

## Parliamentarian and Documents Committee

During the past year the Documents Committee has worked on updating the Policy and Procedures for All Official Oregon State Meetings, Convention, Leadership and Winter Meeting. We have made some language changes, combined Leadership and Winter Meeting duties as they are essentially the same, and updated how registration fees are calculated. **These changes will be published in the Grapevine and voted on at Convention. The changes are listed below.**

### Policy and Procedure for All Official Oregon State Meetings

**2.a) Currently reads** She shall work with the local chairman in planning the schedule of events and to approve the size and contents of the printed program.

**Change to read:** She shall work with the local chairman in planning the schedule of events and to approve the content of the printed program.

### Policy and Procedure for Convention

**Current: #1.** The Jr. Past President of the State Council represents the State Council as Convention Advisor involving the workings of a State Convention. It is therefore necessary that both the State President and the Jr. Past President are fully informed with all aspects of the State Convention.

**Change to: #1.** The Convention Chair will coordinate with the State President. It is necessary that the State President is fully informed with all aspects of the State Convention.

**Reason:** The State President is the one who works with the Convention Chairman.

**Current #2.** Convention Hostesses will follow the procedures as contained in Bylaw Article XII Meetings Section 1 and refer to this Policy and Procedure for planning and carrying out State Convention.

**Change:** This section will be eliminated.

**Reason:** This is included in the Policy and Procedure for all Official State Meetings.

**Current #3.** Convention Hostesses may borrow funds.....

**Change: becomes #2.** Convention Chair may borrow...

**Reason:** Change title of Convention Hostesses to Convention Chair.

**Current: #4.** The Convention registration is established at seven (\$7.00) per member plus the cost of medium-priced meals plus gratuity. One (\$1.00) dollar per member may be added for a speaker fee. An additional amount per member will be added to registration if a "set up fee" is charged.

**Change to: #3.** The Convention registration is established at the cost of the facility, the cost of medium-priced meals plus gratuity, and ten dollars (\$10.00) for incidentals. An additional amount per member will be added to the registration if a “set up fee” is charged. An additional fee of \$150.00 may be added to the cost of the facility if to include the expenses of the International Council Representative.

**Reason:** The way registration fees are determined is not working in many areas. This change is to bring costs up to current standards in determining fees.

**Current: #5.** The deadline for pre-registration is three (3) weeks before Convention. If this deadline is not met, the member pays an additional ten (\$10.00) dollars; men will pay an additional five dollars (\$5.00).

**Change to #4.** The deadline for pre-registration is three (3) weeks before Convention. If this deadline is not met, the attendee pays an additional ten dollars \$10.00).

**Reason:** All late registrations should be charged the same amount.

**Current #6. and #7.** Remains the same.

**Change: Becomes #5. and #6.** And wording remains the same.

**Current #8.** Any profit or loss is the responsibility of the hostess District/Chapters.

**Change to #7.** Any overage or loss is the responsibility of the hostess District/Chapters.

**Reason:** Word changed from profit to overage.

**Current #9.** Only gifts from the Convention Hostesses to the State President, the IC Representative and the Headquarters Representative; from the State Council to the State President and from the Gavel to the newly installed Jr. Past President are in order. All requests for any “special” presentations must have the approval of the Jr. Past President or the State President.

**Change to #8.** Only gifts from the Convention Committee to the State President, the IC Representative and the Headquarters Representative; from the State Council to the State President and from the Gavel to the newly installed Jr. Past President are in order. All requests for any “special” presentations must have the approval of the State President.

**Reason:** Needs only the approval from the State President.

**Current #10.** Candidates for the State office may be published as part of a Convention function at the discretion of the Second Vice President and must be confined to the designated area of said function. Publicity may be by spoken or written means, or both, and may include one written page and one favor. Buttons, ribbons or similar items may be worn by members supporting candidates at all Convention functions prior to installation of new officers. Candidates and their supporters will be responsible for the removal of any debris left in the area following the Convention function.

**Change to #9.** Candidates for the State office may be published as part of a Convention function at the discretion of the Second Vice President and must be confined to the designated area of said function.

**Reason:** The Second Vice President determines how Candidates for State Office are presented and any function in which they participate.

**Current #11.** Chapters shall be honored at Convention every fifth (5<sup>th</sup>) anniversary year beginning with their twenty-fifth (25<sup>th</sup>) anniversary, during the year in which the anniversary occurs.

**Change to: #10.** Chapters shall be honored at Convention every fifth (5<sup>th</sup>) year during the year in which the anniversary occurs.

**Reason:** The State President determines which anniversary year will begin the recognition.

**Current #12. becomes #11.** and wording remains the same.

## Policy and Procedure for Winter Meeting

\*\*\* This Policy and Procedure is eliminated and combined with Policy and Procedure for Leadership/Winter Meeting.

**Reason:** The State President determines which anniversary year will begin the recognition.

## Policy and Procedure for Leadership/Winter Meeting

**Current #2.** The Leadership Chairman may borrow up to five hundred dollars (\$500.00) from the Oregon State Council Treasury, funds permitting.....

**Change to #2.** The Leadership/Winter Meeting Chair may borrow funds from the Oregon State Council Treasury, funds permitting.

**Reason:** The Chairman may need more than \$500.00 for facility deposits.

**Current #4.** The Leadership registration is established at four dollars (\$4.00) per member plus the cost of medium-priced meals including gratuity. Three Dollars (\$3.00) per member may be added for speaker(s). An additional amount per member will be added to registration if a "set up fee" is charged.

**Change to: #4.** The registration is established at the cost of the facility plus the cost of medium-priced meals including gratuity, and \$10 for incidentals. An additional amount per member will be added to registration if a "set up fee" is charged.

**Reason:** This is to bring the calculation of the registration fee in line with that of the Convention policy.

**Current: #5, Will Change to #6.** It currently reads as: The deadline for registration is two (2) weeks before Leadership/Winter Meeting. If this deadline is not met, the member pays an additional five-dollar (\$5.00) fee. Refunds will be the registration fee minus four (\$4.00) operating cost and the three dollars (\$3.00) speaker fee, if assessed.

**Reason:** Change in number, add Winter Meeting.

**Proposed to # 5.** The registration form shall include the name, address, email, and chapter name and also a space for food issues or any food options.

**Reason:** This information needs to be included on the registration form.

**Change to #6. Proposed to read;** The deadline for registration is two (2) weeks before Leadership/Winter Meeting. If this deadline is not met, the member pays an additional five dollars (\$5.00) fee. Refunds will be the registration fee minus ten dollars (\$10.00) operating cost.

**Reason:** A change in number, Winter Meeting is added.

**Current #7 becomes #8.** No wording changes

**Current #8 becomes #9, Winter Meeting is added. Change proposed to read: A final report for Leadership/Winter Meeting shall be forwarded to the State President, the First Vice President, the Workshop coordinator, and the State Recording Secretary no later than 30 days following the event.**

**Reason: Thirty days should be sufficient time to complete the event.**

**Current #9 becomes #10, and Winter Meeting is added. No additional wording changes.**

**Current #10 will change to #11.** Any profit from Leadership/Winter Meeting will be turned over to the Oregon State Council Treasury.

**Change #11.** Any overage from the Leadership/Winter Meeting will be turned over to the Oregon State Council Treasury. Any deficit occurred from the Leadership/Winter Meeting will be covered by the Oregon State Council Treasury.

**Reason: Change wording from profit to overage, add Winter Meeting and combine current #10 and #11..**