

INTERNATIONAL TRAINING IN COMMUNICATION

**NORTHEAST REGION BYLAWS
& STANDING RULES**
(As amended June 2012)



2012

**INTERNATIONAL TRAINING IN COMMUNICATION
NORTHEAST REGION BYLAWS**

ARTICLE 1

1. NAME

- 1.1 This region, approved by International Training in Communication (hereinafter referred to as ITC), shall be known as the Northeast Region.

ARTICLE 2

2. PURPOSE

- 2.1. The purpose of this region is to
- 2.2. promote quality training in communication and leadership skills by coordinating the activities and assisting in the expansion of councils.
- 2.3. support the framework of ITC by serving as liaison between councils and the ITC board through the division vice-president.
- 2.4. assist councils in the solution of problems of clubs/chapters and members.

ARTICLE 3

3. MEMBERSHIP

- 3.1. This region shall be composed of clubs/chapters and councils where operating within its boundaries and members-at-large, upon payment of region dues.

ARTICLE 4

4. FINANCING

- 4.1. This region shall be self-sustaining.
- 4.2. **ANNUAL DUES.** The annual dues of this region shall be as set forth in the standing rules, payable on or before August 1 and delinquent September 1.
- 4.3. **CONFERENCE REGISTRATION FEE.** A registration fee to assist in the cost of the region conference shall be as budgeted.
- 4.4. **EXPENSES.** Expenses for officers, standing committees, and region speech contest winner's allowance shall be as budgeted, and paid by the treasurer upon presentation of itemized bills. Amounts beyond the budget must be approved by the board.

ARTICLE 5

5. CREATION, REALIGNMENT AND DISSOLUTION

- 5.1. **COORDINATION.** The ITC Board shall coordinate the creation, realignment and dissolution of regions with members involved at the region level. The ITC board shall be the final approving authority for such actions.

5.2. REALIGNMENTS

- 5.2.1. The ITC board may realign region boundaries after consultation with the region boards involved. The region boards shall communicate with and consult with the clubs/chapters in the affected regions before final decisions are made.
- 5.2.2. The ITC board shall give regions notice of the new boundaries one year before the effective date of the realignment, unless advance notice is waived by the region boards. Procedures for completion of the realignment shall be as directed by the ITC board.
- 5.2.3. Assets on hand after audit in the regions affected by realignment or dissolutions shall be prorated among the new regions on the basis of the number of clubs/chapters which are realigned or as otherwise directed by the ITC board.

ARTICLE 6

6. ELECTED OFFICERS AND DUTIES OF OFFICERS

6.1. ELECTED OFFICERS

- 6.1.1. The elected officers of this region shall be at least a president, a president-elect, a vice president, a secretary, a treasurer or a secretary-treasurer.
- 6.1.2. An officer is eligible to hold elected office at club/chapter and council but not at International level.
- 6.1.3. An elected region officer may be nominated and elected to a second consecutive term of office. No elected officer may serve more than two (2) consecutive terms in the same office.
- 6.1.4. A region officer who is elected when a member of a club/chapter in good standing may complete the term of office (or terms in the case of the office of president-elect) even though the club's/chapter's status changes from a club/chapter in good standing.

6.2 DUTIES OF OFFICERS

6.2.1. The President shall

- 6.2.1.a. assist councils and clubs/chapters (where no council exists) within the region.
- 6.2.1.b. arrange and preside at the annual or biennial conference and board meetings.
- 6.2.1.c. appoint standing committee chairmen and appointed officers with the approval of the region board.
- 6.2.1.d. appoint special committees as required with the approval of the region board.
- 6.2.1.e. be an ex-officio member of all committees except the nominating committee.
- 6.2.1.f. co-sign all checks issued for financial obligations incurred by the region.
- 6.2.1.g. arrange for an annual or biennial management training for councils and clubs/chapters.
- 6.2.1.h. supervise publication of a region newsletter.
- 6.2.1.i. assign organizing and satellite units to councils.
- 6.2.1.j. assist in the division of councils.
- 6.2.1.k. perform such other duties as may be required.

6.2.2 The President-Elect shall

- 6.2.2.a. assist the president.

- 6.2.2.b. in the absence or disability of the president, perform the duties of the president
- 6.2.2.c. have automatic right of succession to the office of president
- 6.2.2.d. in conjunction with the vice president coordinate PREM activities in the region.
- 6.2.2.e. in conjunction with the vice president coordinate management training for councils and clubs/chapters
- 6.2.2.f. perform such other duties as may be required.

6.2.3 The Vice President shall:

- 6.2.3.a. in conjunction with the President-Elect, coordinate PREM activities in the region.
- 6.2.3.b. in conjunction with the President-Elect, coordinate management training for councils and clubs/chapters
- 6.2.3.c. perform such other duties as may be required.

6.2.4 The Secretary shall

- 6.2.4.a. record-minutes of all meetings and provide copies as required in the standing rules.
- 6.2.4.b. conduct correspondence as directed by the president or region board
- 6.2.4.c. prepare and keep a roster of council officers, club officers, club members and members-at-large, within the region and distribute the compiled roster to active clubs and members-at-large in accordance with Standing Rule #6.
- 6.2.4.d. compile the report of the board of directors for the region conference which shall become the official history of the region
- 6.2.4.e. perform such other duties as may be required.

6.2.5. The Treasurer shall

- 6.2.5.a. collect dues and fees and deposit in a bank account established in the name of the region.
- 6.2.5.b. record all receipts and disbursements.
- 6.2.5.c. issue checks, co-signed by the president, for financial obligations incurred by the region.
- 6.2.5.d. send delinquency notices to clubs/chapters whose dues have not been paid by October 1, and as needed thereafter.
- 6.2.5.e. have all books and records available for inspection by the board.
- 6.2.5.f. prepare a financial statement for the region conference.
- 6.2.5.g. submit books and a financial statement for audit at the end of the fiscal year and/or at the request of the board
- 6.2.5.h. be an ex-officio member of the budget and finance committee.
- 6.2.5.i. perform such other duties as may be required.

6.2.6. General duties

- 6.2.6.a. Each officer shall prepare a written annual report.
- 6.2.6.b. Permanent records of each office shall be transferred to successors by August 1 at the direction of the incoming president.

ARTICLE 7

7. NOMINATIONS AND ELECTIONS

7.1 The nominating and elections committee shall

7.1.1 Be composed of three (3) active members of three (3) different councils or clubs/chapters where no council exists or members-at-large. Each member shall have been an active member for at least three (3) years.

7.1.2. No later than December 21, request nominations from member clubs/chapters for region office to be submitted by February 15. The committee may actively seek qualified members as candidates for the offices.

7.1.3 Verify candidates' qualifications and requirements for office.

7.1.4 Obtain from each candidate written consent to serve if elected.

7.1.5 Submit a list of names and qualifications of candidates in writing, together with an absentee ballot to member clubs/chapters, and clubs/chapters 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. Absentee ballots are to be returned to the elections committee as directed.

7.2 NOMINATIONS FROM THE FLOOR. Nominations may be made from the floor by delegate of the nominee's club/chapter, provided the nominee is present or has given written consent.

7.3 REQUIREMENTS

7.3.1 All officers shall:

7.3.1.a. Be active members of clubs/chapters in good standing within the region when elected, or of a club/chapter entering the region at the beginning of the fiscal year under a boundary realignment, or a member-at-Large, upon payment of applicable dues and fees.

7.3.1.b. have held elected office at club/chapter and council level, except for clubs/chapters-at-Large where nominees shall have held elected office at club/chapter level.

7.3.1.c. be nominated by the clubs/chapters of which they are members, or in the case of a member-at-large, be nominated by a club/chapter within the region.

7.3.2 The president shall:

7.3.2.a. have been an active member for at least four (4) years.

7.3.2.b. have held elected region office.

7.3.2.c. have served as chairman of a region standing committee.

7.3.3 The president-elect shall:

7.3.3.a. have been an active member for at least three (3) years.

7.3.3.b. have held elected region office.

7.3.3.c. have served as chairman of a region standing committee.

7.3.3.d. In the event there are no nominees for the President-elect with prior region office experience, consideration will be given to other nominees

7.3.4 The vice president shall:

7.3.4.a. have been an active member for at least three (3) years.

7.3.4.b. have held a region office or have served as chairman of a region committee.

7.3.5 The secretary shall:

7.3.5.a have been a member for at least three (3) years.

7.3.6 The treasurer shall:

7.3.6.a have been a member for at least three (3) years.

7.3.6.b have held the office of treasurer at club/chapter or council level.

7.4. ELECTION OF OFFICERS.

7.4.1. Election of officers shall be held at the region conference. In the event no region conference is held, officers shall be elected by mail vote prior to the end of the fiscal year.

7.4.2. Election shall be by ballot.

7.4.3. A majority of the votes cast shall be necessary for election for region office. If any ballot does not show a majority, the candidate(s) having the fewest number of votes shall be dropped from the ballot and re-balloting continued until a candidate receives a majority vote.

7.4.4. Absentee ballots. Any member club/chapter 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. (Regions with absentee voting may only vote by ballot at the region conference. No voice vote is allowed.)

7.4.5. Clubs/chapters entering the region 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 if the club/chapter will not be represented

7.4.6. TERM. Officers shall take office at the beginning of the fiscal year and shall serve for two (2) years or until a successor takes office, or until removed by resignation, death, or by adoption of a motion by member clubs/chapters with notice and a two-thirds ($\frac{2}{3}$) vote.

7.4.7. VACANCIES. A vacancy in the office of president shall be filled by the president-elect. A president-elect shall then be elected by a two-thirds ($\frac{2}{3}$) 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 ($\frac{2}{3}$) vote of the region board.

ARTICLE 8

8. APPOINTED OFFICERS

8.1. The appointed officers of this region shall be a parliamentarian, a Communication Liaison Officer, an editor and an assistant treasurer.

8.2. DUTIES OF APPOINTED OFFICERS

8.2.1. The parliamentarian shall:

8.2.1.a. advise the president and members on parliamentary procedure when requested.

8.2.1.b. attend board meetings if requested by the board.

8.2.1.c. attend the region conference.

8.2.1.d. perform such other duties as may be required.

8.2.2. The Communication Liaison Officer (CLO) shall:

- 8.2.2.a. be responsible for disseminating communications between ITC and individual club/chapter contacts (the club/chapter CLO), councils, and committee chairmen, including those not equipped to receive electronic transmission of these communications. Subscriptions may be required to cover costs of mailing hardcopies.

8.2.3. The editor shall:

- 8.2.3.a. compile and edit a region newsletter under the supervision of the president.

8.2.4. The assistant treasurer:

- 8.2.4.a. reside in the country which is not that of the treasurer.
- 8.2.4.b. be custodian of the bank account in his/ her country.
- 8.2.4.c. be authorized to pay bills to members in his/her country from that country's account. All checks must be co-signed by the Region President.
- 8.2.4.d. Transfer funds between the Canadian and US accounts as the treasurer deems necessary.
- 8.2.4.e. Report to the Treasurer on a regular basis on all monies received and checks issued.
- 8.2.4.f.. Send a copy of all club/chapter rosters received to the Region Treasurer and Secretary.

8.2.5. General duties

- 8.2.5.a. Each officer shall prepare a written annual report.
- 8.2.5.b. Permanent records of each office shall be transferred to successors by August 1 at the direction of the incoming president.

9. MEETINGS AND VOTING

9.1. CONFERENCE. Clubs/chapters of this region may hold an annual or biennial conference, as desired by the clubs/chapters. The date and site will be determined by the region board

9.2. PURPOSE. The purpose of the conference shall be to

- 9.2.1 conduct the business of the region.
- 9.2.2. receive the report of the board which shall become part of the official history of the region.
- 9.2.3. elect officers.
- 9.2.4. educate in speech, oral and written communication, leadership training, and organizational skills.
- 9.2.5. hold the region speech contest.

9.3. TRAINING SESSION. The region shall be responsible for conducting an annual training session, which may be held in conjunction with the conference.

9.4. QUORUM. The quorum of the conference shall consist of one third (1/3) of the member clubs/chapters in good standing. When business is conducted by mail, the quorum shall consist of two-thirds (2/3) of the member clubs/chapters in good standing.

9.5. VOTING

- 9.5.1. Each member club/chapter in good standing shall be entitled to one (1) accredited delegate and may authorize an alternate to serve in the absence of the delegate.
- 9.5.2. All delegates and alternates must be active members of clubs/chapters in good standing or members-at-large in good standing acting as a delegate for a member club/chapter.

- 9.5.3. When any club/chapter in good standing is unable to be represented at the conference by one of its own members, that club/chapter may authorize any active member in good standing of any club/chapter in good standing or any member-at-large in good standing within the region to act as its accredited delegate.
- 9.5.4. No member may act as delegate or alternate for more than one club/chapter.
- 9.5.5. The authority of each club/chapter's delegate shall be known by means of a certificate signed by the president and treasurer of that club/chapter. The certificate must be presented to the credentials committee at the conference to entitle the delegate to participate in the business of the conference.
- 9.5.6. Region officers shall be without vote at the region conference except when acting as a delegate for a member club/chapter
- 9.5.7. Each club/chapter entering the region at the beginning of the next fiscal year may be represented by a delegate.
- 9.5.8. Each club/chapter leaving this region at the beginning of the next fiscal year shall not vote at the conference of this region held immediately prior to the effective date of the realignment.
- 9.5.9. Only a delegate, or authorized alternate acting in the absence of the delegate, shall be entitled to make motions, vote, or nominate from the floor, but any member may speak.

ARTICLE 10

10. BOARD OF DIRECTORS'

10.1. COMPOSITION. The board shall be composed of the elected officers.

10.2. MEETINGS. Meetings of the board shall be held at the call of the president a minimum of four (4) times during the term. Two or more members may call a meeting should the president fail to do so. Such meetings may be held in person, by mail, or by electronic means.

10.3. AUTHORITY. The board shall:

10.3.1. conduct the affairs of the region in accordance with the bylaws and standing rules.

10.3.2. oversee the member clubs/chapters and councils where operating

10.3.3. manage the finances of the region.

10.3.4. coordinate and disseminate electronic communications between ITC and individual club/chapter contacts (club/chapter CLO).

10.3.5. negotiate the creation of councils at the option of the member clubs/chapters.

10.3.6. negotiate the consolidation and dissolution of councils at the option of member clubs/chapters and shall be the final approving authority for the transferal or distribution of funds remaining in the treasury of each council.

10.3.7. receive any funds remaining in the treasury of a club/chapter which forfeits its charter, for distribution according to the laws of the country.

10.3.8. grant club/chapter-at-large status to clubs/chapters geographically situated in an area making it difficult to maintain close contact with a council within the region boundaries.

10.3.9. receive applications from any two (2) or more clubs/chapters to consolidate or merge, if those clubs/chapters are not member clubs/chapters of a council with a council president, provided each club/chapter has, by a two thirds ($\frac{2}{3}$) vote, after previous notice, adopted a resolution authorizing consolidation or merger. All funds in the treasury of each club/chapter shall be transferred to the new club/chapter treasury.

- 10.4 QUORUM.** A majority of the members of the board shall constitute a quorum, either in person, by mail, or by electronic means.

ARTICLE 11

11. COMMITTEES AND THEIR DUTIES

- 11.1. STANDING COMMITTEES.** The standing committees of this region shall be Accreditation, Audit, Budget and Finance, Bylaws and Resolutions, Conference Coordinating, Nominating and Election, PREM (publicity, recruitment, extension and mentoring), Program-Education, Speech Contest and Writing Contest.

11.2. DUTIES OF STANDING COMMITTEES

- 11.2.1. The chairman of the accreditation committee shall** supervise accreditation within the region according to the policies stated in the ITC Accreditation Manual.

11.2.2. The audit committee shall:

- 11.2.2.a. audit the treasurer's books at the end of the fiscal year and/or at the request of the board.
- 11.2.2.b. submit a written report and financial statement to the board when the audit is completed.

- 11.2.3. The budget and finance committee shall** prepare the budget and submit it to the board for approval no later than September 15.

11.2.4. The bylaws and resolutions committee shall:

- 11.2.4.a. incorporate mandatory changes resulting from action taken at the ITC Convention and verify results with the region board and parliamentarian.
- 11.2.4.b. request and receive resolutions and amendments to the region bylaws and standing rules from member clubs/chapters, councils, region standing committees, and the board of directors.
- 11.2.4.c. coordinate similar resolutions and amendments.
- 11.2.4.d. submit all coordinated resolutions and amendments to the board and to member clubs/chapters at least thirty (30) days prior to the conference.
- 11.2.4.e. present all proposed resolutions and amendments to the conference.
- 11.2.4.f. verify with the secretary and parliamentarian the changes adopted at the conference; edit bylaws and standing rules as amended.

- 11.2.5. The conference coordinating committee shall,** with the approval of the president, arrange all details of the conference.

11.2.6. The nominating and election committee shall:

- 11.2.6.a. serve as outlined in Article 7.
- 11.2.6.b. arrange for the elections at the conference,
- 11.2.6.c. prepare the ballot.
- 11.2.6.d. in the event no conference can be held, mail the ballot to member clubs/chapters.
- 11.2.6.e. report results of election to the president for publication.

11.2.7. The chairman of the PREM committee shall:

- 11.2.7.a. be responsible for supervising the development, promotion and coordination of publicity, recruitment, extension and mentoring activities throughout the region, as outlined in the ITC PREM Policies and Procedures.
- 11.2.7.b. assist councils and/or clubs/chapters with membership retention and recruitment.
- 11.2.7.c. maintain an accurate record of club/chapter membership.

11.2.8. The program-education committee shall be responsible for the conference educational program with the approval of the conference coordinating committee.

11.2.9. The speech contest committee shall conduct the speech contest in accordance with the ITC speech contest rules as published.

11.2.10. The writing contest committee shall conduct the writing contest in accordance with the ITC writing contest rules as published.

11.2.11 General Duties

- 11.2.11.a. Each chairman shall prepare a written annual report.
- 11.2.11.b. Permanent records of each committee shall be forwarded to successors by August 1, as directed by the incoming president.

11.3. Other Committees. The board shall determine other committees as required and assign duties according to the needs of the region.

ARTICLE 12.

12. ZENITH CLUBS/CHAPTERS

12.1 Youth groups 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/chapters shall be assisted by region member(s) or by a person(s) qualified to coordinate the program as set out in the manual for Zenith Clubs/chapters. Any dues shall be determined by the region board. On acceptance of an application, a certificate of affiliation shall be granted. Members of these clubs/chapters may purchase ITC education material.

ARTICLE 13

13. PARLIAMENTARY AUTHORITY

13.1 ROBERT'S RULES OF ORDER NEWLY REVISED, current edition, shall apply on all questions of procedure and parliamentary law not specified in these bylaws and the ITC Bylaws.

ARTICLE 14

14. AMENDMENTS

- 14.1. These bylaws may be amended at any annual or biennial Conference by a two-thirds (2/3) vote or by a mail vote with two-thirds (2/3) of all member clubs/chapters in good standing voting in favor of the amendment. All amendments shall be presented in writing to the member clubs/chapters at least thirty (30) days prior to the voting. All amendments adopted at the conference shall become effective August 1 following conference, unless otherwise specified.
- 14.2. The region shall adopt and be governed by bylaws and standing rules which are not in conflict with ITC bylaws.
- 14.3. If any amendments to 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.
- 14.4. 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/chapter, 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 clubs/chapters in good standing return an affirmative vote.

Adopted	May 20, 2000	Amended	May 29, 2004
Amended	June 2, 2001	Amended	May 28, 2005
Amended	June 1, 2002	Amended	May 31, 2008
Amended	May 31, 2003	Amended	June 04, 2010
		Amended	June 02, 2012

STANDING RULES NORTHEAST REGION, ITC

1 DUES

- 1.1. The annual dues for this region shall be \$10.00 per member payable on or before August 1 and delinquent September 1. Dues for new members joining after February 1 shall be \$5.00 per club/chapter dues shall be \$25.00.
- 1.2. Dues and fees of United States and Canadian clubs/chapters/members will be deposited in accounts in their respective countries. The region treasurer will be custodian of the account in his/her country and the assistant treasurer will be custodian of the accounts in his/her country.

2. CONFERENCE

- 2.1. An annual or biennial region conference shall be held the first weekend in June unless otherwise directed by the region board.
- 2.2. The conference comptroller, under the direction of the conference coordinator, shall prepare and present a proposed conference budget to the region board for approval no later than December 1.
- 2.3. A complete accounting of the conference shall be submitted to the board no later than September 1 following the conference. The books will be submitted to the audit committee. A complete financial statement, including all sources of income and all expenditures for the conference, will be provided all clubs/chapters and members-at-large each year no later than October 1 following the conference.. The report may be sent by e-mail, regular mail, or included in the region newsletter.
- 2.4. The conference budget account shall be forwarded to the region operating budget account each year after all bills have been paid. The region treasurer will send a \$500 appropriation from the region operating budget account to the conference comptroller by December 1.
- 2.5. Conference bills must be presented within thirty (30) days after the close of conference. A postal and/or electronic mailing containing all information needed for members to register for and attend the conference shall be sent to each member at the last known address no later than 45 days before the conference.

3. CONFERENCE FEES

- 3.1. Each club/chapter shall pay an annual conference fee of \$10 (US) and shall be entitled to minutes of the conference. The conference fee is due August 1 of each year. Clubs/chapters chartering after August 1 will pay the conference fee when chartered.
- 3.2. All ITC delegates and/or members attending conference shall pay all cost-of-conference expenses.

4. SPEECH CONTEST

- 4.1 The speech contest winner shall be presented with the Canada Goose award and shall be its custodian until the next speech contest.
- 4.2. The speech contest winner shall be reimbursed for expenses to the International contest in an amount not to exceed that specified in the region budget.

5. NEWSLETTER

- 5.1. The region newsletter shall be known as the NORTHEAST NEWS and shall be published quarterly.
- 5.2. The newsletter shall be distributed to region officers, region chairman, council presidents, and club/chapter presidents. Other members of Northeast Region who submit their e-mail address to the editor of Northeast News shall receive a no-charge copy. Members requiring a

hard copy by mail may subscribe for a fee to be set by the region board no later than May 1 for the following term.

5.3 The approved region and conference budgets shall be published in one issue of the newsletter.

6. **NORTHEAST REGION ROSTER**

6.1 The roster of Northeast Region clubs and members-at-large will be published on October 15 each year. The club treasurer, or other designated club officer, and members-at-large will submit up-to-date membership information each year to the region secretary no later than October 1 to be included in the official Northeast Region roster.

6.2 Updates to the roster will be published on January 1 and March 1 each term.

7. **DEAN OF COMMITTEES.** The President shall appoint a Dean of Committees who shall:

- Be responsible for Region Committee and Appointed Officer files.
- Maintain job descriptions for committees and officers.

8. **RETIRING PRESIDENT:** An ITC Region Past President's Pin or other memento shall be presented to the retiring president with funds as provided in the budget.

9. **EXPENSE REIMBURSEMENT**

9.1 **TRAVEL EXPENSE.** Travel expenses shall be reimbursed to the region board in the discharge of their duties, shall not exceed the amount budgeted, and shall be limited to the actual expenditure for the minimum airfare, rail fare or bus fare, or automobile mileage not to exceed the current rate approved by the United States Internal Revenue Service.

9.2 **BOARD MEETING EXPENSE.** Board meeting expense shall be reimbursed to the region board, shall not exceed the amount budgeted, and shall be limited to the actual expenditure for the minimum airfare, rail fare or bus fare, or automobile mileage not to exceed the current rate approved by the United States Internal Revenue Service.

9.3 **CONFERENCE EXPENSE.** Reimbursement of expenses for hotel rooms and conference meal packets may be provided from conference funds for the region board, conference coordinator and the official ITC guest when all other vendors' bills have been paid.

9.4 **CONFERENCE TRAVEL EXPENSE.** Officers' travel to and expenses in connection with the pre-and-post-conference board meetings shall be included in the Northeast Region budget and shall not be included in calculating the cost of the annual or biennial conference. Travel and meeting expenses of officers elected at the conference shall not be reimbursed for the post-conference board meeting.

10. **AMENDMENTS**

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

Adopted	May 20, 2000	Amended	May 29, 2004	Amended	June 4, 2010
Amended	June 1, 2002	Amended	May 28, 2005	Amended	June 2, 2012
Amended	May 31, 2003	Amended	May 31, 2008		