

## STANDING RULES

### MINNESOTA STATE COUNCIL OF EPSILON SIGMA ALPHA INTERNATIONAL

#### 1. Dues:

- A. All members shall be assessed \$20.00 per fiscal year.
- B. New members joining after January 31 shall be assessed \$10.00 for the balance of the fiscal year.
- C. Assessments for new pledges (excluding DESAs, Legacy members or reinstated members) will be paid by the state for the first year.

#### 2. Invitations issued by chapters to the State President carry no financial obligation on the president's part excluding philanthropic functions.

#### 3. State Functions:

- A. All sales at state functions shall be on or at designated areas only, and the host chapter must be given prior notice. Raffles may only be held by those chapters having a Minnesota state gambling license.
- B. State functions will be hosted by the chapter of the chair of the event, unless the chapter declines. If no host chapter is available, the State President shall make appropriate arrangements.
- C. Reservations made by members for state functions are binding and must be paid if the member does not attend or does not appoint an alternate to attend.
- D. The chair of the event is responsible for following up on reservation no shows.
- E. The host chapter(s) at state functions will be responsible for meal expenses of the State President excluding philanthropic functions.
- F. All state functions will be held at handicapped-accessible facilities.

#### 4. Record Retention:

- A. All officer files shall be updated, finalized and transferred to new officers within 30 days after the state convention.
- B. Records for all offices and committees need to be kept for 10 years unless otherwise specified.

#### 5. Chapter presidents will submit the chapter roster information to the Corresponding Secretary at convention.

#### 6. Duties of State Elected Officers:

##### The President shall:

- A. Preside over all meetings of the Minnesota State Council.
- B. Coordinate the functions of the Executive and Advisory Boards.
- C. Appoint and dismiss special committees.
- D. Be an ex-officio member of all committees.
- E. Submit articles to each issue of the Minnesota ESsAy.
- F. Attend the IC Convention, carry credentials and attending all assemblies, workshops and meetings as the State's official representative.
- G. Chair a Minnesota leadership event.
- H. Plan and execute state convention agenda.
- I. Be an official state representative to the Midwest Area Regional Council (MARC).
- J. Preside over a state planning meeting to establish the ensuing year calendar no later than June 30.
- K. A visitation schedule shall be prepared by the President to provide state board representation at each chapter at least once a year.

**The First Vice President shall:**

- A. Preside in the absence of the President, except at convention.
- B. Be Membership Chair of the State.
  - a. Strive to develop new chapters.
  - b. Coordinate a minimum of one (1) rushing event in collaboration with the Second VP.
  - c. Strive for 10% membership growth.
- C. Preside at any jewel pin ceremony at state convention.
- D. Be chair of the nominating committee and direct any function relating to this committee.
- E. Prepare the official ballot of officer candidates and distribute to the voting delegates.
- F. Be known as President Elect and automatically succeed to the office of President.
- G. Attend the IC State President's Leadership Conference.
- H. Submit articles to each issue of the Minnesota EssAy.
- I. Assist the President as requested.

**The Second Vice President shall:**

- A. Assist the State Membership Chair in any function relating to the office.
- B. Preside in the absence of the President and First Vice President, except at convention.
- C. Serve as awards chair (years of service, Pallas Athene, etc.)
- D. Submit articles to each issue of the Minnesota EssAy.
- E. Attend the IC State President's Leadership Conference.
- F. Serve on the state nominating committee.
- G. Assist the President as requested.

**The Recording Secretary shall:**

- A. Record the minutes of all meetings, conferences and annual state conventions of the Minnesota State Council.
- B. Keep an accurate record of all state board members or representatives attending membership meetings, and voting delegates and alternates at the annual convention.
- C. Duplicate and disburse unapproved copies of the minutes to 2 – 3 board members for review within 10 days following each meeting.
- D. Duplicate and disburse approved copies of the minutes to all member of the state Executive and Advisory Board, the IC State President's Chair, and the International Council President, within 20 days from each meeting. In the event the Recording Secretary cannot fulfill this duty, the officer is to contact the President at once.
- E. Maintain a permanent file of all the general membership and state convention meeting minutes. Make certain the permanent files, including the minutes of the current year are passed on to the incoming Recording Secretary.

**The Corresponding Secretary shall:**

- A. Assist the President in any secretarial duties delegated, such as informing the Executive and Advisory Boards of meetings.
- B. Keep an accurate list of names and addresses of the Executive and Advisory Boards, notifying International Headquarters and the membership of all changes.
- C. Prepare and distribute the state roster no later than the first fall state function.
- D. Mail contents of chapter folder to chapter presidents immediately after state meetings.
- E. Obtain at least two bids for printing the state roster, with the decision on the award of the printing to be made by the State President and the Corresponding Secretary.

**The Treasurer shall:**

- A. Pay the State's International Council dues by the due date.
- B. Request all chapters to forward payment of their International Council dues to the Treasurer when due. The Treasurer will record and forward monies to the IC Treasurer.
- C. Notify any chapter of unpaid dues by October 1, so that payment can be made by November 1 to preserve eligibility to vote at state convention.
- D. Be responsible for ordering a full crown jewel pin for the outgoing President, to be presented at state convention. If the President already has a full crown pin, a gift of equal value shall be given as a remembrance and in appreciation of service.
- E. Pay all non-budgeted bills up to \$25.00 as approved by the President. Proposed non-budgeted expenses in excess of \$25.00 must be presented to the Executive Board for approval before a member makes such expenditures.
- F. Serve as a voting member on the Financial Planning Committee.
- G. Inform the President and Nominating Committee Chair of the number of state convention voting delegates to which each chapter is entitled, 30 days before convention.
- H. Advance a repayable down payment, not to exceed \$500.00, to the hosting convention chapter(s) upon request. Such funds shall be repaid within 30 days after convention.
- I. Upon request, after August 1, advance a working fund determined by the State Budget to the EssAy editor.
- J. Upon approval of the Executive Board, advance a repayable down payment not to exceed \$600.00 to reserve a facility for state functions. Such down payment shall be repaid within 30 days after the event.
- K. Advance budgeted discretionary monies to the State President for out-of-pocket expenses. The President is required to submit receipts for record keeping and review purposes.
- L. The State Treasurer shall, at the end of each year's state convention, send donations to the current state philanthropic recipient(s) and each national philanthropic project; limited to two national projects, as determined by the state budget.
- M. At the end of each year's state convention, send a check for \$100.00 to the Minnesota State Memorial Endowment Fund, in memory of loved ones lost during the year.

**The Parliamentarian shall:**

- A. Act as advisor to the President and the membership on current parliamentary procedures in accordance with Robert's Rules of Order.
- B. Act as chair of the state By-Laws Committee, which shall consist of the State Parliamentarian and one member from each chapter, to meet at least 60 days before the state convention in even-numbered years.
- C. Provide copies of all proposed amendments to each chapter at least 30 days before the state convention in even-numbered years, in accordance with Section B.
- D. Submit a copy of the amended by-laws to the incoming President and to the Corresponding Secretary (for inclusion in the state roster), within thirty days after the state convention at which the by-laws were amended.

**The Junior Past President shall:**

- A. Act in an advisory capacity to the President.
- B. Conduct the Chapter Presidents' Workshop at the state convention.
- C. Act as chair of the Disaster Fund, keeping a record of all chapter contributions, forwarding the contributions to the International Disaster Fund Chair.
- D. Act as chair of the Minnesota Love Fund.
- E. Act as co-chair of the Nominating Committee.

## **7. Duties of Appointed officers and/or Committees:**

### **Financial Planning Committee:**

#### **A. Membership:**

1. The financial planning committee shall consist of the elected Treasurer and four appointees from four different chapters, appointed by the State President to oversee investments and act as the annual budget committee.
2. The committee should have a general working knowledge of financial or accounting procedures.

#### **B. Term:**

1. The four members will each serve a two-year term.
2. After serving a two-year term, members must remain off the committee for one year before being eligible to serve another two-year term.
3. The terms shall be staggered so that there will be no more than two new members at any one time.

#### **C. Budget Process:**

1. The budget shall cover expenses for the fiscal year from August 1 through July 31, and be based on income expected from dues payable by September 1, planned fundraising and carryover.
2. The committee shall send the proposed budget to chapter president two (2) weeks prior to the first state membership meeting.
3. The proposed budget will be presented and voted on at the first state membership meeting.
4. The budget shall be ratified by two-thirds of the members present.

#### **D. Signature Authority:**

1. Bank signature authority over all state treasury funds shall rest with the State Treasurer and the chair of the financial planning committee.
2. Only one signature shall be required.
3. Signatory changes must be accomplished with 30 days after the end of the fiscal year.

### **The Chaplain shall:**

- A. Offer the opening and closing prayers/thoughts at the membership meetings and annual state convention, and grace before meals.
- B. Send cards of cheer and sympathy upon notification and forward information to membership.
- C. Immediately notify chapter presidents, executive board members, and Love Fund chair of any serious illness or death of a member.
- D. Prepare and conduct memorial services upon request.
- E. Notify Jonquil staff, MARC Chaplain, and IC Chaplain on death of a member.
- F. Submit articles to each publication of the Minnesota ESsAy, including a listing of calls received during the month.

**The Education Chair shall:**

- A. Encourage each chapter to plan and fulfill an education program.
- B. Maintain a file of outstanding educational programs and encourage exchange of programs among chapters.
- C. Programs will be returned to chapters after three years.
- D. Encourage chapters to enter programs in a competition at state and international levels.
- E. Arrange one or more educational programs to be presented at state function.
- F. Serve as Workshop Coordinator.
  - 1. Be responsible for workshops held at the annual state convention and/or membership meetings.
  - 2. Act as coordinator and meet with participating officers and chair(s) well in advance of the state convention for the purpose of discussing workshop plans.

**The Historian shall:**

- A. Record in the state history books all State Council activities for the year including a list of officers and members.

**The Philanthropic Chair shall:**

- A. Promote the current state philanthropic project(s).
- B. Foster interests in philanthropy and assist chapters upon request.
- C. Keep a file showing the number of hours worked on projects, monies raised, and methods used for fundraising. Submit the appropriate report to the IC Philanthropic Chair.
- D. Research new philanthropic projects for the following year and present this information to the membership no later than the last membership meeting prior to state convention.

**The Publicity Chair shall:**

- A. Acquaint chapters in the state with the importance of publicity and assist them when requested.
- B. Extend through the media the aims and accomplishments of our organizations.
- C. Submit at least one article to the Jonquil.

**The Social Chair shall:**

- A. Direct state social functions and assist other chairs upon request.

**The Ways and Means Chair shall:**

- A. Chair any current state fundraising project, except those chaired by other appointed officers.
- B. Work with individual chapters when requested.

**The ESA Foundation State Counselor shall:**

- A. Serve a two-year term, which must start on an even-numbered year.
- B. Answer all correspondence.
- C. Disseminate information from ESA Foundation to all members through articles in each issue of the state newsletter.
- D. Collect and remit membership fees to the Foundation.
- E. Supply chapters and membership with forms for the turn-around philanthropic funds.
- F. Process Minnesota scholarship applications according to guidelines and deadlines as prescribed by ESA Foundation.

**Junior and Senior Circle of Life Coordinators shall:**

- A. Promote and coordinate the projects for St. Jude Children's Hospital.
- B. Serve a two-year term.
- C. Junior Coordinator will:
  - 1. Assist the Senior Coordinator.
  - 2. Assume the position of Senior Coordinator after one year.
- D. Senior Coordinator will:
  - 1. Collect and remit monies to International Headquarters' Circle of Life.
  - 2. Disseminate information from headquarters and ALSAC to the chapters.
  - 3. Keep a file of all pertinent information on any fundraising project for Circle of Life.
  - 4. Attend any national training sessions.

**MARC Representatives shall:**

- A. Serve staggered two-year terms with one representative appointed each year.
- B. Promote and coordinate the activities of MARC.
- C. Attend MARC meetings if possible

**The Association of the Arts Chair shall:**

- A. Arrange for a display of members' art and crafts at the state convention.
- B. Encourage membership participation in both state and international displays through articles in the newsletter and other appropriate means.
- C. Appoint a judge(s) to determine state convention award winners.
- D. Conform to the rules of IC Association of the Arts.

**The State Newspaper (The ESsAy):**

- A. Any chapter or individual member may bid to publish nine issues of the ESsAy for the year at state convention.
- B. The editor(s) shall obtain at least three bids for printing the ESsAy. All costs will be paid by the state treasury, as provided in the membership-approved budget.
- C. A permanent record shall be kept by the Editor showing the number of issues mailed during the year, the expenses incurred, and the final figure of profit or loss. A copy of such report shall be forwarded to the State Treasurer within 30 days after the final issue for inclusion in the review of the State Treasurer's books.
- D. A permanent file of all ESsAys shall be maintained and passed on to the incoming Editor.
- E. Distribution may be by First Class US Mail, electronic mail or alternative methods.