

ZETA PHI BETA SORORITY, INC.



**CONSTITUTION
And BY-LAWS**

of the
GREAT LAKES REGION

*1996
Edition*

**ILLINOIS – INDIANA – KENTUCKY – MICHIGAN – MINNESOTA –
OHIO – WISCONSIN**

Great Lakes Region
Zeta Phi Beta Sorority, Inc.

(Illinois, Indiana, Kentucky, Michigan, Minnesota, Ohio & Wisconsin)



NOTES

**ZETA PHI BETA SORORITY, INC.
CONSTITUTION and BY-LAWS**

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CONSTITUTION and BY-LAWS INTRODUCTION

The assignment to draft a constitution structure for the Great Lakes Region, Zeta Phi Beta Sorority, Inc., was given to the Great Lakes Regional Phylacter under the Regional Directorship of Soror Ione H. Gibson at the Great Lakes Regional Conference, April 30, 1967, Cincinnati, Ohio.

The first draft document was presented to the Great Lakes Regional Executive Board, November 14, 1967 at Chicago, Illinois for review and implementation.

The document was finalized for presentation to the Great Lakes Regional Conference at Gary, Indiana in April, 1968.

Soror Effie Burford became Regional Director after the 1968 Boule' of Zeta Phi Beta Sorority, Inc., held at Chicago, Illinois.

During the Great Lakes Regional Sessions at Windsor, Ontario, Canada, April, 1969, Sorors Charlena Schenck, Ione H. Gibson, Ann Prendergast, Casdena Thomas, Mabel Brown, Ruth Travis; and, Glenola B. Jones were appointed to the Constitution Committee by Soror Effie Burford, Regional Director.

This Constitution was adopted by the delegates assembled on April 26, 1969. The By-Laws were to be presented for review, revision; or, implementation by the Executive Board of the Great Lakes Region as a Committee of the Whole. The By-Laws – Articles I – III – were adopted by that august body on October 25, 1969 at Cincinnati, Ohio.

This Constitution and By-Laws embody the philosophical theories and concepts into generalizations for reasonable application within the local chapter as it functions collectively with others in the **GREAT LAKES REGION, ZETA PHI BETA SORORITY, INC.**

STATE DIRECTORS/ STATE REPRESENTATIVES

ILLINOIS – SORORS LINDA EDWARDS / MICHELLE PORTER NORMAN

INDIANA – SORORS ANNIE WILLIAMS / HEDDIE KENNEDY

KENTUCKY – SORORS IRA EBBS / TONI THOMAS

MICHIGAN – SORORS MARY GRAY / RITA GAINES ELLIOTT

MINNESOTA – SOROR WILLA MAE GARNETT

OHIO – SORORS SUSIE CRAWFORD / CARLA ROBINSON

WISCONSIN – WANDA CHAPMAN / TAMMY PORTER

SORO RHONDA EBERHARDT, **REGIONAL AMICAE DIRECTOR**

SORO DORIS MC ADAMS, **REGIONAL LIFE MEMBER DIRECTOR**

SORO CARLA ROBINSON, **WAYS & MEANS CHAIR**

SORO STACY MILES, **YOUTH GROUPS DIRECTOR**

**CONSTITUTION and BY-LAWS ADOPTION
APRIL 27, 1996
GREAT LAKES REGION in SESSION**

CONSTITUTION and BY-LAWS COMMITTEES

1992 – 94 COMMITTEE MEMBERS

Soror Brenda R. Gibson Reed, Chair / Regional & National Phylacter
Soror Norman Cox Dartis, Regional Executive Board Chair
Soror Barbara A. Johnson, WI /MN State Director
Soror Ira J. Smith Ebbs, KY State Director'
Soror Linda Edwards, IL State Director
Soror Ione H. Gibson, Resident Agent – Birch Haven
Soror Doris McAdams, Regional Life Member Chair

1994 - 96 REGIONAL EXECUTIVE BOARD MEMBERS

NATIONAL OFFICERS

SOROR JYLLA MOORE FOSTER, GRAND BASILEUS
SOROR JANICE BANTT KISSNER, PAST GRAND BASILEUS
SOROR L. VERONICA NELSON, NATIONAL THIRD ANTI-BASILEUS
SOROR BRENDA R. GIBSON REED, NATIONAL PHYLACTER
SOROR DORIS MC ADAMS STOKES, REGIONAL DIRECTOR
SOROR IONE H. GIBSON, RESIDENT AGENT – BIRCH HAVEN
SOROR GAIL JACKSON, RESIDENT AGENT – ILLINOIS
SOROR VERA M. PAUL, NATIONAL LIFE MEMBER DIRECTOR

REGIONAL OFFICERS

SOROR DORIS MC ADAMS STOKES, REGIONAL DIRECTOR
SOROR DAISY DAVIS, REGIONAL EXECUTIVE BOARD CHAIR
SOROR EDNA DOUGLAS, REGIONAL GRAMMATEUS
SOROR MARGIE ARTIS, REGIONAL, TAMIAS-GRAMMATEUS
SOROR LUCINDA HUGHES, REGIONAL TAMIAS
SOROR BRENDA R. GIBSON REED, REGIONAL PHYLACTER
SOROR CYNTHIA MC COY, REGIONAL EDITOR
SOROR ALFORETTA HUGHES, REGIONAL EPISTOLEUS
SOROR EARNESTINE JEFFERSON MARTIN, NAT'L NOM. COMM. REP.
SOROR JACQUELINE COLLIER, REG. NOM. COMM. CHAIR
SOROR JOYCE NABONGO, REGIONAL UNDERGRAD-at-LARGE

Ida B. King, Regional Phylacter
April 29-30, 1967
Chairman Constitution and By-
Laws Committee
Great Lakes Region
Zeta Phi Beta Sorority, Inc.

INTRODUCTION / ADDENDUM

Throughout the years since the original Constitution and By-Laws of the Great Lakes Region were adopted in 1969, the constituency has approved/adopted amendment changes; set tradition through rules and practice; and, implemented guidelines in keeping with the National Constitution and By-Laws.

This document encompasses and is representative of the National Constitution changes; tradition/rules/practice/implementations of the Great Lakes Region Executive Board; and, the sorors/constituency in attendance at past Regional Conferences (1970 – 1996).

ZETA PHI BETA SORORITY, INC.

1969 ADMINISTRATION

Mildred C. Bradham..... Grand Basileus
Ida B. King..... National Executive Board Chair
Ione H. Gibson..... Trustee
Effie S. Burford..... Director, Great Lakes Region

1996 ADMINISTRATION

Soror Jylla Moore Foster..... Grand Basileus
Soror L. Veronica Nelson..... Nat'l. Third Anti-Basileus
Soror Brenda R. Gibson Reed..... National Phylacter
Soror Doris McAdams Stokes..... DIRECTOR, GREAT LAKES REGION
Soror Ione H. Gibson..... Resident Agent – Birch Haven
Soror Gail Jackson..... Resident Agent - Illinois

NATIONAL HEADQUARTER

Soror Vercilla A. Brown, Executive Director
Soror Vickie L. Robinson, Deputy Director
1734 New Hampshire Avenue, N W
Washington, D C 20009

**GREAT LAKES REGION
ZETA PHI BETA SORORITY, INC.**

CONSTITUTION ADOPTION

April 26, 1969

Great Lakes Region in Session

CONSTITUTION and BY-LAWS COMMITTEE

Soror Ida B. King, Chair / National Executive Board Chair
Soror Charlene Schenck Soror Mabel Brown
Soror Ione H. Gibson Soror Ruth Travis
Soror Ann Pendergast Soror Glenola B. Jones
Soror Casdena Thomas

Soror Ione H. Gibson, Trustee / Former Director, Great Lakes Region
Soror Effie Burford, Director, Great Lakes Region
Soror Doris McAdams, Chair, Great Lakes Region Executive Board
Soror Lizzie G. Miller
Soror Marie N. Clifton
Soror Glenola B. Jones
Soror Charlena H. Schenck
Soror Levy C. Vaughn
Soror Ann Prendergast
Soror Maudella P. Parham
Soror Beatrice F. Neely
Soror Maxine G. Bukey
Soror Evelyn J. Robinson

BY – LAWS

Adopted by the Great Lakes Region
Executive Board
October 25, 1969

**ARTICLE IV
AUXILIARIES**

SECTION 1: AMICAE – Each Graduate Chapter in the Great Lakes Region may sponsor an Amicae Chapter, in accordance with the National Constitution & By-Laws. Accordingly, the Great Lakes Regional Director shall appoint a Regional Amicae Director who will assist the Regional Amicae Officers and chapters to coordinate their Regional Program.

SECTION 2: ARCHONETTES / AMICETTES / PEARLETTES – Each Graduate Chapter in the Great Lakes Region may sponsor an Archonette / Amicette / Pearlette group. Youth Groups are formed by young people of elementary through high school ages who have become identified with Zeta Phi Beta Sorority; and, its ideals. These groups, recognized by the names Archonettes, Amicettes and Pearlettes, are organized where there is an active ZETA Chapter; and, shall function with an Advisor from said Chapter.

**ARTICLE V
AMENDMENT and SUSPENSION of BY – LAWS**

SECTION 1: AMENDMENT of BY – LAWS – These By-Laws may be amended during a regular business session of the Great Lakes Regional Conference, by a two-thirds ($\frac{2}{3}$) vote of the financial constituency in attendance, a quorum being present; provided notices of said amendments have been distributed to all chapters, sixty (60) days prior to the Conference.

SECTION 2: SUSPENSION of BY – LAWS – NO BY-LAW MAY BE SUSPENDED, except by a two-thirds ($\frac{2}{3}$) vote of the financial constituency in attendance, a quorum being present. By-Laws relating to business procedures; business transactions; rules of order; and, other standing rules not requiring a ballot vote, may be suspended.

GREAT LAKES REGION
Of
ZETA PHI BETA SORORITY, INC.
CONSTITUTION and BY – LAWS

1st Draft 1967
1st Reading 1969

ADOPTIONS:

Constitution: Articles I – X April 26, 1970
Great Lakes Regional Conference
Windsor, Ontario, Canada

By – Laws: Articles I – III October 25, 1969
Great Lakes Regional Executive Board
Cincinnati, Ohio

First Edition 1969
Year of Publication 1970

Published by the
GREAT LAKES REGION
ZETA PHI BETA SORORITY, Inc.
Gary, Indiana

**SECOND EDITION
ADOPTED**

April 26 & 27, 1996
Cincinnati, Ohio

PUBLISHED

Milwaukee, Wisconsin
June 1996

SECTION 4: TAMIAS-GRAMMATEUS – The office of Tamias-Grammateus shall hold an active financial roster of each Regional Chapter. She shall issue receipts at each Regional Conference for all Regional dues, fees; and, assessments. These funds shall be turned over to the Tamias during the Session.

SECTION 5: TAMIAS – The Regional Tamias shall be bonded. She shall hold and deposit funds; pay out funds on the order of the Great Lakes Region; and, the Executive Board, signed by the Grammateus; and, the Regional Director. She shall make annual reports to the Great Lakes Region; and, shall make semi-annual reports to the Great Lakes Region Executive Director.

SECTION 6: PHYLACTERY – The Phylacter shall be the Parliamentarian. She shall be knowledgeable of Parliamentary Procedures. She shall be present at all Regional Meetings; and, advise members on Rules and Regulations governing the Region, in accordance with the Great Lakes Region Constitution & By-Laws; the National Constitution & By-Laws; Robert's Rules of Order, Newly Revised; and, the Laws of Incorporation.

SECTION 7: EDITOR – The Editor shall publish the Great Lakes Region Organ ZETA ZEST once (1) per year. The subscription fee shall be included in the Chapter Regional Assessment, per soror.

SECTION 8: EPISTOLEUS – The Epistoleus shall be the Public Relations Director of the Great Lakes Region; and, shall procure ZETA PHI BETA happenings for dissemination to various news media. She shall be the official press representative in procuring; and, sending articles with relayed data to the Regional Editor.

SECTION 9: STATE REPRESENTATIVE-at-LARGE – The State Representative-at-Large is under the direction of the State Director; and, all of her activities pertaining to state affairs should be assigned and approved by the State Director. The State Representative-at-Large may: Verify the membership, financial or program participation status of chapters or auxiliary groups; chair a state committee; conduct workshops or programs; implement undergraduate programs or retreats; or, carry out special projects as assigned by the State or Regional Director.

SECTION 3: No member shall be elected who shall not have been an active, participating member of the local Chapter, the Great Lakes Region, and the Region from which said soror transferred, for a period of five (5) consecutive years preceding her nomination; and, who shall have had a minimum of two (2) years Regional Conference experience; and, two (2) years Boule experience, except the members for the office of Undergraduate –at-Large who shall have been active, participating members of the Local Chapter; and, the Region from which said soror transferred, for a period of ONE (1) year preceding her nomination; and, have had a minimum of one (1) State Meeting and one (1) Regional Conference experience.

SECTION 4: The elected officers may serve no more than TWO (2) consecutive two (2) year terms in the same Regional office.

ARTICLE III DUTIES

SECTION 1: The duties of the Regional Director shall be those set forth in the National Constitution and By-Laws of Zeta Phi Beta Sorority, Inc.

a. State Director, *ibid*.

SECTION 2: REGIONAL EXECUTIVE BOARD CHAIR – The Regional Executive Board Chair shall coordinate the business aspects of the Region; approve vouchers; and, appoint committees within the Executive Board. She shall call and chair Executive Board Meetings; approve vouchers-with proper receipts-for reimbursement of Regional Executive Board Officers, to be submitted to the Regional Director for processing; prepare the Agenda for Executive Board Meetings; apprise newly elected Executive Board Members of their duties; must possess a working knowledge of this document; as well as, the National Constitution & By-Laws of Zeta Phi Beta Sorority; and, Robert’s Rules of Order.

SECTION 3: GRAMMATEUS – The Grammateus shall be the recorder of the proceedings at the Regional Meetings. She shall take Minutes of the Regional Conference: and, of the Regional Executive Board. She shall prepare and distribute Minutes to the Executive Board and Chapters of the Region within ninety (90) days following the close of the Regional Conference. She shall retain a register or roll; notify officers, committees; and, delegates of their appointments.

CONSTITUTION and BY – LAWS of the GREAT LAKES REGION ZETA PHI BETA SORORITY, INC.

ARTICLE I NAME

SECTION 1: The name of this body shall be the GREAT LAKES REGION of ZETA PHI BETA SORORITY, INC.

ARTICLE II OBJECTIVES

SECTION 1: ZETA PHI BETA SORORITY, INC. GREAT LAKES REGION, shall have as its Objectives, the fostering of the ideals of SISTERHOOD, SCHOLARSHIP, SERVICE; and, FINER WOMANHOOD.

SECTION 2: The GREAT LAKES REGION, ZETA PHI BETA SORORITY, INC., shall have as its Objectives:

CLAUSE 1: The perpetuation of Zeta Phi Beta through the teaching of Sorority standards; and, ideals.

CLAUSE 2: The resolution of chapter problems for the purpose of strengthening soror relationships.

CLAUSE 3: Program structure to inspire greater participation in the democratic process of the Great Lakes Region, Zeta Phi Beta Sorority main steam

ARTICLE III MEMBERSHIP

SECTION 1: GRADUATE CHAPTERS – There shall be chapters in cities known as Graduate Chapters. The Graduate Chapters shall be composed of college and/or university graduate women.

CLAUSE 1: ASSOCIATE MEMBERS – Viz. By-Laws of the Zeta Phi Beta Sorority, Inc., SECTION 4, PG.9.

CLAUSE 2: HONORARY MEMBERS – “Women who have achieved national and/or international distinction and honor through SERVICE may become honorary members”. See Article II – Section 8 Constitution and By-Laws of Zeta Phi Beta Sorority, Inc. – By-Laws, pg. 10.

SECTION 2: UNDERGRADUATE CHAPTERS – Under graduate Metropolitan Chapters may be established within a city where two (2) or more colleges or universities exist.

SECTION 3: MEMBERSHIP – Soror Membership – See Handbook. Membership in Great Lakes Region shall consist of financial Graduate and Undergraduate Chapters in the Great Lakes Region and in ZETA PHI BETA SORORITY, INC., including Life Members and National Offices.

ARRICLE IV OFFICERS

SECTION 1: ELECTED OFFICERS – The ELECTED Officers of the Great Lakes Region shall be the: Regional Executive Board Chair, Grammateus, Tamias-Grammateus, Tamias, Phylacter, Editor, Undergraduate-at-Large, Regional Nominating Committee Chair, National Nominating Committee Representative; and, Epistoleus.

STATE REPRESENTTIVES-AT-LARGE shall be selected at their respective State Meetings; and, elected and installed at the Regional Conference, immediately following their election.

CLAUSE 1: DUTIES – Duties of Regional Offices shall parallel the duties of said offices in ZETA PHI BETA SORORITY CONSTITUTIN and BY-LAWS.

CLAUSE 2: AT LARGE – The Great Lakes Region shall elect one (1) Representative-at-Large for each State in the Region, which representative shall become a member of the Regional Executive Board.

CLAUSE 3: TERM – All elected officers shall serve a term of two (2) years; subject to re-election to a second

SECTION 3: The proceedings of all meetings shall, when not in conflict with this document, be governed by the usual Parliamentary Rules set forth in Robert’s Rules of Order.

BY – LAWS GREAT LAKES REGION ZETA PHI BETA SORORITY, INC.

ARTICE I INSIGNIA

SECTION 1: MOTTO – The Motto shall be: “OMNIA VINCIT LABORE”.

SECTION 2: COLORS – The Colors shall be: ROYAL BLUE & WHITE.

SECTION 3: EMBLEM – The Emblem shall be: A SHIELD; TORCHES of LIGHT; the DOVE of PEACE; and, FIVE STARS to represent the FOUNDERS.

SECTION 4: BADGE – The Official Badge of ZETA PHI BETA SORORITY, INC., shall be the Overbar of the Greek Letter Monogram; and, is to be worn only by initiated sorors.

ARTICLE II QUALIFICATIONS

SECTION 1: The Chapters in the Great Lakes Region shall elect five (5) Graduates sorors at the Regional Meeting prior to the Sorority Boule’. whose names are to be submitted to the Grand Basileus as recommendations for the Great Lakes Regional Director.

- a. The states in the Great Lakes Region shall select at their State Meeting, three (3) sorors, Graduate status, whose names shall be submitted to the Grand Basileus as recommendations from that state for their State Director.

SECTION 2: Chapters within the Great Lakes Region shall submit names, with profiles, of its constituency to the Grand Basileus for use in naming Regional National Appointments.

**ARTICLE IX
RELATIONS to NATIONAL SORORITY**

SECTION 1: The Region shall not be empowered to enter into, let, or proffer contracts of financial obligations in the name of Zeta Phi Beta Sorority, Inc.

SECTION 2: The Region and Local Chapters of the Great Lakes Region shall not affiliate as a body to bodies of political parties or commercial projects.

SECTION 3: Special Committees shall be established to carry out projects of research and publication.

SECTION 4: The Great Lakes Region may take action which do not require an expenditure of Sorority Funds.

SECTION 5: The Great Lakes Region shall have authority to issue official Sorority statements within the Region.

SECTION 6: The Official Journal for the Great Lakes Region is ZETA ZEST.

SECTION 7: Zeta Phi Beta Sorority, Inc., enacted that women interested in the ideals and activities of Zeta Phi Beta; and, who are desirous of becoming an auxiliary to the local Graduate Chapter may become organized by the local Graduate Chapter as Amicae. The purpose and function of the Amicae in the Great Lakes Region shall be as set forth by the ZETA PHI BETA SORORITY, INC.

**ARTICLE X
ENACTMENTS and AMENDMENTS**

SECTION 1: This Constitution and By-Laws shall take effect MAY 1, 1996, upon approval of the Regional Executive Board; and, the financial chapters in attendance at the 62nd Regional Conference in Cincinnati, OH; APRIL 25 – 28, 1996.

SECTION 2: This Constitution may be amended by a two-thirds ($\frac{2}{3}$) vote of the Regional Membership, providing said changes shall have been submitted in writing to the Chapters sixty (60) days before the Regional convenes.

Two (2) year term for a total of four (4) consecutive years in the same office.

SECTION 2: ELECTIONS – The procedure for electing officers shall be in accordance with the National Constitution and By-laws; and, Robert's Rules of Order, Newly Revised. An official term of office shall be TWO (2) years; subject to re-election for an additional TWO (2) years, for a total of FOUR (4) CONSECUTIVE years in the same elected office.

**ARTICLE V
COMMITTEES**

SECTION 1: STANDING COMMITTEES shall consist of the Executive Board; Budget; Audit and Finance; Scholarship; Nominations; Elections; Registration; Recommendations; Resolutions; and, Time and Place.

SECTION 2: REGIONAL EXECUTIVE BOARD – The Regional Executive Board shall consist of the: Regional Director, State Directors, Regional Executive Board Chair, Grammateus, Tamias-Grammateus, Tamias, Phylacter, Editor, Epistoleus, Undergraduate-at-Large, State Representatives-at-Large, Regional Nominating Committee Chair, National Nominating Committee Representative, Past Grand Basilei, Resident Agent – Birch Haven, Resident Agent – Illinois; and, any National elected officer residing in the Great Lakes Region.

**ARTICLE VI
MEETINGS**

SECTION 1: The Great Lakes Region shall hold at least one (1) meeting each calendar year of its financial chapters. The exact time and place to be set by the Region; or, the Executive Board.

SECTION 2: The Regional Meeting shall not take place at a time and place identical to the Boule' of Zeta Phi Beta Sorority, Inc.

SECTION 3: Regional and State Meetings shall be held annually.

SECTION 4: SPECIAL MEETINGS may be called in Sorority emergency by approval of the Executive Board of ZETA PHI BETA SORORITY, INC. (Ref. CONSTITUTION and BY-LAWS Zeta Phi Beta Sorority, Inc.)

SECTION 5: NOTICE of MEETINGS – THE great Lakes Regional Chapters shall be notified of a meeting thirty days (30) before the session convenes. Ten-day (10) notice shall be considered valid for a call meeting of Regional Committees.

SECTION 6: QUORUM for Regional Business Sessions shall be ten percent (10%) of the financial Great Lakes Region Chapters; four (4) elected officers; four (4) appointed officers; and, the Regional Executive Board Chair.

SECTION 7: Special Meetings may be called by the Executive Board; and/or, Regional Director and Executive Board Chair.

SECTION 8: The controlling ballot on matters submitted to the Region or its Executive Board is the simple majority of those members in attendance.

SECTION 9: QUORUM – The quorum for a Regional Executive Board Meeting shall be FIVE (5) ELECTED Regional Officers; TWO (2) NATIONAL ELECTED or Appointed Officers; and, FIVE (5) APPOINTED REGIONAL Officers as listed on the Great Lakes Region Executive Board Roster.

SECTION 10: REGIONAL EXECUTIVE BOARD MEETINGS – The Regional Executive Board shall meet THREE (3) times per year as follows:

- 1) FALL (September or December)
- 2) IMMEDIATELY preceding the Conference in April (Thursday evening); and,
- 3) IMMEDIATELY following the Conference (Sunday morning).

SECTION 11: STATE MEETINGS – ALL State Meetings in the Great Lakes Region shall be held by / before DECEMBER 1st each year.

ARTICLE VII ELECTIONS

SECTION 1: The developed method of a primary ballot shall be the standard usage for electing officers.

The procedure for electing officers shall be according to Robert’s Rules of Order.

Official term two (2) years; subject to re-election to a second two (2) year term for a total of four (4) consecutive years in the same office.

SECTION 2: ADMINISTRATION – “The Regions shall have power to organize fully; and, to carry out the programs of the Sorority in their Graduate and Undergraduate Chapters in accordance with this Constitution and By-Laws; and, to determine assessments for Chapters and members in their respective Regions, not contrary to this Constitution and By-Laws; or, resolutions of the Sorority.” (Ref. National Constitution)

ARTICLE VIII FINANCES

SECTION 1: The Region shall be operated as a non-profit unit of the National Sorority. No part of its net income shall inure to the private benefit of any individual.

SECTION 2: There shall be a Great Lakes Regional banking system; general fund; scholarship fund; contingency fund; and, checking account.

CLAUSE 1: The Regional Tamias and Tamias-Grammateus shall be bonded within thirty (30) days after assuming office.

CLAUSE 2: Three (3) officers signatures shall be required, any two (2) of which shall validate a check.

CLAUSE 3: The validators shall be: REGIONAL DIRECTOR; GRAMMATEUS; and, TAMIAS.

SECTION 3: There shall be a Great Lakes Regional tax set by the preceding Regional business session. No members shall be entitled to vote whose membership dues are unpaid.

SECTION 4: A budget for the ensuing fiscal year to begin at the conclusion of the Annual Regional Conference, JULY 1 – JUNE 30, covering all expenditures of the Region, including cost of publications, shall be submitted by the Budget and Audit & Finance Committees, to the Executive Board; and, to the Regional Membership, for approval.

SECTION 5: Vouchers with receipts shall be submitted for reimbursement of expenses from the General Fund Account. Interim charges, not exceeding \$200.00, may be authorized by the Executive Board. All officers must adhere to the voucher + receipts system in order to be reimbursed for reasonable expenses incurred while performing the duties of their respective office.

