

# **UCT Regional Council Guidelines**

# UCT REGIONAL COUNCIL GUIDELINES

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## **INTRODUCTION**

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UCT Regional Council Guidelines is designed to help guide the officers and members of a UCT regional council for maximum success. Please note that the guidelines have been updated. If your council still participates in traditional meetings, please refer to the UCT Constitution & Bylaws available under About Us on our website at [www.uct.org](http://www.uct.org) for more detailed information. A copy of the UCT Ritual is also available on our password protected Members' Area.

If you have questions about any of the information in the guidelines, please feel free to contact us.

## **UCT ANNUAL CALENDAR**

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The UCT Annual Calendar was created to give members important dates and deadlines for the current membership year. You can find it at [www.uct.org](http://www.uct.org) under Members' Area. Be sure to check back often as new information could be added.

## **COUNCIL OFFICERS**

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### ***ELECTION OF OFFICERS***

Regional council officer elections are held each year in the spring so that the one year terms of office can begin with the new membership year starting April 1.

### ***REGIONAL PRESIDENT***

The regional president presides at all meetings and is a member of the executive committee, if applicable. He/She works with other council officers and members to ensure the success and growth of the councils within the regional jurisdiction.

### **REGIONAL PRESIDENT RESPONSIBILITIES**

- **See that the council functions according to the UCT Constitution & Bylaws** as well as the bylaws of the regional and local councils. The UCT constitution is available under About Us at [www.uct.org](http://www.uct.org).
- **Preside at all council meetings.** Work with the secretary-treasurer to prepare an agenda in advance of each meeting. Maintain an understanding of Robert's Rules of Order Newly Revised. <http://www.rulesonline.com/>

- **If applicable, appoint all council committees**, except the executive committee.
- **Immediately following elections, hold an organizational meeting of all council officers** to review their responsibilities and make preliminary plans for the coming year.
- **If applicable, attend all meetings of the executive committee.**
- **Establish goals for membership growth and retention.** Work with other council officers, members, and local councils to ensure that goals for the jurisdiction are reached. Visit these goals regularly and make changes as needed.

#### **ADDITIONAL SUGGESTIONS**

- **If applicable, see that the executive committee meets each month.**
- **Check with the secretary-treasurer before each meeting to make sure all necessary reports, material and information are prepared.**
- **If applicable, require each council committee to prepare a report.**
- **Work with other officers, members and committees to prepare a council budget for the year.**
- **Obtain a monthly financial statement from the secretary and/or treasurer.**
- **Keep local councils and members informed through mail, email, social media or monthly council newsletters.**

#### ***REGIONAL VICE PRESIDENT***

The regional vice president presides at meetings if the local president is unable to attend. He/She also assumes a seat on the council's executive committee, if applicable.

#### **REGIONAL VICE PRESIDENT RESPONSIBILITIES**

- **Preside at meetings if the local president is unable to attend. If applicable, attend all executive committee meetings.**
- **Work with other council officers, members, and local councils to ensure that membership growth and retention goals for the jurisdiction are reached.**

## ***REGIONAL IMMEDIATE PAST PRESIDENT***

The regional immediate past president draws on his/her experience and knowledge of recent council activity to provide advice and guidance to the local president, other officers and council members.

### **REGIONAL IMMEDIATE PAST PRESIDENT RESPONSIBILITIES**

- **Preside in the absence of both the president and vice president.**
- **Perform other responsibilities as required by the UCT Constitution & Bylaws and as requested by the regional president.**

## ***REGIONAL SECRETARY***

The secretary acts as the chief administrative officer of the regional council. He/She works under the direction of the regional president and, if applicable, the executive committee. He/She is the liaison between the regional council and the local councils in the jurisdiction - and between the regional council and the UCT home office.

### **REGIONAL SECRETARY RESPONSIBILITIES**

- **Give notice of all regional council meetings when directed by the regional president or regional executive committee.**
- **Verify all council banking activity undertaken by the regional treasurer.** Make sure all checks are properly countersigned by the regional president or, if applicable, a member of the executive committee.
- **Collect all money due to the regional council.** Pay the appropriate sum to the regional treasurer and obtain a receipt for it.
- **Notify local councils in the jurisdiction of the amount and payment date of their per capita tax.** Send a copy of the receipts and statements to the regional president and regional treasurer for their information. To sign up for electronic collection of per capita, contact the Accounting Department at [smiller@uct.org](mailto:smiller@uct.org).
- **Submit at each regional council convention a report of the transactions of his/her office, money received and disbursed, the sources from which money was received, and the state of the jurisdiction for the year.**

- **Record the proceedings of the annual convention in a permanent record book.** File and preserve all papers and documents relating to the business of the organization and regional council.

### **ADDITIONAL SUGGESTIONS**

- **Work with other council officers and, if applicable, the executive committee to prepare the annual regional council budget.**
- **Become familiar with UCT's Secretary Inquiry System (SIS), which can be accessed under Login on the home page of our website at [www.uct.org](http://www.uct.org).** SIS provides secretaries with local, regional and international membership information as well as access to year-end activity and financial reports. To get started, obtain an SIS user ID and password by contacting the UCT helpdesk at [helpdesk@uct.org](mailto:helpdesk@uct.org).
- **Contact the Fraternal Department** for help with SIS or with any questions about administrative procedures.
- **At the end of his/her term, give all funds, books, vouchers and property belonging to the council to the new secretary.**
- **Perform other responsibilities as required by the UCT Constitution & Bylaws and as requested by the regional president.**

### **REGIONAL TREASURER**

The treasurer acts as the chief financial officer of the regional council. He/She works under the direction of the regional president and, if applicable, the executive committee.

#### **REGIONAL TREASURER RESPONSIBILITIES**

- **Handle all regional council funds and issue receipts to the regional secretary and/or other officers for all money received from them.** Keep a correct account of all funds received and disbursed.
- **Pay all orders, bills, claims, and demands, if verified by the regional secretary and approved by the regional president or regional executive committee, if applicable.**
- **Submit at each regional council annual convention a report of the transactions of his/her office, money received and disbursed, and the sources from which money was received.**

## **ADDITIONAL SUGGESTIONS**

- **Work with other council officers and, if applicable, the executive committee to prepare the annual regional council budget.**
- **At the end of his/her term, give all funds, books, vouchers and property belonging to the council to the new treasurer.**
- **Perform other responsibilities as required by the UCT Constitution & Bylaws and as requested by the regional president.**

## ***REGIONAL DIRECTOR (OPTIONAL)***

The regional director works with other council officers and members to ensure that membership growth and retention goals for the jurisdiction are reached. Any regional council can have up to three directors.

## ***REGIONAL CHAPLAIN (OPTIONAL)***

The chaplain is appointed by the regional president. See the UCT Constitution & Bylaws or UCT Ritual for more details.

## **COUNCIL COMMITTEES**

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With the exception of the examining finance committee, regional council committees are optional. We highly recommend a membership committee, if you want your jurisdiction to grow, and a marketing committee to help with that membership growth.

### ***EXAMINING FINANCE COMMITTEE***

Every regional council needs to have an examining finance committee. The committee functions briefly each year to audit the books and vouchers of the regional secretary and the regional treasurer as of April 30, the end of the UCT regional council fiscal year. Instructions and forms for conducting the audit are sent to regional presidents and regional treasurers from the UCT home office each February.

The committee is composed of three members other than the regional secretary and regional treasurer, who are appointed by the regional president to serve a three-year term (staggered so one term expires every year). It is the regional president's responsibility to appoint one member for a three-year term in February to serve with the two carry-over members.

## **EXAMINING FINANCE COMMITTEE RESPONSIBILITIES**

- **Audit the books and vouchers of the regional secretary and regional treasurer.**
- **Report the results of the audit to the council.**
- **Report to the UCT home office.**

## **REPORT TO UCT HOME OFFICE**

Copies of the committee's report should be forwarded immediately to the UCT home office.

UCT furnishes a fidelity bond on each regional secretary and regional treasurer. The requirements of the commercial bonding company demand that all examining finance committee reports be completed and filed at the home office no later than April 30 each year.

According to the regulations in the Standing Orders of UCT, the Board of Governors may order an audit of the books and records of a local council, by an accountant selected by the Board of Governors, at the expense of the local council, if a council fails to file an examining finance committee report with the home office and regional council secretary after having been notified twice by first class mail and once by certified mail, over a period of three months.

## **EXECUTIVE COMMITTEE**

The executive committee consists of at least the president, vice president and secretary or treasurer, who are elected annually to serve a term of one year each; and a minimum of two other members, with one-half of these members elected annually to serve for a term of two years each. The committee oversee the council's finances and acts as the council's policy-making body.

## **EXECUTIVE COMMITTEE RESPONSIBILITIES**

- **Select an executive committee chairperson. Meet regularly to perform the responsibilities required of the executive committee.**
- **Prepare an annual budget for the council.** Prior to the council's annual meeting, prepare a budget and submit it for council approval. Budget from May 1 of the current year through April 30 of the following year, and include all expected income and expenses.
- **Designate the president or another member of the executive committee (other than the secretary or treasurer) to countersign all checks or vouchers issued by the secretary and/or treasurer.**



- **Examine quarterly, and whenever seems advisable, the books and property of the secretary and/or treasurer.**
- **Make sure the council functions according to the UCT Constitution & Bylaws.**
- **Submit a report of the executive committee at the regional council annual convention.**
- **Perform other responsibilities as required by the UCT Constitution & Bylaws and as requested by the Board of Governors.**

### ***JURISPRUDENCE COMMITTEE***

The jurisprudence committee is responsible for studying in depth the pros and cons of proposed legislation - and for recommending action regarding proposed legislation (amendments).

#### **JURISPRUDENCE COMMITTEE RESPONSIBILITIES**

- **Invite the sponsors of proposed legislation to present to the committee rationale for the proposal and to answer any questions the committee might have.**
- **Invite proponents and opponents to the proposed legislation to present to the committee their rationale for/against the proposal and to answer any questions the committee might have.**
- **Seek out objective sources regarding proposed legislation, meet in private to discuss the findings, and determine an appropriate recommendation.**
- **The committee can recommend to adopt or reject proposed legislation – or sometimes take a neutral stance.** It is up to the regional council annual convention delegates to approve or reject the committee's recommendations.

### ***MEMORIAL COMMITTEE***

The memorial committee plans and conducts memorial services at the regional council annual convention.

## **STATE OF THE ORDER COMMITTEE**

The state of the order committee functions briefly each year to analyze and report the regional council annual convention proceedings.

## **MEMBERSHIP COMMITTEE**

The regional council membership committee is responsible for working with the local councils within the jurisdiction to develop and achieve membership development plans.

### **MEMBERSHIP COMMITTEE RESPONSIBILITIES**

- **Set goals for increasing local council membership and work with local councils to develop a plan to accomplish these goals.**
- **Motivate local councils within the jurisdiction to administer effective membership development programs.**
- **Recognize councils and members who bring in new members.**
- **Work with the secretary and/or treasurer to keep suspensions to a minimum.**
- **Keep members and local councils informed by making periodic reports to the council.**

## **GOALS FOR MEMBERSHIP GROWTH**

To help local councils achieve their goals for membership growth, the membership committee should work individually with each council to help develop workable membership programs. The committee can then frequently remind councils of the goals they have set and help them to attain them.

## **MEMBERSHIP DEVELOPMENT AWARDS**

On the international level, UCT Membership Development Awards is our way of recognizing and rewarding members for helping UCT grow by bringing in new members. We do this in partnership with Boost Rewards, a web-based, integrated program for rewarding and tracking member performance and retention.

Backed by integrated partnerships with the Internet's largest retailer, Amazon.com and with Visa, Boost offers online, point based programs that allow flexibility in selecting awards. U.S. members are able to select from thousands of products on Amazon while Canadian members receive Visa gift cards for bringing in new members.

## **MEMBER RETENTION**

Membership retention is one of the biggest challenges for any UCT local and/or regional council. While some councils sign hundreds of new members each year, their net membership increase can be very small due to suspensions.

The membership committee can help the secretary and/or treasurer keep suspensions low, by working with local councils to involve new members in council activities and to ensure that every local council is an active one.

## **MARKETING COMMITTEE**

Keeping your local councils engaged and your members and communities informed is vital. A marketing committee can be one or two people who know a little (or a lot) about marketing communications and are willing to invest some time in the following:

- UCT brand awareness
- Media relations
- Social media
- Regional council websites
- Regional council newsletters
- Email marketing
- Graphic design

The home office staff is also on hand to help with all of the above and much more! With a single email or phone call we can put you on the right path to promoting your regional council - all you have to do is reach out to us. For more details, contact Community Outreach Manager Keith Ward at [kward@uct.org](mailto:kward@uct.org) or at 502.758.4280.

## **PROGRAMS & EVENTS**

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### **UCT CHARITIES**

UCT Charities was established in 1997 as a way to support individuals with intellectual and developmental disabilities, primarily by providing scholarships through the UCT Scholarship Program. We've expanded this support to include other programs and projects that benefit individuals with special needs.

The fund is a 501(c)(3) charitable organization and is supported entirely through donations. Donations may be tax-deductible and are cumulative. There are several ways to donate to UCT Charities, including:

**Life Insurance** – Purchase a life insurance policy that names the fund as beneficiary upon your death. This option holds the funds in an irrevocable trust and, depending upon tax status, can allow you to deduct the cost of the policy's premiums.

**Memorial Gift** – Consider making a contribution to the fund in memory of a deceased loved one or member.

**Honor Gift** – Make a donation in honor of a special person or an event such as a birthday or anniversary.

### **UCT SCHOLARSHIP PROGRAMS**

UCT invests in the future of our communities by investing in students. We do this by sponsoring three scholarship programs to help students meet the financial challenges of a college education.

**The UCT Heaston Scholarship** helps students achieve their dreams of a college education. The program consists of three scholarships granted to three students annually; each covering four years of undergraduate education. The scholarships are:

- **The Jack & Betty Heaston Memorial Scholarship – \$6,000 per year for four years**
- **The Betty Y. Heaston Memorial Scholarship – \$3,000 per year for four years**
- **The Jack Heaston Memorial Scholarship – \$3,000 per year for four years**

Applications are due March 15 and scholarship awards will be announced after May 1.

**The UCT Scholarship Program**, funded by UCT Charities, provides scholarships to students and teachers seeking college degrees or certification to work with people with intellectual and developmental disabilities. Applicants must meet specific guidelines.

**The May E. Tisdale Scholarship Fund** grants scholarships to members and the children and grandchildren of living members. Applications are due by June 15.

More information can be found at [www.uct.org](http://www.uct.org) under UCT in Action. Or you can contact Anita Neal at [aneal@uct.org](mailto:aneal@uct.org) or at 800.848.0123 x1100.

### **UCT ANNUAL CONVENTION**

Delegates to UCT's international annual convention give every regional council a voice in UCT business. This system ensures that all actions of the organization are made in the best interest of the majority of its members.

Each regional council is entitled to one representative to the UCT annual convention for every 750 members (or a fractional part) in good standing at the close of the year of the local councils belonging to the regional council.

Delegates are elected during the regional council annual convention, at the same time council officers are elected.

Each regional council should see that its full quota of delegates attends the UCT annual convention and votes on all matters in the interest of the regional council and its member councils.

### **MEMBER BENEFITS**

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Being a UCT member means having access to a variety of benefits & discounts, including:

- Disaster relief benefit
- Discounts on hotel stays, car rentals, and travel
- Savings on office supplies, energy programs, auto financing & more
- Identity theft protection discount
- Prescription card saving program
- Health screening discounts

We offer specific benefits for U.S. and Canadian members. For more details, visit [www.uct.org](http://www.uct.org) under Join UCT.

## **FINANCIAL PRODUCTS & SERVICES**

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Like many better known insurance companies UCT offers you affordable products to protect you and your family. Unlike most for-profit insurance companies, however, our non-profit status means that instead of paying dividends to shareholders, our insurance operations help support members' local community service efforts across the U.S. and Canada.

More information about the products we provide can be found at [www.uct.org](http://www.uct.org) under Financial Products & Services or by contacting Sales Director Bob Miller at [bmiller@uct.org](mailto:bmiller@uct.org) or at 800.848.0123 x1192.

## **MISCELLANEOUS**

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### ***REGIONAL COUNCIL REPORTS***

Regional councils are required to complete several reports to be submitted to the UCT home office each year. The reports are mailed, emailed and available online through SIS. The information requested in the reports is necessary to ensure that UCT and its councils are financially compliant and retain tax-exempt status. The reports include:

**New Officers – Due June 3**

**Delegates to UCT Annual Convention – Due Within Five Days of Regional Convention**

**Regional Council Financial Reports – Due July 1**

The reports are self-explanatory, but feel free to contact Community Outreach Manager Keith Ward at [kward@uct.org](mailto:kward@uct.org) or at 502.758.4280 with any questions.

### ***LIABILITY INSURANCE FOR SPECIAL EVENTS***

When hosting a fundraiser or special event, local and regional councils must have liability insurance, as such events are not covered under UCT's insurance. This is not difficult to obtain – and we can help you. Contact Accounting Manager Sonja Miller at [smiller@uct.org](mailto:smiller@uct.org) or at 800.848.0123 x1133 for assistance.

## **CONTACT US**

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