



## GEORGIA STATE COUNCIL - EPSILON SIGMA ALPHA

### STANDING RULES

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1. The convention fund will pay for two nights lodging and registration fee of the official IC Representative and SERC Representative to the Georgia State Council Convention. The State President's lodging will be paid beginning on Thursday the week of convention.
2. Any current State Council Elected Officer, who gets married during the year she is serving, shall be sent a wedding gift not to exceed \$25.00. **Duty of the Vice President.**
3. The present State President's registration fee to the Georgia State Council Convention shall be paid. **Duty of the Treasurer.**
4. At the end of the term of office, the state president shall receive a gift not to exceed \$75. **Duty of the Corresponding Secretary.** (Amended: 9-2016) (Updated 2/2018)
5. The Georgia State Council shall provide expenses for the State President, or her representative, to the annual International Council Convention and Southeastern Regional Council Conference. Mileage will be paid at the IRS rate in effect at the time of travel, not to exceed the cost of round-trip tourist airfare plus minimum baggage fees.
  - A. International Council Convention – Georgia State Council will pay State President's Convention Registration and Lodging at ½ the standard room rate for up to 6 nights if needed to comply with the IC Convention agenda. (Amended 2/2018)
  - B. Southeastern Regional Council Conference – Georgia State Council will pay State President's Conference Registration and Lodging at ½ the standard room rate for 2 nights. (Amended 2/2018)
6. Annual convention of Georgia State Council shall be held on a weekend in the month of April or May. (Amended 5/2018)
7. If the newly elected State President is unable to attend International Convention, an official delegate may be approved by the Executive Board. Any member in good financial standing with a Georgia Chapter may be eligible to become the delegate by notifying an Executive Board member prior to the State Convention. (Amended 5/2024)
8. Any individual member/guest of a member shall be responsible, or her chapter, for a luncheon reservation at a State Council Meeting which is not canceled in the prescribed time, and any registration for a State Council Meeting/Convention registration where an insufficient fund check is presented. This also includes additional bank charges incurred for the insufficient fund check.
9. The "Jaw-Ja Jonquil" will be the official state newsletter and shall be published at least (6) times per sorority year. Said newsletter will be distributed to all active Jewel Pin traditional members, active Jewel Pin collegiate chapter members, and IC & SERC Presidents. The IC and SERC Representatives to state conventions shall be added to distribution list when names are announced. Cost of publication and postage shall be budgeted item included in the President's expense.
10. **Fundraisers**
  - A. Individual members, Elected GSC Officers or Appointed GSC Chairmen shall in no way solicit for, or bring with them any finance or philanthropic project to Leadership/Fall Council, Mid-Year Council Meeting, or State Convention. The only exception will be the hosting Chapter(s) at Fall and Mid-Year will be permitted to sponsor a local charity. All monies/money value from said project will be reported to the State Philanthropic Chairman to be included in her report.
  - B. The convention host is entitled to hold a fundraiser at the Fall Council and Mid-Year Council Meetings during the year preceding the convention they will host to offset expenses.
  - C. A limit of two (2) fundraisers shall be held at the Annual Convention. All other fundraisers for the State Treasury shall be held at the discretion of the Finance Director and President.

## 11. Contracts

- A. All contracts negotiated by any officer shall be co-signed by the State President and the appropriate State Officer, i.e., hotel contract for State Convention. (amended 5-18-2019)
  - B. All hotel contracts negotiated for state meetings and conventions shall be reviewed and approved by the State Officer along with prepared convention/meeting budget. The incoming President shall appoint a State Contracts Chair to serve in this capacity.
12. Two signatures, the current Georgia State Council President and Treasurer, will be placed on the signature card for all Georgia State financial accounts. (Amended 2/2018)
  13. The Local Convention Chair shall submit a proposed convention budget and approved hotel contract to the State President for presentation to the Executive Board for review and approval after completion of contract and/or mid-year meeting one year prior to convention. (Amended 2/2024)
  14. All Disaster Fund donations (checks) shall be made payable to ESA INTERNATIONAL DISASTER FUND and forwarded once a month with Disaster Fund reporting form to the International Council Disaster Fund Chair by the Georgia State Council Disaster Fund Chair. The Georgia State Council Disaster Fund Chair will keep a notebook showing a record of all checks received from chapters/individuals during the year by name, chapter and number and amount. A copy of the record will be given to successor at state convention each year. The Disaster Fund books must go to Auditor within 30 days of convention. Electronic transfer is acceptable. (Amended 5/2024)
  15. Upon the approval and acceptance of a convention bid by the membership of the Georgia State Council, the convention books from the previous convention shall be released to the new local Convention Chair two years in advance. (Amended 5/2024)
  16. An officer, committee Chair or member submitting a voucher for payment of an ESA expense exceeding the related budgeted amount must have exceeded the amount by \$15.00 and include written justification for payment of the overage. The Treasurer shall only make reimbursement for the budgeted amount, then forward the written justification to the Executive Board. The Board shall investigate and either deny payment of the overage or bring a recommendation for its payment before the membership at the next state council meeting. No expense exceeding the budgeted amount will be paid without the approval of the Membership.
  17. The Georgia State Council budget shall include a line item covering "courtesies" which shall be used for International Council and Southeastern Regional Council Representatives gifts to be given at the Sunday morning assembly. Duty of the State President. (Amended 2/2018)
  18. **NO ADVANCE CHECKS** shall be written without an itemized voucher stating exactly what item is for and approximate cost. After items are purchased, receipts must be given to the Treasurer for audit.
  19. A member of the Georgia State Council Past Presidents, Gavelettes, shall be appointed as an Ex- Officio member of the Budget Committee. Duty of the Treasurer
  20. An IC/SERC Candidates Fund will be established as part of the annual Georgia State Council Budget. A total of \$200.00 will be added from the budget to the fund each year. The IC/SERC Candidates' Fund shall be held in the State Treasury with candidates being eligible for funds to assist in expenses during their term of office. Amount of allocation, not to exceed \$5,000 for IC Candidates and \$1,000 for SERC Candidates.
    - a) When the Georgia State Council endorses a candidate for International Council Office or Southeastern Regional Council Office, it will provide financial support to the candidates(s).
    - b) When a candidate is nominated by the state, an ad will be placed in the IC or SERC Convention/Conference Program for the year the candidate is seeking office. These ads must conform to the guidelines set forth by the respective IC/SERC Campaign Guidelines.
      1. An ad will be placed for SERC/IC Candidates by adding funds to the general operating budget, a separate line item for each.

2. A full-page ad shall be made for Presidents and/or Presidential candidates. A half page ad will be placed for all other IC/SERC Executive Board Candidates to be placed at the direction of the presiding Georgia State Council President prior to the deadline dates.
- c) Utilizing the available IC/SERC Candidates' Funds at the time a candidate(s) reaches the office of President-Elect/President, the state will provide, to the extent financially feasible, the following assistance.
1. For International Council Office, expenses toward:
    - Installation and Installation Staging
    - Officer and Honor Guard Hand Carries
    - Ceremony Booklets
    - Incoming President's Reception
    - Gifts for President, Corresponding Secretary and AA's
    - Supplies for President's Suite during convention week
    - Miscellaneous/Incidental Expenses not shown above
    - TOTAL EXPENDITURES NOT TO EXCEED \$5,000
  2. For Southeastern Regional Council Office, expenses toward:
    - Installation and Installation Staging
    - Officer and Honor Guard Hand Carries
    - Ceremony Booklets
    - Outgoing President's Reception
    - Gifts for President and Corresponding Secretary
    - Miscellaneous/Incidental Expenses not shown above
    - TOTAL EXPENDITURES NOT TO EXCEED \$1,000
- d) Under no circumstances will these funds be used for IC and SERC candidates' travel and lodging.
- e) All monies are for the Georgia IC/SERC Presidents Incoming expenses and expenses while presiding as President as outlined above. All monies requested must have receipts and vouchers for the State Treasurer.
- f) The State Treasurer will distribute the monies from the IC and SERC Candidates' Fund when requested.
- g) Only Georgia IC or SERC Candidates or their appointed Campaign Manager can request monies from this account, in accordance with the Guidelines, as to where this money can be spent.
- h) A separate financial report will be given to all members of the Georgia State Council when State Financial Reports are distributed. (Amended 9/2015 and Updated 8/2017)

## **21. Duties of Appointed Officers:**

### **A. Duty of the Auditor:**

1. To audit the books of State Treasurer, State Convention Treasurer, and State Disaster Fund Chair. Books to be received within thirty days following the annual state convention. Electronic transfer is acceptable. (Amended 5/2024)
  - a. Audit of State Treasurer's books should be performed timely to allow the return of the books to newly elected State Treasurer on or before July 31<sup>st</sup>. (Amended 5/2024)
  - b. Audited State Convention books may be returned to convention treasurer on or before fall board meeting. (Amended 5/2024)
  - c. Audited State Disaster Fund books may be returned to Disaster Fund chair on or before fall board meeting. (Amended 5/2024)
2. Give a report at Fall-board meeting of the audit findings. (Amended 5/2024)

**B. Duty of the State Awards Director:**

1. To work up a point system on judging in cooperation with State Chair of each category to be judged.
2. To check judging forms and ascertain that they coincide with the Award Guidelines.
3. To present any changes in the awards program to the membership at the annual meeting (amended 5-18-2019)
4. To be responsible for providing updates to the State Awards Guidelines and Forms to the webmaster at least 60 days prior to the Mid-Year Council Meeting.
5. To check with each chapter to ascertain their needs for a paper copy of forms, an electronic file copy, or use of the web site. Electronic file copies and paper copies will be sold at cost to each requesting chapter.
6. To prepare award certificates, set up awards room at the State Convention, and place entries on display in accordance with the Georgia State Council bylaws.
7. To direct awards presentation at Annual State Convention.
8. The Outstanding Pledge and Member of the Year shall be presented a gift at State Convention. Price not to exceed budgeted amount. (Amended 2/2018) (Amended 5/2018)

**C. Duty of the Chaplain:**

1. In the event of the death of a past or present State Council President, or any State Council Officer, elective or appointive, a floral arrangement or other fitting expression will be sent, not to exceed \$25.00.
2. To write letters of condolence and notes of cheer to ESA members and/or their families as the need arises, information to be furnished by State Presidents, Chapter Presidents, city/area councils or any other ESA member.
3. To prepare inspirational material as called for by the president, for use at State meetings.
4. To be responsible for memorial and/or inspirational services to be conducted at annual State Convention. Arrangements for memorial service should be coordinated with the State President and Local Convention Chair.
5. Forward any Chaplain correspondence that comes from the International Council and/or Southeastern Regional Council. (Added 2/2018)
6. A list of those members honored during the annual Memorial Service will be provided to the webmaster for posting on the GSC website within 60 days following the meeting. (Added 5/18/2019)

**D. Duty of the State Educational Director:**

1. see that the Educational Awards program of the organization is understood by the Educational Director of each chapter and is actively carried out.
2. To make a report on outstanding programs and offer suggestions at the annual convention.
3. To provide chapter Educational Directors with monthly educational report forms. To be responsible for the Judging for State Educational Awards.

**E. Duty of the State Finance Director:**

1. To assist the Executive Board in selecting a State Finance Project which shall be approved by the voting delegates at State Council meeting.
2. To supervise any State Finance Project undertaken and assist each chapter in carrying out the details.
3. To assist chapters in ideas on ways and means projects.
4. To turn over all monies and the accounting relating to the project to the State Treasurer at convention. (Amended 2/2018)

**F. Duty of the State Historian:**

To record all activities of the Georgia State Council, including State Council Meetings, State Conventions, State Meetings, socials and compile the activities into a complete State History, to be maintained as an accumulated and permanent record.

**G. Duty of the State Hotel Contract Chair**

1. To be knowledgeable in hotel contracts.
2. To work with the Second Vice President and the Local Convention Chair with the negotiation of the convention hotel contract.

**H. Duty of the State Philanthropic Director:**

1. To see that all chapters fully understand our International Philanthropic Project and State Project, and work toward their support.
2. To see that all chapters fully understand the ESA International Philanthropic projects and State projects and work toward their support.
3. To be responsible for the judging of State Philanthropic entries for awards.
4. To compile State Philanthropic report of hours and monies donated by chapters and forward to ESA International Philanthropic Chair.

**I. Duty of the State Publicity Director:**

1. Assist all chapters in their publication's problems.
2. To make suggestions as to methods through which publicity may be obtained.
3. To see that worthwhile ideas are exchanged among the chapters.
4. To supply the editor of The Jonquil regular news items concerning the Georgia State Council and other contributions which she feels would be interesting and helpful to other state organizations.

**J. Duty of the State Scrapbook Editor/Chair:**

1. To procure from each chapter; clippings, pictures, and other material to compile in the State scrapbook, to be maintained as a permanent pictorial record of Georgia Chapters.
2. To encourage all chapters to submit sufficient material from their chapter to fill in at least one page in the State Scrapbook.
3. To have on display at the Annual State Convention, the State Scrapbook, but not entering it into competition for an award.

**K. Duty of the SERC Coordinator:**

1. To communicate between the State Council and the SERC Council.
2. To promote participation in SERC projects.
3. To promote attendance to the SERC Conference.

**L. Duty of the State Social Director:**

1. To assist all chapters in the planning and the improvement of their program of social functions.
2. To make every effort to affect an exchange of knowledge, experience, and ideas among the chapters.
3. To assist in the planning of any State Council Social Function.

**M. Duty of the St. Jude Coordinators:**

1. To disseminate information and receive a record of all monies donated by chapters and individuals for reporting purposes only.
2. To conduct the St. Jude Workshop, as requested, by the State Executive Board.

**N. Duty of the State Webmaster:**

1. To maintain a functioning website which reflects ESA values and guidelines.
2. To protect members' information and secure any information posted online.
3. To inform State Treasurer of any changes to the website fee for budgeting purposes.
4. To manage payment of the website fee.
5. To update the website as appropriate.
6. To publish the State President's newsletter online, ensuring linkage in newsletter reflects appropriately safe links and subject matter.
7. To work with State Officers and Committee Chairs as needed for posting forms.
8. To determine archival needs, balancing the cost of website memory and members' informational requirements.
9. To secure parental permission for anyone under the age of 16 in order to publish photos and personal information on the website.
10. To publish the approved minutes of all council business meetings within 30 days of receiving them from the Recording Secretary (added 5-18-2019)
11. To publish the list of members honored during the annual Memorial Service within 30 days of receiving the list from the Chaplain. (added 5-18-2019)

**O. Duty of the State Workshop Coordinator:**

1. To coordinate and moderate workshops annually.
2. To submit a report, if requested, at the Annual State Convention.

**P. Duty of the Yearbook Chair:**

1. The Yearbook Chair will e-mail a full copy of the Yearbook to everyone who has an e-mail address on record. Members who wish to pay \$12.50 for a full printed copy or \$3.00 for a CD can request them from the Yearbook Chair. (revised 9-2014)
2. To obtain information, editing and compiling yearbook for distribution at fall State Council meeting in accordance with the number of advanced reservations received for yearbooks.
3. To procure and compile, with assistance of the President and Corresponding Secretary, all information and data necessary for keeping the State Yearbook up-to-date. This may be handled through either supplementing or compiling a new book.

**Q. Duties of the Association of the Arts Chair**

The Association of the Arts Chair shall promote the arts and solicit entries in the annual Association of the Arts at State Convention. They shall be responsible for securing judges for the entries and shall announce the winners during the Awards Luncheon. (10-1-2017)

**R. Duties of the Credentials Chair**

The Credentials Chair 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. (10-1-2017)

**S. Duties of the Easter Seals Coordinator**

The Easter Seals Coordinator shall serve as the liaison between the State Easter Seal office and the chapters. They should promote awareness of the Easter Seals Society within the state and encourage chapters to plan projects benefitting Easter Seals. (10-1-2017)

**T. Duties of the Foundation State Counselor**

To be an ESA Foundation State Counselor, the State Counselor must be a member of the ESA Foundation having paid dues annually. The ESA Foundation State Counselor should promote awareness and state involvement in the ESA Foundation scholarships from Georgia. They should encourage members to join the Foundation and use the Turn-Around Fund for donations. (10-1-2017)

**U. Duties of the Hope for Heroes Chair**

The Hope for Heroes Chair shall promote projects benefitting members of the military and their families. They should encourage members to become involved with their local veterans' facilities/organizations to offer their time and talents. (10-1-2017)

22. **Members of the Georgia State Council (GSC) give their permission to have their personal contact information published in a yearly book and/or posted in a secure manner on GSC Website.** Member photos may also be used when/where appropriate. If non-members are included in photos it is the responsibility of the photographer to get written permission and forward to the webmaster along with any photos that are to be published. All personal contact information will be protected and will not be distributed to non-members or sold under any circumstance. It is the responsibility of any member who does not wish to have information included/posted to contact the current Webmaster and/or Year Book Chair in writing stating that information may not be posted.
23. **Reports:** Two written copies will be furnished of any oral report, motion, and/or recommendation made in any state meeting by anyone. One copy will be given to the Corresponding Secretary for the President and one copy will be given to the Recording Secretary for the Minutes. (Added 5-19-2018)
24. **Dues:** "The Chapter Treasurer, or President, must send in a current copy of their chapter roster when paying their Georgia State Council Chapter dues." (Added 09-2022)

**Amended: 5-2013**  
**Amended: 9-2014**  
**Amended: 2-2015**  
**Amended: 9-2016**  
**Updated: 8-2017**  
**Amended: 10-2017**  
**Amended: 02-2018**  
**Amended: 05-2018**  
**Amended: 05-2019**  
**Amended: 09-2022**  
**Amended: 05-20-2023**  
**Amended: 05-18-2024**