

## DUTIES OF THE OFFICE OF INDIANA STATE PRESIDENT

### **JUNE:**

Indiana State Convention: You will be installed at the Saturday night banquet. At the 3<sup>rd</sup> General Assembly, on Sunday, you will announce your appointments, and should announce upcoming dates. If you have done this earlier, either Friday night or Saturday you do not have to repeat it. If you know in advance you could have the names and information printed in the convention booklet.

Send roster of State Officers to ESA Headquarters.

### **JULY:**

Hold the Budget Meeting before the end of July with the following officers present: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Jr. Past President, and outgoing and incoming Treasurer. Business at hand: set a budget, and audit Convention books if you think it is necessary.

Attend Camp Riley Donor Day at Bradford Woods and encourage all officers and members to attend if at possible.

The IC Corresponding secretary may contact you with instructions regarding IC.

Attend International Convention – you should have Indiana’s Credential papers signed and ready to take with you when you have your Credentials Appointment with the IC Credentials Committee. You will have to answer roll call for Indiana, hold a caucus with the Indiana delegation and cast the proxy votes according to the desire of membership. You will be invited to attend General Board Meetings and Workshop as State President which you should definitely attend.

Prepare a State Yearbook that should be available at Fall Conference. All officers are invited to attend as many chapter functions and go as often as they can. Include in the Yearbook the Indiana State Council Officers roster, Dates to remember and anything else you feel is pertinent to the membership. All the forms should be updated and on the Indiana State Council Website before the chapter year starts in September.

**AUGUST:**

Lamp article due August 1<sup>st</sup>.

Hold summer board meeting (sometimes held in July, your preference). Business at hand – approve the state budget, approve nomination committee, report on IC convention and pass out yearbook packets to the officers. Officers should have all changes pertaining to their office ready for the web master at this meeting.

**SEPTEMBER:**

Write an article for the reMARC's publication and email it to the MARC Communicator or have the MARC Reps complete this task. The IC newsperson might also email you for an article monthly. Share any information or pictures you wish.

Fall Conference/Leadership Seminar: Fall Conference is an opportunity to give the chapters all the latest information from the Indiana State Council Board and from IC Headquarters to start their chapter year. If you choose you can also do the Leadership Seminar during the Fall Conference. Prepare Fall Conference Agenda and email it to the hosting chapter.

Any information can be placed on the Indiana ESA Website also. Take advantage of this to share information and email chapter presidents.

If you choose to email a newsletter that is another way to share information with the chapters.

**OCTOBER:**

Plan to attend MARC Conference that is held the 2<sup>nd</sup> weekend in October.

**NOVEMBER:**

Lamp article is due November 1<sup>st</sup>

Attend Riley Foundation Memorial Association luncheon, if at all possible. You will receive an invitation, check with you officers to see who wants to attend and then RSVP the Riley Foundation Representative who sent the invitation. They may only comp 1 or 2 tickets.

**DECEMBER:**

Host a State Board Christmas Party if you choose – relax and have fun!!

**JANUARY:**

Write an article for reMARC's or have the MARC reps submit an article.

Contact the hostess chapter for Spring Conference and see what they are planning and if you have any helpful suggestions.

**FEBRUARY:**

Lamp article is due February 1<sup>st</sup>. Remind board if you wish.

Hold ISC Board Meeting business at hand – By-law changes, Philanthropic chairman will report on recommended Philanthropic projects for the year. Lamp bids, nominations for officers and bids for state meetings and state convention plans.

Prepare Spring Conference agenda and send it to the hosting chapter.

**MARCH:**

Attend Spring Conference.

State Convention Registration forms are to be ready and included in all packets for chapter, Officers and PIPs. Packets not picked up should be mailed. All officers should have the forms that represent their office placed in each packet at Spring Conference and inform the webmaster of any new forms.

**APRIL:**

Write an article for reMARC's or have the MARC reps submit an article.

Lamp article is due April 1<sup>st</sup>.

Attend PIP meeting upon invitation if possible.

It is not too early to work on State Convention matters. Start making notes for your working agenda, because it will get changed before the final draft is finished. If you want a guest speaker now is the time to send invitation to the individual. Drop box is a great way to share previous state convention booklets and makes editing easier.

**MAY:**

Make sure everything you want for state convention is being handled by the convention chairmen. Again, work on the agenda and see what type of activities you want during the convention.

## **JUNE:**

Write article for reMARC's or have the MARC reps submit the article.

Hold board meeting on the Friday morning of State Convention. Business at hand – end of year reports, finalize state convention plans, and deadline changes for next year and end of year bills to be paid. If the IC Rep and MARC Rep are available, you should invite them to the Board Meeting.

Preside over the ISC State Convention and have fun doing so!! And on Monday morning you can sleep in

## **TIPS FOR THE PRESIDENT:**

- The success of a meeting depends on the skills of its presiding officer. Do not use your position to coerce the group around you to your way of thinking.
- It is the duty of the presiding officer to call the meeting to order at the designated time, preside at all meetings, if possible. Announce the business in its proper order; state all questions and put them to a vote. Announce the result of every vote. Be impartial and protect the right of each member present.
- If members ask for information on points of order or make designated inquiries relating to the pending business, she should call on the Parliamentarian to read the paragraph pertaining to that particular subject from the adopted reference on parliamentary procedure.
- The presiding officer should avoid expressing her opinion on pending questions but when deemed advisable to take part in a debate, should call on the 1<sup>st</sup> Vice President to take the chair and hand her the gavel. After she has made her speech, she must not resume the chair until the 1<sup>st</sup> Vice President has put the questions to vote and has announced the results.
- The President should always use good judgement and common sense and never let her personal opinions interfere with the business at hand. Know parliamentary procedures. Leadership is an art that almost any individual can acquire. Be fair and open minded, other opinions do count.

**PROPER USE OF THE GAVEL:**

- Do not lean on the gavel
- Do not toy with the gavel
- Do not use the gavel to emphasize remarks
- Do not pound the gavel to drown remarks
- Use the gavel to call the meeting to order with one stroke
- Present the gavel to the successor in office
- Lay the gavel down; you are no longer in office

Revised June 2017

## OFFICIAL DUTIES OF THE STATE PRESIDENT

As State President, it is your responsibility to fulfill all of the duties that are outlined in your state's bylaws. The following duties generally are suggested as responsibilities that reside with the State President. In addition, the State President also retains responsibility for ensuring group harmony and good communication among the membership.

### Duties of the State President

1. Call all state meetings and preside over same.
2. Organize the Executive Board into a functioning body and name appointed officers and committee chairmen.
3. Appoint and dismiss special committees as needed.
4. Communicate the specific duties of office to the Executive Board members, appointed officers and committee chairmen. Review the written and "unwritten" duties of each office with the person who will be holding that office during the year. Be certain to include expectations regarding deadlines, reports, and permanent files.
5. Serve as an ex-officio member of all committees, except the nominating committee chairman to establish the goals and calendar for the year.
6. Have a meeting with your newly elected board, appointed officers and committee chairmen to establish the goals and calendar for the year.
7. Develop a communication plan for the state. See that all correspondence, officer and committee reports are shared with the membership. Plan to READ important correspondence, including newsletters from ESA headquarters and the International Council at each meeting. Also include important state and district communications in your review. Be sure that your recording secretary is corresponding with the state membership, the International Council and ESA Headquarters.
8. Provide for the organization and distribution of a yearbook which lists the state goals for the year. Review these goals and the state's progress with the entire state on a quarterly basis.
9. Conduct meetings in accordance with good parliamentary procedure and follow an accepted order of business.
10. Acquaint yourself with the rituals and ceremonies of ESA. Be prepared to officiate at the installation of officers along with pledge and jewel ceremonies. Invite other officers or special guests to officiate whenever you think their participation would add to the occasion.

## THE RESPONSIBILITIES OF THE STATE PRESIDENT

Set the direction of the state for the year

Establish the state calendar of events for the year

Maintain official communication with the international entities of the organization (i.e. ESA International Council, ESA Headquarters, ESA Foundation, other state and regional councils, etc.)

Preside at state meetings and complete other “official” duties.

While these are the duties and responsibilities of your office, you may be able to complete them without achieving your goals or the success you desired. What REALLY make the difference is knowing HOW TO MAKE THINGS WORK IN YOUR STATE!

Here’s how!

Make increased participation your chief goal. If members are interested and are participating, other goals such as communication, membership retention, philanthropic goals, etc., will take care of themselves.

Create plans for all your members. Check what’s happening at meetings and events to ensure that you are involving EVERY PERSON in some way. Whether members are in their first year or their fiftieth, every member should understand what’s going on and feel welcome to participate.

Rotate responsibilities. Give LOTS of people work that they LIKE to do for meetings and events. Use pledges and members who do NOT have offices or committee appointments as well as those who have been designated to serve. You’ll be building your potential nominations lists for officers for the coming year!

Be a personal coach and cheerleader for your membership. Write and talk to members individually to tell them how much their participation means to YOU! Give them your approval on a regular basis and encourage them to do more to GROW their talents within the organization.

Recognize, Recognize, Recognize! Use your office to officially spotlight and appreciate your members. Notice them on a special and individual basis as often as possible and don’t wait for

awards or group designations as in “all pledges” to take the place of putting their name with something good about them.

## STATE PRESIDENT'S YEARBOOK

The State President's Yearbook usually contains:

1. Cover – giving President's Theme and Year
2. Table of Contents
3. Indiana State Council Calendar
4. Indiana State Council Officers
5. Indiana State Council Appointed Officers and Committees
6. Convention Committees
7. Chapters (in alphabetical order by city) and Mena of ESA Chapters
8. Chapter Presidents and addresses
9. Past Indiana Presidents, Officers, and Convention sites (PIP Secretary will send up to date list and indicate on list those active in PIP Auxiliary – this should be sent after their spring meeting)
10. Fall and Spring Conference Information
11. Indiana State Council proposed budget
12. Indiana State Council Constitution
13. Indiana State Council By-laws
14. Indiana State Council Standing Rules
15. Indiana State Council Convention Standing Rules
16. Indiana State Council Executive Board Standing Rules
17. Chapter President's Goal Requirements
18. State Contest Entry Awards
19. IC Officers, Appointed Officers and Committees
20. IC Convention Information
21. ESA Foundation Board of Directors
22. ESA Foundation Award Rules
23. ESA Honorary Members
24. Philanthropic Service Awards
25. Publicity/Public Relations Awards
26. State News Bulletin Award
27. Philanthropic Service Guidelines
28. IC Award Rules and Requirements
29. Indiana State Council Traveling awards
30. Various Indiana State Council Report Forms
31. MARC (Midwest Area Regional Council) Conference Registration and Information
32. MARC Officers and Addresses and Committees

Pages # 1,3,6,7,8,9,10,17,18,23,24,25,29,31 and 32 can be typed ahead of State Convention. As you know, there will be little time between State Convention and IC Convention. Do as much as you can ahead of time.

Pages # 12 thru # 16: the State Parliamentarian is to type up the Constitution, By-laws, etc. as soon as convention is over and give them to the State President. She has been the one that has worked with the changes the closest and should see that the changes are incorporated and the revised By-laws typed for the yearbook.

NOTE: When preparing your history page for the State History Book – make a second copy and send it to the PIP's Chairman.

## THE ESA LEADER

An ESA leader is the one responsible for results. Although these results are achieved through the efforts of others, the leader must initiate the program by which she expects to accomplish her objectives.

Leaders are not born. Their qualities are developed. Leadership can be called an art, science, knack, or skill – whatever you wish – but leadership can be learned...if you are willing to pay the price.

### GETTING ORGANIZED:

In order for you, Madame President, to have successful year, you will have to get organized. The first step is evaluation. Evaluate those things which you already have going for you in your chapter, the people you have on your team who can be counted on, and those you can recruit to become involved.

You have only a few months in which to make your mark, so find yourself a quiet spot where you can take at least two hours to think about your year! Think about what you're going to do in those months ahead...the goals and objectives you want to set...and how you are going to arouse the people on your team to get the job done...It has been said, "When you fail to plan, you're planning to fail."

The next step is personal organization which requires evaluation of yourself. Ask yourself these questions:

What are my strong points and shortcomings?

How can I improve my own abilities?

What projects in past years have been most worthwhile, in my opinion? What projects have really involved the members? What efforts have left a mark on ESA? Which ones have bettered mankind?

Do I really know my officers and have I evaluated their capabilities?

Will the goals I set be challenging, worthwhile, fitting to the world of dynamic change in which we live? Will my goals rally the membership in my chapter?

### PLANNING:

Planning the year's program is one of the most important things you and your executive board can do. Planning is simply setting up goals and objectives you want to accomplish during your year.

Short range goals – these are goals which you may reasonably expect to accomplish within your term of office or by a certain deadline.

Long range goals – some council have established a plan covering a number of years. These goals will extend beyond your term of office, but may be partially reached through your efforts as president.

Continuing – these are the goals which must be in the minds of all ESA members constantly, if they are to be achieved. These include good public relations, membership building, orientation of new members, leadership training, etc.

Here are some rules to follow in setting your goals:

Be specific

Be positive

Be realistic

Set a time limit

#### DELEGATING:

Once your goals and objectives are set, delegating becomes the next step in order to put the ideas and plans into action.

Many times, leaders delegate responsibility without thoroughly communicating just what is to be done and how it is to be done. It is well for you to put into writing so that she knows and you know what is expected.

#### SECRETS OF LEADERSHIP:

1. A leader must think and act at all times like a leader, not like a follower. She must be aware of her position and what it implies. Sometimes it is difficult for women to make the transition from follower to leader, but it is essential for success.
2. A leader must always keep the welfare and growth of her council in mind. As you begin to lead, remember to let your followers know that you are proud of them and that you want to assist and guide them in any way possible.
3. Keep in mind that people need to be needed. They want to feel that they are important to ESA, that they are working on worthwhile projects. Many will want projects which challenge their ability and give the opportunity of developing and using talents.
4. Your attitude can make the difference. When you are in a position of leadership, it is very hard to escape the urge of self-importance that comes with it. In your position, you

have many things on your mind, and it is very easy to offend or ignore others. Don't let this happen.

5. Don't be afraid of making mistakes. This can rob you of the successes you might otherwise enjoy. If someone calls a mistake to your attention, thank her and let her know you appreciate it.
6. Be receptive to new ideas. Encourage your members to come forth with them.
7. Keep your promises. If you say you are going to do something, then do it. You don't want your team letting you down, and by the token you can't let them down either!

### WHAT IT TAKES TO BE A "LEADER":

Contrary to the old saying that leaders are born, not made, the art of learning can be taught, and it can be mastered. Here is a list of fundamental characteristics it takes to be a leader:

1. CONFIDENCE: If a leader does not believe in herself, no one else will. But confidence must be acquired. At every stage, there must be a steady build-up of assurance, a conviction of competence based on training and the gradual accumulation of experience and skill.
2. ENERGY: A leader must be willing to do everything she asks of her followers...and more! She must be able to work harder, concentrate longer, carry the extra burden – and go the extra mile.
3. TIMING: This is a combination of alertness, imagination and foresight.
4. CLARITY: A leader must be able to reason logically, weigh alternatives, make decisions, and then convey her thoughts lucidly.
5. TENACITY: Courage, it has been said, is the capacity to hang on five minutes longer. The leader not only must have this ability herself – she must also inspire it in others.
6. BOLDNESS: This strong and virile characteristic is akin to courage, but more dynamic. It reveals itself in a readiness to experiment.
7. CONCERN: Experience has taught that we will never follow anyone unless they feel that she really cares about them. Indeed, concern for others is a sign of imagination and vision; two key ingredients of leadership.
8. FAITH: Above and beyond all, a leader must believe in her people as well as in the goal toward which she is leading them.

It has been said that life always gets harder toward the summit; the cold increased, the responsibility increases; and there is never any guarantee of success. So, the same is true in ESA...

Your ESA Sister needs:

A job which challenges her, but which she can grow to handle; To know what is expected of her and to have the chance to perform. To know how she is doing with her assignment; Your assistance to attain her growth and goals. The reward of appreciation and recognition for jobs well done; A continuing atmosphere of mutual respect and kindness.  
"THE GREATEST ASSET IN LEADERSHIP IS COURAGE. COWARDS NEVER LEAD."

## 17 WAYS TO BLOCK COMMUNICATION OR THINGS TO AVOID

1. Become too impressed with your position as leader. Keep aloof from those in lesser positions. Expect others to tell you what you like to hear.
2. Fail to keep people informed
3. Have a negative attitude toward things which are new and different
4. Show that successful performance is more important to you than the people involved
5. Try to block off all feeling and emotion in your effort to be objective
6. Be ungracious and impatient with someone who has made a mistake
7. Over-react when a mistake occurs
8. Become hurried, harried, and harassed under pressure
9. Refuse to admit mistakes; instead, blame others.
10. Fail to put others at ease. Give them little attention.
11. Go into a meeting unprepared
12. Jump too quickly to conclusions
13. Deliberately or unconsciously distort facts and ideas
14. Forget that how you say something may be as important as what you say
15. Forget how other, less experienced people feel
16. Fail to respect the creative power of your people
17. Forget that you are communicating what you are quite clearly.

The importance of communication to a leader stems from the fact that it is basic necessity for all parts of the organizational process. Whether we are planning, organizing, leading, or controlling, we need to communicate to determine what we want to do and how we want to do it.

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“The trouble with being a leader these days is that you can’t be sure the people are following you or chasing you.”

“Leadership requires great patience. No one will follow an irritable or impatient leader.”

## TEN COMMANDMENTS FOR A HAPPENING

1. THOU SHALT START THY MEETING ON TIME. Do not penalize the few punctual members who arrive at the scheduled hour. If you gain a reputation for starting your business promptly, you will cut down on the number of late-comers in short order.
2. THOU SHALT BE BRIEF. Keep your business portion down to a minimum. Particularly avoid lengthy discussions of esoteric subjects, which means it is understood by or meant for only a select few who have special knowledge or interest.
3. THOU SHALT NOT DEAL IN PERSONALITIES. Avoid, at all costs, any discussion which involved individual members and their shortcomings. Your goal is to build an organization, not to destroy its members.
4. THOU SHALT VARY THY PROGRAMS. Nothing will discourage your members more than continuously rapid programming. Keep them guessing and keep the speakers and performs unusual.
5. THOU SHALT NOT DO IT ALL THYSELF. Do not be afraid to delegate authority to board members. Give your members a job to do and expect that they will do it well. Nothing will tear apart a group more quickly than an "I'll do it" President.
6. THOU SHALT BEAR IN MIND THE PURPOSE OF YOUR ORGANIZATION. Every discussion, every debate, every question, and every program should have something significant to offer your members.
7. THOU SHALT NOT "HOUND" THY MEMBERS FOR FUNDS AT EVERY MEETING. Don't make it a financial drag for the loyal members who attend every meeting. Fund-raising is fund raising and meetings are meetings. Only rarely shall the twain meet.
8. THOU SHALT NOT CLUTTER THE AGENDA. Do not introduce items for discussion which rightfully belong to the board. Certainly, avoid any discussion which is not absolutely pertinent to the workings of your organization.
9. THOU SHALT BE COURTEOUS TO THY SPEAKERS. Above all, don't keep him or her waiting. Treat him or her as you would a guest in your home, no matter how much you are paying for their services. He, or she deserves a prompt introductions, a courteous audience, reasonable attention to the physical requirements of any speaker (microphone, podium, etc.) and some measure of post-meeting courtesy.
10. THOU SHALT END THY MEETING AT A REASONABLE HOUR. Remember that many of your members have young children to get up with or may have long distances to drive. Any organization which deprives them of their sleep or interferes too long with their family will lose their participation.

## CHAPTER VISITATIONS

Chapter visitations are one sure way to a successful year. Why are visitations important? Here are some of the good results of effective visits by you or your council.

1. When a state officer visits a chapter, that chapter usually has its best attendance. Your visit will set up a condition of motivation, and the chapter will put its best foot forward.
2. The program chair will plan an outstanding program. Your visit will jolt them out of a rut they may be in, and will encourage them to better programs in the future.
3. Visitations give you feed back. You can now apply your principles of leadership training. You can sell them on your ideas. Are they involved in state projects? Are they entering state contests? Are they attending state meetings? Will they be at leadership seminar? Here is where you can spot future leaders.
4. This is your opportunity to be spokesperson for ESA Headquarters, International Council, and State Council.

### WHEN AT THE MEETING:

Be alert. When you arrive for a chapter visit, each of those members will be evaluating you. You will be representing the state council, the International Council, and ESA Headquarters, so keep these points in mind.

1. Get to the meeting early and be prepared to stay late.
2. Your first impression is most important. By arriving early, you will have the opportunity to get the feel of any situation and more background understanding of the chapter and the attitude of its members. By all means, arrive on time.
3. Meet and talk with as many officers and members as you can.
4. Be sure to listen and take notes. If you are unable to answer some of their questions, write them down and be sure they are answered after the meeting. If they put in requests, be sure to write them down. Take notes – don't trust your memory.

### FOLLOW UP YOUR VISITATION:

1. Send thank you notes to all concerned and comment on any good suggestions made or goals established at the meeting.
2. Look over your notes and send any material or fulfill any promises made.
3. If there is a particular problem, discuss this with other state officers and then decide on the necessary action to correct the situation.
4. Most of all, enjoy all visitations. In years to come, these will be the highlights of your years on the Council.

## CONDUCT OF BUSINESS MEETINGS

1. CALL TO ORDER:

The president should not strike the table or block with the gavel any harder than is necessary to attract the attention of the members. The presiding officer makes a remark similar to this: "The meeting will come to order."

2. OPENING EXERCISES:

The President gives the Opening Ritual. A prayer, pledge of allegiance to the flag or poem may be used at this time also. The prayer is before the pledge of allegiance (God before Country).

3. ROLL CALL:

Roll call is taken to determine number of members present and to also determine whether a quorum is present.

4. MINUTES:

When the presiding officer is ready to have the minutes read, she says, "We will have the reading of the minutes of the last meeting." After the minutes are read, she asks "Are there corrections to the minutes?" After a slight pause, she continues, "If not, they stand approved as read." If a correction has been made, she must not forget to say, "the minutes stand approved as corrected."

5. COMMUNICATIONS:

The Chair should call on the corresponding secretary next. The corresponding secretary is expected to read letters at this time which do not require action by the group. Correspondence which requires action should be reserved for the time when the presiding officer announces that new business is in order or (when appropriate) under "unfinished business."

6. TREASURER'S REPORT:

After the treasurer reads her report, the president remarks: "The treasurer's report will be filed for audit. No vote is necessary, but when the auditor submits her report (usually annually) it must be voted upon. If it is adopted, it has the effect of approving the treasurer's report."

7. OFFICER AND COMMITTEE REPORTS:

Officers and committee chairs report at this time. Reports which contain information of fact or work accomplished, no action is taken. The report is filed. Reports containing recommendations, committee chair or reporting member should have adoption of recommendation at the end of her report.

8. UNFINISHED BUSINESS:

The President should remark "We shall now consider business which was postponed from our last meeting."

9. NEW BUSINESS:

The President should say "We are not ready for new business." Correspondence which requires action or new projects are taken care of under "New Business".

10. ANNOUNCEMENTS:

A good time to remind members of dates of future activities, meetings, etc.

11. ADJOURNMENT:

The President usually says "the meeting is adjourned" or we stand adjourned." The Closing Ritual follows adjournment of the meeting.

## POINTERS FOR THE PRESIDENT

1. Do not use the personal pronoun "I" while presiding. Say "The Chair appoints" or "Your President will appoint, " etc.
2. If a question is not debatable, do not ask, "Are you ready for the question?"
3. When taking a rising vote, do not say "the ayes have it", but "The affirmative has it and the motion is adopted," or "The negative has it, the motion is lost".
4. If the presiding officer has assigned the floor to a member, the officer should be seated and pay attention to the speaker. She should sit during the reading of the minutes and any lengthy report. She should stand while stating a motion, putting a question to vote, announcing the result, and when speaking upon an appeal. At other times, it is optional with her whether she stands or sits.
5. While taking the vote on a motion, the president should say:" As many as are in favor of the motion \_\_\_\_\_, say aye." (The adverb meaning yes is spelled "a-y-e" and pronounced "I"). After the affirmative vote has been taken, the president should say, "Those opposed say no." "Give the members an opportunity to say no, if they wish. Then state the result: "The motion is adopted," or "The motion is lost."

In small meetings, it is often desirable to take the vote by requesting members to raise their right hand. Sometimes you can proceed by "general consent". When calling for the "no: vote, never ask for those "contrary". Members may not be contrary but they may be opposed to a motion. It has been said that if they are contrary, they do not like to admit it.

A president should not say, "Do I hear a second?" No one knows whether she does or not.

## MAIN MOTIONS

A main motion introduces a subject to an assembly. It is a proposal that action be taken. If the motion is lengthy, it is a good idea to have it presented in writing.

Main motions, as a general rule, should be in the affirmative form rather than the negative.

Motions are seconded to show that more than one person favors the proposal. If a motion is not seconded at once, the chair must not ask someone to second it as that would indicate the attitude of the presiding office, but she may ask, "Is the motion seconded?" Some motions do not require a second (see list below).

If the president asks if there is a second and there is none, she should say: "As there is no second, the motion is not before the assembly."

## MOTIONS THAT DO NOT REQUIRE A SECOND:

Call to Order  
Question of Order  
Objection to the Consideration of a Question  
Question of Privilege  
Call for a Division of the Question  
Call for a Division of the Assembly (in voting)  
Nominations  
Permission to withdraw a motion or to modify it  
Filling blanks  
Inquiries of any kind  
Call up motion to reconsider  
Call for others of the day  
Requests of any kind

## PRESIDENT'S RESPONSIBILITIES ON A MOTION:

1. The president states the motion for the group
2. She invited discussion. A motion must be made, seconded and stated by the Chair before it may be debated, unless the presiding officer rules it out of order. Members are permitted to have a little informal consultation before a motion is made, but the chair must not allow it run into debate.

If the motion is debatable, the president says "are you ready for the question?" If members are not familiar with parliamentary procedure, it is wide to ask, "Are there remarks?" or "is there discussion?" After the discussion seems to have ceased, she should ask "Are you ready for the question? (this means are you ready to vote) If the members are indeed ready, they will remain silent to show they are ready.

3. She takes the vote (See #5, Pointers for the President)
4. She announces the vote (see #5, Pointers for the President). Remember that some motions require a two-thirds vote for their adoption and may require a standing vote to confirm the vote. The state council constitution, by-laws, standing rules and standing of convention require a 2/3 vote to be changed. Note that the standing rules require a 2/3 vote without previous notice being given and a majority vote when previous notice was given. At convention, 2/3 vote is required to pass a motion. That is two-thirds vote of the delegates present.

## AMENDMENTS:

When a new subject has been brought before the meeting for consideration, members often desire to make slight alterations before taking final action upon it. Such changes are called amendments. Motions are made acceptable to the group by amendments. Amendments must

be germane to the motion, that is, they must have a bearing on the subject. Amendments may be in any of the following forms:

To insert

To add

To strike out

To strike out and insert

To substitute

An amendment should be proposed, seconded, they state by the chair. After debate has ceased, the chair takes a vote on the amendment to the motion. If it carries, she takes a vote on the motion as amended. If the amendment is lost, she takes a vote on the motion as it was originally made.

Frequently, when an amendment is offered, the member who makes the motion replies: "I accept the Amendment". The president inquires if there is any objection. If there is none, she declares the motion amended. The question is then on the adoption of the amended motion.

Both of these methods of amending a motion are correct. The motion to amend and a vote on the amendment is preferred over the simple acceptance of the amendment. A member of the organization may request a vote even though the amendment is acceptable to the originator of the motion.

### SECONDARY AMENDMENTS:

During debate on an amendment, it may develop that members wish to modify it. If so, someone makes a motion to amend the amendment by one of the methods previously mentioned. The amendment of an amendment is called a secondary amendment or one of second degree. There can be only two pending at one time, one of third degree is not permitted. When one amendment or both are disposed of by voting, other amendments to the same motion can be made.

The amendment last stated by the chair is the immediately pending question. A vote must be taken on the secondary amendment, next on the primary amendment, and then on the main as amended (if it is). It requires three votes when a secondary amendment is introduced.

### NOMINATIONS:

According to Indiana State Council By-laws Article VIII, Section 1, the nominating committee shall receive nominations from chapters for the elective offices by February 1<sup>st</sup> of each year. They shall present these names at the annual convention. If dues of chapter nominating a

candidate are not paid January 1<sup>st</sup> or nomination form not received by February 1<sup>st</sup>, the candidate may be nominated from the floor. Included in the letter of qualifications for the candidate shall be verifications of payment of IC dues, state dues, and membership dues of the candidate.

When the president calls for a report from the nominating committee, the chair of the nominating committee reads the list of candidates, hands it to the presiding officer, and the committee is automatically finished with its task.

The chair then invites nominations from the floor for each office. There is no second required. When the chair thinks all who wish to do so have nominations, she inquires, "are there any more nominations?" If there is no response, she says, "The chair declares the nominations closed."

### QUORUM:

A quorum consists of a majority unless otherwise state in the By-laws. A quorum means the number of members that must be present so that business may be legally transacted. It refers to the number present, not to the number voting.

### PROBLEM SOLVING:

1. Name the problem (sometimes just recognizing there is a problem and naming it brings its own solution.)
2. List of probable causes
3. List of probable solutions. Explore every avenue, even if it is "too simple".
4. With the aid of your council, choose solution most likely to succeed.
5. Act on solution
6. If problem is extreme, choose a committee of your best thinkers to study the problem and ask that they report by certain date.
7. Present report to the board
8. Determine solution and act on it.

## WHAT IS A LEADER???

I went on a search to become a leader. I searched high and low. I spoke with authority, people listened, but alas, there was one who was wiser than I, and they followed her. I sought to inspire confidence, but the crowd responded "Why should I trust you?" I postured and I assumed the look of leadership with a countenance that flowed with confidence and pride. But many passed me by and never noticed my air of elegance. I ran ahead of the others, pointing the way to new heights. I demonstrated that I knew the route to greatness. And then I looked back and I was alone. "What should I do?" I questioned. "I've tried hard and used all that I know." So I sat down and pondered long. And then I listened to the voices around me. And I heard what the group was trying to accomplish. I rolled up my sleeves and joined in the work. As we worked I asked "Are we all together in what we want to do and how to get the job done?"

And we thought together and we fought together and we struggled toward our goal. I found myself encouraging the fainthearted. I sought the ideas of those too shy to speak out. I taught those who had little skill. I praised those who worked hard. When our task was completed, one of the group turned to me and said, "This would not have been possible without your leadership."

At first I said, "I didn't lead, I just worked with the rest."

And then I understood. Leadership is not a goal. It's a way of reaching a goal.

I lead best when I help others to go where we've decided we want to go.

I lead best when I help others to use themselves creatively.

I lead best when I forget about myself as a leader and focus on my group – their needs and their goals.

To lead is to serve; to give that we may achieve together, that together we can make a difference, not only in our daily lives but in the lives of our sisters in ESA.

## YOUR ROLE AS AN ESA LEADER

Leadership has been defined as a “Helping Process.” This means the effective leader is not so much one who is characterized by forcefulness of personality or prestige, but one who helps the group achieve its purpose.

A leader who understands leadership as a helping process will be more likely to make it easy for people to express themselves.

An effective leader does not try to sell the members on her point of view, but understands that leadership is a helping process.

A clear sense of direction, or focus, would be important in a leader who is concerned to help the group achieve its purpose.

The leader needs to help tie the ideas and suggestions of the members together and give the group a sense of direction.

A leader who has a good sense of direction would be more likely to say, “Let’s stick with this phase for a while until we get it settled.”

If a leader has a sense of direction and states each item of business clearly, indicating what has to be done about it, members will be less likely to have to fish around to find out what is to be done.

Many a meeting is extended in time and confusion because it is not given a sense of direction.

When a leader is familiar with the subject matter under discussion, she will be able to give the meeting sense of direction and will be better equipped to plan the agenda and lead the discussion.

An essential tool for an effective leader is familiarity with the subject matter at hand.

Another qualification that a leader needs is a proper sense of time and timing. This does not mean high pressure or slave driving, but the President must be able to help the group keep within the framework of the time limitations.

A leader who knows when enough discussion has taken place to prepare the group for a motion or decision is one who has a sense of timing. Perhaps an occasional summarization of areas of agreements and disagreements will help a group move on to other matters.

Being a leader of an ESA chapter, state or any organization, requires a great deal of skill on the part of the leader. She needs to be all things to everyone. You should know up front that you will not please everyone all the time, but with prior planning, keeping your meetings light and putting some humor in with the really serious “stuff” and letting your members know that you are human, you make mistakes, you cry, you laugh, you put your pantyhose on the same as everyone else (anyway I hope so) and that you genuinely love and respect your members, your board, and those around you – you’ll be the best leader ever to lead your group. You will know

that you have done the very you can and have given yourself to help ESA grow. As the leader of your state you are still a very integral part in your state's membership and chapter growth. You will need to constantly encourage membership growth throughout the year. You will need to encourage the membership to seek out the best there is and to discover the treasures that await them by developing new members and new chapters. You will need to continually encourage members to participate, love, forgive, care and nurture one another and you in turn will be rewarded with that same love, forgiveness, caring and nurturing that you have so freely given as their leader.

The Board and the membership of your state are like shells that are perfect treasures waiting to be discovered by one with an open heart. Shells line the beach everywhere you look, so many, there must be thousands. Each one is different, just as each one is your state is different. Each shell and each member has its own grace and splendor and are waiting to be chosen and treasured.

Joan Bourn  
IC President – 1998/99

## CAUCUS GUIDELINES

### I C CONVENTION

1. The State President – or her representative – shall maintain complete control of the caucus for the duration of the caucus.
2. Every Indiana Delegate in attendance – in good standing – is automatically an official voting delegate whether or not her chapter has named her a voting delegate or not.
3. Any chapter with an official delegate in attendance...who has specified that chapter's choice of candidate(s) for any office shall be cast by that chapter's official delegate....as so directed by the chapter.
4. Any chapter not represented at convention, who has specified their choice of candidate(s) for any office, shall be cast by the State President or her representative – as per their instructions...in the event that chapter does not have a delegate in attendance and there are not sufficient number of Indiana Delegates in attendance for official voting privileges.
5. All proxy votes carried by the State President – or her representative – shall be cast in accordance with the final decision made at the caucus by all delegates in attendance at the caucus.
6. The qualifications of each candidate for an International Council Office – where there are two or more candidates in competition – shall be reviewed by the State President – or her representative – at the caucus,
7. Each delegate in attendance at the state caucus will be allowed to speak pro or con – or ask questions – with helpful information or knowledge – on behalf of any candidate in competition in any office, in the event she so desires.

## **Convention Suggestions**

### ***IC & MARC Reps Room Expense***

This seems to have been an issue in the past, and it was an issue this year for me, so, in order to fix this in the future:

As long as the Indiana State Council continues to have a line item for the IC Rep and MARC Rep they will pay for the Registration and 1 room (to be shared) for the Indiana State Convention. It is not an expense for the host Chapter of the Convention.

### ***Convention Chairs: Installation Recommendation***

After being involved with two Conventions, I have a suggestion for Convention Chairs. The Installation on Saturday night, can be a little tricky. Sometimes the installing officers want to decorate, tables and stage. Sometimes it is up to the hosting Chapter. And, sometimes it is the newly elected President's Chapter that wants to do all or part.

With Wendy's her Chapter was responsible, with mine, we are doing the tables and DeOn's chapter is doing the stage.

It doesn't matter who does this, but it needs to be discussed before the Convention!

Carmen Oswalt, 2018-2019 ISC President

## DUTIES OF THE OFFICE OF 1<sup>ST</sup> VICE PRESIDENT

### **JUNE: (when you are 2<sup>nd</sup> Vice) along with all other 2<sup>nd</sup> vice duties**

Attend State Convention, announce Counseling and Nominating Committees

Do reports at Board Meeting

After convention. Take a breath, Relax and look through predecessor manual.

### **JULY:**

Attend Budget Meeting

Attend IC Convention if possible (so you know what to do next year)

Attend ESA Day at Camp Riley

Write articles for September LAMP due August 1<sup>st</sup> – Nominations report, membership report, Camp Riley Day Report

Return oldest Successor File to previous officer. Send letter or call to see if they want it back (keep last seven years)

Print Reports

### **AUGUST:**

Attend August Board Meeting and give nominations/bids, membership, and Camp Riley Day reports.

Prepare nominations and bid forms for chapter packets with cover letter at leadership/membership seminar and/or fall conference.

Prepare Survey form for interest in elected or appointed offices and committees. Put in packets or at tables at leadership/membership seminar and or fall conference

Prepare leadership/membership seminar workshop booklets

Print Reports

**SEPTEMBER:**

Send mailing to chapter membership directors offering assistance, announcing membership goals and membership campaign promotions from Headquarters.

Nomination forms for State Offices and Bids for State meetings should be prepared and placed in the Chapter Packets at Fall Conference.

Attend Leadership/Fall Conference

Register and make travel arrangements for State Presidents Training in February (Are any IC Appointments or officers also attending?)

Begin preparations for Installation at State Convention (It's not too soon)

Print Reports

**OCTOBER:**

Write article for December LAMP due November 1<sup>st</sup>: Nominations/bids report and membership report

Attend MARC Conference, if possible (You are the representative next year)

Print Reports

**NOVEMBER:**

Send out reminder that Nominations/Bids are due no later than December 31<sup>st</sup>.

Print Reports

**DECEMBER:**

Attend the State Board Christmas Party (optional, but you will host next year). Remind officers that nomination forms are due January 1<sup>st</sup>.

Receive Nominations and Bids.

Print Reports

**JANUARY:**

Verify State and International dues have been paid

Review Survey forms. Fill appointments on board. Give extra names to the next State President.

Write articles for March LAMP (due February 1<sup>st</sup>) – membership report, nominations and bids are given to the LAMP edition after approval at February board meeting.

Send letter to board members asking for money to purchase state board gift to president at end of the year usually \$7 each. Can start this discretely at Christmas party

Have State Treasurer order full crown pin for outgoing president and gavel for incoming president

Begin preparing for IC Leadership. You will be getting emails with papers to fill out to take with you

Print reports

**FEBRUARY:**

Attend February board meeting and give reports: membership, nominations/bids, installation, LAMP bids

Inform candidates and chapters of their acceptance after board meeting

Attend State Presidents Training in Colorado – have everything ready before you go

Print Reports

**MARCH:**

Prepare voting ballots for State Convention

Give ballots to State Treasurer at Spring Conference. Any extra ballots must be marked “sample” or “void”

Attend Spring Conference and give membership, nominations/bid reports

Write article for May Lamp due April 1<sup>st</sup> with membership report

Print Reports

**APRIL:**

If applicable, contact candidates and let them know of candidates fair plans

Begin making any changes in the Procedural Manual for the Parliamentarian

Begin making your successor file (much easier if you do this year long as you go)

Begin preparations for installations. Ask someone special to raise your gavel at the 3<sup>rd</sup> General Assembly. Contact your Honor Guard with any special requests

Print reports

**MAY:**

Contact President to see if you can help with anything. This will be a busy month. Any assistance will be appreciated especially towards early June.

Prepare as much of the yearbook as possible. You can include new officer information, future dates and places held (if no competition), by-laws (if no changes are being proposed), and if there is not international competition you can include that. There usually is on the International Council level. If only the Indiana Officers and dates are available, hand out at the 3<sup>rd</sup> General Assembly

Begin to prepare your acceptance speech.

Begin to prepare your thank you speech for after installation

Print reports

**JUNE:**

Print reports

Attend State Convention, Do reports at Board Meeting

Give membership report and awards

Introduce candidates and chapters submitting bids for state meetings

Present slate of officers during First General Assembly

Count ballots with tellers during Awards Luncheon (If no chapter member is on ballot)

Be installed as President if you can make it that far

Introduce your guests at Installation

Give the IC Rep everything you got at State Presidents Training that you must give to them

Prepare the totals for state and chapter growth. Include in reports

You will need to give reports on membership/bids, installation, at IC at the Friday board meeting

Friday evening you will need to introduce the executive candidates

Membership report will include greatest increase in membership on a percentage basis for Community Chapters, membership director of the Community Chapter with the most pledges and Membership Director of the Collegiate Chapter with the most new pledges.

Your acceptance speech will be given Sunday morning during the 3<sup>rd</sup> general assembly.

Revised June 2017

## JOB DESCRIPTION 1<sup>ST</sup> VICE PRESIDENT

1. The primary duty of the Membership Director is to actively promote new chapters and new members within the state.
  - a. Chapter membership directors will look to you for guidance, ideas, and direction.
  - b. You generate the enthusiasm to get things rolling for a strong membership drive in the state.
  
2. Organize and have a plan
  - a. Get a map of Indiana and mark towns with ESA chapters to familiarize yourself with where chapters are and where you might try to get another one started.
  - b. Give some thought to adding ONE MORE CHAPTER where ESA is already organized.
  - c. Find weak areas and work hard on them using members-at-large and recommend-a-friend lists.
  - d. Identify strong chapters and use momentum they have already generated.
  - e. Ask members and chapters who are close to towns without chapters to try to form new chapters in those areas.
  - f. Do not hesitate to delegate tasks and ask for help from others.
  
3. Set a goal
  - a. Set goals high and incorporate them with promotions offered by Headquarters.
  - b. Tell the membership about your goal. Share your successes with the membership, IC membership director and Headquarters. Ask chapters to set their own goals and work toward them. Encourage all chapters to participate.
  
4. Materials from ESA Headquarters
  - a. Write to Headquarters for rush programs, packets, brochures or other information.
  - b. Notify Headquarters immediately of any chapters being formed, disbanding or rushing.
  - c. Write, call or email headquarters if any item of importance comes up.
  - d. Stress to chapter membership directors the importance of ordering materials and supplies through the mail at least two weeks in advance.
  
5. Communicate
  - a. Send a letter to all chapter membership directors.
    1. Try to write personal letters instead of a form letter

2. First letter should reveal plans and goals for the year and explain importance and necessity of ESA membership expansion. This information should also go in your first LAMP article.
  3. Praise chapters doing well, help those who are not doing well and call chapters you do not hear from.
  
6. Report
  - a. Correspond with the IC Membership director if she asks for pertinent information.
  - b. If a chapter membership director asks you for information or materials, respond promptly.
  
7. Publicity
  - a. Articles on rush and membership growth in the LAMP educate and serve the entire membership.
  - b. Make sure there is article in each LAMP. The articles should be full of enthusiasm.
  - c. Do not complain or criticize in your articles. Welcome new chapters and members. Encourage the membership and let them know how important it is to have new members and chapters and to retain present membership.
  - d. Advise the membership of campaigns and information from Headquarters. Give special recognition to chapters who achieve membership goals.
  
8. Travel
  - a. Attend all board meetings, conferences and State Convention.
  - b. Never be negative when attending a meeting or giving a report.
  - c. When visiting chapters, ask for time on the agenda to give a membership message.
  - d. Talk to members you do not know when attending meetings.
  - e. Be sure to praise...be very positive...tell everyone how great ESA is and how we want to share.

## HELPFUL HINTS

1. Take rush packets and new chapter packets to every meeting. The packets can be requested from Headquarters.
2. Give report on how state is doing in membership growth
3. Always have a ritual book with you.
4. Talk to people you do not know. Ask them about chapter, rush programs, etc.
5. Report to IC Membership Director on your plans and progress.
6. Be positive in everything you say and do – Sometimes very hard to do
7. Encourage chapters to invite state officers to attend meetings to help with special ceremonies.
8. Let the membership know you are there to serve them.
9. Always wear your best smile and carry your enthusiasm for ESA.
10. Refer often to specific growth goals that chapters have committed themselves to
11. Use Headquarters campaigns and promotion deadlines.
12. Send a special note to a chapter or individual if their name is in the LAMP or the Jonquil.

June, 2017

## MEMBERSHIP DIRECTOR GUIDELINES

As Membership Director, you have taken on one of the most important positions in insuring the ongoing vitality of ESA. New members bring new ideas, enthusiasm and commitment to the ideals of ESA members have held dear for over 70 years.

1. Make contact with any member and/or chapter who have requested information from Headquarters on forming a new chapter. Headquarters will send names to you.
2. Inform chapters of any ideas and suggestions on membership.
3. Inform Headquarters of any chapters who are interested in forming new/sister chapters.
4. Inform chapters and/or members of available materials and programs for use in rushing.
5. Compile a list of Recommend-A-Friend and new Members-at-large to publish in the LAMP or send list to chapters. Stress the importance to the chapters of making contacts with these potential members.
6. Submit reports to Headquarters and State Officers on time when requested.
7. Submit articles for the LAMP and The Jonquil.
8. Include information on successful rushes and forming new chapters in Leadership/Membership Seminar workshop booklet.
9. Respond to any membership questions or requests promptly.
10. Encourage "low membership" chapters to rush.
11. If possible, visit any chapter with less than 8 members and discuss needs for membership growth. If you cannot visit, write the chapter.
12. Prepare membership reports for all state meetings.
13. Serve on the state budget committee and attend budget meeting.
14. Appoint the chapter counseling committee: One or two from the southern part of the state and one or two from the northern part of the state using your own judgement on boundaries. These 3 plus the 1<sup>st</sup> Vice President are to aid and assist chapters with problems.
15. Appoint the nominating committee and elections committee: 3 members from different chapters than the 1<sup>st</sup> Vice President, who serves as chairman. The elections committee members must not have a candidate running for an office or bidding for a state meeting. They shall open polls at the close of the 1<sup>st</sup> General Assembly and close the polls at 1:00 pm. They will count the ballots and give the tellers report to the President.

## NOMINATIONS CHAIRMAN GUIDELINES

As chairman of the nominating committee, the 1<sup>st</sup> Vice President:

1. Appoints a committee of three members from different chapters.
2. Conducts a survey of interest in elected and appointed offices and committees.
3. Distributes the forms for nomination for state office and bids for state meetings
  - a. Packets at Leadership Seminar/Fall Conference
4. On receiving nominations and bids, check the qualifications of members and chapters and submit the names to the Executive Board at the February board meeting.
5. Prepare the necessary number of ballots and give them to the State Treasurer to distribute at State Convention.
6. Organizes the Candidates Fair at State Convention
7. Bring the ballot box to 1<sup>st</sup> General Assembly at State Convention
8. Count the ballots with the assistance of four tellers. None of the tellers should have a chapter member on the ballot or a member of a chapter bidding on a state meeting.
9. Attend all board meetings, state conferences and state convention.
10. Write articles for the LAMP.

## NOMINATIONS

To nominate a member for state office, the following is required:

1. Read duties and qualifications in the state yearbook
2. Obtain the candidate's consent to be nominated
3. Verify that the candidate's membership dues are paid to ESA Headquarters
4. Verify that the candidate's chapter's state dues are paid by January 1
5. Verify that the candidate's chapter's international dues are paid by January 1
6. Submit the candidate's nomination, with the proof of dues payment to the 1<sup>st</sup> Vice President by January 1
7. Plan to participate in the Candidates Fair at State Convention

Nominations are accepted for the offices of:

1. 1<sup>st</sup> Vice President
2. 2<sup>nd</sup> Vice President
3. Treasurer
4. Recording Secretary
5. Parliamentarian
6. Educational Director

The above officers will be elected by ballot at State Convention. Nominations must be submitted from the convention floor, but a letter of qualifications read from the floor must support them. Qualifications must include verification of payment of chapter and candidate's state and international dues.

Campaigning:

Indiana State Council Bylaws XI, Section 12: Candidates will be allowed only small inexpensive handouts which shall be distributed only at a time designated by the Indiana State Council Executive Board. There shall be no campaigning prior to a State Convention. Any posters used for campaigning purposes will be on display as designated by the Indiana State Council Executive Board. Candidates are invited to participate in the Candidates Fair that is usually held on Friday evening of State Convention. This time has been set aside for convention attendees to meet the candidates and no other campaign parties will be allowed.

## BIDDING FOR A STATE MEETING

### Fall and Spring Conference:

1. Any chapter may bid for either meeting
2. Conference information is available in the state yearbook
3. Obtain the chapter's consent to submit a bid
4. Verify that the chapter's state dues were paid by January 1
5. Verify that the chapter's international dues were paid by January 1
6. Submit bid, with proof of dues payment to the 1<sup>st</sup> Vice President by January 1

Note: Fall conference is usually held in the third weekend of October. Beginning in 2000, this will conflict with the MARC Conference. See Executive Board for recommended dates. Spring Conference is usually held the third weekend in March. There should be adequate facilities to accommodate 120 people.

Bids for a state conference will be accepted from the floor at State Convention ONLY if there are no bids submitted to the 1<sup>st</sup> Vice President by the deadline.

Chapters bidding on a state conference may participate in the Candidates Fair.

### State Convention:

1. State Convention is held annually in June.
2. Any chapter can bid for a State Convention. Facilities should accommodate 125 – 150 people
3. Obtain the chapter's consent to submit a bid
4. Verify that the chapter's state dues were paid by January 1
5. Verify that the chapter's international dues were paid by January 1
6. Submit bid, with proof of dues payment to the 1<sup>st</sup> Vice President by January 1

## Ballots

Ballots are issued to the voting delegates of each chapter that has paid their state and international dues by January 1 and to each Past Indiana President who is active in the Past Indiana Presidents Auxiliary.

The credentials committee of which the State Treasurer is chairman issues ballots at State Convention.

## Election Committee

The election committee consists of four members plus the 1<sup>st</sup> Vice President who is chairman. They open the polls at the close of the 1<sup>st</sup> General Assembly and close the polls at 1:00 pm the same day. Ballots are then counted and results are given to the State President.

## Rules for marking Ballots

1. Please mark your ballot with an "X" as instructed on the ballot
2. Do not fold two ballots together or both ballots will be void
3. Inability to determine which candidate the delegate wishes to vote for will void the vote not the entire ballot
4. Voting for two candidates for the same office will void that vote not the entire ballot
5. Failure to vote for each office does not void the ballot
6. Writing in names of candidates does not void the ballot or vote.
7. Entire ballots are not considered void because one office is scratched
8. Not voting for unopposed candidate does not void a ballot or vote
9. Misspelling a write-in vote, as long as the meaning is clear, does not void a ballot or vote.

The word "ballot" refers to the sheet with the list of candidates and/or the sheet with the list of state meeting sites. The word "vote" refers to the names of candidates for one office or for each state meeting site.

## Reminders

To have voting delegates at State Convention, a chapter's state and international dues must be paid by January 1

Delegates vote for state officers, Fall Conference and Spring Conference sites for next year and the State Convention site two years in advance.

June 2017

## ESA FOUNDER

### Definition of an ESA Founder

The member is a volunteer who has earned her status. The member must validate her status yearly. The member is sponsored by: ESA Founder, ESA International Council, ESA Foundation. The member is supported by the General Membership. Founders do not get any points. The points belong to the individual chapter or team doing the actual work. The founder is a resource and “helper”.

### What can you expect from an ESA Founder:

- The Founder will help with general ideas for obtaining names
- The Founder will help plan a contact program
- The Founder will help schedule meetings
- The Founder will attend your meetings
- The Founder will notify all concerned about what you are doing
- The Founder will be a help-mate
- The Founder will come to your meetings and talk about growth
- The Founder will come to your meetings and do a “How to” seminar
- The Founder will do any or all of the above only by request

### What the Founder expects from you:

- The Founder expects you to follow-up with personal contacts
- The Founder expects you to come to meetings with prospects
- The Founder expects you to provide a sponsor or group of members willing to meet with the new chapter until the chapter is independent

### What are the ESA Founder’s goals

- Both Northern Area and Southern Area set target towns for new chapters, at least two a piece
- Both Northern Area and Southern Area commit themselves to a new chapter yearly.
- Expand the Founders Program in Indiana to fully assist and support everyone working on a new chapter.

Updated 6/2017

## GUIDELINES FOR BUYING GIFTS FROM THE INDIANA STATE COUNCIL

### MARC Conference – those we buy gifts for

Incoming MARC President – should be purchased by ISC President (\$10-\$15)

Any MARC Officer from Indiana – should be purchased by ISC President (\$10-\$15)

Indiana State President – should be purchased by State 1<sup>st</sup> Vice President or someone designed by 1<sup>st</sup> Vice President if she will not be attending MARC Conference (\$10-\$15)

### International Convention – those we buy gifts for

Incoming IC President – should be purchased by ISC President (\$10-\$15)

Incoming Corresponding Secretary – should be purchased by ISC President (\$10- \$15)

Any IC Officer from Indiana - should be purchased by ISC President (\$10-\$15)

MARC President if from Indiana - should be purchased by ISC President (\$10-\$15)

Indiana State President – should be purchased by State 1<sup>st</sup> Vice President or someone designed by 1<sup>st</sup> Vice President if she will not be attending IC Convention (\$25- \$30)

### Corsages are ordered at IC Registration desk for the following:

ISC President  
IC Candidates from Indiana

Corsages should be ordered by the State 1<sup>st</sup> Vice President as the State President is very busy during the convention.

The cost of all above gifts, cards and corsages should be divided among those in attendance with full registration at the convention. It would be helpful if the President and 1<sup>st</sup> Vice President consolidate their bills and have just the 1<sup>st</sup> Vice President collect from everyone.

These suggestions were discussed and agreed upon at the June 8, 2001 ISC Executive Board Meeting.

Diane Binkerd  
Pam Grenard

Updated 6/2017

## **FALL and/or SPRING CONFERENCE GUIDELINES**

Hosting an conference can be lots of fun, requires a little work and can generate revenue for the State Council and your chapter treasury.

### **SUBMITTING A BID:**

Prior to submitting a bid for a conference, you should do the following:

Be sure your chapter's State and I.C. dues are paid before January 1st. (Post marked no later than 12:00a.m. midnight, on December 31st). Bids will not be accepted from chapters that have not paid their dues on time or after the deadline date.

Meet with representatives from different facilities in your area to determine which one offers the best facilities for the meeting. You must have definite date and place for the meeting, with adequate space available to encourage the selling of chapter merchandise and free movement for members attending the area conference. The Fall Conference is usually held in September or very early October, but must not be scheduled around the MARC Conference that is held the 2<sup>nd</sup> weekend in October. The Spring Conference is usually held in March.

A long table will be needed for registration as well as long tables for those chapters selling items. *If the facility does not have enough long tables you will have to check into renting them.*

The meeting room should be adequate for up to 100-125 people.

Have the facility to put a tentative hold on the dates of your meeting. (Check your state calendar and I.C. calendar to make sure you do not have conflicting events.)

Submit your bid to the Indiana State Council 1st Vice President/President elect by January 1st.

Forms are on the Indiana web-site - [www.indianaesa.org](http://www.indianaesa.org)

### **YOUR CHAPTER WON the BID:**

Now that you have won the bid to host a conference, the first thing you will want to do is contact the facility you have been talking with and confirm the meeting date and times.

A chairman should be named and the following committees should be formed: registration, food, programs, signs, centerpieces, name tags and favors. You may wish to plan some type of entertainment, but it is not a requirement.

### **REGISTRATION:**

The registration form should be prepared and sent to the State Web-Master two months prior to the meeting. An email should be prepared, along with the attached registration form, and sent to all Chapter Presidents and Indiana State Council Board Members. A follow-up email should be sent one month prior to the meeting date. The registration form should contain the following information:

**REGISTRATION - CONT'D.**

1. Date of Meeting
2. Location and time of meeting. Prepare a map with directions to the meeting location.
3. Name of hosting chapter.
4. Times for registration, shopping the Ways & Means tables, coffee and breakfast items.
5. Registration prices - remember Elected Board and Appointed Board Members pay 1/2 of the full registration fee and all other attendees pay the full fee. There is a fee of \$2.00 for a Ways and Means table, put that on the Registration form.
6. Deadline date for registration (keep this flexible to allow last minute registration).
7. Make check payable to \_\_\_\_\_ (name of hosting chapter).
8. Name, address, phone number and email address of the Conference chairperson.

The return form should contain the following:

1. Name of chapter, chapter number and city
2. Name of chapter members attending
3. Does the chapter need a Ways & Means table of which there is a fee of \$2.00.
4. Total number of reservations with the proper fees included and the fee for the Ways & Means table if they wish one.

**PROGRAMS:**

Program booklets are given to everyone in attendance and contain the following:

1. Agenda - this will be sent to you by the State President.
2. Roll Call Sheet - this will be sent to you by the State Treasurer.

**NAME PLACE CARDS**

Name place cards are needed for the head tables with the name and office of each state officer. (Card stock, 8-1/2 x 11, folded in half works very well and you can then stand it in front of the officer's place at the table.

Chapter name signs are usually placed on the Way & Means tables for the chapters selling items so they will know where to set up. These can be small in size.

**COMPLETED REGISTRATION FORMS:**

The chairperson of the Conference will receive the reservation forms and make the registration lists for the committee who will be checking in the members as they arrive.

Most reservations will come in the last few days prior to the deadline and even a few days afterwards. You may receive calls canceling reservations.

A name tag will be provided to each member as they arrive and register in. (They do not have to be pre-printed for the Conferences.)

Make a list, for the State President, with the names of attending Past Indiana State Presidents (PIP's), Past International Presidents and Past MARC Presidents who will be in attendance.

The chairman of the conference will report during the meeting the number of registrations received and the number in attendance.

**FOOD:**

The chapter members will set up a menu. Please remember you will not be able to please everyone. Check your registration sheets for special dietary request. Keep in mind no matter how the meeting goes, those in attendance will judge the success by how good the food was. Food is your biggest expense, shop very carefully, and compare prices. This can be done a couple of weeks before the meeting so on the day you plan your shopping trip you will know which stores or food outlets you will be going to. This also pertains to the paper products you will need for the breakfast and lunch.

**ENTERTAINMENT:**

If you are planning to have entertainment, (short program not too involved, 5-10 minutes) please check with the State President before the conference so she can put you on the agenda. A good time for this would be right after all the raffle prizes are announced. THIS IS NOT A REQUIREMENT.

**CENTERPIECES:**

You can purchase center pieces or have a chapter project and make them. If the hosting chapter wishes to sell the center pieces, or any part of them, this can be announced before the end of the meeting. THIS IS NOT A REQUIREMENT.

**NAME TAGS:**

These can be purchased or made by the committee. You do not have to have pre-printed names on them for the conferences.

**FAVORS:**

One per person. These can be hand made by the chapter or purchased, it's your choice. Put a favor at each place setting. (Not required)

**EXPENSES:**

The following are allowable conference expenses: Breakfast items - coffee, juice and pastries; lunch items, chapter's choice. Registration forms, programs, name tags, favors and building rental if it applies.

**REGISTRATION FEES:**

Hostess chapter members are to pay full registration fees with the exception of: if your chapter has an elected officer or an appointed officer the fee is one-half (1/2) of the full registration fee. General appointments pay full fee.

**CONFERENCE FINANCIAL REPORT:**

The hostess chapter will submit a financial report of the conference to the State President, State Treasurer and the LAMP editor within 30 days of the meeting date. The profits from the conference are to be divided equally between the hostess chapter and the Indiana State Council.

**SET-UPS:**

Head tables (elevated if possible) with table skirting or a table covering to the floor.

Table podium or standing podium at head table with microphone.

Pitchers of ice water with glasses at head table.

Ask the executive board if they need audio equipment, easels, etc.

**HOSTESS CHAPTER RESPONSIBILITIES:**

1. Plans breakfast and lunch menus.
2. Prepares program booklet (State President will provide the agenda and the State Treasurer will provide the Roll Call list).
3. Host chapter President (usually) will give the "Welcome" speech.
4. Select theme.
5. Prepare registration forms, name tags and decorations.

**HOSTESS CHAPTER RESPONSIBILITIES (CONT'D.)**

6. Selects entertainment (this is optional).
7. Selects favor for each person attending. (this is optional)
8. Prepares financial report and sends one-half (1/2) of the profit to the ISC Treasurer within 30 days of the meeting date.

**STATE PRESIDENTS RESPONSIBILITIES:**

1. Prepare agenda and email to hostess chapter. Also "Roll Call" sheet if the State Treasurer has not done so.
2. Give hostess chapter seating arrangement for head table. See sample:

XXXXXXXXXXXXXXXXX AUDIENCE XXXXXXXXXXXXXXXXXXXX

TO THE RIGHT OF PODIUM: PRESIDENT; 1ST VICE; JR. PAST PRES.; 2ND VICE; RECORDING  
SECRETARY

TO THE LEFT OF PODIUM: PARLIAMENTARIAN; TRESASURER, EDUCATIONAL DIR.; CHAPLAIN

Some facilities have room for 4 long tables in a row, if your facility does not have that much room set the rest of the appointed officers on the floor in front of the head tables leaving adequate space between the head tables and the lower positioned ones. Your General appointments may all set together at one designated table.

## 2nd VICE PRESIDENT – DUTIES OF OFFICE

### JUNE

- Review Procedure Manual and Successor File.
- Contact Riley Children's Foundation/Camp Riley regarding a project for the year. (Unless project carries over from last year.)
- Reach out to Anna's Celebration of Life to start getting event dates and volunteer opportunities for the year.
- Begin your Successor File.

### JULY

- Update philanthropic reporting form and state project form. Send a copy to the Webmaster to update the website.
- Attend Budget meeting.
- Attend International Convention, if possible. Accept the responsibilities of the 1<sup>st</sup> VP if he/she is not in attendance.
- Prepare LAMP article for August 1 deadline.

### AUGUST

- Attend State Board Meeting and prepare report.
- **File tax facts! These are due by September 15.**

## SEPTEMBER

- Make sure Tax Facts were filed. Deadline is September 15.
- Prepare report for Fall Conference/Leadership Seminar.
- Be prepared to lead a workshop. Prepare handouts – you should get information prior to the conference/seminar on what to discuss and how many booklets to prepare.
- Be prepared to introduce the President. It is the job of the 2<sup>nd</sup> VP unless otherwise noted.

## OCTOBER

- Attend MARC Conference, if possible.
- Prepare LAMP article for November 1 deadline.

## NOVEMBER

- See if there is a Riley Rally event to attend. Invite membership if open to all.

## DECEMBER

- Attend ISC Board Christmas Party, if applicable and/or desired.

## JANUARY

- If recommendations for the State Project are other than Camp Riley, send letter to Philanthropic Committee with the recommendations from chapters. Include all the materials you have available on each project. The committee should reply to you in writing with their thoughts about the recommendations, this will be needed for the winter board meeting.
- Prepare LAMP article for February 1 deadline. If there are State Project recommendations, they must be included in the article. The chapters must be given a 60-day notice prior to State Convention.

## FEBRUARY

- Prepare report for winter board meeting. Board will vote on State Project recommendations to prepare for membership voting at State Convention.
- Attend the winter board meeting. The board will vote on the recommendations
- Check with Camp Riley contact about updated Wish List and to see if there will be a t-shirt order. You can share these at the board meeting, send out to philanthropic chairs, and/or pass along to the Webmaster.

## MARCH

- Prepare report for Spring Conference.
- Attend Spring Conference. Be prepared to introduce the President.
- Include Camp Riley wish list and t-shirt order form in each chapter packet, if desired.
- Start choosing your elections (1 member from 4 different chapters), nominating (1 member from 4 different chapters), and chapter counseling (1 member from 3 different chapters) committees for next year to be announced at Convention. May need to provide list to 1<sup>st</sup> VP around May 15.
- Prepare LAMP article for April 1 deadline.

## APRIL

- Recommended to start looking ahead at what you need to put together after the May 15 deadline.

## MAY

- MAY 15 IS THE DEADLINE FOR EVERYTHING! ANYTHING SUBMITTED AFTER IS NOT ELIGIBLE FOR THIS YEAR.
- Make sure all reports are collected by May 15. Reach out with any questions you may have regarding the reports. Summarize all information to prepare for awards and complete the IC Philanthropic Report.
- Send philanthropic report summary to applicable state chairs. (St. Jude, Easter Seals, Junior Past President, Foundation Chair, President, 1<sup>st</sup> VP, Awards)

## JUNE

- **IC Philanthropic Report can be found on the IC website. Due on June 15.**
- Prepare convention reports. You will need reports for the Board Meeting, Camp Riley Celebration (if applicable), 1st General Assembly, Awards Luncheon, and 2nd General Assembly.
- Philanthropic Awards will be given out during the Awards Luncheon.
- Be prepared to announce your committee members.
- Email introduce the next 2<sup>nd</sup> VP to your Camp Riley and ACOLF contacts so we can have a seamless transition on initiatives.

Updated May 2021

## Camp Riley and ESA International Partnership (Historical Overview)

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Date	Project (s)	Amount Raised
1965	Camperships	\$1,767.26
1966	Camperships	\$2,500.00
1967	Camperships	\$2,439.51
1968	Camperships	\$3,360.29
1969	Camperships	\$4,009.20
1970	Camperships	\$4,741.99
1971	Camperships	\$4,677.02
1972	Camperships	\$6,071.48
1973	Dining Hall	\$9,079.61
1974	Camp Equipment & Camperships	\$11,707.39
1975	Minibus & Dining Hall & Camperships	\$12,831.98
1976	Arts & Crafts & Camperships	\$13,222.21
1977	Amphitheater & Camperships	\$15,433.09
1978	Odyssey Fund & Camperships	\$11,509.88
1979	Infirmery Equipment & Furniture & Camperships	\$19,292.87
1980	Van & Trailer & Camperships	\$14,666.19
1981	Gypsy Wagon & Wagon Train & Camperships	\$17,445.75
1982	Project Renovation & Flag Pole	\$13,419.36
1983	ESA Package & Camperships	\$10,867.99
1984	Challenge Course & Camperships	\$15,024.58
1985	Camperships	\$16,991.00
1986	Arts & Crafts Center & Camperships	\$34,995.74
1987	ESA Pavillion & Camperships	\$21,503.11
1988	Challenge West & Camperships	\$19,762.18
1989	ESA Bus & Camperships	\$29,278.13
1990	Camp Riley Bridge & Camperships	\$22,516.85
1991	Shelter House, Bathroom in Arts & Crafts Center, Lights for Path & Camperships	\$29,037.57
1992	Barn Renovation & Camperships	\$25,523.71
1993	Complete Barn Renovation & Camperships	\$36,561.42
1994	Skywatch Observatory & Camperships	\$26,426.15
1995	Agape Lodge & Camperships	\$30,521.52
1996	Renovation of Shower Houses & Camperships	\$31,598.77
1997	Challenge Park & Camperships	\$31,887.40
1998	Camperships	\$28,317.96
1999	Supplies, Cabin Alarm Systems, & Camperships	\$25,265.29
2000	ESA Bus & Camperships	\$30,353.76
2001	ESA Bus, Renovate Equipment & Camperships	\$38,770.94
2002	Golf Carts & Camperships	\$25,969.92
2003	Omer Foust Endowment, Camperships, Mountain	\$30,704.63

of Linens, Pay in Full Golf Carts, & Refinish Cabin  
Floors

2004	Omer Foust Endowment, 2 Canoes & Camperships	\$26,438.70
2005	Omer Foust, Deck Furniture & Archery Equip.	\$31,331.26
2006	Omer Foust, Camp Supplies & Camperships	\$29,251.86
2007	Omer Foust, Camp Supplies & Camperships	\$19,801.52
2008	Omer Foust, Camp Supplies & Camperships	\$34,699.44
2009	Pontoon Boat, ESA Endowment & Camperhips	\$28,904.36
2010	Music Program, ESA Endowment, Beach Wheel Chairs & Camperships	\$30,443.86
2011	ESA Endowment, Boat Launch & Camperships	\$33,513.82
2012	ESA Endowment, Water Sports & Camperships	\$32,113.10
2013	ESA Endowment, Water Sports & Camperships	\$27,473.52
2014	ESA Endowment, Water Sports & Camperships	\$34,353.45
2015	ESA Endowment, Camperships & Red Wagon	\$34,366.16
2016	ESA Endowment, Camperships, Scuba Day/Ins. Wagons for Camp	\$35,394.07
2017	ESA Endowment, Camperships, Camp Supplies	\$32,434.03
		\$1,160,572.85

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## DUTIES OF THE OFFICE OF JR. PAST PRESIDENT

### CALENDAR

#### JUNE

1. Read the Bylaws and Standing Rules for the Indiana State Council of Epsilon Sigma Alpha International, Inc. for a list of your responsibilities
2. Prepare a Financial statement from State Convention with the help of the convention Chairperson(s) to be presented at the Budget meeting with half of the profits to the Indiana State Council and the other half in your chapter treasury.
3. Attend the Budget meeting as scheduled.
4. Distribute State Convention reports to help in reviewing the State Convention minutes.

#### JULY

1. Decide if you want do a raffle or fundraiser for the Disaster Fund during the year. You cannot do a fundraiser at State Convention.
2. Prepare an article for THE LAMP. Deadline is usually August 1
3. Submit a copy of the financial report from State Convention to THE LAMP editor.

#### AUGUST

1. Board Meeting – Check yearbook calendar for date and try to attend.
2. Prepare Leadership Seminar handout or booklet. Check with State President to see if you are going to be presenting a workshop at Leadership to the chapter presidents
3. At Leadership:
  - a. Present the Disaster Fund project and begin sales if allowed
  - b. Submit information on the Hope for Heroes program if applicable
  - c. Place in chapter packets the ESA Member of Year form
  - d. Submit information on any other program that falls under your responsibility as presented by the president
4. Update the Website with appropriate forms and change of addresses
  - a. Disaster Fund Guidelines
  - b. Disaster Fund Applications
  - c. ESA Member of the Year Form
5. PIP Fall meeting is usually held in August or September, and remember to pay your annual PIP dues, of \$ 10, at the fall meeting.

## SEPTEMBER, OCTOBER, NOVEMBER

1. Attend Fall Conference and give a report on the Disaster Fund, ESA Member of the Year and Hope for Heroes.
2. Attend the MARC Conference if able to do so.
3. Submit LAMP article by November 1 deadline
4. Submit Disaster Fund Report as deemed necessary by the IC Chair

## DECEMBER

1. State Board Christmas Party

## FEBRUARY

1. Submit LAMP article for February 1 deadline

## MARCH, APRIL

1. Think about ordering the ESA Member of the Year plaque. Remember, you have a budget for the ceremony and plaque. Consult with the treasurer
2. Place another copy of the Member of the Year form in chapter packets at Spring Conference (All of these forms are on the Indiana website)
3. Inform the membership at Spring Conference that there is a template on the Indiana Website, under forms that they can do their new roster and email, by attachment, directly to the Jr. Past President not later than May 15
4. At Spring Conference report on:
  - a. Disaster Fund
  - b. Member of the Year
  - c. Roster Forms
  - d. Hope for Heroes
5. LAMP article due April 1. Include Disaster Fund and Member of the Year updates
6. Select and contact judges for Member of the Year award. Jr. Past President from two different states

## MAY

1. Compile chapter rosters into booklet for distribution at State Convention (goes to all Officers, PIPs in good standing, and chapter packets)
  - a. Contact chapters who have not submitted updates by the May 15 deadline so the booklet is complete
2. ESA Member of the Year
  - a. Gather the applications for judging. To be eligible to win the application must be postmarked by May 15 and the chapter must be in good standing. All applicants may participate in the ceremony.
  - b. Order the Member of the Year plaque and have it engraved after results are known
  - c. Have ceremony in the works and favors planned to make it a special night for the applicants
  - d. Order floral arrangement for the winner and the 1<sup>st</sup> Runner Up.
  - e. Write the ceremony
  - f. Ask a PIP to present the traveling award certificate in the absence of Judy Lester
  - g. Contact any other individual you would like to assist in the ceremony
  - h. Contact any MARC or IC rep who will be in attendance at State Convention to see if they would like to be included in a ceremony
3. Disaster Fund
  - a. Submit last report after May 15 state deadline and within the IC deadline (double check to make sure of deadline) along with Indiana's check.
  - b. Make sure of the chapters are in good standing before you total the awards
4. Review Procedure Manual and make updates as appropriate. Submit changes to the Webmaster
5. Prepare reports for State Convention for Disaster Fund, Member of the Year and Rosters.
6. Submit award winners to the Awards Chair, verify the awards that you will be presenting
7. Prepare certificates for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places
  - a. Most monies contributed
  - b. Most Monies contributed on a percentage basis
8. Prepare a certificate for each Member of the Year
9. Certificate, plaque and travel award (Silver tray donated by PIP Judy Lester for the Member of the Year winner)
10. Plan to present a small bouquet of flowers and a certificate to the First Runner up
11. Attend PIP Spring meeting

## JUNE

1. Give board meeting reports as listed by the President (Usually Disaster Fund, ESA Member of the Year and Chapter Rosters)
2. Present certificates for Disaster Fund and ESA Member of the Year
3. Attend PIP breakfast at State Convention
4. Conduct ESA Member of the Year Ceremony
5. Present the PIP History Book to outgoing State President

## JULY

1. Accept any awards at IC Convention that are for Disaster Fund
2. The Eugenia Sapp ESA Disaster Fund plaque is presented to the chapter contributing the most money to the Disaster Fund from June 1 of the previous year to May 31 of the current year. This is a permanent Traveling Plaque.
3. A Traveling Tray is presented to the State that has the highest average donations per chapter to the ESA Disaster Fund from June 1 of the previous year to May 31 of the current year. This is a permanent traveling trophy.

## IMPORTANT FACTS

**UPDATED ROSTERS:** If the Past Jr. Past President has the rosters on the computer obtain a copy and try to keep addresses as up-to-date as possible. It is helpful to give the chapters a copy of these at the end of the year and let them update the copy and return to you.

**ESA MEMBER OF THE YEAR:** the chapter members nominate their candidate and these candidates are honored at State Convention in a ceremony traditionally following the installation and dinner. One ESA Member is selected as the Indiana ESA Member of the Year. The Jr. past President plans and presides over the ceremony. Items to have prepared for the ceremony include certificates, favors or hand carry items, traveling award, and a plaque (cannot get through IC since we changed to Member of the Year)

**DISASTER FUND CHAIR:** It is your responsibility to promote the Disaster Fund in Indiana. You should report as deemed necessary by IC and the Disaster Fund year for IC is May 31 of the prior year to June 1 of the current year.

**HISTORY BOOK:** Submit your page in the PIP History Book, which will you present at the last general assembly to the new outgoing state president. It is very difficult to compile a year of memories on a few pages. Be sure to take the time to read the histories of the past State Presidents – they are priceless.

Updated 6/2017

## Recording Secretary Duties of Office

- Make a binder for the year
  - Include: Attendance report, Bylaws, Constitution, LAMP articles, Minutes- approved & signed, Notes, PIP info, ISC roster
- Obtain USB flash drive
  - Create folders: Attendance, Bylaws, Constitution, LAMP articles, Minutes- Agenda, Notes, Officer reports, PIP info, Rosters: ISC roster, Chapter rosters
- Prepare an attendance sheet
  - Include: board meetings, conferences, conventions, and any special meetings
- Attend all board meetings, conferences, conventions, and any special meetings
- Take roll call and vote to dispense with the reading of the minutes of the previous meetings
- All officers should email their typed report to you and the President two days before board meetings, conferences, conventions, and any special meetings
  - Send an email out five days before board meetings, conferences, conventions, and any special meetings to state officers reminding them that they must email their reports in two days before board meetings, conferences, conventions, and any special meetings
- Send an email out with the typed agenda the day before board meetings, conferences, conventions, and any special meetings (the President may do this so you may disregard if so)
  - Send an email of the rough draft of your minutes to the President for approval within two days after board meetings, conferences, conventions, and any special meetings
  - Amend minutes and email out to ISC board members
  - You and the President must sign a copy of the approved minutes for your binder and for the President binder
- At Board meetings, you may be on the agenda to report, if applicable
  - No reports are required at State Meetings
- Store and keep all minutes from past councils
  - When you receive these binders take the typed approved minutes and Treasurer's reports for each meeting out of the oldest full binder (should be five years old)
  - Place those minutes and Treasurer's reports in binder with all other consolidated years
    - Discard all other individual officer reports and papers
  - Older copies (1943-2004) are on microfilm and stored at Pat Summan's home
  - Older paper copies are stored at Shirley Cramer's home
    - Submit an article at least for the first issue of the LAMP to introduce yourself

## Recording Secretary Calendar

- June
  - Review procedure manual and successor files
  - Compile questions for President or previous officer
  - Make your binder
- July/August
  - Send an email out five days before board meetings to state officers reminding them that they must email their reports in two days before board meetings
  - Send an email out with the typed agenda the day before board meetings, if applicable
  - Attend state board meeting
    - Move to dispense with the reading of the minutes from the last board meeting, as everyone should have a copy
  - Take roll call
  - Type minutes of board meeting
    - Send an email of the rough draft of your minutes to the President for approval within two days after board meetings
    - Amend minutes and email out to ISC board members
    - You and the President must sign a copy of the approved minutes for your binder and for the President binder
  - Write and submit first LAMP article introducing yourself before the deadline
- September/October
  - Send an email out five days before Fall Conference to state officers reminding them that they must email their reports in two days before Fall conference
  - Send an email out with the typed agenda the day before Fall Conference, if applicable
  - Attend Fall Conference
    - Move to dispense with the reading of the minutes from the last board meeting, as everyone should have a copy
  - Take roll call
  - Type minutes of Fall Conference
    - Send an email of the rough draft of your minutes to the President for approval within two days after Fall Conference
    - Amend minutes and email out to ISC board members
    - You and the President must sign a copy of the approved minutes for your binder and for the President binder
  - Write and submit 2<sup>nd</sup> LAMP article before the deadline, if applicable
- November/December
  - Attend state board Christmas party
    - No minutes are taken, as this is a celebration
  - If running for Treasurer

- Submit nomination form to 1<sup>st</sup> Vice President before the deadline
- January/February
  - Send a reminder email out five days before board meetings to state officers reminding them that they must email their reports in two days before board meetings
  - Send an email out with the typed agenda the day before board meetings, if applicable
  - Attend state board meeting
    - Move to dispense with the reading of the minutes from the last board meeting, as everyone should have a copy
  - Take roll call
  - Type minutes of board meeting
    - Send an email of the rough draft of your minutes to the President for approval within two days after board meetings
    - Amend minutes and email out to ISC board members
    - You and the President must sign a copy of the approved minutes for your binder and for the President binder
  - Write and submit 3rd LAMP article before the deadline, if applicable
- March/April
  - Send an email out five days before Spring Conference to state officers stating reminding them that they must email their reports in two days before Spring conference
  - Send an email out with the typed agenda the day before Spring Conference, if applicable
  - Attend Spring Conference
    - Move to dispense with the reading of the minutes from the last board meeting, as everyone should have a copy
  - Take roll call
  - Type minutes of Spring Conference
    - Send an email of the rough draft of your minutes to the President for approval within two days after Spring Conference
    - Amend minutes and email out to ISC board members
    - You and the President must sign a copy of the approved minutes for your binder and for the President binder
  - Write and submit 4th LAMP article before the deadline, if applicable
- May
  - Update binder
  - Review Procedure Manual for possible updates
    - Duties of Office/Calendar
- June
  - Send a reminder email out five days before State Convention to state officers reminding them that they must email their reports in two days before State Convention

- Send an email out with the typed agenda the day before State Conference, if applicable
- Attend State Convention: Friday morning board meeting, Friday night mixer, First general assembly, Awards luncheon, Installation, Sunday Brunch
  - Move to dispense with the reading of the minutes from the last board meeting, as everyone should have a copy
- Take roll call: Friday morning board meeting, Friday night mixer, First general assembly, Awards luncheon, Installation, Sunday Brunch
- Type minutes of State Convention: Friday morning board meeting, Friday night mixer, First general assembly, Awards luncheon, Installation, Sunday Brunch
  - Send an email of the rough draft of your minutes to the Jr. Past President for approval within two days after State Convention
  - Amend minutes and email out to ISC board members
  - You and the Jr. Past President must sign a copy of the approved minutes for your binder and for the President binder
    - Scan and email the signed copy to the Recording Secretary
- Give binder to new Recording Secretary at end of State Convention
  - Make sure to have their email address to send all approved and signed minutes from State Convention

# Duties of Office of Treasurer

## Monthly Responsibilities

- Prepare a financial report, a copy of the template is on the treasurer flash drive
  - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
  - Print copy for treasurer binder
- Deposit monies received into bank account, write checks for expenses or reimbursements
  - Always keep record of deposit or expense on the monthly financial report and in the checking book ledger
  - All monies received, expenses, or reimbursements should have the appropriate form filled out
    - File completed form and receipt (do not need deposit receipts, only receipts that are sent to officers or chapters) into binder

## Month-by-Month responsibilities

- June
  - Review procedure and successor files
  - Set up checking and savings account
    - Must wait until previous treasurer has closed out accounts and provided the checks for deposit
    - Will need "Bank Letter", a copy of the template is on the treasurer flash drive
    - Treasurer and president must both be present to open account
    - Bring copy of bank letter, ID, copy of Nonprofit sales tax exemption certificate, IRS letter (all in binder, filed under important documents tab)
  - Update Treasurer Forms: Expense/Reimbursement form, Philanthropic Donation forms, ISC Dues form, a copy of the template is on the treasurer flash drive
  - Update electronic receipt, a copy of the template is on the treasurer flash drive
  - Prepare proposed budget and present budget at Budget Meeting
    - Print copies for: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, Jr Past President, and keep record in Treasurer Binder, a copy of the template is on the treasurer flash drive
  - Verify that previous Treasurer filed Tax Facts and mailed into ESA Headquarters and Indiana Department of Revenue

- Prepare a financial report, a copy of the template is on the treasurer flash drive
  - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
  - Print copy for treasurer binder
- Deposit monies received, track in excel spreadsheet and send receipt to chapter
- July
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Notify the Insurance Company of new board members, a copy of the template is on the treasurer flash drive
    - Bond was paid June 2019, is valid for 3 years, will be due again in June 2021
    - Bond paperwork will be mailed to address on file, make sure to update them with current treasurer info
  - Notify Indiana Department of Revenue of new board members, a copy of the template is on the treasurer flash drive
  - Prepare financial monthly report, email to appropriate people
  - Submit LAMP article by August 1<sup>st</sup>
  - Prepare report for summer board meeting, email to appropriate people
- August
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - IC dues are payable as of August 1<sup>st</sup>, deadline is January 1<sup>st</sup>
    - Form is on IC website
  - Attend summer board meeting
    - Submit report to corresponding secretary and President, a copy of the template is on the treasurer flash drive
    - Print proposed budget and pass out to all board members to vote upon
    - Bring checkbook and reimbursement forms to meeting

- Tax Facts due September 15<sup>th</sup>, make sure it has been filed
- September
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Chapter dues are payable September 1<sup>st</sup> and payment is due to be postmarked by January 1<sup>st</sup>
    - Deposit money and send receipt to chapter
    - If chapter pays late, keep envelope with late postmark date
    - Track dues/jewel pin member/amount on chapter dues spreadsheet, a copy of the template is on the treasurer flash drive
- October
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Attend Fall Conference
    - Submit report to corresponding secretary and President, a copy of the template is on the treasurer flash drive
    - Print approved budget for each chapter to place in chapter packets (or get approved to be placed on the website and no need to print)
    - Bring checkbook and reimbursement forms to meeting
    - Conduct roll call- hosting chapter may ask for roll call form, a copy of the template is on the treasurer flash drive
  - Submit LAMP article by November 1<sup>st</sup>
- November
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Send email reminders to chapter president and treasurer for chapters that have not paid, reminding of deadline (postmarked by January 1<sup>st</sup>)
- December

- Prepare a financial report, a copy of the template is on the treasurer flash drive
  - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
  - Print copy for treasurer binder
- Deposit monies received, track in excel spreadsheet and send receipt to chapter
- Attend State Board Christmas Party
  - Bring checkbook and reimbursement forms to meeting
- Send email reminders to chapter president and treasurer for chapters that have not paid, reminding of deadline (postmarked by January 1<sup>st</sup>)
- Contact IC treasurer for list of chapter who have paid IC dues, send to State President
- Check records of chapters who might have a candidate running for office to be sure their dues have been paid on time, notify chapter and State President if not paid
- January
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Chapter dues due to be postmarked by January 1<sup>st</sup>
    - If chapter pays late, keep envelope with late postmark date
    - Contact executive board with chapters that did not pay State dues on time, not eligible for awards
  - Schedule audit meeting, must be done 2 weeks prior to winter board meeting
  - Submit LAMP article by February 1<sup>st</sup>
- February
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Attend winter board meeting
    - Submit report to corresponding secretary and President, a copy of the template is on the treasurer flash drive
    - Print updated budget and pass out to all board members

- Bring checkbook and reimbursement forms to meeting
  - Announce chapters that are not eligible for awards
- March
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Attend Spring Conference
    - Submit report to corresponding secretary and President, a copy of the template is on the treasurer flash drive
    - Bring checkbook and reimbursement forms to meeting
    - Conduct roll call- hosting chapter may ask for roll call form, a copy of the template is on the treasurer flash drive
  - Order State President gavel guard from ESA Headquarters merchandise website
  - Arrange with 1<sup>st</sup> VP to order full crown pin or other gift for outgoing President
  - Submit LAMP article by April 1<sup>st</sup>
- April
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Send email reminders to chapter president and treasurer of May 15<sup>th</sup> deadline for all monies
- May
  - Prepare a financial report, a copy of the template is on the treasurer flash drive
    - Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - All monies due to be postmarked by May 15<sup>th</sup>
    - If chapter pays late, keep envelope with late postmark date
    - Contact executive board with chapters that paid late, monies/hours not eligible for awards, will count towards next year

- Disaster Fund monies should be mailed to Jr. Past President
  - Check will be made out to: IC Disaster Fund
  - Include breakdown of chapters hours and monies donated
- ESA Foundation monies should be mailed to ESA Foundation
  - Check will be made out to: ESA Foundation
  - Include ESA Foundation form, located on IC website
- State Projects should be mailed directly to organization
  - Checks should be made out to the organization
- Include appropriate forms indicating where funds should be allocated, a copy of the templates are on the treasurer flash drive
- Preparation for State Convention, all items should be sent to hostess chapter shortly after May 15th
  - Prepare a master copy of the credential information for State Convention roll call, a copy of the template is on the treasurer flash drive
  - Prepare a PIP roll call sheet, should include active members only
  - Prepare a budget (working budget with all expenses and income from the year), a copy of the template is on the treasurer flash drive
  - If paper ballot voting is necessary, prepare envelopes for State Convention
    - There should be an envelope for each chapter and for each PIP member
    - Include the correct number of ballots for each chapter (based on the credential info)/PIP member
    - Ballots will be provided by the 1<sup>st</sup> VP
      - Treasurer should print on colored paper and different colors for each item being voted upon
- Send list of chapters paid and how many jewel pin members to President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, JR Past President, St. Jude Chairman, Easter Seals Chairman, and Awards Chairman
  - All info is needed for awards
- Send report of monies/hours received to President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, JR Past President, St. Jude Chairman, Easter Seals Chairman, and Awards Chairman
  - All info is needed for awards
- Schedule audit meeting, must be done 2 weeks prior to State Convention
- If planning to continue on the board to 2<sup>nd</sup> VP, appoint 3 members to the philanthropic committee and notify 1<sup>st</sup> VP
- Prepare reports needed for State Convention, a copy of the templates are on the treasurer flash drive
- June
  - Prepare a financial report, a copy of the template is on the treasurer flash drive

- Email report on the 1<sup>st</sup> of the month to: President, 1<sup>st</sup> & 2<sup>nd</sup> VP, and Jr Past President
    - Print copy for treasurer binder
  - Deposit monies received, track in excel spreadsheet and send receipt to chapter
  - Attend State Convention meeting
    - Submit report to corresponding secretary and President, a copy of the template is on the treasurer flash drive
    - Bring checkbook and reimbursement forms to meeting
    - Conduct roll call at 1<sup>st</sup> general assembly
    - Have reports with blanks, monies might be received over the weekend
      - Monies should be given to the next treasurer, do not deposit
  - Give procedure manual and successor files to incoming treasurer
    - Records need to be kept for 7 years, any records past 7 years need to be shredded
  - Schedule final audit meeting, must be done 2 weeks after State Convention
    - Final report will be given at budget meeting in August
  - Complete Tax Facts for ESA Headquarters and state tax form
  - Contact incoming treasurer to see if account will remain at the same bank, if not all accounts need to be closed and get cashier checks for remaining balance
    - New treasurer should take over July 1<sup>st</sup>
- July
  - New treasurer takes over
    - Make sure all funds and files have been passed over



**PLEASE READ THIS IMPORTANT INFORMATION!**

**GENERAL INFORMATION**

The purpose of a federal income tax exemption is to preclude a Chapter or Council from having to pay Federal Income Tax on monies it raised for charitable purposes. For example, if a Chapter raises \$1,000 through a fundraising drive, i.e., a bake sale, style show, etc., and the expenses incurred amount to \$500, in effect the Chapter has earned a \$500 profit. The tax exemption privilege precludes the Chapter from having to pay Federal Income Tax on that "profit" when it has been designated for a charitable purpose.

Listed below are the requirements which a Chapter or Council must meet in order to qualify under the Group Exemption Status of the Epsilon Sigma Alpha International Council (ESAIC).

1. A letter of authorization must be filed with ESA Headquarters, each year, stating that the Chapter/Council is under the jurisdiction and supervision of the ESAIC and that said Chapter/Council is a paid member of the ESAIC. You meet this requirement by signing the top half of the other side of this page.
2. A financial report must be filed EACH year with ESA Headquarters covering the period August 1 through July 31. This fiscal year period is necessary for this report only and is not intended to interfere with established procedures in the Chapters and Councils. (This form must be received by Headquarters no later than September 15 of each year.)
3. There will be no cost to the Chapters or Councils for the filing of the annual tax report. (This service is provided to Chapters by the ESAIC and ESA Headquarters.)

4. An annual report will be made to the Internal Revenue Service. All reports to ESA Headquarters must be made by September 15 of each year in order to compile the information and forward to the Internal Revenue Service in a timely manner.

5. Each Chapter/Council must have an Employer Identification Number. This is a nine-digit number and is used like we use our social security number only the format is 88-8888888 and not like the SSN format 888-88-8888. It is necessary that a Chapter have this ID Number when they file their financial report each year. To apply for the Identification Number for your Chapter/Council contact ESA Headquarters and it will provide the guidance necessary to comply.

6. The federal designation as nonprofit does not exclude the Chapter/Council from paying State/City Sales Tax, etc. In order to be exempt from State/City Tax you would have to apply for this through your State or Local taxing Agency.

7. Financial information must be filed every year. Be sure this report covers transactions from August 1 through July 31. The report must be received at ESA Headquarters prior to September 15 each year. Send in an envelope marked "Tax Report".

The International Council has a 501(c)(4) designation which refers to Civic Leagues and Social Welfare Organizations. This is not a charitable or tax-deductible designation. ESA Chapters must report once a year to ESA Headquarters to qualify under the Council's Group Exemption.

# Comparing 501c3 and 501c4 Designations

## Organizational designations

Both 501c3 and 501c4 are non-profit organizations. Both types of organizations are exempt from paying taxes on the money that is kept in their organizational accounts.

How these organizations differ:

### 501c3 organizations

- Include churches, charities and public foundations.
- 501c3 organizations are both non-profit and tax-exempt for all accounts and donations.
- Monies of the organization are not generally subject to income tax if they are maintained in organizational accounts.
- Donors can get tax credit for their donations
- Events sponsored by these groups are often not subject to sales tax
- All services must serve the public interest via their good works and are prohibited from directing their contributions/services exclusively to individuals within their membership.
- These organizations must provide receipts to donors for cash donations or for the value of the gifts.

### 501c4 organizations:

- Include civic leagues, such as ESA, other groups like Lions Club, social welfare organizations, and veterans' clubs such as the VFW.
- Donations made directly to the chapter or club for the administration or support of their club/chapter are not tax-exempt and cannot be used as tax exemption donation by the donor. (See Donor Acknowledgment Letters below)
- 501c4 generally need to provide EIN numbers to banks to open and retain their account as a non-profit (and you must do BOTH, EVERY YEAR):
  - ▶ **To be eligible to qualify for an EIN number, ESA Chapters have to:**
    - 1) currently belong to the International Council of Epsilon Sigma Alpha AND**
    - 2) be current in their filing of Tax forms with ESA Headquarters. (TAX FACTS FORMS are available on the [in the member center](#) . (chapter & council management > treasurer/tax docs)**
- If chapters or clubs are working to create funds for 501c3 organizations, these organizations should be able to provide receipts for those charities. These donations-checks, etc. should be made out to the charity rather than to the ESA chapter.

### In ESA:

- Chapters and councils are eligible for 501c4 status if they are and remain current in meeting the stipulations that are listed above.
- The ESA Foundation is the only entity in ESA that qualifies as a 501c3 organization. All donations that are made to the ESA foundation are deductible.

## IMPORTANT INFORMATION ABOUT DONATION ACKNOWLEDGMENT LETTERS

ESA chapters/councils (entity) may not give “tax” receipts for donations of either goods or money given to them. You may provide your entity’s EIN but would only do so if asked.

You may give an “acknowledgment of donation” letter, but members should neither verbally nor in writing indicate that a tax deduction is available for the donation. Suggested verbiage for an acknowledgment of donation:

*“Epsilon Sigma Alpha International Council chapter \_\_\_\_\_ (chapter name) # \_\_\_\_\_ (chapter number) is a 501 C 4 non-profit entity. Thank you for your donation of \_\_\_\_\_.”*

**If a donor asks if their donation is tax deductible, please say, “You should take this to your tax advisor and ask them.”  
It is very important that members do not engage in discussions of tax matters with donors.**

## DUTIES OF THE OFFICE OF PARLIAMENTARIAN

### **Property of the Parliamentarian:**

- Binder of 5 years of Successor Files
  - Also in binder are general Parliamentary Guidelines, Archives of Previous versions of the bylaws, and log of verified changes – these should remain in the binder always.
- Flash Drive including ONLY current versions of bylaws (modifiable and non-modifiable)
- Procedure Manual Binder (refers to all offices)
- Robert's Rules of Order Book
- Idiot's Guide to Robert's Rules of Order Book

### Section I. Constitution and Bylaws Committee

You will be chairman of (and appoint) the Constitution and Bylaws Committee which is responsible for reviewing the bylaws and receiving and preparing for presentation to the membership any proposed changes submitted by the membership and approved by the committee and Executive Board.

Article VIII Section 6 of the bylaws states that this committee must have 3 additional members, which must be from 3 different chapters and cannot include anyone from your own chapter. Once you've invited and confirmed the members of your committee, notify the incoming President (who you will serve under) so she can include this information in her Convention Announcements.

### Section II. Board Meetings

Attend all board meetings. Notify President in advance if you must be absent as she will need to appoint a substitute. Prepare reports as requested, keeping copies for successor file.

### Section III. LAMP Article

Prepare LAMP articles for each deadline (at minimum August 1 and February 1 deadlines). Keep copies for successor file.

### Section IV. Leadership/Membership Seminar

Prepare Workshop booklet for Leadership Seminar, if applicable. Include materials as requested by State President.

You may offer a full paper copy of the bylaws or offer chapter Parliamentarians to request a copy (may do to save on paper especially as electronic distribution is becoming more popular). If revised at prior Convention, distribute paper copy to all chapters. Only Chapter Presidents receive complimentary copy or have copy of yearbook which will include this revised version.

Revise and prepare bylaw change forms. Include in Leadership packets and provide to Webmaster.

### Section V. State Meetings

Attend Fall and Spring Conferences and prepare reports as needed/requested. Keep copies for successor file.

### Section VI. Receiving Proposed Changes to Bylaws and Constitution

1. Receive proposed changes to the bylaws and constitution and prepare composite of proposed changes as follows:
  - a. Rejecting those received with postmark after December 31.
  - b. Rejecting those submitted from a chapter not in good standing (confirm with IC Treasurer and ISC Treasurer that State and International Council chapter dues paid (postmarked) prior to December 31.
  - c. Rejecting those which create a disagreement with another section of the Constitution or Bylaws if a proposed change to additional section(s) is not also submitted. If you receive proposed change with enough time prior to deadline you can contact the person(s) who submitted the change, making them aware of the conflict and suggesting additional proposed changes needed to create agreement in the bylaws.
  - d. Remove member and chapter names from the proposed change(s) prior to putting in composite form. Having names and chapter listed can create bias. Only you need to know who submitted them as to be able to ask questions or send a rejection letter.
  - e. The composite document sent via email attachment to the committee should be a locked word document (non-modifiable) or a pdf document. this will prevent any accidental changes being made by the recipients. It is helpful to add a footnote and change the document name to reflect the status of the document (i.e. Proposed Changes – Year – for approval by Committee)
  - f. Explain to the committee that their job is to review the submitted proposals only for clarity and consistency with other bylaws (see c). They can recommend changes to the working of the “reasons” section but cannot recommend changes to the proposals themselves.

## Section VII. Preparing Committee – Approved Proposed Changes for review by Executive Board

1. Once committee has reviewed and accepted the proposals based on the above criteria, email composite document (again, non-modifiable) to the State Council Board. (mail to any officers without e-mail). Again, it is helpful to note with document name and footnote the status (i.e. Proposed changes – Year, for review by Executive Board). Only Executive Officers get to vote but all can comment or speak on the proposals. Ask that they keep the proposals confidential, as membership may not see all submitted proposals if rejected by the board and this will prevent confusion and conflict.
2. At the board meeting, present each change as an individual motion, needing no second. President will call for discussion. At this time, you can share any committee response or suggested changes to the “reasons” section. **The ISC Board has the authority to make changes to the actual proposed new language.** This requires a motion and a second (see Robert’s Rules of Order) and a vote. It can get kind of tricky but the Idiot’s Guide to Robert’s Rules of Order has a great script.
3. Note status of proposed change (approved/rejected – and reasons for rejection)
4. If proposed change is not approved by board or by the committee for presentation to the membership, send letter or email to the member(s) who submitted the change explaining the reasons for the rejection, and keep a copy in your successor file.

## Section VIII. Distribution of Proposed Changes to the Membership

Prepare document of proposed changes as APPROVED by the Board, for inclusion in the March LAMP and send to the Editor promptly. It will help her greatly if she is the one person you allow to have a modifiable version as that will enable her to cut and paste it into the LAMP more easily. Provide a non-modifiable document to the Webmaster. Again, a footnote and document name reflecting the status (i.e. Proposed Changes – Year – Approved by ISC Executive Board) is helpful.

## Section IX. Responsibilities at Convention

1. During board meeting, collect and replace any revised sections in each Procedures Manual. Redistribute to Board Members.
2. At 1<sup>st</sup> General Assembly, read Standing Rule for Indiana State Council (or move to dispense with reading at direct of President – copy in Convention Booklet)  
*“Madam President, I move to dispense with the reading of the Standing Rules of the Indiana State Convention”* (second and vote required). If this motion fails, you must read the document. *“Madame President, I move the we accept the Standing Rules of the Indiana State Council Convention.”* **The rules must be accepted by the voting delegates.**

3. At the 1<sup>st</sup> General Assembly, present proposed changes for vote, keeping record of those which pass and those which are defeated. If there are many you may decide (with the President's approval) to dispense with the reading of all the language as all have received a copy. Each will still be read as an individual motion (referencing Proposal number and location) and vote. Voting by delegates only, using show of hands. Must have 2/3 of voting delegates' approval for the motion to pass. It may be helpful to provide the Recording Secretary with an electronic version of your report after convention to copy/paste instead of re-typing. Be sure this is a format that allows her to do so.

#### Section X. Verification of Approval Changes/Amendments Made

##### **Within 10 days following the Convention**

1. Make any changes to the bylaws document and e-mail (or mail if no email) a non-modifiable version of the bylaws to the President (new), Jr. Past President (whom you served under), and Recording Secretary (whom you served with) and instruct them to review the document and changes against minutes and their notes for complete accuracy (typing mistakes happen and things often get missed). It may be helpful for you to highlight the sections changed. Add a footnote to each page with status of revisions (i.e. draft of Bylaws as amended – date). Set a deadline for their response (no more than 10 days)
2. Once these individuals have reviewed the amended bylaws, make any necessary changes they've notes, save and send a non-modifiable version to:
  - a. President for yearbook
  - b. Webmaster
  - c. Recording Secretary
  - d. Current Parliamentarian

These individuals need this document by mid-July at the latest.

Be sure to footnote each page with the status of revisions (Amended – date)

3. Obtain signatures of those officers listed in # 1, including yourself, on the document at the front of the binder, reflecting review and approval of accuracy of the bylaws as amended at Convention.

## Section XI. Saving Amended Bylaws

Update Flash drive to include ONLY the modifiable and non-modifiable versions of the bylaws (2 separate files) as CURRENT. Delete all previous versions. Give this to your successor. Also give her a paper (hard copy) of the Amended Bylaws.

1. Put previous version of bylaws (if applicable) in “Archive” section of successor file.

**If there are no changes** approved by the membership in any given year, you can simply pass all your files and the flash drive to your successor at Convention. Have above names officers sign off with the year confirming no changes made. This will help in years to come to always know which version is most current. You may have a version that reads “Amended June 10, 2008” and may think that is most current because you have no other versions so this form will help you know if there were changes made in any given year so the most current one is always being used and all other are out of distribution.

## NOTES

It is important to verify the accuracy of the changes made and to also maintain ONLY a current version of the bylaws in all locations where it is used (the Website, the Yearbook and the electronic files also maintained by the Parliamentarian). Only the master version provided by the Parliamentarian should be used.

You may choose to help your successor by keeping other forms (Bylaw change form, yearbook materials, and procedural documents) on the flash drive so she does not need to reinvent these forms.

## GENERAL INFORMATION/SUGGESTIONS

Familiarize yourself with Robert’s Rules of Order and any other parliamentary procedure book you can. The Complete Idiots Guide to Robert’s Rules is extremely helpful as it contains all sorts of scripts and plain-English suggestions.

In the President’s Section of the Procedural Manual Binder you will find information relating to Parliamentary Procedure as it pertains to the State President.

Above all do not be scared of parliamentary procedure. There are four basic principles of Parliamentary Law:

1. Courtesy and justice to all
2. Consider one thing at a time
3. The minority must be heard

#### 4. The majority must prevail

The function of the Parliamentarian is to advise and assist the President in conducting the meetings properly with the least friction. She should be seated near the President so she can slip a short note to the President when necessary.

The President may ask the Parliamentarian for her opinion, or she may ask any other member for hers, but the President alone can rule on a parliamentary question and render her decision.

In the event a question arises, the Parliamentarian should do the following:

1. Check the governing bylaws to see if the question is answered there.
2. If not in the bylaws, check with the parliamentary authority adopted by the council (in this case, Robert's Rules)

#### Terms to Know

- Plurality Vote – Candidate has more votes for an office than other nominee for the same office, if there are more than two contestants for the same office.
- 2/3 Vote – 2/3 of the votes cast, not 2/3 of the members present, or 2/3 of the entire membership whether present or not.
- Majority Vote – more than half of the votes
- Quorum – number of members that must be present so business can be legally transacted (varies by council; see bylaws)

## CALENDAR

### JUNE

- Receive and review Successor Files. Compile questions for President or previous officer. Remove all years but last 5 and return to that individual (unless they ask you to discard).
- After Convention, if any amendments approved to bylaws, receive flash drive with updated document from prior year parliamentarian, along with paper copy for binder. See notes regarding documentation of accuracy of Bylaws document.
- Be sure the most current version of the bylaws is in the following places:
  - On website (non-modifiable electronic copy)
  - Front of successor binder – hard copy
  - President (for use in yearbook, etc) – non modifiable electronic copy
- If there have been changes in the prior year, the Parliamentarian for that year will provide you with the revised version (electronic and hard copy) within a few weeks of Convention.

### JULY

- Update the proposal form and send to Webmaster to update on the website.
- Begin successor file and travel log (starting with returning from State Convention)
- Write LAMP article for August 1 deadline. A good time to introduce yourself and let everybody know the updated form is on the website. Proposals are due December 31.

### AUGUST

- Attend State Board Meeting – read Standing Rules at start of meeting or move to dispense with reading as directed by the President and share your report.

### OCTOBER

- Prepare report for and attend Fall Conference.
- Include a copy of the proposal form in the chapter packets.
- Write LAMP article for November 1 deadline.

### JANUARY

- Gather all proposed changes postmarked by December 31.

- Prepare changes for review by Bylaw Committee; distribute to them in composite form by mail or email (See Page 2 section VI).
- Once approved by Committee, distribute composite of proposed changes to Executive Board members for review and vote prior to Winter Board Meeting. (See Page 3 Section VII)
- Prepare LAMP article for February 1 deadline. Include proposed bylaw changes voted on by Executive Board. Let the Lamp Editor know that these will not be available until after the board meeting.

## FEBRUARY

- Attend Board Meeting, presenting any proposed bylaw changes. Send board-approved proposals to LAMP Editor immediately (See Page 4 Section VIII).
- Remind officers to review their respective sections of the Procedures Manual for updates to be put in binders at June Board meeting.
- Write letters to authors of any proposed changes rejected by the board, giving explanation for rejection.

## MARCH

- Attend Spring Conference and give report
- Write LAMP article for April 1 deadline

## APRIL

- Send President non-modifiable copy of all Board approved Proposed Bylaw changes for inclusion in State convention booklet/agenda (add: Approved \_\_\_\_\_ Defeated \_\_\_\_\_ below each one for keeping record of vote in report)

## MAY

- Submit personal photos/items for President's scrapbook (due May 15)
- Update Successor file (keep last 5 years only, most recent in front, send older files to their creator or discard at their request)
- Remind officers to prepare Procedures Manual changes as needed; notify of procedures you select for submitting those to you. Prepare copies to bring to the board meeting.
- Prepare report for State Board Meeting, 1<sup>st</sup> General Assembly at Convention, including, if applicable, proposed bylaw changes for vote presentation and the

reading of the Standing Rules of Convention (or motion to dismiss with reading as directed by the President)

- Remind board members to bring Procedures Manual binders to Board Meetings or arrange for delivery by another member.

## JUNE

- At State Board meeting, collect Procedure Manuals and replace needed pages. Replace in respective section(s) in ALL binders.
- Redistribute Procedures Manuals to officers for transfer to incoming officers at/after Convention.
- Attend State Convention (See Page 3 Section IX).
- If any changes to bylaws approved by membership, proceed with verification of changes made and completion of your Parliamentary duties (Page 54 Section X).
- Once verified, follow the procedures on Page 5 Section XI.

# Basic Information On Motions

## RANKING MOTIONS

### Principal Requirements

These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.

	Second	Debatable	Amendable	Vote required	Reconsiderable	May interrupt
<b>PRIVILEGED MOTIONS</b>						
13. Fix the time to which to adjourn	yes	no	yes	maj	yes	no
12. Adjourn	yes	no	no	maj	no	no
11. Recess	yes	no	yes	maj	no	no
10. Raise a question of privilege	no	no	no	x	no	yes
9. Call for orders of the day	no	no	no	x	no	yes
<b>SUBSIDIARY MOTIONS</b>						
8. Lay on the table	yes	no	no	maj	no	no
7. Previous question (to close debate)	yes	no	no	$\frac{2}{3}$	yes*	no
6. Modify debate	yes	no	yes	$\frac{2}{3}$	yes	no
5. Postpone definitely	yes	yes	yes	maj	yes	no
4. Commit or recommit	yes	yes	yes	maj	yes*	no
3. Amend	yes	yes*	yes*	maj	yes	no
2. Postpone indefinitely	yes	yes	no	maj	+	no
<b>1. MAIN MOTION</b>	yes	yes	yes	maj*	yes	no

## NON-RANKING MOTIONS

Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.

### INCIDENTAL MOTIONS

Appeal	yes	*	no	maj	yes	yes
Close nominations or the polls	yes	no	yes	$\frac{2}{3}$	no	no
Consider seriatim	yes	no	yes	maj	no	no
Divide the question	yes*	no	yes*	maj*	no	no*
Division of the assembly	no	no	no	no	no	yes
Object to consideration of a question	no	no	no	$\frac{2}{3}$	#	yes*
Parliamentary inquiry	no	no	no	Chair	no	yes
Point of order	no	no	no	Chair	no	yes
Reopen nominations or the polls	yes	no	yes	maj	#	no
Suspend the rules*	yes	no	no	$\frac{2}{3}$ *	no	no
Withdraw a motion	no	no	no	maj	#	yes*

### MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Reconsider	yes	=	no	maj	no	no
Take from the table	yes	no	no	maj	no	no

#### Key to Markings

\* — See Robert's Rules of Order for special rules.  
 x — Usually no vote taken; Chair rules.  
 + — Only an affirmative vote may be reconsidered.

# — Only a negative vote may be reconsidered.  
 = — Debatable when applied to a debatable motion. See ROBERT'S

## PARLIAMENTARY TERMS

*While basic principles of parliamentary law are of far greater importance than terminology, the understanding and use of proper terms facilitate the application of those principles. With this thought in mind, the following definitions are presented.*

**AGENDA:** an outline of things to be done at a meeting.

**ACCEPT:** adopt or approve (a report).

**ADOPT:** approve.

**AMEND:** modify, change, or improve (a motion before it is adopted or rejected).

**ANNOUNCING THE VOTE:** declaration by the chair of the result of the vote.

**ASSEMBLY:** the members of an organization assembled for the transaction of business.

**ARE YOU READY FOR THE QUESTION:** Debate (discussion) is now in order.

**BYLAWS:** fundamental rules or laws of an organization. Some societies subdivide essential facts of organization into a *constitution* and *bylaws*.

**CARRIED:** adopted; approved.

**CHAIR:** the presiding officer. Authority is vested in the office (the chair) not in the person.

**DIVISION OF THE HOUSE** (or assembly): a rising vote; may be called for when there is any doubt as to the result of a voice vote.

**EX OFFICIO:** "from the office" or by virtue of the office. Bylaws frequently provide that the president shall be an ex officio member of all committees except the nominating committee.

**FLOOR, OBTAIN THE:** securing (being assigned by the chair) the right to speak in a meeting.

**GENERAL CONSENT:** same as common consent; informal agreement of the assembly. The chair asks if there is any objection to a certain procedure; *silence gives consent*.

**GERMANE:** closely related; of the same subject matter. Example: an amendment must be germane to the motion to which it is applied.

**HOUSE, THE:** members assembled for the transaction of business. Same as *assembly*.

**IMMEDIATELY PENDING QUESTION:** the latest question stated by the chair when several questions are pending; sometimes called *the last pending question*.

**INCIDENTAL MOTIONS:** those which arise out of a pending question rather than from the business itself. Examples: request for information, suspension of the rules, appeal, etc.

**MAIN MOTION:** one that introduces a subject to the assembly.

**MAJORITY VOTE:** over half of the votes *cast*.

**MEETING:** a single gathering of persons or members of an organization, usually for the purpose of conducting business. See *Session*.

**MINUTES:** the official record of business transacted in a meeting.

**MOTION:** a formal proposal that certain action be taken, or that a certain statement express the sense, opinion, wish, or will of the assembly.

**PARLIAMENTARY LAW:** a consistent system of rules which govern procedure in all deliberative assemblies; founded upon certain fundamental principles originated in the unwritten customs of the House of Parliament in England; first compiled for use in this country by Thomas Jefferson whose manual has been the foundation for rules used in the United States House of Representatives and Senate.

**PENDING:** before the assembly. A question is pending from the time it is stated by the chair until it is disposed of temporarily or permanently.

**PLURALITY VOTE:** the largest portion of the *votes cast* when there are more than two choices. A plurality vote never decides a question or constitutes an election except by specific rule of the organization.

**PRECEDENCE, TAKES:** overrides or outranks; must be considered before another; used in reference to timewise rank of motions in respect to order of consideration by the assembly. Example: an amendment *takes precedence* over (and must be considered prior to consideration of) the motion it proposes to amend.

**PREVIOUS NOTICE:** notice of a proposal to be brought up; substance of the proposal should be described briefly; unless specified otherwise in the bylaws, must be made at the preceding meeting or included in the call of the meeting at which it is to be brought up.

**PRIVILEGED MOTIONS:** apply to the needs of the assembly and are of sufficient importance to *interrupt* the consideration of other questions. Examples: call for orders of the day; request for ventilation of the room; etc.

**PRO TEM:** for the time being; most frequently applies to the office of secretary.

**PUTTING THE QUESTION:** asking the assembly whether it will adopt the immediately pending motion.

**QUESTION, THE:** the business before the house; the motion as stated by the chair. (See "motion.")

**QUORUM:** the number of members required to be present so that the assembly may transact business legally. The quorum is a majority of all members unless the bylaws state otherwise.

**RECESS:** an intermission taken by the house.

**RESOLUTION, A:** a main motion usually of such importance and length as to be written; may or may not have a preamble setting forth the reasons for the resolution; preceded by "Resolved, That . . ."

**REVISION OF THE BYLAWS:** a complete set of bylaws submitted as a substitute for existing bylaws.

**SECONDARY MOTION:** any motion except a main motion; applies to business already before the house, to questions of order or procedure, or to matters of comfort or privilege; subdivided into three classes — incidental, privileged, subsidiary.

**SECONDING A MOTION:** agreeing to the introduction of a motion for consideration by the members.

**SESSION:** a series of meetings, such as those in a convention; a regular meeting together with its adjourned meetings.

**STANDING RULES:** regulations for the guidance of an organization usually adopted by majority vote without previous notice.

**STATING THE QUESTION:** placing the question before the house; a responsibility of the chair.

**SUBSIDIARY MOTIONS:** motions that help to dispose of a main motion temporarily or permanently.

**TWO THIRDS VOTE:** two out of three of the *votes cast*. Example: for  $\frac{2}{3}$  approval, the affirmative vote is at least twice as large as the negative.

**UNFINISHED BUSINESS:** business carried over from the previous meeting.

**VOTE:** a formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.

**YIELD:** give way to. A pending question yields to one of higher rank.

## DUTIES OF THE OFFICE OF EDUCATIONAL DIRECTOR

Review Successor Files

Compile questions for President or previous officer

Begin your Successor File and Travel Log. (Starts with mileage leaving State Convention) Travel log is not required as mileage is not usually reimbursed. Can keep your information and possibly philanthropic information.

### REPORTS

Attend State Board meetings. Follow President's direction on reports. May need to prepare several copies, may only have to put the report in the Drop Box and take a copy with you to the meeting. You will need a copy for your successor file, your personal file (if you make one) and a copy for submission for the Maie Wells Award, if you desire to submit that to IC. The recording secretary may request you send your report to her via email or the drop box before the meetings. You will do this for all Area Conferences and Convention as directed by the President.

### LEADERSHIP

Prepare and present an Educational Director's Workshop, if requested to do so by the President. Prepare a workshop booklet for each chapter, whether you do a workshop or not for the Chapter packets. Also prepare one for each officer, if directed by the President. The Chapter Educational Director's packet should contain a letter of congratulations with an outline of deadlines and your theme, goals for the year and award requirements. It should also contain your educational report form and information on award possibilities, Gold Link, Top 10 IC Educational Directors, President's award and Distinguished Athenian. Encourage them to type the report form and suggest that they make and retain a copy for themselves in case one is lost. The deadline for reports is the last day of each month, except for the early deadline of May 15 to lessen the confusion and meet the IC deadline of June 1 or one week after state convention for the submission of selected chapter or chapters reports binders to IC for consideration as one of ESA's top 10 educational programs. If there would be no packet required, an email to all chapters is acceptable.

## FORMS FOR CHAPTER EDUCATIONAL DIRECTORS

Have all of your forms updated to be placed on the website in a pdf or Word format. The webmaster can advise you of the type of format they need. You may update last year's form unless the President or IC requires a change in the form.

## CHAPTER REPORTS

Chapters may email or mail their reports. It is best to respond to a chapter that a report has been received. You may wish to create a chart of received reports. Remember to take the number of received reports to meetings.

## LAMP AND STATE PRESIDENT'S NEWSLETTER

Make up to 4 copies of Lamp articles (Lamp Editor unless you email, successor file, Maie Wells files, if you desire, personal file if you choose to have a file to keep). Lamp articles are due by the 1<sup>st</sup> of August, November, February and April. It is fun to feature a chapter educational director and their topics, but it is not required. The President will advise when articles are needed for the newsletters. Keep a copy of any information you send to her to add to her letter.

## STATE OFFICERS GIFTS

The President will advise if they wish to exchange board gifts at meetings and or secret sister gifts. The Board also buys the President a gift to be given at Convention. The 1<sup>st</sup> VP is in charge of this and will let you know the amount needed.

## AWARDS

The two state awards given are the Gold Link Award and the Distinguished Athenian. The Gold Link Award is to be given to each chapter reporting programs on time. It was decided this year that because these requirements are not in the bylaws it is up to the current Educational Director to decide how many reports must be submitted to qualify for this award. If you wish to recognize those reporting less than the required amount of programs, there are certificates available from the President. You should let her know the number if certificates needed before the February board meeting and she will have them signed and ready.

Distinguished Athenian Award is also known as the Katherine Cole Award. It was also decided that the current educational director would decide whether to require a presidential nomination for this award. If that is the requirement, send or email notice to the chapter presidents requesting nominations in April and include this in your spring conference report

and in the May Lamp article. This should allow sufficient time for Chapter President's preparation of comments (President's and Chapter's) regarding the Educational Director's contributions. The President's comments could be helpful in submitted the winning entry to IC for the Gold Seal Merit Award. If your own chapter's educational Director is among the finalist, it is advisable, but not required, to have additional reviewers form non-competing chapters in the final selection of Distinguished Athenian. Contact the Awards Chairman of the selection of the Distinguished Athenian to aid in the preparation of the list of award winners to be published after the Awards Luncheon at state convention.

The President will decide if Educational reporting is a requirement for the President's Award. Send an email list of chapters sending reports to her as soon as you have this information for the Award.

The IC awards are the Maie L. Wells and the Gold Seal Merit award. The forms and explanation of these and the Distinguished Athenian are included in the successor files. Keep records in your successor files of your award winners.

The Gold Link Award forms and the Distinguished Athenian form is available on the IC website.

## STATE CONVENTION

Attend the Friday Board meeting. Have all your files in order and ready to turn over to the new ISC Educational Director as advised by the President. The President will decide when awards will be given during the convention. It may not always be the same each year. Have report ready for the board meeting and for the 1<sup>st</sup> General Assembly. Don't hesitate to ask questions. The successor files and Procedure Manual can be helpful, but may not answer all your questions. This can be a very rewarding, interesting and informative office.

Revised June, 2019

## DUTIES OF THE OFFICE OF CORRESPONDING SECRETARY

The most important duty of the Corresponding Secretary will be to support the State President and executive board of officers. This will include any clerical work for chapter mailings or any other correspondence for board members.

### CALENDAR

**MAY:** Congratulations! Your work as incoming corresponding secretary has already begun at this point. You will need to help prepare for the installation of Officers and the President's Reception at State Convention. Start your successor file.

**JUNE:** You will be installed on Saturday evening at State Convention as the new Corresponding Secretary. You will be a part of the reception line and will most likely receive gifts from your ESA sisters. Send out thank you cards as soon as possible following state convention. You will need to work with the President to prepare for the President's Mini Board Meeting to be held at State Convention either on Saturday afternoon before the installation or Sunday morning before the third general assembly. This could include typing, copying and distributing the new officer information, important dates, etc. Read the successor files, they will contain valuable information.

**JULY:** Send the chapters that were awarded bids to host the Fall and Spring conferences copies of the section regarding conferences from the Procedural manual. Along with the copies send them a note congratulating them and offering to assist them in any way they may need. After the registration deadline has past, send them the head table set-up.

### ADDITIONAL INFORMATION

**Chapter Rosters:** You will receive copies of the chapter rosters from the Jr. Past Indiana State President for distribution in the packets at Fall Conference for:

- ISC Officers and Appointments
- Past Indiana Presidents with \*+ beside their names
- Chapter Presidents
- Outgoing and Incoming MARC Presidents
- LAMP Editor

Yearbooks: Prepare the President's yearbooks to be distributed at Fall Conference. In the past the yearbooks have been distributed at the Leadership Seminar but since this is no longer a separate meeting, Yearbooks are put in the packets for and given to:

- ISC Officers and Appointments
- Past Indiana Presidents with \*+ beside their names
- Chapter Presidents
- Outgoing and Incoming MARC Presidents

The President will determine what she wants to be included in the yearbook but will need your help compiling it all and then printing and binding. Much of the information is available electronically so you won't have to type it again to get it in the yearbook, just append to the existing file or add the new information. Samples of prior year's yearbooks are in the successor file.

Make extra copies to have available for sale to membership at Fall and Spring Conferences. These are usually sold for \$ 5.00 with the profit going to ISC. Suggested quantity is 110.

You will receive changes and corrections to the yearbook over the course of the year. It is easier to prepare a typed list of changes to put in the packets for distribution to the chapters, PIPs, state officers and appointments than to read from the podium at state meetings. Make extra copies for the membership that purchased yearbooks. These can be placed at the registration table at the conferences.

Board Meetings: You are required to attend scheduled executive board meetings, usually held in August, February and June at State Convention. You may be asked to assist the President prepare for these meetings by arranging for the location and sending the invites including direction to the meeting location. You may be asked to help the president set, type and/or proof the meeting agenda. Print extra copies of the agenda to have available for those that did not bring a copy with them.

You may also be responsible for helping with the meals (eat out vs eat in or pitch in, ordering or preparing, making arrangements, serving and clean up) as the president will not have time during the meeting. Food for the breakfast, lunch and snacks are usually provided.

CONFERENCES: If the president deems, respond to Welcome's at conferences or convention on behalf of the membership and the Indiana State Council. It will be your responsibility to prepare packets for the following people at the Fall and Spring Conferences:

- ISC Officers and Appointments
- Past Indiana Presidents with \*+ beside their names
- Chapter Presidents

You will receive information from officers, chapters, etc., the day of the conferences for you to place in the packets. The packets are usually made available after lunch at the conferences. Packets not picked up should be mailed immediately following the conference. Postage expense is put into the budget to cover this cost.

**CORRESPONDENCE:** You will be responsible for reading any correspondence pertinent to the membership at board meetings, conferences and convention. If the President deems, respond to the correspondence as required.

**STATE CONVENTION:** The last major function of the year will be State Convention. You will be responsible for receiving and being responsible for Awards and Service Pins that come in from various chapters for their members. The special recognition during the assembly is performed by the State President and/or with assistance from the visiting IC representative. You will also be responsible for helping any member of the Board or the President. You will be act as a liaison between the board and the host chapter for any of their needs. Try to anticipate any problems and correct them as easily and trouble-free as possible. You will need to prepare packets for:

- ISC Officers and Appointments
- Past Indiana Presidents with \*+ beside their names
- Chapter Presidents

At state convention, the packets are made available on Sunday after the memorial celebration so there is time to add the listing of award winners that are announced on Saturday. Your Successor File and supplies should be ready to hand over at the end of the State Convention.

**REPORTS:** A report can be made at any of the conferences and/or at the state convention. If a report is not necessary, discuss with the President and the President may decide to forgo in order to save time on the agenda. If a report is made, you should type the report and make a copy for each of the following people:

- President
- Recording Secretary
- Successor file
- Your notes

**LAMP article:** The requirement of the Corresponding Secretary being responsible for an article in each edition of the LAMP has been foregone. Submit an article if you can or need to share something with the membership.

**PRESIDENT'S SCRAPBOOK:** The Corresponding Secretary is responsible for a member page in the President's scrapbook. Send pictures and memorabilia to the scrapbook coordinator along with any other special request she may have.

**PROCEDURES MANUAL:** Update the information on these pages for the Procedure manual as duties and responsibilities change over time. The Procedural Manuals are turned in at the final board meeting held during Convention. Make copies for the Parliamentarian who is responsible for inserting the updates into the manuals. Suggested number of copies is 22.

**VISITATIONS:** Visitations to chapters are encouraged throughout the year. Always respond to invitations whether able to attend or not. The President may ask you to travel with her/him to events around the state as well.

**SUPPLIES:** Always have available copy paper, pens, envelopes, tape, scissors, hole punch, misc. office supplies, etc., as you never know what will be needed during a meeting.

Remember to have fun as you help make this an enjoyable and stress free year for the State President.

Updated 6/2021

## Chaplain's Responsibilities

1. Purchase cards, as needed (get well, sympathy, birthday, etc.) Buy blank cards to send when you do not have an appropriate card. Purchase stamps as needed. Present bills with receipts to the State Council.
2. Cards are sent upon notification by chapter or board members of family deaths, member deaths, 80<sup>th</sup> birthday or older, births, illnesses, cheer needed, congratulations for special recognitions.  
~ In the case of a death of a member, the chapter will send a floral tribute from the Indiana State Council, not to exceed \$20.00. A bill is presented to the State Treasurer. A donation to a charity may be made in memory of an ESA member in lieu of a floral tribute.
3. The Chaplain's report should be sent to the International Council Chaplain and MARC Chaplain.
4. Print copies of the Chaplain Report (Happy, Sad) form to be placed in the chapter packets at State Convention (when you are installed) or a Fall Conference/Leadership/Membership Seminar, as requested by the incoming State President. Provide updated contact information and/or changes to the Webmaster for the inclusion on the ESA-IN Website <http://www.indianaesa.org/forms-a-to-z/>
5. Prepare at least two articles for The Lamp. One should be an introduction and the other closer to State Convention. Articles for the Jonquil are optional. If utilizing the State President's Newsletter, comply with those submission deadlines.
6. Give invocation, benediction, before meal prayers at all meetings and functions as requested by the State President.
7. Conduct the Flag Ceremony and Memorial/Celebration of Life Service at State Convention in accordance with the wishes of the State President. Place forms for Chapter Banner presenters into the Chapter packets at Spring Conference. Do the same with the forms for the Memorial Service. Include directive to have forms returned by May 15<sup>th</sup>. Encourage chapters to go to ESA IN web site for forms.
8. Maintain a successor file of all reports, prayers, Lamp Articles and any other information that may be helpful to those who serve after you as Chaplain. Remember to indicate your year of service on the binder.
9. Provide the next Chaplain with a supply of cards and stamps.

10. The Chaplain's Emergency Fund (maintained by the Treasurer) is used for sending flowers to a board member in the hospital, or a death in the family, etc., during the year. At the direction of the State President, collect \$5.00 from all Board Members at the Summer Board Meeting, if the funds are needed. The recommended amount for flowers or memorial gift is \$20.00.
11. Send birthday and anniversary cards to all board members. Dates are listed in the material contained on the thumb drive or in the President's Yearbook. It is also nice to send an email at the beginning of each month with that month's board occasions as requested by the State President.
12. Upon the death of any chapter member, the family may request or be asked if they would like a brief memorial service highlighting ESA service. The suggested formats are in the ESA Rituals packet in the blue folder located in the number one tote box.
13. A chaplain's successor binder may be removed (recycled, discarded) after five years.

# Chaplain's Equipment Inventory

## **Garment Bag contains:**

One American Flag

One Indiana Flag for Display – This Flag is the Only Indiana Flag in our possession suitable for ESA to display

One Flag of All Faiths

One MARC Flag

## **Small Plastic Tote contains:**

Two Gold Eagle Flag Pole toppers – One for the American Flag and one for the Indiana Flag. American Flag pole and topper must be taller than the Indiana Flag pole and topper. Topper base can be removed

One Gold Cross Flag Pole topper to be used with the Christian Flag

Three Gold Spear Flag Pole toppers – One metal, one plastic, one wood for the MARC Flag, Foundation Flag and ESA IC Representative State Flag

Eight pairs of White Gloves

Colored Tassels for respective flags – blue, white, gold, red

## **Large Round Black plastic case:**

One ESA banner

Metal Banner Pole

Wood Banner Rod – Rod has detachable decorative knobs and hand cord

Screwdriver in ziplock bag used for assembling banner stand

## **Large Cardboard box:**

Five individually boxed flag poles – each box is marked showing which Flag goes to each pole.

One Unboxed Flag pole

Each pole is in 2 sections; all are the same size and are interchangeable

**Shallow Tote:**

One Indiana Flag that is for outdoor display  
One Indiana Flag that is larger than the American Flag  
Successor Files  
One additional Foundation Flag  
One additional Flag of All Faiths Flag  
Miscellaneous Items

**Flag Stands:**

3 stands in a plastic tote  
1 stand is not in a box  
2 stands are boxed but not in a tote

**Plastic tote with green handles:**

Cards  
Postage Stamps

**Total containers:**

One 44 quart blue tote with blue lid  
One cardboard flag pole box (to hold 1 loose and 5 boxed poles)  
One clear tote with white lid  
One long black case  
One deep tote without a lid  
One clear tote with green handles

Revised May, 2014

## FLAG PROTOCOL GUIDELINES

*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 business 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 or 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/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."*

**Flag Customs:**

*The Flag flown outside on buildings and flagstuffs 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.*

**ESA Customs:**

*The State President selects the person(s) during 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 EA members to participate in the flag ceremony.*

*Suggested protocol – The bearers of the various flags should wear white gloves and dresses (skirts /blouses) in the flag presentation, under the direction of the flag presenter.*

**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.”***

**Flags are displayed as follows:**

American Flag - Indiana Flag – Visiting State Flag - Podium - Christian Flag - MARC Flag - Foundation  
(Banner behind Podium)

**Retiring of Flags**

*Flags will retire in reverse order:*

*American Flag  
Christian Flag  
MARC Flag  
ESA Flag (Banner)  
State Flags*

*Retyped 8-2000*

.....FLAG PROTOCOL GUIDELINES.....

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

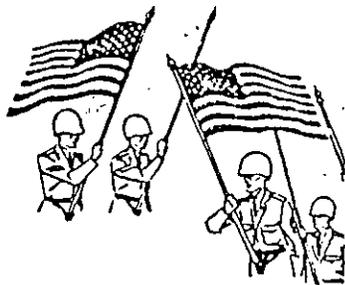
(Reference: "Protocol, Ceremonies and Decorum", published by the National Association of Parliamentarians)

FLAG PROTOCOL GUIDELINES.....(Continued)

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.*



ESA CUSTOMS:

- The State President selects the person(s) during 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.
- Suggested protocol...The bearers of the various flags should wear white gloves and dresses (skirts/blouses) in the flag presentation, under the direction of the flag presenter.

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."

FLAG PROTOCOL GUIDELINES.....(Continued)

Flags that are the PROPERTY OF.....THE GEORGIA STATE COUNCIL include:

- Flag of the United States of America (2)
- State of Georgia Flag
- Christian Flag.....Presented May 18, 1985, by Rosagene Huggins  
in memory of Orlene Brewer, Alpha Alpha  
Chapter #726
- ESA Flag.....Original ESA Flag presented May 15, 1960,  
by Lila Longley, Alpha Tau Chapter #1586,  
made by Myre Starr, ESA International Director,  
Ponca City, Oklahoma  
  
Current ESA Flag presented May 17, 1975, made  
by Ruth Maude, Alpha Alpha Chapter #726
- SERC Flag.....Presented May 28, 1983, made by Orlene Brewer,  
Alpha Alpha Chapter, #726

GEORGIA/ESA BANNER.....Purchased by the Georgia State Council, October  
16, 1976  
(White satin with royal blue lettering)

FLAG PROTOCOL GUIDELINES.....(Continued)

"I AM THE NATION".....

International Convention, Opening Ceremony in Phoenix, Arizona. Written and prepared by Myre Starr, International Director and PICP. Narrated by Jimmy Wood, Past Oklahoma State Council President. Date presented July 19, 1973.

NOTE: To eliminate paying tribute to the American Flag twice, and to place emphasis on the large flag to climax the American Flag later, an American Flag will have been placed in a standard in its rightful place BEFORE the opening.

"Since time immemorial every nation, country or clan  
Has designed some emblem to symbolize the principals for  
which its people stand.  
No matter in what form that emblem might be  
Its ideals and principals have inspired its people to follow  
it to eternity.  
So with honor and pride we pay tribute today  
To our flags which stand for Liberty, Justice and Right."

Entrance of Australian Flag and Tribute:

"It is a great honor and privilege to present the flag of our great and good neighbor "down under", the National Flag of Australia. Its colours of Royal Blue, Red and White represent the sacrifice, purity and courage of the people who serve under it and their strong desire to help maintain peace throughout the world.

Thus, the National Flag comprises the British Blue Ensign defaced with a large seven-pointed white star beneath the Union, and a representation of the Southern Cross, consisting of four similar stars and a still smaller five-pointed star. The stars are placed into position to form a cross. The big star under the Union is the "Commonwealth Star" representing the six states, and the Territories of Australia. May this flag always be a source of wisdom and a fount of courage. Bearer (Australian State President or Representative) places flag in standard and stands at attention...hands at sides.

Entrance of the ESA Flag and Tribute:

"Oh Flag of Blue and Gold, we pay tribute to you  
Honoring those who before us have trod the path of ESA;  
For those who saw the Vision; felt the Spirit;  
And laid the cornerstone of Epsilon Sigma Alpha.

We pay tribute to your handclasp...  
Symbolic of fraternal friendships;  
To our Founders who made possible for us  
The opportunity to clasp friendly hands  
Across the seas, the plains and mountains and valleys;

To the Open Book, an emblem unfolding the Wealth of Knowledge  
And the Strength of Wisdom, teaching us to believe in  
The Supreme Liberty and the Pursuit of Happiness."



SERC FLAG SALUTE:

"I am your SERC Flag,  
Born on November 9, 1968 .  
Of much more than cloth shaped into a design -  
I am the emblem of eleven Southeastern States  
I am the "dream" of an ESA State President in 1959,  
I am the inspiration of those who saw the vision,  
I am the challenge for those who blazed the path  
And laid the cornerstone of the Southeastern Regional Council.

Oh, SERC Flag of Blue and Gold - we salute  
The eleven "Golden Links" -  
To clasp friendly hands with Alabama  
To share sisterly love with Arkansas  
To carry the Lamp of Knowledge with Florida  
To light candles along the way with Georgia  
To follow the Pursuit of Happiness with Kentucky  
To plant the seeds of Wisdom with Louisiana  
To nurture the Jonquil flower with Mississippi  
To keep the heritage alive with North Carolina  
To strengthen the leadership with South Carolina  
To serve "All For One - One For All" with Tennessee  
To unfurl the "Achievement Thru Action" with Virginia

Keep your SERC folds waving,  
Oval of "Golden Links" -  
Held high with pride, you carry on  
As a "Golden Link" in the tradition  
Of Epsilon Sigma Alpha International"

Written by: Joyce A. Robyn, Serchette  
Atlanta, Georgia  
March, 1985

FLAG PROTOCOL GUIDELINES.....(Continued)

THE FLAG OF THE STATE OF GEORGIA.....

"I am the Flag of the State of Georgia,  
Adopted in the year of 1956 -  
A symbol of the Empire State of the South,  
Embracing the stars and bars of the Confederate States -  
Enhanced by Georgia's State Seal -  
Carrying its motto of "Wisdom, Justice and Moderation."

With folds waving in colors of red, white and blue -  
My blue representing loyalty, sincerity and justice to God -  
My white symbolic of purity -  
My red denoting sacrifice.

Held high - with pride,  
Unfurled from the mountains to the sea -  
Whence the rivers roll -  
An emblem of the cities and communities -  
My spirit - the spirit of my people,  
My history, one of courage."

Submitted by: Joyce Robyn  
Gavelette

FLAG PROTOCOL GUIDELINES.....(Continued)

Entrance of Christian Flag and Tribute:

How great THOU ART this banner - for this is HIS banner  
Dedicated to those who love and trust in the Lord.  
Of all the signs and symbols since the world began  
There is none so full of meaning as our Christian Flag so grand.  
Flag of God's Kingdom, symbol of all that is good and true  
How can any one pay proper tribute to you?  
How great THOU ART this Flag that I hold.  
Which means more to man than silver and gold.  
You stand for no denomination, race or creed  
You belong to mankind everywhere, who have faith and believe.  
Your White representing the Purity of our Lord  
Who sacrificed for all His people whom he loved.  
Your Blue a symbol of Faith, Hope and Trust  
Which gives us the assurance that our Father is merciful and just.  
The Cross of Red is a symbol of His courage and Love  
When He died that we might have eternal life with him above.  
We salute Thee, our glorious Banner, dear to every Christian Heart  
As you represent the Son of Almighty God wherever you are unfurled.  
May we ever be conscious of HOW GREAT THOU ART.

- - - - -

Bearer (Chaplain) places banner in standard and stands at attention, hands at sides.

LIGHTS COMPLETELY OFF...SPOTLIGHT NOW FOCUSED ON THE AMERICAN FLAG IN THE BACKGROUND WAVING IN THE BREEZE FROM A LARGE FAN.

- - - - -

High up in the Heavens this banner flies  
And a thrilling sight it is to our eyes  
As its folds by the wind are gently unfurled  
Sending freedom's message to all the world.  
What a glorious message it gives to all -  
This banner, born June 14, 1977 - the emblem of freedom's call;  
And as we gaze upon it, proud and free,  
These are the things that we really see...

I AM THE NATION

I was born on July 4, 1776, and the Declaration of Independence is my birth certificate. The bloodlines of the world run in my veins, because I offered freedom to the oppressed. I am many things and many people. I am the nation.

I am 195 million living souls - and the ghost of millions who have lived and died for me. I am Nathan Hale and Paul Revere. I stood at Lexington and fired the shot heard around the world. I am Washington, Jefferson and Patrick Henry. I am John Paul Jones, the Green Mountain Boys and Davy Crockett. I am Lee and Grant and Abe Lincoln.

I remember the Alamo, the Maine and Pearl Harbor. When freedom called, I answered and stayed until it was over, over there. I left my heroic dead in Flanders Fields on the rock of Corregidor, on the bleak slopes of Korea and in the steaming jungle of Vietnam.

FLAG PROTOCOL GUIDELINES.....(Continued)

"I AM THE NATION".....(Continued)

I am the Brooklyn Bridge, the wheat lands of Kansas and the granite hills of Vermont. I am the coalfields of the Virginias and Pennsylvania, the fertile lands of the West, the Golden Gate and the Grand Canyon. I am Independence Hall, the Monitor and the Merrimac.

I am big. I sprawl from the Atlantic to the Pacific...my arms reach out to embrace Alaska and Hawaii...3 million square miles throbbing with industry. I am more than 5 million farms. I am forest, field, mountain and desert. I am quiet villages - and cities that never sleep.

You can look at me and see Ben Franklin walking down the streets of Philadelphia with his breadloaf under his arm. You can see Betsy Ross with her needle. You can see the lights of Christmas and hear the strains of "Auld Lang Syne" as the calendar turns.

I am Babe Ruth and the World Series. I am 130,000 schools and colleges and 320,000 churches where my people worship God as they think best. I am a ballot dropped in a box, the roar of a crowd in a stadium and the voice of a choir in a cathedral. I am an editorial in a newspaper and a letter to a Congressman.

I am Eli Whitney and Stephen Foster. I am Tom Edison, Albert Einstein and Billy Graham. I am Horace Greeley, Will Rogers and the Wright brothers. I am George Washington Carver, Daniel Webster and Jonas Salk. I am Longfellow, Harriet Beecher Stowe, Walt Whitman and Thomas Paine.

Yes, I am the nation and these are the things that I am. I was conceived in freedom and, God willing, in freedom I will spend the rest of my days.

May I possess always the integrity, the courage and the strength to keep myself unshackled, to remain a citadel of freedom and a beacon of hope to the world.

This is my wish, my goal, my prayer, in this year of 1973 - one hundred and ninety-seven years after I was born.

- - - - -

At the close of "I Am The Nation", the organist will climax it with the Battle Hymn of the Republic.

HOUSE LIGHTS UP...Delegates rise for the Pledge of Allegiance.

S A M P L E

FLAG CEREMONY

GEORGIA STATE CONVENTION, MAY 26, 1984

GEORGIA STATE COUNCIL, ESA

Written and compiled by: Betty Worthy, Past President  
Georgia State Council

FLAG BEARERS

GEORGIA - Lila Longley, II, Founder and Past Director, Georgia State Council  
ESA - Gennie Haralson, Past President, Georgia State Council  
Past President, International Council  
SERC - Joyce Robyn, Past President, Georgia State Council  
Past President, SERC  
CHRISTIAN - Marsha Stroud, Chaplain, Georgia State Council  
AMERICAN - Willow Gray, Past President, Georgia State Council  
Past President, SERC

No one seated at HEAD TABLE during Ceremony.  
Each flag will be posted immediately.  
Georgia State Council Executive Board and Chapter and Area Council Presidents  
to form an Honor Guard for the Flag Bearers.

(Background music: "La Vie En Rose")

Truly, "Friends Are the Roses in the Garden of Life." During this year,  
our garden has flourished as plants have grown and bloomed to reveal lovely  
achievements.

(Nita enters and stands in front of podium facing audience)

President, Nita Williams, with roses in hand, has exemplified all the  
attributes of a friend and has led the way to our accomplishments. Nita, you  
promised to "do your best and trust the rest" and we did "walk beside you and  
just be your friend".

And walking through the garden of life as your friends, were our State  
Council Executive Board...

First Vice President	Kaye Genovese
Second Vice President	Pat Griffin
Recording Secretary	Gail Gilvin
Corresponding Secretary	Willene Creamer
Treasurer	Diana Barnett
Parliamentarian	Ruby Huggins
Jr. Past President	Jean Johnson

No garden is complete without roses such as these.

"Love planted a rose, and the world turned sweet..."

Soon you discovered that your garden was filled with roses of cooperation,  
love and support of Georgia's Chapters and Area Council Presidents...

FLAG CEREMONY

(Chapter Presidents and Area Council Presidents enter in two's, continuing the Honor Guard).

Alpha Alpha - Lu Tātgenhorst  
Alpha Beta - Nina Jones

Alpha Kappa - Mary Milboer  
Alpha Lambda - Opal Turner

Alpha Nu - Orieta Taylor  
Alpha Omega - Brenda Daly

Alpha Pi - Nora Clifton  
Alpha Tau - Erlene Lee

Beta Chi - Teressa Rogers  
Beta Kappa - Carla Self

Beta Lambda - Charlotte Reagan  
Beta Phi - Lisa Garrett

Beta Sigma - Kaye Kinnebrew  
Beta Xi - Arlene Smith

Beta Zeta - Diana Barnett (Rep)  
Chi Omega - Lou Riner

Delta Iota - Melanie Sundquist  
Delta Omega - Diane Smith Hills

Gamma Delta - Joyce Kidwell  
Gamma Kappa - Hilda Gordon

Gamma Lambda - Shiela Gammon  
Gamma Sigma - Angela Coleman

Gamma Upsilon - Joan Huddleston

Chatham County Council - Liz Kenny  
Cobb County Council - Susan Berent

Greater Atlanta Council - Leona Leonard  
Savannah City Council - Trudie Cole

(Music: "America")

As we reflect over the past year, let us pay tribute to the heritage of America, lest we forget the past is the seed that brings forth the harvest of the future.

FLAG CEREMONY

Reflections of the past reveal the history of mankind and symbols that have been an impelling influence upon the lives of every man, woman and child. Their banner, emblem or flag represented their hopes, dreams and principles...for they believed. They believed in God, country, home, cause, work and their fellowman.

It is with deep feeling of humility and reverence that we pay tribute to our flags which stand for all that is good and right in our world today.

(Music: "Yesterday")

(GEORGIA STATE FLAG enters)

With pride, we present the flag of the great state of Georgia, carried by LILA LONGLEY, II, Founder of the Georgia State Council. Georgians proudly display its spirit of loyalty, sincerity, purity, sacrifice and justice to God. Georgians feel a sense of pride in the history and heroic deeds accomplished by her forebearers and endeavor to so live that future generations will be proud of her heritage.

(Post Georgia Flag)

(ESA FLAG enters)

The symbol of fifty-five years of dedication to a sisterhood serving mankind is our ESA Flag, carried by GENNIE HARALSON, Past International Council President

Oh, Flag of blue and gold, we pay tribute to you honoring those who before us have trod the path of ESA...

(SERC FLAG enters)

Representing eleven states forming our Southeastern Regional Council is the SERC Flag, carried by JOYCE ROBYN, Founder and First President of the SERC.

(Post SERC Flag)

These banners wave, proudly heralding a friendship of loving hearts and caring people - ESA Women International, founded in 1929 and continuing to serve millions in 1984.

(Music: "Hymn a La Joie")

(CHRISTIAN FLAG enters)

Let us think for a moment of the Christian flag, carried by Georgia State Council Chaplain, MARSHA STROUD.

(Post Christian Flag)

FLAG CEREMONY

Representing all faiths and symbolizing love for mankind and the eternal love of our Omnipotent God, this flag is honored by believers around the world. May we ever preserve its heritage and uplift its principles.

God of the strong, God of the weak,  
Lord of all lands, and our own land,  
Light of our souls, from thee we seek  
Light from thy light, strength from thy hand.

In suffering thou has made us one,  
In mighty burdens one are we,  
Teach us that lowliest duty done  
Is highest service unto thee.

Teach us, great Teacher of mankind,  
The sacrifice that brings thy balm;  
The love, the work that bless and bind;  
Teach us thy majesty, thy calm.

Teach thou, and we shall know, indeed,  
The truth divine that maketh free;  
And knowing, we may sow the seed  
That blossoms through eternity.

- Richard Watson Gilder

(Music: "America The Beautiful")

(WILL YOU PLEASE RISE?)

(AMERICAN FLAG enters)

Proclaiming the fearless courage and integrity of our founding fathers, we pay tribute to the flag of the United States of America carried by WILLOW GRAY, Past President, Southeastern Regional Council.

(Post American Flag).

Her colors symbolize the patriotic ideals and spiritual qualities upon which this great land was founded.

What flower is this that greets the morn?  
Its hues from heavy so freshly born?  
With burning star and flaming band  
It kindles all the sunset land;  
O tell us what its name may be -  
Is this the flower of liberty?  
It is the banner of the free,  
The starry flower of liberty!

- Oliver Wendel Holmes

(Music ceases)

S A M P L E.....(Continued)

FLAG CEREMONY

Let us silently give thanks to God as we pledge our allegiance to the Flag of our Country and remain standing as the air is filled with sounds of "The Star Spangled Banner".

("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".)

(NATIONAL ANTHEM; "THE STAR SPANGLED BANNER" PLAYED ON TAPE)

This concludes our Opening Ceremony - you may take pictures.

RETIRING OF FLAGS

(Flags will retire in reverse order)

(When music begins...Flag Bearers will enter from back of room and take places.  
When in position, the narrator will begin.

AMERICAN FLAG

CHRISTIAN FLAG

SERC FLAG

ESA FLAG

GEORGIA FLAG

...Let us take one final glimpse of our flags as they are retired, and remember these words by Peter Marshall...

God of our Fathers, give unto us, thy servants, a true appreciation of our heritage, of great men and great deeds in the past, but let us not be intimidated by feelings of our own inadequacy for this troubled hour.

Remind us that the God they worshiped, and by whose help they laid the foundations of our Nation, is still able to help us uphold what they bequeathed and to give it new meanings.

Remind us that we are not called to fill the places of those who have gone, but to fill our own places, to do the work thou hast laid before us, to do the right as thou has given us to see the right, always to do the very best we can, and to leave the rest to thee.

Amen.

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## Indiana ESA for St. Jude Jr./Sr. Coordinator

1. Confirm with the ISC President that the name of the Jr. Coordinator has been given to the International Council President and to ESA Headquarters for the ESA for St. Jude Coordinator Training Seminar to be held every other year in Memphis.
2. The Indiana ESA for St. Jude Jr. Coordinator will attend the ESA for St. Jude Coordinator Training Seminar in Memphis every other year:
  - ▶ It is a good time to set goals for Indiana while at the seminar.
  - ▶ Take 40 – 50 pins representing Indiana to swap for name badges.
  - ▶ Dress Comfortably. Take good walking shoes.
  - ▶ ALSAC pays travel, hotel, and food expenses. You may have to put down a deposit on your hotel room – about \$20.00 – when you arrive. Take plenty of spending money. There's a lot to do. You will be surprised to have time to do it and still learn a ton of new information.
3. At the beginning of the sorority year set up a ledger book with pages for each chapter in Indiana. You will need it sooner than you think.
4. Any and all e-mails, correspondence, reports, etc. should be copied from the Sr. St. Jude Coordinator to the Jr. St. Jude Coordinator.
  - ▶ Jr. St. Jude Coordinator will know what is happening with St. Jude and be familiar with the forms that IC requires.
5. Submit an article to the LAMP. Submissions are due August 1, November 1, February 1 and April 1.
6. Make plans to attend the Indiana State Board meetings held in August, February and June. An update on St. Jude should be given to the membership.
7. Prepare a workshop booklet/presentation for Leadership/Fall Conference.
8. Make plans to attend Fall and Spring Conference and State Convention. An update on St. Jude should be given to the membership.
9. Make chapter visitations when possible.
10. Make an effort to attend chapter events that benefit St. Jude.
11. Make sure each chapter that has an event that benefits St. Jude completes a Booked and Completed Event form for each event. The forms are available online.
  - ▶ ESA Headquarters needs these forms so plaques and certificates can be issued.

12. The Indiana ESA for St. Jude Sr. Coordinator has the opportunity to present Indiana's check to the Danny Thomas family at IC Convention.

## ST. JUDE CHILDREN'S RESEARCH HOSPITAL (SJCRH)

ESA was first introduced to SJCRH by Danny Thomas at the IC Convention in St. Paul, Minnesota in 1970 and since then it has been a great "love affair" between the two. Its mission is to find cures for children with cancer and other catastrophic diseases through research and treatment. St. Jude has treated children from all 50 states and from around the world.

Indiana has had numerous projects to raise money for the SJCRH such as the Give Hope Run, Give Thanks Walk, Up to Dawn letter campaign and ESA Hearts St. Jude just to name of few. Trips to SJCRH have been so that ESA members might have the opportunity to visit this wonderful facility. Donna Young is the contact at SJCRH to arrange a tour.

Prior to 1983 the SJCRH project was part of the duties of the 2<sup>nd</sup> Vice President. In 1983 an ESA for St. Jude Coordinator was appointed. The ESA for St. Jude Coordinator was added as an Indiana State Council appointed position in 1984. In July, 1999 Indiana became a Million Dollar State.

### Facts about SJCRH:

- No family ever pays St. Jude for anything.
- In 1962, the survival rate for acute lymphoblastic leukemia (ALL), the most common form of childhood cancer, was 4 percent. Today, the survival rate for this once deadly disease is 94 percent, thanks to research and treatment protocols developed at St. Jude.
- The daily operating cost for St. Jude is \$1.8 million, which is primarily covered by public contributions.
- During the past five years, 81 cents of every dollar received has supported the research and treatment at St. Jude.
- St. Jude has treated children from all 50 states and from around the world.
- On average, 7,800 active patients visit the hospital each year, most of whom are treated on an outpatient basis.

- St. Jude maintains 78 inpatient beds and treats upwards of 260 patients each day.
- St. Jude is the first and only pediatric cancer center to be designated as a Comprehensive Cancer Center by the National Cancer Institute.
- St. Jude is the first institution established for the sole purpose of conducting basic and clinical research and treatment into catastrophic childhood diseases, mainly cancer.
- St. Jude was the first pediatric cancer research institution to place doctors, scientists and patients “all under one roof,” creating a worldwide model for “bench-to-bedside” research and treatment of childhood cancers and other life-threatening diseases.
- St. Jude has developed protocols that have helped push overall survival rates for childhood cancers from less than 20 percent when the hospital opened in 1962 to 80 percent today. The current St. Jude survival rates for selected childhood cancers now include:

<b>Diagnosis</b>	<b>Survival Rate</b>
Acute lymphoblastic leukemia (ALL - cancer of the blood)	94%
Hodgkin lymphoma (cancer of the lymph system)	95%
Medulloblastoma (a type of brain tumor)	85%
Wilms tumor (kidney tumor)	90%

- St. Jude has 2.5 million square feet of research, clinical and administrative space dedicated to finding cures and saving children.
- St. Jude revolutionized pediatric cancer treatment around the world with its groundbreaking use of a combination of chemotherapy, radiation and surgery to treat childhood cancers.
- Peter C. Doherty, PhD, of the SJCRH Immunology department, won the Nobel Prize for Physiology or Medicine in 1996. He shares the award with Rolf M. Zinkernagel, MD, of the University of Zurich. Their findings have led to breakthroughs in the understanding and treatment of viral infections and cancers, and in the development of organ transplant procedures and vaccines.

- SJCRH patients are referred by a physician, and generally have a disease currently under study and are eligible to be enrolled in a current research protocol or clinical research trials.
- In addition to childhood cancers, SJCRH researchers and doctors are treating children with genetic immune defects and pediatric AIDS, and are using new drugs and therapies to fight infections.
- The hospital's International Outreach Program transfers the progress achieved in the treatment of childhood cancer in developed countries to those with limited resources. As of April 2012, St. Jude has 19 partner sites in 14 countries, and more than 31,000 registered users from 183 countries have accessed Cure4Kids.org, an Internet-based distance learning initiative. In addition, St. Jude trains thousands of medical professionals around the world through consultations, faculty visits to St. Jude and Cure4Kids.org.
- The medical and scientific staff published more than 700 articles in academic journals in 2011, more than any other pediatric cancer research center in the United States. St. Jude's researchers are published and cited more often in high impact publications than any other private pediatric oncology institution in America.
- SJCRH was the first institution to produce a cure for sickle cell disease with a bone marrow transplant and has one of the largest pediatric sickle cell disease programs in the country.
- SJCRH is the national coordinating center for the National Cancer Institute-funded Pediatric Brain Tumor Consortium and the Children's Cancer Survivor Study. St. Jude also is the coordinating center for a national study of sickle cell disease treatment funded by the National Heart, Lung and Blood Institute.
- The daily operating cost of is \$1.8 million.
- Seventy-five percent of operating costs are covered by public contributions.
- Donors contributed \$814 million to St. Jude in fiscal year 2012, yet the average individual donation was only \$30.63.

- More than 5 million donors support St. Jude every year.
- The operational budget for fiscal year 2012 was \$636.5 million.
- The average cost to treat one child with acute lymphoblastic leukemia, the most common form of childhood cancer, is more than \$546,000.
- SJCRH is the only pediatric cancer research center where families never pay for treatments not covered by insurance. No child is ever denied treatment because of the family's inability to pay.

## ESA FOR ST. JUDE AWARDS RULES

These awards recognize outstanding contributions to SJCRH and are based on ACTUAL funds received during the ESA for St. Jude fiscal year (July 1 to June 30) unless otherwise noted by ESA for St. Jude Office. No pledge amounts are considered until those funds are actually received. No entry is necessary as information is taken from ESA for St. Jude records. Hours and money activity for SJCRH should be reported in chapter, state and international reports in the same way as any other philanthropic endeavor following the same deadlines set forth for these reports.

ESA for St. Jude award winners receive a special certificate of recognition from ESA Headquarters. The first place winners in categories 1 through 3 are listed on a special plaque on the 4<sup>th</sup> floor of SJCRH.

The categories recognized are:

- State with the greatest percentage of chapter participation
- State contribution greatest amount of money per member
- Largest Special Event sponsored by an individual chapter
- New chapter sponsoring the largest individual Special Event. For a chapter to be considered “new” their charter installation report must be received at ESA Headquarters between July 1<sup>st</sup> and prior to June 30<sup>th</sup> of the current ESA for St. Jude year.

### STATE SJCRH TRAVELING AWARDS

Most Money donated:

Plaque donated by IC Past President, Judy Lester.

Most Money donated excluding ALSAC sponsored events:

Silver Candlesticks donated by PIP Jeannie Ellis

# This is the total amount of money raised by a chapter minus ALSAC sponsored events

Most Money donated on a percentage basis:

Candlesticks donated by PIP Judy Schneider.

# Percent is arrived at by dividing the chapter's total money by the total number of chapter members. The chapter membership numbers should be sent to you by the 1<sup>st</sup> Vice President in May

Most Money Donated from a 1<sup>st</sup> time event:  
Anjanette "A.J." West Memorial Award donated by the Kathy West Family of Syracuse, Indiana.

# Review past records if in doubt it is a first time event for that chapter.

Most Actual Hours:  
Plate donated by Barbara Williams

Most Hours Donated on a percentage basis:  
Silver Footed Bowl donated by Alpha Chi, Franklin in memory of Yuba Settles

# Total number of hours donated by chapter members divided by number of members in the chapter

## **LAMP GUIDELINES MANUAL**

### **DUTIES OF THE LAMP EDITOR**

Congratulations on being appointed LAMP Editor. Though the deadline crunch may worry you some this year, take a deep breath and enjoy this awesome opportunity to be creative and to help share the news of Indiana ESA. Communication is the key to the success of ESA.

Your ESA successor file bin includes the LAMP Editor blue binder, bound issues of the LAMP, and copies of past issues of the LAMP for future binding. Records should be retained for 5 years. The majority of the files are stored electronically on the flash drive in the LAMP Editor blue binder.

Here is an outline of things to remember that will make your year as LAMP Editor a little easier:

- You have already selected a qualified printer and received approval from the Indiana State Council Executive Board for your proposal. You will either need publisher software on your computer or you can create it in Microsoft Word.
- The LAMP file should be in a PDF format and submitted to the printer. Check with your printer to see if this should be e-mailed or submitted via storage device or CD.
- Make sure the printer knows that ESA is tax exempt.  
The Indiana State Council Federal Tax ID is 35-6035814.  
The IN Nonprofit Sales Tax Exemption Certificate Tax ID is 0007347898 000.  
A copy of the certificate is included in the Blue Binder folder on the flash drive.
- In an effort to keep the cost down for the state, Indiana members will have the pdf version of The LAMP emailed to them. We ask that chapter members make a copy for those in their chapter that do not have email access. If this is not possible, a member can request a hard copy of the LAMP be mailed to them by completing the “LAMP Hard Copy Request” form and sending it to you, the LAMP Editor.
- Chapters will receive the “LAMP Hard Copy Request” form at State Convention. You will need to provide this in the chapter packets at Spring Conference at the end of your year as editor.
- You will be responsible for addressing and mailing the LAMP. If desired, you can use labels and do a mail merge with the addresses from the US mailing addresses listed on “LAMP Hard Copy Request” forms you receive.
- When emailing the LAMP, the PDF format is the best way to send it. The current email account is with gmail. The email address is [iscsalamp@gmail.com](mailto:iscsalamp@gmail.com). The password is kept in the baggie that holds the thumb drive in the LAMP Editor blue binder. This address book/google contacts should be updated every year, even if you choose to use a different email address to send the LAMP from, so that the future editor does not have to rebuild the address book.

- To protect contact information, labels have assigned by chapter and you can email to: undisclosed recipient<[iscesalamp@gmail.com](mailto:iscesalamp@gmail.com)> and bcc to: each chapter name, pips, and additional names.
- Prior to sending out the first issue, send a test email to your membership email recipients to ensure all addresses are correct and go through.
- Email the LAMP issues and any additional pictures and articles not published in the LAMP to the webmaster in a PDF file to [indianawebmaster@gmail.com](mailto:indianawebmaster@gmail.com)
- The LAMP is published four times per year and should be dated September, December, March, and May.
- In the LAMP Guidelines Manual you will find “Tips for a Great Newsletter” and the IC Judging guidelines. Refer to these tips and guidelines to draft your newsletter. These can also be found in the Blue Binder folder on the flash drive.
- There is a LAMP Schedule by Month included. Refer to this for details on keeping up with the editor’s timeline. Refer to the LAMP Check list each time you compose a LAMP issue for continuity.
- Chapter members and each member of the executive board with the exception of the corresponding secretary will send their articles to you via email or US mail. Editing may be required. You may need to shorten the articles, or change tenses/dates. Be mindful of when the issue will be in the hands of the reader.
- Each issue has material that must be included:
  - SEPTEMBER:**
    1. Financial statement from State Convention; and
    2. Winning “What ESA means to me” essays
  - DECEMBER:**
    1. Financial statement from Fall Conference
  - MARCH:**
    1. Proposed by-law changes; and
    2. Nominations/qualifications for officers
  - MAY:**
    1. Financial statement from Spring Conference
- The quantity of the LAMP will vary based on the number of members receiving it by mail. Be sure to print at least 7 copies in addition to what you mail out to members. One copy should be placed in the successor file. One copy set aside to be bound with other issues. 5 copies should be retained for members who did not receive a copy due to mail handling issues.
- The following people should receive the LAMP in addition to the Indiana membership:
  1. IC News Bulletin Chair (email address provided at IC Convention in July)
  2. ESA Headquarters Director
  3. MARC President
  4. International Council President

Email address are located on IC website. The current recipients are listed under “Additional Names” in email contacts/labels.

The Indiana President may provide you with additional names for out of state

sisters. These current names are also listed under “Additional Names” in email contacts/labels.

- Be prepared to give reports at the following meetings:
  - August Board Meeting
  - Fall Conference
  - February Board Meeting
  - Spring Conference
  - June Board Meeting
  - Saturday State Convention Assembly
  - State Convention Awards Luncheon
- Make copies of all reports for the President, Recording Secretary (x2), Successor File, and your personal files. As LAMP Editor, you are responsible for articles in each issue and sending items as requested for the State President’s scrapbook.
- The Jr. Past President provides an electronic copy of the roster in June. Review these lists and compare with the mailing list. Make any necessary changes. Members-at-large (MAL) do not receive a copy unless they send a request along with a \$ 8 subscription fee to cover printing and postage. Leave-of-Absence members and PIP’s who are still active receive the LAMP. Pledges do not receive the LAMP until they receive a Jewel Pin. Any other questions on who should receive the LAMP should be directed to the State President.
- Maintain a list of all chapters reporting to the Lamp by issue. This information may be needed by the President each year and is also used to determine eligibility for the LAMP Award. Use the LAMP Tracker file in the successor files on the excel file on the flash drive, to track each chapter reporting, the date they reported, and indicate if it was submitted on time.
- Make copies of all billing reports, receipts, etc., for your successor files. The originals should be sent to the Treasurer for reimbursement.
- The successor file should include your successor file, all extra hard copies of the LAMP, a flash drive with the pdf files of each issue, updated chapter rosters, and the LAMP Tracker.
- Binding back issues of the Lamp:  
After 10 years of LAMP issues accumulate in the successor bin, the LAMP will need to be bound. In the past the LAMP has been bound by:

Heckman Bindery, Inc.  
1010 North Sycamore Street  
North Manchester, IN 46962  
(260) 982-2107

## **LAMP GUIDELINES MANUAL**

### **DUTIES OF THE LAMP EDITOR**

Congratulations on being appointed LAMP Editor. Though the deadline crunch may worry you some this year, take a deep breath and enjoy this awesome opportunity to be creative and to help share the news of Indiana ESA. Communication is the key to the success of ESA.

Your ESA successor file bin includes the LAMP Editor blue binder, bound issues of the LAMP, and copies of past issues of the LAMP for future binding. Records should be retained for 5 years. The majority of the files are stored electronically on the flash drive in the LAMP Editor blue binder.

Here is an outline of things to remember that will make your year as LAMP Editor a little easier:

- You have already selected a qualified printer and received approval from the Indiana State Council Executive Board for your proposal. You will either need publisher software on your computer or you can create it in Microsoft Word.
- The LAMP file should be in a PDF format and submitted to the printer. Check with your printer to see if this should be e-mailed or submitted via storage device or CD.
- Make sure the printer knows that ESA is tax exempt.  
The Indiana State Council Federal Tax ID is 35-6035814.  
The IN Nonprofit Sales Tax Exemption Certificate Tax ID is 0007347898 000.  
A copy of the certificate is included in the Blue Binder folder on the flash drive.
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- To protect contact information, labels have assigned by chapter and you can email to: undisclosed recipient<[iscesalamp@gmail.com](mailto:iscesalamp@gmail.com)> and bcc to: each chapter name, pips, and additional names.
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  - Spring Conference
  - June Board Meeting
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Heckman Bindery, Inc.  
1010 North Sycamore Street  
North Manchester, IN 46962  
(260) 982-2107

## **AWARDS**

### **The Publicity/Public Relations Award:**

This is a point accumulated award. The Chapter Publicity Chairman for ESA Chapters will fill out this form by May 15 and send it to you. Make sure your information is updated on the Publicity Award form file on the website. This award gives points towards the use of local media to promote events throughout the year and other promotional means. The submission will be in a presentational book that will include the proof of their promotional advertisements, press releases, PSA's, articles, etc. The Publicity/Public Relations Award form is attached in the original LAMP Guidelines Manual, with the breakdown of the points system. Due to the cost of preparing the presentation book, you may also choose to accept it digitally. You will select one winning chapter for this award, not an individual. You should present certificates for each entry submitted at State Convention. Certificates can be found on the state website, or you may create your own.

### **The Lamp Award:**

To be eligible for this award, the Publicity Chair should have submitted articles on time, submitted at least three of the four issues, and had little editing or proofing required. There is no form for this award, you will need to keep track of the articles submitted utilizing the LAMP Tracker file maintained throughout the year. This award is subjective in the decision of the winner as you may need to pick the best writer if there is more than one eligible member. In fact, you may choose to make the criteria all four issues have an on-time article submitted instead of just three. This is an individual award. You should present certificates for the top three award recipients. First place should be presented at the State Convention Awards Ceremony, Second and Third place certificates should be put in the chapter packets. Certificates can be found on the state website, or you may create your own.

## **LAMP SCHEDULE BY MONTH**

<u>Deadlines for article Receipt:</u>	<u>Issue Month (release 1<sup>st</sup> week)</u>
August 1	September
November 1	December
February 1	March
April 1	May

### **JANUARY**

1. Get quotes from 3 printers.
2. Prepare a proposal to present to the Board at the February board meeting.

### **JUNE**

1. Update and print deadline reminders, then place in chapter and officer packets at State Convention. Send form to webmaster for website in pdf format.
2. Update and print "Lamp Hard Copy Request Form", then place in the PIP packet and in chapter packets. Send form to webmaster for website in pdf format.
3. Read successor file and update mailing list using new rosters.

### **JULY**

1. State list of incoming articles; write article for August 1 deadline.

### **AUGUST**

1. Write report for August Board meeting and attend.
2. Edit articles and format the newsletter.
3. Proof/edit draft.
4. Submit to printer.
5. If requested by President, prepare a booklet or handout to go with a Publicity presentation at Fall Conference.
6. Update the ISC Publicity Award Form and send form to webmaster for website in pdf format.

### **SEPTEMBER**

1. Email and mail the September issue.
2. Send the original printing bill, and receipts for postage, envelopes, and labels to the Treasurer for reimbursement.
3. A copy should be kept for the successor file.
4. Prepare a report for Fall Conference and attend.
5. Take extra copies of September issue.
6. Keep a copy for successor file and for binding.

## **OCTOBER**

1. Write article for November 1 deadline.

## **NOVEMBER**

1. Edit articles and format the newsletter.
2. Proof/edit draft.
3. Submit to printer.

## **DECEMBER**

1. Email and mail the December issue.
2. Send the original printing bill, and receipts for postage, envelopes, and labels to the Treasurer for reimbursement.
3. A copy should be kept for the successor file. Keep a copy of printed LAMP for successor file and for binding.

## **JANUARY**

1. If asked, help the next LAMP Editor prepare bid request.
2. Prepare report for February Board meeting.
3. Write your article for the March issue which is due February 1.
4. Complete IC News Bulletin Entry Form which is due February 1. Mail to current IC News Bulletin Chairman. Form can be found in IC Forms on IC website.

## **FEBRUARY**

1. Attend Board meeting.
2. Edit articles and format the newsletter.
3. Proof/edit draft.
4. Submit to printer.

## **MARCH**

1. Email and mail the March issue.
2. Send the original printing bill, and receipts for postage, envelopes, and labels to the Treasurer for reimbursement.
3. A copy should be kept for the successor file. Keep a copy of printed LAMP for successor file and for binding.
4. Write your article for the May issue which is due April 1.

## **APRIL**

1. Edit articles and format the newsletter.
2. Proof/edit draft.
3. Submit to printer.

## **MAY**

1. Email and mail the May issue.
2. Send the original printing bill, and receipts for postage, envelopes, and labels to the Treasurer for reimbursement.

3. A copy should be kept for the successor file. Keep a copy of printed LAMP for successor file and for binding.
4. Prepare successor files, and report for Board meeting and general assembly meetings at State Convention.
5. Judge entries for Publicity/Public Relations Award and prepare award certificates.
6. Judge entries for the LAMP Award and prepare award certificates.
7. Send News Bulletin Entry to current IC News Bulletin Chairman, due 6/1

## **JUNE**

1. Attend State Convention.
2. Have current State President sign the certificates for the Publicity/Public Relations Award and the Lamp Award.
3. Certificates for 2<sup>nd</sup> and 3<sup>rd</sup> places of the Publicity/Public Relations and LAMP Awards should be placed in the chapter packets.
4. 1<sup>st</sup> Place certificates for the Publicity/Public Relations Award and the LAMP Award are to be presented at the Awards Luncheon.
5. Take extra copies of all issues of the LAMP to be given to those that would like a copy.
6. Give new LAMP Editor successor file bin at State Convention.

## **THE LAMP CHECKLIST**

– Refer to this list when compiling each issue

- Record article receipt date for each chapter in the LAMP Tracker.
- Select publisher or Word program.
- Set the format for the newsletter.
- Copy/paste articles.
- Add pictures and captions after making any necessary edits.
- Proofread – make all necessary tense, date, and relevancy changes.
- Have another proof reader review.
- Ensure mailing lists are up to date.
- Print labels for those being mailed.
- Save the LAMP in a PDF format/file.
- Submit to webmaster for the website, along with omitted pictures and articles that were submitted.
- Submit LAMP to the printer.
- Pick up from printer.
- Stuff envelopes, seal, place label on envelopes and take to post office
- File LAMP in successor file bin, save a copy to the thumb drive.
- Turn in receipts/bills to Treasurer.

## Article Tracker

Chapter	Chair/Article Submitter	Aug Deadline 8/1	Nov Deadline 11/1	Feb Deadline 2/1	April Deadline 4/1	Eligible for Awards
AVON, CHI OMICRON						
AVON, GAMMA TAU						
DANVILLE, ZETA ETA						
EVANSVILLE, DELTA SIGMA						
FISHERS, ETA PI						
FORT WAYNE, ALPHA ZETA						
FRANKLIN, DELTA KAPPA						
HUNTINGTON, BETA CHI						
HUNTINGTON, DELTA IOTA						Non Active
INDPLS, EPSILON LAMBDA						Non Active
INDPLS, GAMMA PI						
LAFAYETTE, LAMBDA MU						
MARKLEVILLE, ALPHA PI						Non Active
MUNCIE, PHI ALPHA (Collegiate)						
N. MANCHESTER, EPSILON SIGMA						
PLAINFIELD, OMEGA CHI						
PLEASANT TWP., ALPHA DELTA						
ROCKVILLE, BETA PHI						
SEYMOUR, BETA KAPPA						
SEYMOUR, DELTA DELTA						
SPEEDWAY, GAMMA OMICRON						
TERRE HAUTE, DELTA ZETA						
TERRE HAUTE, PHI ZETA						Non Active
PIP's						
Chapter	Chair/Article Submitter	Aug Deadline 8/1	Nov Deadline 11/1	Feb Deadline 2/1	April Deadline 4/1	Eligible for Awards
<b>ELECTED OFFICERS</b>						
President						
1st VP						
2nd VP						
Jr. Past President						
Recording Secretary						
Treasurer						
Parliamentarian						
Educational Director						
<b>APPOINTED OFFICERS</b>						
Corresponding Secretary						
Chaplain						
St. Jude Sr. Coordinator						
St. Jude Jr. Coordinator						
Lamp Editor						
Collegiate Coordinator						
Easter Seals Coordinator						
<b>GENERAL APPOINTMENTS</b>						
Awards Chair						
ESA Foundation						
Webmaster						
Association of the Arts						
MARC Rep						
MARC Rep						
Scrapbook Chairs						
Scrapbook Chairs						
<b>PIP's</b>						
2022 IC Convention						
Spring Conference						
Fall Conference						

## **INDIANA STATE COUNCIL**

### **AWARDS**

#### **The Publicity/Public Relations Award:**

This is a point accumulated award. The Chapter Publicity Chairman for ESA Chapters will fill out this form by May 15 and send it to you. Make sure your information is updated on the Publicity Award form file on the website. This award gives points towards the use of local media to promote events throughout the year and other promotional means. The submission will be in a presentational book that will include the proof of their promotional advertisements, press releases, PSA's, articles, etc. The Publicity/Public Relations Award form is attached in the original LAMP Guidelines Manual, with the breakdown of the points system. Due to the cost of preparing the presentation book, you may also choose to accept it digitally. You will select one winning chapter for this award, not an individual. You should present certificates for each entry submitted at State Convention. Certificates can be found on the state website, or you may create your own.

#### **The Lamp Award:**

To be eligible for this award, the Publicity Chair should have submitted articles on time, submitted at least three of the four issues, and had little editing or proofing required. There is no form for this award, you will need to keep track of the articles submitted utilizing the LAMP Tracker filed maintained throughout the year. This award is subjective in the decision of the winner as you may need to pick the best writer if there is more than one eligible member. In fact, you may choose to make the criteria all four issues have an on-time article submitted instead of just three. This is an individual award. You should present certificates for the top three award recipients. First place should be presented at the State Convention Awards Ceremony, Second and Third place certificates should be put in the chapter packets. Certificates can be found on the state website, or you may create your own.



INDIANA STATE COUNCIL  
PUBLICITY/PUBLIC RELATIONS  
20\_\_\_\_-20\_\_\_\_ Chapter Award

Publicity Chairman: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Chapter Name and Number: \_\_\_\_\_

PUBLICATIONS:

1. 10 points for each story published in State Newspaper. \_\_\_\_\_
2. 15 points for each story or photo published in the JOURNEY. \_\_\_\_\_
3. 10 points for each newspaper announcement of ESA meeting. \_\_\_\_\_
4. 25 points for each news release, article or feature story published in newspaper. \_\_\_\_\_
5. 25 points for each photo published in newspaper. \_\_\_\_\_
6. 100 points for each feature story about ESA International or an ESA member published in a magazine/newspaper not ESA related. \_\_\_\_\_

RADIO & TELEVISION:

7. 40 points for each (different wording/message) PSA (public service announcement) broadcast on radio (not related to the number of times the spot is broadcast.) \_\_\_\_\_
8. 50 points for each (different wording/message) PSA broadcast on television (not related to the number of times the spot is broadcast.) \_\_\_\_\_
9. 75 points for each public affairs appearance or news event broadcast on radio or television. \_\_\_\_\_
10. 25 points for attending an ESA-sponsored workshop that includes a speaker from the print or broadcast media or a public relations specialist from a business or university/college. \_\_\_\_\_

ESA EVENTS (Internal/External):

11. 25 points for each different poster, certificate, billboard or T-shirt designed and used to promote ESA events. (Do not count multiple points for the number printed or produced.) \_\_\_\_\_
12. 35 points for attending outside public relations workshop or class. \_\_\_\_\_
13. 20 points for presenting ESA award to outstanding community citizen. \_\_\_\_\_
14. 50 points for each speech, slide or film presentation given to a group outside of ESA. \_\_\_\_\_
15. 20 points for a short narrative report of your outstanding accomplishments in public relations during this ESA year. (Attach report to presentation book.) \_\_\_\_\_
16. 25 Points for creating a website for an ESA Event \_\_\_\_\_
17. 20 Points for promoting an event using social media, ie. Facebook & Twitter. (Only count 1 of the uses) \_\_\_\_\_

To be eligible for judging, entries (accompanied by "copy" for EACH activity) should be submitted in book form. (This "COMPLETED" form MUST accompany presentation book.)

All entries must be postmarked no later than May 15, 20\_\_ and mailed to:

Current Lamp Editor  
Address  
City, State, Zip

All books will be returned to the chapter.

# LAMP DUE DATES

**20\_\_\_\_ – 20\_\_\_\_ Deadlines**

August 1

November 1

February 1

April 1

Please submit all upcoming event information, articles, and pictures with captions via email or mail to:

Current Lamp Editor name

Email address

Address

City, State, Zip

# 20\_\_-20\_\_ Lamp Publication Hard Copy Request

By default, the quarterly Lamp Publication will be transmitted electronically to the email listed on the official chapter roster that was submitted to the Indiana State Board.

If you do not have an email, please ask that a fellow chapter member print a copy for you.

If the above cannot be provided for you, a hard copy can be mailed to your current address.

I, \_\_\_\_\_, active member of the \_\_\_\_\_ Chapter of Epsilon Sigma Alpha, hereby request a hard copy of the quarterly Lamp Publication be mailed to me at:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

The above member recognizes that it is their responsibility to supply a correct and valid US mail address so a hard copy can be mailed to them. They also understand that this request will need to be filed annually.

They also agree to send any changes to their contact information to the State Board and the Lamp Editor to ensure the receipt of the Lamp Publication.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return form to:

Current Lamp Editor name  
Address  
City, State, Zip  
email



## NEWS BULLETIN ENTRY FORM

TO: STATE AND REGIONAL COUNCIL NEWS BULLETIN EDITORS  
FROM: Terri Olson President ESA International Council

Please complete this form and return it by **Feb 1, 2020**, if you wish to have your state or regional news bulletin judged for International Council Awards.

STATE: \_\_\_\_\_ NEWS BULLETIN TITLE: \_\_\_\_\_

EDITOR'S NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: # HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NUMBER OF ISSUES PER YEAR: \_\_\_\_\_

MONTHS PUBLISHED: \_\_\_\_\_

**Please return this form by Feb 1, 2020 and submit your News Bulletins by June 1<sup>st</sup> via US Postal Service/package service.** If you have any questions or problems, please do not hesitate to contact Bonnie.

Bonnie Templeton  
3020 Honeydew Ln  
Manhattan, KS 66503  
Cell: 785-770-2741  
Email: [bonniet56@gmail.com](mailto:bonniet56@gmail.com)

State: \_\_\_\_\_

Category: \_\_\_\_\_

Placing: \_\_\_\_\_

**EPSILON SIGMA ALPHA  
INTERNATIONAL COUNCIL JUDGING GUIDELINES  
STATE & REGIONAL COUNCIL NEWS BULLETINS**

1. **TWO DIVISIONS** (First three (3) in each category receive certificates from ESA Headquarters)

CATEGORY I            Publications with four (4) or less issues per year

CATEGORY II         Publications with five (5) or more issues per year

2. **JUDGING GUIDELINES**

	<b><u>Possible</u></b>	<b><u>Earned</u></b>
A. <b><u>APPEARANCE</u></b>	20 points	_____
1) Epsilon Sigma Alpha or ESA logo included in Masthead		
2) State/Regional Council Name included in Masthead		
3) Volume #/Issue #/Date		
4) Table of Contents with page numbers indicated and pages numbered throughout newsletter		
B. <b><u>USEFULNESS TO READER</u></b>	20 points	_____
1) Helpful or important information included (i.e. Officer Listing, forms for ongoing or upcoming events, deadlines)		
2) Personal communications (officer reports or articles)		
3) Chapter Contributions		
4) Completeness of coverage at ALL levels of ESA		
C. <b><u>MOTIVATIONAL FEATURES</u></b>	20 points	_____
1) Special features or feature articles that help build a better ESA and inspire a more dedicated membership		
2) Overall effectiveness as a State or Regional Council Publication		
D. <b><u>ORIGINALITY</u></b>	20 points	_____
1) Incorporate President's theme		
2) Quality photos are included with captions, consistent photo format		
3) Organization of articles (IC/State/Regions or Districts/Chapter)		
4) Effective and interesting layouts		
E. <b><u>QUALITY</u></b>	20 points	_____
1) Relatively free of spelling errors		
2) Typeface or font used is consistent (headlines vs body text, consistent text size, consistent space between lines and paragraphs)		
3) Artwork is clear and maintains proper proportion		
4) Effective use of white space		

**TOTAL POINTS ACHIEVABLE**

**100 points**    \_\_\_\_\_

(Revised June 2019)



## TIPS FOR A GREAT NEWSLETTER

Below are suggestions from various past IC News Bulletin Chairs and Judges for creating a great newsletter.

- ❖ **USE THE ESA LOGO - ALWAYS.** Branding is an important aspect of ESA- even though this is probably an internal document that is shared only with your membership. Remember, we need to use that logo on each and every document we use. The logo can be found on the ESA website in the membership area, only.
- ❖ **USE A STANDARD “MASTHEAD” FOR YOUR PUBLICATION.** The first page (first impression) of your letter must be consistent from one issue to the next. Make it pleasant, give the essential info (title, your name, perhaps the date or issue number), and keep it simple. Don't forget the ESA logo.
- ❖ **KEEP IT NEW.** A newsletter is a great place for announcements (new members, services, projects, or plans), updates (interesting trends, good opportunities), a new website – you get the picture. Just make sure you don't use your newsletter to rehash old information or things that your membership can always find on your website.
- ❖ **MAKE IT EASY TO READ.** Imagine if your favorite magazine or newspaper suddenly arrive with no headlines and tiny type throughout. You would get an instant headache and never read it again. Newsletters are no different. People like to scan the stories quickly, then dig deeper into the good stuff. So, use headlines, sub-headlines, and bulleted lists– anything you can to break up the content and make it easy on the eyes.
- ❖ **LENGTHY ARTICLES.** When you have a lot of lengthy articles break them up with plenty of white space and use clear, large font headings. You definitely want to make it easy for the member on the go to scan quickly and get important information. They can come back later and read long articles.
- ❖ **USE LOTS OF WHITE SPACE.** Surround your best ideas with blank space, to draw the eye to them.
- ❖ **CRAFT INTERESTING HEADINGS.** You want your readers to be drawn into the articles so make sure your headings entice them to read further. Also, clear and easy to read headings help “members on the go” find items important to them.
- ❖ **PLAN WELL.** Make sure your newsletter is consistent in frequency, quality, and quantity of content. Think about what is realistic for you and how much “news” you can actually put together. While your audience will appreciate consistent delivery and quality, make sure the content is pleasantly surprising as diverse.
- ❖ **USE LISTS.** Use numbers or bullet points to keep things organized and clear.
- ❖ **USE A TABLE OF CONTENTS.** Think in the terms of navigation. Use clever titles to catch the reader's interest and give them a map to help them find the material that interests them the most.
- ❖ **MOTIVATE YOUR READERSHIP.** The judging guidelines have a category for “Features which help build a better ESA and inspire a more dedicated membership”. Too often we get bogged down with the monthly business of ESA. Try adding a special section dedicated to membership growth, or the ESA experience – something new to motivate and encourage your readers.

## **Easter Seals Information**

Easter Seals was formally adopted as an International Council Philanthropic project at the International Convention in Cincinnati, Ohio on July 17, 1982. It was formally adopted by Indiana as a Philanthropic Project during the 1985-1986 year.

Easter Seals helps people with disabilities due to many causes, such as spina bifida, muscular dystrophy, arthritis, multiple sclerosis, stroke, amputation, cerebral palsy, accidents, learning disorders, speech-language-hearing-communication disorders and other disabilities.

Included among the numerous and various services are: transportation to treatment centers, information about the various disabilities, referral and follow-up, occupational therapy, vocational rehabilitation, medical care, physical therapy, day care centers specifically set up for the different capabilities, camping and recreation, the purchase and/or loan of equipment and orthopedic appliances.

Disability is the nation's leading health problem. It is reports that there are over 250 kind of physical handicaps. The best estimate of the number of American suffering from severe disability conditions is 22 million. There are another 5.5 million afflicted somewhat less severely. The problem of disability grows larger every year because one baby in every sixteen born alive comes into the world with a substantial physical, mental or chemical defect, adding 250, 000 annually to the number of handicapped persons. In addition, each year 370,000 people are permanently disabled buy accidents at home, work, school or on the highway.

The traditional state Easter Seals Society is no longer in existence. As of September 1, 1995, Easter Seals was divided into regional affiliates nationwide, with six affiliate offices in Indiana. A list of those offices follows.



## easterseals Indiana Regional Affiliates

easterseals ARC of Northeast Indiana

(260) 456-4534

easterseals.com/neindiana

4919 Coldwater Road

Fort Wayne, IN 46825-5532

easterseals Crossroads Rehabilitation Center Indiana

(317) 466-1000

eastersealscrossroads.org

4740 Kingsway Drive

Indianapolis, IN 46205

easterseals Southwestern Indiana

(812) 479-1411

easterseals.com/in-sw/

3701 Bellemeade Avenue

The Rehabilitation Center

Evansville, IN 47714

	City	Chapter	Number	Affiliate
1	AVON	CHI OMICRON	# 5615	easterseals Crossroads
2	AVON	GAMMA TAU	# 3760	easterseals Crossroads
3	DANVILLE	ZETA ETA	# 5593	easterseals Crossroads
4	EVANSVILLE	DELTA SIGMA	# 4203	easterseals Southwestern Indiana
5	FISHERS	ETA PI	# 5556	easterseals Crossroads
6	FORT WAYNE	ALPHA ZETA	# 5497	easterseals ARC of Northeast Indiana
7	FRANKLIN	DELTA KAPPA	# 5330	easterseals Crossroads
8	HUNTINGTON	BETA CHI	# 1009	easterseals ARC of Northeast Indiana
9	INDIANAPOLIS	GAMMA PI	# 2335	easterseals Crossroads
10	LAFAYETTE	LAMBDA MU	# 4868	easterseals Crossroads
11	MUNCIE	PHI ALPHA (Collegiate)		easterseals Crossroads
12	NORTH MANCHESTER	EPSILON SIGMA	# 1609	easterseals ARC of Northeast Indiana
13	PLAINFIELD	OMEGA CHI	# 5583	easterseals Crossroads
14	PLEASANT TOWNSHIP	ALPHA DELTA	# 5610	easterseals Crossroads
15	ROCKVILLE	BETA PHI	# 3212	easterseals Crossroads
16	SEYMOUR	BETA KAPPA	# 0697	easterseals Crossroads
17	SEYMOUR	DELTA DELTA	# 5001	easterseals Crossroads
18	SPEEDWAY	GAMMA OMICRON	# 5345	easterseals Crossroads
19	TERRE HAUTE	DELTA ZETA	# 3618	easterseals Southwestern Indiana
20	ACTIVE PAST INDIANA PRESIDENTS			

Updated 5/2021

## **Rules for Easter Seals Reporting**

1. DO NOT SEND CASH! Make checks payable to Easter Seals
2. Send all donations to the Indiana State Council Easter Seals Coordinator  
She will forward them to the appropriate affiliate.
3. Send reports to:  
Indiana State Council Easter Seals Coordinator  
Indiana State Council 2<sup>nd</sup> Vice President/Philanthropic Chair

Include:

Chapter Name and Number  
Amount donated  
Project  
Number of hours  
Number of miles

**This information is used for calculating State Awards.**

4. Reports are due monthly to the State Philanthropic Chair. Reports should be sent to the Easter Seals Coordinator as necessary, along with your check.
5. State Awards:  
Most Money Donated  
Most Money Donated on a Percentage Basis  
Most Actual Hours  
Most Actual Hours on a Percentage Basis

Award certificates are given to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place in each category. State Awards are based on donations from June 1 through May 31.

## Collegiate Coordinator

You will serve as a liaison between the community chapters and collegiate chapters.

### Main Responsibilities & Duties:

- Review the successor files.
- Set your goals for the year.
- Figure out who the collegiate chapter presidents are and make sure you have good contact information. \*Part of your engagement with the chapters will depend on how much the presidents are willing to communicate with you and pass information on to their membership.
- Classes start in August so plan for your first communication. Introduce yourself and welcome them back to school.
- Update the ESA Collegiate Alumni Form.
- Find out who will be graduating in December and May.
- Plan at least one campus visit – rush event, chapter meeting, activation of pledges, new office installations, etc.
- Meet with graduating seniors during your campus visit. Give them the ESA Collegiate Alumni Form to complete.
- Remind presidents that all state and international dues must be paid before January 1.
- Communicate regularly.
- Have fun!

### Duties of all State Board Members:

- Submit articles for The Lamp – August 1, November 1, February 1 & April 1
- Attend and prepare for state board meetings – August, December, February & June
- Attend Fall & Spring Conference and be prepared with an update.
- Attend State Convention. Present any collegiate awards.
- Update successor files.

### Duties to Consider:

- Plan a Collegiate Retreat or Conference.
- Start a new collegiate chapter.
- Go through ESA Collegiate Forms from prior year to keep in touch.
- Get updated alumni lists from chapters to keep in touch.
- Involve the collegiate members in your Fall & Spring Conference updates.
- Send out holiday cards.
- Perform a senior ceremony.
- Send graduation cards.

Updated 6/2017

## DUTIES OF THE AWARDS CHAIRPERSON

1. Attend all Board Meetings, Fall/Leadership Conference and Spring Conference. Prepare a report for each meeting and provide a copy of the report to the President, Recording Secretary and the Successor File.
2. Write an article for each issue of The Lamp and send it to The Lamp Editor by the deadline.
3. The President will need updated information for the Awards pages in the State President's Yearbook. Change officer names, addresses and review deadlines for awards.
4. Make a booklet for the Awards Workshop at Fall/Leadership Conference. Refer to successor files for material to use. Make copies of the Awards Booklet to give to the State Officers, Chapters and the PIP Chairperson.
5. Per Article 10 Section 1a of the By-laws, at the August Board Meeting, ask each state Officer to keep a travel log and report their total mileage at the June Board Meeting.
6. Categories judged before convention include – the deadline for these above competitions is May 15:
  - a. "What ESA Means to Me" Essays
  - b. Outstanding Pledge
  - c. Outstanding Chapter
7. The Outstanding Youth Aware entries are due by April 1. An Outstanding Youth Certificate will need to be purchased from ESA Headquarters and a \$50 Savings Bond will need to be purchased.
8. The President will have award certificates to be presented at State Convention for the following awards:
  - a. Essays
  - b. Outstanding Pledge
  - c. Outstanding Chapter
  - d. Travel Awards
  - e. Attendance Awards
  - f. Harmony Award
9. Per the By-laws a committee of five judges will need to be selected. The names of the judges are kept confidential.
10. Travel and Attendance forms are handed out at the Convention Registration Desk. Compile these during the First General Assembly.
11. Plan and present awards luncheon; obtain the schedule and order of awards from the President. First Place certificates are presented to the winner. All other winners are announced and certificates are placed in the chapter packets.

12. Prepare a master list of all award winners for the chapter packets.
13. Complete successor file and pass on to the next chairperson at state convention.

## QUICK REFERENCE CALENDAR

### June:

\_\_\_\_\_ Review Successor Files. Compile any questions you have to ask the President or last year's Award Chairperson.

### July:

\_\_\_\_\_ Check with the President about information to be included in the yearbook

\_\_\_\_\_ Begin your successor file and travel log

\_\_\_\_\_ Write The Lamp article and send it to The Lamp Editor before August 1.

### August:

\_\_\_\_\_ Attend State Board Meeting

### September

\_\_\_\_\_ Prepare report for Fall/Leadership Conference

\_\_\_\_\_ Attend Fall/Leadership Conference

### October

\_\_\_\_\_ Write The Lamp article and send it to The Lamp Editor before November 1

\_\_\_\_\_ Attend MARC Conference (optional)

### December

\_\_\_\_\_ Attend State Board Christmas Party

## January

\_\_\_\_\_ Write The Lamp article and send it to The Lamp Editor before February 1

## February

\_\_\_\_\_ Attend State Board Meeting

\_\_\_\_\_ Contact State President to ask for award certificates

\_\_\_\_\_ Prepare Spring Conference Report

## March

\_\_\_\_\_ Attend Spring Conference

\_\_\_\_\_ Write The Lamp article and send it to The Lamp Editor before April 1

## April

\_\_\_\_\_ Outstanding Youth Entries due April 1

## May

\_\_\_\_\_ Prepare scrapbook page for President's Scrapbook

\_\_\_\_\_ Purchase Outstanding Youth Award Certificate from ESA Headquarters and purchase Savings Bond

\_\_\_\_\_ Send 1<sup>st</sup> Place essays to ESA Headquarters for International Judging

\_\_\_\_\_ Send What ESA Means to Me Essays to The Lamp Editor for publication in the September edition of The Lamp

\_\_\_\_\_ Update your successor file

\_\_\_\_\_ Get a list of award recipients from other officers

\_\_\_\_\_ Prepare report for Awards Luncheon

## June

\_\_\_\_\_ Update Procedures Manual

\_\_\_\_\_ Attend State Convention

\_\_\_\_\_ Make sure all successor files are ready to be passed on to the next Awards Chairperson.

## DUTIES OF THE OFFICE OF ESA FOUNDATION COUNSELOR

It is recommended that each ESA Foundation Counselor have an active email address and knowledge of the ESA Foundation website.

### Purpose of the ESA Foundation State Counselors:

1. To educate the ESA Membership and the general public on all phases of the ESA Foundation.
2. To encourage and solicit donations from the ESA membership and the general public.
3. To promote and assist with any ESA Foundation sponsored and/or endorsed projects and program.

### Criteria for selection and acceptance:

1. An ESA Foundation State Counselor:
  - a. Must be an individual active member of the ESA Foundation
  - b. Must be willing to commit time toward the fulfillment of the responsibilities of their appointment (i.e. keeping an up-to-date file of their state's membership, payment of dues and contributions, answering all correspondence and telephone calls promptly, and making personal visits when invited to chapter, council or state meetings.)
  - c. Must be willing to participate in the administration of all ESA Foundation projects, assist and promote all fund raising projects.
  - d. Must be willing to accept the appointment and its responsibilities for the full 2 year term.
  - e. Need to have held any previous office or appointment with the ESA Foundation.
  - f. Should not hold other concurrent office of the ESA Foundation, State Council or International Council, if possible. The exception is the Overseas Director who may serve in both positions.

### Duties of the ESA Foundation State Counselors:

1. Shall have access to the membership reports of their state on the ESA Website immediately after their appointment. Each month, the State Counselor should save/print the reports for reference and forward them to his/her successor.
2. Shall encourage members to send all moneys directly to the ESA Foundation Office. Any moneys received by the State Counselor shall be forwarded to the ESA Foundation Office immediately.
3. Shall answer all correspondence immediately, obtaining information by contacting the proper person.
4. Shall receive credential information from the Vice Chairman and be responsible for casting proxy ballots for members within their state as directed by the state caucus.
5. Shall be responsible for the promotion of the ESA Foundation Scholarship Program in their state.
6. Shall complete the Year End Report form and mail/email to the State Counselor's Chairman no later than June 15.

### Activities for the State Counselor:

1. Promote the ESA Foundation and its programs at every possible opportunity
  - a. Scholarship
  - b. Endowments
  - c. Grants
  - d. Planned Giving
  - e. Life Active Membership (LAM)
2. Encourage scheduling of ESA Foundation presentations at seminars, workshops, etc.
3. Attend the Annual meeting and State Counselor's Workshop
4. Provide articles for the State Counselor's Newsletter sharing ideas and enthusiasm
5. Promote the Foundation's Awards programs:
  - a. Robert and Dixie Palmer Recognition
  - b. State Award
  - c. Chapter Award
  - d. Scholarship Award
  - e. Community and State Projects
  - f. H.O.P.E. Legacy Program
6. Recognize outstanding ESA Foundation members within the State
7. Read and become familiar with all ESA Foundation Information
8. Share idea and successes with other State Counselors.

### RESOURCES

On our website – [www.epsilonsigmaalpha.org/esaf](http://www.epsilonsigmaalpha.org/esaf)

- ❖ Current ESA Foundation Board Members and Chairs
- ❖ Current ESA Foundation Counselors
- ❖ List of Foundation Endowments and Criteria
- ❖ Scholarship Application
- ❖ Monthly Foundation reports – See “Accessing Your ESA Foundation Reports.pdf”
- ❖ Contribution form

On Drop Box:

### FORMS

- ❖ Counselor Change Form (Word Version)
- ❖ ESAF Contribution Form (Excel Version)
- ❖ State Counselor Year-End Report (Word and PDF Versions)
- ❖ State Counselor Expense Form (Excel Version)

## PROGRAMS

- ❖ Irrevocable Endowment Agreement Program
- ❖ Life Active Membership
- ❖ LIFE Grant Program
- ❖ Outstanding Sr. High Youth Award Program
- ❖ Palmer Award Program
- ❖ Planned Giving Program
- ❖ Recognition Plateaus/Awards Program
- ❖ Stewardship Award Program

## INFORMATION

- ❖ Accessing Your Foundation Reports
- ❖ Application Accounting by State
- ❖ Helpful Hints for a Successful Year
- ❖ Newsletter Schedule
- ❖ Recap Scholarships # given and \$ given
- ❖ State Counselor Duties
- ❖ State Counselor Expense Guidelines
- ❖ State Counselor Scholarship Duties
- ❖ Welcome letter
- ❖ Why the ESA Foundation Charges a Processing Fee

Updated June 2019

## **Helpful Hints for a Successful Year – Monthly Time Line**

### ALL YEAR

- Review the website for information and updates [www.epsilonsigmaalpha.org/esa-foundation](http://www.epsilonsigmaalpha.org/esa-foundation)
- Remember to keep the Counselor's Chair up to date with contact changes

### JULY / AUGUST

- Review your notebook for reminders
- LAMP Article due August 1<sup>st</sup> for September edition of the Lamp.
- Article due from Indiana in May for the ESA Foundation Counselors Newsletter.
- Start preparing information to distribute to schools and students in your state
- Update list of current high school addresses
- Remember to send all monies collected to ESA Foundation Headquarters in Colorado
- Consider what your State ESA Foundation fundraiser project will be for next summer's International Convention
- Prepare your ESA Foundation Report for Fall Board Meeting and Fall Conference Meeting
- Attend Fall Board Meeting
- Pull Foundation Member Lists from Website

### SEPTEMBER / OCTOBER

- Continue to work on notifying schools about scholarships
- Attend State Fall Conference and promote ESA Foundation memberships and scholarships
- Promote ESA Foundation Turn-around-Fund
- Pull Foundation Members Lists from Website

### NOVEMBER / DECEMBER

- Pull Foundation Member Lists from Website
- Prepare article for State Newsletter (distributed by State President in January)
- Promote ESA Foundation Fundraiser for IC
- Remind members to pay membership dues by March 1<sup>st</sup>
- Lamp Article due November 1<sup>st</sup> for December edition of the Lamp

#### JANUARY / FEBRUARY

- Prepare report and deliver when you attend Winter Board Meeting
- Promote membership and fundraisers
- Scholarship applications due February 1<sup>st</sup>
- Pull Foundation Member Lists from Website
- Lamp article due February 1<sup>st</sup> for March edition of the Lamp

#### MARCH / APRIL

- Prepare report and deliver when you attend State Spring Conference
- Promote membership and fundraisers
- Pull Foundation Member Lists from Website
- Lamp article due April 1<sup>st</sup> for May edition

#### MAY / JUNE

- Prepare and submit your year-end report to ESAF Committee Chair
- Fill out State ESA Foundation Counselor information form for next year and send to ESAF Committee Chair
- Attend State Convention and collect credential signatures from members

#### JULY

- Attend International Convention
- Participate in the ESA Foundation Voting; Cast ballots in correct ballot box
- Attend the ESAF Open Board Meeting and ESAF Annual Meeting. Both meetings are held during IC Convention.

Update June 2019

## ASSOCIATION OF THE ARTS

### Responsibilities and Duties:

- To promote the fellowship of our members through the sharing and display of their arts and talents.
- To share with the membership any information received from the International Council.
- To encourage and promote participation in Association of the Arts at State Convention, as well as International Convention.
- To submit articles for The Lamp.
- To collect all State entries by the May 15 deadline. (Pre-Judging categories are to be submitted at Spring Conference.)
- To organize entries for judging and viewing during State Convention.
- To arrange judging for all entries based on the established criteria.
- To keep the display room secure during State Convention.
- To present certificates to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners in each category.
- To present a certificate for Best of President's Theme and Best of Show.
- To provide a list of all winners to the membership after the Awards Luncheon at State Convention.
- To offer information about submitting entries to International Convention.

### Categories for State Convention:

- Collage
- Culinary Art
- DIY/Repurposing
- Drawing and Painting
- Electronic Media
- Fashion Design
- Landscaping
- Literature
- Mixed Crafts
- Mixed Media
- Needlework
- Performance Art

- Photography A – Still, Landscape
- Photography B – Action, People
- Scrapbooking – Chapter
- Scrapbooking – Personal
- Sculpture
- Weaving
- Other

Categories for International Convention:

- Visual Arts
- Literature
- Photography
- Crafts – Painted Art
- Crafts – Wearable Art
- Crafts – Mixed Media
- Needlework
- Holiday
- Music
- Presidential Division

Submitting Entries to International Convention:

- All participants must be ESA International members in good standing
- Each completed entry form must be submitted by the June deadline.
- It is the responsibility of each participant to make arrangements to get their entry to and from International Convention.
- International Convention is not responsible for any damage or loss of entries.
- The Judy Lester Association of the Arts Participation Traveling Award is presented to the State having the most entries at International Convention. (The state hosting International Convention is not eligible for this award.)

See entry form for further details

Revised June 2017

# Association of the Arts

## Judging Criteria

ESA Year 2021-2022

### Eligibility Information

Any project made in the last three years by an active Indiana ESA member may be entered unless that entry has already won an Association of the Arts award.

### Award Information

Each category will be awarded 1st, 2nd, & 3rd place  
Best of Show will be chosen from 1st place category winners  
Best of President's Theme will be chosen from all applicable entries

### Judging Information

Entry winners will be chosen from the entries with the most votes

Each judge will select their top choice(s) using the following criteria:

- creativity/originality/uniqueness
- skill/technique/degree of difficulty
- quality/details/workmanship
- appearance/presentation
- visual appeal/interpretation
- taste
- grammar/punctuation
- wear ability/usability

Categories	Voting		
1. Culinary Art (cooking, baking, cake decorating, candies, drinks, edible art)	1st _____	2nd _____	3rd _____
2. DIY/Repurposing (furniture, wearables, decorations)	1st _____	2nd _____	3rd _____
3. Drawing/Painting (oil, acrylic, latex, watercolors, charcoal, ink, pencil)	1st _____	2nd _____	3rd _____
4. Jewelry Design (necklaces, bracelets, earrings, rings)	1st _____	2nd _____	3rd _____
5. Landscaping (landscape architecture, gardening, flower beds)	1st _____	2nd _____	3rd _____
6. Literature (poetry, essays, short stories, novels)	1st _____	2nd _____	3rd _____
7. Mixed Crafts (calligraphy, greeting cards, floral arrangements, etc.)	1st _____	2nd _____	3rd _____
8. Mixed Media (visual art combining various media)	1st _____	2nd _____	3rd _____
9. Needlework (quilting, applique, embroidery, crochet, knitting, needlepoint)	1st _____	2nd _____	3rd _____
10. Photography A (still, landscape)	1st _____	2nd _____	3rd _____
11. Photography B (action, people)	1st _____	2nd _____	3rd _____
12. Scrapbook (chapter, personal)	1st _____	2nd _____	3rd _____
13. Guided Art (Coloring pages, classes with stencils or instructions)	1st _____	2nd _____	3rd _____
14. Best of President's Theme	1st _____	2nd _____	3rd _____
15. Best of Show	1st _____		

# Association of the Arts Winner Form

ESA Year 2021-2022

## Culinary Art

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Drawing/Painting

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Landscaping

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Mixed Crafts

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Needlework

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Photography B

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Guided Art

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## President's Theme

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## DIY/Repurpose

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Jewelry Design

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Literature

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Mixed Media

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Photography A

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Scrapbook

3rd: \_\_\_\_\_  
2nd: \_\_\_\_\_  
1st: \_\_\_\_\_

## Best of Show

1st: \_\_\_\_\_

## Procedures of the Indiana State Council Webmaster

### General Procedures

- A. All Indiana State Council (ISC) approved content, documents, forms, or correspondence are to be emailed to the ISC Webmaster, with a courtesy copy to the ISC President. Examples include approved bylaw documents, procedure changes, chapter events, state officer forms, etc.
- B. All non-approved items are to be sent to the ISC President. The ISC President will review the content and approve or disapprove posting to the website.
- C. All approved content will be forwarded to the ISC Webmaster who will proofread, format, and make any necessary changes such as grammar or spelling.
- D. All documents submitted for the website should be in PDF, Word, or Excel format. Pictures should be submitted in jpg or png format.
- E. Minor editing to text and format may be necessary for clarity. If any major edits are needed to the content, the Webmaster should consult with the originator for approval.
- F. Website updates are to be made yearly after the Summer board meeting or as necessary.
- G. Submit a Lamp article for each edition by August 1, November 1, February 1, and April 1. Post each edition of the Lamp on the Newsletters page of the website when received by the Lamp Editor.
- H. Cross-reference new users with chapter rosters to verify only Indiana ESA members have access to the password-protected pages under the More menu.
- I. Send invoices/receipts to ISC Treasurer when the SSL and Domain renew for their records. Update the billing information if the new ISC Treasurer is not using the same bank as the previous treasurer.
- J. Update all contact information and email notifications to your email address.
- K. Update the Indiana Epsilon Sigma Alpha Facebook page with events and pictures provided from chapter members. Link back to the website when possible.

## Content Schedule

Content Description	Originator	Due Date
Home Page <ul style="list-style-type: none"> <li>Slider with pictures</li> </ul>	ISC President / Webmaster	August after summer board meeting or as needed
About Indiana ESA > Chapters <ul style="list-style-type: none"> <li>Lists all Indiana ESA Chapters and their locations</li> </ul>	Webmaster	August after summer board meeting or as needed if chapters disband/form
About Indiana ESA > Indiana State Council <ul style="list-style-type: none"> <li>List of current ISC Officers</li> <li>Update image with ISC President's theme or picture of ISC board</li> </ul>	ISC President	July 1 or as needed
About Indiana ESA > State Committees <ul style="list-style-type: none"> <li>List members of state committees  <i>1<sup>st</sup> VP: Counseling &amp; Nominating</i>  <i>2<sup>nd</sup> VP: Philanthropic</i>  <i>Treasurer: Auditing &amp; Credentials</i>  <i>Parliamentarian: Constitution &amp; Bylaws</i> </li> <li>Update image of ISC President's Theme</li> </ul>	ISC President	July 1 or as needed
About Indiana ESA > Past Indiana Presidents <ul style="list-style-type: none"> <li>Add new PIP after State Convention</li> <li>Update death date if a PIP passes away</li> <li>Confer with PIPs to see if Chairperson, Vice Chairperson, Secretary, &amp; Treasurer have changed</li> </ul>	Webmaster	July 1 or as needed
About Indiana ESA > Indiana ESA Member of the Year <ul style="list-style-type: none"> <li>Add the newest Member of the Year</li> </ul>	Webmaster	July 1 or as needed
About Indiana ESA > ESA International <ul style="list-style-type: none"> <li>Keep link for HQ (<a href="http://epsilonsigmaalpha.org">http://epsilonsigmaalpha.org</a>)</li> <li>Add any new information from HQ</li> </ul>	Webmaster	July 1 or as needed
About Indiana ESA > MARC <ul style="list-style-type: none"> <li>Update MARC Reps</li> <li>Add any information provided by MARC Reps</li> </ul>	MARC Reps	July 1 or as needed
About Indiana ESA > Newsletters <ul style="list-style-type: none"> <li>Add new editions of Lamp as they are sent out by Lamp Editor</li> </ul>	Lamp Editor	On or around <ul style="list-style-type: none"> <li>September 1</li> <li>December 1</li> <li>March 1</li> <li>May 1</li> </ul>

<p>Philanthropy &gt; State Projects</p> <ul style="list-style-type: none"> <li>• Verify links to Camp Riley &amp; Anna's Celebration of Life are updated</li> <li>• Update with any info from 2<sup>nd</sup> VP</li> </ul>	2 <sup>nd</sup> Vice President	July 1 or as needed
<p>Philanthropy &gt; St Jude Children's Research Hospital</p> <ul style="list-style-type: none"> <li>• Verify link is still correct</li> <li>• Update new total raised for past sorority year</li> <li>• Update pictures if necessary</li> <li>• Add any other information provided by St Jude Coordinators</li> </ul>	St Jude Coordinators	July 1 or as needed
<p>Philanthropy &gt; Easterseals</p> <ul style="list-style-type: none"> <li>• Verify links are still correct</li> <li>• Add any new content provided by Easterseals coordinator</li> </ul>	Easterseals Coordinator	July 1 or as needed
<p>Philanthropy &gt; Hope for Heroes</p> <ul style="list-style-type: none"> <li>• Update with any new content from Jr Past President</li> </ul>	Jr Past President	July 1 or as needed
<p>Philanthropy &gt; ESA Foundation</p> <ul style="list-style-type: none"> <li>• Confer with ESA Foundation Counselor to verify information is correct or if it needs to be updated</li> <li>• Verify links are still active</li> </ul>	ESA Foundation Counselor	July 1 or as needed
<p>Philanthropy &gt; Disaster Fund</p> <ul style="list-style-type: none"> <li>• Verify link to HQ website is correct</li> <li>• Update info from Jr Past President</li> </ul>	Jr Past President	July 1 or as needed
<p>Events</p> <ul style="list-style-type: none"> <li>• Add chapter, ISC, MARC, and other events to the calendar (fundraisers, conferences, conventions, etc.)</li> <li>• Include an image with your post</li> </ul>	Chapter/ ISC / MARC Reps	Ongoing
<p>More &gt; Forms</p> <ul style="list-style-type: none"> <li>• After state convention, forms will be updated by each new ISC officer</li> <li>• After receiving forms from each officer, upload them using the Downloads plugin.</li> <li>• Forms will be posted in 1 format, preferably PDF or Excel</li> </ul>	ISC Officers as appropriate	After August board meeting as needed
<p>More &gt; Bylaws</p> <ul style="list-style-type: none"> <li>• Update Bylaws file if bylaws were accepted by the membership at State Convention</li> </ul>	Parliamentarian	July 1 or as needed

More > Chapter Rosters <ul style="list-style-type: none"><li>• Update large chapter roster file</li><li>• Use a combined PDF</li></ul>	Jr Past President	July 1 or as needed
More > Procedure Manuals <ul style="list-style-type: none"><li>• Update Procedure Manuals file for each office as needed</li></ul>	ISC Officers and/or Parliamentarian	July 1 or as needed
More > Awards Certificate Templates <ul style="list-style-type: none"><li>• Update certificate templates as needed</li></ul>	Webmaster / ISC Officers	July 1 or as needed

## DUTIES OF THE OFFICE OF MARC REPRESENTATIVES

### CALENDAR

- JUNE** Receive Successor files from previous MARC Representatives and review completely
- JULY** Attend Camp Riley Day – this may be in June or July  
Attend IC Convention  
If you attend IC Convention, plan to attend the MARC Council meeting as a representative from Indiana along with the State President and the 2nd MARC representative from Indiana if in attendance.
- AUGUST** Prepare article for the ReMARC's – deadline August 1  
Prepare article for the LAMP – deadline is August 1 for the September Issue  
Plan to attend the August Board Meeting  
Prepare report for the August Board Meeting
- SEPTEMBER** Attend Fall conference and give report as requested by the President
- OCTOBER** Attend MARC Annual Leadership Conference as the MARC Representative from Indiana. The MARC Annual Leadership Conference is held the first full weekend in October.  
Attend the Fall Conference of the Indiana State Council, prepare report as requested by the State President
- NOVEMBER** Prepare article for the ReMARC's deadline is November 1  
Prepare article for the LAMP – deadline is November 1 for the December edition
- DECEMBER** If invited by the State President, attend the Christmas party of the Indiana State Council
- JANUARY**
- FEBRUARY** Prepare article for the LAMP – deadline is February 1 for the March issue  
If invited by the State President, attend the February Board Meeting. Prepare a report for the February Board Meeting
- MARCH** Prepare article for the ReMARC's – deadline is March 1  
Attend the Spring Conference of the Indiana State Council, prepare report as requested by the State President
- APRIL** Prepare article for the LAMP – deadline is April 1 for the May Issue

- MAY            May 1 is the deadline for submitting material for a page in the State President’s Scrapbook  
Review successor files and Procedure Files for any updating as necessary  
Beginning to preparation for the Indiana State Council Convention: A report will be necessary, if requested by the State President, for the Board Meeting as well as the 1<sup>st</sup> General Assembly.
- JUNE            Prepare article for the ReMARC’s – deadline is June 1  
Attend the Indiana State Council Convention  
Take successor file to the next MARC Representative  
Take Procedure Manual for the next MARC Representative

## **MARC REPRESENTATIVE GUIDELINES**

1.) There are two (2) MARC Representatives appointed to the General Board by the State President. According to the Bylaws of the Midwest Area Regional Council, Epsilon Sigma Alpha International, Inc., Article IV, Members, Section 3. a state council must name two (2) representatives to the General Board by July 1.

2.) MARC stands for **Midwest Area Regional Council** of Epsilon Sigma Alpha International, Inc.

3.) MARC consists of the following twelve (12) state councils:

Illinois	Indiana	Iowa	Kansas	Michigan	Minnesota
Missouri	Nebraska	Ohio	Oklahoma	South Dakota	Wisconsin

4.) Representatives are required to prepare news articles for both the Indiana State Council newsletter, the *LAMP* and the MARC Newsletter, the *ReMARCS*. The deadlines are as follows:

**The LAMP**

August 1  
November 1  
February 1  
April 1

**The ReMARCS**

August 1  
November 1  
March 1  
June 1

5.) Be prepared to give reports at the following Indiana State Council meeting, if invited by the State President:

August Board meeting  
Fall Conference  
February Board meeting  
Spring Conference

June Board meeting

You will need to prepare six (6) copies of all reports for:

State President (1)  
Recording Secretary (2)  
Successor Files (1)  
Personal Files (1)  
The other MARC Rep. (1)

- 6.) Be prepared to be responsible for the following while attending the Annual MARC Leadership Conference:
  - a.) Delegate voting at the Assembly meetings
  - b.) Prepare an Open House/Reception for any Indiana candidate running as a candidate on the MARC slate of officers. The cost of this open house/reception, in the past, has been supplied by the Past Indiana President's Auxiliary, and/or by a donation taken up by the Indiana delegation in attendance at the Annual MARC Leadership Conference.
- 7.) As a member of the MARC Council, each state has been asked to assist in contributing to the MARC Budget/Scholarship Fund, of at least \$100.00. The MARC Treasurer will contact you with information regarding how plans are going in order to raise that money. In the past, MARC Representatives have been asked to donate an item or items for a Chinese raffle and/or auction. Please remember that as a member of MARC Council, no state is asked to pay dues to belong to the MARC Council. Thus, the funds for the MARC budget come from Ways and Means Projects sponsored by the MARC Treasurer and the MARC Ways and Means Committee.
- 8.) On the Indiana State Council level, in past years, the MARC Representatives have also held a raffle and/or event to raise money for the MARC Scholarship Fund to be donated on behalf of the Indiana State Council. If you elect to do this, it is your responsibility to present this to the Indiana State Council membership at all State meetings. Remember that you will not be allowed to offer any fund-raising project at the Indiana State Council Convention according to the Indiana State Council, Standing Rules 19: only the hostess chapter, the PIPs and the Indiana State Council may have money-making projects at State convention. Raffle money should be given to the State Treasurer, and she should send it to the ESA Foundation for the MARC Scholarship.

Updated 6/2021

## DUTIES OF THE OFFICE OF SCRAPBOOK CHAIRPERSON

The Scrapbook Chairman prepares a scrapbook that commemorates the year of the President. This scrapbook is generally presented to the President at the Leadership/Membership Seminar in August after her year ends.

The Scrapbook Chairman encourages officers and chapters to contribute pictures and other memorabilia to the scrapbook.

JUNE	Review Scrapbook files
JULY	Check with State President to see if there is something in particular she/he wants in her/his scrapbook. Attend Camp Riley Day and take pictures Start your successor file
AUGUST	LAMP Article is due Submit Board Report in writing to Recording Secretary prior to Board Meeting Attend Summer Board Meeting Attend Leadership/Membership Seminar and take pictures (this will probably be included in Fall Conference)
SEPTEMBER	Attend Fall Conference and take pictures
NOVEMBER	LAMP article is due
DECEMBER	Attend Christmas party and take pictures
FEBRUARY	LAMP article is due Submit Board Report in writing to Recording Secretary prior to Board Meeting Attend Board meeting
MARCH	Attend Spring Conference and take pictures
APRIL	LAMP article is due
MAY	Chapter pictures due date May 15. You can accept any that arrive later, but President's Award requires May 15 date. Finish updating successor file
JUNE	Attend State Convention and take pictures

SEPTEMBER Present Scrapbook to State President at Fall Conference  
Turn over successor file and supplies to next Scrapbook Chair

REVISED 2018