newsletter, and the North Carolina/Virginia summer planning meeting.

##### Section 1. Virginia North Carolina/State Council Treasury Income

The State Council Treasury shall be funded by a \$2.50 fee from each new member inducted into the chapters of the North Carolina/Virginia State Council. These monies are part of the one-time membership fee received by National Headquarters from new members, and will be forwarded to the North Carolina/Virginia State Council Secretary-Treasurer.

In order to provide for state expenses, and to maintain a solvent State Council Treasury, the state council asks that each local chapter conduct a fund raising project designated for state council purposes, provide a donation to the state treasury, or donate items or funds to a state council meeting. These items or donations may include providing a meal, assisting with other activities relevant to a specific meeting, or helping in any way to defray the expenditures of the North Carolina/Virginia State Council Treasury.

##### Section 2. North Carolina/Virginia State Council Treasury Expenditures

The following expenditures shall be:

- North Carolina/Virginia State Council Convention reimbursement expenses for the hosting chapter shall not exceed \$300.00. This is to include expenses for meeting rooms, awards, program covers, printing, poster board, postage, and any other items necessary for conducting business.

- All costs of communication (telephone, postage, stationary, printing) to chapters incurred by state council executive committee members shall be reimbursed.
- Travel and room reimbursement for state council planning meeting of the State Council Executive Committee when necessary. The amount of the reimbursement for mileage multiplied by one-half the current North Carolina State reimbursement rate as of July 1, the first day of the fiscal year. The amount of the room reimbursement will be one-half of the total room cost.
- Purchase of supplies for maintaining the State Council Archive.
- Providing copies of the most current edition of Robert's Rules of Order for each State Council Executive Committee member.
- Reimbursement to State Council Executive Committee members for travel to chapters within the council when these visits are not otherwise reimbursed.
- Reimbursement of one-half of the travel expenses for the State Council President and the State Council Advisor to attend the summer planning session of the National Executive Committee (NEC).
- Reimbursement to the host college/university chapter of \$50.00 for a leadership conference.

#### ARTICLE IX

##### State Website

The primary responsibility of editing and updating the State Website shall be the responsibility of the media coordinator.

#### ARTICLE X

##### Amendment of and Transmission of By-laws

These may be amended or altered by a majority vote of the State Council at any of its regular or called meetings, provided such amendment has been sent in written form to each chapter at least thirty (30) days before the State Council meeting. The thirty (30) day requirement may be waived by  $\frac{3}{4}$  vote of the representatives present. All chapters in the State Council shall be notified by the State President of any and all changes in the State Council By-laws.

The National Executive Director shall be sent a copy of these By-laws and of any subsequent amendments or alterations.

#### ARTICLE XI

##### Dissolution

In the event of dissolution, the residual assets of this organization will be turned over to another organization which is itself exempt from federal income tax as an organization described in Section 501 (c) (3) of the Internal Revenue Code, or to the Federal, State or Local government for exclusively public purposes.