

*Jaw-Ja Guide*  
*Policy and Procedure Manual*





## FOREWORD

This “Jaw-Ja Guide” (Policy and Procedure Manual) was an original publication compiled by the Past Presidents of the Georgia State Council of Epsilon Sigma Alpha International, under the direction of Joyce Robyn and Committee.

The purpose of this manual is to enrich, enable and encourage a greater tomorrow for ESA in Georgia.

We have responded to the ever changing demands of you – today’s ESA member – and it is our sincerest wish that this manual will help you continue your commitment to the high ideals for which we stand.

IN DEDICATION TO...ESA LEADERSHIP – Today and Tomorrow!

Written by...Betty Hill  
(Georgia Past State President...1963-1964)

Dear Members,

The purpose of this manual continues to be to enrich, enable and encourage a greater tomorrow for ESA in Georgia. Continued revisions of this document are the responsibility of each and every member of the Georgia State Council.

Please be aware that the Georgia State Council bylaws and standing rules are the governing document for our council. This manual was created to be an enhancement to those documents. Always check the bylaws and standing rules for all duties associated with officers and committees and use this guide as an additional resource.

*Revised 5/2007, 9/2012, 2/2020*

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## **SECTION I**

### **SYMBOLS, TRADITIONS AND ETIQUETTE**

#### **Rituals**

##### **Opening Ritual**

*(Given by the President)*

Members of Epsilon Sigma Alpha, we meet again to pledge ourselves anew to the vows of our ritual which we accepted in the golden glow of a candle-lighted room. Let us be ever mindful of the responsibilities that we pledged to our organization, keep faith with ourselves and our members, be tolerant and sincere, and ever worthy to wear the badge that symbolizes virtue, honor, truthfulness, friendliness.

*(Alternate)*

Members, we meet again to light our lamps from a common flame. Let us face this day with faith, with patience, with a prayer for understanding. We remember our common heritage, our common responsibilities, and our common goal. We will keep faith with that trust vested in us. And may sincerity and tolerance guide us as we remember to say...I AM THY MEMBER.

*(Alternate)*

Members of Epsilon Sigma Alpha, we meet here again to pledge ourselves anew to the vows we accepted. Let us be ever mindful of the responsibilities that we pledged to our organization, keep faith with ourselves and the other ESA members, be tolerant and sincere, and ever worthy to wear the badge that symbolizes virtue, honor, and truth.

##### **Closing Ritual**

*(Members form a circle with crossed hands)*

Eternal Father, master of all good works, guide and direct us that we may remain steadfast in our hearts and faithful to our pledge. May we be reminded that graciousness, poise, and friendliness are our goals and as we go our separate ways, to ever hold aloft the ray from the lamp of learning that those who follow in our footsteps may be guided by its light.

*(Alternate)*

Eternal Father, keep our flame from which we light our lamps ever bright in our own hearts, that the rays of ESA may light the way for Member's feet, wherever we may go.

*(Alternate)*

Here as we close, may we guide and direct each other so that we remain steadfast in our hearts and faithful to our pledge. May we be reminded of our goals, and as we go our separate ways, may we ever hold aloft the ray from the lamp of learning that those who follow in our footsteps may be guided by its light.

## **Flower**

“Rich in color, perfect in form, carrying the golden promise of spring, emblematic of noble thought.” The flower of ESA is the yellow jonquil, a member of the narcissus family. The jonquil with its tiny, perfect, yellow trumpets is the most fragrant of the narcissus family. The Greeks loved them. It was in ancient Greece that the narcissus was first associated with the coming off spring and was referred to as “Persephone’s (daughter of Zeus and Demeter) flower.”

## **Colors**

The ESA colors are blue, which signifies fidelity to purpose and loyalty to ideals; and gold, which is symbolic of achievement and reflects the everlasting life of our vows. Throughout the ages, fire has been a token of knowledge. “As you stand beholding fire, look deeply into the flames and there you will see the glowing colors of ESA.”

## **Crest**

The crest of ESA is a flat-topped shield enhanced above by a lamp and below by a streamer featuring the letters ESA. The shield is divided through the middle by a wide chevron (an inverted “V”) containing six candles. The apex of the chevron is joined to the top of the shield by a bar dividing the upper half into sections. In the upper right corner is a jonquil; the upper left corner features an open book; and in the lower part of the shield, below the chevron, appear the clasped hands of friendship. The six candles of the crest are symbolic of:

- |            |               |
|------------|---------------|
| 1. God     | 4. Cause      |
| 2. Country | 5. Fellow man |
| 3. Home    | 6. Work       |

## **Motto**

“All for one and one for all.”

## **Watch Words**

In ancient days, when students from many lands first sat at the feet of philosophers, they were able to meet on a common ground by speaking the classic language of learning – Greek. It is fitting, therefore, that we should have chosen the Greek alphabet and our three watch words from the Greek language. Epsilon Sigma Alpha, translated freely, means “Pursuit of Learning.”

## **Pins**

Each new member receives the Grecian Lamp of Learning pin. The Lamp is a symbol of our pursuit of knowledge.

In addition, each new member receives the Jewel Pin; signifying full membership in ESA and symbolic of the ideals of our organization. It is diamond in shape, and is inherently precious to those who wear it.

A 10K solid gold pin or heavy gold plate pin with 22 hand-set pearls is known as the Full Crown Pin. This special pin is available to purchase from ESA Merchandise and may be worn by any full member in place of the official Jewel Pin.

## **Wearing the Pin**

The ESA pin is worn over the heart. Place the thumb in the hollow of the throat, extend the fingers downward, and the tip of the little finger marks the place. The pin is never loaned to or worn by anyone except duly pledged or initiated members of ESA. It represents a pledge to higher endeavor. Others, pledged likewise, will recognize other members when they see it. The pin is a badge of honor and friendliness. It should be worn as often as possible at functions other than

those sponsored by ESA. Remember in wearing the pin, it is permissible to wear the most current officer charm on the chain. Display it only on costumes showing a sense of dignity and worth.

### **Pin Etiquette**

Your pin is worn alone or above other pins. The Greek lamp or officers' symbols should be worn slightly lower than, and to the left of the pin.

Wearing symbols of lesser offices with the president's gavel is not good sorority etiquette. Instead they should be worn on one of the many charm bracelets available from Headquarters.

At formal affairs, your pledge or jewel pin is never worn (unless so requested by your president).

The ESA recognition pin will be worn only on clothing showing a sense of dignity and worth.

When you are on vacation, abroad as a service wife/husband, or even on a trip in another state or country, don't forget your pin! Wear it always. You may find a member when you least expect it, when you were just wishing – hard – for someone special to appear so you could say hello!

*Your pin is a badge of honor and friendliness.* It is the best recognition and publicity for E.S.A. possible when worn on an occasion when the public might take notice and ask questions. You may even find a person who has been looking for something just like E.S.A., without even realizing it!

### **The Meaning of the Jewels**

There are 10 jewels surrounding the open book on the badge. These are pearls, ever synonymous with wisdom. But each jewel has a special significance to the wearer of the pin. Together they comprise 10 attributes which every ESA member strives to achieve in life.

**The First Pearl** shall be for **Wisdom**, the aggregate of human experience, which a member will find a pleasure to explore and obtain through the inspiration and guidance of ESA.

**The Second Pearl** shall be for **Beauty**, that loveliness of symmetry and line, rhythm, and color in nature, and the magic word of the printed page, which a member will endeavor to translate into everyday life.

**The Third Pearl** shall be for **Strength**, that combination of courage and judgment with which a member will be able to overcome any strife.

**The Fourth Pearl** shall be for **Truth**, that sublime measure of knowledge which a member must first feel, then know, and finally live, so that it becomes an integral part of the ESA spirit.

**The Fifth Pearl** shall be for **Fidelity**, that constancy of purpose which will enable a member to ever keep the sacred vows inviolate.

**The Sixth Pearl** shall be for **Fellowship**, that living essence of the Divine, which knows no human distinction.

**The Seventh Pearl** shall be for **Cooperation**, that ability to work harmoniously and constructively with others for the advancement of a common cause.

**The Eighth Pearl** shall be for **Loyalty**, that unswerving adherence to a set of ideals, which knows no discouragement or defeat.

**The Ninth Pearl** shall be for **Vision**, that ability to see past realities of the present into the glorious realm beyond, for "where there is no vision, the people perish."

**The Tenth Pearl** shall be for **Service**, that cheerful giving of self for others – achieving not for any expected reward or favor but for the sheer joy of doing.

And the sum of these 10 jewels shall be the perfect and complete life toward which all members of ESA are directing their efforts.

### **Jewel Pin Ceremony**

The Ceremony of the Jewels is one of the highlights of ESA life. It represents the culmination of the introductory pledge period and the beginning of a full life in ESA.

During the first few months of membership, each new member becomes acquainted with the laws and traditions of ESA and with the material covered in this booklet. Before becoming a full Jewel Pin member through the Ceremony of the Jewels, an ESA member must have completed the orientation period and fulfilled all financial obligations both locally and internationally, and have been a member of ESA for a minimum of three months.

### **LIFE ACTIVE MEMBERSHIP**

The symbol of Life Active Membership in ESA is the distinctive addition to your pin. The vibrant colors of blue and gold once more symbolize our vows, and the Greek word for “life” symbolizes your commitment. Wear it with pride for all to see, for you truly have RENEWED YOUR VOWS, PLEDGING YOURSELF TO THE IDEALS OF ESA.

#### “AN AFFIRMATION OF ESA IDEALS”:

Members, you stand here tonight to be honored by us and by ESA Headquarters for reaffirming your vows taken as a pledge and for dedicating your life to ESA through your Life Active Membership.

You have truly strengthened your link in our chain of Blue and Gold for it is now sealed forever.

The Ten Pearls of ESA are now and forever the ten watchwords of your life:

WISDOM...	You have shown your joy in exploring Wisdom through ESA.
BEAUTY...	You are beautiful to your Membership for you have given of yourself.
STRENGTH...	You are the strength of the future of ESA.
TRUTH...	You are the example of the truths of the ideals of ESA.
FIDELITY...	You have kept your vows inviolate and have affirmed them for life.
FELLOWSHIP...	You have extended the hand of friendship and have reaped the golden harvest.
COOPERATION...	You are the example of total cooperation with the Members of ESA.
LOYALTY...	You are committed to the ideals as you have shown tonight.
VISION...	You have seen the vision of the future of ESA and will forever take part.

SERVICE...

You have given of yourself to ESA forever through your Life Active Membership and we salute you for your commitment to this service.

### **PIN PROTOCOL - LIFE ACTIVE MEMBERS:**

Since the action taken by a Life Active Member indicates his/her reaffirmation to the pledge vows and Ideals of ESA, the pin protocol has been set that his/her guard chains be cleared of all other dangles and that the symbol be attached to the guard chain, closest to the Grecian Lamp...about seven links from the Lamp.

They are to be worn with the pin in this manner and never on a charm bracelet.

(Reference: ESA Headquarters, Drake Office Center, 363 West Drake Road, Fort Collins, Colorado 80526)

### **Wearing the Emblems**

Members of ESA are entitled to wear the letters, emblems, badges, and pins of the organization. The trademark of ESA is a legal trademark and all merchandise, jewelry, etc. should be obtained through the ESA Merchandise Store. By law, ESA logos may not be placed on logo items/merchandise that are intended to be resold. Only Headquarters reserves the right to sell logo items/merchandise. Visit the shopping link on the web site to purchase authentic logo items/merchandise.

### **Logo Trademark**

The Epsilon Sigma Alpha International logo is trademarked. You may not change nor alter any of the logo versions. Only ESA reserves the right to change or alter the appearance of our logos. Please contact Headquarters if you have any questions regarding the use of our logos. *Authorization from a licensed vendor must be received before using the ESA logo on any merchandise to be sold.*



## SECTION II

### GREEK ALPHABET

A	ALPHA	Ι	IOTA	Ρ	RHO
B	BETA	Κ	KAPPA	Σ	SIGMA
Γ	GAMMA	Λ	LAMBDA	Τ	TAU
Δ	DELTA	Μ	MU	Υ	UPSILON
Ε	EPSILON	Ν	NU	Φ	PHI
Ζ	ZETA	Ξ	XI	Χ	CHI
Η	ETA	Ο	OMICRON	Ψ	PSI
Θ	THETA	Π	PI	Ω	OMEGA

USE OF VISUAL AIDS...POSTERS AND/OR CHARTS ARE A GREAT ASSET!!

## SECTION III

### **ESA – AN ORGANIZATION WITH A PURPOSE**

Epsilon Sigma Alpha International, as Epsilon Sigma Alpha, is a leadership and service organization. ESA offers its members leadership training, education and fellowship to assist and enhance their local and national philanthropic work. By challenging members to explore and develop their abilities, ESA promotes confidence and competence, and opens the door to greater career opportunity.

Epsilon Sigma Alpha – ESA – and the JOURNEY are all registered trademarks of Epsilon Sigma Alpha International.

Each entity of ESA has a special function. These functions are complimentary; each helping the other to accomplish desired goals within a unity of purpose.

<u>HEADQUARTERS</u>	<u>INTERNATIONAL COUNCIL EXECUTIVE BOARD</u>	<u>THE FOUNDATION</u>
<p>Founded between 1925 &amp; 1929... Specific Date Unknown</p>	<p>Founded in 1938</p>	<p>Founded in 1971</p>
<p>Headquarters provides membership services that cannot be accomplished by volunteers and provides guidance for ESA projects. It also serves as an important resource for researching potential projects and provides professional assistance for educational, membership and philanthropic programs. By contract, provide accounting services for the ESA Foundation</p>	<p>International Council Executive Board is elected by the members to provide policy guidance. They determine the direction of ESA and the scope of projects that will be pursued. They have the overall responsibility for types of ESA activity and provide guidelines for accomplishing these endeavors through the ESA membership.</p>	<p>The Foundation serves as a tool or vehicle to help the membership in accomplishing these given activities. The nine directors are elected by the members of the Foundation. Although they may suggest projects, it is up to the membership to accept them and utilize the tax-exempt number for soliciting donations. The Foundation is a tax-exempt/public trust.</p>
<u>SERVICES</u>	<u>SERVICES</u>	<u>SERVICES</u>
<ul style="list-style-type: none"> <li>• Business Management</li> <li>• Government Reporting</li> <li>• JOURNEY Magazine</li> <li>• Data Processing</li> <li>• Awards Programs (Pallas Athene, First Pearl, Honor Society, Ambassador, etc.)</li> <li>• Service Pins, Educational Programs</li> <li>• Seminars for State Presidents, State Membership Directors</li> <li>• Leadership Seminars for Members</li> <li>• "Success Seminars"</li> <li>• Newsletters &amp; Correspondence</li> <li>• Merchandise</li> <li>• Assist with IC Convention</li> <li>• Circle of Life</li> <li>• Reps to State Conventions/Meetings</li> <li>• Tax Exempt Filing for Chapters</li> </ul>	<ul style="list-style-type: none"> <li>• International Convention</li> <li>• Disaster Fund Benefits</li> <li>• International Council Awards</li> <li>• Reps to State Conventions</li> <li>• Newsletters</li> <li>• Correspondence &amp; Problem Solving</li> <li>• Advisory Body to Membership</li> <li>• Long-range Planning in Conjunction with Headquarters and the Foundation</li> <li>• National Publicity for ESA</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships</li> <li>• ADAPT Program-Self Supporting</li> <li>• Philanthropic Turn-Around Funds</li> <li>• Bulk Mail Permits</li> <li>• Robert and Dixie Palmer Recognition Program</li> <li>• Awards</li> <li>• Newsletters</li> <li>• Correspondence</li> <li>• ESA Archives</li> <li>• Slide Program for Chapters</li> <li>• Grants</li> <li>• Tax Deduction for Donations to Community Projects</li> <li>• Tax Deduction for Attending Annual Meeting, if Delegate</li> <li>• Provide Assistance for Community Service in Child Abuse, Battered Women, Alcohol and Drug Abuse, Teenage Pregnancy</li> </ul>

## SERC (Southeastern Regional Council)

Founded in 1959

SERC was designed to serve as a Golden Link of Service between the International Council and the Southeastern States, in order to bring further challenges, leadership opportunities and growth in ESA to this region.

Membership includes all members in 12 State Councils, as follows:

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia.

### SERVICES

- A one-day conference and leadership training in the fall
- Southeastern Regional Council Endowed Scholarships
- SERC Awards for state and individuals
- "The Torch", a leadership publication created in 1963, revised as needed.

### Southeastern Regional Council Goals

- TO SERVE: as a means of fellowship and unity among the membership of the member states.
- as a guiding light for member states with their problems and an exchange of ideas.
- as a way of growth for ESA within the member states through charter chapters and new members.
- as an aide for transfer from a member state to any state; an aide for transfer from any state to member states.
- TO PROMOTE: closer relations and fuller cooperation between member states and International Council and International Headquarters.
- candidates from member states for IC office.
- TO ACHIEVE: one hundred percent paid IC dues within member states.
- TO ENCOURAGE: attendance and participation in awards and contest at the International conventions within the member states

## Georgia State Council

Founded in 1951

The Georgia State Council serves as a Guiding Light for all ESA members functioning within the State of Georgia. It offers opportunities to acquire new friends, followed by avenues of fun and fellowship among its member chapters. It offers its members opportunities to sharpen their leadership skills.

### SERVICES

- Annual State Convention
- Newsletters ("Jaw-Ja Jonquil")
- Leadership Seminars annually since 1967
- State Awards
- Workshops
- Georgia State Council Endowment
- Outstanding Member of Year
- Outstanding Pledge of Year
- Publication of "Jaw Ja Guide" (Policy and Procedure Manual)
  - First Publication 1985
  - Revised Editions 2007, 2012, 2020
- Service Pin Presentations

## **SECTION IV**

### **FLAG PROTOCOL**

The following information is taken from the United States Code and is the only AUTHORITY for the display and use of the American Flag. This can be located in the United States Code Service. Title 36, Sections 173 through 178. There are times when Amendments to this code are made; therefore, this code should be occasionally reviewed. The Code may be found in your public library and university libraries. Research for this printing and these findings has been done by Gennie Haralson, 1978-79 IC President and Joan Bourn, 1998-99 IC President, along with several others.

*“When used on a speaker’s platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the U.S. Flag should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman’s or speaker’s right as he/she faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.”*

*“No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory, etc.”*

The code further states that flags of States, cities, or localities, or pennants of societies should be to the left of the Flag of the United States and the right of the audience. In as much as there is no flag code for ESA and the flags that are used, it appears that the precedent already established is in order.

*“When flags of two or more nations are displayed, they are to be flown from separate staffs the same height the flags should be of approximate equal size. International usage forbids that display of the flag of one nation above that of another nation in time of peace.”*

The following diagram is based on an International Council presentation and can be adapted to Regional and State ceremonies.

**U.S. Flag/Australian**

**PODIUM**

**Host State Flag/IC Pres. State  
Flag/Flag of all Faiths/ESA  
Flag/Multi-State Council Flag/ (if  
one is used)/ESA Foundation Flag**

**(Other flags at the discretion of the Presenter)**

**AUDIENCE**

**“ESA Flag Protocol adopted by the International Council Executive Board”  
February 18. 1999**

The flag of the United States of America symbolizes the freedom, equality and justice which characterize our nation. It is an emblem of our unity and our heritage, representing the traditions and ideals we hold most sacred.

It follows that our patriotism – our respect and pride for our heritage – is reflected when we display the flag in our organization of ESA – at our homes and businesses on national holidays.

Tradition has established certain rules for the proper use and display of the Stars and Stripes.

### THE DISPLAY OF FLAGS:

The U.S. Congress legalized a detailed flag code with rules of etiquette for the U.S. Flag on December 22, 1942. The following are excerpts from “The United States Flag Code”.

- Sec. 3: When grouped with flags of states, cities or societies, the U.S. Flag is at the center and the highest point.
  - 3 (c) No other flag should be placed to the right of the U.S. Flag except during church services conducted by chaplains at sea
  - 3 (k) When displayed from a staff on a platform, the U.S. Flag occupies the position of honor at the speaker’s right. When placed on the floor, the U.S. Flag occupies the position of honor at the right of the audience.
- Sec. 4: The flag of the U.S. should not be dipped to any person or thing. Other flags are to be dipped as a mark of honor (as during the Pledge of Allegiance and National Anthem).
  - 4 (c) The flag should always be carried aloft and free.
- Sec. 6: During the National Anthem, all present stand, face the flag and salute, if there is no flag, face the source of music and stand at attention.
- Sec. 7: The text of the Pledge of Allegiance is given.

### DISPLAY OF FLAG OF THE UNITED STATES OF AMERICA:

“When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag’s own right; that is, to the observer’s left.”

“When used on a speaker’s platform, the flag, if displayed flat, should be displayed above and behind the speaker.”

“When displayed from a staff in a church or public auditorium, the Flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman’s or speaker’s right, as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.”

- From sections of Public Law 94-344...July 7, 1976

(Reference: “Protocol, Ceremonies and Decorum”, published by the National Association of Parliamentarians)

## FLAG CUSTOMS:

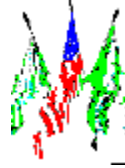
The Flag flown outside on buildings and flagstaffs should be displayed only from sunrise to sunset. It should not be displayed in the open on days when the weather is bad.

In line with other flags, it goes to its own right and is hoisted before State or other flags. Flags should be of equal size and the staffs of equal heights. Flags of different nations are always flown at the same heights.



When carried in a procession with other flags, the Stars and Stripes should be either on the marching right, or when there is a line of other flags, in front of the center of that line.

When a number of other flags are displayed from staffs, with our U.S. Flag, the latter should be at the center or at the highest point of the group.



## **PLEDGE OF ALLEGIANCE TO THE FLAG**

**“I pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”**

## ESA CUSTOMS:

- The state president selects the person(s) during his/her term in office, to present the flag ceremony at the annual state convention.
- The presenter should work with the state president in the selection of ESA members to participate in the flag ceremony.
- The bearers of the various flags should wear **white gloves** and dresses (skirts/blouses) or dress slacks in the flag presentation, under the direction of the flag presenter.

Flags that are the property of the Georgia State Council include:

1. Flag of the United States of America (1)
2. State of Georgia Flag (1)
3. ESA Flag
4. ESA Foundation Flag
5. SERC Flag
6. All Faiths Flag
7. Flag Stands

\*Note: The United States Flag and the Georgia State flag should be displayed at every state meeting.

## SECTION V

### MEMBER GUIDELINES

#### NUTS AND BOLTS FOR YOU THE MEMBER

##### EPSILON SIGMA ALPHA IS

A leadership-service sorority of over 1,000 chapters United States and Australia Founded in 1929 as Epsilon Sigma Alpha, it was the first non-collegiate sorority in America. Members work together to aid the handicapped and meet community needs. ESA members engage in a full program of leadership training, education, personal development and social activities to complement their philanthropic work, preparing themselves to meet the challenges of the modern world.

BENEFITS of being a member of Epsilon Sigma Alpha are:

1. Lifetime affiliation develops friendships that one couldn't gain otherwise. The common bonds of ESA make each member family no matter where he/she lives.
2. Educational pursuits lead to increasing knowledge, ability in public speaking, self-awareness, self-confidence and self-expression.
3. Joining together results in meaningful philanthropic service on the local, state and international levels. Each chapter picks its own philanthropic project(s) and each member makes the decision as to his/her degree of involvement – how much time and/or resources he/she wishes to give.
4. State – SERC – and International Conventions create new opportunities for leadership development, for making new friends, for group travel, for gaining knowledge and for having fun.
5. Transfer privileges give ESA members “instant friends”. In the event of a move, you can transfer to another chapter in your new location, or you may choose to organize a new chapter. The guidelines covering the organizing of a new chapter are available from the Membership Department at ESA Headquarters, Drake Office Center, 363 West Drake Road, Fort Collins, Colorado 80526 or on the website [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org).
6. The *JOURNEY* – the official publication of Epsilon Sigma Alpha International keeps the membership informed on ESA activities and events. The editorial office is located at ESA Headquarters, Drake Office Center, 363 West Drake Road, Fort Collins, Colorado 80526, where you can send articles – changes of address, etc. Subscription price is included in your membership fee to ESA Headquarters. Changes may also be made at the website.
7. ESA creates “solid ground” in a world of change, offering activities and events that are stimulating and fun.



## **RUSHING – SOURCE OF GROWTH**

Rushing is a means of presenting ESA to prospective member(s). ESA traditional membership is by invitation only and is offered to those 18 years or older, regardless of race, religion or national origin. It behooves each ESA member to be aware of the necessity of membership growth.

## **MEMBERSHIP and YOU**

ESA members are considered to be:

1. Active - associated with a local chapter:
2. Members at large – IC dues paid annually, but no chapter affiliation
3. Inactive – Non-dues paying – no chapter affiliation.

Each member, upon pledging ESA, has the right to change her status when necessary, but once going inactive, has only to pay the current annual dues to re-affiliate in either the ACTIVE or MEMBER AT LARGE status.

Life Active Membership – Life Active Membership is granted by ESA Headquarters upon payment of a one-time fee, designated by ESA Headquarters. This does not preclude member(s) from paying local chapter dues. Life Active Members of ESA are rewarded in numerous ways for their life's dedication to our unique organization. Some of the benefits are:

- the wearing of the distinctive Life Active Member pendant with their jewel pin
- no more annual ESA Headquarters membership dues

## **ESA – FRAMEWORK**

ESA's organizational structure is as follows:

1. Local Chapters – Your home base
2. City Councils – An organization of local chapters within a city or area. This council elects its own officers – conducts its own activities – and functions through the cooperation of member chapters.
3. District, Regional or Zone Councils – Not applicable in the state of Georgia.
4. State Councils – The Georgia State Council embraces all chapters within the State. This council elects its own officers – conducts its own activities – and functions through the cooperation of member chapters. An annual Georgia State Convention is held on a selected weekend in May, preceded with fall and spring State Council meetings.
5. Multi-State Councils – SERC (Southeastern Regional Council)...a “Golden Link” in ESA, uniting the twelve (12) southeastern states (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee and Virginia). Organized in Atlanta, Georgia, on March 7, 1959, it has grown to be an instrument in reaching out to develop leadership and friendships within our section of the



Current state awards:

1. Association of the Arts
2. Educational
3. "What ESA Means to Me" Essay Contest
4. Foundation
5. Outstanding Chapter
6. Outstanding Member (Pledge and Member of the Year)
7. Philanthropic Awards
8. Rushing

For further information on state awards contact the State Awards Director.

## **MEMBER FINANCIAL OBLIGATIONS**

In ESA – as it is in any organization – there are fixed costs:

- Membership Fee - Fixed by ESA Headquarters, the membership fees are due and payable upon the signing of the membership agreement.
- Chapter - Monthly dues established by chapter membership.
- State – Yearly dues established by state
- ESA Headquarters Annual Dues - Are determined by the staff at ESA Headquarters.

Each member plays a role in ESA's financial gain or loss. With his/her money, as with his/her time, each member makes the decision as to his/her degree of participation in all facets of ESA. A gift of your TIME is often regarded a labor of love.

## **ROLE OF AN ESA MEMBER**

- Observe all rules of the organization
- Pay dues to the chapter and headquarters promptly
- Reach out and become involved
- Be willing to serve in any capacity – experience is our greatest teacher
- Attend meetings and socials regularly
- Vote when voting is called. Right of abstention..."Although it is the duty of every member who has an opinion on a question to express it by his/her vote, he/she can abstain, since he/she cannot be compelled to vote". (Robert's Rules of Order, Newly Revised)
- Accept the decision of the majority
- Listen to the minutes attentively and suggest additions or corrections, as needed.
- Be attentive at all meetings
- Express appreciation of the work of the officers and chairs, as deserved
- As a voting delegate(s) from your chapter/council, familiarize yourself with credentials procedures prior to a state council meeting or state convention.

## VOTING DELEGATE

- When chosen by your chapter to be a voting delegate at a State Council meeting and/or convention, your duties will be found in Georgia State Council bylaws...ARTICLE V, "Representation and Voting". Please make special note of Section 7.

## BENEFITS OF BELONGING TO ESA

You can think of a million more, but here are some:

- Lifetime affiliation which develops lasting friendships, the common bond of membership.
- Knowing that you have the LOVE and support of 12,000 plus "members" who care and share.
- Educational pursuits lead to increased knowledge, ability in public speaking, self-awareness, self-confidence and self-expression.
- Joining together provides a meaningful contribution of service to your community, your state, and international philanthropic endeavors.
- Affiliations with a "named" organization contributes to the success of philanthropic projects.
- Transfer privileges give you "instant friends" wherever you move.
- The resources and assistance of Headquarters and State Officers is available at any time.
- Disaster fund benefits provide up to \$5,000.00 in times of need.
- State, Regional and International Conventions create new opportunities to lead, to travel, to meet new friends, to learn and to have fun.
- The *JOURNEY* magazine explores the ever-expanding role of today's member; their opportunities, his/her problems, his/her future.

All of these programs are offered on an individual basis at **NO** cost to the membership for administration.

## **SECTION VI**

### **PHILANTHROPIC-SERVICE GUIDELINES (Revised 2012)**

The purpose of these Guidelines is to clarify that our philanthropic service is the time and money directed toward the betterment of mankind - to improve the condition and promote the welfare of those who are in need of it. These guidelines are for the purposes of ESA recognition and do not necessarily reflect IRS requirements. Please consult your accountant for clarification.

#### **I. General Information**

- A. Hours and monies donated by an ESA member in “the name of ESA” can be counted.
  - 1. Hours represents the time spent from beginning to completion of a project.
  - 2. Monies represent cash donations from the chapter treasury or by a chapter member to a service project.
- B. Donated Goods are estimated by figuring 15% of the retail value on used items and full retail value on new items.
- C. Roundtrip mileage (for driver only) on an ESA service project may be counted. For the current rates, use the current IRS rate as of August 1<sup>st</sup>, which is noted on the attached form.
- D. Civic services are community projects, not necessarily related to ESA project.
- E. Individuals can count volunteer service hours done in an educational setting or group activity even if their child is involved. (Church activities cannot be counted)
- F. Service monies are the portion of ways and means projects donated to charitable and civic projects.
  - 1. If all the proceeds are donated, count all monies and total hours spent raising funds. If proceeds are divided among several projects, monies and hours should be divided on a percentage basis.
  - 2. If only a portion of the proceeds are donated, count only a portion of the hours and money. Figure which percent of the net proceeds is being donated and count the same percent for hours.
  - 3. If a fundraiser event is specified or advertised as a “benefit” for any philanthropic project(s), total net proceeds must be donated to project(s).

- II. Hours and monies for ESA affiliated projects (i.e., St. Jude Children’s Research Hospital-Circle of Life, National Easter Seals Society, ESA Disaster Fund, ESA Foundation) should be counted the same as any other project.

#### **III. Special**

- A. Babysitting-member may count hours on a project when sitting for an ESA member working on an ESA service project. (Do not count monies paid to a sitter.)
- B. Aid to an ESA member - count hours/monies should a member be “in need or disabled” due to chronic/terminal illness or other disaster or extreme setback.
- C. Blanket Statement – At the beginning of the year, Chapters should indicate all of their major projects; members can count hours/monies donated towards these specific projects. All philanthropic projects are to be listed in the Chapter’s minutes.

- D. Snowbirds – If a member belongs to a different chapter while away from their home chapter for a period of time, he/she is allowed to report hours and/or monies for ESA philanthropic projects/events in accordance with the chapter that sponsored the project.
- E. Philanthropic Year – June 1-May 31 is the Reporting Period. These dates are for the IC Philanthropic year for reporting and competing in awards presented at the International Convention only. This should not be made a requirement for each State or Chapter to follow for philanthropic reporting.

#### IV. Clarifications

- A. Homemade Items donated to a philanthropic-service project – count time spent making, baking, etc. and the value of materials used in the items. Homemade items cannot be counted as cash until they have been sold.
- B. National Drives, Radiothons/Telethons
  - 1. When an event is totally organized by ESA, count all hours worked, monies received, less expenses
  - 2. If a Chapter only performs part of the work, count hours only. The percentage factor on the ESA chapter's responsibilities, and a mutual agreement between the fund-raising organization and the ESA chapter(s) prior to the event, will determine the monies credited to ESA.
- C. St. Jude Children's Research Hospital
  - 1. Reporting is counted the same as any other ESA service project. Count all hours/mileage and net monies donated. Do not count extra hours or monies spent or a complimentary room voucher for working in a distant city for a St. Jude event.
- D. National Easter Seals Society
  - 1. Reporting is counted the same as any other ESA service project.
  - 2. Check with your local Easter Seal Coordinator relative to the "Cartridges for Kids-Easter Seals" project.
- E. Bloodmobiles and Blood donations
  - 1. Count chapter hours for sponsoring the drive and registering donors, etc.
  - 2. Count ESA member's blood donation (whole blood = \$50/pint and platelets = \$200/pint).
- F. ESA Foundation Turn-Around Fund
  - 1. Make your chapter check payable to "ESA Foundation". A form can be found in the Foundation section of our website, [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org), under the Foundation or through your ESA Foundation Counselor or the ESA Foundation, 363 West Drake Road, Fort Collins, CO 80526. Telephone: (970) 223-2824.
- G. Cash Register Receipts
  - 1. Receipts redeemed for computers and other school equipment may be counted as a donation. Count only 12.5% of the total amount of the receipt, not the total amount.

## **FREQUENTLY ASKED PHILANTHROPIC QUESTIONS/ANSWERS (Revised 2012)**

The following questions and answers are those asked most frequent. This is intended to be a 'guide' to help you interpret the meaning of the official Philanthropic Guidelines. When in doubt, it is always best to ask your IC Philanthropic Chair.

### **Q. How are Chapters registered for IC Awards?**

A. The state awards chair and/or board member within your State is assigned to submit a list of chapters not registered for IC Awards to ESA Headquarters by December 1<sup>st</sup>. All Chapters are automatically considered registered unless they are removed from the submitted list. Check with your state chair to be certain your chapters are registered

### **Q. How do Chapters keep track of hours and monies donated?**

A. Many chapter philanthropic chairs have a "member notebook" which is brought to each meeting to update activities or individual notebooks are distributed in order to keep track of one's hours/monies.

### **Q. Can an item donated to your chapter be used as a philanthropic project and be counted?**

A. Yes, using the monetary value of the item(s).

### **Q. Money from a September finance project will be donated in March. When do we count the hours/monies?**

A. Count the hours at the time of the project and count the money when it is donated.

### **Q. I work for "\_\_\_\_\_Auxiliary." May I count my hours?**

A. If you are volunteering in the name of ESA and are involved with such BECAUSE OF ESA and it qualifies as "aid to those in need", the answer is "yes". If you work with "\_\_\_\_\_Auxiliary" on your own, the answer is "no".

### **Q. Can I count the hours and monies on a project if no one else in the chapter works on it?**

A. If it is indicated in the chapter's minutes as a "blanket statement" that this project is chapter sanctioned, you may count the hours. However, it must be in the name of ESA and indicated as such. (Philanthropic-Service Guidelines/Revised 2012 - III - Special - C.)

### **Q. We plan to give part of our Ways and Means Project proceeds to philanthropic projects and part to our treasury. How do we count the hours?**

A. Proportion hours according to the percentage of money given to your philanthropic project(s) and count only that number. For example, your project nets \$1,000 profit with 100 hours. Your chapter uses \$250 for the budget and donates \$750 to philanthropic. The philanthropic hours reported would be 75.

### **Q. Can a Member-at-Large (MAL) who works on a project count their hours and monies to help the state funds?**

A. Yes! Any hours/monies that are donated to the State for a project that a MAL has worked on **CAN** be counted.

**Q. Can I count the hours I spend on a chapter project even though I am the chair of the project?**

A. Yes! All hours spent on a philanthropic project by ALL MEMBERS may be counted; however, the ADMINISTRATIVE hours of your elected/appointed office may not be counted.

**Q. Does a Chapter need eight (8) or more members to qualify for awards or does it matter how many are in the chapter?**

A. The minimum number of eight (8) is no longer used for awards based on percentage of members.

**Q. Are collegiate chapter members considered part of the state count or do they participate in the awards as a separate chapter?**

A. Collegiate chapters are part of your state's totals unless the state chair requested they not be registered for IC awards as discussed in previous question. If they are registered and participate in a philanthropic project, count the hours and money as part of the state total.

**Q. If the Collegiate chapter chooses the Girl Scout troop in their community to assist with their ESA sponsored project/events, can those hours be counted?**

A. The time spent on the ESA project with the Girl Scouts would be permitted to be applied to the ESA philanthropic service and if the sponsored project/event were being held to benefit the troop, the monies donated to them would also be permitted to be applied.

**Q. Are Foundation Annual Dues counted as philanthropic/service monies?**

A. Yes! ESA Foundation dues and monies contributed can be counted.

**Q. What is the philanthropic year?**

A. Philanthropic year: June 1-May 31 is the Reporting Period. These dates are for the IC Philanthropic reporting and competing in awards presented at IC Convention. This may differ from your state ESA year which may be from convention to convention. (IC Philanthropic-Service Guidelines/Revised 2012 - III. Special E.)

**Q. If a chapter hosting state convention donates a percentage of convention profits to the state philanthropic project, can that chapter also report the same percentage of their hours spent on planning and preparing for convention on the philanthropic report.**

A. The ESA meeting/convention is NOT planned as a philanthropic project nor as a chapter fundraiser. The hours or percentage of hours worked or in planning CANNOT be counted toward philanthropic hours even if the profit is donated to the state philanthropic project. Only the documented funds may be counted as philanthropic monies by the chapter IF this is PRE-DOCUMENTED in your chapter minutes and approved by the state. This response is true even if the chapter co-hosted convention with the ESA Foundation.

**Q. Our chapter wishes to make a philanthropic donation through the ESA Foundation Turn-Around Funds? How does one accomplish this?**

A. Your chapter should make checks payable to "ESA Foundation". A form describing the correct instructions is available from our ESA Foundation Counselor or the ESA Foundation, 363 West Drake Road, Fort Collins, CO 80526, phone: 970-223-2824, or can be found on [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org) under the Foundation.



**Q. The mileage rate changes periodically. How does one govern the rate increase?**

- A. The mileage rate changes accordingly to the IRS rates. Most states go with what the IRS rate is at the beginning of their year to make it fair to all members and less confusing to the State Philanthropic Chair.

**Q. May travel time to/from a philanthropic project be counted?**

- A. Yes! Each member may count travel time even when riding with another member; however, only the driver may count the cents per mile (current IRS rate as of August 1<sup>st</sup>) for monies. You may not count travel time to/from a scheduled chapter meeting even though philanthropic work is performed at this meeting. Additionally, NO air travel time or funds paid to the airlines may be counted by an elected/appointed IC or Foundation officer as these are administrative positions and NO FUNDS are actually donated to or used for philanthropic projects.

**Q. How do we report aid to a chapter ESA member?**

- A. Monies donated by the chapter are reported as chapter donations; hours spent by members helping the member or private funds are listed by the individuals for a total chapter accounting; e.g., a member is seriously ill and needs assistance, the hours spent by another member assisting them are counted and any monies donated by either the chapter or an individual member are counted. If your chapter furnishes food for the funeral of a member or her immediate family, members may count the hours spent purchasing and making the food and any monies donated to assist with expenses of the member. (IC Philanthropic-Service Guidelines/Revised 2012 - III - Special B.)

**Q. Can hours spent by a chapter taking a Red Cross First Aid course be counted as philanthropic hours?**

- A. No! You are not aiding those in need even though you derive benefits from the course and may later use it to benefit the disabled or those in need. If your chapter organizes and sponsors a First Aid class and advertises it as “ESA Sponsored”, then your members may count the hours spent in planning and organizing the class, but not time in the class.

**Q. Our chapter of “five” organized a Roller Derby last summer to benefit one of our IC philanthropic projects. In the fall, with several members moving out of town, the three remaining members decided to disband our chapter and join another chapter in our city. How do we count the hours spent and monies earned on our Roller Derby?**

- A. A “Final Chapter” report should be sent to your state philanthropic chair listing the hours and monies donated by the five members. This will give an accurate accounting of the state’s philanthropic hours and donated monies for the current year. The members joining another chapter need to begin a new count of the hours and philanthropic donations they are now accumulating. Hours and monies may be counted only **once** and with the **chapter** who planned and organized the event.

**Q. If I purchase items at a chapter garage sale designated as a fundraiser for our philanthropic project, can that money be counted as a donation?**

- A. Yes! The money would be counted as part of the total donation to the project.

**Q. How much time should be counted for collecting the toner cartridges for Easter Seals?**

- A. Cartridges count only for the total number sent to the recycling company per chapter. The recycling company sends these totals to the IC Easter Seals Chairman quarterly for the reports. Hours, etc. are not counted for the Cartridges for Kids program.

**Q. When collecting Campbell soup labels, how much time can be counted?**

A. You may count the time it takes to drive to and from the store.

Our ESA Philanthropic Service Guidelines state the *“philanthropic service is the time and money directed toward the betterment of mankind... to improve the conditions and promote the welfare of those who need it.”*

## **SECTION VII**

### **CHAPTER LEADER'S GUIDELINES**

#### **YOU-THE LEADER**

So, now you are chapter president!

A new picture – a new year – a new canvas has been stretched. Its designs have been neatly drawn – colors have been chosen with utmost care – it is waiting to be painted upon.

Following your election, here are some guidelines that you may find helpful.

- Approve date, time and place for installation of officers to be held.
- Select your installing officer(s) and contact to see if he/she is available. This person is the choice of the incoming president and may be from another chapter or state. The person(s) you choose should be given every courtesy by your chapter. If your chapter has a budget for installation supplies, he/she should be made aware of this, as candles, etc. are costly. If the affair takes place at a restaurant, his/her dinner should be paid for by the chapter. A small gift presented to him/her by you is a most thoughtful gesture.
- Select your theme, flower(s), color(s) and symbol(s) for the year. This will give a deeper meaning as your chapter works toward attaining its goals and will be of great help to the chapter historian and yearbook and scrapbook chairs. Inform your installing officer of your choices as soon as possible. It will assist him/her in preparing the ceremony.
- Check with retiring President to be certain names of newly elected officers have been sent to ESA Headquarters (usually a form is sent from ESA Headquarters for this purpose). Send list of new officers and committee chairs, along with membership roster to new Georgia State Council Yearbook Chair.
- Secure all files and material from the retiring President for your review and distribution to other officers and committee chairs.
- Call a meeting of the Executive Board as soon as possible after the election. If this meeting is held before installation, it will give you the rare opportunity of announcing the appointed officers and committees at the time of your acceptance speech.
- In preparation for the Executive Board meeting, carefully review the chapter by-laws and duties of the various officers and committees so these things will be fresh in your mind. (Ask Treasurer to bring proposed budget – (a sample agenda can be found at the end of this section).
- Also, prepare yourself an agenda with a copy for the Recording Secretary. Outline in your agenda the following items to be discussed:
  1. Announcement of theme, flower(s) and color(s) for the year.
  2. Appointment of chairs and committees.
  3. Have officers review their duties.
  4. Discuss plans for the year and any problems that may exist in the chapter.

5. Discuss proposed budget and get board approval so that it can be presented to the chapter at the first regular meeting for adoption.
- Following Executive Board meeting, contact appointed chairs and ask each to hold a committee meeting and have a report of the year's schedule of events ready for the first chapter business meeting. Impress upon each how important this is in order to get the chapter off with an enthusiastic start. Copies of these reports should be given to the yearbook chair for inclusion in the chapter yearbook.
  - At the occasion where the installation of officers is held, after you are installed, you should make an acceptance speech setting out your goals for the year, explaining why you chose your particular theme and, hopefully, announcing the appointed chairs and committees. Make this speech as enthusiastic as possible in an entirely positive vein. Don't hash over any negative things that have happened in the past or that you are afraid might happen in the future. As the leader, your positive attitude will be reflected by the membership. Let the members feel that you are honored to have been chosen for this high position. Create a feeling among the membership of pride and loyalty to ESA and most particularly to your chapter.
  - Read and reread the Ideals booklet published at ESA Headquarters so you will know ESA backwards and forwards. It's all there for your study. The more you personally know about ESA, the better leader you will be.

#### **PRIOR TO EACH CHAPTER MEETING:**

- Always make an agenda, inserting anything you know will be happening or reporting. Make a copy of the agenda for the recording secretary and leave plenty of room for him/her to make notes. A sample agenda can be found at the end of this section for you to use as a guide in making your own. You may even find that you can make an outline agenda form with blanks that you can fill in prior to each meeting.
- Any correspondence that requires action can be handled two ways:
  1. Code any communication(s) to be read by the Corresponding Secretary and returned to you (the President) for action required under "new business".
  2. Mark item(s) or paragraph(s) which should be read to the entire chapter (yellow highlighter pen is great for doing this).
- Any communication(s) that requires action can be held until the call for "new business" before it is introduced to the membership.
- Code any correspondence that requires action so that the Corresponding Secretary will return it to you after she/he had read it in order that you bring it back up under "new business".
- Obtain a copy of the minutes from the Recording Secretary prior to each meeting so that you can review them to be certain plans are proceeding on schedule and to use as a guide in preparing your agenda for the next meeting.

- Have your gavel, banner and meeting materials in place before the meeting starts. Your bylaws (chapter, council, state) should be available for easy and ready reference.
- Begin the meetings on TIME and note that the time of beginning and ending is recorded in the minutes of the meeting.
- Ascertain that a quorum is present BEFORE taking action on a motion.
- Study the parliamentary procedure pointers on how to conduct your meeting so that you will have self-confidence. As you call the meeting to order, rap the gavel ONLY once. It's going to be an outstanding year because you are the leader.

## **PERSONAL FOR THE PRESIDENT**

- Think of all the attributes you would like to see in a president – THEN work at them yourself. Ask yourself the following questions:
  1. Is harmony and unity your aim throughout your year in office and uppermost in your mind at all times?
  2. Are the three main purposes of Epsilon Sigma Alpha – philanthropic, educational and social – each given their rightful place in your chapter's program of activity?
  3. Are you, yourself, exemplifying friendship and service at all times, taking a leading part in all chapter activities and remembering your members with a card or a personal call on birthdays, anniversaries and in time of sorrow?
  4. Do you contact members personally who are absent after a meeting to let them know they are missed?
  5. Have you extended every possible courtesy to visiting sorority members, including city, state, regional, International Council officers and ESA Headquarters representatives?
  6. Do you attend all council activities possible representing your chapter with dignity and enthusiasm?
- Remember – you are the President. You represent the Ideals of ESA!! It is your objective to create harmony among the chapter membership. Advice and counsel are available through the past president(s), city, state, regional or International Council officers.
- Familiarize yourself with all ceremonies and rituals of ESA. Ceremonies are very important! Great care should be taken in their planning and execution.
- Begin now - and keep good files! They can be of great help to you as reference material and to your successor as a guide.

## **MEMBERSHIP:**

- Encourage courtesy during all meetings. The time for visiting is before and after – not during the meetings.
- Listen to members' ideas, suggestions and proposals, considering their merit.

- All members should be informed on what the chapter is doing.
- Personally encourage members to take an active part in all council activities. Elect or appoint delegates to the various conventions and meetings and encourage them to register early.
- Remind members that change of names and addresses are sent to ESA Headquarters through the chapter Treasurer on special forms provided.
- Encourage members, especially new officers, to study the Ideals booklet published at ESA Headquarters.

### **OFFICERS AND COMMITTEES (General Information):**

- Study and know the duties of all elected and appointed officers and committee chairs.
- Review these duties thoroughly with each person to make certain each one knows what is expected of him/her throughout the year.
- Instruct each committee chair to call a meeting and make plans for the entire year, giving a written report to you and a copy to the Yearbook Chair. This should be done immediately after they are appointed, preferably prior to the first meeting, in order that an oral report could be made at that time to the membership.
- Instruct all officers and committee chairs to keep notebooks of their year's activities to be passed on to their successors.
- Do make periodic checks with your officers and chairs during the year. This can be done very tactfully without making the person feel he/she is being checked on, merely by your being enthusiastically interested.

### **OFFICERS (Specific):**

- Encourage the vice president to make plans to rush some prospective members or to organize a chapter.
- The vice president should make certain that each new pledge is given the opportunity to learn about ESA in every aspect. A knowledgeable pledge makes a valuable and interested member. He/She should accompany all pledges to special council training sessions and rituals.
- You and the vice president should keep in contact with new pledges between meetings to make them feel welcome and needed, getting them involved in chapter activities that will assure their continuing interest and enthusiasm.
- Ascertain that the Recording Secretary keeps an accurate roster of the membership which shows who attended chapter meetings and other ESA functions.
- Obtain from the Recording Secretary a copy of the minutes prior to the next meeting for your use in preparing your agenda. A copy of the minutes should also be given to the Historian and the Scrapbook Chair.

- The Corresponding Secretary should read and answer all correspondence promptly and keep a copy of these letters in her notebook.
- Emphasize to your Corresponding Secretary that correspondence should not be passed around during a meeting. If this is necessary, it should be done after the meeting.
- Ascertain that the Treasurer is aware of all chapter financial obligations when they are to be paid and to whom.
- Obtain from the Treasurer a copy of the written report of receipts and disbursements he/she submits to the membership each meeting. In this way, you will note any adjustments in the budget that are needed.

### **APPOINTED OFFICERS AND COMMITTEE CHAIRS (Specific);**

- Ascertain that the Auditor knows he/she must make a written report of her audit at the end of the year. This report must be approved by vote of the membership.
- It is important that the Budget Committee meets immediately after election and works out a suitable budget for the chapter and submits it to the Executive Board and then to the membership for approval (a sample agenda can be found at the end of this section).
- Encourage the Chaplain to notify the city, state, regional and international chaplains of deaths, serious illnesses and happy events. He/She should keep telephone numbers of the city and state chaplains convenient so if the information is urgent, he/she can contact them on short notice.
- Ascertain that the Awards Director keeps the membership informed on deadline dates. Also, if you, as president, send out a newsletter, these dates should be included.
- Encourage your Publicity Chair to submit articles of interest to the news media and also ESA publications such as the *JOURNEY* and the Council President's newsletters, advising him/her of all the deadline dates.
- Emphasize to the Scrapbook Chair that pictures and other suitable material should be sent to the State Scrapbook Chair so your chapter will be represented in that book.
- All information applicable to the chapter calendar, projects, etc., should be given to the Yearbook Chair as soon as possible after election so that he/she can have the yearbook finished and to the members no later than the first meeting in September. You should set a deadline for this information to be in.

### **END OF YEAR:**

- Notify officers and chairs to have their annual reports available at the last yearly meeting.
- Remind officers and chairs to have their folders or notebooks completed and on hand at the last yearly meeting. These should be given to the president.
- Remind Treasurer to submit his/her books and statements to the auditor for audit. Give her the deadline dates that are set up in your bylaws. Submit all within 30 days for auditing.

- When all files are collected, pass these, along with the gavel, banner, etc., to your successor.
- Send a revised list of newly elected officers to ESA Headquarters.

By the end of the year, having followed this guide, you will go down in the history of your chapter as having been an OUTSTANDING PRESIDENT and your chapter will be among the BEST!!

### **SUGGESTED AGENDA FOR CHAPTER PRESIDENTS**

CALL TO ORDER:  
( Rap the gavel only once)

The meeting of \_\_\_\_\_ Chapter will please come “to order.”

OPENING RITUAL: ( alternate opening ritual is acceptable - see Section 1 for alternates)

“ Members of Epsilon Sigma Alpha, we meet again to pledge ourselves anew to the vows of our ritual which we accepted in the golden glow of a candle - lighted room. Let us be ever mindful of the responsibilities that we pledged to our organization, keep faith with ourselves and our sisters, be tolerant and sincere, and ever worthy to wear the badge that symbolizes virtue, honor, truthfulness, friendliness.”

INSPIRATION:

NEXT ORDER OF BUSINESS:

Role Call

NEXT ORDER OF BUSINESS:

Will be the reading of the minutes of the previous meeting.

Chair:

Are there any corrections to the minutes? ( Pause)  
There being no corrections, the minutes are approved as read.

Should there be corrections, the chair would say...

The secretary will make the correction – and ask if there are other corrections – then “ The minutes are approved as corrected”.

NEXT ORDER OF BUSINESS:

Communications

Chair:

Does the Corresponding Secretary have any communications NOT requiring action? ( Those requiring action to be read at the time when new business is in order).

NEXT ORDER OF BUSINESS:

Treasurer’ s Statement.

Are there any questions on the treasurer’ s report?  
If not, the report will be filed for audit.

NEXT ORDER OF BUSINESS –  
REPORT OF OFFICERS:

( Call on only officers who have oral reports)  
President  
First Vice President



Second Vice President  
Recording Secretary  
Treasurer  
Corresponding Secretary  
Parliamentarian

NEXT ORDER OF BUSINESS –  
COMMITTEE REPORTS:

(Call on only officers who have oral reports)  
Philanthropic  
Ways and Means  
Social  
Yearbook  
Jonquil  
(Other)

NEXT ORDER OF BUSINESS –  
SPECIAL COMMITTEES:

City/Area Council  
Georgia State Council  
SERC  
International Council  
ESA Headquarters

Chair:

Are there any other special committees to report, such as Executive Board?

NEXT ORDER OF BUSINESS:

Unfinished business  
Do we have any unfinished business?

NEXT ORDER OF BUSINESS:

New business

Chair:

Has the corresponding secretary any communications requiring action?

Are there any bills to be presented?

Is there any other new business?

ANNOUNCEMENTS ARE NEXT  
IN ORDER:

Are there any announcements?

Be certain that all pertinent information is given when announcements are made as to hour, date, place, etc.

Chair:

The program committee will now present the program.

Chair:

Is there any further business to come before the membership?

ADJOURNMENT:

Meeting may be adjourned in two ways:

1 ) By general consent:

If there is no further business – and there is no objection, the meeting will stand adjourned”.

Hearing none, the chair says, "The meeting is adjourned".

2) Upon the motion to adjourn:

"It has been moved and seconded that the meeting stand adjourned. All those in favor of adjournment say 'aye', those opposed 'no'. The ayes have it and the motion to adjourn is carried. The meeting stands adjourned".

RISE AND JOIN HANDS FOR THE CLOSING RITUAL  
(alternate opening ritual is acceptable - see Section 1 for alternates)

"Eternal Father, Master of all good works, guide and direct us that we may remain steadfast in our hearts and faithful to our pledge. May we be reminded that graciousness, poise and friendliness are our goals and as we go our separate ways, to ever hold aloft the ray from the lamp of learning that those who follow in our footsteps, may be guided by its light".

**SAMPLE BUDGET FOR CHAPTER TREASURERS**

<b>Epsilon Sigma Alpha International - Chapter Name</b>				
<b>Proposed Budget Year _____</b>				
<b>Check Book Balance Forward - Month/Year</b>				<b>\$1,708.98</b>
<b>Income:</b>		<b>Budget</b>	<b>Received</b>	
Dues		\$175.00		
Proceeds from Ways and Means Project		400.00		
<b>TOTAL INCOME</b>				<b>\$575.00</b>
<b>Expenses:</b>		<b>Budget</b>	<b>Check #</b>	<b>Paid</b>
Awards		(\$20.00)		
International Dues (due 8/01/04)		(40.00)		
ESA Foundation Dues (due 8/01/04)		(15.00)		
SERC Dues (due 1/01/03)		(15.00)		
Finance Fund Donation (due 10/15/04)		(10.00)		
President		(50.00)		
First Vice President		(25.00)		
Second Vice President		(25.00)		
Recording Secretary		(25.00)		
Treasurer		(20.00)		
Parliamentarian		(10.00)		
Chaplain		(35.00)		
Yearbook		(50.00)		
Memory Book		(50.00)		
President GSC Convention Registration		(90.00)		
<b>Total Expenses</b>				<b>480.00</b>

**ESA YARDSTICK**

What is your “ESA Yardstick”? This question could be answered in several facets throughout our sisterhood. However, one item of increasing importance to the functioning of our ESA chapters and councils on every level is a BUDGET!

Does your chapter and/or council have a budget to operate on? If not, there may be a “big hole in the fence” in the financial status of your chapter or council...as a budget to a chapter or council is as important as a compass is to a ship at sea or a blueprint is to a builder.

A story is told by a father to his son about the lost sheep, how it found a hole in the fence and crawled through, how glad it was to get away, how it skipped and played in the sunshine until it wandered too far to find its way back home, how the bad wolf chased the sheep, how finally, the good shepherd came and rescued it and carried it back to the fold. The little boy was greatly interested and when the story was over, he surprised his father by asking, “Did they nail up the hole in the fence?” How often we overlook the “hole in the fence”!

You may wonder why a budget can be classified as your “ESA Yardstick”. It is just that important.

A “yardstick” to serve and guide your officers, committee chairs, and/or appointed officers on expenditures as well as income. A “Yardstick” to serve the membership as a means of keeping in step with the functioning of your chapter or council.

It is just as important to plan and set forth on paper, at the beginning of your ESA year, the complete financial status – more often referred to as a budget – listing your estimated income for the year and your anticipated expenditures for the year.

Your budget should include all times of importance for the progress of your group. Your anticipated expenditures should not exceed the estimated income to a great degree...as each category should serve each other as a balance!

Your “ESA Yardstick”...let it serve your chapter or council...let it mend “the hole in the fence”.

## **SECTION VIII**

### **INSTALLATION GUIDELINES**

#### **YOU – THE PRESIDENT-ELECT**

A special event in your ESA world is soon-to-be the officers' installation for you and your elected teammates!

Thoughts to Think On are yours as President-Elect, to include:

- Your installing officer(s) on a chapter or council level; the choice of installing officer(s) is YOUR OWN PERSONAL CHOICE. (Note: Any local bylaw that provides an area from which your choice must be made). Do not hesitate to choose talent and quality of potential installing officer(s) outside of your chapter and/or council. That is your special privilege.
- Your installing officer(s) on a state level...the choice of installing officer(s) is your very own, governed by the Georgia State Council bylaws.
- Allow your installing officer(s) ample time to plan and to prepare the installation ceremony – props and decorations to be used.

Your theme – your colors and logo – your flower(s)

- When choosing your theme – logo, colors and flower(s), give it lots of thought. Choose a theme that you feel good about; that will be easy to work with. So many of the chapter(s)/area council(s) or state events will reflect the chosen theme through the year. These are personal choices and decisions that are yours. Should you need or desire assistance in your choice and/or decision(s), it is available.

The DATE – THE PLACE – THE TIME for chapter(s)/council(s)...

- The date should be as convenient as possible for the President-Elect – the installation event officer(s) – other elected officers – and members. The date should be chosen, following consultation with the installing officer(s), to determine that he/she has sufficient time for the preparation that is his/hers to take care of.
- The place should be as “fitting” as possible in lending itself to an impressive installation event, such as:
  - (a) afternoon tea for an all ladies event
  - (b) garden party to include husbands and escorts, followed with dinner
- The time should be scheduled as early into the social event as possible, leaving ample time following the installation for fun – fellowship and/or social activities.

#### **YOU – THE INSTALLING OFFICER(S)**

Without a doubt...it is a great honor to be chosen as installing officer(s)!

TIME is most valuable and is needed to create, coordinate and produce an installation event. DARE TO DREAM – DARE TO CREATE – DARE TO BE DIFFERENT in your plans and preparations for a beautiful and impressive event.

As installing officer(s), think on these things:

- President-Elect's chosen theme – colors, logo, and flower(s). Secure this information as soon as possible to allow as much time as is available to accumulate ideas, thought, props and decorations.
- Music as needed or as desired by the President-Elect.
- Decorations to include “hand carries” and props for stage and/or “setting”.
- Expense incurred in the preparations of an installation event should be a budgeted item in a chapter or in an area council.
- Expense incurred in the preparations of state installation event is a budgeted item. (Reference: Georgia State Council yearbook).
- The decision is yours to determine the amount – if any – that you, as installing officer(s), wish to spend over and above the budgeted amount, taking into careful consideration, any special request for music, special flowers, etc., from the President-Elect.

No installing officer(s) should have to assume the full amount of expense involved in an installation event unless it is his/her personal desire to do so as a gift to the new President.

Perhaps...the President-Elect and/or his/her chapter may wish to share the expenses – over and above the budgeted amount incurred by the installing officer(s).

- Where feasible, extend an invitation to the President-Elect's husband and/or escort and other family members to participate in the installation event.

In the event that they express a desire to contribute in a special way (crown – flowers etc.), do extend them this courtesy and lend a helping hand.

- Consider using the chapter members from the President-Elect's chapter in the installation as honorary escorts.
- Honorary escorts may be chosen in several ways:
  1. Chapter members friends
  2. Gavelettes (as desired)

The choice of honorary escorts will vary, due to space and time allotments.

- Rehearsal time should be scheduled and planned, for “briefing” the officers and all those who are participating in the installation event, as to what is expected of them during the ceremony.

- A simple installation event can be just as effective and impressive as a more elaborate event.

In no way should installing officer(s) feel that he/she must produce an installation event to “TOP ALL OTHERS” in the past. Each President-Elect and each installing officer(s) have individual tastes, wishes and desires.

An installing officer should use his/her own initiative and ingenuity in planning the service. The installation usually includes:

- Brief remarks of appreciation for retiring officers.
- A brief summary of duties and responsibilities of each individual officer.
- A question: “Will you (or ‘do you’) accept this office, its duties and responsibilities?”
- A response from each individual officer.
- A declaration: “You are duly installed as officers of \_\_\_\_\_(chapter/ council) for \_\_\_\_\_(term of office)”.
- Congratulations for each new officer.

There is a destiny that makes us members, none goes their way alone. All that we send into the lives of others comes back into our own.

## **SECTION IX**

### **DISASTER FUND**

#### **EPSILON SIGMA ALPHA INTERNATIONAL COUNCIL DISASTER FUND INFORMATION/GUIDELINES**

##### **PURPOSE**

The purpose of the ESA International Disaster Fund is to assist an ESA member whose home and/or personal belongings are destroyed or damaged extensively by one of nature's causes – fire, flood, etc. Assistance may also be given when a member incurs heavy financial responsibility due to a debilitating illness or accident which involves the member or his/her immediate family *who reside in his/her home and for whom he/she is legally responsible*.

In the event a member's chapter requests additional help for him/her after one claim has been paid, the State Committee **MUST** investigate the application thoroughly. The Disaster Fund is not an on-going source of assistance; a second claim will not be paid for the same illness or accident. If the State Committee establishes that the additional need is valid, the application must be submitted (along with the information regarding the reasons for recommending the additional claim) to the International Council Disaster Fund Committee Chairperson. Following receipt of such an application, the International Council Disaster Fund Chair will review with the Committee, comprised of the IC Disaster Fund Chair, the IC President, and the IC First Vice President/President-Elect, will make the final determination regarding the additional claim.

##### **WHO IS ELIGIBLE TO APPLY**

(1) Active Members, (2) Members-at-Large, (3) Life Active Members (4) Other applications that may arise out of special circumstances may be submitted and the determination of the validity of those claims will be determined by the IC Disaster Fund Chair in agreement with the IC President and First Vice President/President Elect.

##### **STATE DISASTER FUND CHAIR**

The State Disaster Fund Chair shall review all claims and send only those onto the IC Disaster Fund chair that have been found to be valid forms in compliance with the IC Disaster Fund Chair Guidelines. It is of vital importance for the Chair to assess the need carefully when making a recommendation for acceptance of any claim. Affixing their signatures to the application indicates that they have investigated and found the claim to be valid according to the International Council Disaster Fund Guidelines.

##### **AMOUNT OF ASSISTANCE**

\$5,000.00 is the maximum amount given to a member of a Disaster Fund claim. Every consideration will be taken when determining the total amount that will be paid to the claimant. The International Council Disaster Fund Chair will determine the total amount to be paid based on the nature of the claim. The International Council Disaster Fund Committee will review the claim and make the final decision if there is some doubt as to the amount to be paid.

**Revised: July 2006**

## **HOW TO APPLY FOR ASSISTANCE**

**Step 1 – Chapter:** An application **MUST** originate with the local chapter of the member involved, even if he/she is a MAL, and be signed by the Chapter President. The Chapter Vice President, or the next highest elected chapter officer not related to the member, must sign the application if the Chapter President is the member involved. All information requested on the application **MUST** be completed or the application will be returned. Dollar amounts must be given as requested on the application form. Additional pertinent information, which would help the IC Disaster Fund Chair in reaching a decision, should be included in an accompanying letter. If assistance is needed due to a terminal illness, it is recommended that the request be made as early as possible. A claim initiated before or within 30 days following the death of a member will be paid to the surviving family providing it meets all other criteria.

The original copy of the completed application must be submitted to the State Disaster Fund Chair. A copy should also be retained in the chapter files. (In the event there is no state council, the chapter may follow the procedure outlined below for the state. The request for assistance in such a case is submitted directly to the IC disaster Fund Chair).

**Step 2 – State:** The State Disaster Fund Chair is responsible for approving the application. They **MUST** recommend the amount being requested from the Disaster Fund based upon the nature of the claim rather than automatically stating the maximum amount allowed. Following approval, the State Disaster Fund Chair **MUST** sign the application. If the State Disaster Fund Chair is involved in the Disaster Fund Claim then he/she must disqualify himself/herself from the investigation and approval process and send the claim directly to the IC Disaster Fund Chair.

*The signature of the State Disaster Fund Chair to the application indicates that they have investigated and found the claim to be valid according to the guidelines.*

Distribution of the copies of the application by the State Disaster Fund Chair shall be as follows: The State Disaster Fund Chair shall mail the original application to the IC Disaster Fund Chair (the IC Disaster Fund Chair will send a copy to the IC President and First Vice President/President Elect). The State Disaster Fund Chair should retain one copy for his/her records.

## **CONTRIBUTIONS TO THE DISASTER FUND**

All checks are to be made payable to the ESA Disaster Fund and mailed to the State Disaster Fund Chair.

The State Disaster Fund Chair will record the checks and forward them, along with the monthly report, to the IC Disaster Fund Chair. (If there is no state council, contributions may be mailed directly to the IC Disaster Fund Chair). The IC Disaster Fund Chair will send reports of donation to each State Disaster Fund Chair quarterly.



## **SECTION X**

### **CONVENTION GUIDELINES**

#### **CONVENTION BIDS....**

1. Convention bids are solicited by the State Second Vice President two (2) years in advance, prior to the current year's convention.
2. An area council and/or chapter or Gavelettes wishing to submit a bid for state convention should plan the following:
  - a. The bidders should select a committee to research hotel sites to be presented to the area council/chapter for approval by vote.
  - b. The bidders should select a Local Convention Chair and Co-Chair(s) with the approval of its Executive Board.
  - c. Approved bid should be submitted in writing to the Second Vice President/State General Convention Chair no later than fifteen (15) days prior to state convention. The bid should include a proposal on hotel site and dates, as well as approximate room rates.
3. Prior to state convention, the State Second Vice President/State General Convention Chair should ascertain from bidders its intention to sponsor the following year's convention, confirming information to the membership at state convention.

(Reference: Georgia State Council bylaws – Article VIII – Section 6 (c))

#### **SO YOU'VE BEEN APPOINTED A CONVENTION CHAIR**

And you suspect that a great deal of hard work lies ahead!

While you may feel the whole burden of responsibility rests upon your shoulders, the fact is, there are actually three or more people who must work together to bring about a successful convention. The State General Convention Chair represents the State Executive Board. The Local Convention Chair and Co-Chair(s), and the hotel executive supplies your convention needs.

You will have many members from your chapter(s) or council to assist you in convention planning. Duties are listed in this section of Jaw-Ja Guide in alphabetical order.

#### **YOU-THE PRIVATE INVESTIGATOR**

As bid chair or bid committee, you find that your first role is that of a private investigator with a touch of negotiator thrown in.

To begin, you must decide upon a location for your convention to meet the following requirements:

1. Location accessible to the majority of delegates
2. The hotel most suitable of those available for your particular convention, considering the nature and size convention you are hosting
3. Adequate facilities, equipment and services readily available

4. Hotel management competent, understanding and cooperative staff

In your careful study of all possible convention locations, be sure to:

1. Contact hotel to determine what dates are available.
2. Secure tentative dates and room rates and have proposal confirmed in writing.
3. Send copy of proposal from hotel along with brochure, dates and rates to State President, First and Second Vice Presidents.
4. Determine hotel has adequate accommodations
5. Determine hotel has adequate meeting room requirements
6. Ask for service area space for registration/information display

Preparation of convention bid for presentation to the delegates at the state convention should include:

1. Proposed site of hotel or other location
2. Proposed dates available
3. Confirmed room rates

Presentation of convention bid(s) is to occur prior to voting at state convention. The convention site is to be voted on two (2) years in advance.

### FUNCTION INFORMATION (Sample)

Date	Start Time	End Time	Function	Meeting Room Assignment	Setup	No.
Friday	2 : 00 PM	12 : 00 AM	Association of the Arts Exhibit		Table Top Exhibits	6
Friday	2 : 00 PM	6 : 00 PM	Board & Group Meeting		Classroom	50
Friday	2 : 00 PM	7 : 00 PM	Registration		Registration	
Friday	6 : 00 PM	7 : 00 PM	Reception		Reception	125
Friday	6 : 00 PM	11 : 00 PM	Mixer Party		Rounds	125
Saturday	7 : 00 AM	2 : 30 PM	General Session		Classroom	100
Saturday	7 : 00 AM	4 : 00 PM	Exhibits		Table Top Exhibits	6
Saturday	11 : 00 AM	3 : 00 PM	Awards Luncheon		Rounds	100
Saturday	2 : 00 PM	6 : 00 PM	Board & Group Meetings		Classroom	50
Saturday	3 : 00 PM	11 : 00 PM	Banquet		Rounds	130
Sunday	7 : 30 AM	1 : 00 PM	Breakfast / General Session		Rounds	85

## YOU- AND THE HOTEL EXECUTIVE

One of the first persons you will learn to depend on is the hotel sales manager and catering manager. The more cordial your relationship with him/her is, the more efficiently you will be able to work together.

The executives have been trained to help you in anything that concerns the hotel's role in the convention – everything from providing for the presentation of the invitation to convene at that hotel, at the proper time and place, to supplying photographs of the hotel for the Publicity Chair.

Through you, the executives will learn of the requirements of Epsilon Sigma Alpha International and the past history of the Georgia State conventions.

Before negotiations with the hotel executive begins, you should be armed with facts and figures – preferably typed and organized – having several copies for distribution at the scene of your negotiations.

Common requirements for presentation to the hotel executive should include:

1. Sleeping rooms required (approximate) blocked all in one section, if possible. Guarantee should be based on total room nights rather than per night.
2. Meeting rooms required for assemblies, display rooms and convention office.
3. Food function rooms required
4. Service area space required for registration desk, information display, credentials, ESA Foundation and other special projects.
5. Pattern of arrivals and departures

To avoid any misunderstanding between you and hotel executive, be sure that the following details are included in the contract:

1. Convention room rates and the period during which they will apply
2. Number of rooms, by type, which the hotel will make available, furnishing diagrams with dimensions, capacities and facilities indicated.
3. Number of complimentary rooms (or suites) furnished in ratio to number of reservations. Ask for complimentary suite for three nights for state president and double room for two nights for SERC and IC reps.
4. Basic cost of all facilities, equipment and services
5. Availability of space, facilities, equipment, services and attractions
6. Hotel and local rules, regulations, licenses, policies and practices
7. Request on site convention coordinator from the hotel to be on duty all weekend
8. Fire regulations
9. Local alcoholic beverage laws and policies
10. Local taxes
11. Customary gratuities

12. Costs of required items such as piano, microphones, tables & chairs, number and size of risers from hotel (if renting, who pays?)
13. The executive's outline of the methods or procedures the hotel uses in servicing a convention will be a help to you and has the responsibility of seeing that all commitments of the hotel are met.

Frequent conferences with the hotel executive will be required to determine the progress and success of the prearranged format and commitments.

A master worksheet prepared by you and the hotel executive should include:

1. Time and place of all convention functions
  - a. Meetings
  - b. Meals
  - c. Other activities
2. Detailed specifications
  - a. Room setup
  - b. Type of seating
  - c. Facilities
  - d. Equipment (photo copies)
  - e. Services
  - f. Other

Additional responsibilities of the hotel executive should include:

1. Arrange and have all staff personnel responsible for handling convention services to meet with the Local Convention Chair in follow-up conferences prior to the convention and on the spot conferences throughout the convention. Distribute copies of the master worksheet to all hotel personnel responsible for supplying the required facilities.
2. Allow ample time between the time of the meeting group setup and the start of a function, or inform the Local Convention Chair as to the minimum time required for cleaning and setup if consecutive functions are scheduled in the same room.
3. Ask hotel personnel to be immediately available for meeting room setup adjustments.
4. Ask hotel to provide signs clearly identifying all the meeting/function rooms.
5. Determine from the Local Convention Chair the type, size and requirements of food and/or beverage requirements. Be prepared for inclement weather, if feasible, by reserving an alternate meeting room indoors, whenever an outdoor event is scheduled.
6. Prepare suggested menus at different price levels for consideration of the Local Convention Committee. The hotel, if asked, may have non-profit menu prices.
7. Determine with the Local Convention Chair, in advance, the basis of charging for various functions such as:
  - a. Best estimate
  - b. Signed guarantee

- c. Number of tickets collected
  - d. Quantity
  - e. Other basis
8. Inform the Local Convention Chair the time by which the hotel should have its best estimate, or guarantee, if required, as to the attendance expected at a function
  9. Inform the Local Convention Chair as to the basis of charge and what the charge includes for all types of beverage service.
  10. Determine, in advance, with the Local Convention Chair, as to the convenient time and place for signing checks governing functions.
  11. Provide the Local Convention Chair, upon request, with copies of the checks showing in detail the food and beverage charges at functions.
  12. Return all tickets collected by the hotel to the Local Convention Chair once the hotel has completed the count and records.
  13. Inform the Local Convention Chair, in advance, as to any special hotel regulations governing the display of convention signs and the distribution of convention circulars by room doors of convention registrants.
  14. Inform the Local Convention Chair, in advance, as to an acceptable method of hanging convention signs on hotel walls or doors to prevent damage to hotel property.
  15. Make available suitable easels or standards for supporting convention signs.
  16. Inform Local Convention Chair of exact number of microphones that the hotel will furnish and if there will be a charge.
  17. Inform the Local Convention Chair as to the policy for accepting cash and checks from registrants and for establishing credit.
  18. Inform the Local Convention Chair, upon request, as to payment of gratuities for services rendered by hotel personnel and assist the Local Convention Chair, upon request, in obtaining receipts for gratuities paid.

This may sound like an impressive list and it is! You can see how important the hotel executive is, and how the success of the convention will depend upon the effective relationship with the hotel management.

## **LOCAL CONVENTION CHAIR AND THE CONVENTION**

As the Local Convention Chair for the hostess chapter(s) or council, you will be giving your time for at least one year and should be fully aware of the fact before you accept the assignment.

The Local Convention Chair should consult and work with the State General Convention Chair and the State President on all convention matters; copying them on all correspondence pertaining to the state convention.

Local Co-Chair and Committee Chairs should be appointed in accordance with the procedure of the bidding chapter(s) or council with emphasis on spreading out the assignments in the hostess area as much as possible to develop leadership of tomorrow.

After the bid has been accepted, the Local Convention Chair should proceed as follows:

1. Notify the hotel in writing that the bid was accepted. Ask for a written reply, confirming dates and rates, number of sleeping rooms, cut off date, and meeting and meal function room requirements. Also check to see if the hotel included an attrition clause in the contract (a penalty for not picking up the number of guest rooms required).
2. Consult with Co-Chair, Treasurer and hostess chapter(s) or council on scheduling a budget meeting. (A sample budget may be found at the end of this section.)
3. Obtain a price list of food, beverage, etc., from hotel for preparation of budget. Be certain to add 15 to 20 percent for food price increases when figuring budget. (Percentage increase per year is normally listed in the contract).
4. Budget income should be based on less than the number of delegates expected. In other words, the budget should reflect income from 80 delegates, even though the delegate count is 100. This will provide a financial cushion in the event any unexpected expense arises or attendance is less than anticipated.
5. Convention theme and registration fees should be determined as soon as possible for announcement at the preceding state convention.
6. Remind the State President at least sixty (60) days in advance for convention agenda and other pertinent information to be included in the convention program.
7. Consult with the State President on general program outline and schedule and submit to him/her for approval. A copy should be sent to the State Second Vice President as general chair.
8. The convention hostess may choose to invite a local dignitary to extend a formal welcome when the delegation convenes. The dignitary should be made aware of the time limit and should not be required to remain for the entire assembly.
9. The Local Convention Chair should keep the hostess chapter(s) or council president informed on all matters.
10. The Local Convention Chair should make certain that all Committee Chairs have a complete understanding of their respective responsibilities.
11. The Local Convention Chair should strive to secure courtesy gifts through donations and/or budget to be placed in the rooms of the VIP delegates.
12. The Local Convention Chair in consultation with the Convention Committee should establish a late charge on registration for ESA women and men made after deadline date to encourage early registration.
13. The Local Convention Chair should establish a convention notebook as early as possible so that information as received and as sent out may be filed in the proper section for easy reference.
14. The Local Convention Chair may need to furnish convention signs, such as:
  - a. Voting Delegates
  - b. Nonvoting Delegates
  - c. Convention Functions. (The hotel normally furnishes signs outside meeting rooms)
15. The Local Convention Chair should request a complete room requirement form from the chairs of various events in order to consult with the hotel executive on the needs for each function.

16. The Local Convention Chair should determine spaces needed for assembly/assemblies and other functions.
17. The Local Convention Chair should arrange for a podium with microphone and light in the center of the head table. Secure head table count from the State President.
18. The Local Convention Chair should have the flag stands available.
19. The Local Convention Chair may wish to secure pages to be available near the head table for service as messengers.
20. The Local Convention Chair should designate reserved rows for seating of Appointed Officers, Gavelettes and/or other special delegates, as requested by the State President.
21. The Local Convention Chair should be prepared to adjust to any last minute changes by the hotel. To panic is a "NO-NO"!
22. The Local Convention Chair should designate sections of the assembly room for voting and nonvoting delegates.

## **YOU AND GIFT GIVING**

The Local Convention Chair has the opportunity, as well as privilege, of giving gifts to the Local Convention Committee at the close of convention.

The decision is yours in keeping with your own individual financial status in life as to:

1. choice of Convention Committee Co-Chairs
2. choice of Convention Committee Chairs
3. choice of entire Convention Committee
4. choice of Convention Co-Chairs and "key" Convention Committee Chairs
5. choice of amount to be spent on each gift
6. choice of personal note or letter of commendation for their outstanding service to the success of the convention

The Local Convention Chair should not be influenced, or be embarrassed, or be guided by any previous gift-giving precedent that has been established.

Whatever your choices, the token of thanks should be presented from the heart!

## **YOU AND THE CONVENTION COMMITTEE**

(In Alphabetical Order)

**Checkers:** One or more persons should be assigned to keep track of details during the progress of the state convention.

Check the meeting room, when feasible, as it is being set up and inform the personnel in charge as to any last minute changes.

Check, prior to the meeting or function, all equipment to be used to be sure that it is operating properly.

Check all functions where decorations are required to be sure the room is ready at the designated time.

Check the hotel bulletin board to be sure that daily events have been posted correctly.

**Co-Chairs:** In cooperation with the Local Convention Chair, the Co-Chairs duties should include:

Serve as a liaison person between the Local Convention Chair and the chapter(s) who are hosting a meal function or a social function.

Serve as a liaison person to assist the Local Convention Chair in the handling of unexpected changes that must be made on short notice from the hotel management just prior to or during a meeting.

Arrange for and determine the cost of all facilities, equipment and services required in connection with the convention if these items are NOT available through the hotel.

Arrange for all staging, lighting and props required and/or requested for the entertainment and/or guest speakers.

Inform the hotel executive of all outside facilities, equipment and services to be used, to determine in advance any problems to be met by their use within the hotel.

Arrange for proper security for all materials, equipment, funds, tickets, badges, programs, publications, personal property of convention personnel, others.

Assist any of the various chairs in securing forms and/or supplies as needed.

**Contract:** The Local Convention Chair is NOT authorized to sign a hotel contract.  
(Reference Georgia State Council Standing Rule # 11 a & b.)

## **Convention Information**

Information on conventions should cover:

1. announcement of location and date.
2. reservation forms (Reference: Georgia State Council Yearbook)
3. program information (general to detailed)
4. information concerning convention city, points and activities of interest to convention registrants, supplemented with photographs when available and appropriate.
5. executive information and photographs of hotel which will interest and attract convention registrants.

All articles should repeat the basic information concerning the convention, such as: dates, location, registration form, hotel registration form, etc.



**Display Room:**

- Should be attended at all times when unlocked.
- Keep a list of all entries received.
- Have delegate(s) sign for all entries when they are picked up by owner(s).

**Entertainment:** Any plans and/or ideas for entertainment for ANY convention function should be reviewed with the State General Convention Chair, Second Vice President and State President prior to the final decision.

**Official Representatives:** Representatives to the Georgia State Convention will be assigned by the ESA International Council President and the SERC President. In the event a staff member from ESA Headquarters is in attendance, she/he should be extended the same courtesies, except for registration and room accommodations.

Letters of welcome should be written immediately from the State President, State General Convention Chair and Local Convention Chair.

The Convention Committee is responsible for the transportation of the representatives upon their arrival in the convention area, as well as their departure from the convention site.

The convention fund is budgeted for the lodging and registration fees of the official ESA International and SERC representatives. (Reference: Georgia State Council Standing Rule #1)

The Convention Committee should use its own discretion concerning token gifts to the official representatives.

**Place Cards:** Place cards for assemblies and meal functions should be there responsibility of the State President and/or her assistant.

**Program:** following consultation with the Local Convention Chair, the program Chair should:

1. Compile, edit and arrange for the printing of the convention program book.
2. Consider the President's theme, as well as the convention theme, when cover is designed.
3. Arrange for selling advertising space, following consultation with the Local Convention Chair, on the price of ads.
4. Send proposed program to Local Convention chair, President and General Convention Chair for approval. State President will provide official agenda for inclusion in program.

**Registration:** The Registration Chair is one of the most important appointed persons on the convention committee.

The Registration Chair's duties should be:

1. To provide registration forms to members either through mailings or distribution at state functions with Registration chair's name/address printed on registration forms.
2. To receive all registrations working directly with the Convention Treasurer in depositing funds received.
3. To set up registration book and keep accurate records by chapter.

4. To record all information from the pre-convention registration form, making sure that all information is recorded. Registration information should be at the registration desk where the attendee registers, clarifies any previous information sent, or pays any amounts due.
5. To prepare a system whereby the Local Convention Chair is advised regularly on registrations received. This information should be released between the Registration Chair and other convention chairs, as needed, on a routine basis to the opening of the convention.
6. To set up registration desk and secure adequate number of persons to assist.
7. To arrange for name badges, using some method to designate voting delegates, officers, past presidents and other guests.
8. To arrange for distribution of tickets to meal and social functions, where required, and arrange for delegates to verify tickets, as received, when registering.
9. To be prepared to give registration report at the first General Assembly, as follows:

Number of delegates present	
Number of men present	_____
Number of youth present	_____
Number of MALs present	_____
Number of guests	_____
Total Registration	_____

**Registration Gifts:** The choice of tote bags and/or convention gift(s)/favor(s) should be the decision of the Local Convention Committee. In the event convention gift(s) are selected, it becomes a budgeted item and should be in the cost of the registration fee. It is recommended that delegates' convention gift(s) be given at the registration desk as they register.

Items of greatest value to the delegates include: pad folio – pen or pencils.

**Secretary:** The Convention Secretary keeps an accurate record and minutes of all convention committee meetings and handles correspondence for the Convention Chair and Co-Chairmen, as requested.

**Surprises:** Surprises can be GREAT! Surprises are in order, providing they do not alter the State President's agenda or schedule, Surprises should be cleared through the State General Convention Chair (Second Vice president).

**Treasurer:** The Convention Treasurer's duties should be:

1. To serve on the Convention Budget committee.
2. To furnish copies of the budget to all Committee chairmen, as well as Local Convention Chair/Co-Chair.
3. To prepare vouchers and furnish voucher to the Local Convention Chair, Co-Chair and/or Committee members as needed for expenditures. These vouchers should be completed and signed prior to returning the voucher to the Convention Treasurer for payment.

4. To work with the Registration Chair.
5. To be responsible for all funds received and disbursed.
6. To pay ONLY those bills covered in the budget. All other expenditures must have the approval of the Local Convention Chair.
7. To work with the Local Convention Chair in the payment of all outstanding statements at the close of the convention, verifying payment of gratuities and other special services personnel.
8. To make payment by check, when feasible, all charges and gratuities. If this is not possible, obtain a written receipt for the payee. (it is not professional to pay by cash.)
9. To prepare treasurer's book for audit within thirty (30) days following convention. (Reference: Georgia State Council bylaws...Article VIII – Section 6 (e))
10. To submit a complete financial statement to the membership.

**VIPs:** All ESA persons outside the State should be considered a VIP and extended a gracious welcome

## **CONVENTION AND THE PRESIDENT**

The President has the right, by virtue of his/her office, to have final say on all convention matters.

Convention commitments should be:

1. To approve convention schedule and all activities.
2. To provide the State Second Vice President a list of those to be invited to a VIP function, if scheduled.
3. Invitation list to VIP function, if scheduled, to be considered as follows:
  - a. Past ESA International Presidents and current officers within the State
  - b. Past SERC Presidents and current officers within the State
4. To be given the courtesy of making the final decision on where said function is to be held and what type of function is to be held, if scheduled.
5. To plan agendas for general assemblies and provide copies to the Local Convention Chair for publication in program book.
6. To be responsible for providing copies of their working agenda to the entire general board.
7. To provide seating arrangements for all convention functions to the Local Convention Chair by designated deadline date. An effort should be made to have this list completed in advance for publication in the convention program book.
8. To designate person for presentation of opening flag ceremony.
9. To designate person(s) to present service pin awards.
10. To appoint tellers and timekeeper.
11. To advise any of the general board members, prior to the state convention, of the duties that they are expected to perform.

12. To be responsible for courtesies and the hospitality of the official representatives (ESA International and SERC). Chapter(s) and/or individuals may be assigned to serve as escorts to various meetings and functions, taking great care to see that Georgia's hospitality remains unquestionable.
13. To designate roommate/hostess for official ESA international and SERC representatives.
14. To provide clearance of the sale of tickets or items supporting projects outside the State, such as: ESA Foundation, ESA Disaster fund, SERC (Reference: Georgia State Council Standing Rule #10, concerning chapter and area council project(s))
15. To present all ESA delegates outside the State as VIPs, extending a gracious welcome and special recognition to each.
16. To be responsible for the presentation of a gift of appreciation to the official representatives during the convention from the Georgia State Council.
17. Should appoint person(s) to conduct the Service Pin Ceremony at State Convention.

(Excerpts from the Oklahoma State Council's Policy and Procedure Manual, The Blue Book)

### **CONVENTION AND THE FIRST VICE PRESIDENT**

The First Vice President, by virtue of his/her office, supervises the election of officers.

Convention commitments should be:

1. To prepare ballots for voting on election of officers.
2. To prepare alternate ballots for voting in the event of a tie in any given office.
3. To have the ballots available to be given to the Credential Chair prior to the opening of the registration desk.
4. To prepare tally sheets for teller.

### **CONVENTION AND THE SECOND VICE PRESIDENT**

The second Vice President, by virtue of his/her office, supervises and serves as General Convention Chair.

Convention commitments should be:

1. To serve as the liaison "link" between the Local Convention Chair and the State president.
2. To arrange for the mailing of invitations to the State President's VIP function, if scheduled, working with the State President on arrangements and preparations, as requested.
3. To ascertain that all convention bids are presented in accordance with the Georgia State Council bylaws, Article VIII, Section 6. (c).
4. To prepare ballots for voting on convention sites.
5. To prepare tally sheets for the tellers.

## **CONVENTION AND THE GENERAL BOARD**

The role of the general board members is an IMPORTANT asset to the success and “smooth sailing” of the convention events.

Assemblies:

1. Be on TIME for all convention meetings and functions
2. Reports and business at hand will be necessary, as designated by the State President, prior to convention. In consideration of the membership, and due to the extremely full schedule and time limitations, your report needs to be brief.
3. Check for seating arrangements, in advance, all convention meetings and functions.

### **Awards Luncheon:**

1. Sponsor of awards, due to time limitations, are requested to keep their presentation as BRIEF as possible
2. In the presentation of awards, an enthusiastic opening or lead-in remark (about the number of entries received, etc.) is acceptable.
3. In the presentation of awards, winners should be announced beginning with the 3<sup>rd</sup> place, 2<sup>nd</sup> place and end with the 1<sup>st</sup> place award last, if applicable.
4. Sponsor of awards, or their representative, should check in advance for special seating arrangements at the Awards luncheon.

### **Incoming/Retiring General Board Meeting:**

1. As a retiring officer/chair you are EXPECTED to be in attendance at this meeting, as scheduled by the newly elected State President.
2. As a retiring officer/chair, you are expected to furnish your successor with a current working notebook at the incoming/retiring general board meeting.

## **CONVENTION AND THE GAVELETTES**

The Gavelettes, by virtue of their past experience and expertise, should serve in an advisory capacity, as requested, (Reference: Georgia State Council Bylaws – Article X, Section 1)

Convention commitments should be:

- a. To consult with the State President on any proposed plans and preparation for convention activities, sponsored by the Gavelettes, prior to the finalization of plans.
- b. To hostess any convention activity, as requested by the State President, in accordance with the funds available.
- c. To sponsor and to provide trophies for the state awards as follows:
  - “What ESA Means To Me” Awards (Reference: Georgia State Council Awards Book)

- Outstanding Chapter of the Year Award (Reference: Georgia State Council Awards Book)

## CONVENTION AND THE BUDGET

### Sample Budget

#### Estimated Income:

Registration:	
115 women @ \$55.00*	\$6,325.00
65 men @ 30.00*	1,950.00
Ads/Ways and Means	<u>972.00</u>

**Total Estimated Income:** **\$9,247.00**

\*A late charge of \$5.00 for registrations received after May 1. No partial registrations.

#### Estimated Expenses:

Convention Housing/Meeting Rooms	\$ 540.00
Decorations	155.00
Entertainment	200.00
Favors	200.00
Food and Soft Drinks**	6,551.00
Hospitality, Flowers and Gifts, Guest Meals	225.00
Men's Activities	125.00
Mileage Award	10.00
Programs and Printing	300.00
Registration (name tags, etc.)	50.00
Signs	15.00
Supplies, Postage, Telephone	100.00
Miscellaneous Gratuities, etc.	<u>100.00</u>

**Total Estimated Expenses:** **\$8,571.00**

#### \*\*Food and Setups:

Friday night dinner (180 @ \$9.50)	\$1,710.00
Friday night setups (180 @ \$9.50)	540.00
Saturday lunch (180 @ \$9.50)	1,035.00
Saturday night dinner (180 @ \$9.50)	2,133.00
Saturday setups (180 @ \$9.50)	540.00
Sunday breakfast (180 @ \$9.50)	593.00

Total: \$6,551.00

## CONVENTION "COME ALIVE"

### Conventions Can Be Fun! – ESA Georgia State Convention

As a Convention Committee, it is better to be conservative than not.

Create a dynamic convention with these helpful thoughts and ideas, to include:

- Try new ideas – remembering “if that idea had not been tried, no one would know whether it would work or not”
- Use the convention theme and logo, dramatically, throughout the year preceding convention in every way possible, as well as during the convention conclave.
- Printed convention stationery with the convention logo on the letterheads, can be used for twelve (12) months prior to the convention conclave.
- Use color where possible. Color coordinate such items as badges, tickets, program books. Use some colors in other areas such as at the registration desk. Color can make a convention theme “come alive”.
- Employ part or all of the convention theme’s catch phrases in the various convention functions.
- Centerpieces at various meal functions can be designed to incorporate the convention theme and logo.
- Acquaint all speakers, program participants and official representatives with the wording and interpretation of the convention theme.
- Try inviting the dignitaries of the city and state.
- Send special invitations to all of the new members, giving them the “red carpet treatment” during convention. Have special ‘New member’ badges.
- Obtain entertainment through the music departments of schools, colleges such as barber shop quartet, Sweet Adeline quartet, bell ringers, mood “music” or “sing-a-long”.
- Show appreciation for outside contributors.
- Develop good public relations by letters of thanks to the hotel and other firms which helped with the convention.

REMEMBER, CONVENTIONS CAN BE FUN!!

(Excerpts from “Create a Great Convention” by Hazel Knapp – published by Epsilon Sigma Alpha International /ESA Headquarters)



## **SECTION XI**

### **Credentials Guidelines**

- The Credentials Chair or Committee shall be responsible at all State meetings for the clearing of all credentials of the delegates and alternates to be based upon the records received from the State Treasurer of chapters who have paid their dues by the said deadline.
- The Parliamentarian shall be notified of the voting delegates registered prior to the First General Assembly in order to determine majority and two-thirds vote.
- The Credential's Committee shall report at the First General Assembly the number of members registered with the proper credentials.

#### **Representation and Voting:** Rules for receiving your votes.

- Representation at a council meeting shall consist of ESA members holding active membership in chapters in good financial standing with the State and ESA International Council.
- Chapters in good financial standing with the State and ESA International Council are entitled to two (2) votes for every ten (10) jewel pin members or fraction thereof, who are in good financial standing with ESA Headquarters.
- The voting power of the council shall consist of qualified delegates at the State meeting and also duly authorized written proxies carried by qualified delegates.
- In order for delegates to have voting power or for proxy votes to be cast, a chapter must have paid State Council dues by January 31 of the current year and must have paid ESA International Council dues on or before August 1 of the current year.
- Each delegate is entitled to an alternate.
- Proxy voting shall be allowed only in the election of State Council Officers.
- Voting delegates shall cast their own votes. Eligible chapters not having a voting delegate in attendance may have their proxy votes cast by a delegate/delegates of their choosing. A letter from the absent chapter President or another elected officer stating name of delegate/delegates carrying proxy votes shall be either mailed (5 days) prior to the convention or hand carried by the chapter's delegated person and presented to the Georgia State Council Credentials Chair at the State Convention.
- Voting delegates shall make themselves known to the Credentials Chair upon registration at both State meetings and the Annual State Convention. (They must sign in at the registration desk).
- Each Past State President and the Past State Director (1951)(Official Founder of the Georgia State Council) who is in good financial standing with the State Council and ESA Headquarters, and who is in attendance at any State meeting, shall be allowed one (1) vote.

Voting At State Convention:

- Each chapter, having received a ballot with a paid state receipt, shall receive two (2) votes for each ten (10) jewel pin members of the chapter or fraction thereof, whose State dues have been paid no later than the deadline date of March 1<sup>st</sup> and who are in good financial standing with ESA Headquarters.
- The President of the Georgia State Council may cast the one vote he/she is entitled to at the same time the balloting is going on. In the event of a tie, a second ballot shall be taken and balloting shall continue to such time as a decision is made.

Example Of Votes Allowed:

A chapter with 5 member will receive	2 votes
A chapter with 10 members will receive	2 votes
A chapter with 11 members will receive	4 votes
A chapter with 21 members will receive	6 votes

Reporting Of The Credentials Chair:

- The Credentials Chair should supply a copy of the report of votes to be cast at State meeting and the Annual State Convention to the President and Recording Secretary and make a copy for file. They must also inform the Parliamentarian of votes to be cast in order to determine the majority and two-thirds votes, as required.

Example Of Reporting:

CHAPTERS REPRESENTED: \_\_\_\_\_ Of \_\_\_\_\_ Chapter  
\_\_\_\_\_ Chapter(s) Unpaid For Year  
\_\_\_\_\_ Chapters(s) Ineligible to Vote

VOTES ELIGIBLE TO BE CAST:

Chapter Votes \_\_\_\_\_

Gavellette Votes \_\_\_\_\_

State President Vote  
(Only At Convention) \_\_\_\_\_

TOTAL NUMBER OF VOTES: \_\_\_\_\_

## **SECTION XII**

### **ESA Foundation**

The ESA Foundation is a non-profit / tax exempt organization pledged to develop; philanthropic activities of volunteers, provide assistance to established programs that serve human needs, and produce new programs to improve the quality of life. The Internal Revenue Service has ruled that the ESA Foundation is exempt from Federal Income Tax under section 501(c) 3 of the Internal Revenue code as an organization operating exclusively for charitable and educational purposes.

The ESA Foundation Headquarters is located in Colorado. All inquiries other than those relating to scholarships may be directed to the Registered Agent:

ESA Foundation  
363 West Drake Road  
Fort Collins, Colorado 80526  
Telephone: 970-223-2824  
Fax: 970-223-4456

#### **Board of Directors**

The affairs of the ESA Foundation are supervised by four executive directors elected by the eight-member Board of Directors. These are Chairman, Vice Chairman, Secretary, and Treasurer. Accounting, legal, and membership services are performed by professionals in these fields employed by the Foundation. The Board of Directors is elected to serve a three-year term and serve without compensation. A director may serve two consecutive three-year terms.

#### **Annual Meeting**

An annual meeting is held in July in conjunction with the International Convention of ESA International. An Open Board meeting is held annually to provide an opportunity for total participation by members.

#### **Membership**

Membership can be obtained by contacting the ESA Foundation Headquarters. The membership fee is \$25 with an annual dues assessment of \$15 thereafter. Life active membership is a one time \$500 assessment. All dues are tax deductible. This is a public foundation for all persons who share its goals. The fiscal year for the Foundation is June 1 through May 31. In order to vote at the annual meeting the active member must have their annual dues paid by March 1.

#### **Scholarships**

The ESA Foundation awards numerous scholarships annually. Scholarship applications are submitted to the Foundation's state counselor of the applicant's state of residence or directly to the scholarship director if there is no state counselor for that state. When the application has been determined to meet the Foundation's criteria, it is forwarded to a member of the regional scholarship committee who double checks to see that the applicant meets the necessary criteria. The application is then sent to the scholarship coordinator responsible for the judging of the particular scholarship for which the student is applying. See our scholarship site for more details.

## **Operational Committees**

State Counselors: The ESA Foundation appoints State Counselors in every state and Australia to promote the Foundation. Training seminars are held annually to update materials and to promote greater awareness, and involvement.

Scholarship Committees: A complete committee structure for the purpose of processing and judging scholarship applications has been designed by the Board of Directors. The first step in the process is for individuals to send the scholarship applications to the designated state counselor who will determine if the application criteria have been completed. These state counselors then send the approved applications to the regional scholarship committee members who review the applications a second time to assure that all criteria have been completed. The applications are sent by the regional scholarship committee members to the scholarship coordinators who are responsible for distributing the applications to the team of judges. The scholarship committees serve under the direction of an elected member of the Board of Directors who has been appointed as the scholarship chairman by the chairman of the board.

### Contributions to the ESA Foundation

Contributions may be designated or undesignated. Undesignated gifts become a part of the general fund. Designated contributions are used for the purpose designed by the donor. All contributions are tax deductible.

### **ESA Foundation Turn Around Funds**

The Turn-Around Fund is that portion of the ESA Foundation that enables members of the Foundation to obtain contributions from businesses / individuals to contribute to philanthropic projects / organizations. Depending on the status of the donor, these contributions may be tax deductible. The Turn-Around Fund consists of internally funded grants. The ESA Foundation Turn-Around Fund may be used by the ESA Foundation's membership, individual, chapter, district, regional, state, International Council, or outside entities.

As the non-profit world continues to grow, regulatory agencies are taking a closer look at these entities. As a 501(c) 3 non-profit entity, the ESA Foundation Board of Directors met in 2002-2003 with IRS agents to be certain the ESA Foundation was operating within the 501(c) 3 guidelines as outlined by the IRS. As a result of that consultation, the ESA Foundation Board of Directors adopted the following policy for the Turn-Around Fund.

1. Checks sent to the Turn Around Fund must be made payable to the ESA FOUNDATION.
2. Checks or donations must be for \$ 25 or more.
3. ESA Foundation Turn-around Fund checks may only be issued to other IRS designated 501(c) 3 charitable organizations. The recipient entity's 501(c) 3 valid determination or exemption letter, EIN # must accompany the request. **[See note below]**
4. ESA Foundation turn-Around Fund checks not cashed within 120 days of the date of issue will be considered a donation to the ESA Foundation General Fund.
5. The IRS does not allow the following:
  - a. Turn-Around checks issued directly to an individual or reissued to a Chapter or State Council.
  - b. ESA Disaster Fund
  - c. State / Regional Love or Care Funds

NOTE: The EIN # for St. Jude Children's Research Hospital is 62-06-46012. A list of 501(c) 3 approved organizations will be compiled, updated as needed, and accessible through the ESA Foundation website.

If you are uncertain about your charity / organization, you can check them out on the following website: [www.guidestar.com](http://www.guidestar.com). This site lists almost all IRS authorized 501(c) 3 entities.

### **Online Services new to the ESA Foundation**

The ESA Foundation now offers online credit card services for all dues, donations to Scholarships and Turn-Around-Funds. It is also available to order the People Helping People Programs. An added feature is the "recurring payment" that you can use if you would like to schedule monthly donations to any of the programs. This might be for a Robert and Dixie Palmer Recognition, Stewardship Recognition or a scholarship endowment.

You will receive a receipt of the transaction via email following the credit card process. We suggest you retain this to compare to your monthly credit card statement.

### **Life Active Membership**

The cost of Life Active Membership shall be \$500. Payment shall be limited to two options: \$500 payment in full or two consecutive yearly payments of \$250.

#### **Member Benefits from a Life Active Membership:**

1. A specially designed laminated Life Active Membership card.
2. Showing the Life Active card will admit the member into special ESA Foundation functions free should there be an admittance fee.
3. Special recognition in the Foundation newsletter.
4. The member shall not be subject to further dues increases should they occur.
5. The membership is tax deductible.
6. A special name badge designed with their name and life active status will be designed for the Life Active Member to wear to meetings.

The Life Active Membership is an opportunity for the corporate member who donates to charitable organizations and wants to support the work of this Foundation. Small businesses may elect to support the Foundation with their membership and utilize the Foundation's Turn Around Fund opportunities to donate to other charitable and/or educational funds. It does, however, offer an opportunity for the individual that would like to make a living trust gift to the Foundation. The Life Active Membership is a way that the member can make a bequest which will live on into the future.

Fill out the Life Active Membership Form and mail it to ESA Foundation Headquarters. **Make your check payable to the ESA FOUNDATION.** Or you can go to the [Contribution Form - Online](#) at [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org) under the Foundation and complete the contribution form which has a place for the Life Active Membership.

## ESA Foundation Life Active Membership Form Application

Yes, I am applying for Life Active Membership in the ESA Foundation. Enclosed is my payment of \$500 in full or the first of two consecutive payments of \$250.

Name \_\_\_\_\_ Member No: \_\_\_\_\_  
Street Address \_\_\_\_\_ P.O. Box Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Phone No: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### ESA Foundation Awards

#### ESA Foundation State Award

Presented annually to the state contributing the most money to the ESA Foundation; includes contributions to all Foundation sponsored projects - Judy and Morton Lester Fellowship, Scholarships, ADAPT, memorial and honorarium donations, Robert and Dixie Palmer Recognition, undesignated donations, etc. (DOES NOT INCLUDE TURN-AROUND FUNDS.)

#### ESA Foundation Chapter Award

Presented annually to the chapter contributing the most money to the ESA Foundation; includes contributions to all Foundation sponsored projects - Judy and Morton Lester Fellowship, Scholarships, ADAPT, memorial and honorarium donations, Robert and Dixie Palmer Recognition, undesignated donations, etc. (DOES NOT INCLUDE TURN-AROUND FUNDS.)

#### ESA Foundation Scholarship Award

Award is presented annually to the state contributing the most money designated for the ESA Foundation Scholarship Fund.

#### ESA Foundation State Recognition for Community and State Projects

Certificates presented annually to the top five (5) states processing the most Turn Around Funds (Grants) for community and state projects through the Foundation. These are for other than Foundation sponsored projects.

#### ESA Foundation "FANTASY EVENT" Award

Award is presented annually to the states contributing the most money to the ESA Foundation Fantasy Event.

#### ESA Foundation State Counselor's Recognition

All State Counselors will be recognized who have promoted the ESA Foundation in their state through letters, news articles, workshops, publicity, etc.

## **SECTION XIII**

### **PROTOCOL & DECORUM**

By Carol Rathman  
Convention Planning/ Protocol Chair

Webster defines protocol as “the code of ceremonial forms and courtesies, of precedence, etc. accepted as proper and correct in official dealings.” PROTOCOL does affect ESA International and its membership. As the definition above states, it is a code of ceremonial forms and *courtesies*, and today the members of ESA deserve added Courtesy. Here are some examples of special courtesies we should show to our ESA members, particularly to our International Council Representatives at our State Conventions.

1. The International Convention representative should be assigned an escort throughout convention – NEVER leave it up to himself/herself to wander through convention halls alone trying to find the proper place to be at the proper time.
2. Try to extend our hand of friendship. This is not only a duty of your State Council, but a well accepted act to be remembered by the entire membership. Give your International Convention Representative the attention you would welcome receiving if you were a representative on the IC level. Your representative is there to serve you and will appreciate every opportunity to meet as many of your members as possible.

There are also some courtesies of dress that should be acknowledged as a part of ESA protocol.

Even though we are living in a so-called casual world today, we should not forget our manners. Our dress has become very casual – but we should use a little protocol particularly on occasions when jeans and shorts are out of place. Such occasions are present on our chapter, City Council, District, and State levels and there are two important occasions when you should be especially mindful of dress.

1. When you are planning a special event, such as a pledge or jewel pin ceremony, suggest that your members dress for the occasion. Your new members will want this evening to be “special” for them and it is up to you to see that they are not disappointed. A pledge or jewel pin ceremony presented to a group of members dressed in their “Sunday best” is a lovely occasion.
2. When you have visiting dignitaries in your midst, you should also declare a “dressy” occasion. There is not a better way that you can welcome a visitor than by showing them the COURTESY of dressing for the occasion.

Protocol is a very important word and has special meaning to our organization. Let’s use again and work toward bringing it back into our sorority life.”

### **PROTOCOL & DECORUM**

The term “protocol” as used in most deliberative societies embodies the courtesies, amenities and rules or etiquette used in the official life of an organization.

It provides a pattern for recognizing and honoring officers, leaders and distinguished guests. It prescribes the courtesy and etiquette generally used to establish the order of introductions, presentations, speaking, seating at the head table, and positioning in a receiving line.

The presiding officer is generally responsible for directing the application of principles of protocol within a society. In many instances, however, this responsibility may be delegated to others.

Custom varies greatly from society to society. Standards for protocol and behavior outlined in this section are based on seemingly prevalent custom, and are offered as general guidelines for ESA members.

While all members of Epsilon Sigma Alpha have a wide knowledge of good manners, sometimes we find the need for refreshing our memories in quick order. In this section, there has been an effort made to cover all aspects of protocol with relation to ESA functions, providing some general hints in etiquette for quick reference.

### PROCEDURE FOR SPEAKERS AND SPECIAL GUESTS:

(Based on National Association of Parliamentarians and ESA Precedence)

1. Invitations and follow-up communications -
  - a. Are written, but first contact may be made in person or by phone.
  - b. Establish:
    - 1) Place, date and hour of event
    - 2) Arrangements for hotel reservations, if applicable
    - 3) Name of contact person
    - 4) Type of dress and event
    - 5) General subject for speech
    - 6) Hour expected to speak, for how long and approximate size and make-up of audience
    - 7) Information concerning ESA
2. Introduction of speaker -
  - a. May be made by presiding officer, program chair or any other designated person
  - b. Should be brief, giving speaker's background and qualifications
  - c. Name of speaker is mentioned LAST
  - d. When too much time is taken by speaker, the president should remind him/her, by note, that "time is almost gone" or "one minute more" and later, if speaker continues, should state "time is up, unfortunately"
3. Thanking speaker -
  - a. Time is allowed for assembly to applaud
  - b. Brief thank-you is expressed by person who had introduced the speaker
  - c. The president may add brief words of appreciation
  - d. Thank-you notes are sent promptly by president and chair

### SEATING AND INTRODUCTIONS/PRESENTATIONS AT MEETINGS AND BANQUET

1. Meetings -
  - a. President is seated to right of podium (facing audience)
  - b. Official representatives are seated to right of president, beginning with highest rank



- c. A zig-zag pattern may be used to alternate elected officers and any others required to be at head table.
2. Pattern may be adjusted to allow parliamentarian and secretary to be positioned for convenience of presiding officer. Also, the secretary may require an electrical outlet. Example:

AUDIENCE

PODIUM

Parliamentarian	President
Second Vice President	International Representative
Corresponding Secretary	SERC Representative
Treasurer	Headquarters Representative
Jr. Past President	First Vice President
Chaplain	Recording Secretary
Convention Chair	

No other officers are required to be seated at head table. If space is available, the president may include the registration and credentials chairs and Gavelette President.

3. Banquet -
- a. Two tables are usually required. Highest ranking guests and officers are seated at first table with others at secondary tables.
  - b. The president sits to immediate right of podium. The incoming president should be seated to immediate left. This will allow them easy access to microphone to introduce family.
  - c. Members with special responsibilities, i.e., person giving welcome, hostess chapter/council president, installing officers should also be at head table IF space is available.
  - e. Introduction of guests and dignitaries -
    - o Distinction between “introducing” and “presenting”:
    - Persons not known to assembly are introduced.
    - Persons known to assembly are presented.
    - An “introduction” is generally more informative than a “presentation”.
    - When guests are to simply nod or stand only, they are introduced “from highest to lowest.
    - Official representatives are always introduced first unless one is the keynote speaker. They may be introduced at that time.
    - Members should rise in recognition to the highest office.
    - After official representatives have been introduced and properly recognized, the president should continue as follows:

“As I continue with my presentations, will you please stand and remain standing until further directed. Presenting First Vice President – President-elect, Jane/John Doe and her/his husband/wife, John/Jane Doe”. **The President should always lead the applause.**
  - f. Other recognitions -

- If a guest outside ESA is to be a keynote speaker – this guest should be seated next to the president and introduced first. (Hotel representative is not considered a guest).
  - Past State Presidents, Southeastern Regional Council and ESA International Presidents should be recognized. This should be done quickly following the same rule as presentation of the head table.
- g. Miscellaneous -
- Gifts presented at head table should be opened and acknowledged.
  - Invocation should be given before Pledge of Allegiance to the Flag of the United States of American (God before country).
  - Members should address the chair as “Madam/Sir President”.
  - There should be no smoking, talking or picture taking during the installation of officers.

### **THE ART OF INTRODUCING PEOPLE**

The protocol of making proper introductions is very logical: You properly introduce a lesser *to* a more important or senior person. For example, you would introduce:

- A younger person *to* an older person
- A peer in your company *to* a peer in another company
- A junior executive *to* a senior executive
- A fellow executive *to* a customer or client
- An unofficial person *to* an official person
- A fellow U.S. citizen *to* a peer from another country

*Explain who people are when you introduce them:*

“Mr. Cogswell, I want my daughter, Cynthia Warren to meet you. Cynthia, this is Mr. Gregory Cogswell, the president of this company.”

“Jane, I’d like to introduce Harry Newman, my nephew. Harry, this is Dr. Jane Arrowsmith, head of our hospital’s Pain Clinic.”

When you’re introducing a younger person to an older one, for example, touch the arm of the older person and say his name first, then symbolically, in your mind, bring up to the person whose arm you are touching the junior person. This is the way you’ll remember how to introduce people to people of rank and status.

Of course, if you are just introducing peers and friends to one another, a simple, “Bill, this is Andy Miller – Andy, meet Bill Laidlaw” will do it. And if you forget who is senior to whom and get all clutched up as to who to introduce to whom, take a deep breath and do the best you can. Even if you have forgotten names, just come up with the parts of the names you know, and no one will know the difference.

*Give information when you introduce someone.* Don’t just call a person “Ambassador” without naming the country to which he/she is – or was – accredited. Don’t just introduce people by name

at a business party without giving their firm or profession or some piece of information that can serve as a jumping off point for conversation.

*Remember to use titles when introducing people.* You may know that woman well as “Jennifer Garrett”. But when you are introducing her, it’s important to give her title. Introduce her as “Dr. Jennifer Garrett”. Your brother may be your brother, but when introducing him, if he is a judge, he should be referred to as “my brother, Judge William Doakes”. A man/woman you’re introducing may have been your roommate, but if he/she is of high political or appointive office, the people to whom you’re presenting him/her should know it. Therefore, introduce him/her as “Steve/Stevette Creighton, Congressman/woman from California,” instead of just “Steve or Stevette Creighton”. People want to know to whom they’re speaking, so they can make appropriate comments.

*Some titles accompany their owners to their graves.* Once an Ambassador, always an Ambassador. When a general retires, his family name is still preceded with his rank: when a high-ranking official no longer holds his post, he’s introduced as “Governor”, “Senator”, “President”, or “Judge”, all his life.

*Be a sport: Always give your own name.* Since there is a possibility – maybe even a probability – that the person you know, who is standing with some people you do not know, has forgotten your name and, therefore, cannot introduce you, help him out. Stick out your hand and give him your name (“Hello, Jim Schubert, good to see you”), to which he will reply, “Jim”, did you think I had forgotten your name?” Of course, he has, but everyone is smiling, being introduced all around, everyone is happy, and you have saved the day by simply coming out with your name right away.

If your last name is different from your spouse’s (which, of course, occurs when a woman keeps her own name after marriage), *it is important to communicate this fact when you are at social events together.*

*When People Mis-Introduce You, do You Correct Them?*

If someone repeatedly mis-introduces you – giving you either the wrong name, title, or company name – don’t make a dramatic episode out of it. Put a big smile on your face and whisper in the person’s ear the correct information.

## **SECTION XIV**

### **TAX FACTS GUIDELINES**

#### **SUMMARY**

To be considered a member of the Epsilon Sigma Alpha International Council's group exemption and, therefore, "non-profit, each entity (chapter, council or any other group) representing itself to the public as "non-profit" because it is a member must

1. Have its own Employer Identification Number (EIN)
2. Pay its Epsilon Sigma Alpha International Council dues annually and
3. File Tax Facts with Headquarters annually by September 15 for the period August 1 – July 31

What could happen if an entity doesn't do one of the above?

1. If an entity doesn't have its own EIN and reports tax facts with the group number, Headquarters staff will apply for a new one on its behalf.
2. If an entity doesn't pay its IC dues and/or file Tax Facts
  - a. it is not a member of the group exemption
  - b. is most likely not non-profit in the eyes of the IRS
  - c. could be liable for taxes on chapter net income
  - d. could suffer through IRS interrogation
  - e. could cause an IRS audit of the Epsilon Sigma Alpha International Council thereby jeopardizing the 501(c)(3) status

It is also important to understand that we can only assist those entities which have followed these steps and are considered members in good standing when and if the IRS ever comes knocking.

Another important aspect of being "non-profit" in the eyes of the IRS is that it does not automatically make you exempt from sales taxes. The 501(c) (3) status makes you exempt from federal income tax...PERIOD! Entities still have to report information to the IRS via Tax Facts and it in no way exempt's members from having to pay sales taxes!



Dear ESA Member:

The tax laws which govern organizations like ESA have grown complex over the years and periodically we try to re-educate our members so our group continues to be in compliance with IRS guidelines. Following is information which will help your entity (chapter, council or other group) comply with these regulations.

First, there is an organization called the Epsilon Sigma Alpha International Council which has an IRS tax classification of 501(c) (4) and is identified by an EIN (employer identification number – even though there are no employees).

Second, entities which pay annual dues to the Epsilon Sigma Alpha International Council are thereby members of that organization and are required to have their own EIN which identifies them as a member of the group.

Third, members of 501(c) (4) organizations are recognized as exempt from federal income tax...period. This does not mean exempt from filing tax information. This does not mean exempt from sales taxes. It only means exempt from paying federal income tax if you become, and stay, a member of the 501(c) (4) parent organization.

Fourth, assuming your entity has paid its "IC dues", it is thereby a member of the 501(c) (4) but it is not done simply by paying dues. Note above that I said "exempt from federal income tax". But you still have to report tax information. Each entity which wants to be exempt from federal taxation by being a member of the 501(c) (4) must also file TAX FACTS with ESA Headquarters, thereby fulfilling its requirement to report federal tax information. And, it must do this annually, just like every individual must report its tax information each year on a form 1040.

Fifth, assuming the activities of the entity are in line with those described to the IRS when the application for 501(c) (4) status was approved, the member has fulfilled its basic IRS requirements.

Once, an entity files its TAX FACTS form with Headquarters, all of the entities' information is compiled by Headquarters staff into a format which is then delivered to the CPAs who then file a form 990 "group" tax return.

(CONTINUED)

Tax Information  
Page 2

The simplest way to explain the TAX FACTS form is that it is similar to reconciling a bank statement, i.e., you start with a BEGINNING BALANCE at 8/01/xx, add ALL DEPOSITS for the 12 months ending 7/31/xx, subtract checks written for the same 12 months, giving you an ending balance. In effect, you tell the IRS what you had when the year started, how much you brought in and from which sources, where the money went and for what, and what's left over at the end of the year.

The reason the TAX FACTS report must be from August 1 of each year to July 31 of the next year is that is the fiscal year of the parent Epsilon Sigma Alpha International Council.

Also, each year a list of entities has to be sent to the IRS updated to include new members and deleting those choosing (consciously or not) to not stay a part of the group exemption.

Now for identification numbers – Many years ago ESA member chapters were allowed to use the group EIN as a “mass” EIN. Now, each has to have its own EIN which identifies it to the IRS as being part of the group exemption. If you don't have your own EIN, or if you don't know if your chapter has its own EIN, please, contact Headquarters and we'll help you find out and give you the guidance needed for the next step. DO NOT immediately apply for a new EIN for your entity. It may already have one and you just don't know it. Let us help you! If you do need to apply for one, again, we'll help. Headquarters staff automatically applies for EINs for new chapters.

Unfortunately, many chapters/councils do not file TAX FACTS on an annual basis, for a variety of reasons. Probably the change of chapter treasurer is the most cited reason so the importance of passing information on to successors as the chain of command changes can't be emphasized enough.

I would guess that there is all kind of speculation as to why Headquarters and the IC put such an emphasis on TAX FACTS. Hopefully, this helps explain. If you have any other questions, please let me know...I'll do my best to get you the answer.

Sincerely,

Doug Mills  
For ESA International

*Bringing good people together.*

363 WEST DRAKE ROAD • FORT COLLINS, CO 80526 • (970)223-4456 • FAX (970)223-4456  
EMAIL: [esainfo@esaintl.com](mailto:esainfo@esaintl.com) • [www.esaintl.com](http://www.esaintl.com)

(Revised 2012- Email: [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org))

## SECTION XV

### REFERENCE GUIDES

CONTACT:                   ESA Headquarters  
Epsilon Sigma Alpha International  
363 West Drake Road  
Fort Collins, Colorado 80526  
(970-223-2824)  
**www.epsilonsigmaalpha.org**

ESA AWARDS:           (Headquarters)

- First Pearl Award
- Pallas Athene Award           (First Degree – thru – Sixth Degree)  
Booklet available thru ESA Headquarters
- Essay Award (Under 1 year – Over 1 Year)
- Educational Awards
- Diana Award
- Outstanding Youth Award
- Distinguished Athenian Service Award

ESA MERCHANDISE DEPARTMENT:                   363 West Drake Road  
Fort Collins, CO 80526  
(970-266-2608)

PROGRAMS:

- Membership:       Active – Member-at-Large (MAL) - Inactive
- Life Active Membership
- Dixie Palmer Founders
- Men of ESA Stewardship Award
- ESA Collegiate Member Program
- ESA Associate Member Program
- ELAN
- ESA Zeus Award

SERC (Southeastern Regional Council)...*"THE TORCH"*:  
**www.serc-esa.com**                                   (Contact: SERC Board Representatives)

GEORGIA STATE COUNCIL...                   *"JAW-JA GUIDE"*       (Policy and Procedure Manual)  
**www.esageorgia.com**                           (Revised Edition, 2007, 2012)  
  (Contact: GSC Board Member)  
  Georgia Web

- BOOKS:
- “THE IDEALS OF ESA” (ESA Headquarters)
  - “RITUALS” BOOK (ESA Headquarters)
  - “PALLAS ATHENE RECORD BOOKLET”
  - “POINTERS ON Parliamentary Procedure”
    - National Association of Parliamentarians  
Independence, Missouri

Footnote: No prices are listed in this Section, as they vary from time to time.

## **RULES FOR PARLIAMENTARIANS TO LIVE BY**

1. Keep an open, but not an empty, mind.
2. Parliamentary procedure is a tool, and should never be used as a weapon.
3. It is seldom necessary to insist that parliamentary procedure be followed “to the letter,” just for the sake of form.
4. The rules of parliamentary procedure are based on sound fundamental principles of regard for the rights of:
  - \_\_\_the majority
  - \_\_\_the minority
  - \_\_\_the individual
  - \_\_\_the absentee
  - \_\_\_all of these together
5. Courtesy to all, from all.
6. Remind members they are obligated to abide by the rules, even if they disapprove or disagree with them, or they may take measures to change them.
7. The larger the group, the greater the degree of formality that will be necessary to keep meetings orderly and productive.
8. A good presiding officer must always be firm but fair.
9. If it ain’t broke, don’t fix it.
10. If you don’t stick your neck out during the meeting, don’t stick your tongue out afterwards.



## **SECTION XVI**

### **WEB GUIDE**

Log onto the ESA Website at [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org). Click on the Member Center and enter your member number and password. The first time user will have to send an e-mail from this site to ESA Headquarters to get their password. It usually comes back to them via e-mail in a day or so.

Once in the Member Center (the protected pages for members only) you would click on Chapter and Council Management. There you can find many sections giving ESA History, rush ideas, presentations, membership tools and St. Jude event ideas. The information contained here is so valuable and is worth a member's time checking it out.

### **Chapter and Council Management (TAB)**

The following resources are currently available for ESA members to download (note: some could take several minutes.) Adobe® Reader® software is necessary when viewing these documents.

#### **Celebrate ESA**

[Handouts](#)  
[Proclamations](#)  
[Presentations](#)  
[Event Ideas](#)  
[Press Releases](#)  
[Get New Members While You Celebrate](#)

#### **International Council**

[A Word From Your President](#)  
[Creating ESA Magic](#)  
[Disaster Fund](#)  
[IC Executive Board Roster](#)  
[National & International Council Past Presidents](#)  
[Newsletters](#)

#### **Conferences**

[Annual Leadership Conference](#)  
[Regional Meetings and Conferences](#)  
[State Conventions](#)

#### **International Council**

[2013 IC Convention](#)  
[2012 IC Convention](#)  
[2012 IC Challenge](#)  
[2011 Convention](#)  
[2010 Convention Highlights](#)  
[2010 IC Challenge](#)

#### **ESA Headquarters**

[ESA Membership Corporation](#)  
[ESAMC Annual Reports](#)  
[ESAMC Board of Directors](#)  
[ESAMC Bylaws](#)

#### **Recruitment**

[Recruitment Power Point Presentation](#)  
[Event Ideas](#)  
[Application](#)  
[Reinstatement Form](#)  
[Request Printed Materials](#)  
[Make Your Own Fliers](#)  
[Sign in Sheet for your Clipboard](#)  
["50" Prospects in 5 minutes](#)  
[Membership FAQs](#)

#### **Collegiate**

[ESA "Heart"](#)  
[http://www.esaintl.com/member/forms/Collegiate\\_new\\_chapter\\_guide.pdf](http://www.esaintl.com/member/forms/Collegiate_new_chapter_guide.pdf)  
[St. Jude Party with a Purpose](#)  
[Submit Info.](#)  
[Collegiate Newsfeed](#)  
[Collegiate ESA on Facebook](#)  
[Recruitment Forms](#)  
[ESA Sample Collegiate Constitution](#)  
[ESA Sample Collegiate](#)

#### [Bylaws](#)

[ESA Collegiate Guide](#)  
[Ceremonies, Ideals, Histories](#)  
[Award Forms and Certificates](#)

[Publicity and Presentations](#)  
[Collegiate Reunions](#)

#### **St. Jude**

[Celebrate ESA](#)  
[Interactive Forms](#)  
[ESA & St. Jude Presentation](#)  
[Pre Event Press Release](#)  
[Post Event Press Release](#)  
[Event Checklist](#)  
[Sample Thank You Note](#)  
[St. Jude Tour Dates](#)  
[Suggested items to donate to St. Jude](#)  
[ABC of St. Jude](#)  
[ALSAC/St. Jude Regional Contacts](#)  
[ESA Headquarters](#)  
**[Make a Difference \(Project & Fundraising ideas\)](#)**

**State Council Rosters & Reports**  
[State and International](#)

[Council Roster](#)  
[Update State Officer Roster -  
\(State President Only\)](#)  
[State St. Jude Reports -  
\(State Coordinator Only\)](#)  
[State Membership Report-  
\(State Coordinator Only\)](#)  
[Foundation Reports](#)

## **Tax Information and Chapter Treasurers Reports**

[Tax Facts](#)  
[ESA Tax Facts Form](#)  
[Chapter Treasurer's Report](#)

## **Ceremonies and Histories**

[ESA Ideals \( PDF\)](#)  
[ESA Rit uals \( PDF\)](#)

## **Publicity and Presentation**

[Publicity Tools](#)  
[Logo Gallery](#)  
[PowerPoint Presentations](#)  
[Speakers Tools](#)  
[Conference Presentations](#)  
[Archives-IC 2010, Leadership  
2010, 2011](#)

## **Make A Difference (TAB)**

[Collegiate](#)  
[St. Jude](#)  
[National Service Projects](#)  
[Social Media Resources](#)  
[Fundraising Ideas](#)

## **Forms**

Jaw-Ja Guide 2012

[Develop Your Own](#)  
[Join and Interest Group](#)

## **Interest Groups Online (TAB)**

[ESA Book Club](#)  
[ESA for St. Jude](#)  
[ESA Travel Club](#)  
[Food and Wine](#)  
[Gardening for Good](#)  
[Photography](#)  
[The Caring Crafter](#)  
[Young Alumni Group](#)

## **Education Center (TAB)**

[Job Search Skills](#)  
[Interview Tips](#)  
[Resume Writing Tips](#)  
[Collegiate Resume Writing  
Resources](#)  
[Organizational Leadership  
Skills](#)  
[Personal Leadership Skills](#)  
[Volunteer Project Leadership](#)  
[Sample Projects](#)  
[Certified Volunteer Program](#)  
[Project Management](#)  
[Certificate](#)  
[Marketing and Promotion](#)  
[Certificate](#)  
[Teaching and Training](#)  
[Certificate](#)  
[Financial Management](#)  
[Certificate](#)  
[Fifth Degree of Pallas Athene](#)  
[Sixth Degree of Pallas Athene](#)

## **Fund-Raising Ideas for St. Jude**

[Bunco for St. Jude](#)  
[Purse Auction](#)  
[Poker Run](#)  
[Bowl-a-thon](#)  
[Beautiful Baby Contest](#)  
[Golf Tournament](#)

[Saddle Up](#)  
[Festival of Trees](#)  
[Breakfast with Santa or  
Easter Bunny](#)  
[Fly in](#)  
[Mystery Party](#)  
[Suitcase Party](#)  
[Scrapbook Event](#)  
[Great Ideas for ALL](#)  
[Fundraisers](#)  
[Math-a-Thon](#)  
[Trike-a-Thon](#)  
[Saddle Up for St. Jude](#)  
[Cruisin' for St. Jude](#)  
[Garage Sale](#)  
[Shop at St. Jude](#)  
[Showcase of Home Parties](#)

## **Service Projects**

[St. Jude Children's Research  
Hospital](#)  
[Hope for Heroes](#)  
[Easter Seals](#)  
[Literacy](#)  
[Warm Welcome](#)  
[Hats for Hope](#)

## **Newsroom (TAB)**

[Collegiate](#)  
[Community Chapters](#)  
[IC Council](#)  
[Foundation](#)  
[Submit Information](#)

The following forms are currently available for ESA members to download (note: some could take several minutes.)

## **Membership Application Forms**

[Community Application](#)  
[Collegiate Application](#)  
[Reinstatement Form](#)  
[Life Active Application](#)  
[New Chapter Installation Report](#)  
[Elan \(Youth\) Application Application](#)  
[Installation Report Form \(new chapters\)](#)  
[Request Printed Community Recruitment Material](#)  
[Request Collegiate Recruitment Material](#)

## **St. Jude Forms**

[Booked Event Form \(online/PDF\)](#)  
[Completed Event Form \(online/PDF\)](#)  
[Honorariums or memorial donations \(PDF\)](#)  
[Certificate of Insurance request](#)

## **Collegiate Forms**

[Collegiate Constitution](#)  
[Collegiate Sample Bylaws](#)  
[Collegiate Guide](#)  
[Collegiate Application](#)  
[Request Printed Recruitment Materials](#)

[http://www.esaintl.com/member/forms/desa\\_out\\_cert.p](http://www.esaintl.com/member/forms/desa_out_cert.pdf)

## **Award Forms**

[First Pearl Affidavit Form](#)  
[First Pearl Certificate](#)  
[Pallas Athene Affidavits \(First-Fifth Degree\)](#)  
[Sixth Degree Information](#)  
[Ambassador Club](#)  
[Gold Link Certificates](#)  
[Years of Service Awards \(5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65\)](#)

## **ESA Foundation Forms**

[Contribution Form](#)  
[Scholarship Application](#)  
[Life Grant Application](#)  
[Humanitarian Award Nomination](#)

[Adapt S.O.S. Grant Graduate Scholarship Application](#)

## **International Council Forms**

[Association of the Arts Entry Form](#)  
[International Council Bylaws 2012](#)  
[International Council standing Rule 2012](#)  
[Care Connection Guidelines](#)  
[Care Connection Form](#)  
[Distinguished Achievement Award Form](#)  
[Outstanding Youth Award-Junior High](#)  
[Outstanding Youth Award-Senior High](#)  
[Disaster Fund Application, Revised 2012](#)  
[Disaster Fund Guidelines Revised 2012](#)  
[Disaster Fund State Chairman Donation Form Revised 2012](#)  
[2012-2013 Treasurer Dues Form](#)  
[Educational Award Definitions Revised 2012](#)  
[Educational Award Form Revised 2012](#)  
[Gold Seal Merit Judging Form Revised 2012](#)  
[Maie L. Wells form Revised 2012](#)  
[Essential Edge Executive Board Revised 2011 \(PDF/DOC\)](#)  
[Essential Edge General Board 2012-2013 \(PDF/DOC\)](#)  
[Nomination Form 2012-13 \(PDF\)](#)  
[Philanthropic Form](#)  
[Philanthropic Guidelines](#)  
[Philanthropic Frequently Asked Questions](#)  
[Philanthropic Mileage Rate](#)  
[Easter Seals State Report](#)  
[Easter Seals Chapter Report](#)  
[Easter Seals & Guide Posts](#)